

# Exhibit 26

# Federal Equitable Sharing Agreement Instructions

**Law Enforcement Agency:** Enter the complete name of your state or local law enforcement agency – *e.g.*, Anytown Police Department. This must be consistent with the DAG-71. Check the appropriate box to indicate type of agency. Acronyms should be spelled out. If a task force, provide a list of member agencies, addresses, and lead agency, if designated.

**New Participant:** Check this box if your agency has never received any cash, proceeds, or property from the equitable sharing program.

**Contact Person:** Enter the name of the person who can provide additional information on the sharing agreement form.

**E-mail Address:** Enter the e-mail address of the contact person or the e-mail address of the agency.

**Mailing Address:** Enter your agency's complete mailing address (number, street, city, state, and zip code).

**Telephone Number:** Enter the phone number of the contact person, including area code and extension.

**Fax Number:** Enter your agency's fax number including area code.

**Agency Fiscal Year Ends on:** Enter the ending date (month/day) of your agency's fiscal year – *e.g.*, 6/30.

**NCIC/ORI/Tracking No.:** Enter your valid FBI-issued National Crime Information Center (NCIC)/ORI code – *e.g.*, CA0000000 – or tracking number assigned by the Asset Forfeiture and Money Laundering Section.

**Civil Rights Provision:** Police departments, sheriffs' departments, prosecutors' offices, and other law enforcement agencies that receive federal financial assistance from the Department of Justice (DOJ) are subject to the provisions of: (1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; (2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in training and educational programs; (3) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability; and (4) the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age. Federal financial assistance includes funds, training and technical assistance, logistical support, and property transfers from DOJ including equitable sharing. Agencies receiving assistance are required to permit DOJ investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights laws. **If the "yes" box is checked in 8a and/or 8b, provide the following information: the name of the case; a summary of the complaint; and the status of the case – *e.g.*, Jones v. Anytown Police Department; sex discrimination; settled.** Please do not send a copy of the complaint.

**Law Enforcement Agency Head:** The head of your law enforcement agency must sign and date the form. Name and title of the signatory must be printed or typed. Examples of law enforcement agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. For task forces, the law enforcement agency head is the person who oversees task force operations and may be the chief law enforcement officer of the lead agency – *e.g.*, police chief or sheriff – or a commander, lieutenant, or captain who oversees task force operations. By signing the agreement, the signatory certifies that the receiving state or local law enforcement agency is in compliance with the *Justice and Treasury Guides*, and agrees to be bound by the statutes and guidelines which regulate the equitable sharing program.

**Governing Body Head:** The head of your governing body must sign and date the form. Name and title of the signatory must be printed or typed. For purposes of this form, a governing body is the person or entity that has appropriations authority over your agency. That is, the governing body has legislative authority to approve your agency's annual budget. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor. **In general, a law enforcement official should not sign as the governing body head.** An exception will be granted for law enforcement officials that have appropriations authority over a task force. For task forces with a governing board, the board chairperson should sign as the governing body head. Task forces whose budgets are approved in the same manner as a city, county, or state law enforcement agency should obtain the signature of the appropriate official – *e.g.*, city manager, mayor, etc. By signing the agreement, the signatory certifies that the receiving state or local law enforcement agency is in compliance with the *Justice and Treasury Guides*, and agrees to be bound by the statutes and guidelines which regulate the equitable sharing program.