



State of California

Department of Alcoholic Beverage Control

Grant Assistance Program

PROPOSAL COVER SHEET

(TO BE COMPLETED BY APPLICANT AGENCY)

1. Name of Applicant Agency: Contra Costa County Office of the Sheriff

2. Description of Applicant Agency: Provide your city or county and a brief summary of department size, staffing, and structure.

The Contra Costa County Office of the Sheriff is a full-service law enforcement agency providing services to the areas of Unincorporated Contra Costa County, as well as the incorporated cities of Danville, Lafayette, and Orinda. The Office of the Sheriff is comprised of approximately 651 sworn and 322 civilian personnel organized into three bureaus: Support Services, Field Operations and Custody Services. The implementation of this proposed project would be undertaken by the Vice Unit, which is located within the Investigations Division of the Field Operations Bureau.

3. Number of Licenses in Project Area: 420

4. Population of Service Area: 255,000

5. Project Description: Provide a list of your projects goals and objectives and briefly summarize.

This grant will provide the Office of the Sheriff additional staffing and resources to institute proactive training and enforcement at ABC licensed businesses. Training will be utilized to ensure local merchants understand and comply with ABC regulations through IMPACT inspections and referral to the L.E.A.D. program. Training will be provided to patrol staff to increase their knowledge of ABC statutes. Enforcement operations will focus on abating ABC licensed merchants who have been identified as failing to comply with ABC regulations and problem establishments. Expectations include a decline in alcohol related crimes and arrests.

6. Funds Requested: \$52,398

7. Project Period: July 1, 2017 – June 30, 2018

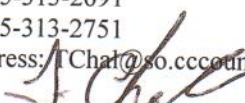
8. Acceptance of Conditions: By submitting this proposal, the applicant signifies acceptance of the responsibility to comply with all requirements stated in the Request for Proposals. The applicant understands that ABC is not obligated to fund the project until the applicant submits correctly completed documents required for the contract.

A. Project Director (person having day-to-day responsibility for the project)

B. Chief of Police or Sheriff (authorizing official)

Name: Captain Thomas Chalk
Address: 1980 Muir Rd., Martinez, CA 94553

Name: David O. Livingston
Address: 651 Pine St., 11th Floor, Martinez, CA 94553

Phone: 925-313-2691
Fax: 925-313-2751
E. Mail Address: TChalk@so.cccounty.us
Signature: 

Phone: 925-335-1500
Fax: 925-335-1691
E. Mail Address: DLivi@so.cccounty.us
Signature: 


Title: Investigations Division Commander

Title: Sheriff-Coroner

C. Fiscal or Accounting Official

D. ABC USE ONLY

Name: Mary Jane Robb
Address: 651 Pine St., 6th Floor, Martinez, CA 94553

Phone: 925-335-1557
Fax: 925-335-1551
E. Mail Address: MRobb@so.cccounty.us
Signature: 

Title: Chief, Management Services

SCOPE OF WORK Guide

- Maximum of 4 pages for Scope of Work
- Font size no smaller than 12 pitch, standard format
- Title each Scope of Work Page **Exhibit A**

1. Summary

- a. Agency Description – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of ABC licensed locations.
- b. Funding Requested – Dollar amount requested.
- c. Goals and Objectives – List the goals and objectives of your project.
- d. Number of ABC Licensed Locations – List the number of on-sale and off-sale licenses in your jurisdiction.

2. Problem Statement - Describe the issues or problems to be addressed with grant funds.

- a. Clearly identify the area to be served, any specific problem locations, any specific community concerns, and the factors contributing to the problem.

3. Project Description - What are the goals and objectives of the proposed project?

- a. Describe in detail the goals and objectives you wish to accomplish.
- b. Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement.
- c. You are encouraged to be creative and to state your objectives by describing them in terms of tasks that you want to accomplish.
- d. You are also encouraged to utilize ABC enforcement strategies that target the illegal purchasing of alcoholic beverages as well as the illegal sale of alcoholic beverages.

4. Project Personnel – Describe the staffing required to carry out the grant objectives as supported by the proposed budget.

- a. Include the number of staff, type of staff, and staff qualifications.
- b. Include unit/division that will be responsible for the grant.
- c. Include the names, rank, and current assignment of personnel involved.

5. Budget -

- a. Budget Detail – A sample budget display appears in the Grantee Handbook. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must be detailed and cover the entire grant period. Include only those items specifically authorized; i.e., salaries, overtime, employee benefits, travel, operating expenses, and certain items of equipment. (Refer to Grantee Handbook, Section I, for details on preparing your budget.)
- b. Other Funding Sources – Describe other funds that your Department will contribute towards the success of this project.

SCOPE OF WORK

1. Summary:

- a. **Agency Description:** The Contra Costa County Office of the Sheriff, an organization of 651 sworn and 322 civilian employees, is a full-service law enforcement agency consisting of three bureaus: Support Services, Custody Services and Field Operations. The Field Operations Bureau is responsible for providing front-line police services for the county. The Field Operations Bureau is divided into the Patrol, Investigations, Special Operations and Coroner's Divisions. The Patrol Division is responsible for police response to calls for service within the unincorporated areas of Contra Costa County. The Special Operations Division is responsible for police services in the contract cities of Danville, Lafayette, and Orinda. The Patrol Division is currently staffed by 224 sworn personnel who provide police services to the estimated 255,000 residents who live within the jurisdiction of the Office of the Sheriff and its contract cities. The Investigations Division maintains a Vice Unit that is staffed by one Sergeant and one Detective. The duties of the Vice Unit include investigating allegations of human trafficking, prostitution, gambling and alcoholic beverage violations. Based on our current staffing levels and estimated population, we currently have a ratio of less than one officer per 1000 residents. This is well below the national average of 2.5 officers per 1000 residents served (Bureau of Justice Statistics).
- b. **Funding Requested:** The Office of the Sheriff is seeking a grant in the amount of \$52,398.00 to be utilized for education and enforcement of alcoholic beverage control violations.
- c. **Goals and Objectives:**
 1. Identify and target problematic ABC licensed establishments
 2. Develop and implement an ongoing standard operating ABC enforcement procedure and training program within the agency
 3. Prepare a written evaluation of the existing system of transmitting arrest reports involving licensees to the ABC (as required by B&P 24202)
 4. Implement a new/improved system of transmitting reports by 1 Jan 2018
 5. Increase communication and involvement with local community groups and citizen action committees by meeting with them at least 3 times.
 6. Conduct at least 24 Minor Decoy/Shoulder Tap ops
 7. Provide roll call training on alcohol related issues for all sworn personnel on a quarterly basis. Provide this training to each group of patrol trainees during patrol orientation training.
 8. Coordinate and conduct at least 12 IMPACT Operations targeting 5 establishments at each operation.
 9. Schedule and coordinate 1 LEAD Class.
 10. Conduct two general enforcement operations at or near problematic ABC licensed establishments.
 11. Issue two press releases regarding the grant or activities conducted under the grant.

Exhibit A

d. Number of ABC Licensed Locations: There are a total of 374 on-sale and off-sale ABC licensed locations in the Contra Costa County Sheriff's Office jurisdiction.

2. Problem Statement:

The Vice Unit's two members are currently tasked with ensuring the 374 on-sale and off-sale ABC licensed merchants located within the jurisdiction of the Sheriff's Office are following county and ABC regulations. Approximately 37% of these merchants are in areas where the crime rate is higher than the county average. The results of Minor Decoy and Shoulder Tap operations conducted by the Vice Unit last fiscal year have shown that the frequency of sales to minors and other violations is unacceptably high. Our minor decoy was provided alcohol during each operation conducted. In addition, the Vice Unit reviews and approves on average 100 "one day" liquor licenses annually for events being held within the Sheriff's Office jurisdiction.

The Vice Unit is tasked with ensuring compliance with ABC regulations and county codes at these events. The Vice Unit is currently staffed by one sergeant and one detective who both have collateral duties in the Narcotics Unit. The Vice Unit is currently grossly understaffed to properly investigate and ensure compliance of the ABC licensed merchants within its jurisdiction.

The Office of the Sheriff provides services to many high-crime areas. These areas tend to have a higher concentration of ABC licensed establishments. Per Universal Crime Reporting and census data, in 2014, unincorporated Contra Costa County experienced 2.47 violent crimes and 4.17 property crimes for every 1000 residents. According to FBI statistics for 2014, Contra Costa County as a whole had the 14th highest number of violent crimes in the state and the 10th highest number of property crimes (FBI.gov). In 2016, deputies from the Office of the Sheriff made approximately 140 non-DUI alcohol related arrests and approximately 210 DUI arrests. Our statistics show that there exists a strong correlation between ABC violations and other types of crime such as narcotics, the sales of stolen property and robbery. Two ABC licensed merchants have been identified as being problematic and in need of abatement in the unincorporated areas of Contra Costa County.

Currently, the Contra Costa County Office of the Sheriff's Vice Unit relies on verbal complaints to identify disorderly liquor establishments. Given the large number of licensed establishments within the jurisdiction of the Sheriff's Office, it is likely that many more are in violation than come to the attention of the Vice Unit. The Office of the Sheriff currently does not have a system in place to track crimes associated with ABC licensed establishments and to ensure police reports are systematically sent to the ABC district office as required by law.

Deputies assigned to the Patrol Division currently receive minimal training on ABC violations and investigations during their initial field training program. A system of ongoing training on ABC violations has been implemented during the last year.

Due to staffing and budget constraints, the Vice Unit is currently limited in the number of community group and citizen action committee meetings they can attend.

Based on the number of calls for service and crime reports taken over the last five years, it is

Exhibit A

apparent that crime is on the rise in the county. The Contra Costa County Office of the Sheriff has committed itself to taking a proactive approach in fighting these trends and targeting problem ABC-licensed establishments is an excellent way to do this. However, without ongoing financial support,

such as that currently being offered by the Department of Alcohol Beverage Control, the issue of illegal alcohol sales and other crimes will continue to be problematic

3. Project Description: If awarded this grant, the Contra Costa County Office of the Sheriff Vice Unit anticipates achieving the following goals and objectives:

1. Development of training program. The Vice Unit will provide training to all department Field Training Officers (FTOs). The FTOs will then provide expanded training on ABC regulations to deputies assigned to them for training. The Vice Unit will attend patrol line-ups and provide training and awareness of ABC laws and regulations. They will provide deputies with enforcement options as well as referral options for administrative violations. This will result in earlier identification of problematic merchants. It will also assist in ensuring problem merchants are recognized, documented and reports forwarded to the Vice Unit and ABC district office for identification and review.
2. Work with the Technical Services Division to establish a system to identify and route police reports that contain alcohol-related data and crime at licensed merchants to the district ABC office, as required by B&P 24202. The goal is to have this system in place by the end of 2017. This information will be used to establish a database to gather, track and maintain alcohol related crime data.
3. Establish relationships with ABC licensed merchants within the Sheriff's Office jurisdictions. Utilize prevention programs such as LEADS and IMPACT inspections to educate merchants and locate violations. Education and preventative programs will be utilized as a prelude to enforcement action.
4. Coordinate and conduct at least 60 IMPACT inspections during the duration of the grant. The Vice Unit will maintain high visibility to members of the community during these inspections. The utilization of "ABC Enforcement Team" magnets on vehicles and patches on uniforms will create public awareness and show the commitment the Sheriff's Office has to proactively investigate ABC violations.
5. Schedule and coordinate at least one LEAD class.
6. Conduct at least 24 "Shoulder Tap" and minor decoy operations. Each operation will target at least 5 merchants.
7. Utilize information obtained through new report routing systems, IMPACT inspections, and proactive general enforcement ABC operations to identify problematic ABC establishments. Target establishments for abatement through a combined partnership with ABC, County Code Enforcement and the Sheriff's Office.
8. Identify and target problematic ABC licensed establishments.

Exhibit A

4. Project Personnel: The objectives of the grant will be overseen by the Vice Unit which is comprised of Sgt. Mike Brown and Detective Jonathan Kirkham. They will be assisted by Narcotics Unit Detectives Tim Allen, Anthony Rossi and Travis Wrangham. All members of the Vice/Narcotics unit are sworn law enforcement officers. Each has more than 10 years' experience in law enforcement.

BUDGET DETAIL

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)	(Round budget amounts to nearest dollar)
One sergeant and four deputy sheriffs	
A.1 Straight Time Sergeant 48 hours @ \$48.13 \$2310 Deputy 192 hours @ \$41.69 \$8005	\$10,315
A.2 Overtime Sergeant 120 hours @ \$72.20 \$8664 Deputy 480 hours @ \$62.54 \$30,019	\$38,683
A.3 Benefits	
TOTAL PERSONNEL SERVICES	\$48,998
B. Operating Expenses (maximum \$2,500)	
Decoy Operations, Shoulder Tap operations and narcotics investigations buy money	\$1000
TOTAL OPERATING EXPENSES	\$49,998
C. Equipment (maximum \$2,500)	
(Attach receipts for all equipment purchases to monthly billing invoice)	\$1000
Surveillance equipment and wind breaker jackets	
TOTAL EQUIPMENT	\$1000
D. Travel Expense/Registration Fees (maximum \$2,500)	\$1400
(Registration fee for July 2017 GAP Conference attendee is \$275 each)	
TOTAL TRAVEL EXPENSE	\$1400
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	\$52,398

OTHER FUNDING SOURCES

Complete the following to report the total funds available to support the activities related to accomplishing the goals and objectives of the contract. In the "Grant Funds" column, report the ABC funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category (if none, leave blank). Then calculate the totals by category in the "Program Total" column. Total each column down to arrive at the total program funds available. **(Round all budget amounts to the nearest dollar—No Cents.)**

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	\$48,998		\$48,998
Operating Expenses	\$1000		\$1000
Travel/Registration Fees	\$1400		\$1400
Equipment	\$1000		\$1000
TOTALS	\$52,398		\$52,398

This form does not become part of the contract but is required in the Request for Proposals package.

SAMPLE

RESOLUTION OF THE GOVERNING BOARD

WHEREAS, THE (1) (applicant) desires to undertake a certain project designated as (2) (project title) to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (County or City) is authorized to execute on behalf of (5) (Governing Board) the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

I hereby certify that the foregoing is a true copy of the resolution adopted by the (6) (governing body) of (7) (unit of local government or organization) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Nays:

Absent:

Signature: (10) _____ Date: (11) _____

Typed Name and Title: (12) _____

ATTEST: Signature: (13) _____ Date: (14) _____

Typed Name and Title: (15) _____

RESOLUTION INSTRUCTIONS

Note: The resolution must include all of the elements contained in the sample. Unless there is a compelling reason not to do so, ABC strongly suggests that the project follow the exact format and language provided in the sample Resolution. This will assure that the processing of the grant award is not seriously delayed because the language of the Resolution does not meet ABC's requirements.

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Proposal Cover Sheet.
- (3) Enter the full title of the administrator or executive who is authorized to submit the application.
- (4) Enter the full title of the organization that will submit the application.
- (5) Enter board or council, whichever is appropriate.
- (6) Enter the same as item (1).
- (7) Enter the same as item (5).
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council (see item (10)).
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.