



**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
P. O. Box 1010  
Fernandina Beach, Florida 32035-1010

COUNTY CLERK  
Nick Deonias  
David C. Howard  
Pete Cooper  
Floyd L. Vanzant  
Marianne Marshall

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Dist. No. 2 Fernandina Beach  
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Dist. No. 5 Callahan

JOSEPH M. "Chip" OXLEY, JR.  
Ex-Officio Clerk

MICHAEL S. MULLIN  
County Attorney

WALTER D. GOSSETT  
County Coordinator

**M E M O R A N D U M**

TO: **WALT GOSSETT**  
FROM: **MICHAEL S. MULLIN**  
SUBJECT: **DEET AGREEMENT FROM SHERIFF'S DEPT.**  
DATE: **JUNE 16, 1999**

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Attached is a copy of the Mutual Aid Agreement for the Drug Enforcement and Eradication Task Force (DEET) which has been provided to my office by the Sheriff's Dept.

Please add this item to the June 28<sup>th</sup>, 1999, agenda.

/am

Enclosure

cc: Sonia DuBose (w/o encl.)



RAY GEIGER, Sheriff

NASSAU COUNTY  
50 BOBBY MOORE CIRCLE  
YULEE, FLORIDA 32097

OFFICE	904-225-0331
	or 225-0332
CALLAHAN	879-1563
	or 879-2009
JAIL	225-8185
COMMUNICATIONS	225-5174
CALLAHAN	879-3853
BRYCEVILLE / JAX	353-7072
FAX	225-8189

**NASSAU COUNTY SHERIFF'S OFFICE**  
**NARCOTICS UNIT**

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**FAX COVER SHEET - FAX# 904-225-3292**

DATE: 6-15-99

TO: Mike Mullins

FROM: Sonia DuBois @ NCSD

RE: Grant

TOTAL NUMBER OF PAGES INCLUDING COVER SHEET 10

COMMENTS: \_\_\_\_\_  
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STATE OF FLORIDA  
**DEPARTMENT OF COMMUNITY AFFAIRS**

*"Helping Floridians create safe, vibrant, sustainable communities"*

JEB BLUSH  
Governor

STEVE SEIBERT  
Secretary

April 27, 1999

The Honorable J. H. Cooper  
Chairman, Nassau County  
Board of Commissioners  
Post Office Box 1010  
Fernandina Beach, Florida 32035

Dear Mr. Cooper:

The Department of Community Affairs received a Certification of Participation from Nassau County indicating that you are the coordinator for the development of the application(s) for the Drug Control and System Improvement Formula Grant Program. Enclosed is a copy of the subgrant application package which should be used in preparing your application(s). You may also download the application at the following website: [www.dca.state.fl.us/fhcd/programs/dcsip/1999\\_Byrne\\_App](http://www.dca.state.fl.us/fhcd/programs/dcsip/1999_Byrne_App)

If you have any questions, please contact me at 850/488-8016.

Sincerely,

*Colleen Matthews*

Colleen Matthews  
Planning Manager  
Bureau of Community Assistance

CM/am

Enclosure

2555 SHUMARD OAK BOULEVARD • TALLAHASSEE, FLORIDA 32399-2100  
Phone: (850) 488-8466/Suncom 278-8466 FAX: (850) 921-0781/Suncom 291-0781  
Internet address: <http://www.state.fl.us/comaff/>

FLORIDA KEYS  
Area of Critical State Concern Field Office  
2796 Overseas Highway, Suite 212  
Marathon, Florida 33050-2227

GREEN SWAMP  
Area of Critical State Concern Field Office  
205 East Main Street, Suite 104  
Bartow, Florida 33830-4641

REC. by NSO  
5/25/99. Had to  
be tracked down  
& picked up by  
S. Dubose.

99 APR 29 AM 11:54

REC'D  
COUNTY COORDINATORS  
OFFICE

**Mutual Aid Agreement  
for the  
Drug Enforcement and Eradication Task Force (DEET)**

The DEET is comprised of the Nassau County Sheriff's Office, Fourth Judicial Circuit State Attorney, and the Fernandina Beach Police Department. The following state and federal law enforcement agencies will provide support to DEET operations on as needed basis: The Florida Highway Patrol, Game and Freshwater Fish, Alcohol Firearms and Tobacco, the Coast Guard. Other appropriate agencies may also provide assistance to DEET.

Witnesseth

Whereas, the subscribing law enforcement agencies will meet and communicate frequently to plan and execute DEET activities to enforce drug laws and eradicate marijuana growth in Nassau County. DEET will act as a task force to adequately respond to:

- (1) multi-jurisdictional, local, state and federal drug related enforcement problems, as to protect the public peace and safety, and preserve the lives and property of the people within our jurisdictions, and

Whereas, the Sheriff of Nassau County, Florida has the authority under Florida statutes regarding the Florida Mutual Aid Act to enter into a inter-local combined mutual aid agreement with the subscribing agencies of the DEET which:

- (1) permit the Sheriff of Nassau County to chair a DEET Advisory Board that will establish and oversee task force policies and procedures, settle disputes, collaborate on personnel assignments, and establish and oversee task force performance measures.
- (2) permits voluntary cooperation and assistance of a routine law enforcement nature within local, state and federal jurisdictions of the aforementioned agencies, and:
- (3) provides for rendering of assistance in a law enforcement emergency as defined in Florida State Statutes and U. S. Federal laws.
- (4) permits the Advisory Board to develop and implement a method by which forfeited assets will be distributed among the subscribers.

Whereas, the attached policies and procedures, which are incorporated into this document by reference, provide the structure and activities of the DEET.

Whereas, any member agency of this task force can terminate this agreement with 20 days written notice to the Chair of the Policy Board.

Signatures

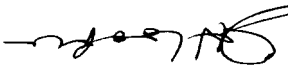
\_\_\_\_\_  
Ray Geiger, Sheriff      Date  
Nassau County

\_\_\_\_\_  
Fred Hays, City Manager      Date  
City of Fernandina Beach

*David Barksdale 6/14/99*  
\_\_\_\_\_  
David Barksdale      Date  
Fourth Circuit, State Attorney

\_\_\_\_\_  
Board of County Commissioners      Date  
Nassau County

**Subgrant Application Package** **EEO Certification - Implementing Agency** **Appendix II - Page 1 of 2**

Date: 6/28/99	
Name: J. H. "Pete" Cooper Title: Chairman Board of County Commissioners	Signature of Authorized Official: 
<p>I further affirm that if the Subgrant Recipient meets the Act criteria and does not have a current written EEO Plan, federal law requires it to formulate, implement, and maintain such a Plan within 120 days after a subgrant application for federal assistance is approved or face loss of federal funds.</p>	
<p>I affirm that I have read the Act criteria set forth in the Subgrant Application Instructions. I understand that if the Subgrant Recipient meets these criteria, it must formulate, implement and maintain a written EEO Plan relating to employment practices affecting minority persons and women. I also affirm that the Subgrant Recipient . . . (Select one of the following):</p> <p><input checked="" type="checkbox"/> Has a current EEO Plan      <input type="checkbox"/> Does not have a current EEO Plan</p>	
<p>I, the undersigned authorized official, certify that according to Section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 as amended, that the Subgrantee (Subgrant Recipient) . . . (Select one of the following):</p> <p><input checked="" type="checkbox"/> Meets Act Criteria      <input type="checkbox"/> Does not meet Act Criteria</p>	
<p><b>Certification of Compliance</b> <b>With Equal Employment Opportunity (EEO)</b> <b>Program Requirements - Subgrantee</b></p>	

**8FY 2000 Drug Control and System Improvement Formula Grant Program**  
**Edward Byrne Memorial State and Local Assistance**

**I. Signature Page**

In witness whereof, the parties affirm they each have read and agree to conditions set forth in this agreement, have read and understand the agreement in its *entirety* and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including  
strike-overs, whiteout, etc., are not acceptable.**

State of Florida  
Department of Community Affairs  
Bureau of Community Assistance

By: \_\_\_\_\_

Type Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subgrant Recipient  
Authorizing Official of Governmental Unit  
(Commission Chairman, Mayor, or Designated Representative)

By: J.H. "Pete" Cooper

Type Name and Title: J.H. "Pete" Cooper Chairman Board of County Commissioners Nassau County

Date: 6/28/99 FEID Number: 59-1863042

Implementing Agency  
Official, Administrator or Designated Representative

By: Ray Gelger

Type Name and Title: Ray Gelger Sheriff of Nassau County

Date: 5-27-99

**Drug Enforcement and Eradication Task Force (DEET)  
Policies and Procedures**

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**1.0 Overview**

DEET is a permanent, multi-jurisdictional task force formed in Nassau County Florida in 1998. The DEET will work as a cohesive unit to enforce drug laws, reduce drug related activities, and eradicate marijuana growing operations in Nassau County. The current members of the DEET Unit are:

The Sheriff of Nassau County  
The State Attorney of the Fourth Judicial Court  
The Fernandina Beach Police Department

Other state and federal agencies will provide assistance to DEET when appropriate.

**2.0 Governing Official**

DEET receives its policy orientation and general direction from the DEET Advisory Board. The Chair of this Board is the Nassau County Sheriff, Ray Geiger. The DEET Advisory Board will meet at least quarterly. The Director of the DEET will attend all Advisory Board Meetings.

**3.0 Director**

The Director of DEET shall be appointed by the Advisory Board. The Director shall be charged with the responsibility for command and operational management of DEET. The Director shall maintain plenary supervisory authority over all personnel assigned to DEET. The Director shall be charged with the duty of implementing the policy of the Advisory Board and to this end may promulgate policy directives, draft rules and regulations and establish guidelines for the operation of DEET. All lieutenants, sergeants and other supervisory personnel assigned by member agencies to DEET shall be under the direct operational command of the DEET Director. The Director has the discretion to appoint a Supervisor to assist with day to task force activities.

**4.0 Need to Know**

The Need-to-Know for information related to case investigations or narcotics intelligence information will be determined only by the Director. Members of DEET are specifically directed not to communicate information related to narcotics matters except as authorized by the Director.

**5.0 Coordination of Information and Operations**

In order to minimize the risk to DEET members and other law enforcement agencies, all narcotics information and operations must be coordinated through the Director. All contact with external organizations as it relates to narcotics investigations or intelligence must be approved by the Director.

**5.1 Chain of Command**

DEET will use the concept of Chain of Command. The chain is established as follows:  
Chair of the DEET Advisory Board, Director, Supervisor.



## **5.2 Assignments**

Each subscribing agency will assign personnel to the DEET. Personnel assignments are dependent upon the personnel resources available to the subscribing agencies at any given time. However, each agency will make a good faith effort to have at least one person assigned to DEET at all times.

The Director shall determine the internal organization and assignment of DEET personnel which in his/her judgment best meets the mission.

## **5.3 Narcotics Information**

The DEET Director and Supervisor are the custodians for narcotics information concerning:

1. Arrest by level classification.
2. Investigations by level classification.
3. Cash seizures.
4. Vehicle seizures.
5. Drug seizures.
6. Investigations with other agencies.
7. Airport narcotics arrests/seizures.
8. Investigative Funds receipt copies and replenishment letters.
9. Drug vault inventory, weights and pedigrees.
10. Narcotics data base on computer.
11. Distribution of forfeited assets.

## **5.4 Administrative Support Coordination**

The DEET Director functions as an integrator or coordinator of the needs, output, and job design of the administrative support staff. The DEET Supervisor will assist the Director with these responsibilities.

## **5.5 Disbursement Account**

A Technical Support will be assigned to work with DEET on a full-time basis. This technical secretary will be responsible for maintaining the checkbook, ledgers, and master file for the Disbursement Account. The Technical Support will be supervised by the DEET Supervisor.

## **5.6 Confidential Informants, Investigative Funds, Search Warrants, Undercover Operations**

The DEET Director and Supervisor are the custodians of information and supervision of:

1. Confidential Informants
2. Investigative Funds
3. Investigative Fund Checkbook and Master File
4. Chain of Evidence
5. Search Warrants
6. Planning and Supervising Undercover Operations

#### **6.0 DEET Agent Responsibilities**

The DEET mission is proactive enforcement (rather than reactive) and agents are required to initiate and carry through quality investigations in their area of assignment.

Agents must attend task force meetings no less than once a week.

Agents shall follow up all opportunities to investigate and arrest narcotic violators, or refer them to the appropriate DEET supervisor for assignment.

Agents shall not look solely to assignments from supervisors to fulfill their obligations.

#### **6.1 Agent Qualifications**

Agents are expected to be qualified for their position and therefore shall:

1. Submit to a thorough background investigation, prior to being assigned to DEET.
2. Maintain all Departmental qualifications.
3. Maintain Florida Police Standards Certification.
4. Be familiar with, understand and follow DEET policy and procedures except when deviation is authorized by a DEET supervisor.

#### **6.2 Agent Availability**

The nature of DEET mission requires that many operations be conducted on short notice and all agents are expected to:

1. Be available by telephone or pager, except when on authorized leave, or when excused by a supervisor based on personal circumstances, or when impossible due to travel or emergency situations.
2. Attend task force meetings and no less than once a week.

#### **6.3 Agent Vehicle**

Many DEET operations require, for safety and efficiency, that a team of agents participate in order to fulfill a variety of roles. Because agents must be able to respond to the need for personnel to conduct operations, a motor vehicle, fuel, and repairs are provided to all agents by their agency of employment.

Agents are expected to maintain the vehicle fueled, in operational condition, so that they are available to respond to operations.

Agents are expected to respond to all "call outs" by DEET supervisors to operations, whether during or after normal hours, unless excused by their DEET supervisor or the supervisor who is assembling the team.

Should equipment become inoperable, the agent discovering such will inform that agent's supervisor as soon as possible. The supervisor will take the necessary steps for repair or replacement.

Equipment should be maintained in a state of readiness and brought to operations so that it is available for use.

Agents are responsible for the proper use and care of DEBT equipment and equipment assigned to DEBT. This includes both equipment regularly assigned to the agent, and equipment being utilized on a temporary basis.

**6.6 Equipment**

The DEBT response will then be made through channels and the supervision of the other agency.

If personnel of another agency act impolite, unprofessional, unreasonable, or are abusive to the extent that a response is required, the matter shall be referred to the DEBT Director.

Personality conflicts with personnel of other agencies will not be grounds for deviation from this policy.

Personnel of other agencies will be treated with courtesy and professionalism.

Personnel from other agencies shall be kept informed of cases of mutual interest and shall be involved in operations when practical. Reasonable requests for assistance will be honored after referral to the DEBT Director.

It is DEBT policy to maintain positive relationships with all other law enforcement agencies through joint operations and assistance, and all agents shall conduct themselves in a manner that furthers this goal.

## 6.5 Conduct

1. Agents shall not intentionally be photographed by the media in a law enforcement role.
- Agents shall not engage in activities that make them less effective to DEBT by compromising their ability to maintain an undercover role.

## 6.4 Agents Jeopardy