



**OFFICE OF THE SHERIFF**  
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

Date: February 11, 2025

To: Commissioners Court

From: Jim Skinner, Sheriff *JOS*

Re: FY 2025 Joint Law Enforcement Operations Task Force with US Marshals

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The Collin County Sheriff's Office respectfully requests approval of funds set aside for overtime reimbursement regarding the U.S. Marshals Task Force MOU. The intent of this joint MOU is to investigate and apprehend local, state, and federal fugitives who have warrants for their arrests, thereby improving public safety and reducing violent crimes.

The funding and payment for previous years are below:

YEAR	FUNDING	INCREASE	PAYMENTS
2021	\$8,000		\$8,000
2022	\$26,000	\$10,000	\$36,000
2023	\$45,000		\$45,000
2024	\$50,000	\$10,000	\$60,000

This year's reimbursement funding has been set for \$65,000.

JOS: TMS



TO PREVENT FRAUD, WE WILL **NEVER**  
CALL TO REQUEST PAYMENT OF FINES  
OR WARRANTS OVER THE PHONE.

4300 Community Avenue, McKinney, TX 75071  
Sheriff's Office (972) 547-5100 | Detention (972) 547-5200  
[www.collincountysheriff.org](http://www.collincountysheriff.org)

INSTRUCTIONS: See last page for detailed instructions.

**SECTION 1: OBLIGATION**

DOCUMENT CONTROL #: M-25-D78-O

**SECTION 2: PARTICIPATING AGENCIES**

Notification to state and local agencies of funding provided in support of Joint Law Enforcement Operations, pursuant to the Memorandum of Understanding (MOU) between:

Collin County Sheriff's Office

and

Eastern District of Texas (78)

All other terms and conditions of the MOU remain the same.

**SECTION 3: PERIOD OF PERFORMANCE**

October 24, 2024

to

September 30, 2025

**SECTION 4: APPROPRIATION DATA**

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2025	D78	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime	\$65,000.00

Total Obligation Amount: \$65,000.00

**SECTION 5: DESCRIPTION OF OBLIGATION**

UEI: S1ETLA9BNCC5

NCIC/ORI: TX0430000

**SECTION 6: CONTACT INFORMATION**

**DISTRICT/RFTF CONTACT:**

**STATE/LOCAL CONTACT:**

Name: Brian Leach

Name: James Skinner

Phone: 903-343-7692

Phone: 214-762-8700

E-mail: Brian.Leach@usdoj.gov

E-mail: jskinner@collincounty.gov

**SECTION 7: AUTHORIZATION**

**USMS Representative - Certification of Funds:**

Signature: AMBER MARTIN

Digitally signed by AMBER MARTIN  
Date: 2025.02.03 11:39:40 -06'00'

Date: 2/3/2025

Amber Martin, AO

**Chief Deputy or RFTF Commander - Obligation Approval:**

Signature: JAMES MCNICHOLAS

Digitally signed by JAMES MCNICHOLAS  
Date: 2025.02.07 12:39:51 -06'00'

Date: 2/7/2025

James McNicholas, ACDUSM(A)

*Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.*

**Departmental Representative - Acknowledgement:**

Signature: 

Sheriff

Date: 2/12/25

## **FORM USM-607 INSTRUCTIONS**

The Joint Law Enforcement Operations Task Force Obligation Document is designed to provide district and regional fugitive task forces with one standard obligating form to record new obligations in UFMS. To adjust funding in an existing obligation, please refer to Form USM-607A, Joint Law Enforcement Operations Task Force Modification Document. Funding in support of the JLEO mission is pursuant to the existing Memorandum of Understanding (MOU) between the USMS and the JLEO participant. Reimbursements are subject to the availability of funds and contingent upon the submission of proper documentation. Please note that overtime reimbursements require the submission of agency invoices and supporting documentation on a quarterly basis.

In the event that the USMS will use a payment method OTHER than reimbursement directly to the state or local agency, additional guidance will be provided by USMS Headquarters. The district or RFTF office is responsible for communicating payment procedures to their partnering agencies. All payments are made via Electronic Funds Transfer (EFT) through the U.S. Department of Treasury.

### **SECTION 1: Obligation Number**

- A. Enter UFMS Document Control Number.

### **SECTION 2: Participating Agencies**

- A. BOX 1: Enter name of state or local JLEO participating agency.
- B. BOX 2: Use drop down menu to select appropriate USMS District/RFTF.

### **SECTION 3: Period of Performance**

- A. Insert valid period of performance for the obligation. Obligations created using the one-page JLEO Task Force Obligation Form may not cross fiscal years. If there is a need to cross fiscal years, please utilize a Purchase Order for the obligation.
- B. Period of performance must begin no earlier than the date of funds availability (provided by IOD and the Asset Forfeiture Division) and end no later than September 30 of the following calendar year.

### **SECTION 4: Appropriation Data**

- A. Enter information across appropriate field for all items being obligated. All fields for a line item must be completed in order to proceed to the next step.
- B. Project Codes: District task force obligations are funded under the **JLEOTFS4** project code for a JLEO obligation. RFTF project codes have been assigned by region and will be entered by Headquarters IOD staff.

### **SECTION 5: Description of Obligation**

- A. Enter description of obligation (optional). Include any pertinent information such as number of TFO vehicles, for example.

### **SECTION 6: Contact Information**

- A. Enter District/RFTF contact information (Box 1) and State/Local contact information (Box 2).

### **SECTION 7: Authorization**

- A. Certification of Funds: Signature will be applied by USMS District official or IOD representative (RFTF) after the Asset Forfeiture Division has confirmed that funds have been moved into the budget.
- B. Obligation Approval: Signature will be applied by District or RFTF representative upon receipt of obligation document. To ensure sufficient internal controls and proper segregation of duties, the district/RFTF representative approving obligation forms cannot also approve invoices or reimbursements related to the same obligation. (See U.S. Office of Management and Budget (OMB) Circular A-123 and USMS Office of Finance guidance for further information regarding internal controls.)
- C. Acknowledgement: Signature will be applied by state or local agency representative. The obligation is not valid until all parties have signed. When completed, the form will be returned to the District/RFTF office. Districts are responsible for entering obligations into UFMS. RFTF obligations will be forwarded to Headquarters IOD to be entered into UFMS.



## Collin County Grant Summary Form

<b>Department Name</b> Collin County Sheriff's Office		Submit completed form along with one electronic copy of the grant application and all supporting documentation to the Auditor's Office not less than 14 days prior to the scheduled Commissioner Court meeting. If you have any questions contact Janna Caponera at (972) 548-4638.
<b>Contact Person (Grant Liaison)</b> Jeff Brownrigg		
<b>Title</b> Sergeant	<b>Phone / Extension</b> X5112	

Grant Description		
<b>Grant Title and Funding Year</b> 2025 US Marshals Service - Violent Offender Task Force	<b>Funding Source</b> <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other:	<b>Application Type</b> <input type="checkbox"/> New Grant <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment
<b>Grantor (include sub-granting agencies)</b> United States Marshals Service (USMS)	<b>Payment Method</b> <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other:	
<b>Application/Award Deadline</b>	<b>Requested Comm. Court</b> February 24, 2025	<b>Grant Period</b> October 24, 2024    to    September 30, 2025

**Brief Description**  
 Over Time reimbursement regarding the US Marshals Task Force. The reimbursement amount is being set, not to exceed \$65,000.00. The intent of this joint MOU is to investigate and apprehend local, state, and federal fugitives who have warrants for their arrests, thereby improving public safety and reducing violent crimes.

Grant Categories / Funding Sources	Federal Funds	State Funds	Local Funds	County Match	In-Kind Match	Total
Personnel	\$ 65,000.00					\$ 65,000.00
Operating						\$ -
Capital Equipment						\$ -
Indirect Costs						\$ -
<b>Total</b>	<b>\$ 65,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000.00</b>
# of FTEs						0

Performance Measures Applicable Outcome Measures	Current FY Progress to Date				Next FY Projected
	Q1	Q2	Q3	Q4	
N/A					

The Department named above is applying for the Grant Program named above, and if awarded, will accept full responsibility for the management of any funds awarded to the County under this grant, and will adhere to any policies and procedures set forth by the Grantor and its related agencies or agents, as well as those of the County, and its financial and administrative departments. To that end, please find enclosed the following items for initial review:

- ☒ Grant Summary Form
- ☒ Memo of request to Commissioner Court for application/award acceptance and approval
- ☐ Electronic copy of the original, completed application/award
- ☐ Approval to apply Court Order (for award only)
- ☒ All attachments, back-up documentation or amendments to be submitted to the Grantor

Completed by: Jim Skinner / Sheriff		2/18/25 Date
Department Head / Designee Printed Name	Signature	

## Grant Resource-Benefit Summary

<b>Grant Title</b> 2025 US Marshals Service - Violent Offender Task Force	<b>Contact Person (Grant Liaison)</b> Jeff Brownrigg	
<b>Grant Period</b> October 24, 2024      to      September 30, 2025	<b>Phone / Ext</b> X5112	<b>Department</b> Collin County Sheriff's Office

☐ Preliminary  
☐ Final

### COUNTY RESOURCES REQUIRED

Match	Amount	Identify Match Source
1) Cash	\$ -	
2) In-Kind	\$ -	
<input type="checkbox"/> No Match Required		

Implementation / Start Up	Amount	Description
1) Equipment		
2) Training		
3) Inter-departmental / Other:		
<input type="checkbox"/> No Implem / Start-up Costs		

Operational / Maintenance	Amount	Description
1) Recurring Maintenance		
2) Salary / Benefits		
3) Continuing Ed / Training		
4) Office / Program Space		
5) Travel		
6) Other:		
<input type="checkbox"/> No Oper / Maintenance Costs		

### NON-COUNTY RESOURCES REQUIRED

Match	Amount	Identify Match Source
1) Voluntary / Donation		

### Benefits to County and Citizens

The intent of this joint MOU is to investigate and apprehend local, state, and federal fugitives who have warrants for their arrests, thereby improving safety and reducing violent crimes.