

# **ALCOHOL POLICING PARTNERSHIP PROGRAM (APP)**

**2019 – 2020**

## **GRANT FORMS**



**GAVIN NEWSOM, *Governor***  
**State of California**

**Jacob Appelsmith, *Director***  
**Department of Alcoholic Beverage Control**

# GRANT FORMS

## **Includes:**

- Proposal Cover Sheet
- Scope of Work
- Budget Detail
- Other Funding Sources
- Resolution of Governing Body (Sample)  
*Resolution not needed with RFP package. This will be requested from agencies awarded a grant.*



# State of California

## Department of Alcoholic Beverage Control

### Alcohol Policing Partnership Program

#### PROPOSAL COVER SHEET

(TO BE COMPLETED BY APPLICANT AGENCY)

<b>1. Name of Applicant Agency: Fresno County Sheriff's Office</b>	
<b>2. Description of Applicant Agency:</b> Provide your city or county and a brief summary of department size, staffing, and structure. The Fresno County Sheriff's Office was established in 1856. The Sheriff's Office employs a total 1,152 personnel, 420 of which are sworn Sheriff's Deputies and 552 non-sworn Correctional Officers. The Sheriff's Office is a full-service law enforcement agency consisting of seven bureaus: Patrol, Detective, Operations, Administrative Services, Jail Operations, Jail Administration & Programs and Jail Medical & Services. The Vice/Intelligence Unit of the Special Investigations Task Force under the Detective Bureau is responsible for liaising with the Department of Alcoholic Beverage Control and managing all aspects of the Alcohol Policing Partnership Program.	
<b>3. Number of Licenses in Project Area: 614</b>	<b>4. Population of Service Area: 355,000</b>
<b>5. Project Description:</b> Provide a list of your projects goals and objectives and briefly summarize. The Fresno County Sheriff's Office will continue to implement the proven tactics of Minor Decoy & Shoulder Tap Operations, coupled with IMPACT inspections, presentations to community-based organizations and partnerships with allied agencies throughout the County of Fresno. For the 2019-2020 fiscal year, the Fresno Sheriff's Office intends to double the number of educational briefings detectives will conduct, for both the Sheriff's Office and allied agencies due to the overwhelming positive response we have received over the past year. Providing training and education to patrol officers has been extremely beneficial in identifying problem licensees throughout the County.	
<b>6. Funds Requested: \$98,115</b>	<b>7. Project Period:</b> July 1, 2019 – June 30, 2020
<b>8. Acceptance of Conditions:</b> 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.	
<b>A. Project Director (person having day-to-day responsibility for the project)</b>	<b>B. Chief of Police or Sheriff (authorizing official)</b>
Name: Kevin Lolkus Address: 2200 Fresno Street Fresno, CA 93721  Phone: (559) 600-8723 Fax: (559) 251-8494 E. Mail Address: Kevin.Lolkus@fresnosheriff.org Signature:	Name: Margaret Mims Address: 2200 Fresno Street Fresno, CA 93721  Phone: (559) 600-8800 Fax: (559) 262-4032 E. Mail Address: Margaret.Mims@fresnosheriff.org Signature:
Title: Lieutenant – Special Investigations Task Force	Title: Sheriff – Fresno County Sheriff's Office
<b>C. Fiscal or Accounting Official</b>	<b>D. ABC USE ONLY</b>
Name: Thomas Trester Address: 2200 Fresno Street Fresno, CA 93721  Phone: (559) 600-8575 Fax: (559) 488-3348 E. Mail Address: Thomas.Trester@fresnosheriff.org Signature:	
Title: Business Manager	

## **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.
- e. Number of *allotted* full time Peace Officer positions – State the number of full time Peace Officer positions allotted to your agency. Submit documentation from your annual budget or other supporting document to substantiate this number.

### **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

### SUMMARY

The Fresno Sheriff's Office is a full service, professional law enforcement agency which has been serving the citizens of Fresno County since its establishment in 1856. Since that time, the Office of the Sheriff has evolved into a modern law enforcement agency, employing 1,152 employees, with 420 being sworn Sheriff's Deputies and 552 non-sworn Correctional Officers. The Fresno Sheriff's Office is budgeted to have 439 full time peace officer positions. Sheriff Margaret Mims was elected to office in November 2006 and was the first woman to be elected to this position in the County of Fresno. In 2018, Sheriff Mims was elected to her fourth consecutive term by the residents of Fresno County. Recently the responsibility of the Coroner's Office and Public Administrators Office were transferred to the authority of the Sheriff's Office. The Fresno Sheriff's Office is organized into seven bureaus which are: Patrol, Detective, Operations Support, Administrative Services, Jail Operations, Jail Administration & Programs and Jail Medical & Services. The members of the Fresno County Sheriff's Office are responsible for providing public safety services to an area covering over 6,000 square miles. The County of Fresno, located within the San Joaquin Valley, is bordered by the mountains of the Sierras to the east and the Pacific Coast Ranges to the west. In between you will find wide open swathes of rich agricultural land, with both small and large municipalities. With a population of approximately one million residents, Fresno County's demographics are as diverse as the landscape and consist of the following ethnic backgrounds: 52% Hispanic or Latino, 30% Caucasian, 10% Asian, 6% African-American and 2% American Indian. The population of the areas directly policed by the Fresno County Sheriff's Office and the incorporated cities where the Sheriff's Office routinely conducts ABC enforcement activity is approximately 355,000 residents. This population reflects the total residents encompassed within the Project Area for the 2019-2020 Alcohol Policing Partnership Program.

Within the Project Area there are a total of 256 On-Sale and 358 Off-Sale licensed establishments in operation throughout the numerous incorporated and unincorporated cities of Fresno County (Excluding those establishments that fall within the Cities of Fresno and Clovis due to these two agencies consistently receiving an ABC Grant). The Fresno Sheriff's Office is in a unique position to assist the smaller law enforcement agencies of the many incorporated cities with conducting ABC investigations due to a long-standing, close working relationship with these agencies. Many of the Chiefs from these agencies were employees from the Fresno Sheriff's Office and have reached out directly to the Vice/Intelligence Unit to conduct ABC related undercover operations within their cities.

The Fresno Sheriff's Office is requesting funding in the amount of \$98,115 for the 2019-2020 fiscal year. The relationship between the Fresno Sheriff's Office and the Department of Alcoholic Beverage Control is an integral component in proactively and effectively targeting alcohol related crimes in Fresno County. This funding would allow the Fresno Sheriff's Office to conduct numerous operations throughout the County of Fresno, such as Minor Decoy, Shoulder Tap, Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) inspections and undercover investigations of ABC licensees. With the assistance of previous ABC APP grants, the Fresno County Sheriff's Office was able to reach out to schools and community-based organizations to conduct educational presentations. These presentations have proven to be highly effective at increasing public awareness and an excellent source for recruiting minor decoys. Presentations at CSUF and local colleges will be an important objective for our 2019-2020 APP Program. Additionally, the Fresno Sheriff's Office will continue to liaison with local law enforcement agencies to supplement their limited personnel and resources to effectively identify and resolve any concerns with problem locations within their

## **SCOPE OF WORK**

jurisdiction. During the 2018-2019 APP grant, Vice/Intelligence detectives conducted training for ABC related issues at both Fresno Sheriff's Office and allied agencies patrol briefings. This has greatly enhanced the level of awareness by officers in the field to help identify problem locations, resulting in an increase of reporting, allowing us to swiftly address any potential issues. Based on the success of these educational briefings, we intend to double the number of briefings we will attend during the 2019-2020 grant period.

## **PROBLEM STATEMENT**

The County of Fresno is vast with many incorporated municipalities separated by expansive stretches of rural agricultural or mountainous regions. There are also several unincorporated population centers such as Calwa, Caruthers, Del Rey, Easton, Laton, Malaga, Riverdale and Prather, all rife with ABC licensed establishments. With the funding of past ABC APP grants, the Vice/Intelligence Unit has been able to target problem locations that were previously identified with information provided by citizens, patrol deputies, reviewing calls for service and undercover bar inspections. A gamut of alcohol related issues and offenses such as disturbances, sales of alcohol to minors, illicit drug use or acts of violence have occurred at our around these businesses.

The Fresno Sheriff's Office has recovered slowly from the economic downturn over the last several years and has seen staffing levels as a whole increase gradually. Despite the increase in department staffing, the Special Investigations Task Force, which includes the Vice/Intelligence Unit, is still operating with half the staff when compared to just five years ago. This reduction in staffing and resources has severely hindered the unit's ability to properly address the many areas of concern and quality of life issues affecting the citizens of Fresno County. The Vice/Intelligence Unit of the Fresno Sheriff's Office has been requested to address ABC related violations by many chiefs of police for small incorporated cities within the County. Without the support of APP grant funds, the Vice/Intelligence Unit has been hard pressed to continue to provide the same level of assistance to these outlying agencies, resulting in a lapse of supervision amongst the numerous licensed ABC establishments within the incorporated and unincorporated areas of Fresno County.

Another aspect to the County of Fresno which poses a unique problem for law enforcement is policing the numerous lakes and waterways which are popular venues for recreation during the summer months. There is approximately 53 square miles of lakes and waterways in Fresno County, which includes Avocado Lake, Shaver Lake, Pine Flat Lake, Huntington Lake, Millerton Lake, Kings River, San Joaquin River and the Fresno-Mendota Slough. Members of the Fresno Sheriff's Office Boating Enforcement Unit (BEU) are responsible for patrolling these waterways and performing lifesaving rescues. During the 2018 boating season, BEU investigated 4 Boating Under the Influence arrests, 2 alcohol related drownings and 1 DUI traffic accident into a canal resulting in a drowning. With the assistance of the APP grant funds, the Vice/Intelligence Unit has previously purchased an Intoximeter breathalyzer to assist BEU and provide detectives to assist in identifying intoxicated individuals on the shore or out on boats. Vice/Intelligence detectives will continue to support the BEU by participating in Operation Dry Water in July of 2019, which is a three day National Boating Under the Influence Awareness & Enforcement Campaign.

Since 2005, alcohol sales during sporting events at the California State University of Fresno (CSUF) have been prohibited. At the start of the 2017 season, CSUF resumed sales of alcoholic beverages at sporting

## SCOPE OF WORK

events. The Fresno County Sheriff's Office has a long history of mutual support for the CSU Fresno Police Department at all sporting events. During the past football season, Vice/Intelligence detectives along with ABC Agents, conducted undercover operations at numerous home games. While the number of incidents involving minors in possession of alcohol has decreased substantially within the stadium, there is still a need for undercover detectives to monitor the numerous tailgating venues and beer gardens just outside of the stadium. The Fresno Sheriff's Office will continue to stand side-by-side with the CSUF Police Department on enforcing all alcohol related offenses on or near the CSUF campus.

The provision of funding from the ABC APP grant would have a huge impact for the citizens of Fresno County. The Fresno Sheriff's Office would be better equipped to maintain an aggressive and proactive response toward alcohol related crimes, which in turn, results in a reduction or deterrence of other associated crimes. The Fresno Sheriff's Office Vice/Intelligence Unit would be afforded the opportunity to further assist and educate local allied agencies, perform Minor Decoy & Shoulder Tap Operations, IMPACT inspections and conduct undercover operations at CSUF football games. The Fresno Sheriff's Office is respectfully petitioning the resources necessary to properly address these issues.

## PROJECT DESCRIPTION

ABC APP Program grant funding would enable the Fresno Sheriff's Office to continue to focus on and significantly address alcohol related problems throughout the incorporated and unincorporated areas of Fresno County. The methods and strategies implemented will be utilized throughout the 12-month grant period and will consist of proven tactics to enforce criminal and regulatory laws. The specific goals and objectives to be achieved during the 2019-2020 APP Program consist of the following:

1. Partner with local schools & community based organizations to conduct seven (7) presentations regarding underage drinking
2. Conduct at minimum twenty-five (25) Minor Decoy Operations throughout Fresno County
3. Conduct at minimum twenty-five (25) Shoulder Tap Operations throughout Fresno County
4. Conduct at minimum twenty-five (25) IMPACT inspections throughout Fresno County
5. Conduct at minimum ten (10) proactive undercover & uniformed inspections of On-Sale locations
6. Produce and publish five (5) press releases to local media
7. Assist the Sheriff's Boating Enforcement Unit on four (4) occasions with alcohol related crimes
8. Partner with CSUF PD for three (3) football home games to assist with alcohol related crimes
9. Attend twelve (12) patrol briefings to train deputies on IMPACT inspections & ABC regulations
10. Attend ten (10) patrol briefings of allied agencies to train officers on IMPACT inspections & ABC regulations
11. Organize and host three (3) LEAD Program classes

All of the goals and objectives described above would not reach their full potential without first establishing a close working relationship with the Fresno County District Attorney's Office. During the 2015-2016 GAP project, Detective Michael King with the Vice/Intelligence Unit reached out to the District Attorney's Office to discuss how best to achieve a successful prosecution and ensure these cases were handled efficiently. Detective King met with the Consumer Protection Division of the District Attorney's Office and by working together, was able to streamline the filing process which resulted in a 94% conviction rate. An additional benefit to working

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with the Consumer Protection Division was they not only pursued the case criminally but they filed civil cases against the businesses for violation of unfair business practices. This resulted in a second layer of deterrence that put business owners on notice that such violations would not be tolerated in the County of Fresno. During the 2018-2019 APP Program, the Vice/Intelligence Unit has maintained this relationship with the Consumer Protection Division with a 100% filing rate to date. The Vice/Intelligence Unit will continue to work in partnership with the DA's Consumer Protection Division in order to safeguard that all of their hard work results in a positive case disposition.

The members of the Vice/Intelligence Unit also have a strong working relationship with the Fresno ABC Office. With the organizational changes in how the APP Program is managed by ABC agents over the last year, the Fresno Sheriff's Office has seen a positive increase in communication and operational effectiveness between our two agencies. Vice/Intelligence detectives have worked together with agents from the Fresno ABC Office conducting undercover operations and openly sharing intelligence between the two offices regarding problem locations. In addition to assisting one another operationally, the Vice/Intelligence Unit cultivated a handful of excellent Minor Decoys during their presentations at local universities. Through their work with the Vice/Intelligence Unit, these young volunteers learned firsthand how law enforcement works. This proved to be very beneficial to many of them since they were primarily recruited from Criminology classes at CSUF. The Vice/Intelligence Unit trained these Minor Decoys and later shared them with the Fresno ABC Office and Fresno Police Department who benefited greatly from their exuberance and solid work ethic.

## **PROJECT PERSONNEL**

The Fresno County Sheriff's Office Vice/Intelligence Unit will be responsible for implementation, supervision, project reports and evaluation of all aspects of the ABC APP Program grant. The staffing required to effectively carrying out the grant activities and objectives will include the Vice/Intelligence Unit sergeant and three detectives. Sergeant Kent M. Jones has supervised the Vice/Intelligence Unit since 2015 and has experience managing previous GAP and APP Program grants. Detectives Michael Hernandez (Deputy Sheriff III), Ervin Mathis (Deputy Sheriff III) and Michael King (Deputy III) will be responsible for carrying out the operations required to meet the objectives and goals of the project. Detectives Hernandez, Mathis and King all have previous experience with enforcement of ABC related laws and regulations.

Through education and training within the Fresno Sheriff's Office, allied agencies and community-based organizations by the Vice/Intelligence Unit, this will act as a force multiplier across the County of Fresno to better address problem locations that negatively affect the quality of life of its residents. The experience and professionalism of the Vice/Intelligence Unit can be seen in their track record of successful prosecutions, both criminally and with ABC administrative hearings. The Vice/Intelligence Unit has the background and proficiency to effectively execute the Alcohol Policing Partnership Program and is again looking forward to this opportunity.



## BUDGET DETAIL

Exhibit B

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
<b>A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)</b>	
<b>A.1 Straight Time</b> None	\$0
<b>A.2 Overtime</b> Sergeant Overtime Est. 300 hours @ \$80.35 per hour = \$24,105 Deputy III Overtime Est. 900 hours @ \$67.41 per hour = \$60,669	\$84,774
<b>A.3 Benefits</b> Sergeant – OASDI benefits estimated at 7.65% x \$24,105 = \$1,844 Deputy III – OASDI benefits estimated at 7.65% x \$60,669 = \$4,641	\$6,485
<b>TOTAL PERSONNEL SERVICES</b>	\$91,259
<b>B. Operating Expenses (maximum \$2,500)</b>	
Buy money for investigations consisting of Minor Decoy, Shoulder Tap, Narcotics Purchases and Under Cover Bar Inspections/Investigations	\$2,500
<b>TOTAL OPERATING EXPENSES</b>	\$2,500
<b>C. Equipment (maximum \$2,500)</b>	
<b>(Attach receipts for all equipment purchases to monthly billing invoice)</b> Panasonic Lumix handheld camera at \$450 each (two cameras) Sony Digital Voice Recorder ICD Series at \$100 each (two recorders) 5.11 brand Mission Ready 3.0 90L gear bag at \$280 each (five bags)	\$900 \$200 \$1400
<b>TOTAL EQUIPMENT</b>	\$2,500
<b>D. Travel Expense/Registration Fees (maximum \$2,500)</b>	
<b>(Registration fee for July 2019 APP Conference attendee is \$325 each)</b> Lodging for APP Conference at GSA Rate @ \$135/night w/ tax for 3 nights Per diem for APP Conference at GSA Rate @ \$66/day for 3 days	\$650 \$810 \$396
<b>TOTAL TRAVEL EXPENSE</b>	\$1,856
<b>TOTAL BUDGET DETAIL COST, ALL CATEGORIES</b>	<b>\$98,115</b>

## **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.)**

<b>BUDGET CATEGORY</b>	<b>GRANT FUNDS</b>	<b>OTHER FUNDS</b>	<b>PROGRAM TOTAL</b>
<b>Personnel Services</b>	\$91,259		\$91,259
<b>Operating Expenses</b>	\$2,500		\$2,500
<b>Travel/Registration Fees</b>	\$1,856		\$1,856
<b>Equipment</b>	\$2,500		\$2,500
<b>TOTALS</b>	\$98,115		\$98,115

**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 Alcohol Policing Partnership Program (APP) 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.