Community Policing Development Proposal Packet Checklist

Please complete and return this checklist with your proposal packet.

Section I

- ☒ You completed an executive summary and detailed project description, including how this project will advance community policing/assist other agencies in advancing community policing (if applicable).
- ☒ You included an explanation of the specific public safety need that this project will address.
- ☒ You indicated why your agency is unable to address this public safety need without Federal assistance.
- ☒ You identified any plans for continuing the project through community support following the conclusion of Federal support, if awarded.
- ☒ You described how your agency would engage the community throughout the project (if applicable).
- ☒ You provided a detailed implementation plan that outlines project goals and objectives.
- ☒ You included a project timeline.

Section II

- ☒ You completed the Law Enforcement Executive/Program Official Information section.

Section III

- ☒ You completed the Government Executive/Financial Official Information section.

Section IV

- ☒ You selected the Type of Agency.

Section V

- ☒ You have an original signature from the Law Enforcement Executive/Program Official.
- ☒ You have an original signature from Government Executive/Financial Official.

Section VI

- ☒ You submitted an itemized budget on the attached Budget Detail Worksheet.
- ☒ You submitted a brief, but detailed budget narrative that describes the budget items requested.

Section VII

- ☒ You included the signed Assurances form with an original signature.
- ☒ You included the signed Certifications form with an original signature.
- ☒ You included the Disclosure of Lobbying Activities form with an original signature (if applicable).

Community Policing Development Application Packet

Please answer all of the following questions completely, and type all answers.

I. Project Description

- Provide an executive summary and a detailed project description. If applicable, please include a discussion of any requirements detailed in a request for proposals and how this project will advance community policing/assist other agencies in advancing community policing. The project description should not exceed 15 double-spaced pages and must include the following information:

  1. An explanation of the specific public safety need that this project will address.

  2. An explanation of why your agency is unable to address this public safety need without Federal assistance.

- If applicable, please describe how your agency will engage the community throughout the project.

- Provide a detailed implementation plan that outlines project goals and objectives. Please include a project timeline.

II. Law Enforcement Executive/Program Official Information

(Please complete the following information about the Law Enforcement Executive (for law enforcement agencies) or Program Official (for non-law enforcement agencies) with the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would be responsible for the programmatic implementation of the award.)

Applicant's Legal Name: San Bernardino County Sheriff's Department

Applicant's EIN Number (9-digit # assigned by the IRS): 956002748

Applicant Executive's Name: Gary Penrod

Title: Sheriff

Applicant's Address: 655 East Third Street

City: San Bernardino State: CA Zip Code: 92415

Telephone: (909) 387-3700 Fax: (909) 387-0642

Federal Congressional District(s) *(Number)*: CA40, CA41, CA42

The total amount of Federal funds requested under this proposal: $ 48,889

Population of jurisdiction of primary applicant (if applicable): 295,700

The Primary Applicant's Fiscal Year: From: 07/ 01 /03 To: 06/ 30 / 04

The Primary Applicant's Federal Cognizant Agency: HHS - Health and Human Services
(A Federal Cognizant Agency, generally, is the Federal agency from which your jurisdiction receives the most Federal funding. Your Federal Cognizant Agency also may have been previously designated by the Office of Management and Budget.)

Is the primary applicant delinquent on any Federal debts? ☐ Yes ☒ No
(IF YES, PLEASE EXPLAIN ON A SEPARATE SHEET.)

Anticipated Program Start Date: 09/01/03 End Date: 08/31/04

Application Contact Person/Project Manager: Mike Tuttle, Lieutenant

Telephone: (909) 387-0611 Fax: (909) 387-0667

E-mail: mtuttle@sbcsd.org

III. Government Executive/Financial Official Information

(Please complete the following information about the Government Executive (for government agencies) or Financial Official (for non-government agencies) with the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would be responsible for the financial aspects of the award.)

Government Executive OR
Financial Official's Name: Dennis Hansberger

Title: Chairman, Board of Supervisors

Address: 385 North Arrowhead Ave., 5th Floor

City: San Bernardino State: CA Zip Code: 92415

Telephone: (909) 387-5418 Fax: (909) 387-5430

IV. Type of Agency:

☒ State Police/Highway Patrol, Local, Tribal Government Agency

☐ Institution of Higher Education

☐ Non-profit Organization

☐ Profit Organization

☐ Other (Please specify) _____

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the information provided on this form is true and accurate to the best of my knowledge.

V. Signature(s):

_____

Signature of the Law Enforcement Executive or Program Official with the authority to apply for this grant on behalf of the applicant agency

Date:

_____

Signature of the Government Executive or Financial Official with the authority to apply for this grant on behalf of the applicant agency

Date:

VI. Budget (your agency must address the following two items):

Items requested must be in addition to items already funded in your agency's budget. In other words, COPS funds cannot be used to pay for any item for which your agency has already budgeted.

1. Submit an itemized budget that lists the items your agency will request. A Budget Detail Worksheet is attached, in addition to general budget guidelines.

   - Indirect Costs are allowed only if the applicant has a Federally approved indirect cost rate. **A copy of the rate approval (fully executed, negotiated agreement) must be attached.**

   - If fringe benefits are being requested, please provide a detailed breakdown of the items that are included in the applicant's fringe benefit percentage rate.

2. Submit a budget narrative. Provide a brief, but detailed, description of the items requested and how these items relate to the project goals and objectives.

VII. Addenda

- Assurances (please sign and return)
- Certifications (please sign and return)
- Disclosure of Lobbying Activities (please sign and return if applicable)

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

VIII. Return Address

Applications should be no longer than 15 pages, double-spaced. **Submit one original and four copies to:**

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)
1100 Vermont Avenue, NW
Washington, DC 20530
Attn: Angel Winters, PPSE

For Overnight/Express deliveries, please substitute the zip code 20005.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to average 8 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue N.W. Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. OMB no. 1103-0085 (exp. 10/31/03)

Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of performance (street address, city, county, state, zip code)
655 East Third Street
San Bernardino, CA 92415

Check ☐ if there are workplaces on file that are not identified here.
Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.
Check ☐ if the state has elected to complete OJP Form 4061/7.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address: San Bernardino County Sheriff's Department
655 East Third Street, San Bernardino, CA 92415

Application No. and/or Project Name: Volunteer in Police Service B3 Grantee IRS/ Vendor Number: 95-6002748

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that these certifications provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Official with Programmatic Authority (or Law Enforcement Executive, as applicable): Sheriff Gary Penrod

Signature: _____ Date: _____

Typed Name and Title of Official with Financial Authority (or Government Executive, as applicable): Dennis Hansberger, Chairman, Board of Supervisors

Signature: _____ Date: _____

Assurances

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.

2. It will comply with the provisions of federal law which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.

3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.

4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.

6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of OMB Circulars A-87, A-21, A-122, or the Federal Acquisition Regulations, as applicable (governing cost principles); OMB Circulars A-102 or A-110, as applicable (Uniform Administrative Requirements for Grants and Cooperative Agreements); OMB Circular A-133 (governing audits); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the current edition of the COPS Grant Monitoring Standards and Guidelines; and with all other applicable program requirements, laws, orders, regulations, or circulars.

7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. Grantees that have 50 or more employees and grants over $500,000 (or over $1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under $500,000, but over $25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than $25,000 are not subject to the EEOP requirement.)

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Official with Programmatic Authority (or Law Enforcement Executive, as applicable)	Date
Signature of Official with Financial Authority (or Government Executive, as applicable)	Date

U.S. Department of Justice
Office of Community Oriented Policing Services

Disclosure of Lobbying Activities

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.

(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20530.

Disclosure of Lobbying Activities

Approved by OMB
O348-0046
(as amended)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for instructions and public burden disclosure)

1. Type of Federal Action: B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: A a. bid/offer/application b. initial award c. post-award	3. Report Type: A a. initial filing b. material change *For Material Change Only:* Year: _____ Quarter: _____ Date of last report _____
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier _____, *if known:* San Bernardino County Sheriff Congressional District (number), if known: CA40, 41, 42	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (number), if known: _____	
6. Federal Department/Agency: U.S. Department of Justice Office of Community Oriented Policing Services	7. Federal Program Name/Description: The Enhancement Of Community Policing Volunteers in Police Service CFDANumber, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: $	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):* N/A	10. b. Individuals Performing Services (including address if different from No.10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: Gary S. Penrod Title: Sheriff Telephone No.: (909) 387-0640 Date: _____	
Federal Use Only:	Authorized for Local Reproduction, Standard Form - LLL	

Budget Detail Worksheet

Organization Name and State: San Bernardino County Sheriff's Department

ORI # (FBI ID Number) ***(if applicable)***: CA03600

A. Personnel

List each requested position by title, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant's organization.

Name/Title	Computation	Cost
Cindy Lomeli, Deputy Sheriff:		
Salary	58,864 x 10% Contribution	5,886.40
		Total: $ 5,886

B. Fringe Benefits

Fringe benefits should be based on actual known costs or on an established formula. Fringe benefits are for the personnel listed in budget category (A), and **only** for the percentage of time devoted to the grant project.

Name/Title	Computation	Cost
Cindy Lomeli, Deputy Sheriff:		
Retirement	274.36 x 26pp x 10%	713.34
Worker's Comp Insurance	158.93 x 26pp x 10%	413.22
Long Term Disability	16.50 x 26pp x 10%	42.90
Indemnification	141.23 x 26pp x 10%	367.20
Vision Care	6.26 x 26pp x 10%	16.28
Social Security Medicare	34.81 x 26pp x 10%	90.51
Cafeteria Plan	138.46 x 26pp x 10%	360.00
		Total: $ 2,003

C. Travel

Itemize requested travel expenses of project personnel by purpose (e.g., site visits, advisory group meetings). Show the basis of computation, including separate listing of travel costs, lodging and meals. Identify the location of travel if known.

Purpose of Travel	Location	Item	Computation	Cost
Mandated Training Per COPS Office VIPS	To be determined		2 employees	1,500 (estimated)

Total: $ 1,500

Subtotal: $ 9389

D. Equipment

List requested nonexpendable equipment. Nonexpendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment should be listed in the "Contractual" category.

Item	Computation	Cost

Total: $ -0-

E. Supplies

List requested items by type (office supplies, postage, and expendable equipment items costing less than $5,000, such as books, hand-held recorders, etc.) and show the basis for computation. Generally, supplies may include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Laptop Computers	$ 1,750 x 12	$ 21,000 (including tax)

Total: $ 21,000

F. Consultants / Contracts

Consultant Fees: For each requested consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project. Consultant fees in excess of $450 per day require additional justification. (Please contact the COPS Office for further guidance.)

Name of Consultant	Service Provided	Computation	Cost
N/A			

Subtotal: $ -0-

Consultant Expenses: List all requested expenses to be paid from the grant to each individual consultant in addition to his/her fees (e.g., travel, meals, lodging).

Item	Location	Computation	Cost
N/A			

Subtotal: $ -0-

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole-source contracts in excess of $100,000. (Please contact the COPS Office for further guidance.)

Item	Cost
N/A	

Subtotal: $ -0-

Total: $ -0-

G. Indirect Costs

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached.

Description	Computation	Cost

Total: $ -0-

H. Other Costs

List other requested items that will support project goals and objectives.

Description	Computation	Cost
L.E.T. Phamplet	Per 5.000	500.00
Lice Medicated Shampoo	1000 x 10.00	10,000.00
Shoes	100 x 25.00	2,500.00
Hygiene kits	1000 x 3.50	3,500.00
Travel Vouchers	Varies depending on location/distance	2,000.00

Total: $ 18,500

Budget Summary

When you have completed the Budget Detail Worksheet, transfer the totals for each category to the spaces below.

Budget Category	Amount
A. Personnel	$ 5,886
B. Fringe Benefits	$ 2,003
C. Travel	$ 1,500
D. Equipment	$ -
E. Supplies	$ 21,000
F. Consultants/Contracts	$ -
G. Indirect Costs	$ -
H. Other Costs	$ 18,500
Total Project Costs	$ 48,889

U.S. Department of Justice Office of Community Oriented Policing

Volunteers in Police Service

San Bernardino County L.E.T. Expansion Program

San Bernardino County the largest in the contiguous United States encompasses 20,186 square miles and stretches from just outside Los Angeles to the Arizona border. It can take nearly four hours to drive from the county seat of San Bernardino to Needles located on the Colorado River on the other side of the County. The enormous physical distances in the County pose great challenges for this department and those agencies working jointly to coordinate efforts directed towards reducing truancy in this county. The San Bernardino County Sheriff's Department proposes to expand our Citizens on Patrol volunteer program to address truancy focusing on our remote locations.

It is known that truancy is often the "gateway" to juvenile delinquency and later, more serious adult crime. Making sure that kids go to school and stay in school is a priority for this county. We want kids to stay out of trouble and out of the court system. The best way to do this is by making sure kids stay in school. Children are our most important resource and education is essential to the child's future.

This county's very remote locations are lacking resources that are afforded in the populated areas of the county. Our "high" and " low" desert regions of this county consist of a very rural lifestyle. These remote areas many times are comprised of sparsely placed house trailers on property that is accessible only by

dirt roads many of which are very difficult to locate or respond to. The availability and accessibility of resources including schools, community facilities and out reach programs are not always available locally. One or possibly two resident deputies that patrol these enormous areas have very little time if any to maintain contact or check upon truant students. The limited number of deputies in these areas inhibits integration of the community and law enforcement towards a goal of reducing truancy. These small school districts do not have school resource officers available.

Countywide we have a serious truancy problem, which ultimately affects all citizens. The urban areas are afforded more resources with the use of School Resource Officer's, probation officers and patrol deputies. This county contains 34 school districts and the remote locations we are focusing on comprise of 12 school districts. Many of these remote school districts have been nearly forgotten, but each student is deserving of help afforded to other students in the county. The geographical location of the student's home should not dictate whether that child receives intervention or not.

To address truancy this county has implemented a joint agency intervention in one school district. Early in 2001, the San Bernardino County District Attorney's Office, the Apple Valley Board of Education, the Apple Valley School District, The Apple Valley Police Department and the Apple Valley Citizens on Patrol (COP's) through the Sheriff's Department formed a team to implement a Let's End Truancy (L.E.T.) pilot program. L.E.T. stands for **Let's End Truancy** and means striking a blow against truancy. The District Attorney's office through SB1913, received

funding for the **L.E.T. Program**. This program also has collaboration with the San Bernardino County Superintendent of Schools Office, the San Bernardino County Probation and the Children's Network of San Bernardino County.

What Is the L.E.T Project?

L.E.T. means that we are serious about truancy and want to help keep kids in school. L.E.T. means making everyone, including parents and the community aware that when kids are truant it affects us all. L.E.T. means everyone, including law enforcement, parents, teachers, the community and the schools working together to make sure all of our children get the education they deserve and need in order to succeed. L.E.T. means we care about truancy because we care about kids.

What Are L.E.T.'s goals?

Improving school attendance for previously truant students

Discouraging future truancy

Helping to make education a top priority for students

Looking at the truant student in totality to best assess his/her needs

Using a progressive discipline approach for truants and/or families

Working with families to determine the causes of truancy

Reducing the negative impacts caused by truancy and juvenile delinquency.

Education Code section 48263.5 requires notification of truants to the District Attorney or Probation Officer by the Attendance Review Board. The section states that in any County, which has established a county school attendance review board pursuant to Section 48321, the school attendance review board may notify

the district attorney or the probation officer or both. Currently three full time Deputy District Attorney's are actively involved in the L.E.T program in this county. The Education Code outlines penalties and progressive discipline to truant offenders and his or her parent. The purpose of the program is to prevent parent citation(s), possible criminal prosecution of the parent of guardian and possible child placement by child protective services. The first step in the L.E. T. program is a written warning issued by the school district through the School Attendance and Review Board or it's designee. The second letter could result in after school or weekend study programs. The third written warning will require the youth and his parent or guardian to attend a School Attendance and Review Board hearing. At the time of the hearing the youth will be classified as a habitual truant. The Citizens on Patrol (COP's) will act as a liaison between the school and the parent after the first warning is issued. The Citizens on patrol will determine if the parent or guardian received notification of their child's truancy and provide assistance to the family if needed. The Citizens on Patrol will offer options and provide much-needed basic hygiene essentials when necessary.

Currently the Apple Valley School District located in our high desert area implements the L.E.T program by using Sheriff's Department Citizen Volunteers. This program depends upon the coordinated resources and efforts of the Apple Valley School board who provides overall coordination and direction. The Elementary Schools will identify candidate students and provide weekly attendance statistics. The COP's, who make home visits to participating families, maintain the L.E.T. database and report monthly progress to Apple Valley

Juvenile Officers. We propose expanding this program to the rural areas that are underserved by community volunteers and law enforcement intervention. These citizen volunteers have interaction with the District Attorney's office, the Probation Department, the schools, and SARB (School Attendance and Review Board) and deputies within the department. These citizen volunteers work with the school attendance office to identify the truants. The volunteers then make contact with the students and parents at the residence. The volunteers work with families to determine the causes of truancy and look at the student in totality to best assess their needs. Intervention may come in the form of educating the parent as well as the student as to the education code and violations that are taking place and the need for education. Intervention may also take the form of just getting the student a pair of shoes so he or she may attend school. Communities within the desert regions of the county are heavily hit with lice problems. Students diagnosed with lice are not allowed to attend school. Intervention may also come in the form of providing the proper medicated shampoo to alleviate head lice. This was shown to be an effective solution to a truancy problem in one of our school districts. Once the families were provided with the medicated shampoo, of the 36 students that were infected, 33 returned to school.

The Apple Valley School District, generated the following statistics for the 56 participating students in the L.E.T. program upon contact by the citizen volunteers:

The un-excused absences were reduced by 83%

The total absences were reduced by 41%

Additional benefits are funding to the school. Additional earned revenue is $25.24 per day per student attending classes.

Since inception of the program in 2001 the increase in revenue to the Apple Valley school district has been $60,949.

This is a "win-win" situation for all; the students, families, schools, the District Attorney's office, the Probation Department, Juvenile hall, the Sheriff's department's Department and the community.

Project Implementation and Expansion:

Implementation and expansion of the program will include the citizen volunteers being trained by our volunteer forces who currently run the model program in Apple Valley. We will use the philosophy of train the trainer and focus on the following school districts within our county: Baker, Barstow, Bear Valley, Helendale, Lucerne Valley, Morongo Valley, Needles, Oro Grande, Rim of the World, Silver Valley, Snowline and Trona (See map attachment). Each area will have from 7 – 75 Citizen on patrol volunteers. Once trained the volunteer(s) will interface with the appropriate school district in their area and make contact with the attendance office obtaining a list of students with poor attendance records. Many of the students are either on a SARB contract or going up for a SARB hearing. Prior to making the house checks each participating volunteer will be provided with specialized training additionally on dealing with the "at risk children". The citizen volunteer will work side by side with the SARB board and the District Attorney's office for the legal issues throughout the implementation of the program. Upon completion of their training, the volunteers will provide

information to the child and his/her parent or guardian. The information provided will explain the consequences for their child's lack of school attendance and /or truancy. The volunteer will conduct follow up visits and report their findings to the District Attorney's office as well as to the SARB board. It was found in the model program at Apple Valley that most cases were resolved without further law enforcement intervention. The contacts at the home will consist of a team of two volunteers. The volunteers will also be trained by deputies to use caution and at any time to leave a home where there appears to be a situation that could become dangerous and contact dispatch for a patrol deputy. The volunteers will nearly become the role of a counselor in questioning and accessing why the student is truant. We wish to expand the program also by accessing basic needs possibly lacking that may be the cause for the student not attending school. This has been found to be the case in prior situations. Transportation vouchers will be made available on an as needed basis in the most critical cases. Basic necessities will be provided additionally on an as needed basis including: shoes, medicated shampoo and personal hygiene kits.

Information will be available to the parents and students for those needing assistance with anger management. This may be accomplished on an individual basis at the home of the student by providing the volunteers with a laptop computer and the presentation and skills necessary to educate the student and parent(s). Another option for those locations having community centers available would be a group setting taught by the volunteers on anger management or presentations on the need for education.

Currently, the availability of personnel from the probation department or Sheriff's Department inhibits those working with truants to make repeated visits. The citizen volunteers, many of who are retired and have been in the academic profession previously will be able to consistently follow up with the students. Repeat visits to the home have previously shown in our model program to curb the truancy rates greatly. Spending time with the student and family is the essential element of making this program succeed. Additionally we will address truancy by making available to the student and parent(s) printed material in the form of pamphlets explaining the L.E.T. program as well as the role of the Citizen Volunteer in the L.E.T. program. These pamphlets will be handed out during visits to the home or at group meetings conducted by the volunteers. By using citizens who live within the communities, many will already be known to the students. Many of these children do not have support in the home or have anyone that "believes" in them. The volunteers will be able to contact these students on a regular basis and establish a rapport with them. Just by the mere belief that someone truly does *care* for these students – many have realized their worth and the importance of attending school. Psychologically, the uniformed volunteer will present an aura of authority, but not the intimidating stigma that a deputy make present to these children.

Project goals and objectives:

The objective of expanding this program is to reduce truancy in this county. The program will encourage youth that the County of San Bernardino cares for all students and their educational rights. Ultimately juvenile crime statistics will be

lowered through stringent accountability and tracking of truant offenders. The program will educate parents and youth on the importance of staying in school. We specifically will address the issue of reaching out to those remote areas that do not normally have available to them the opportunities for helping to reduce truancy. Parents and guardians will be held at a higher accountability through prosecution of blatant defiance of the California Education Code 48293 section, which states that is the responsibility of the Parent or Guardian of the pupil who fails to comply with the chapter is guilty of an infraction. As is well know truancy leads to crime and creates a greater risk for involvement in: drugs, alcohol, gangs, violence and teenage pregnancy, which affects all citizens within the community. By effectively reducing truancy the citizens benefit as well by not becoming targets of crime committed by youth. 57% of violent crimes committed by juveniles occur on school days (rather than weekends).

We have established the areas we wish to serve. First training will need to be accomplished. Our model school district and volunteers in that area will assist in training volunteers in the areas we have identified. Additionally, Deputy Cindy Lomeli will attend the mandatory training as outlined in the requirements of this grant and become the sworn contact person for this program. Each area will designate a volunteer that will command the staff for purposes of report results and outcomes of the L.E.T. program to Deputy Lomeli. Volunteer staff at each station will generate a database outlining the number of truants contacted and how many contacts made. Additionally the report will indicate if any of the basic supplies as previously outlined such as shoes, personal hygiene products,

medicated shampoo or transportation vouchers were handed out. An inventory will be kept of all supplies on hand. The volunteers will interact with the school attendance office as well as the District Attorney's Office and the SARB board in obtaining lists of the students. Records will be collected on the effects of the visits, i.e. reduction of truancy. The volunteers will track their time throughout the yearlong program for a total of hours contributed to the program. The reports generated from each area will be forwarded to the Central station in San Bernardino where Deputy Lomeli will review and keep log of all the totals for reporting purposes. The ordering of supplies and laptops for volunteer use in the field will occur at the Central station and then be dispersed to the appropriate locations. From statistics generated in the model program at our Apple Valley School District, we anticipate this program after one full year of operations to reduce the truancy rate by at least 50% and the total absences by at least 40%. Deputy Cindy Lomeli will be the key contact person for operations. Lt. Michael Tuttle and Sgt. John Weston will also oversee the project (resumes of all key personnel included).

Grant Management

Our department has a consistent history of obtaining grants and the management thereof. We have procured grants from the COPS office including the 2nd largest COPSMORE '98 grant totaling nearly $17 million. For the FY 2002/2003 we participated in the following grants: Street Enforcement and Prosecution, Marijuana Suppression, Cannabis Eradication, Methamphetamine Task Force, Boating Program, Abandoned Watercraft Abatement Fund, Drug

Endangered Children, Glen Helen Women's Expansion Project, Career Criminal Apprehension State of the Art, Explorer's Program/Volunteer Services, DNA Cold Hit Program, Crime Lab Improvement Program, Off Highway Vehicles – State Department Parks and Recreation, IRNET – Inland Regional Narcotics Enforcement Team, Avoid 21, Operation Clean Sweep and, COPSMORE '98, and Local Law Enforcement Block Grants. The total for the fiscal 2002/2003-year of grants was $5,264,217. With these grants we have interacted with the following agencies in procuring the grants as well as the management of them: Office of Criminal Justice Planning, Drug Enforcement Agency, United States Forestry Service, United States Department of Justice, Bureau of Corrections, Department of Transportation, California Department of Boating and Waterways and the Office of National Drug Control Policy.

The management of these grants includes our Bureau of Administration with the accounting and reporting for these grants. Once a grant application is completed the application is reviewed by our county counsel and county administrative office and forwarded to the Board of Supervisors for approval. The area of the grant will deem the contact person. Our Bureau of Administration will respond to audit inquiries and the contact person will request modifications and/or extensions to the grants if needed. Our department has several individuals who search for available grants and complete the applications. Since the size of our county poses a challenge in the communication and collaboration of funding opportunities, our department has formed a grant committee-working group. This group meets on a regular basis with representatives from nearly all

nineteen stations within the county to share and disseminate information regarding funding opportunities. A number of the committee members have attended training regarding grant writing. The group is well versed in the needs of the various areas of law enforcement within our county. The inclusion of our Bureau of Administration personnel in attending these meetings allows for updates on the grants and protocol for the county.

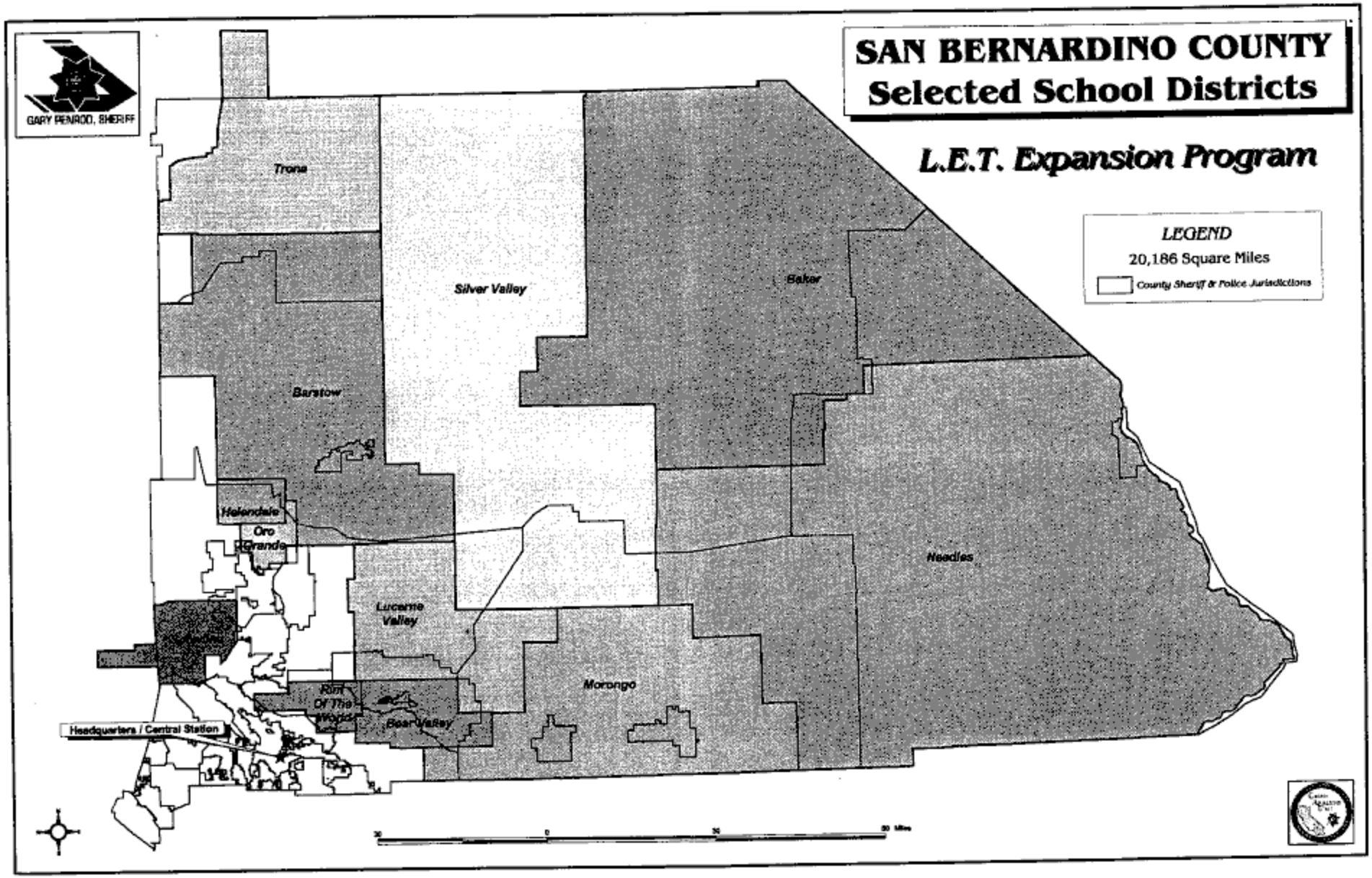
Project Timeline

We anticipate the supplies and laptops to be ordered immediately upon notification of funding. Secondly, we will begin the training aspect of this program. Designated volunteers will be chosen as their stations L.E.T. school liaison. There will be a minimum of two Citizens on Patrol members and a maximum of ten assigned to each unit, which will require training. Citizen Patrol members from the Apple Valley Citizen on Patrol will assist with coordinating the training. Training material, brochures and certificates will be designed and prepared for the training of each Citizen Patrol member assigned to the L.E.T. program. The training is expected to take approximately two to three months. Due to the geographical size of the County of San Bernardino it will be necessary to provide one on one station training, therefore we have allowed ample time to accomplish this phase of the program. Each volunteer member will complete a short training session regarding use of and record keeping and then issued supplies and lap top computers. The Citizen Patrol volunteers will then be ready to make contact with the schools and other appropriate personnel to obtain the list of first time truant offenders. It is expected the volunteers will be able to make

their first contacts with students within one month of training and supplies issued. Volunteer units will track the progress of their appropriate schools and students monthly forwarding copies of those reports to Deputy Lomeli at Volunteer Forces Headquarters. Supplies will be inventoried and distributed, as they are needed. Each volunteer unit will be responsible for the storage of their supplies and will be held accountable for the distribution. Reordering of supplies will be done as funds allow and will cease when the funds have been used up. We expect the program to be fully up and running within three months of startup. The use of volunteers is critical to achieve the goals of this program, as we cannot afford the use of deputies to make repeated contacts. Without funding we also would not be able to make purchase of laptops for educational purposes for the students and parents. We believe it is essential besides making contact with the truants and family is to educate them on various topics regarding the problem. The basic supplies needed to assist many families would not be purchased without funding. The most essential item being the medicated shampoo to control the lice issue facing many of the students. This funding will help personnel costs of Deputy Lomeli for overseeing the successful implementation of the program. We do not foresee being able to expand this program on the magnitude that we have proposed without this funding. We have proposed a proactive, rigorous program to address truancy within our county. We have dedicated personnel in other agencies who are also committed to reducing truancy and importantly the effects upon the communities. It is our hope that we will be able to join forces

with these agencies and provide the necessary resources to help this effort for the benefit of the students and the communities in which they live.

Our department is strongly committed to the use of volunteers as shown by our history since 1991. The Sheriff's Volunteer program remains a role model in the United States due to the progressive manner in which this department utilizes our volunteers and the high quality of our volunteer members. This past year our volunteers worked 525,619 hours for the citizens of San Bernardino County or the equivalent of 274 paid positions, a tremendous contribution to the program. The Citizens on Patrol comprise the largest numbers of volunteers currently serving with 893 members. Last year they amassed 169,049 hours of service to our communities. This department is firmly committed to the use of volunteers and look to the expansion of the L.E.T. program as another innovative direction in which to use our volunteers.


GARY PENROD, SHERIFF
SAN BERNARDINO COUNTY
Selected School Districts
L.E.T. Expansion Program
LEGEND
20,186 Square Miles
County Sheriff & Police Jurisdictions
Trona
Silver Valley
Baker
Barstow
Helendale
Oro Grande
Needles
Lucerne Valley
Morongo
Rim Of The World
Bear Valley
Headquarters / Central Station

RESUME OF EXPERIENCE **MICHAEL G. TUTTLE**

PROFESSIONAL OBJECTIVE
San Bernardino County Sheriff's Department Captain

Management:

For the past nine years I have been assigned as the second-in-command of the Sheriff's Volunteer Forces Unit. This Unit employs eight regular personnel and has administrative responsibility for over 2,000 volunteer members of the Department, with an annual budget of over $838,000. I received additional experience when I was assigned to the former Court Services Bureau for two years serving as the second-in-command providing security for 13 superior courts, managed 65 personnel and over 200 in-custody persons daily. I have also served as a Station Sergeant at the Morongo Basin Station where I supervised Patrol, Detective, and Administrative Sections for the Station. I am a graduate of the California POST Commission's Supervisory Leadership Academy. I have graduated from three separate Management Certificate Programs at University of California, Riverside. I also serve as the President of the Board of Directors for the National Association for Search and Rescue (NASAR), a national not-for-profit organization that sets industry standards for Search and Rescue Training.

Policies and Procedures Evaluation and Formulation:

The Volunteer Forces Unit is a progressive and dynamic organization and is a nationally known front-runner in the management and use of Volunteers. The Unit must respond effectively to various demands in constantly changing conditions throughout the county. As the second-in-command, I have developed or guided the development of policies and procedures, which assure the accomplishment of the Unit's diverse and changing mission. Specific accomplishments include:

1. Review and re-write the Volunteer Forces Section of the Sheriff's Policy Manual. I have written policy to ensure the policy manual remains current with POST Standards on the training and use of Peace Officer Reserve Deputies. At my direction, the Volunteer Section of the manual is currently under review and revision.

2. Coordinated the Department Operations Center (DOC) activities during the 9-11 tragedy and the follow-up planning to assess threats to San Bernardino County.

Supervision:

During the past ten years, I have been the second-in-command for Court Services Division and the Volunteer Forces Unit. I currently supervise seven full-time employees and over 2,000 volunteers. The unique requirements of supervising career law enforcement personnel, as well as the special needs of our volunteer members, have made this assignment challenging and rewarding.

I believe in empowerment of personnel through guidance from the supervisory staff. This approach has allowed the Volunteer Forces Unit to serve the needs of our many Volunteers and gain nationwide recognition and respect for the manner in which we manage and train volunteers.

Promotion of Community Relations:

1. I have participated directly in organization, and working with Volunteer groups throughout the county in public relations events such as the County Fair and Public Safety Fairs. I actively assist units with recruiting and public speaking assignments.
2. I have professional involvement in several organizations that include serving as the President of the Board of Directors for NASAR and a committee member for the CPOA Volunteer Committee.

Planning:

A strong direction with contingencies for unexpected changes is required for an organization to survive a disaster or unplanned emergency event. One primary responsibility of the Volunteer Forces Unit is to plan for the use of volunteer members and Department response to disaster and unplanned emergencies. Specific examples of this include:

1. Volunteers are trained as Disaster Service Workers and are capable of responding as mutual aid resources throughout the state.
2. I have ensured that all Station/Division Emergency Operations Plans are reviewed and updated annually.
3. The Department has equipped and staffed a Department Operations Center for use in large events. This DOC was operational for the 9-11 response.

4. I have had informational flyers and brochures made and distributed for Departmental employees that cover what to do in the event of earthquakes, floods, and other events.
5. I have participated in the planning for mutual aid response to SAR missions and events as diverse as the Democratic National Convention and the Bio-Tech Conference.

Budget Preparation and Fiscal Monitoring

1. I have prepared and adhered to the annual budget for the Volunteer Forces Unit since my assignment. I have met the financial goals of the unit and Department by having a near zero balance each year.

Resume of Experience
John C. Weston

Supervision:

January 1996 to present: Sheriff's Sergeant

- Range Master, Use of Force Division
- Watch Commander, West Valley Detention Center
- Watch Commander, Apple Valley Station
- Executive Officer, Volunteer Forces Division

I have been a first line supervisor as a Sergeant for the San Bernardino County Sheriff's Department for the last eight years. For the last four years I have been the Executive Officer for the Sheriff's Volunteer Forces Unit. As the executive officer I am responsible for the day-to-day operation of the unit in the absence of the Lieutenant. This unit has budget in excessive of $838,000 annually and is administratively responsible for over 2,000 volunteers. I have also served as a station Sergeant where I was the Patrol Division supervisor and as a watch Commander at West Valley Detention Center when the staff exceeded 80 personnel. As the Range Master at the Use of Force Division I was responsible for supervision of the staff, preparation and submittal of the budget and preparing use of force training for the Department on a quarterly basis

I hold a POST Commission's Supervisor Certificate and a Bachelors Degree from California State University, San Bernardino.

Trainer:

June 1987 to January 1996: Sheriff's Deputy III

- Training Officer, San Bernardino Sheriff's Department Regional Training Center
- Undercover Narcotics Officer
- Field Training Officer

As a Deputy III at the Training Center I helped train basic law enforcement trainees, taught classes to experienced officers and taught classes in the Reserve Peace Officer program. I developed courses, proctored testing, and supervised scenario training. The training varied from classroom setting to in the field training. I have taught classes in weaponless defense, firearms, and all types of baton, officer safety, how to get promoted, spousal orientation and many other subjects. I have taught all ages from teenage Explorer Scouts to senior citizens. As a Field Training Officer I was responsible for training Officers that were newly assigned to patrol. I was also assigned as senior person on the shift to the responsibilities of Watch Commander on a regular basis. As an undercover

narcotics officer I trained personnel that were newly assigned to the unit in undercover operations, writing search warrants, surveillance and report preparation.

Patrol:

June 1982 to June 1987

During my time as a Deputy Sheriff assigned to patrol I investigated and documented crimes of all nature and traffic accidents. I assisted in preparation and writing of a grant that resulted in a canine being purchased and assigned to the patrol station. I was assigned to several tasks forces to address specific problems throughout the City of Rancho Cucamonga. For two consecutive years I was assigned to the Drunk Driving Task Force during the year-end holiday season. In these 2 years I made over 160 arrests for driving under the influence. I was assigned as an Explorer Scout advisor and taught at the Explorer Academy held at the Regional Training Center.

Corrections:

November 1980 to June 1982

As a newly hired Deputy Sheriff I was assigned to Glen Helen Rehabilitation Center then Central Detention Center. I performed all duties required of that assignment and was selected to work administrative positions which included release officer, duty officer and watch commander.

655 E. 3RD ST. SAN BERNARDINO, CA 92415

CINDY LOMELI

OBJECTIVE

Advance career opportunities and further my work experience

SUMMARY OF QUALIFICATIONS

1997 – 2003 San Bernardino County Sheriff Joshua Tree, Ca

- Deputy Sheriff
- Drug Recognition Expert
- Sixty one and one half College credits towards an Administration of Justice degree

WORK EXPERIENCE

March 2003-Current San Bernardino County Sheriff, San Bernardino

Volunteer Forces Division/ Operation of Emergency Services

- Liaison between Station/Division and Volunteer
- In conjunction with Employee Service Division personnel, conduct administrative audits of station and division volunteer files to insure consistency within the Department
- Collect and maintain statistical information on County-wide volunteer units for special event scheduling and planning
- Other duties as assigned by the commander of Volunteer Forces Unit

September 2002 –March 2003 San Bernardino County Sheriff Yucca Val

Juvenile Officer for the Town of Yucca Valley

- Clean Sweep liaison
- J.U.V.I.E team member (Juvenile Under Vigorous Intervention and Enforcement)
- Youth Accountability Board Member
- School Attendance and Review Board Member
- First Five San Bernardino Committee Member
- S.T.A.R training officer
- Drug Recognition Expert
- Conduct training on gang awareness and drug prevention for teachers
- Speak to Rotary, Soroptomist, Footprinters and Kiwanis on gangs, drugs and child abuse.

- As a juvenile officer my job is to be a positive liaison between law enforcement and members of Town Council. I present classroom, teacher and parent educations programs based on gangs, drugs, and child abuse as well as juvenile crime prevention. I am the school liaison for the Town of Yucca Valley and handle juvenile crime within the schools as well as conduct intervention programs in conjunction with the J.U.V.I.E. team.

1998-2003 San Bernardino County Sheriff Joshua Tree, Ca

Deputy Sheriff for the Morongo Basin

- Patrol functions including arrest and detention of suspects.
- Conduct Probation and Parole Searches
- Author Search Warrants
- Work with the station detectives on follow-up felony investigations including but not limited to crimes against children, crimes against persons, burglary, rape, grand theft auto, possession of drugs for sales
- Report writing
- Courtroom testimony
- Explorer Scout Coordinator

EDUCATION

January 1997-June 1997

Sheriffs Deputy Trainee

Completed necessary qualifications for Deputy Sheriff Trainee at the San Bernardino County Sheriff's Academy

1992-1997

Copper Mountain College/College of the Desert

- General education classes (See attached)

Reserve Levels I, II, and III AJ 19, AJ20, AJ48A, AJ48C

- Basic Peace Officers Standards and Training

September 1984-June 1988

Twentynine Palms High School/Yucca Valley High School

- High School Diploma

AWARDS RECEIVED

- Don Williams Memorial Award
- Making a Difference for Women Award
- Follow the Dreams of Children Award
- Juvenile Justice and Delinquency Prevention Award
- 10851 Award
- S.L.A.M, Every Fifteen Minutes Award
- Footprinters International Award
- Certificate of Appreciation from the City of Twentynine Palms