

I. Application Cover Page



UTAH COMMISSION ON CRIMINAL & JUVENILE JUSTICE

Utah State Capitol Complex
 East Office Building, Suite E330
 Salt Lake City, Utah 84114-2330
 Ph: (801) 538-1031
 Fax: (801) 538-1024



State Task Force Grant (STFG)	CCJJ Grant # 25F08
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1. Your Agency Name and Address:
 San Juan County Sheriff's Office
 PO Box 788
 297 South Main Street
 Monticello, UT. 84535-0788

2. Agency Contact (Grant Project Director):	Jay Begay
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3. Phone Number:	435-587-2237
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4. E-mail Address:	jbegay@sanjuancounty.org
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5. Grant Start Date and End Date:	Start Date: 7/1/2024 End Date: 6/30/2025
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6. Federal Tax Identification Number (87- _____):	6000305
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7. Application Budget Summary:	
Personnel & Fringe:	\$8,000
Contract Services:	\$500
Equipment, Supplies and Operating (ESO):	\$30,000
Travel & Training:	\$30,000
Confidential Informant/Undercover Officer Buy (CI/UC):	\$1,500
Total Grant Funds:	\$70,000

Signatures in lines 9 and 11 indicate acceptance of the application narrative, budget, certified assurances, grant conditions and verification that all grant funds described within are to be used for law enforcement operations related to reducing illegal drug activity and related criminal activity.

8. Print Name and Title of Official Authorized to Sign <i>(Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President).</i>	9. Signature of Official Authorized to Sign <i>(Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President).</i>
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10. Print Name of Your Agency Legal Counsel <i>(Official authorized to sign includes: City/County Attorney or their Designee).</i>	11. Signature of Your Agency Legal Counsel <i>(Official authorized to sign includes: City/County Attorney or their Designee).</i>
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Brittney M. Irwin	
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Tom Ross, Executive Director of CCJJ (For CCJJ use ONLY)	
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II. Application Narrative

Please write your application narrative to respond to each area (a-d) listed below:

- a) *Clearly describe how funding from this grant will be used over the next twelve (12) months. In addition to narcotics enforcement, will your task force pursue criminal gangs or other major crime enforcement this year (If yes, please describe)?*

The funding will go towards helping educate and train Task Force Agents in new and current trends that involve the use, sale, manufacturing and trafficking of illegal drugs.

The funds will be used to pay for confidential informants and purchasing illegal drugs and investigating these crimes.

The funds will be used to pay for overtime for Task Force Agents.

Funding will be used to help Task Force Agents receive training in investigations of major crimes that occur throughout San Juan County. Training for crimes that include (but are not limited to) drug offenses, highway criminal interdiction, thefts, home and vehicle burglaries, homicides, internet crimes and sexual based offenses.

Funding will be used to maintain Task Force vehicles and equipment such as cameras, licence plate reader, phone bills, vehicles, 4-wheelers, side by side (UTV), e-bike, utility trailers and camp trailer.

Funding will also go to help educate the public in the current trends of drug and methods that youth, and any persons, might use to conceal drug use. Task Force Agents will teach about how drugs impact and hurt our communities.

- b) *Please list all agencies that will participate in your multi-jurisdictional task force this year.*

- 1) San Juan County Sheriff's Office
- 2) Blanding City Police Department
- 3) Utah Highway Patrol
- 4) Utah Adult Probation & Parole

- c) *Please indicate all other financial resources available to your task force beyond this grant (include participation in federal forfeiture equitable sharing or any other state or federal grant that supports your task force).*

None.

- d) *Provide a summary of last year's accomplishments for your task force.*

I have expanded the size of the Major Crimes/Drug Task Force to be able to offer the opportunity of training, networking and teamwork. The task force is comprised of agents that have years of law enforcement service ranging from 2 years to 15 + years. Along with their experience, comes different skill sets and experience regarding major crimes and drug

investigations. Agents have attended different training, usually focused on their interests and the mission of our task force. I have seen the value of attending specialized trainings and networking play integral roles in many cases and investigations this year.

The Task Force served 8 search warrants this year in San Juan County. The first search warrant was served in Monticello after a cell phone search warrant revealed information about buying and using illegal substances. A search of the residence was served and one individual was charged with possession of controlled substances and drug paraphernalia and arranging the distribution of controlled substances.

The second search warrant was served in Monticello after an Adult Probation & Parole (AP&P) compliance check. The suspect had a locked safe that they claimed they claimed to have no knowledge of and did not know how to open. The safe was opened by Agents and a Deputy, revealing controlled substances and drug paraphernalia. A search warrant for the residence was applied for and granted. One individual was charged with possession of methamphetamine and drug paraphernalia.

The third search warrant was served in Spanish Valley. An arrestee, in an separate case, provided information as to where they purchased controlled substances. The residence and occupant was identified by the informant after which a search warrant was applied for and granted. Upon serving of the search warrant, two individuals were charged with possession of marijuana, methamphetamine, drug paraphernalia, possession with intent to distribute and possession of a firearm by restricted persons.

The fourth search warrant was served in Blanding. Agents were notified of sighting of missing juveniles reported by the Utah Division of Child and Family Services (DCFS). Agents conducted an investigation leading them to a residence where the children may be and the homeowner initially consented to a search in their home for the children. An agent observed controlled substances in plain view and when he tried to open a locked bedroom door, the homeowner rescinded his consent and the agents immediately went outside. Based on the information, the agent began writing a search warrant for the residence. While in the process, Agents were notified the missing juveniles were seen jumping out of the bedroom window and running away. A local search of the area was conducted and the children were found safe and transported to juvenile receiving and notifying DCFS. The agent completed applying for the search warrant which was granted. Multiple individuals were charged, the charges ranged from possession of controlled substances and paraphernalia, arrest warrants, harboring a runaway and obstruction of justice.

The fifth search warrant was served in Blanding. An agent received information from another officer that while responding to a medical assist, he could smell the odor of marijuana in the residence and a family provided him information that a marijuana plant was being grown in the residence. With that information, the agent applied for and was granted a search warrant. The search warrant resulted in over eight pounds of marijuana being seized along with multiple items of drug paraphernalia. One individual was charged with possession of controlled

substances and paraphernalia, possession with intent to distribute, and cultivation of marijuana.

The sixth search warrant was served in Monticello in the process of an AP&P compliance check. Agents located drug paraphernalia and a search warrant was applied for and granted. One individual was charged with possession of a controlled substance and drug paraphernalia. 1.8 ounces of methamphetamine was seized during the search.

The seventh search warrant was served in Blanding. Agents served the warrant in a homicide investigation. One individual was charged and multiple pieces of evidence were seized from the residence. The case is active and on-going.

The eighth search warrant was served in Blanding in the process of an AP&P compliance check. A phone review led agents to suspect to recent drug use in the residence. A search warrant was applied for and granted. The search warrant resulted in the seizure of marijuana, methamphetamine, oxycodone and drug paraphernalia.

Agents have also been successful in highway interdiction. An agent conducted a traffic stop in Monticello for a traffic violation. The agent conducted their roadside interview per their training and experience. Through the interview, he established probable cause to search the vehicle. Over 30 pounds of methamphetamine was seized in the search, three individuals were charged in the investigation. The Drug Enforcement Agency (DEA) is assisting in the investigation of the case.

An agent attempted to conduct a traffic stop in Monticello and the driver failed to yield and fled. The agent and other assisting law enforcement personnel were not able to get the vehicle stopped but were able to successfully deploy a spike strip tire deflation device on the suspect vehicle. After a multiple hour overnight effort, the suspect and vehicle were not found in the Blanding area. The next morning, a citizen called into dispatch to report a suspicious person changing tires in Bluff (25 miles from Blanding). Agents responded to the area and arrested one individual; the vehicle was positively identified as the one that fled. A search warrant for the vehicle was applied for and granted, which resulted in over \$26,000 in US Currency, controlled substances, evidence of drug distribution and drug paraphernalia being seized. The case is being screened by the DEA for possible assistance.

An agent conducted a traffic stop for traffic violations in Monticello. The agent conducted their roadside interview per their training and experience. Through the interview, the agent received consent to search the vehicle and he located over ½ pound of cocaine. Two individuals have been charged and the case is active and on-going.

III. Task Force Personnel Structure

It will be necessary for you to clearly detail the structure of your task force personnel. CCJJ requires that task force agents meet the status of one of the three following: 1) Full-time Task Force Agent, 2) Part-time Task Force Agent, 3) Reserve Agent.

Task Force Personnel Status Defined:

1) Full-time Task Force Agents: are personnel dedicated 100% to the task force project and may be paid salary from the grant or the home agency of the agent. Full-time agents will also be 100% reimbursed from the CCJJ task force grant for all approved training, equipment, supplies, travel/training and over-time expenses related to the project.

2) Part-time Task Force Agents: are personnel dedicated to the task force project part of the time and also to other non-task force duties for their home agencies. For an agent to be considered part-time they must work for the CCJJ grant funded task force project at least 10 hours per week (.25 FTE). These agents will, for the most part, be paid salary and benefits entirely from their home agency. In some cases the grant may pay for the portion of their time that is dedicated to the task force project. Part-time task force agents will be paid over-time in proportion from the grant and their home agency. CCJJ grants will not pay 100% OT for any part-time task force agent. It is allowable for part-time agents to be 100% reimbursed from the CCJJ task force grant for all approved equipment, supplies and travel/training expenses related to the project.

3) Reserve Task Force Agents: are personnel "on call" to the task force as needed by the Commander. Reserves will not be paid from the grant or required to serve the project for any specified number of hours per week. They can be reimbursed for straight-time or overtime wages when called out. Like part-time agents, reserves will be paid O/T only in proportion from the grant and their home agency. Reserve agents will have access to task force equipment and supplies at the discretion of the Commander. No CCJJ task force grant funding can be used for equipment, supplies or travel/training expenses of Reserve Agents.

In the table below please provide the names of all agents that will work for your task force during the year:

1) 1) Full-time Task Force Agent(s) - Please list the Name, Rank and Home Agency of all full-time agents serving your task force project this year (Expand box as needed):

Jay Begay, San Juan County Sheriff's Office, is the Commander of the Task Force. He is also the Project Director and the only person assigned full time to the Task Force.

2) 2) Part-time Task Force Agent(s) - Please list the Name, Rank and Home Agency of all part-time agents serving your task force project this year along with the weekly hours to be worked by each agent (**must be at least 10 hours (.25 FTE) per week**) (Expand box as needed):

San Juan County Sheriff's Office

1. Sergeant Colby Turk – 10 hrs weekly
2. Deputy Corey Workman – 10 hrs weekly
3. Deputy Avery Olsen – 10 hrs weekly
4. Deputy Timothy Turk – 10 hrs weekly
5. Deputy Payton Palmer – 10 hrs weekly
6. Deputy Jeremy Homedew – 10 hrs weekly
7. Deputy Alicia Gallegos – 10 hrs weekly
8. Deputy Kurt Dunn – 10 hrs weekly

Blanding Police Department

1. Officer Trey McDonald – 10 hrs weekly
2. Officer Cole Palmer – 10 hrs weekly
3. Officer Tell Stewart – 10 hrs weekly

3) 3) Reserve Task Force Agent(s) - Please list the Name, Rank and Home Agency of all reserve agents serving your task force project this year (Expand box as needed):

San Juan County Sheriff's Office

1. Deputy Lyandra Benn

Utah Highway Patrol

1. Sergeant Bo Minchey
2. Trooper Brian Robinson
3. Trooper Bronz Eldredge
4. Trooper Ben Stearns

Utah Adult Probation and Parole

1. Agent Joseph Laney
2. Agent Herbert Todachinnie

IV. Budget Tables & Narrative

Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items to be purchased and explain how they will benefit your grant project.

Personnel - Briefly describe the Personnel costs you will pay for with State Task Force Grant funds. Include detail on salary and benefits to be paid to any one receiving salary, Straight-time, or O/T from this grant. Personnel charges must be based on the normal rate of pay by the individual's home agency.	
Total Personnel Costs	\$8,000.00

No Agents of the Task Force will receive a salary from the grant. The funds in this category will be used to pay straight time and overtime hours for the part time Task Force Agents working on Task Force cases/investigations. The overtime or straight time will be based on each agency's own criteria – the average rate is approximately \$28.00 per hour.

Contract Services - Briefly describe the Contract Services you will pay for with State Task Force Grant funds. Any contractor you hire for services to this grant project must first be approved by your agencies purchasing department or Utah State Purchasing Department. Include contract numbers and/or copies of this contract.	
Total Contract Costs	\$500.00

A Task Force administrative assistant may be contracted for service at a straight time rate of 40 hours for \$12.50 an hour.

40 hours at @ \$12.50 per hour = \$500.00

Equipment, Supplies and Operating (ESO) - Briefly describe the ESO costs you will pay for with State Task Force Grant funds. Include item descriptions, unit costs and quantity of purchases. ESO purchases must follow the regular procurement policies of your agency or the State of Utah if your agency has no procurement policies.	
Total ESO Costs	\$30,000.00

(A) Office supplies/expenses:

Field test kits (NIK & DetectaChem), LexisNexis Risk Solutions Crime Analytics and mapping subscription, writing pads, printer ink/toner, pens, pencils, evidence bags/boxes, SD cards, recordable media discs, batteries for electronics/recorders, camera's, paper clips, staples, folders, envelopes, stamps/postage, packaging boxes/material, Callyo membership, glass cleaner, dust off, printed forms, copier paper, photo paper, Verizon Wireless bill, TransUnion TLOxp membership fees, cellular trail cameras data plans, USB cables, disposable handcuffs, evidence tape, packaging tape, antiseptic wipes, hand sanitizer, mesh hoods, ink pads, rubber/plastic gloves, fingerprinting and crime scene processing equipment, tint meters, paper towels, trash bags, renew GPS tracker yearly contracts.

----- Approximate Total \$10,000.00

(B) We would like to continue to lease a command vehicle – Dodge Durango or something similar and maintenance.
 ----- Approximate Total \$17,000.00

(C) We would like to continue to use it for maintenance for existing Task Force equipment (Two 4-wheelers, Polaris RZR, Camp Trailer, Truck, sedan, mini van, E-Bike, Drone) - New batteries, oil and other fluid changes, window film, tune ups and tuning, new tires, repair/replace lights, repair/replace engine and drivetrain components, replace/repaint damaged body parts.
 ----- Approximate Total \$3,000.00

Travel/Training - Briefly describe the Travel/Training costs you will pay for with State Task Force Grant (STFG) funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See Utah State Travel Rates at: https://finance.utah.gov/wp-content/uploads/findit-FY23.pdf	
Total Travel/Training Costs	\$30,000.00

(A) We would like to send 10 Task Force Agents to the 2024 Utah Narcotic Officers Association Conference in Mesquite, Nevada August 6-8, 2024. The UNOA Conference provides specialized narcotics training, networking, information sharing, and cooperation between law enforcement agencies in Utah

Conference fee/ \$450.00 per person x 10 \$4,500.00
 Room rate/ \$76.74 per night x 3 nights x 10 rooms \$2,303.00
 Per Diem/ \$59 per day for 4 days x 10 \$2,360.00
 Approximate Total: \$9,163.00

(B) We would like to send 3 Agents to the 2024 National Interdiction Conference in Anaheim, California hosted by Los Angeles HIDTA August 18 -23, 2024. This conference is focusing to train and influence a pro-active "All Crimes" approach to criminal interdiction while also promoting and encouraging the networking of law enforcement officers nationwide. Topics include criminal interdiction of passenger and commercial motor vehicles, advanced vehicle concealments, roadside interview techniques, hotel/motel interdiction, human trafficking, recent case studies and analysis, utilization of canines, officer survival, case law and legal updates, bus and airport interdiction, and much more.

Conference fee/ \$475.00 per person x 3 \$1,425.00
 Room rate/ \$178.00 per night + tax x 6 nights x 3 rooms \$3,685.00
 Per Diem/ \$183 per day for 7 days x 3 \$3,843.00
 Approximate Total: \$8,953.00

(C) We would like to send 2 agents to ACE Interdiction Cartel Traps in Provo, Utah on September 9, 2024. In Cartel Traps, law enforcement officers receive the knowledge it takes to conduct a thorough and comprehensive vehicle search. They will go through every basic hide that all patrol cops need to know. This includes every natural void that criminals hide contraband in. They will also go through advanced deep concealment that all interdiction cops need to know. This includes quick access sophisticated electronic compartments, modified natural voids, deep concealment, and all other hidden compartments.

Registration fee/ \$249.00 per person x 2 \$498.00
 Room rate/ \$150.00 + taxes & fees x 2 rooms \$350.00
 Per Diem/ \$64.00 per day for 2 days x 2 \$256.00

Approximate Total: \$1,104.00

(D) We would like to send 2 agents to the Criminal Interdiction Workshop (Desert Snow) hosted by the Homeland Security Investigations Task Force in Park City, Utah July 16 – July 18, 2024. This workshop provides a comprehensive 3 day hands on criminal interdiction workshop where agents will learn how to conduct a legal and systematic traffic stop, recognize indicators of criminal activity, develop roadside conversational skills, spot deceptive behavior and how/when to ask for consent to search.

Conference fee/ \$699.00 x 2 \$1,398.00
 Room rate/ \$149.00 + tax per night for 3 nights x 2 \$990.00
 Per Diem/ \$79 a day for 4 days x 2 \$632.00

Approximate Total: \$3,020.00

(E) We would like to send 2 agents to LexisNexis Risk Solutions Criminal Investigations Using Cellular Technologies Basic Course in West Jordan, Utah November 4 – 8, 2024. This course provides motivated investigators comprehensive training in the evidentiary value of call detail records and geolocation data. The course syllabus incorporates several case studies for attendees to investigate using metadata from each major provider and other sources of geolocation information. The case study workshops allow students to experience the process of investigating call detail records from beginning to end, instilling knowledge and confidence to build a final case they can effectively testify to in court. This course is constantly evolving to keep up with the ever-changing world of cellular technology. This 40-Hour course focuses on best investigative practices and is a prerequisite to the Subject Matter Expert Certification Course.

Registration fee/ \$1,000.00 x 2 \$2,000.00
 Room rate/ \$123 + tax per night for 5 nights x 2 \$1,394.00
 Per Diem/ \$64 a day for 6 days x 2 \$768.00

Approximate Total: \$4,162.00

(F) There are annual Task Force Commander’s Meetings. We would like these expenses to be covered by the grant. Occasionally the need arises to travel outside of San Juan County for follow up investigations for the purpose of interviewing witnesses and suspects. Confidential Informant recruitment and follow up, evidence transportation, controlled deliveries, interviews and case follow ups.

Per Diem at \$59.00 x 7 days \$413.00
Hotel accommodations at \$130.00 + tax x 7 nights \$935.00
Includes fuel/mileage as needed and outlines by county policy

Approximate Total: \$1,348.00

(G) We would like to send four Task Force Agents to South Valley SWAT School to learn Basic Operator Tactics September 26 – October 1, 2024 in Sandy, Utah. This course covers basic operator fundamentals and principles such as dynamic and deliberate entry, breaching techniques, basic team movement principles and basic command and control.

Course fee/ \$750.00 x 3 \$2,250.00
Food and Lodging is provided

Approximate Total: \$2,250.00

Confidential Informant/Undercover Officer Buy (CI/UC) - Briefly describe the CI/UC costs you will pay for with State Task Force Grant funds. CI/UC costs charged to the STFG grant are required to follow the guidelines of APPENDIX 2 in this application.

Total CI Costs **\$1,500.00**

1. For travel and transportation of non-federal officer or an informant: the lease of an apartment, business front, luxury-type automobiles, aircraft, boat, or similar effects to create or establish the appearance of affluence: and/or meals, beverages (non-alcoholic), entertainment and similar expenses for undercover purposes, within reasonable limits.
2. For the purchase of evidence and/or contraband such as narcotics and dangerous drugs or stolen property, required to determine the existence of a crime or to establish the identity of a participant in a crime.
3. For the payment of monies to an informant for specific information.

Total Grant **\$70,000.00**

Appendix 1

CERTIFIED ASSURANCES (Utah State Funded Grants)

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Utah Commission on Criminal and Juvenile Justice (CCJJ) shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds.
2. The applicant assures that it will comply with State of Utah travel rates and policies unless the grantees home agency rates are more restrictive. Furthermore, the applicant assures that it will have and comply with written policies regarding personnel, the purchasing of supplies and equipment, contractual agreements, etc. If the grantee is working through a fiduciary agent, the policies of the fiduciary agent become the applicable policies with regard to expending grant funds*. If the applicant does not currently have written policies or a fiduciary agent the general policies adopted by the State of Utah - Department of Finance must be complied with in expending grant funds.

See State of Utah Travel Rates: <https://finance.utah.gov/wp-content/uploads/findit-FY23.pdf>

The only exception to this policy is **personnel expenditures when the applicant agency is acting as a fiduciary in a single grant serving two or more independent agencies. According to the Fair Labor Standards Act, personnel costs including **overtime** must be paid according to each individual agency's personnel policies.*

3. The applicant certifies that the programs contained in its application meet all requirements, that all the information is correct, that there has been appropriate coordination with affected agencies and that the applicant will comply with all applicable Utah State laws, regulations, and guidelines.
4. The applicant assures that it will comply, and all its contractors will comply, with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and their implementing regulations, 41 CFR Part 60.1 et.seq., as applicable to construction contracts.
5. The applicant assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex or disability against a recipient of funds the recipient will forward a copy of the findings to CCJJ.

GRANT CONDITIONS (Utah State Funded Grants)

1. **Compensation and Method of Payment.** The Utah Commission on Criminal and Juvenile Justice (CCJJ) will advance or reimburse the grantee, depending on the amount of award, for approved program expenditures as outlined in the grantee's budget. Reimbursement checks will be issued on a monthly or quarterly basis as financial status reports are submitted and approved unless other payment arrangements have been agreed to by CCJJ.
2. **Reports.** The grantee shall submit such reports as CCJJ may reasonably require, including but not limited to quarterly financial and progress reports, and final financial and narrative reports. Quarterly financial and progress reports shall be received no later than 30 days (or as specified by CCJJ) after each quarter ends on March 31, June 30, September 30, and December 31. At such a point where grant funds have been accounted for in total, quarterly financial reports will no longer be required, however, narrative reports must continue to be submitted until the end of the grant period. ***Recipients (project director or proxy) of grant funding from CCJJ shall, at CCJJ's discretion, produce written and oral reports for the Utah Legislature or other entities on project progress and other information that pertains to the grant program.***
3. **Audit Reports.** Grantees who expend more than \$500,000 in State and/or Federal funds during a financial fiscal year must have annual examinations in the form of audits. These audits will be submitted to CCJJ with any Management Letters no less

than one month after completion of the audit. Local governments have 180 days after the end of their fiscal year to complete their audits while all other grantees have nine months to complete their audit. The audit must conform to OMB Circular A-133 and must contain a schedule of financial assistance. During the audit process, either the grantee or the auditor will send CCJJ a verification letter to confirm the amount of grant funds received.

4. Utilization and Payment of Funds. Funds awarded are to be expended ONLY for purposes and activities covered in the grantees approved budget. The grantee agrees to return all unexpended State funds provided hereunder to CCJJ within thirty (30) days of termination of the grant. Payments will be adjusted to correct previous overpayment or underpayment and disallowances resulting from audits.

5. Expenses Not Allowable. Project funds may not be expended for items not part of the approved budget or separately approved by CCJJ. Expenditure of funds in excess of ten percent (10%) of the amount budgeted per budget category will be permitted only with CCJJ's prior written approval. CCJJ will require a refund of grant monies for expenditures made without approval in the budget or by CCJJ. **State Grant Program Unallowable Costs include, but are not limited to:**

- Uses not specified in the agency's grant award application.
- Uses not approved or appropriated by the agency's legislative body.
- Uses, payments, or expenses that are not within the scope of the agency's functions.
- The purchase of alcoholic beverages or entertainment of any kind is not permitted with grant funds.
- The purchase of gifts or incentive awards of any kind.
- Food purchases in excess of Utah State per diem rates.
- Tips in excess of 20% on food purchases. Tips on any other grant related purchase other than food is not allowed.
- Late fees or other fines/penalties incurred by the grantee.
- Indirect costs

6. Written Approval of Changes. Grantees must obtain prior written approval from CCJJ for major program changes. These include (a) changes of substance in program activities, designs, or objectives; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget as specified in condition 4; (d) budget adjustments in excess of ten percent (10%) of the affected budget category.

7. Termination of Aid. If through any cause the grantee shall fail to substantially fulfill in a timely and proper manner all its obligations, terms, covenants, conditions, or stipulations of the grant agreement, CCJJ shall have the right to terminate the grant agreement or to suspend fund payments by giving written notice to the grantee of such action and specifying the effective date thereof, at least thirty (30) days before the effective date of such action.

8. Inspection and Audit. CCJJ, the Utah State Auditors Office, or any of their duly authorized representatives shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of grantees and contractors.

9. Maintenance of Records. All financial and statistical records, supporting documents, and all other records pertinent to grants or contracts shall be retained for at least three years after completion of the project for purposes of State examinations and audits.

10. Third Party Participation. No contract or agreement may be entered into by the grantee for execution of project activities or provision of the services (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by CCJJ. Any such arrangement shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the grant project and that the grantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project. CCJJ shall be provided with a copy of all such contracts and agreements entered into by grantees.

11. Conflict of Interest. The grantee covenants that if it is a not-for-profit entity none of its officers, agents, members, or persons owning a "substantial interest" in the entity, is presently, nor during the life of this contract shall be, officers or employees of CCJJ, provided that if such persons are or become officers or employees of CCJJ they must disqualify this

application and any future discussions concerning the entity making this application.

12. **Project Director:** There shall at all times during the life of the grant agreement be an individual appointed by the grantee as "Project Director". This individual will be responsible for program planning, operation and administration under the grant agreement.

13. **Polygraph Examination:** A subgrantee assures that it will not ask or require an adult, youth, or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The subgrantee further assures that the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

14. **Program Income:** Multi-jurisdictional Drug and Crime Task Force grant projects funded through the Utah State Task Force Grant (STFG) program are not required to track or report Program Income (PI). Examples of Program Income include: Sale of Property, Royalties, Attorney's Fees and Costs, Registration/Tuition Fees, Asset Seizures and Forfeitures, Interest Earned on LLEBG and JABG Grant Funds, Membership Fees.

15. **Commitment of Service for Task Force Projects.** In order for STFG funds to be awarded, CCJJ will require a commitment of no less than four (4) consecutive years of service from any agency acting as the signing lead agency for a task force grant project. Where a signing lead agency has been in place for any consecutive years, those prior years will count toward the four-year requirement (example: an agency serving as the signing lead agency has only the two following years left in order to meet their four year requirement). After a task force's lead agency has been in place for four consecutive years, the task force governing board is free to assign a new signing lead agency if they desire. At that time, the four consecutive year requirement will start again for the new signing lead agency of the task force project. Any exception to this condition will require prior written approval for change (via Change Request Form) from CCJJ.

16. **STFG Task Force Formula.** STFG funded multi-jurisdictional drug and crime task forces will be funded based on a formula approved by the Executive Committee of CCJJ. The formula was modeled after the one developed by BJA to determine awards for the states and will be applied to each of Utah's 29 counties.

Utah's STFG task force formula is based 50% on the total county population and 50% on the rate of total county part-one crimes with a final condition of award based on the total county JAG direct award funding provided by BJA.

To become a multi-jurisdictional task force under the Utah STFG formula, it is necessary for two or more independent law enforcement agencies within each county to draft an interlocal agreement and establish a lead agency to administer the grant with CCJJ. It is not necessary for the county government (Sheriff's Office) to participate in the task force in order to receive Utah STFG funding (i.e. a task force in Davis County might consist of Layton City, Bountiful City and Centerville City without county participation). It is expected that most STFG task force projects will be comprised of the same agencies that are currently funded by the JAG grant program. If any changes are desired with the existing composition of your task force project, please contact your CCJJ - STFG Grant Program Manager for regulations on establishing a STFG drug and crime task force project.

17. **Loss of On-going Funding Status.** - Only multi-jurisdictional drug and crime task force projects will be eligible for on-going STFG grant funding. On-going status, however, is not guaranteed. The following conditions may result in the termination of funding for a STFG multi-jurisdictional drug and crime task force project:

- Failure of the task force to report CCJJ required STFG performance measures.
- Failure of the task force to report financial and narrative progress reporting in a timely and consistent manner.
- Failure of the task force to provide records of expenditures and adherence to STFG grant policies during monitoring site visits.
- Loss of STFG funding from the Federal government and Utah State Legislature.
- Each year that STFG grant funding is available to Utah; the Executive Committee of CCJJ will re-evaluate the value of continuing to fund multi-jurisdictional drug task forces in the coming year.

18. Administrative Assistants. Grant funding can be used to pay the salary and benefits of one .5 FTE or 1.0 FTE task force administrative assistant. 1) Task forces receiving a base annual grant award from CCJJ will be limited to a .5 FTE Administrative Assistant salary/benefits paid from grant funding. 2) Task forces receiving an annual grant award from CCJJ in excess of the base award can use grant funding to pay the salary/benefits of one 1.0 FTE task force Administrative Assistant. A task force administrative assistant paid from grant funding will be required to perform only task force related work functions and cannot be reassigned to other duties while being paid with grant funding.

- Grant paid task force administrative assistants basic responsibilities will include: maintaining accurate financial records of all expenses reimbursed by grant and/or program income (PI) funds; maintaining a copy of the approved grant and all subsequent grant change requests in order to assure that funds are being spent as approved by CCJJ; accounting for CI/UC expenditures using CCJJ CI/UC logs; assuring that all grant charges are in accordance with the accounting policies of the lead agency or in the case of Personnel in accordance with the personnel policies of the officers home agency; all administrative assistants will need to understand and make use of the CCJJ Grants Management System (GMS) in order to complete quarterly grant reports. If technical assistance or training is needed, contact a CCJJ Grant Monitor.

APPENDIX 2

PLEASE SIGN PAGE 2 AND RETURN WITH GRANT APPLICATION

CONTROL AND USE OF CONFIDENTIAL INFORMANT FUNDS/UNDERCOVER OFFICER BUY

The provisions in this Guideline apply to all GRANTOR AGENCY professional personnel and grantees involved in the administration of grants containing confidential funds.

DEFINITIONS FOR TYPES OF SPECIAL LAW ENFORCEMENT OPERATIONS

1. Purchase of Services (P/S). This category includes travel or transportation of non-federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment and similar expenses for under-cover purposes, within reasonable limits.
2. Purchase of Evidence (P/E). This category is for the purchase of evidence and/or contraband such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
3. Purchase of Specific Information (P/I). This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.
4. Undercover (UC) buys will be handled with the same care and same policies and procedures as Confidential Informant (CI) funds.

POLICY. Confidential funds are those monies allocated for purchase of services, purchase of evidence, and purchase of specific information. These funds should only be allocated:

1. When the particular merits of a program/investigation warrant the expenditure of these funds.
2. When requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are a reasonable and necessary element of project operations. In this regard the approving agency must also ensure that controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

1. The APPROVING AUTHORITY for the ALLOCATION of confidential funds is:

a. GRANTOR AGENCY for block/formula grantees.

2. The PRIOR APPROVAL AUTHORITY for the disbursement and expenditure of confidential funds will be at the next higher level as follows:

a. GRANTOR AGENCY for categorical grantees.


b. State Agencies for block/formula grantees.

c. Project Headquarters for member agencies for any individual payment in excess of \$2,000.

A signed certification that the project director has read, understands, and agrees to abide by the provision of this Guideline is required from all projects that are involved with confidential funds from either Federal or matching funds. The signed certification must be approved at the time of grant application.

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of DOJ Grants Financial Guide.

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf

	5-17-24
Signature of Task Force Commander	Date

WRITTEN PROCEDURES. Each Project Director and Regional Information Sharing Systems (RISS) member agency authorized to disburse confidential funds must develop and follow internal procedures which incorporate the elements listed below. If the Project Director and/or RISS member agency deviates from these elements, they must receive prior approval of the awarding agency.

- The funds authorized will be established in an imprest fund which is controlled by a bonded cashier.
- The supervisor of the unit to which the imprest fund is assigned must authorize all advances of funds for the purchase of information. In the authorization the supervisor must specify the information to be received, the amount of expenditures, and the assumed name of the informant.
- Informant files are confidential files of the true names, assumed names, and signatures of all informants to whom payments of confidential expenditures have been made. To the extent possible, pictures and/or fingerprints of the informant payee(s) should also be maintained. In the RISS Program, the informant files are to be maintained at the member agencies only. Project headquarters may maintain case files.
- The agent or officer authorized to make a confidential payment will provide the cashier with a receipt for cash advanced for such purposes. The informant payee must provide the agent or officer a receipt for cash paid to them. A sample informant payee receipt [PDF - 153 Kb] is provided as an example.

4. Cash Receipts.

- a. The cashier shall receive from the agent or officer authorized to make a confidential payment, receipt for cash advanced to him/her for such purposes.
- b. The agent or officer shall receive from the informant payee a receipt for cash paid to him/her.

Figure 2. SAMPLE RECEIPT OF INFORMANT PAYEE

RECEIPT

For and in consideration of the sale and delivery to the State, County, or City of _____ of information or evidence identified as follows:

I hereby acknowledge receipt of \$(numerical and word amount entered by payee) paid to me by the State, County, or City of: _____

Date: _____ Payee: _____

(Signature)

Case Agent/Officer: _____ Witness: _____

(Signature)

(Signature)

Case or Reference: _____ (Signature) _____

5. Review and Certification. The signed receipt from the informant payee with a memorandum detailing the information received shall be forwarded to the agent or officer in charge. The agent or officer in charge shall compare the signatures. He/she shall also evaluate the information received in relation to the expense incurred, and add his/her evaluation remarks to the report of the agent or officer who made the agent or officer in charge on the basis of the report and informant payee's receipt.

6. Reporting of Funds. Each project shall prepare a reconciliation report on the imprest fund on a quarterly basis. Information to be included in the reconciliation report will be the assumed name of the informant payee, the amount received, the nature of the information given, and to what extent this information contributed to the investigation. Grantees shall retain the reconciliation report in their files and available for review unless the state agency requests that the report be submitted to them on a quarterly basis.

7. Record and Audit Provisions. Each project and member agency must maintain specific records of each confidential fund transaction. At a minimum, these records must consist of all documentation concerning the request for funds, processing (to include the review and approval/disapproval), modifications, closure or impact material, and receipts and/or other documentation necessary to justify and track all expenditures. Refer to Documentation, Item 1, for a list of documents that should be in the informant files. In projects where grant funds are used for confidential expenditures, it will be understood that all of the above records, except the true name of the informant, are subject to the record and audit provisions of the GRANTOR AGENCY.

DOCUMENTATION.

1. Informant File Security and Contents.

a. For each informant a separate file should be established for accounting purposes. Informant files should be kept in a separate and secure storage facility, segregated from any other files, and under the exclusive control of the office head or an employee designated by him. The facility should be locked at all times when unattended. Access to these files should be limited to those employees who have a necessary legitimate need. An informant file should not leave the immediate area except for review by a management official or the handling agent, and should be returned prior to the close of business hours. Sign-out logs should be kept indicating the date, informant number, time in and out, and the signature of the person reviewing the file.

b. Each file should contain the following documents:

- (1) Informant Payment Record, kept on top of the file. This record provides a summary of informant payments.
- (2) Informant Establishment Report, including complete identifying and locating data, plus any other documents connected with the informant's establishment.
- (3) Current photograph and fingerprint card (or FBI/State Criminal Identification Number).
- (4) Cooperating Individual Agreement.
- (5) Receipt for Purchase of Information.
- (6) Copies of all debriefing reports (except for the Headquarters case file).
- (7) Copies of case initiation reports bearing on the utilization of the informant (except for the Headquarters case file).
- (8) Copies of statements signed by the informant (unsigned copies will be placed in appropriate investigative files).

(9) Any administrative correspondence pertaining to the informant, including documentation of any representations made on his behalf or any other nonmonetary considerations furnished.

(10) Any deactivation report or declaration of an unsatisfactory informant.

2. Receipt for Purchase of Information. An informant payee receipt shall identify the exact amount paid to and received by the informant payee on the date executed. Cumulative or anticipatory receipts are not permitted. Once the receipt has been completed no alteration is allowed. The agent shall prepare an informant payee receipt containing the following information:

- a. The jurisdiction initiating the payment.
- b. A description of the information/evidence received.
- c. The amount of payment, both in numerical and word form.
- d. The date on which the payment was made.
- e. The signature of the informant payee.
- f. The signature of the case agent or officer making payment.
- g. The signature of at least one other officer witnessing the payment.
- h. The signature of the first line supervisor authorizing and certifying the payment.

INFORMANT MANAGEMENT AND UTILIZATION. All persons who will be utilized as informants should be established as such. The specific procedures required in establishing a person as an informant may vary from jurisdiction to jurisdiction but, at a minimum, should include the following:

1. Assignment of an informant code name to protect the informant's identity.
2. An informant codebook controlled by the office head or his/her designee containing:
 - a. Informant's code name.
 - b. Type of informant (i.e., informant, defendant/informant, restricted-use/informant).
 - c. Informant's true name.
 - d. Name of establishing law enforcement officer.
 - e. Date the establishment is approved.
 - f. Date of deactivation.
3. Establish each informant file in accordance with Documentation, Item 1.
4. For each informant in an active status, the agent should review the informant file on a quarterly basis to assure it contains all relevant and current information. Where a MATERIAL fact that was earlier reported on the Establishment Report is no longer correct (e.g., a change in criminal status, means of locating him/her, etc.), a supplemental establishing report should be submitted with the correct entry.
5. All informants being established should be checked in all available criminal indices. If verified FBI number is available, request a copy of the criminal records from the FBI. Where a verified FBI number is not available, the informant should be fingerprinted with a copy sent to the FBI and appropriate state authorities for analysis. The informant may be utilized on a provisional basis while awaiting a response from the FBI.

PAYMENTS TO INFORMANTS.

1. Any person who is to receive payments charged against PE/PI funds should be established as an informant. This includes persons who may otherwise be categorized as sources of information or informants under the

control of another agency. The amount of payment should be commensurate with the value of services and/or information provided and should be based on the following factors:

- a. The level of the targeted individual, organization or operation.
 - b. The amount of the actual or potential seizure.
 - c. The significance of the contribution made by the informant to the desired objectives.
2. There are various circumstances in which payments to informants may be made: assists in developing an investigation, either through supplying information or actively participating in it, he/she may be paid for his/her service either in a lump sum or in staggered

a. Payments for Information and/or Active Participation. When an informant payments. Payments for information leading to a seizure, with no defendants, should be held to a minimum.

b. Payment for Informant Protection. When an informant needs protection, law enforcement agencies may absorb the expenses of relocation. These expenses may include travel for the informant and his/her immediate family, movement and/or storage of household goods, and living expenses at the new location for a specific period of time (not to exceed 6 months). Payments for these expenses may be either lump sum or as they occur, and should not exceed the amounts authorized by law enforcement employees for these activities.

c. Payments to Informants of Another Agency. To use or pay another agency's informant, he/she should be established as an informant. These payments should not be a duplication of a payment from another agency; however, sharing a payment is acceptable.

3. Documentation of payments to informants is critical and should be accomplished on a receipt for purchase of information. Payment should be made and witnessed by two law enforcement officers and authorized payment amounts should be established and reviewed by at least the first line supervisory level. In unusual circumstances, a non-officer employee or an officer of another law enforcement agency may serve as witness. In all instances, the original signed receipt must be submitted to the project director for review and record keeping.

ACCOUNTING AND CONTROL PROCEDURES. Special accounting and control procedures should govern the use and handling of confidential expenditures, as described below:

1. It is important that expenditures that conceptually should be charged to PE/PI/PS are in fact so charged. It is only in this manner that these funds can be properly managed at all levels, and accurate forecasts of projected needs be made.
2. Each law enforcement entity should apportion its PE/PI/PS allowance throughout its jurisdiction and delegate authority to approve PE/PI/PS expenditures to those offices, as it deems appropriate.
3. Headquarters management should establish guidelines authorizing officers to spend up to a predetermined limit of their total allowance on any one buy or investigation.
4. In exercising his/her authority to approve these expenditures, the supervisor should consider: (1) the significance of the investigation; (2) the need for this expenditure to further that investigation; and (3) anticipated expenditures in other investigations. Funds for PE/PI/PS expenditures should be advanced to the officer for a specific purpose. If they are not expended for the purpose, they should be returned to the cashier. They should not be used for another purpose without first returning them and repeating the authorization and advance

process based on the new purpose.

5. Distribution of funds for PE/PI/PS expenditures from the commander should be advanced to the officer on a suitable receipt form that lists the date of the transaction, description, officer's signature, and amount (copy of Commander's Log provided by CCJJ). Each officer expending funds to a confidential informant for PE/PI/PS will record all transactions on a Confidential Funds Log (copy provided by CCJJ) listing the date, description of transaction including information on quantities and types of drugs purchased, CI number, court case number, amount and whether the expenditure was for P/E, P/I or P/S. A receipt for purchase of information or a voucher for purchase of evidence would be completed to document funds used in the purchase of evidence or funds paid or advanced to an informant and placed in each CI file.

6. For security purposes there should be a 48-hour limit on the amount of time funds advanced for PE/PI/PS expenditure may be held outstanding. If it becomes apparent at any point within the 48-hour period that the expenditure will not materialize, then the funds should be returned to the advancing cashier as soon as possible. An extension to the 48-hour limit may be granted by the level of management that approved the advance. Factors to consider in granting such an extension are the amount of funds involved, the degree of security under which the funds are being held, how long an extension is required, and the significance of the expenditure. Such extensions should be limited to 48-hours. Beyond this, the funds should be returned and re-advanced, if necessary. Regardless of circumstances, within 48-hours of the advance, the fund cashier should be presented with either the unexpended funds, and executed voucher for payment for information, or purchase of evidence, or written notification by management that an extension has been granted.

6. Purchase of Services expenditures, when not endangering the safety of the officer or informant, need to be supported by canceled tickers, receipts lease agreements, etc. If not available, the office head, or the immediate subordinate, must certify that the expenditures were necessary and justify why supporting documents were not obtained.

CONFIDENTIAL INFORMANT FUNDS/UNDERCOVER OFFICER BUYS LOG

For your convenience, this application kit contains CI/UC fund log sheets for you to use when tracking CI/UC charges to this grant. The first log sheet is for the use of task force officers and the second sheet is for use of the task force commanders. These sheets can be copied and used during the grant year. It is not necessary to send these log sheets to CCJJ with your application.

**DRUG TASK FORCE OFFICER - CONFIDENTIAL INFORMANT/UNDERCOVER BUY (CI/UC)
FUNDS LOG
(Task Force Officer's Log)**

Date	Description of Transaction If Drug Purchase: Quantity & Type	CI # <i>(If Under Cover Buy indicate UC rather than CI#)</i>	CASE #	Must Check One			Amount	Balance
				P/S	P/E	P/I		
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
	Qty: Type:							
Officer: _____		Commander: _____						
Date: _____		Date: _____						

DRUG TASK FORCE - CONFIDENTIAL INFORMANT/UNDERCOVER BUY (CI/UC) FUNDS LOG

COMMANDER _____

(Task Force Commander Log)

Date	Description of Transaction	Officers Signature	Check #	Amount In	Amount Out	Balance
	DRAW DOWN					