

# 2025/26 Tobacco Grant Program - Application

## 3. Agency Profile

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**Agency Name**

San Francisco Police Department

**Division/Section/Department**

Drug Market Agency Coordination Center

**County**

San Francisco

**Entity Type**

Public Agency

**Agency Type**

Law Enforcement (e.g., PD, Sheriff)

**Federal Taxpayer Identification Number**

94-6000417

**Does agency have authority to enforce state tobacco laws OR local tobacco ordinances covering retail establishments?**

Yes

## 4. Agency Physical Address

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**Physical Address**

1245 3rd Street

**City**

San Francisco

**State**

CA

**ZIP code (5 or 9 digits w/dash)**

94158

## 5. Agency Mailing Address

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**Is mailing address the same as physical address?**

Yes

## 6. Agency Payment Address

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**Payment Address**

1245 3rd Street

**City**

San Francisco

**State**

CA

ZIP code (5 or 9 digits w/dash)

94158

## 7. Authorized Officer

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**First Name**

Paul

**Last Name**

Yep

**Job Title**

Chief of Police

**Phone Number**

(415) 837-7012

**Email Address**

paul.yep@sfgov.org

**Confirm Email Address**

paul.yep@sfgov.org

## 8. Project Director

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**First Name**

Kara

**Last Name**

Lacy

**Job Title**

Director of Constitutional Policing

**Phone Number**

(415) 837-7273

**Email Address**

kara.lacy@sfgov.org

**Confirm Email Address**

kara.lacy@sfgov.org

## 9. Financial Officer

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**First Name**

Kimmie

**Last Name**

Wu

**Phone Number**

(415) 837-7213

**Email Address**

kimmie.wu@sfgov.org

**Confirm Email Address**

kimmie.wu@sfgov.org

## 10. Project Summary

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### Funding Requested

1,119,862

### Funding Duration

36 months

### Planned Start Date (MM/DD/YYYY)

11/01/2025

### Summary of Proposed Project.

This project targets the link between illegal tobacco sales and narcotics activity in San Francisco's high-risk "DMACC Zones," which are marked by open-air drug markets, violence, and public safety issues. In these areas, unlicensed tobacco sales contribute to loitering, attract narcotics users and dealers, and support the broader illegal economy. Traditional enforcement has been ineffective, as retailers often refuse inspections and accept fines without consequence.

Led by the SFPD's Drug Market Agency Coordination Center (DMACC), this project partners with the California Department of Tax and Fee Administration (CDTFA), the San Francisco District Attorney's Office (SFDA), and the City Attorney's Office to conduct undercover operations and inspections. The goal is to identify and take civil and criminal enforcement actions against violators of tobacco laws, particularly those involving licensing, taxation, and sales to minors.

By reducing illegal tobacco access, the project aims to deter narcotics-related activity, improve neighborhood safety, and restore public trust. It aligns with DMACC's mission to disrupt illegal markets and enhance quality of life in San Francisco's most impacted communities.

## 11. Partnering Agencies

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**Will your agency have other local agencies, departments, or contractors involved to complete any of the proposed activities?**

Yes

## 12. Partner Agency 1

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### Partner Agency 1

San Francisco District Attorney

**What agreement type is expected with this agency for their involvement?**

Interagency Agreement

### Partner Agency Roles in Project

The District Attorney's Office will accept and prosecute criminal cases involving illegal tobacco activity and will collaborate closely with SFPD to pursue civil remedies, including injunctions and, when warranted, business closures. The office is prepared to support inspections, investigations, and all necessary legal actions to ensure compliance with state and local tobacco laws.

### Partner Experience and Qualifications

The San Francisco District Attorney's Office has a track record of prosecuting public-health-related offenses, including illegal tobacco sales, unlicensed business operations, and violations involving sales to minors. This makes the office well-qualified to support inspections, process enforcement referrals, and take legal action to ensure sustained compliance with California's tobacco laws.

**Please upload this partner agency's signed Letter of Commitment (PDF).**

[SFDA - SFPD tobacco letter of support.pdf](#)

**Do you have additional partnering agencies to add?**

Yes

## 13. Partner Agency 2

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**Partner Agency 2**

San Francisco City Attorney's Office

**What agreement type is expected with this agency for their involvement?**

Interagency Agreement

**Partner Agency Roles in Project**

The City Attorney's Code Enforcement Team enforces municipal and state codes that protect the public, including retail tobacco enforcement. The office will civilly prosecute cases referred by SFPD in connection with the Tobacco Enforcement Grant.

**Partner Experience and Qualifications**

The City Attorney's Code Enforcement deputies routinely seek injunctions, civil penalties, and business-closure orders against entities that violate local health and safety codes, including tobacco laws. The team is expressly tasked with investigating and civilly prosecuting businesses that endanger public health and safety.

**Please upload this partner agency's signed Letter of Commitment (PDF).**

[City Attorney - SFPD tobacco letter of support.pdf](#)

**Do you have additional partnering agencies to add?**

No

**20. Problem Statement**

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**Geographic Areas Covered by Project**

The project will focus on the geographical areas encompassing the San Francisco ZIP codes 94102, 94103, 94110. These ZIP codes have high tobacco retail density, significant youth populations, and proximity to schools increasing illegal tobacco sales and youth access, warranting focused enforcement to address quality of life issues.

**Total Population within Project Area**

135194

**Population % Under Age 21 within Project Area**

35.8

**Retailers within Project Area**

160

**Retailers within 1,000 Feet of Schools (within Project Area)**

17

**Does a local Tobacco Retail License program exist in the project area?**

Yes

**Does your local prosecuting agency support enforcement of tobacco laws in your project area?**

Yes

## Problem Statement Narrative

San Francisco's ZIP codes 94102, 94103, and 94110 face significant challenges related to illegal tobacco sales. These densely populated areas have a high percentage of residents under 21 and a substantial number of tobacco retailers, many situated within 1,000 feet of schools. Enforcement efforts are complicated by some retailers who intentionally identify themselves as "markets" rather than tobacco retailers, thereby evading traditional inspections and regulatory oversight.

For example, on 5/8/25, DMACC conducted an inspection at 64 6th Street (6th Street Market), resulting in the seizure of a significant quantity of illegal tobacco products from the market as they were operating without a valid tobacco retail permit.

The widespread availability of untaxed and unlicensed tobacco products in these neighborhoods increases the risk of youth initiation and addiction, contributing to long-term public health concerns. Additionally, these retailers frequently operate in conjunction with broader illicit markets, including narcotics activity, further undermining neighborhood recovery efforts.

To effectively address these issues, a coordinated multi-agency approach is essential. This strategy will enhance inspections, enforce licensing and sales laws, and specifically target retailers disguising tobacco sales. Strengthening enforcement efforts will reduce tobacco accessibility near schools, protect youth, and improve public health outcomes within these vulnerable communities.

## 21. Goals and Objectives

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### Activity Area(s)

Retailer Inspections  
Undercover Buys  
Prosecution

## 22. Retailer Inspections

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### Per year, how many tobacco retailers will be inspected?

20

### Inspection Plans

Inspections will begin with an undercover officer conducting a purchase or observation of illegal tobacco sales, primarily flavored and untaxed tobacco products. Upon locating illegal tobacco, the retailer will receive both criminal and civil citations. The case will be referred to the District Attorney and City Attorney, who will pursue a court order or injunction. A follow-up inspection will occur before the court order expires. If further violations are found, efforts will be made to seek closure of the retail establishment.

### Inspection Experience

DMACC members have prior experience in tobacco enforcement, including retail inspections and minor decoy operations. A lead investigator has completed the DOJ Tobacco Enforcement Training. Currently, DMACC is conducting a joint operation with the Homeland Security Investigations which is focused on contraband tobacco trafficking within the project area. DMACC has a proven history of successful retail enforcement, including cases that have resulted in court-imposed injunctions against non-compliant businesses.

## 25. Undercover Buy Operations

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### Types of Undercover Buy operations planned

Single Sale / Loosie  
Flavor (in-store)  
Unlicensed

### Per year, how many undercover buy operations are planned?

12

### Per year, how many retailers will be targeted for these operations?

25

## Operational Plans

Retail inspections will be based on geographical location, focusing only on retailers within the DMACC footprint. Priority will be given to locations identified through credible tips involving illegal tobacco sales or related activity. Retailers with visible signs of illegal tobacco activity, such as discarded cigarette packaging, will also be prioritized. Inspection teams will include one Sergeant, one Lieutenant, and approximately four officers in uniform and plainclothes. Retailers found in violation will receive appropriate civil and/or criminal citations, and a follow-up inspection will occur within 60 days to ensure compliance. If violations are observed during the follow-up inspection, SFPD will seek closure of the location.

## Operational Experience

DMACC has extensive experience conducting undercover buy operations, a core function of its enforcement efforts. Members are well-versed in tobacco inspections and investigations involving illegal tobacco activity. Retail enforcement is a priority, with ongoing efforts to ensure compliance within the DMACC area. Tips regarding illegal activity at retail locations are common, often leading to follow-up investigations. If violations persist after re-inspection, DMACC may pursue further enforcement actions, including recommending business closure for continued non-compliance.

## 27. Prosecution

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### Plans for Prosecuting Violators

Following an inspection, retailers found in violation will be issued both civil and criminal citations. Civil citations impact the business and property owner, while criminal citations are directed at individuals involved in the sale of illegal tobacco. Upon issuance of a civil citation, the San Francisco City Attorney's Office may pursue a court order or injunction requiring compliance with tobacco laws and may impose conditions such as warrantless searches. A follow-up inspection will occur within 60 days. Continued violations may result in a request for business closure. Criminal citations will be referred to the District Attorney's Office for prosecution.

### Describe your experience with and knowledge of tobacco laws (or similar) and their enforcement.

Members of the San Francisco Police Department are trained in tobacco enforcement and possess experience conducting inspections and related operations. Officers are knowledgeable in investigating contraband tobacco trafficking and have made arrests for violations involving illegal tobacco sales. They are well-versed in their authority to conduct inspections and issue both criminal and civil citations. Additionally, SFPD personnel are familiar with common tactics used by non-compliant retailers to evade enforcement, including misclassifying businesses as "markets" and using concealment methods such as trap doors and false walls to hide illicit tobacco products.

## 31. Project Personnel

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### Does the applicant agency have personnel that will perform grant activities?

Yes

## 32. Project Personnel 1

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### Personnel Classification/Rank

Police Officer

### Will project activities by this personnel be done on overtime, straight time, or both?

Overtime

### Personnel Duties

Retail Inspections  
Undercover Buy Operations

### Roles and Responsibilities

Police Officers will conduct undercover buy operations and retailer inspections, including entering stores covertly, documenting violations, and collecting evidence. They will assist with follow-up inspections and prepare incident reports.

### Experience and Qualifications

Assigned Officers are part of SFPD's DMACC team and have experience conducting undercover buys and inspections in high-risk environments. They are trained in enforcement tactics and have participated in similar operations involving tobacco and other contraband.

Are there additional personnel that will perform project activities?

Yes

### 33. Project Personnel 2

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#### Personnel Classification/Rank

Sergeant

Will project activities by this personnel be done on overtime, straight time, or both?

Overtime

#### Personnel Duties

Retailer Inspections  
Undercover Buy Operations

#### Roles and Responsibilities

Sergeants will supervise operations in the field, coordinate personnel assignments, ensure officer safety, and review reports and evidence before referral. They will also assist in scheduling and follow-up planning.

#### Experience and Qualifications

SFPD Sergeants assigned to DMACC have led prior tobacco-related enforcement operations and are experienced in supervising undercover inspections. They are familiar with applicable tobacco laws and multi-agency coordination practices.

Are there additional personnel that will perform project activities?

Yes

### 34. Project Personnel 3

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#### Personnel Classification/Rank

Lieutenant

Will project activities by this personnel be done on overtime, straight time, or both?

Overtime

#### Personnel Duties

Retailer Inspections  
Undercover Buy Operations

#### Roles and Responsibilities

The Lieutenant will oversee grant-funded operations, approve strategies, and coordinate with partner agencies including the District Attorney and City Attorney. They will also review enforcement outcomes and track project progress.

#### Experience and Qualifications

The DMACC Lieutenant has extensive experience managing enforcement operations targeting illegal tobacco and narcotics activity. They regularly oversee multi-agency efforts and ensure legal and procedural compliance.

Are there additional personnel that will perform project activities?

No

### 40. Project Budget

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#### Budget Detail upload (Excel file)

[SFPD Budget Detail Sheet.xlsx](#)

Does your Budget Detail include expenses listed in Section B (Other Operating Expenses and Equipment)?

Yes

**Budget Narrative: Please provide justification for each expense listed within Section B of the Budget Detail Sheet (Operating Expenses and Equipment)".**

Section B contains three cost types, short-term rental vehicles and travel, each necessary and reasonable for grant activities.

1 SUV (undercover): an unmarked SUV rented for inspection/undercover buys, lets covert officers arrive and depart like ordinary shoppers. The non-police vehicle preserves cover and allows unobtrusive observation of retailer behavior during compliance checks and undercover buys.

2 SUVs (close-cover): a second and third unmarked vehicle for the immediate-backup team provides rapid intervention, safe evidence transport, and officer safety.

Renting these vehicles alleviates the demand on the department's existing fleet, avoids the program's ban on vehicle purchases, and eliminates maintenance costs.

Mobile phones and tablets: iPhones will be used by officers during retailer inspections and undercover operations. iPads will support completing forms, citations, and real-time reporting and documentation.

Travel to Cal DOJ training (11 staff): while course registration is free, this budget accounts for travel funds for staff attending the training. Funds cover state-rate mileage, lodging at CalHR/GSA per-diem, and meals for four sworn officers, two sergeants, and one lieutenant. Training will benefit members with tactics for retailer inspections, undercover operations, evidence handling, and grant reporting, skills directly tied to this project's objectives. All travel follows state caps and cost-saving measures to remain reasonable and necessary.

**Budget item(s) that will directly support Retailer Inspections**

Police Officer OT; Sergeant OT; Lieutenant OT; car rentals (undercover and close-cover SUVs); mobile phones and tablets; travel including mileage, lodging, meals for 11 staff to Cal DOJ tobacco-enforcement trainings.

**Budget item(s) that will directly support Undercover Buy operations**

Police Officer OT; Sergeant OT; Lieutenant OT; car rentals (undercover and close-cover SUVs); mobile phones and tablets; travel including mileage, lodging, meals for 11 staff to Cal DOJ tobacco-enforcement trainings.

**Other Funding Sources**

Traditional enforcement is funded by the City's general fund, but as previously noted has been largely ineffective since retailers often refuse inspections and treat fines as a cost of doing business.

These traditional efforts lack the capacity for sustained undercover operations and coordinated follow-up. This project supplements existing funding by enabling overtime-based staffing for proactive, undercover inspections and buy operations led by SFPD's DMACC, in partnership with CDTFA, the SFDA, and City Attorney's Office. Grant funds will not supplant existing local funding or positions. All proposed activities are new and extend beyond currently funded enforcement work.

## **41. Agency Capacity**

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**Grant Management Experience**

SFPD has experience with complex multi-year grant programs awarded by state and federal agencies. Within the last few years, SFPD was awarded a \$15 million Organized Retail Theft Prevention Grant and a \$6 million Violence Reduction Initiative Grant, both by the Board of State and Community Corrections (BSCC). These grants involve extensive stakeholder coordination, procurement of equipment, hiring of staff, and implementation of data-driven enforcement strategies and community engagement.

SFPD was also recently awarded a \$990,000 innovation grant from the U.S. Department of Justice, Bureau of Justice Assistance (BJA), to support evidence-based carjacking investigations.

These grants require fiscal tracking, outcome reporting, and adherence to state and federal compliance standards. SFPD has grant staff in its Fiscal that oversees grant compliance and reporting. This infrastructure enables SFPD to manage high-value grants and ensures the department is positioned to implement and monitor all aspects of the proposed tobacco enforcement and education project.



### **Continuity and Contingency Planning**

SFPD has structures in place to ensure continuity of grant operations, including cross-trained personnel, project leads embedded in operational units, and grant staff in the department's Fiscal Division. Should a project staff member depart, duties are reassigned promptly to qualified personnel without interrupting program activities. Further, all grant-related documents, procedures, and timelines are tracked and routinely reviewed to mitigate disruption. If necessary, the department may also adjust work plans in consultation with CA DOJ to maintain program progress and compliance.

### **Community Support Letters**

[Letter of Support DA SFPOL CalDOJ Tobacco June 2025.pdf](#)

**Has your agency ever received a grant through the DOJ Tobacco Grant Program?**

No

## **43. Certifications And Signature**

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**Authorized Officer signature**

Paul Yep