

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE ALACHUA COUNTY SHERIFF'S OFFICE AND  
GAINESVILLE POLICE DEPARTMENT**

THIS AGREEMENT is made and entered into this 19 day of February, 2011, by and between the Sheriff of Alachua County, Florida (Sheriff); and the Gainesville Police Department for the period of December 1, 2010 until June 30, 2012.

**WITNESSETH:**

**WHEREAS**, the Sheriff was awarded a Cooperative Agreement titled Solving Cold Cases with DNA Analysis from the Department of Justice, Office of Justice Programs; and

**NOW, THEREFORE**, the parties agree as follows:

**II. GENERAL PROVISIONS**

1. The Cooperative Agreement provides for payment of overtime wages to law enforcement agencies to evaluate and resolve unsolved homicide, missing person, unidentified human remains and sexual battery cases.

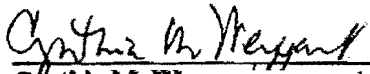
2. Unless otherwise authorized by the Sheriff's Office, expenses must directly relate to (a) identification, review, and prioritization of Uniform Crime Report (UCR), Part I Violent Crime "cold cases" (cases for which all significant investigative leads have been exhausted) that have the potential to be solved through DNA analysis; (b) identification, collection, retrieval, or evaluation of biological evidence from such cases that reasonably is expected to contain DNA; or (c) performance of DNA analysis on such biological evidence.

3. Requests for reimbursement must be made through the Alachua County Sheriff's Office. Attn: Accounts Payable, Accounting and Budget Bureau P.O. Box 1210, Gainesville, FL 32602-1210, and is subject to approval by the Alachua County Sheriffs Office, Grant Administrator. To be eligible for reimbursement, the agency must provide a copy of the agency's overtime policy and rules to the Accounting and Budget Bureau. All invoices must include timesheets signed by the employee and the employee's supervisor and copies of pay stubs and/or pay registers. Expenditures eligible for reimbursement are overtime pay in accordance with the agency's overtime rules including all FICA, Pension and Workers' Compensation Insurance costs. Only overtime incurred between December 01, 2010 and June 30, 2012 is eligible for a refund. All invoices are due no later than October 15, of each grant year in order to close the accounting books. Gainesville Police Department has a \$6,586 limit for overtime and an \$8,064 limit for travel for which they may invoice against.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be signed  
by their duly authorized officials.

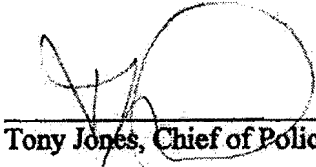
ALACHUA COUNTY SHERIFF

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**Cynthia M. Wey**, General Counsel  
*Approved as to Form and Legality:*

Date: January 11, 2011

GAINESVILLE POLICE DEPARTMENT

  
\_\_\_\_\_  
**Tony Jones, Chief of Police**

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**Thomas B. Arden, Police Legal Advisor**  
*Approved as to Form and Legality:*

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**BUDGET DETAIL WORKSHEET**

|   |                                 |                            |                |
|---|---------------------------------|----------------------------|----------------|
| <b>PERSONNEL</b>  |                                 |                            |                |
| <u>ACSO Sworn Staff</u>   |                                 |                            |                |
| \$33.86 per hour overtime rate@ approximately 109 hours of overtime for a total of\$3,691<br>(Averaged pay rate of employees at overtime rate)  |                                 |                            |                |
| ACSO Staff Employees  |                                 |                            |                |
| \$28.17 per hour overtime rate@ approximately 109 hours of overtime for a total of \$3,070<br>(Averaged pay rate of employees at overtime rate) |                                 |                            |                |
|   |                                 |                            | Total \$6,761  |
| <b>FRINGE BENEFITS</b>  |                                 |                            |                |
| <u>ACSO Sworn Staff</u>   |                                 | ACSO Staff Employees       |                |
| FICA@ 7.65%   | \$ 2.59                         | FICA@ 7.65%                | \$2.16         |
| FRS@23.25%  | \$ 7.87                         | FRS (q 10.77%              | \$3.03         |
| <b>we</b> @4.91%  | <b>LU.I</b><br>\$1 1.57         | WC@0.38%                   | \$0.08         |
|   |                                 |                            | \$5.27         |
| Total Fringe Benefits   | \$1,261.13                      | Total ACSO Fringe Benefits | \$574.43       |
|   |                                 |                            | Total: \$1,836 |
| <b>TRAVEL</b>   |                                 |                            |                |
| <i>(Source of travel policies: Alachua County Sher lf's Office will use formal travel policy)</i>   |                                 |                            |                |
| Six in state trips to interview witnesses and follow up on leads.   |                                 |                            |                |
| Per Diem  | \$39 x 2 detectives             | \$                         | 78             |
| Gas, tolls and parking:   | \$100                           | \$                         | 100            |
|   |                                 | Total per trip \$          | 178            |
|   |                                 | Total                      | \$1,068        |
| Three out of state trips to interview witnesses and follow up on leads.   |                                 |                            |                |
| Per Diem:   | \$39 x 4 days x 2 detectives    | \$                         | 312            |
| Hotel:  | \$130 x 3 nights x 2 detectives | \$                         | 780            |
| Airfare:  | \$400 x 2 detectives            | \$                         | 800            |
| Car Rental:   | \$60 x 4 days x 2 detectives    | \$                         | 240            |
| Gas, tolls and parking:   | \$50 x 4 trips                  | \$                         | 200            |
|   |                                 | Total per trip             | \$ 2,332       |
|   |                                 | 3 trips x \$1,386          | \$6,996        |
|   |                                 | Total travel:              | \$ 8,064       |

| <b>EQUIPMENT</b>   |                                 |                            |
|--|---------------------------------|----------------------------|
| <b>Item:</b>   | <b>Computation:</b>             | <b>Total:</b>              |
| Laptop   | 2 laptops x \$900 each          | \$1,800                    |
| Mobile Data Access software  | 2 laptops x \$175 each          | \$ 350                     |
| Printer  | 2 printers x \$215 each         | \$ 430                     |
|  |                                 | Total: \$2,580             |
| <b>CONSULTING/CONTRACTS</b> <i>(Applicant 's{ormal travel and overtime policy followed)</i>  |                                 |                            |
| <b>Gainesville Police Department</b>   |                                 |                            |
| Overtime:  |                                 |                            |
| Detective Patty Nixon- Lead Detective. Detectives from Criminal Investigations Division will work with Detective Nixon as needed. Average overtime rate is \$45.36 x 32% overtime benefits x 110 hours of overtime is \$6,586. |                                 |                            |
| Travel:  |                                 |                            |
| Six in state trips to interview witnesses and follow up on leads.  |                                 |                            |
| Per Diem   | \$39 x 2 detectives             | \$ 78                      |
| Gas, tolls and parking:  | \$100                           | \$ 100                     |
|  |                                 | Total per trip \$ 178      |
|  |                                 | Total \$1,068              |
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Solving Cold Cases with DNA 2010 Alachua County Sheriff's Office, FL

| <b>Bode Technology</b>   |                 |                      |                 |                                      |
|--|-----------------|----------------------|-----------------|--------------------------------------|
| Agency and Type of Case  | Number of Cases | #of Samples per Case | Cost per Sample | Total                                |
| ACSO Evaluated Cold Cases  | 12              | 2                    | \$995           | \$23,880                             |
| ACSO Sex Assault Cases   | 27              | 2                    | \$995           | \$53,730                             |
| GPO Cold Cases   | IS              | 2                    | \$995           | \$29,850                             |
|  |                 |                      |                 | Total: \$107,460                     |
| <b>Consultants-</b> (Applicants formal travel policy is followed)  |                 |                      |                 |                                      |
| <p><i>Consultant Fees:</i></p> <p>Independent Consultant: 10 years or more experience working major case investigations to include homicides and sexual batteries.</p> <p>\$425 a day (minimum 8 hour day) consulting fees for an average of 20.70 days.</p> |                 |                      |                 |                                      |
|  |                 |                      |                 | Total: \$8,799                       |
|  |                 |                      |                 | Total Contractual Services \$130,909 |

| <b>Other:</b> |   |         |
|---------------|---|---------|
| Description   | Computation                             | Cost    |
| Air Card      | 2 air card -. -\$40 a month x 14 months | \$1,120 |

**Total Requested: \$151,270**

## **BUDGET NARRATIVE**

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Funds for the investigation of cold cases will be used for overtime, benefits, travel, investigative purposes, training, equipment and contractual services. Additionally, cases that are identified as having sufficient DNA evidence will be sent to Bode Technology for DNA assessment and analysis. Retired Law enforcement investigators will be hired under contractual services to contribute their vast experience in solving cold cases. Additionally, the Alachua County Sheriff's Office (ACSO) and the Gainesville Police Department's (GPO) detectives will work jointly in reviewing cases and determining eligibility of cases with evidence that can be sent forward for DNA analysis. The ACSO Captain over Criminal Investigations Division will be in charge of the Solving Cold Cases with DNA Analysis grant and will approve all ACSO related overtime and travel.

### **Personnel:**

Overtime will be necessary to work the current 28 cold cases and evaluate approximately 109 unsolved sexual assault cases. Detectives, Analyst and Crime Scene Investigators from the Alachua County Sheriff's Office (ACSO) Criminal Investigations Division will work jointly with the Cold Case Detective, to identify, prioritize, and select evidence from sexual assault cases for analysis. Total overtime is \$6,761

### **Fringe Benefits:**

Sworn employees working on overtime will receive their hourly overtime rate, FICA rate of 7.65%, Florida Retirement System rate of 23.25% and workmen's compensation rate of 4.91%.

Staff employees will receive their hourly overtime rate, FICA at a rate of 7.65%, Florida Retirement System rate of 9.85% and workmen's compensation rate of 0.38%.

Total Fringe Benefits: \$1,836

#### Travel:

ACSO Criminal Investigations Division personnel will travel to interview suspects and witnesses in cold case investigations. Travel will be in-state as well as out-of-state. The figures represent airfare, car rentals, car travel (gas, tolls, and parking), lodging, and per diem. There are approximately three cases that will require out-of-state travel, and six cases that will require in-state travel. Each trip will require the travel of two detectives. Out-of-state trips are estimated at four days and three nights. In-state trips are estimated to be one-day trips. The per diem rate is \$39/day, estimated hotel stay for an out-of-state trip is \$130/night, estimated airfare is \$400/flight, and estimated car rental is \$60/day. Incidentals (parking, tolls, gas, etc) are estimated at \$100 for an in-state trip and \$50 for an out-of-state trip. (*Applicants' travel policies are followed.*) Total Travel \$8,064

#### Equipment:

In order to facilitate an investigation while traveling, each agency will require a laptop computer. The laptop will require mobile data software application to make the access reliable, secure and easily managed. In addition, an office printer is needed for each agency in order to print



investigative material.

Total Equipment \$2,580

**Contractual Services:**

**Gainesville Police Department:**

*Consulting Expense:*

The Gainesville Police Department (GPO) Criminal Investigations Division will work jointly with the Cold Case Detectives, to identify, prioritize, and select evidence from GPO's 22 cold case homicides and current violent crime cases, In addition, to overtime pay, detectives will receive fringe benefits to include overtime rates for FICA, retirement plan, and workman's compensation. Total Overtime and Fringe Benefits \$6,586.

*Consulting Fees:*

GPD Criminal Investigations Division detectives will travel to interview suspects and witnesses in cold case investigations. Travel will be in-state as well as out-of-state. The consultant expenses represent airfare, car rentals, car travel (gas, tolls, and parking), lodging, and per diem. There are approximately three cases that will require out-of-state travel, and six cases that will require in-state travel. Each trip will require the travel of two detectives. Out-of-state trips are estimated at four days and three nights. In-state trips are estimated to be one-day trips. The per diem rate is \$39/day, estimated hotel stay for an out-of-state trip is \$130/night, estimated airfare is \$400/tlight, and estimated car rental is \$60/day. Incidentals (parking, tolls, gas, etc) are estimated at \$100 for an in-state trip and \$50 for an out-of-state trip. Total consulting fees are \$8,064.

Indepengent Contractors:

*Consulling Fees:*

Retired law enforcement officers with a minimum of ten years experience will be contracted to work cold cases providing the following: (I) a summary report identifying any or all witnesses to the relevance of the investigation, (2) Identify potential leads for further investigation and/or interviews and (3) IdentifY solvability rate of cold cases. Total \$8,799

Bode Laboratory:

Bode Laboratory agrees to contract the DNA analysis work needed for the eligible cases. Bode Laboratory gives a discounted rate for complex cold cases. The average rate for analysis per item of evidence is \$995. Bode Laboratories Total \$107,460

Total Contractual Services \$130,909

**Other:**

Air cards will be used by the detectives to provide efficiency in documenting their cases. For the duration of the grant, two air cards will cost \$40 a month. For the 14 months left in the grant period.

Total \$1,120

**Co-funding**

Both the Alachua County Sherifrs Office and the Gainesville Police Department will be able to

contribute non-Federal support for this project. The Alachua County Sheriff's Office currently provides an office for Cold Case Unit personnel and investigative materials, and funds salaries for cold case personnel. The Gainesville Police Department also provides an office for Criminal Investigations personnel and investigative materials, and funds salaries for detectives working on cold cases. Both agencies will continue to fund these items; however, due to past budget cuts and further anticipated budget cuts, it is unlikely that either agency will be able to provide funding for items requested through this grant application.