

Exhibit "A"

Scope of Services Archuleta County Sheriff And Archuleta County Department of Human Services

The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.

- 1. The Archuleta County Department of Human Services (DHS) will have the following duties and responsibilities:**
 - (a) DHS will make suspected program fraud referrals to the Contractor**
 - (b) DHS will provide the Contractor with relevant case records**
 - (c) DHS will attend Administrative Hearings and hearings before the Administrative Judge when a case has been determined fraudulent**
 - (d) DHS will reimburse Contractor \$50.00 per month not to exceed \$600.00 for locate software.**

- 2. The Archuleta County Sheriff's Department will have the following duties and responsibilities:**
 - (a) Contractor will perform criminal and civil investigations in the area of benefit issuance and employee fraud to include: investigations into alleged fraudulent activities which includes reviewing Department of Human Services case files; interviewing witnesses and clients in the office and in the field; researching public and private records to locate unreported assets, employment or household composition, and conducting on-site observations of suspects at their residence or work**
 - (b) Provide Service of Process for Child Support Cases**
 - (c) Follow procedures to prepare or assist in resolving difficult cases involving fraud investigations**
 - (d) Maintain and compile collections / recovery statistical reports**
 - (e) Determine procedure for completing fraud investigations**
 - (f) Assess, through investigation, whether to pursue fraud criminally or administratively**
 - (g) Use civil remedies as well as criminal courts to recover balances due.**
 - (h) Prepare investigative reports and maintain evidence for prosecution**

- (i) Present testimony on the outcome of investigations in Administrative hearings, civil hearings and criminal court proceedings**
- (j) Maintain liaisons between various agencies in the Judicial Court; coordinate cases with the District Attorney and DHS**
- (k) Prepare complaints, warrants and affidavits from criminal cases**
- (l) Serve warrants and make arrests as needed**
- (m) Provide a vehicle and fuel when investigator is providing aforementioned services of contract agreement.**