

# GRANT FORMS

**Includes:**

- Proposal Cover Sheet
- Scope of Work
- Budget Detail

# TOBACCO LAW ENFORCEMENT GRANT PROGRAM

**DOJ-PROP56-2017-18-1**

## PROPOSAL COVER SHEET

SUBMITTED BY:

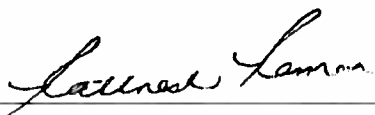
San Pablo Police Department

Priority Oriented Policing Unit/ School Resource Officers

Lieutenant Shawn Ray, Patrol division

1-510-215-3265

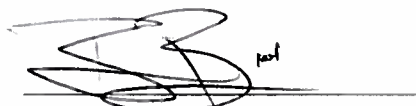
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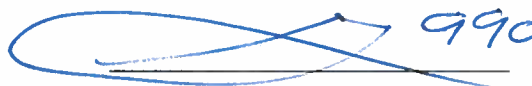


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## **Scope of Work Guide**

### **i. Summary**

- a. Agency Description** – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of licensed tobacco retailers in your agency's jurisdiction.
- b. Funding Requested** – Dollar amount requested. 1. Request should include a breakdown of funds requested by fiscal year.
- c. Goals and Objectives** – List the goals and objectives of your project.
- d. Measureable outcomes** – Describe your agency's anticipated method to measure the success achieved through the use of these grant funds.

### **ii. Problem Statement – Describe the issues or problems to be addressed with grant funds.**

- a.** Clearly identify the geographic area to be served, any specific problem locations, the issues to be addressed, and any known factors that may be contributing to the problem.

### **iii. Project Description – What are the goals and objectives of the proposed project?**

- a.** Describe in detail the goals and objectives you wish to accomplish during the grant period.
- b.** Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement. (Please see Appendix B for sample goals and objectives.)

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

- a.** Include the number of personnel, titles, and current duties and proposed duties of each proposed existing staff member.
- i.** If hiring new personnel, your budget projections should reflect the approximate hiring date of any new personnel funded by this grant.
- b.** Include unit/division that will be responsible for the grant.

### **v. Budget**

#### **a. Budget Detail**

- i.** A sample budget display appears is attached under Appendix B. 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.

#### **b. Other Funding Sources**

- i.** Describe other funds that your agency will contribute towards the success of this project, if any.

# SCOPE OF WORK

## i. Summary

### a. Agency Description

Size – The San Pablo Police Department serves a thriving residential and business community with a population of approximately 30,000+ in an area of approximately 2.6 square miles. San Pablo is located in West Contra Costa County, off Interstate 80, just minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento. The City of San Pablo is nestled between the cities of Pinole and Richmond and the neighboring cities of El Cerrito, El Sobrante and Hercules. San Pablo is historically one of the oldest Spanish settlements in the region.

San Pablo is located less than one hour away from international airports in Oakland and San Francisco. Access to the Bay Area Rapid Transit (BART) system and Amtrak passenger train service are closely accessible. A.C. Transit bus line service includes San Pablo in its route from Fremont to Pinole. Containerized shipping, ports, and railway access are located in Richmond and Oakland.

The San Pablo Police Department is a full service community-based law enforcement agency, consisting of fifty (50) sworn police officers, and twenty-two (22) full or part-time civilian employees.

The agency's Administration is separated into three major divisions; Patrol, Investigations, and Support Services; and managed by Chief of Police Ron Raman, five (5) Lieutenants and ten (10) Sergeants.

The City of San Pablo is one of the most racially diverse communities in the Bay Area, and was recognized as Contra Costa County's first majority Latino community. Data from the 2015 Census showed the following demographic composition for San Pablo: 54.8% Hispanic; 14.7% African American; 17% Asian or Pacific Islander; 10.2% Caucasian; 0.3% Native American; and 2.6% other. At the same time, residents of San Pablo face significant economic challenges. The city's poverty rate in 2015 was 21.3%, more than double the average for Contra Costa County (U.S. Census). The December 2015 unemployment rate for San Pablo stood at 7.3%, more than 40% higher than Contra Costa County's rate of 4.7% (U.S. Bureau of Labor Statistics).

Number of establishments that sell Tobacco products: The City of San Pablo has approximately 63 businesses that sell tobacco products and 6 businesses that solely sell tobacco and Tobacco paraphernalia products (smoke shops).

### b. Funding Requested

We are requesting a total of **\$411,826** from this grant to enforce tobacco laws and educate our citizens, primarily minors on the dangers of tobacco use. This

would break down to approximately \$5,600 in equipment costs for fiscal year 2017 – 2018, \$186,500 in operating expenses and salary and benefits for one full time Tobacco Enforcement Officer for fiscal year 2018 - 2019 and \$191,284 in operating expenses and salary and benefits for one full time Tobacco Enforcement Officer for fiscal year 2019 – 2020. To insure the safety of our decoys conducting shoulder tap and under age buy-bust operations, we require the aid of two officers on overtime to assist the Tobacco Enforcement Officer with these operations, costing \$14,221 for fiscal year 2018-2019 and \$14,221 for fiscal year 2019-2020.

**\*\*\*Note\*\*\***

The San Pablo Police Department requested and was granted \$200,230 for this grant to finance 50% of a Police officer's salary and benefits and the remaining would cover overtime for operations (shoulder-tap, underage buy, compliance checks etc.) In our initial proposal, we were forced to greatly decrease our proposed outreach and education efforts, due to the limited time of allowing an officer to only spend 50% of his/her time conducting tobacco enforcement and education efforts. Due to the high volume of juveniles residing in our densely populated city, we are requesting to amend our request to finance a full-time Tobacco Enforcement officer. The use of a full time tobacco enforcement/education officer would allow our department to conduct more operations for enforcement of our tobacco laws; but more importantly, a full time tobacco enforcement officer would afford our department the opportunity to have a greater role in educating our students on the dangers of tobacco products. The tobacco enforcement officer will work with our School Resource Officer unit, which grants them full access to our schools and an already strong relationship our SRO's have with the students in our community.

**c. Goals and Objectives**

Our goal is to utilize enforcement efforts to insure businesses that sell tobacco and tobacco related products in our city are adhering to state and local laws. We will conduct continuous outreach and education classes and counseling with the children in our schools to educate them on the dangers of tobacco use.

**d. Measurable outcomes**

Through the use of undercover operations and basic enforcement efforts we anticipate seeing a decrease in the number of violations committed by business owners/employees and citizens that violate state and local laws governing the sales of tobacco products. Through education efforts with minors throughout the schools in our city we anticipate a decrease in the volume of children willing to experiment with tobacco products. This could be quantified by surveying the children to determine their overall positive/neutral/negative view of utilizing tobacco products.

## **ii. Problem Statement**

### **a. Areas to be served –**

There are roughly 63 businesses throughout the City of San Pablo that engage in the sale of tobacco and tobacco related products. The large majority of problem tobacco sales businesses are concentrated in areas that have both the highest crime rates and the greatest number of off-sight ABC establishments. The proposed project will focus on criminal activity associated with this small number of problem establishments in San Pablo as well as businesses geographically located near schools, parks and other community places of gathering that attract children.

The city of San Pablo Has 1 middle school and 6 elementary schools within our city limits. The total number of students enrolled in our 7 schools is 4,385 children. Our goal is to conduct continuous formal and informal counseling and educational classes advising the students of the dangers of tobacco products and encouraging healthy living though abstaining from all tobacco products. It is far easier and more productive to keep a child from ever utilizing tobacco products than it is to get an adult to overcome addiction and health issues related to tobacco use.

### **Specific Problem Locations –**

Based on reporting data for the past four years, San Pablo PD has identified a preliminary list of 10 tobacco/alcohol beverage establishments that are associated with an elevated level of criminal activity. The 10 locations are as follows: Bonfare Market, Sportsman's Liquor, Golden 7 Food Store, RC Liquors, Handy Liquors, J&M Liquors, People's Market, Mike's Liquor, and Brookside U Save Liquors. The average number of calls for service in and around each of these 10 locations were more than 1,000 in 2016 and are currently similar. In a number of cases, calls for service to a problem location represents 25 to 50 percent of the calls to that specified beat, indicating the disproportionate level of police resources being spent on these cases. We have also received several complaints from citizens in regards to people smoking in or near public establishments and play structures in our parks.

**Specific Community Concerns –** Community residents in the vicinity of problem businesses that sell tobacco products in San Pablo have identified an extensive list of concerns associated with these problem establishments. These include but are not limited to the following behaviors: Businesses selling tobacco and tobacco related products to minors. Citizens purchasing tobacco products for minors. Marketing practices within the stores that promote tobacco use by minors. Single cigarette sales by the businesses to customers. Lack of proper signage that warns of the dangers of tobacco products to both the user as well as people within the vicinity that ingest tobacco smoke via second-hand-smoke.

Businesses that contain inventory of 80% or more of tobacco products, also known as "Smoke shops", often sell narcotics paraphernalia. Such as, but not limited to smoking pipes, cutting agents for illegal narcotics, street level narcotics sales

packaging, scales utilized to weigh narcotics for purpose of sales, items containing hidden compartments to conceal illegal narcotics and flavoring additives utilized to flavor tobacco and other illegal narcotics. These types of establishments tend to attract clientele that engage in loitering, loitering for the purpose of illicit drug sales, public alcohol consumption, theft and robbery.

On February 19, 2018, the Youth Tobacco Advocacy Policy Project (YTAPP), which consists of several concerned students and parents addressed the city council on their concerns of local tobacco businesses selling and/or marketing tobacco products to minors. The group also addressed their concerns that tobacco companies are targeting minority groups within their community through marketing practices. The youth group noted Tobacco companies are packaging tobacco products utilizing bright colors and flavored additives to entice minors to utilize tobacco products at a young age and without the knowledge of the long-term dangers of tobacco use.

### **Factors Contributing to the Problem**

For the City of San Pablo, many of the issues associated with problem businesses are tied closely to the economic condition of the surrounding neighborhood. The areas of San Pablo with a high concentration of problem businesses are also the sections of the city with the highest levels of poverty, unemployment, and social disorder. These surrounding conditions make it more likely an establishment will have an excessive level of criminal activity associated with the premise.

57.4% of our cities population is of Hispanic descent. A significant percentage of our cities population is non-English speaking. Due to a lack of outreach to this demographic of our population, many non-English speaking people are unaware of the dangers and addictive nature of tobacco products. By use of funds from this grant, our Tobacco Enforcement Officer will actively reach out to our non-English speaking citizens in an effort to educate them on the dangers of tobacco products.

### **iii. Project Description**

#### **a. Goals and Objectives of this project:**

We have targeted 10 of our most serious offending businesses that sell tobacco products/ABC establishments, including but not limited to; Bonfare Market, Sportsman's Liquor, Golden 7 Food Store, RC Liquors, Handy Liquors, J&M Liquors, People's Market, Mike's Liquor, and Brookside U Save Liquors. We will also target other Tobacco businesses throughout our city, to include: FoodMaxx, Walgreens, Raley's, Grocery Outlet, Food Barn, Smart and Final and Las Montanas grocery store. The San Pablo Police Department has formed a **Priority Oriented Policing (P.O.P.) Unit**. This unit has unified the police department divisions of **Code Enforcement, School Resource Officers, and Crime Reduction Officers**. The P.O.P. Unit will assume responsibility of overseeing the operations to meet the goals and objectives outlined in this project. The P.O.P. Unit will work in conjunction with, San Pablo patrol officers, building inspectors,

health inspectors, and ABC.

SPPD is dedicated to the enforcement and education of federal and state tobacco laws as well as our Cities' ordinances regarding the sales and usage of tobacco products and Tobacco paraphernalia products along with a host of other ordinances that impact these businesses. **The Tobacco Enforcement Officer will conduct at least 12 lineup trainings each year** (fiscal year 2018 and 2019) to the patrol teams, educating officers on federal, state and local laws governing the use and sales of tobacco products as well as illegal trends involving tobacco products. By educating our officers about current and upcoming laws regarding tobacco sales, we expect an increase in enforcement of state and local laws enforcing the sale and use of tobacco products by our patrol officers.

SPPD has established a solid partnership with our local advocacy groups regarding tobacco related issues and will forge further partnerships with our neighborhood councils and merchant groups. SPPD will continue to present informational training at these neighborhood councils to keep them updated about our current projects and progress in addressing their concerns in regards to tobacco sales. **SPPD will issue press releases on each project, which will contain a brief description of the operation conducted and highlight the source of funding financed by the Proposition 56 Tobacco Grant.**

**The Tobacco Enforcement Officer will conduct 12 – 15 minor decoys and/or “shoulder tap” operations and 12 – 15 General Enforcement operations each year** (fiscal year 2018 and 2019) targeting our problem stores and other establishments throughout our city. We will utilize underage decoys to attempt the purchase of tobacco products from stores as well as solicit customers to purchase tobacco products for them. These enforcement operations will include covert inspections at problem locations in order to monitor activities and prevent sales of tobacco products to minors or violate any other tobacco related laws. The Tobacco Enforcement Officer will conduct operations, including on-sight inspections of businesses and areas frequented by minors to insure compliance of tobacco related laws. Through these operations, SPPD hopes to address not only tobacco related issues, but also issues plaguing our ABC licensees, i.e. the buying and selling of alcoholic beverages for/to minors and other violations of laws at the noted areas that degrade the quality of life for our citizens. **The Tobacco Enforcement Officer will conduct 2-4 retail education training classes with local retailers each year** (fiscal year 2018 and 2019), focusing on tobacco laws and reducing the sales of tobacco products to minors.

Through education and exposure to positive role models, juveniles can be greatly influenced into seeing tobacco products as being detrimental to their health and highly addictive. **The Tobacco Enforcement Officer will conduct at least 50 formal and informal classes with children in our schools each year** (fiscal year 2018 and 2019). With the primary goal of educating our children on the dangers of tobacco products. The classes will highlight the benefits of abstaining

from utilizing tobacco products such as healthier lives, financial benefits and overall better quality of life.

Many of the goals and objectives listed above are part of the POP Unit's current mission and duties, however on a much smaller scale than would be afforded by having an officer with the sole duties of tobacco enforcement and education. SPPD also utilizes our patrol officers to address issues surrounding tobacco products as part of their collateral patrol duties. The SPPD POP Unit continues to redesign our Unit's expertise in the field of tobacco sales regulations. Compliancy has come slowly with many of our businesses that engage in tobacco sales and SPPD strives to continue this improvement to alleviate any unlawful tobacco sales, nuisance complaints and blight situations. SPPD has found that consistent follow-up and in some cases, enforcement through citations have brought some of the licensees into compliance. The objectives and goals are very attainable and can be realistically accomplished within the listed two year period.

#### **iv. Project Personnel**

##### **a. Number staff, type of staff and staff qualifications:**

The SPPD POP Unit is comprised of a commanding Lieutenant, a first-line supervising sergeant, four officers, a building inspector, two police service technicians, and one administrative clerk. The officers assigned to this unit possess years of experience in law enforcement as well as state and local laws. The officers in this unit have experience in working plain clothes/undercover type operations, ABC enforcement operations including but not limited to minor decoy, IMPACT, LEADS and surveillance operations.

##### **b. Unit/Division Responsible for the Grant**

Because of their primary role in connecting with the community, responsibility for implementing and reporting on the activities associated with the enforcement of laws involving the sales and use of tobacco products, the responsibility of this Grant will reside with the SPPD POP Unit. The assignment of the Tobacco Enforcement Officer in the POP unit will be highly effective and efficient due to the POP units experience with undercover operations and the presence of School Resource Officers within the unit.

##### **c. Names, Rank and Assignment of Personnel Involved**

Chief Ron Raman  
Lieutenant Brian Bubar, Coordinating Manager  
Sergeant David Neece, Project Director  
Officer Tyler Hannis, Coordinating Officer  
Officer Roberto Arguello, Coordinating Officer  
Officer Michael Downey, Coordinating Officer (SRO)  
Officer David Hoff, Coordinating Officer (SRO)

Inspector David Venable, Building Inspector, Code Enforcement  
PST Linda Miller, Code Enforcement  
PST Bruce Keo, Code Enforcement  
Admin Clerk Jo Anna Rodriguez, Code Enforcement

# TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

Costs Per Fiscal Year (July 1 - June 30)

## A. Personal Services

### Salaries

Classification/Positions	Computation	FY 2017-18	FY 2018-19	FY 2019-20
Tobacco Enforcement Police Officer (full time)	Officer \$65.84(2019)/\$68.14(2020) per hour (2080 hrs)	\$ -	\$ 136,947	\$ 141,731
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ 136,947	\$ 141,731

### Overtime

Classification/Positions	Computation	FY 2017-18	FY 2018-19	FY 2019-20
2 Officers to assist w/ under cover operations	2 officers x 6 hrs (98.76 per hour) x 12 operations		\$ 14,221	\$ 14,221
		\$ -		
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ 14,221	\$ 14,221

### Benefits

Classification/Positions	Computation	FY 2017-18	FY 2018-19	FY 2019-20
1 x full time Police Officer benefits package	salary+benefits=\$184,000/\$188,784-\$136,947/141,731	\$ -	\$ 47,053	\$ 47,053
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ 47,053	\$ 47,053
TOTAL PERSONAL SERVICES		\$ -	\$ 198,221	\$ 203,005

## B. Operating Expenses (e.g. supplies, signage, tobacco products, etc.)

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
Expense for minor decoy/shoulder tap operations	Decoy meals/tobacco buy money		\$ 2,500	\$ 2,500
		\$ -		
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ 2,500	\$ 2,500

# TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

## C. Equipment (tangible items with a per-unit cost of \$5,000 or more)

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
Laptop Computer for in-field operations		\$ 5,000	\$ -	\$ -
Binoculars		\$ 600	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ 5,600	\$ -	\$ -

## D. Travel Expenses/Registration Fees\*

Description and Destination	Computation	FY 2017-18	FY 2018-19	FY 2019-20
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

\*For DQT-sponsored events only. Travel will only be reimbursed under the current state reimbursement policy.

TOTAL \$ - \$ - \$ -

## E. Other Expenses

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -

## F. Administrative Costs\*

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

\*Administrative costs may not exceed 5% of the total budget.

TOTAL \$ - \$ - \$ -

# TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

## SUMMARY

Budget Category	FY 2017-18	FY 2018-19	FY 2019-20	Total Request
A. Personal Services	\$ -	\$ 198,221	\$ 203,005	\$ 401,226
B. Operating Expenses	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
C. Equipment	\$ 5,600	\$ -	\$ -	\$ 5,600
D. Travel/Registration	\$ -	\$ -	\$ -	\$ -
E. Other Expenses	\$ -	\$ -	\$ -	\$ -
F. Administrative Costs	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 5,600</b>	<b>\$ 200,721</b>	<b>\$ 205,505</b>	<b>\$ 411,826</b>