

File No. 091303

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee PUBLIC SAFETY

Date 12/7/09

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Gail Johnson

Date 12/3/09

Completed by: _____

Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Accept-Expend State Grant]

2
3 **Resolution authorizing the Chief of Police for the City and County of San Francisco to**
4 **retroactively accept and expend a grant in the amount of \$346,785 from the Governor's**
5 **Office of Emergency Services for a project entitled "California Multi-Jurisdictional**
6 **Methamphetamine Enforcement Team (CAL-MMET)" program.**
7

8 WHEREAS, The Chief of Police for the City and County of San Francisco desires to
9 undertake a certain project designated CAL-MMET, to be funded from funds made available
10 through the Governor's Office of Emergency Services; and,

11 WHEREAS, Law enforcement efforts will disrupt and interdict the distribution channels
12 for methamphetamine coming into the county and San Francisco Airport, identify mid-level
13 methamphetamine dealers, identification and destruction of methamphetamine labs, focus on
14 the well-being of children, increase child endangerment referrals for prosecution, increase
15 counties health prevention efforts related to HIV and methamphetamine, and augment
16 resources and add efficiency to our existing county Crystal Methamphetamine Task Force;
17 and,

18 WHEREAS, The grant does not require an ASO amendment; and,

19 WHEREAS, The grant budget includes provision for indirect cost of \$1,161; now,
20 therefore, be it

21 **RESOLVED, That the Chief of Police for the City and County of San Francisco is**
22 **authorized on behalf of the City and County of San Francisco to retroactively accept and**
23 **expend continued funding for this project from the Governor's Office of Emergency Services;**
24 **and be it**
25

1 FURTHER RESOLVED, That the Chief of Police for the City and County of San
2 Francisco is authorized to execute on behalf of the City and County of San Francisco the
3 necessary Grant Agreement for this project including any extensions, funding augmentations
4 from the Governor's Office of Emergency Services, or amendments thereof; and be it

5 FURTHER RESOLVED, That it is agreed that any liability arising out of performance of
6 this Grant Agreement, including civil court actions for damages, shall be the responsibility of
7 the grantee and the authorizing agency; and be it

8 FURTHER RESOLVED, That grant funds received hereunder shall not be used to
9 supplant expenditures controlled by the Board of Supervisors.

10
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14 Recommended:

15
16 
17 George Gascon
18 Chief of Police

19
20
21
22
23
24
25
Approved:


Mayor

Approved:


Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: San Francisco Police Department
DATE: September 18, 2009
SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET) 2009

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain): Police Commission Resolution #84-09

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Sgt. David Collins Phone: (415) 553-1120

Interoffice Mail Address: HOJ – Room 511

Certified copy required Yes x1 No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 091303
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE ENFORCEMENT TEAM (Cal-MMET)

2. Department: San Francisco Police Department

3. Contact Person: Sgt. David Collins Telephone: 415-553-1120

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 346,785.00

6a. Matching Funds Required: \$ 0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Governor's Office of Emergency Services

b. Grant Pass-Through Agency (if applicable): NA

8. Proposed Grant Project Summary: Law enforcement efforts will disrupt and interdict the distribution channels for methamphetamine coming into the county and San Francisco Airport, identify mid-level methamphetamine dealers, identification and destruction of methamphetamine labs, focus on the well-being of children, increase child endangerment referrals for prosecution, increase counties health prevention efforts related to HIV and methamphetamine, and augment resources and add efficiency to our existing County's Crystal Methamphetamine Task Force.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 12/01/2008

End-Date: 06/30/2010

10. Number of new positions created and funded: NA. No positions will be created.

11. If new positions are created, explain the disposition of employees once the grant ends? NA

12a. Amount budgeted for contractual services: None

b. Will contractual services be put out to bid? NA

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? NA

d. Is this likely to be a one-time or ongoing request for contracting out? NA

13a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$ 1161.00

b2. How was the amount calculated? Remaining funds after required direct services costs

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)


New Program(s) or Service(s)

New Site(s)

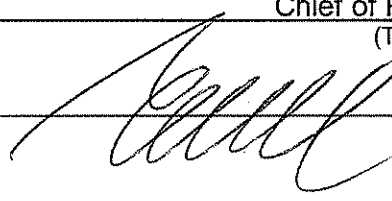
New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: 
(Alice Villagomez)

Date Reviewed: 8/24/09

Department Approval: George Gascón Chief of Police
(Name) (Title)
X
(Signature) 

BUDGET CATEGORY AND LINE ITEM DETAIL

A. Personal Services – Salaries/Employee Benefits	COST
December 1, 2008 through June 30, 2010	
08 WOM Overtime Police Officers \$76.47 per hour @ 713 hours Sgt's & Inspectors \$88.58 per hour @ 450 hours Lieutenants \$101.02 per hour @ 50 hours Benefits on Overtime Medicare 1.45% Unemployment Insurance .003%	\$54,523.11 \$39,861.00 \$5,051.00 \$1,441.81 \$2.98
08 VLF Overtime Police Officers \$75.53 per hour @ 344.966 hours Sgt's & Inspectors \$89.29 per hour @ 175 hours Lieutenants \$101.97 per hour @ 20 hours Benefits on Overtime Medicare 1.45% Unemployment Insurance .003%	\$26,055.28 \$15,451.00 \$2,040.00 \$631.42 \$1.31
July 1, 2009 through June 30, 2010	
09 VLF Overtime Police Officers \$75.53 per hour @ 900 hours Sgt's & Inspectors \$89.29 per hour @ 800 hours Lieutenants \$101.97 per hour @ 100 hours Benefits on Overtime Medicare 1.45% Unemployment Insurance .003%	\$67,977.00 \$70,632.00 \$10,197.00 \$2,157.69 \$4.46
TOTAL	\$296,027

BUDGET CATEGORY AND LINE ITEM DETAIL

B. Operating Expenses	COST
December 1, 2008 through June 30, 2010	
08 WOM	
"Buy" Money	\$ 6,100.00
Informant Fee Funds	\$ 5,996.10
Indirect costs	\$ 1,161.00
08 VLF	
"Buy" Money	\$0
Informant Fee Funds	\$0
July 1, 2009 through June 30, 2010	
09 VLF	
"Buy" Money	\$19,075
Informant Fee Funds	\$18,426
TOTAL	\$50,758

BUDGET CATEGORY AND LINE ITEM DETAIL

C. Equipment	COST
<p align="center">December 1, 2008 through June 30, 2010</p> <p>08 WOM None</p>	\$0
<p>08 VLF None</p>	\$0
<p align="center">July 1, 2009 through June 30, 2010</p> <p>09 VLF None</p>	\$0
TOTAL	\$0.00
Total Project Cost*	\$346,785
<p><i>*Same as Block 10G on the Grant Award Face Sheet</i></p>	

OES ID# 675-00000

RECEIVED
283427
DEC 01 2008

Award # MH 08 03 0380

CG

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

GRANT AWARD FACE SHEET (OES A301)

✓ 9

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following:

- 1. Grant Recipient: San Francisco Police Department City and County of San Francisco
- 2. Implementing Agency: San Francisco Police Department
- 3. Project Title: Cal-MMET San Francisco 2009
- 4. Grant Period: 12/01/08 to 06/30/2009

*Select the Grant year and fund source(s) from the lists below or type the appropriate acronym in box 9. Enter the amount(s) from each source. Please do not enter both State and Federal fund sources on the same line. Add any cash match(s) and enter total in Block 10G.

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
Select	5. Fed Prgms							
Select	6. Fed Prgms							
Select	7. Fed Prgms							
Select	8. State Prgms							
08/09	9. <u>WOM0</u> GENFUND	<u>114,137</u> <u>138,871</u>						
	10. TOTALS	<u>138,871</u> <u>114,137</u>						10 Grand Total: <u>138,871</u> <u>114,137</u>

11. This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify I am vested with the authority, and have the approval of the City/County Financial Officer, City Manager, County Administrator, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the OES Program Guidelines, the OES Recipient Handbook, the Federal OJP Financial Guide and Program Guidelines (if applicable), and the OES audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA and agrees that the allocation of funds is contingent on the enactment of the State Budget.

12. Official Authorized to Sign for Applicant/Grant Recipient: Heather J. Fong Federal Employer ID Number: 94-6000417
 Title: Chief of Police
 Name: Heather J. Fong
 Payment Mailing Address: 850 Bryant Street, Room 525 City: San Francisco Zip: 94103
 Telephone: (415) 553-1551 FAX: (415) 553-1554 Email: heather.fong@sfgov.org
 (area code) (area code)

Signature [Signature] Date: 11-24-08

[FOR OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

OES Fiscal Officer [Signature] Date 3/13/09
 OES Director (or designee) [Signature] Date 3/16/09

CRP P2

YF / Chapter: 2008-09 / 268 PCA No: 03328
 Item: 0690-102-0001 Fed Cat #: n/a
 Component: 50.30.502
 Program: Calif Multi-Jurisdictional Methamphetamine
 Enforcement Team (Cal-MMET) Program
 Fund: General Fund
 Match Req.: n/a
 Project No.: 08WOM0 Amount: \$ 114,137

California Emergency Management Agency

GRANT AWARD NO. MH08030380

GRANT AWARD AMENDMENT

AMENDMENT NO. 1

THIS AMENDMENT, made and entered into on April 6, 2009 by and between the
 (Date)
California Emergency Management Agency, hereafter designated CalEMA, and the following Administrative Agency
City and County of San Francisco hereafter called the Recipient.

WITNESSETH: That the Recipient agrees to the amendment of this Grant Award Agreement as specified below:

Grant Award Agreement MH08030380 between the parties hereto is hereby Amended to:

Increase 08WOM funds by \$ 0 from \$ 114,137 to \$ 114,137;

Increase 08VLF funds by \$ 44,179 from \$ 0 to \$ 44,179;

Effective July 1, 2009, Increase 09VLF funds by \$ 188,469 from \$ 0 to \$ 188,469;


Revise the Total Project Cost by \$ 232,648 from \$ 114,137 to \$ 346,785;

To change ending date of grant from June 30, 2009, to June 30, 2010.

This grant is "special conditioned". 08WOM and 08VLF funds can be expended beginning with your 08/09 start date and must be expended by June 30, 2010; and 09VLF can be expended beginning July 1, 2009, and must be expended by June 30, 2010.

All other provisions of this agreement shall remain as previously agreed upon.

IN WITNESS WHEREOF, this Grant Award Amendment has been executed by the parties hereto, upon the date written above.

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (for CalEMA use only)			RECIPIENT		
BY (AUTHORIZED SIGNATURE)			RECIPIENT		
			City and County of San Francisco		
PRINTED NAME OF PERSON SIGNING			BY (AUTHORIZED SIGNATURE)		DATE
					06-18-09
TITLE			PRINTED NAME AND TITLE OF PERSON SIGNING		
			Heather J. Fong, Chief of Police		
DATE			ADDRESS		
			850 Bryant Street, Room 525, San Francisco, CA 94103		
AMOUNT ENCUMBERED BY THIS DOCUMENT		PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
\$					
PRIOR AMOUNT ENCUMBERED FOR THIS GRANT AWARD	MATCH	ITEM	CHAPTER	STATUTE	FISCAL YEAR
\$					
TOTAL AMOUNT ENCUMBERED TO DATE		PCA NUMBER		PROJECT NUMBER	
\$					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.					FEDERAL CATEGORY NUMBER
SIGNATURE OF CalEMA FISCAL OFFICER			DATE		

OES GRANT AWARD MODIFICATION

MAIL TO: OFFICE OF EMERGENCY SERVICES (OES)
3650 SCHRIEVER AVE
MATHER, CA 95655

Check correct branch:
 Public Safety Branch Victim Services Branch
 (Indicate branch on envelope)

1. Grant Award #: MH08030380
 2. Modification #: 1

3. Recipient/Implementing Agency City and County of San Francisco
4. Project Title: Cal-MMET San Francisco 2009
5. Contact Person: Captain Denis O'Leary Phone: (415) 970-3000 Ex: _____ Fax: (415) 553-1483
 Email Address: Denis.O'Leary@sfgov.org
6. Grant Period: 12/01/2008 to 06/30/2010
7. Payment Mailing Address: 850 Bryant Street, Room 525, San Francisco, CA 94103 Check here if new.

8. Revision to Budget

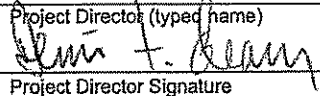
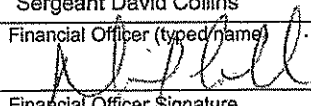
Grant	Current Allocation (CA) Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
08	WOM	\$100,976	\$13,161	\$0	\$114,137				\$0	\$114,137
08	VLF	\$0	\$0	\$0	\$0				\$0	\$0
09	VLF	\$0	\$0	\$0	\$0				\$0	\$0
Yr	Select				\$0				\$0	\$0
Proposed Change (PC) [add (+) or subtract (-) from budgeted amount]										
08	WOM	(\$96)	\$96	\$0	\$0				\$0	\$0
08	VLF	\$44,179	\$0	\$0	\$44,179				\$0	\$44,179
09	VLF	\$150,968	\$37,501	\$0	\$188,469				\$0	\$188,469
Yr	Select				\$0				\$0	\$0
Revised Allocation (RA)										
08	WOM	\$100,880	\$13,257	\$0	\$114,137	\$0	\$0	\$0	\$0	\$114,137
08	VLF	\$44,179	\$0	\$0	\$44,179	\$0	\$0	\$0	\$0	\$44,179
09	VLF	\$150,968	\$37,501	\$0	\$188,469	\$0	\$0	\$0	\$0	\$188,469
Yr	Select	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Check when completed

9. Justification for Modification: (If necessary, continue the justification on page 3.)

To change ending date of grant from June 30, 2009, to June 30, 2010. This grant is "special conditioned". 08WOM and 08VLF funds can be expended beginning with your 08/09 start date and must be expended by June 30, 2010; and 09VLF can be expended beginning July 1, 2009, and must be expended by June 30, 2010. All other provisions of this agreement shall remain as previously agreed upon. Capt Pardini has left on 05/02/2009. Capt O'Leary has taken over as PD effective 05/03/2009.

10. Local Approvals

Captain Denis O'Leary Project Director (typed name)	Sergeant David Collins Financial Officer (typed name)
	
Project Director Signature	Financial Officer Signature
<u>6/18/09</u>	<u>6-17-09</u>
Date:	Date:

OES USE ONLY

OES Approval Signatures

Program Specialist	Date:	Section Chief	Date:
Grants Processing	Date:		

PROJECT CONTACT INFORMATION

Applicant CalMMET San Francisco 2009 Grant Number _____ [FOR CalEMA USE ONLY]

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. If a section does not apply to your project, enter "N/A." NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The **Project Director** for the project:

Name: Denis O'Leary Address: 850 Bryant Street - Narcotics/Vice Unit
Title: Captain - Narcotics Bureau City: San Francisco Zip: 94103
Telephone #: (415) 970-3000 Fax #: (415) 970-3048
(Area Code) (Area code)
E-Mail Address: Denis.O'Leary@sfgov.org

2. The **Financial Officer** for the project:

Name: David Collins Address: 850 Bryant Street - Room 511
Title: Sergeant - Fiscal Division City: San Francisco Zip: 94103
Telephone #: (415) 553-1120 Fax #: (415) 553-4999
(Area Code) (Area code)
E-Mail Address: David.Collins@sfgov.org

3. The **person having routine programmatic responsibility** for the project:

Name: Jerome DeFilippo Address: 850 Bryant Street - Narcotics/Vice Unit
Title: Lieutenant - Narcotics Unit City: San Francisco Zip: 94103
Telephone #: (415) 970-3004 Fax #: (415) 970-3048
(Area Code) (Area code)
E-Mail Address: Jerome.DeFilippo@sfgov.org

4. The **person having routine fiscal responsibility** for the project:

Name: David Collins Address: 850 Bryant Street - Room 511
Title: Sergeant - Fiscal Division City: San Francisco Zip: 94103
Telephone #: (415) 553-1120 Fax #: (415) 553-4999
(Area Code) (Area code)
E-Mail Address: David.Collins@sfgov.org

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: Heather J. Fong Address: 850 Bryant Street, Room 525
Title: Chief of Police City: San Francisco Zip: 94103
Telephone #: (415) 553-1551 Fax #: (415) 553-1554
(Area Code) (Area code)
E-Mail Address: Heather.Fong@sfgov.org

6. The **Chair** of the **governing body** of the recipient: (Provide contact information other than that of the recipient)

Name: Kevin Ryan Address: #1 Dr. Carlton B. Goodlett Place, Rm 288
Title: Director, Mayors Office of Criminal Justice City: San Francisco Zip: 94105
Telephone #: (415) 554-6564 Fax #: (415) 554-6564
(Area Code) (Area code)
E-Mail Address: Kevin.Ryan@sfgov.org

SIGNATURE AUTHORIZATION

Grant Award #: MH 08 03 0380

Grant Recipient: City and County of San Francisco

Implementing Agency: San Francisco Police Department

***The Project Director and Financial Officer are REQUIRED to sign this form.**

*Project Director: Capt. Al Pardini

Signature: Acting Captain M. Petrie #2056

Date: 11/24/08

*Financial Officer: Sgt. David Collins

Signature: David Collins

Date: 11-24-2008

The following persons are authorized to sign for the
Project Director

Signature: Jerome DiFilippo

Name: Lt. Jerome DiFilippo

Name: Lt. Mary Petrie

Signature: M. Petrie

Name: Lt. M. Petrie

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

The following persons are authorized to sign for the
Financial Officer

Signature: Philip Fleck

Name: Off. Philip Fleck

Name: _____

Signature: Ken Bukowski

Name: Ken Bukowski

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

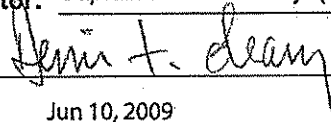
SIGNATURE AUTHORIZATION

Grant Award #: MH 08 03 0380

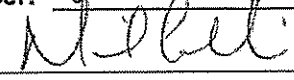
Grant Recipient: City and County of San Francisco
Implementing Agency: San Francisco Police Department

*The Project Director and Financial Officer are **REQUIRED** to sign this form.

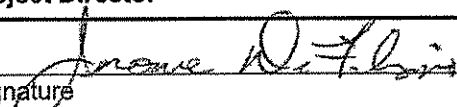
*Project Director: Captain Denis O'Leary (415) 970-3000

Signature: 
Date: Jun 10, 2009

*Financial Officer: Sgt David Collins (415) 553-1120

Signature: 
Date: Jun 10, 2009

The following persons are authorized to sign for the
Project Director


Signature
Lieutenant Jerome DiFilippo, Narcotics (415) 970-3004
Name

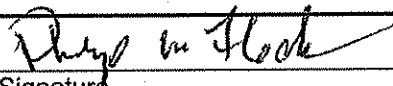
Signature
Lieutenant David Smith, Narcotics (415) 970-3000
Name

Signature
Name

Signature
Name

Signature
Name

The following persons are authorized to sign for the
Financial Officer


Signature
Officer Philip Fleck, Fiscal Division (415) 553-1120
Name

Signature
Kenneth Bukowski, CFO (415) 553-1425
Name

Signature
Name

Signature
Name

Signature
Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Cal-MMET PROJECTS
METHAMPHETAMINE LABORATORY OPERATIONS

I, Heather J. Fong hereby certify that
(official authorized to sign grant award; same person as Section 12 on Grant Award Face Sheet)

RECIPIENT: City and County of San Francisco
IMPLEMENTING AGENCY: San Francisco Police Department
PROJECT TITLE: CalMMET San Francisco 2009

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

I. Equal Employment Opportunity – (Recipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Deputy Chief Charles Keohane
Title: Commanding Officer - Administration Bureau
Address: 850 Bryant Street, Room 511; San Francisco, CA. 94103
Phone: (415) 734-3090
Email: charles.keohane@sfgov.org

II. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

III. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

IV. Lobbying – (2006 Recipient Handbook Section 2154)

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being 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.

V. Debarment and Suspension – (Recipient Handbook Section 2155)
(This applies to federally funded grants only.)

OES-funded projects must certify that it and its principals 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 of agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

**SPECIAL CONDITIONS OF Cal-MMET PROJECTS
METHAMPHETAMINE LABORATORY OPERATIONS**

This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratories, including the seizure and/or removal of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"].

The United States Environmental Protection Agency (USEPA) has determined that, "law enforcement responsibilities terminate when the law enforcement official notifies the property owner of record, the state, and the local environmental or public health agencies in writing of a possible site contamination at a clandestine lab."

Law enforcement personnel may seize as evidence and remove any bottles, cans, jugs and other containers, as well as contaminated apparatus and chemical samples from a clandestine drug site, however, law enforcement agencies are not responsible for the cleanup/remediation of any rooms, buildings or surrounding environments, including septic systems, rivers, streams or contaminated soils.

(Check one of the following two boxes)

Dec 1 (25)

9 69

Will accept the Cal-MMET funds for the period of July 1, 2008 - June 30, 2008, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the seizure of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will notify the Department of Toxic Substances Control (DTSC), and send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized; and
5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
 - (i) Respond to the minor's health needs that relate to methamphetamine toxicity;
 - (ii) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
 - (iii) Arrange for medical testing for methamphetamine toxicity; and
 - (iv) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

OR

Will accept the Cal-MMET funds for the period of Enter the correct grant cycle., and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the seizure and/or removal of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure and/or removal of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure and/or removal of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized;

5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:

- (v) Respond to the minor's health needs that relate to methamphetamine toxicity;
- (vi) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
- (vii) Arrange for medical testing for methamphetamine toxicity; and
- (viii) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

6. Recipient will assign properly trained personnel to prepare a Hazard Assessment and Recognition Plan (HARP) for the clandestine methamphetamine laboratory site;

7. Recipient or DTSC will utilize qualified disposal personnel to remove the chemicals, associated glassware, equipment, and contaminated materials and wastes from the clandestine methamphetamine laboratory site;

8. Recipient or DTSC will dispose of the chemicals, associated glassware, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; and

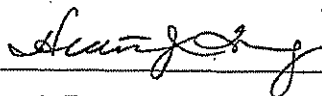
Recipient or DTSC will monitor the records involving the transport, disposal and recycling components of subparagraphs numbered 7 and 8 immediately above in order to ensure proper compliance.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____



Authorized Official's Name: _____

Heather J. Fong

Authorized Official's Title: _____

Chief of Police

Date Executed: _____

11-24-08

Federal Employer ID Number: _____

94-6000417

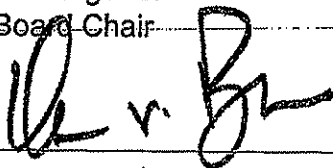
Executed in the City/County of: _____

San Francisco

AUTHORIZED BY:

- City/County Financial Officer or
- City/County Manager or
- Governing Board Chair

Signature: _____



Name: _____

Kevin Ryan

Title: _____

Director, Mayors Office of Criminal Justice

BUDGET CATEGORY AND LINE ITEM DETAIL

A. Personal Services – Salaries/Employee Benefits	COST
December 1, 2008 through June 30, 2010	
08 WOM Overtime Police Officers \$76.47 per hour @ 713 hours Sgt's & Inspectors \$88.58 per hour @ 450 hours Lieutenants \$101.02 per hour @ 50 hours Benefits on Overtime Medicare 1.45% Unemployment Insurance .003%	\$54,523.11 \$39,861.00 \$5,051.00 \$1,441.81 \$2.98
08 VLF Overtime Police Officers \$75.53 per hour @ 344.966 hours Sgt's & Inspectors \$89.29 per hour @ 175 hours Lieutenants \$101.97 per hour @ 20 hours Benefits on Overtime Medicare 1.45% Unemployment Insurance .003%	\$26,055.28 \$15,451.00 \$2,040.00 \$631.42 \$1.31
July 1, 2009 through June 30, 2010	
09 VLF Overtime Police Officers \$75.53 per hour @ 900 hours Sgt's & Inspectors \$89.29 per hour @ 800 hours Lieutenants \$101.97 per hour @ 100 hours Benefits on Overtime Medicare 1.45% Unemployment Insurance .003%	\$67,977.00 \$70,632.00 \$10,197.00 \$2,157.69 \$4.46
TOTAL	\$296,027

BUDGET CATEGORY AND LINE ITEM DETAIL

B. Operating Expenses	COST
<p align="center">December 1, 2008 through June 30, 2010</p> <p>08 WOM</p> <p>"Buy" Money</p> <p>Informant Fee Funds</p> <p>Indirect costs</p> <p>08 VLF</p> <p>"Buy" Money</p> <p>Informant Fee Funds</p>	<p>\$ 6,100.00</p> <p>\$ 5,996.10</p> <p>\$ 1,161.00</p> <p>\$0</p> <p>\$0</p>
<p align="center">July 1, 2009 through June 30, 2010</p> <p>09 VLF</p> <p>"Buy" Money</p> <p>Informant Fee Funds</p>	<p>\$19,075</p> <p>\$18,426</p>
TOTAL	\$50,758

BUDGET CATEGORY AND LINE ITEM DETAIL

C. Equipment	COST
December 1, 2008 through June 30, 2010	\$0
08 WOM None	
08 VLF None	\$0
July 1, 2009 through June 30, 2010	
09 VLF None	\$0
TOTAL	\$0.00
Total Project Cost*	\$346,785
*Same as Block 10G on the Grant Award Face Sheet	

Budget Narrative

1. Budget Narrative

A. Personal Services:

The San Francisco Police Department utilize experienced police officers to the Cal-MMET San Francisco project to provide direct services exclusively to target methamphetamine trafficking and distribution within the City and County of San Francisco. While working on this project, all assigned personnel will handle both direct investigations and collaborations with other law enforcement members on investigations of trafficking, production, distributions and clandestine labs in and around San Francisco. The department will further collaborate with other state and federal agencies on the arrest and prosecution of offenders, and the seizure of ill-gained assets related to the manufacture and distribution of methamphetamine. The Cal-MMET budget reflects an average overtime rate inclusive of patrol through management ranks to ensure that stated objectives and activities are met; and proper management and supervision of larger narcotics operations prevail.

B. Operating Expenses:

Investigations involving methamphetamine labs and distribution usually involve making undercover buys of the illegal drug. Budgets of \$6,100 (08 WOM) and \$19,075 (09 VLF) have been allocated to provide "**buy money**" for these undercover operations.

In the world of illicit drug manufacturing, distribution, and sales, the use of confidential informant information is vital during police investigations. Paid informants are utilized by police agencies around the world to obtain information regarding the suspects involved, lab locations and clandestine networks of methamphetamine trafficking. Common practices involve fees paid to these confidential informants for their sometimes very useful information. A budget of \$5996 (08 WOM) and \$18,426 (09 VLF) is allocated for **Informant fees**. An itemized record of confidential informant fees being dispersed will be maintained.

C. Equipment

None

Budget Narrative

1. Budget Narrative

A. Personal Services:

The San Francisco Police Department will utilize various experienced police personnel for the Cal-MMET San Francisco project to provide direct services exclusively to target methamphetamine trafficking and distribution within the City and County of San Francisco. While working on this project, sworn personnel will handle both direct investigations and collaborations with other law enforcement members on investigations of trafficking, production, distributions and clandestine labs in and around San Francisco. The department will further collaborate with other state and federal agencies on the arrest and prosecution of offenders, and the seizure of ill-gained assets related to the manufacture and distribution of methamphetamine. The Cal-MMET budget reflects total hours reserved at overtime rates to ensure that stated objectives and activities are met; overtime rates are averaged to accommodate mid-year contractual raises.

B. Operating Expenses:

Investigations involving methamphetamine labs and distribution usually involve making undercover buys of the illegal drug. A budget of \$6,000.00 has been allocated to provide "buy money" for these undercover operations.

In the world of illicit drug manufacturing, distribution, and sales, the use of confidential informant information is vital during police investigations. Paid informants are utilized by police agencies around the world to obtain information regarding the suspects involved, lab locations and clandestine networks of methamphetamine trafficking. Common practices involve fees paid to these confidential informants for their sometimes very useful information. A budget of \$6,000.00 is allocated for Informant fees. An itemized record of confidential informant fees being dispersed will be maintained.

Indirect costs at those funds not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. A budget of \$1,160.64 is allocated to cover these administrative and operational costs. This budget represents approximately 1% of personnel salaries.

C. Equipment

None

Project Narrative

A. PROJECT NARRATIVE

1. Problem Statement

San Francisco is located on the tip of a hilly peninsula in Northern California with land area of only 47 square miles. The current population for the City and County of San Francisco is estimated at 789,000. It is a totally urbanized County with a density of 16,346 persons per square mile. The County is divided into neighborhoods defined not only geographically but also culturally, and often times, linguistically. The San Francisco Police Department is the designated Chief Law Enforcement agency within the City and County of San Francisco.

Drug abuse and addiction continue to be a major problem for the criminal justice system in San Francisco. The main drugs of choice for the offender population continue to be crack cocaine, heroin and methamphetamine.

San Francisco along with Los Angeles, Phoenix, and San Diego, are the Primary Market Areas for methamphetamine because these cities have very high levels of methamphetamine abuse and are among the leading regional- or national-level methamphetamine distribution centers.

The primary source of the drugs sold in San Francisco is interstate traffic from the Mexican border. ~~San Francisco is a target location for many of these narcotics, so there is not a high~~ incidence of transportation through the county. Often, narcotics are stored in neighboring counties and then brought to San Francisco for distribution.

Mexican criminal groups control most wholesale and midlevel distribution of powder and ice methamphetamine in San Francisco, although Hawaiian, Filipino, and other Asian drug trafficking organizations (DTOs) control the distribution of the ice they produce, particularly within Asian communities. Independent dealers and street gangs such as Mara Salvatrucha,

19th Street, Sureños, Trece, and Eddy Street Mob are the primary retail distributors of methamphetamine in the San Francisco area.

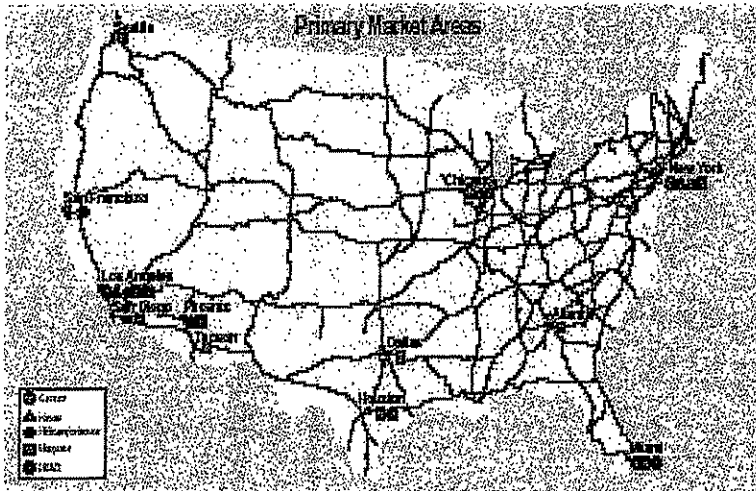


Chart Source :National Drug Intelligence Center

Los Angeles, Phoenix, San Diego, and **San Francisco** are the PMAs for methamphetamine because these cities have very high levels of methamphetamine abuse and are among the leading regional-or national-level methamphetamine distribution centers.¹

EPIC Pipeline (El Paso Intelligence Center Pipeline Convoy database²), and Jetway³ drug seizure data show that the San Francisco area is among the leading methamphetamine distribution centers. Combined EPIC data for 2002 and 2003 indicate that law enforcement officials reported 22 powder methamphetamine seizure events on domestic highways, railways, and at airports in which the San Francisco area was identified as the origin for the methamphetamine shipment. In fact, only Los Angeles (78) was identified more often than San Francisco as the city of origin for methamphetamine seizure events. Furthermore, more methamphetamine was seized that originated in the San Francisco area (54 kg) than any other city, with the exception of Los Angeles (259 kg) and Phoenix (69 kg). EPIC seizure data indicate that methamphetamine is distributed from the San Francisco area to drug markets throughout

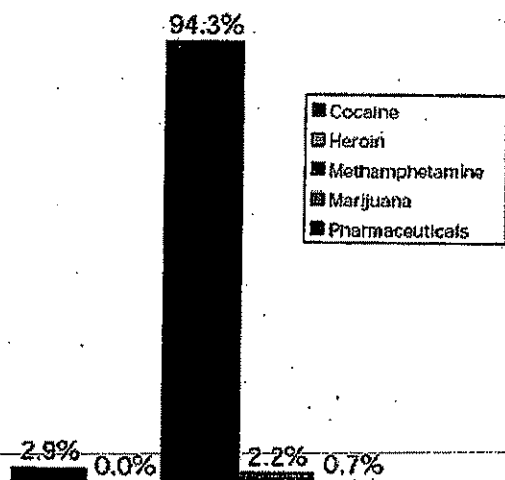
¹ National Drug Threat Assessment 2005

² Operation Pipeline, is the name given to a nationwide highway interdiction program that focuses on private vehicles. Operation Convoy targets drug transportation organizations that use commercial vehicles to traffic drugs.

³ Drug seizures are reported to Operation Jetway by state and local law enforcement agencies across the nation at airports, train stations, bus stations, package shipment facilities, post offices, and airport hotels and motels.

the country including Anchorage, Des Moines (IA), Dutch Harbor (AK), Lihue (HI), Lynn Haven (FL), Memphis, New York, Omaha, Rupert (ID), and Sioux City (IA).

The National Drug Intelligence Center classifies San Francisco within its Pacific Region of the Western Central Organized Crime Drug Enforcement Task Force (OCDETF). The Pacific Region has the most pervasive methamphetamine threat, particularly ice methamphetamine. According to NDTs 2006 data, 92.2 percent of law enforcement agencies in the Pacific Region report that methamphetamine is the greatest drug threat in their jurisdictions, a higher percentage than for any other region in the country.⁴ The National Drug Intelligence Center's (NDTS) *National Methamphetamine Threat Assessment 2008* published in December 2007 indicates that a majority of Pacific OCDETF region law enforcement officials who responded to the NDTs 2007 (94.3 %) identified methamphetamine as the greatest drug threat to their



jurisdictions as indicated in the graph to the left.

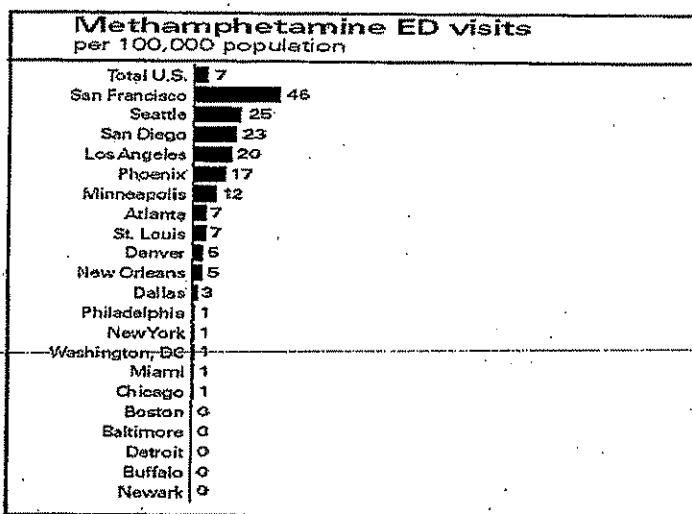
The nature of this threat is further exemplified by drug seizure and treatment data. According to the Federal-Wide Drug Seizure System (FDSS), the amount of methamphetamine seized in the Pacific region increased each year from 1,889 kilograms in 2005 to 2,440 kilograms in 2006; 1,968 kilograms have been seized in the region as of November 1,

2007. Additionally, according to the most recent treatment data, a significant number of amphetamine-related (including methamphetamine) treatment admissions to publicly funded facilities were recorded in recent years. San Francisco, along with other law enforcement

⁴ National Methamphetamine Threat Assessment 2007

agencies in the region such as Modesto, Oakland, and Sacramento (CA); Honolulu (HI); Boise (ID); Las Vegas (NV); Portland (OR); and Seattle (WA) recently reported decreases in availability and purity of methamphetamine in their areas, and most reported a concurrent rise in methamphetamine prices during the first 6 months of 2007. Several factors, including declining domestic production, precursor chemical controls, and law enforcement pressure quite likely are contributing to these shortages.

Mexican DTOs have supplanted the decrease in methamphetamine from local laboratories with large quantities of high-purity ice methamphetamine that they smuggle into the region from Mexico. Narcotic arrests conducted by the San Francisco Gang Task Force in October of 2008 indicate that ice methamphetamine was the predominate form of methamphetamine seized during their unit's buy-bust operations within the San Francisco City and County.



The level of methamphetamine consumption in San Francisco is very high compared with most other cities. According to DAWN⁵ data, the estimated number of methamphetamine-related ED mentions in San Francisco increased from 611 in 2001 to 727 in

2002, second only to Los Angeles (1,713). DAWN data also examines geographic variation in

⁵ The Drug Abuse Warning Network (DAWN) is a national public health surveillance system that collects data on drug abuse-related visits to emergency departments (EDs) and drug abuse-related deaths reviewed by medical examiners and coroners.

emergency department (ED) visits related to methamphetamine. The statistics for San Francisco are even more alarming when the rates are adjusted by DAWN for population. The chart displays the rates of drug abuse-related ED visits per 100,000 population for 2002.

Arrests in San Francisco between 1993 and 1997 in the category dominated by methamphetamine showed percentage increases from year to year: 4, 12, 26, and 5 percent respectively. More recently, approximately 8,000 felony narcotics cases were presented to the district attorney's office. Of these, 4,800 are charged as felonies; 500 are referred to parole; and 650 proceed by means of a motion to revoke probation.

Additionally, Methamphetamine has recently been implicated in new HIV infections, STD infections and other serious addiction related problems. Dr. Grant Colfax, HIV prevention director for San Francisco's Public Health Department, is the lead author of a national study conducted from 1999 to 2001 that found gay men who used crystal methamphetamine doubled their risk of contracting HIV, even when other risk factors including sexual practices were taken into account.

Mayor Gavin Newsom and Supervisor Bevan Dufty announced the formation of a citywide Crystal Methamphetamine task force on April 26, 2005. Impetus for the task force was the connection between methamphetamine use and new HIV infections. The task force, co-chaired by Supervisor Dufty and Dr. Steven Tierney, Director of HIV Prevention for the Department of Public Health, is responsible for developing and implementing a comprehensive solution that addresses the challenges of methamphetamine use throughout the city. However, methamphetamine is more prevalent in the gay community than the city as a whole. San Francisco Police Narcotics/Vice Division indicates that gay men are responsible for the bulk of methamphetamine use in San Francisco, and Task Force enforcement efforts to date to combat methamphetamine have focused on this population. Four narcotics officers working to get methamphetamine off the street spend most of their time in the Castro, South of Market and Tenderloin neighborhoods focusing on bars and clubs.

The City and community collaboration on crystal methamphetamine appears to be working. Survey data⁶ shows a dramatic reduction in methamphetamine use indicating that San Francisco's gay community has moved from having one of the highest rates of crystal methamphetamine use in the country to significantly reducing its use. STOP AIDS Project officials attribute the decline in crystal methamphetamine use among gay and bisexual men in San Francisco to five factors: the City's commitment to multiple harm-reduction approaches for treatment; crystal methamphetamine abuse prevention campaigns; a coordinated effort by multiple organizations and agencies facilitated by the Mayor's Task Force on Crystal Methamphetamine; cycles in drug popularity; and users experiences of witnessing people spiral into crystal addiction.

In January 2007 the San Francisco Police department was awarded initial funding under the FY06-07 Cal-MMET program. We expended resources and man power toward lower level violators in an attempt to recruit informants to aid us in efforts to move up the supply chain of methamphetamine traffickers. It would appear that enforcement efforts throughout the state have been effective as informants and users of methamphetamine have noticed a short supply of product and an increase in price.

The San Francisco Police Department records approximately 50 new methamphetamine incidents per month. Many of these cases are initiated by the uniformed patrol officer while performing routine duties and others are generated by members of the Narcotics Bureau conducting street-level drug arrests. When the patrol officers make an arrest, they notify the Narcotic Bureau of the street level methamphetamine arrest. The narcotic investigator will target the mid to high level methamphetamine manufactures and traffickers. In these situations, the narcotic investigator will conduct an investigation and interview these "end-users." This is done with the goal of eliciting information about their suppliers so we can identify and investigate the

⁶ The downward trend is based on 4,197 surveys conducted by the STOP AIDS Project from late 2003 to the first half of 2005 and analyzed by the San Francisco Department of Public Health. STOP AIDS Project is the nation's largest data collector of gay and bisexual men's behavior.

individuals who are manufacturing and trafficking the illicit drug. The mid to upper level sellers/traffickers are the primary source to drug trafficking in San Francisco and these investigations are essential in stopping the flow of methamphetamine.

The fourth quarter of the 07/08 grant was productive in terms of pursuing a major source of supply for Bay Area drugs and disrupting mid-level methamphetamine trackers. Our cases were predominately informant driven and grant funds were utilized to pay the informants and purchase methamphetamine. Most purchases were made to establish probable cause for obtaining search warrants for houses, warehouses, storage areas, vehicles and persons. Our major case which started in the third quarter remains open as a third round of telephone intercepts is being conducted. This is a multi-jurisdictional operation involving the San Mateo County Narcotics Task Force and the Federal DEA offices in both the Northern and Eastern districts. The case started with an undercover San Francisco Police officer purchasing methamphetamine with funds provided by the CALMMET grant. From those initial purchases an international heroin trafficking operation has been uncovered. The case continues to grow and indictments on both the federal and state levels are anticipated this year. We had expended resources and man power toward lower level violators in an attempt to recruit informants to aid us in efforts to move up the supply chain of methamphetamine traffickers. It would appear that enforcement efforts throughout the state have been effective as informants and users of methamphetamine have noticed a short supply of product and an increase in price. At the start of the grant in 2006, pounds of methamphetamine were selling for \$10,000.00 to \$12,000.00 and were available upon request. Last week, July 2008, our undercover officer was quoted a price of \$19,500.00 for a pound and the seller was unable to deliver because of short supply. Test results on seized methamphetamine during the same time period show a drastic decline in purity. In 2005/2006 most crystal methamphetamine seized in the San Francisco

región tested at 90% pure . Today most street level and some of the larger quantities are as low as 50% pure. Our investigations in San Francisco continue to indicate there are more shippers, distributors and sellers of methamphetamine and little production or manufacturing . At the same time there continues to be a high demand for methamphetamine in some of the communities of San Francisco.

New forms of methamphetamine know as "Candy Meth" has begun to surface in San Francisco. This form of the drug is being marketed primarily to younger teenagers. They are referred to on the street as "Strawberry Quick" and "GoFast".



2. Plan and Implementation

The processes and methods we will utilize to attack the methamphetamine manufacture and distribution, and/or precursor trafficking problems that we have identified in the Problem Statement is described below.

a. Target Area and Target Population:

The target area is the City and County of San Francisco and the San Francisco International Airport (SFO).

b. Program Description:

The project will effectively impact the target area by:

1. Disrupting and interdicting the distribution channels for methamphetamine coming into the county and San Francisco Airport,
2. identifying mid-level methamphetamine dealers,

3. identifying and destruction of methamphetamine labs,
4. focusing on the well-being of children,
5. increasing child endangerment referrals for prosecution,
6. increasing counties health prevention efforts related to methamphetamine, and
7. augmenting resources and efficiency to our existing County's Crystal Methamphetamine Task Force.

The intended effects on the problems and the target area will be,

1. the reduction in the amount of methamphetamine trafficking in the County,
2. the reduction of the HIV infections level in the County,
3. the confiscation of methamphetamine traffickers assets,
4. the reduction of emergency department visits related to methamphetamine,
5. elimination of toxic environments by the removal of labs,
6. arrest and prosecution of street-level dealers, and the
7. removal of children exposed to drug environments.

The overall project for the Bay Area Region will consist of three sub-regions. The City and County of San Francisco is in sub-region 1 along with Alameda, Contra Costa and Santa Clara Counties. Alameda County is the lead agency in the sub-region. Each of the four Counties will have two investigators assigned for a total of eight grant-funded investigators in our sub-region. Counties that have primarily worked within their criminal own justice systems will now formalize a larger Bay Area wide collaboration with this program. The investigators will not only liaison and work together to interdict methamphetamine labs and trafficking through their existing formal criminal justice systems but now formally within the sub-region collaboration with Western States Information Network (WSIN).

Within the City and County of San Francisco, an organized City structure has been in place since 1995. This structure is the San Francisco Crystal Methamphetamine Task Force.

The San Francisco Police Department is awarded and implements numerous State and Federal grant programs every year. The primary method of collecting data for specialized grant programs is through a manual collection method. We will create and implement a specialized form to collect the necessary project data. The data collected is outlined in the programs goals and objectives. The Captain of the Narcotics Division will oversee the data collection. The new data form will collect the required information from a variety of existing source documents. Police reports, intelligence, enforcement actions in the field, observations, and computer queries of our local criminal justice and accounting databases.

c. Goals, Objectives, Activities, and Performance Measures:

Goal 1 - Disrupt and dismantle clandestine labs and organizations that manufacture and distribute methamphetamine, including precursor trafficking.

Objective 1: Target methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; and disrupt and dismantle their clan lab organizations (manufacturing and distribution).

-
1. Number of meth-related investigations initiated
 2. Number of meth lab investigations initiated
 3. Number of precursor and essential chemicals investigations initiated
 4. Number of other drug investigations initiated
 5. Number of other drug lab investigations initiated (i.e. butane honey oil, etc.)
 6. Number of meth investigations closed

7. Number of meth lab investigations closed
 8. Number of precursor and essential chemicals investigations closed
 9. Number of other drug investigations closed
 10. Number of other drug lab investigations closed
 11. Number of cases where assistance was provided to another agency or team working a meth-related investigation
 12. Number of meth related searches
 13. Total amount of meth seized
 - Amount of meth "powder" seized
 - Amount of meth "ice" seized
 14. Amount of ephedrine "powder" seized
 15. Number of ephedrine "pills" seized
 16. Amount of pseudoephedrine "powder" seized
 17. Number of pseudoephedrine "pills" seized
 18. Amount of meth solution seized
 19. Amount of other drugs seized
 20. Number of firearms seized
 21. Number of other weapons seized
 22. Number of clandestine meth labs seized
-
23. Number of WSIN/EPIC/L.A. CLEAR cards submitted for clandestine meth labs seized
 24. Number of non-meth clandestine drug labs seized
 25. Number of WSIN/EPIC/L.A. CLEAR cards submitted for non-meth clandestine drug labs seized
 26. Number of lab dump sites discovered

Objective 2: Arrest and incarcerate those responsible and use state and/or federal law to identify and seize assets related to the manufacture and distribution of methamphetamine.

1. Number of suspects arrested
2. Number of referrals for prosecution
3. Number of investigations resulting in assets seized
4. Total dollar amount of assets seized

Goal 2 – Focus on the safety and well being of children by coordinating activities to ensure that the child's needs are not overlooked; assist children who have been endangered by exposure to *any* illicit drug environments and its associated hazardous lifestyle, including but not limited to, methamphetamine, its precursors or toxic byproducts; and remove children from these toxic environments.

Objective 1: Remove children who are found in the presence of a methamphetamine lab, and/or who are found in settings involving the use, possession, sale or transportation of illicit drugs, pursuant to California Penal Code (PC), Sections 13879.80 and 13879.81. (See Part III of RFA).

1. Number of investigations initiated which resulted in finding children living in or exposed to illicit drug environments
2. Number of children removed jointly with **Child Protective Services (CPS)** from illicit drug environments as a result of an investigation
3. Number of children removed **without CPS involvement** from illicit drug environments as a result of an investigation
4. Number of children who were provided services (please report total of unknowns):

Medical _____ Unknown _____
Dental _____ Unknown _____
Educational _____ Unknown _____
Counseling _____ Unknown _____

5. Number of children drug tested for exposure to drugs/chemicals (please report total of unknowns):

Tested by hair _____ Unknown _____
Tested by urine _____ Unknown _____
Tested by both _____ Unknown _____

6. Number of children detained, pursuant to California Welfare and Institutions (W&I) Code, Section 300 (See Part III of RFA)

7. Number of children testing positive for controlled substances:

Meth _____, Cocaine _____, Heroin _____, Marijuana _____, Other _____ Unknown _____

Objective 2: Hold accountable by arresting those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his/her health injured, pursuant to California Penal Code, Sections 273a and 273b.

1. Number of arrests for 273a PC _____ Number of arrests for 273b PC _____

3. Implementation

The San Francisco Police Department has a Narcotics Division within the Investigations Bureau. The Division is assigned 41 full-time officers. They regularly work with and coordinate enforcement activities with the State Bureau of Narcotics Enforcement, the DEA, and other allied agencies, Federal, State and Local. Officers working the goals and objectives of this program will be assigned to the Narcotics Division. The Captain of the Narcotics Division will be the Project Manager for this grant program.

a. Organizational Description

The overall project for the Bay Area Region will consist of three sub-regions. The City and County of San Francisco is in sub-region 1 along with Alameda, Contra Costa and Santa Clara Counties; Alameda County is the designated lead agency in the sub-region. The San Francisco Police Department has responsibility for the law enforcement function within the City and County of San Francisco; we will provide two officers assigned to the Narcotics Division for this project.

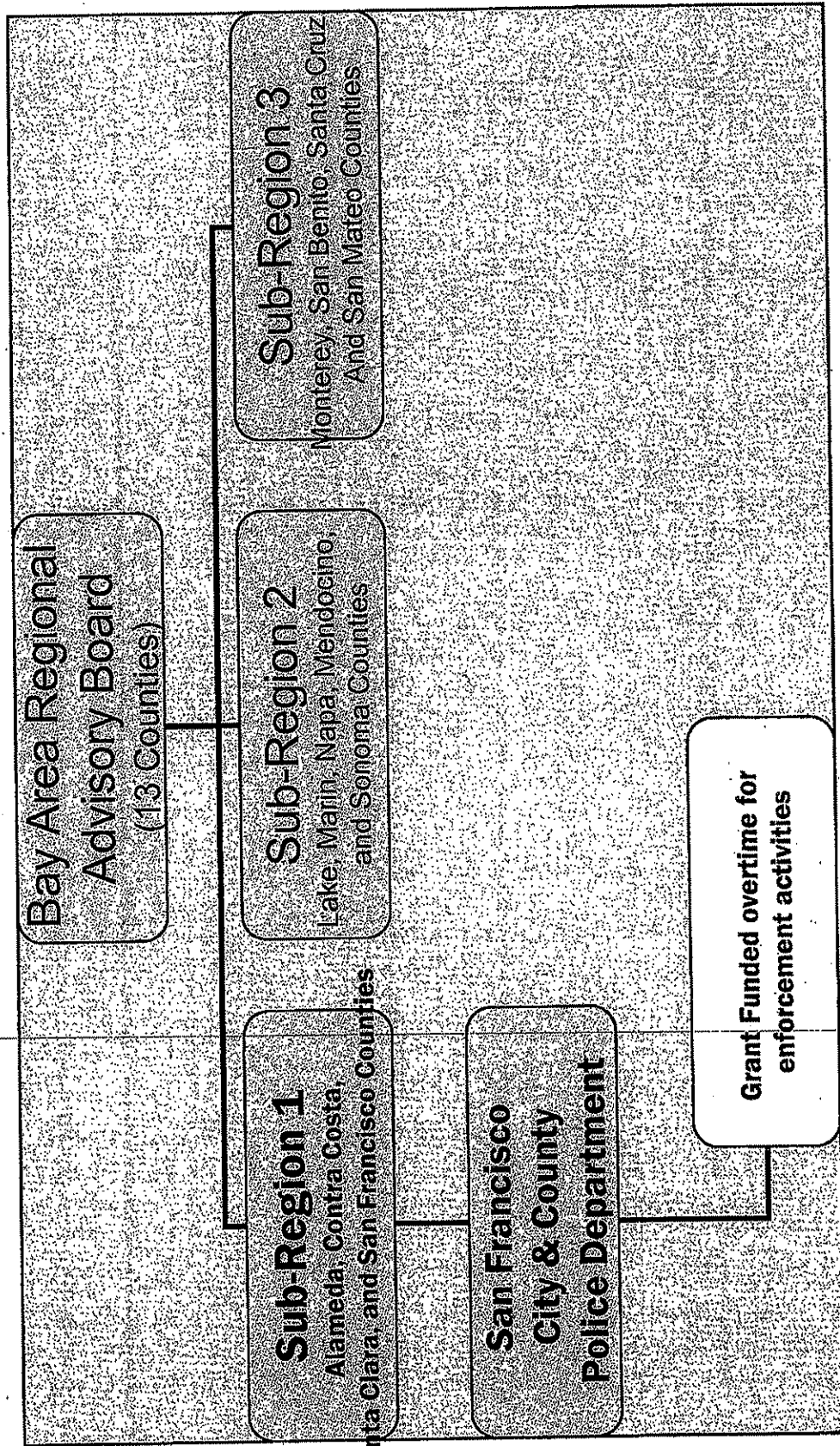
b. Organizational Chart

See Attachments for Organizational Chart.

c. Drug-Endangered Children (DEC) Protocol

See Attachments for CCSF DEC Protocol.

CAL-MMET Organizational Chart



NOTE: The Sheriff's Department in San Francisco has no Patrol Function. The Police Dept has primary responsibility

Drug Endangered Children Program (DEC)

San Francisco Police Department, Child Protective Services (CPS), District Attorney's Office, and County Health Personnel work cooperatively to facilitate a coordinated response to families involved in drug manufacturing, sales and possession of drugs when children are at risk.

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Law Enforcement's Guidelines

Procedure:

1. The DEC Team members agree to provide social workers and other appropriate personnel with training in the area of drug lab recognition and criminal investigation procedures.
2. Law Enforcement Officers at a site where drugs, hazardous conditions, and unfit home, or where parents are arrested will immediately notify the on-call CPS worker to respond to the scene.
3. Law Enforcement Officers will assess and document the conditions of the houses and children. The investigating officer/agent will ensure that appropriate photographs of the scene are taken. Initial interviews of the parents and children will be conducted by Law Enforcement, who will pass on relevant information to the CPS worker. If necessary, subsequent interviews may also be conducted by the CPS Worker. In all cases where hazardous and unfit conditions exist, i.e. drugs and/or chemicals are found accessible to children, and Law Enforcement will take custody of the children under W&I 305, the officer will give custody of the children to the Child Protective Services Social Worker at the scene. This guideline recognized that there may be circumstances where non-resident children may be allowed to leave a drug lab site prior to the arrival of the CPS Worker. In this and all cases, Law Enforcement will record the identity of any children found at the scene of a drug lab and forward that information to CPS for later follow-up.
4. Law Enforcement will be responsible for the evidence collection relative to the lab, child endangerment, living conditions, health hazards, firearm violations and other relevant crimes.
5. When deemed necessary by the CPS Guideline, the CPS Worker will transport the children to a local hospital for a wellness medical examination.
6. Law Enforcement and CPS agree to the exchange of information and documentation about the case and will proceed as appropriate to provide timely support in any juvenile or criminal court action that arises.
7. Law Enforcement will submit and the District Attorney agrees to review and prosecute all appropriate cases where children are exposed to drugs and hazardous toxic materials involved in the clandestine manufacturing of controlled substances.

Medical Guidelines

Background

Methamphetamine Laboratories have the potential of exposing children to multiple hazards including toxic chemicals, explosion, fire, as well as child abuse and neglect. Multidisciplinary protocols/ guidelines have been developed for law enforcement, social services, district attorney, hazardous materials workers, as well as health care providers. Similar guidelines should be considered for children from homes with Methamphetamine use alone.

Entry into the health care systems will be through two pathways:

1. Emergency medical services if the child has acute symptomatology such as burns, injuries, or chemical or drug toxicity's.
2. Well Child Clinics for the majority of children who will be ostensibly asymptomatic.

DEC Medical Guidelines Summary

1. Vital signs and ABC's (Airway, Breathing Circulation). O₂ saturation recommended.
 2. History and physical examination with special attention to growth and development, skin, neurologic and respiratory systems.
 3. Laboratory including urine toxicology, LFT's, renal function, electrolytes, CBC. Also, consider serum lead and other heavy metal screens.
 4. Developmental Screening such as DDST-2 (Denver Developmental Screening Test).
 5. Mental Health referral, as appropriate.
 6. Follow up medical care, as appropriate.
-
7. Contact Child Protective Services (CPS) if not already an open case.
 8. Consider Pediatric Consultation. The complete guidelines are in Meditech and may be brought with the child to the clinic or ED with the social worker.

Children Found at Methamphetamine Lab Sites

#1 Field Medical Assessment Guidelines

The medical assessment is done to determine whether children discovered at the scene of a Methamphetamine laboratory seizure are in need of *emergency medical care*. The assessment must be done by a medically trained person (e.g. EMT, PNP or PHN). If no medical personnel are available on-site, the child must be seen at medical facility optimally

within 2 to 4 hours. In either case, a medical assessment is recommended for each child within 2 hours of discovering children at a methamphetamine lab site. A determination must be made to send the child to an emergency department and/or a health or urgent care center.

#1 STEPS

1. For children with obvious injury or illness, call 911 or other emergency number.
2. For all children who are not obviously critical, perform field medical assessment consisting of:
 - a. Vital signs (temperature, blood pressure, pulse, and respiration's).
 - b. Pediatric Triangle of Assessment (Airway, Breathing, Circulation)
3. For life-threatening findings, seek immediate medical attention. (See Protocol #2). Transport to a facility capable of pediatric emergency response appropriate to findings.
4. Decontamination of the child should occur prior to transport to medical facility if medically appropriate. Decontamination may include removal of clothing and cleaning of skin and hair with new clothing provided.

#2 IMMEDIATE CARE GUIDELINES

Problems requiring immediate care are those that cannot wait 24 hours to be treated at the baseline exam (discussed in Protocol #3). Immediate care must be provided as soon as possible after significant health problems are identified. Care should preferably be provided *within 2 hours, but not later than 4 hours* after the child is identified at a lab site. Immediate care may be provided in a hospital emergency room, or pediatric or urgent care facility depending on the severity/urgency of the problem and the time of day. If a field medical assessment was not completed (Protocol #1), children should be taken to an immediate care facility within 2 hours for the medical assessment.

#2 STEPS

1. Perform the field medical assessment (follow Protocol #1 if not already done in field).
 2. Administer tests and procedures as indicated by clinical findings. A urine specimen should be collected from each child as soon as possible within 12 hours of identification because some chemicals/drugs are eliminated in a short time. Use appropriate chain of evidence procedures and request urine screen and confirmatory test results to be reported at *any detectable level*.
 3. Call Poison Control if clinically indicated (800-876-4766).
 4. Follow baseline assessment (see Protocol #3) if appropriate to medical site and time permitting or schedule baseline assessment exam to be completed within 24 hours of lab seizure.
-

5. Provide the release of a child's medical records to child welfare workers to ensure ongoing continuity of care.
6. Child welfare personnel should evaluate placement options and implement short-term shelter for child.

#3 BASELINE ASSESSMENT GUIDELINE

The baseline assessment exam is done at a pediatrically certified facility within 24-72 hours of a lab seizure to ascertain a child's general health status. Prompt medical assessment is warranted due to the risk of toxicologic, neurologic, respiratory, dermatologic, or other adverse effects of methamphetamine lab chemical and/or stimulant exposure, and the high risk of neglect/abuse.

#3 STEPS

1. Obtain child's medical history by calling parents directly for this information or, if impossible, seek information from social workers who have taken medical histories.
2. Perform complete pediatric physical exam to include as much of the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) exam as possible. Pay particular attention to:
 - a. Neurologic screen
 - b. Respiratory rate and pulse oximetry.
3. Call Poison Control if clinically indicated (800-876-4766)
4. Required Clinical Evaluations
 - a. Temperature
 - b. Liver function AST/ALT, Total Bilirubin and Alkaline Phosphatase.
 - c. Kidney function tests: BUN and Creatinine
 - d. Baseline electrolytes: Sodium, Potassium, Chloride and Bicarbonate
 - e. CBC
 - f. If not done earlier, a urine specimen should be collected. This should be done as soon as possible within 12 hours of identification of the child because some chemicals/drugs are eliminated in a short time. Urine screen and confirmatory test results should be reported at *any detectable level*. *Note: If any tests are run for forensic purposes, chain evidence procedures with confirmatory test result must be used. If available and feasible for the child, the following tests may be added to above list:*

Optional Clinical Evaluations

- g. Complete metabolic panel (Chem 20 or equivalent)
- h. Pulmonary function tests
- i. Heavy metals screens – If unsure of the method of lab

Note: heavy metal screen is indicated only if the methamphetamine lab was NOT ephedrine-reduction or cold-cook methods, e.g.: if phenyl-2-propanone method was used, or if clinically indicated.

5. CCRMC – When child abuse case is in the Emergency Department, scan team or pediatric consult is needed.
6. Conduct a developmental screen. This is an initial age-appropriate screen, not a full-scale assessment; it may require a specialist (specify time frame within one week).
7. Provide a mental health screen and crisis intervention services as clinically indicated. These services require a qualified pediatrician or mental health professional and may require a visit to a separate facility.
8. Secure the release of the child(ren)'s medical records to child welfare worker. *Note: Child welfare personnel may not have immediate legal access to certain health care records. Every effort should be made to facilitate transfer of medical records, by providing information about where, when, and to whom records should be transferred. If a child is removed from home, medical records may be received.*
9. For any positive findings, follow-up with appropriate care as necessary. ALL children must be provided long-term follow-up care (see Protocol #5) using specified schedule.
10. Long-term shelter and placement options should be evaluated and implemented by child welfare worker.

#4 INITIAL FOLLOW-UP CARE GUIDELINES

1. Follow-up of any baseline test results.
 2. Perform developmental examination (using instruments such as the Denver, Gesell, and Bayles) as indicated by developmental screen in Protocol #3.
 3. Conduct mental health history and evaluation (requires a qualified pediatric professional).
 4. If abnormal findings on any of the above, schedule intervention and follow-up as appropriate to the findings, then proceed with long-term follow-up protocol (see Protocol #5). If no abnormal findings, schedule visits per long-term follow-up care protocol (Protocol #5).
 5. Adequacy of child's shelter/placement situation should be reviewed by child welfare worker and modified as necessary.
-

#5 LONG TERM FOLLOW-UP CARE GUIDELINES

Long-term follow-up care is designed to 1) monitor physical, emotional and developmental health, 2) identify possible late developing problems related to exposure to the methamphetamine environment, and 3) provide appropriate intervention. At minimum, a pediatric visit is recommended 12 months after the baseline assessment. Children considered to be Drug Endangered Children (DEC) cases should receive follow-up services a minimum of 18 months post identification.

#5 STEPS

Required Components of Follow-Up Care

1. Pediatric Care Visits. The visits should occur according to the American Academy of Pediatrics' schedule.
 - a. Follow-up of previously identified problems.
 - b. Perform comprehensive (EPSDT) physical exam and laboratory examination with particular attention to:
 - ii. Liver function (repeat panel at first follow-up only). Hepatitis B, C if elevated LFT's.
 - iii. Respiratory function (history of respiratory problems, asthma, recurrent pneumonia, check for clear breath sounds).
 - iiii. Neurologic evaluation
 - c. Perform full developmental screen.
 - d. Perform mental health evaluation (requires a qualified mental health professional, pediatrician, licensed therapist, child psychologist or licensed child mental health profession).
2. Plan follow-up and treatment or adjust existing treatment for any medical problems identified. Medical records should continue to accompany the child's course of care.

3. Adequacy of child's shelter/placement situation should be reviewed by child welfare worker and modified as necessary.
4. Plan follow-up strategies for developmental, mental health or placement problems identified.

Optional Enhancements of Follow-up Care

1. Conduct pediatric care visits including developmental screen and mental health evaluation at 1, 6, 12, and 18 months following the baseline assessment.
-

2. Conduct home visits by pediatrically trained PHN or other nurse, at 3, 9, 15 and 18 months post-baseline assessment. Assure that home visits occur between the pediatric clinic visits until the last visit at 18 months.
-
-

Child Protective Service Guidelines

All team investigations require immediate response (preferably within one hour) to the lab site. It is understood that response time during after-hours and weekends may vary based upon staff coverage and the necessity to cover the entire county during these shifts.

History Check

When contacted by law enforcement, CPS worker should:

1. Check to determine whether there is an open dependency case on the family;
2. Check to determine if there have been any prior child abuse/substance abuse referrals on the family;
3. Check welfare case files for any information that may be pertinent to child safety for CPS or law enforcement activities at the scene;
4. Share relevant information with law enforcement about children living at the residence, others living there (i.e., elderly adults, disabled family members, etc.), details about the residence (i.e., guard dogs, etc.), which may be useful in planning the seizure to minimize trauma to children, investigate harm, and ensure public safety.

Timely Response

It is critical that CPS workers respond in a timely manner to calls from law enforcement regarding children at meth lab sites.

1. Timely response is critical to minimizing the trauma to children found at meth lab sites, and providing for the least disruptive removal from the site. CPS should come prepared with all necessary placement paperwork, which includes the DEC Chemical Checklist, and take the lead from law enforcement as to when the child can be interviewed, retrieval of items for the child from the home, and safe removal of the children from the site.
2. CPS will notify the law enforcement agency of the DEC situation and share information via mandatory reporting requirements.

Safety Procedures

1. Law Enforcement will take the lead in permitting the worker to see the conditions of the home and surrounding which may include taking photographs to support the CPS case. Law enforcement will take pictures of the home and the children's proximity to dangerous substances if provided the film or disposable camera by CPS.
-

2. CPS workers should approach the drug lab scene only after obvious threats have been neutralized and the DEC narcotics officer authorizes entry, and is available to provide escort through the scene;
3. CPS worker should have contact with children only after having been briefed by the narcotics agent regarding whether children have been evaluated for chemical exposure and cleared. In most instances, a law enforcement officer with regard to contamination will have cursorily performed this "evaluation." In some situations, an EMT (Emergency Medical Technician) or other hazardous materials team professional may have made a more thorough evaluation. In either case a more expert pediatric evaluation is required;
4. CPS workers should put on latex gloves and appropriate protective foot gear when approaching the lab scene, and wash hands;
5. CPS workers should not take any items of children's clothing, toys or personal effects from the crime scene without the authorization of law enforcement due to concerns of contamination;
6. CPS workers should transport the child(ren) to SFGH for further evaluation and treatment, where necessary. After-hours staff to advise screening upon calling in the referral that follow-up medical attention is required.

Assessment

1. Child endangerment issues are to be evaluated with law enforcement in a comprehensive manner, including but not limited to, the location of the chemicals and equipment used in the manufacturing of methamphetamine, the accessibility the children had to them and the potential criminal charges brought against the parents.
 2. The parents are to be interviewed regarding information on possible relatives who may be assessed as potential caretakers of the children. Parents will also be asked to address children's health and safety issues as appropriate.
 3. The children are to be interviewed regarding their knowledge of the manufacturing and/or use of methamphetamine on their property, current care provided by their parents, health history and/or current use of medication or special needs.
-
4. Children removed from homes where they were exposed to toxic fumes or chemicals may have special health needs, which need careful evaluation and monitoring.

Placement

1. CPS staff will follow agency protocol in assessing relatives, following agency guidelines and policy in placements at the Receiving Center or emergency homes and completing appropriate paperwork in a timely manner.
-

DEC Chemical Check List

Chemicals of a Clandestine Drug Lab

The following is a list comprised that have been normally found in clandestine laboratories. A narcotic officer or social worker, following instruction of a narcotic officer, will check off the chemicals found in a methamphetamine lab where children are present. This form is then delivered to the hospital when the children for medical examination.

Check chemicals found at the scene

- | | |
|---|--|
| <input type="checkbox"/> Ethyl Ether | <input type="checkbox"/> Red Phosphorous |
| <input type="checkbox"/> Acetone | <input type="checkbox"/> Sodium Thiosulfate |
| <input type="checkbox"/> Acetaldehyde | <input type="checkbox"/> Hydrogen Chloride Gas |
| <input type="checkbox"/> Freon R-11 or R-12 | <input type="checkbox"/> Palladium |
| <input type="checkbox"/> Methanol | <input type="checkbox"/> Methylamine |
| <input type="checkbox"/> Mercuric Chloride | <input type="checkbox"/> Palladium ion carbon |
| <input type="checkbox"/> Phenyl-2 propanone | <input type="checkbox"/> Thionyl chloride |
| <input type="checkbox"/> Phenyl acetic Acid | <input type="checkbox"/> Phosphorous Trichloride |
| <input type="checkbox"/> Anhydrous Sodium Acetate | <input type="checkbox"/> Phosphorous Pentachloride |
| <input type="checkbox"/> Benzene | <input type="checkbox"/> Chloroform |
| <input type="checkbox"/> Ephedrine/Pseudo Ephedrine | <input type="checkbox"/> Ethanol & Denatures Alcohol |
| <input type="checkbox"/> Sodium Hydroxide (lye) | <input type="checkbox"/> Potassium Dichromate |
| <input type="checkbox"/> Toluene | <input type="checkbox"/> Sulfuric Acid |
| <input type="checkbox"/> Iodine Crystals | <input type="checkbox"/> Muriatic/Hydrochloric Acid |
| <input type="checkbox"/> Coleman Fuel | <input type="checkbox"/> Other |

These are commonly found chemicals used in the manufacture of methamphetamine, as we find them in clandestine laboratories in Contra Costa County. There are a number of other similar solvents, reagents and acids that are not listed, but are commonly submitted for the ones listed above.

San Francisco Mental Health Services Referral Guidelines

Procedures for Mental Health Referrals

The purpose of this document is to identify the process by which to make mental health referrals for "drug endangered children".

County Mental Health Services funds special programs and services for clients under 18 and their families. The primary mission of these services is the diagnosis and treatment of emotionally disturbed minors and families.

1. Psychiatric Emergency Services (PES):

Children, adolescents or adults in acute psychiatric distress can be taken to Contra Costa County Regional Medical Center-PES at 2500 Alhambra Ave., Martinez, (925) 646-2800. PES services include crisis assessment & stabilization, and will evaluate clients for the need for 5150 hospitalization.

2. Emergency Foster Care Program:

- a. If CFS has placed a youth in emergency shelter care, a referral is automatically sent to the Mental Health Emergency Foster Care Program @ (925) 646-5097.
 - b. Referrals are "triaged" with the availability of immediate service being dependent upon the seriousness of need of any one referral compared to others already referred.
 - c. Emergency Foster Care clinicians do assessments on all kids referred to determine the need for mental health services.
 - d. Emergency Foster Care clinicians can do short-term counseling, crisis, and transition services.
-

3. Regional Children's Outpatient Centers:

- a. In general, any referral is accepted where the custodial guardian is willing to support the child's participation.
 - b. Referrals are "triaged" according to the seriousness of need and clinician availability.
 - c. For West County referrals call (510) 374-3161, 303 - 41st, Richmond (corner of MacDonald/41st)
 - d. For Central County referrals call (925) 646-5468, 1026 Oak Grove Road, #11 Concord
-

- e. For East County referrals call (925) 427-8664, 2400 Sycamore Dr., #33, Antioch
- f. Children's Outpatient Clinics are mandated to assess and collect fees. MediCal is accepted.

4. Mental Health Access Line:

- a. Contra Costa County Mental Health has an Access Line for phone assessment and referrals to private practitioners: 1-888-678-7277.
- b. The Access Line will "triage" for seriousness and refer appropriately.

5. Juvenile Assessment and Counseling Services (JACS):

- a. Contra Costa County Mental Health provides mental health services for youth detained in juvenile hall.
- b. Licensed clinicians and a psychiatrist assess and monitor a youth's mental health and medication needs, provide crisis intervention, stabilization, and linkage to outside referrals.
- c. Referrals can be made by social services, probation, nursing, courts, mental health, or juvenile hall staff @ (925) 646-4796.

6. Exchange of Information:

County Mental Health Services places a high value on collaborative work with other agencies and recognizes that any collaborative relationship is an ongoing, mutual education process. Staff will cooperate in this process on a case-by-case basis with caseworkers from other involved agencies. The therapist's frame of reference remains, of necessity, how best to proceed in order to accomplish the clinical work with the youth and their family.

Established policy and procedures concerning client confidentiality will, in general, be followed. This will include:

-
- A clear agreement with the youth and family about what information concerning treatment will be exchanged and with whom.
 - A clear statement that the therapist is a mandated reporter of suspected child abuse and that the Child Abuse Reporting Law supercedes client confidentiality.
 - Clinical staff will not act as investigative or discovery agents for law enforcement or legal entities which are also involved with the youth and family.
-

San Francisco District Attorney's Office Guidelines

San Francisco District Attorney's Office Role & Responsibility

1. The SFDA will assign an experienced attorney with background in drug prosecutions to be the lead attorney in DEC prosecutions.
2. The assigned assistant district attorney will, when time permits, and when requested by law enforcement or CPS, respond to the scene of clandestine meth labs where drug endangered children may be present.
3. The District Attorney's Office will review, and, when appropriate under the facts prosecute cases where children are exposed to drugs and hazardous toxic materials involved in the clandestine manufacturing of controlled substances. Substantive charges (i.e. Penal Code 273a(a)) and enhancements (Health and Safety Code 11379.7) will be included in the charging document when applicable (see definitions at conclusion of narrative).

The lead DEC attorney will personally prosecute clandestine meth lab cases where there has been chemical exposure to children and the most serious non-clandestine-lab cases. Less serious cases, as determined by the filing deputy, will be delegated for prosecution to other deputy district attorneys who will be given the opportunity to develop expertise in DEC prosecutions through training and experience. Misdemeanor – quality cases will continue to be submitted and reviewed by the Misdemeanor team.

4. The lead DEC A.D.A. will coordinate with law enforcement, CPS and other involved Social Services and Health Services agencies to ensure that all evidence collected in a case (drugs, chemicals, fingerprints, photos, medial reports) from all participating agencies, and copies of all reports generated by DEC agencies are forwarded to the attorney heading the prosecution of the defendant(s) charges in the case.
5. The D.A.'s Office will provide training to law enforcement and other DEC agencies on evidence collection, investigative techniques, case preparation and trial strategy for drug-endangered children cases.
6. The D.A.'s Office will encourage the timely exchange of information among law enforcement agencies, Health Services, Social Services and the prosecuting attorneys to strengthen those cases being prosecuted.

The D.A.'s Office further encourages that interviews of victim children always be conducted by a team of a peace officer and CPS worker so that the peace officer may

testify at a preliminary hearing pursuant to Proposition 115 provision and avoid the necessity of calling the children as witnesses at the hearing.

7. In incidents where a child is not present at the time a methamphetamine lab is discovered, but law enforcement and/or other DEC agencies have reason to suspect that the child has been exposed to chemicals or drugs, the results of a physical examination will be required before child endangerment charges can be reviewed for filing.
8. The D.A.'s Office will notify law enforcement and agency-designated record keepers of the result of all DEC prosecutions after adjudication of the Criminal Case.

Relevant Code Sections

Penal Code 273a(a): Felony

Any person who, under circumstances or conditions likely to product great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of that child to be injured, or willfully causes or permits that child to be placed in a situation where his or her person or health is endangered, shall be punished by imprisonment in a county jail not exceeding one year, or in the state prison for two, four, or six years.

Penal Code section 273a(b): Misdemeanor

(b) Any person who, under circumstances or conditions other than those likely to product great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of that child to be injured, or willfully causes or permits that child to be placed in a situation where his or her person or health may be endangered, is guilty of a misdemeanor.

Distinctions

Misdemeanor v. Felony: Likelihood of Harm

A showing of circumstances likely to result in great bodily harm determines whether the crime is charged as a misdemeanor or felony. (People v. Sargent (199) 19 Cal.4th 1206.)

PC 273a(a) looks toward the worst degree of conduct, or where potential harm is the greatest. PC 273a(b) provides for prosecution where the potential for great bodily harm or death is not present. Other than potential for harm, PC 273a(b) is the same as PC 273a(a).

Felonious Conduct: PC 273a(a):

PC 273a(a) categories look at relationships to the child and the degree of conducts. Any person who, under circumstances of conditions likely to product great bodily harm or death:

CATEGORY I

This category applies to any person regardless of their relationship to the child.

- willfully causes or permits or inflicts unjustifiable physical pain;

- willfully causes or permits or inflicts unjustifiable mental suffering.

CATEGORY II

This applies to people with the "care of custody" of any child and includes entirely passive conduct: "permitting," actual injury is not required. If the health is "endangered," likely to result in great bodily harm, and a person with "care or custody" "permitted" the "situation," then a crime has occurred.

- willfully causes or permits the person or health of that child to be injured;
- willfully causes or permits any child to be placed in a situation where his/her person or health is endangered.

"Great Bodily Harm"

This is defined in CALJIC 9.37 as "...significant or substantial injury and does not refer to trivial or insignificant injury." This term is also defined in PC 12022.7(e) as "a significant or substantial physical injury."

..[O]ne cannot commit manufacturing methamphetamine without possessing at least some hazardous substances. [M]anufacturing methamphetamine, "by its very nature ... cannot be committed without creating a substantial risk that someone will be killed..." [Citation.] (People v James (1998) 62 Cal.App.4th 244, 270)

Health and Safety Code section 11379.7

Enhanced punishment for certain offenses causing injury to a child under 16 or occurring where a child is present

- (a) Except as provided in subdivision (b), any person convicted of a violation of subdivision (a) of Section 11379.6 or Section 11383, or of an attempt to violate subdivision (a) of Section 11379.6 or Section 11383, as those sections relate to methamphetamine or phencyclidine, when the commission or attempted commission of the crime occurs in a structure where any child under 16 years of age is present, shall, in addition and consecutive to the punishment prescribed for the felony of which he or she has been convicted, be punished by an additional term of two years in the state prison.
- (b) Any person convicted of a violation of subdivision (a) of Section 11379.6 or Section 11383, or of an attempt to violate subdivision (a) of Section 11379.6 or Section 11383, as those sections relate to methamphetamine or phencyclidine, where the commission of the crime causes any child under 16 years of age to suffer great bodily injury, shall, in addition and consecutive to the punishment prescribed for the felony of which he or she has been convicted, be punished by an additional term of five years in the state prison.
- (c) As used in this section, "structure" means any house, apartment building, shop, warehouse, barn building, vessel, railroad car, cargo container, motor

vehicle, housecar, trailer, trailer coach, camper, mine, floating home, or other enclosed structure capable of holding a child and manufacturing equipment.

- (d) As used in this section "great bodily injury" has the same meaning as defined in Section 12022.7 of the Penal Code.
-
-

**DISBURSEMENT OF CONFIDENTIAL FUNDS
CERTIFICATION**

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential expenditures as set forth in the OES guidelines.

1-22-09

Date

CAPT. A. PARDINI #743


Project Director

REPORTING ALIEN CONVICTIONS TO THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

This is to certify that I have read, understand, and agree to abide by the California's Plan to Report Alien Convictions to USCIS. Specifically, I ensure that criminal justice agencies in the city/county will perform the following functions:

- Notify USCIS, at the time of booking, when a suspected alien is arrested, and
- Notify USCIS within 30 days of a felony or deportable misdemeanor conviction of an alien.

Noncompliance with the above mandate may result in the following:

- Temporary withholding of cash payments to the project pending corrections or more severe enforcement action by the Office of Emergency Services;
- Disallowance of use of funds for all or part of the cost of the project;
- Suspension or termination of the current award for the recipient's program;
- Withholding further awards to California's Anti-Drug Abuse Enforcement Program; or
- Other legal remedies

In the City and County of San Francisco, the Sheriff's Department is primarily responsible for booking and custodial matters. The Police Department performs patrol duties and investigative functions.

Project Director: Capt. Al Pardini

Signature: Acting Captain [Signature] Date: 11-24-08
7/2006

PROJECT SUMMARY

1. GRANT AWARD NO.

MH 08 03 0380

3. GRANT PERIOD

12/01/08 ^{EA}
~~10/01/2008~~ to 06/30/2009

2. PROJECT TITLE

CalMMET San Francisco 2009

4. APPLICANT

Name: City and County of San Francisco Phone: 415-554-6564
Address: #1 Dr. Carlton B. Goodlett Pl, Rm288 Fax #: 415-554-6564
City: San Francisco Zip: 94103

5. GRANT AMOUNT

(this is the same amount as 10G of the Grant Award Face Sheet)

~~\$ 138,871~~
\$ 114,137 ^{EA}

6. IMPLEMENTING AGENCY

Name: San Francisco Police Department Phone: (415) 553-1120 Fax #: (415) 553-4999
Address: 850 Bryant Street, Room 511 City: San Francisco Zip: 94103

7. PROGRAM DESCRIPTION

Law enforcement efforts will disrupt and interdict the distribution channels for methamphetamine coming into the county and San Francisco Airport, identify mid-level methamphetamine dealers, identification and destruction of methamphetamine labs, focus on the well-being of children, increase child endangerment referrals for prosecution, increase counties health prevention efforts related to HIV and methamphetamine, and augment resources and add efficiency to our existing County's Crystal Methamphetamine Task Force.

8. PROBLEM STATEMENT

San Francisco along with Los Angeles, Phoenix, and San Diego, are the Primary Market Areas for methamphetamine because these cities have very high levels of methamphetamine abuse and are among the leading regional- or national-level methamphetamine distribution centers. EPIC Pipeline and Jetway drug seizure data show that the San Francisco area is among the leading methamphetamine distribution centers. Mexican criminal groups control most wholesale and midlevel distribution of powder and ice methamphetamine in San Francisco. Additionally, San Francisco has the highest meth abuse-related ED visits per 100,000 population for 2002 and Meth has recently been implicated in new HIV infections.

9. OBJECTIVES

Objective 1a: Target methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; disrupt and dismantle their clan lab organizations (manufacturing and distribution).

Objective 1b: Arrest and incarcerate those responsible, and use state and/or federal law to identify and seize assets related to the manufacture and distribution of methamphetamine

Objective 2a: Remove children who are found in the presence of a methamphetamine lab, and/or who are found in settings involving the use, possession, sale or transportation of illicit drugs, pursuant to California Penal Code (PC), Sections 13879.80 and 13879.81

Objective 2b: Hold accountable by arresting those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his/her health injured, pursuant to California Penal Code, Sections 273a and 273b.

10. ACTIVITIES

Pre-established activities as mandated by Cal-MMET grant

11. EVALUATION (if applicable)

Project Staff will conduct the evaluation.

12. NUMBER OF CLIENTS

(if applicable)

NA

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	100,976 (62) 110,589	13,161 (62) 28,282	0 ✓	114,137 (62) 138,871
Totals:	\$ 100,976 (62) 110,589	\$ 13,161 (62) 28,282	0 ✓	\$ 114,137 (62) 138,871

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

San Francisco

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

8, 12

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

* 12

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

* 3

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

789,000

**POLICIES AND PROCEDURES FOR JUVENILES DETENTION,
ARREST, AND CUSTODY**

The purpose of this order is to set policy and procedures regarding arrest, detention, shelter bookings, and diversion of juveniles.

I. POLICY:

It is the policy of the San Francisco Police Department that all members shall treat individuals with respect and courtesy regardless of age or social status, and shall comply with all relevant General Orders, including but not limited to General Order 5.15 (Enforcement of Immigration Laws), General Order 5.17 (Policy Prohibiting Biased Policing) and General Order 5.20 (Language Access Services for Limited English Speaking Persons). Members of the San Francisco Police Department have a unique opportunity to influence the lives of children and youth. Members shall seek partnerships with families, schools and juvenile-centered groups to prevent and solve problems affecting children and youth. When detaining, arresting or taking a juvenile into temporary custody members shall choose the alternative that least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the child and the community.

Members shall protect the constitutional rights of all individuals with whom they come into contact regardless of age. Every juvenile shall be treated in accordance with all applicable laws. Airport Bureau members will comply with the contents of this order, however, since the Airport Bureau utilizes San Mateo County Juvenile Facilities, these members will comply with exceptions to this order defined in Airport Bureau General Order 97-013.

II. DEFINITIONS:

-
- A. JUVENILE: Any person under 18 years of age.
- B. CHILD: Any person under 14 years of age.
- C. INFANT: Any person under 2 years of age.
- D. DEPENDENT: Any person under the age of 21 who is under the jurisdiction of the Juvenile court because of parental abuse, neglect, or abandonment.
- E. GUARDIAN: Adult responsible in the absence of a parent.
- F. MINOR: Any person under 21 years of age

G. EXIGENT CIRCUMSTANCES:

Exigent circumstances are defined as situations that require deviation from procedures, such as a threat to life, safety, or property, a fleeing suspect, or the potential loss or destruction of evidence. (e.g., physical loss of property, witness or victim.)

III. PROCEDURES: Members should avoid bringing juveniles into any police facility (including district stations) that contain a lockup for adults. Members should make reasonable efforts to investigate, facilitate release, or arrange transfer of the juvenile from the field or from juvenile facilities such as Huckleberry House, Community Assessment and Referral Center (CARC), and Juvenile Justice Center (JJC- formerly YGC). Only after a member has made reasonable efforts from the field or from juvenile-centered facilities such as Huckleberry House, CARC, and JJC to investigate, facilitate release, or arrange for transfer of the juvenile, may a member bring a juvenile to a police facility that contains a lockup for adults. In the extraordinary circumstance that requires a member to bring a juvenile to a police facility containing a lockup for adults, the member shall strictly comply with the following procedures:

A. EMERGENCY OR TEMPORARY SHELTER (300 W&I). Members shall take all juveniles detained for emergency or temporary shelter to the Child Protective Services (CPS) for medical screening and placement. Detention for emergency or temporary shelter is appropriate when any of the following conditions exist:

1. The juvenile is in immediate need of medical care.
2. The juvenile's physical environment poses an immediate threat to the juvenile's health or safety.
3. A juvenile left unattended poses an immediate threat to the juvenile's health or safety. Prior to detaining the juvenile, members shall attempt to contact the juvenile's parent or guardian to determine if the parent or guardian is able to take custody of the juvenile.
4. The juvenile is in immediate danger of physical or sexual abuse.
5. The juvenile has been ordered by juvenile court to be temporarily removed from the custody of his or her parents and a member has reason to believe that the juvenile has violated an order of the juvenile court or has left any placement ordered by the juvenile court.
6. **WRITTEN STATEMENT:** When the juvenile has been taken into temporary custody pursuant to Section 305 W&I, officers shall take reasonable steps to inform the parent, guardian, or responsible person, that the juvenile has been taken into protective custody. Further, the parent, guardian, or responsible person shall be advised that a written statement is

available which explains the parent's or guardian's procedural rights and the preliminary stages of the dependency investigation and hearing. The written statement is available through all public schools, probation offices, and welfare offices.

- B. **TEMPORARY DETENTION:** When taking a juvenile into temporary detention under Section 601 W&I (runaway, beyond parental control) or 602 W&I (violation of criminal law), members shall follow these procedures:
1. **SEARCHES:** Search the juvenile for weapons, evidence or contraband, refer to Section H.
 2. **MIRANDA:** Read the juvenile the Miranda advisement (625 W&I Code). Members shall take reasonable steps to read the advisement as soon as practical, but with-in a half-hour of taking the juvenile into custody. The name of the member reading the Miranda advisement shall be included in the police report. If the juvenile was taken to a police facility, the arresting officer shall document on the Secure or Non-Secured Detention of Juvenile Log Forms (SFPD 473/472) their name, star and who provided the Miranda advisement to the juvenile.
 3. **PARENTAL NOTIFICATION:** Take immediate steps to notify the juvenile's parent, guardian, or a responsible person that the juvenile is in custody and the place where he or she is being held.
 4. **JUVENILE FACILITY:** After a member has made reasonable efforts from the field or from appropriate juvenile-centered facilities (e.g. Huckleberry House, CARC, or JJC) to investigate, arrange release, or transfer, may a member bring a juvenile to a police facility containing an adult lockup.
 5. **DETENTION LOGS:** Prior to the end of each watch, the platoon commander shall ensure that the Secure or Non-Secured Detention of Juvenile Log Forms (SFPD 473/472) have been properly completed.

 6. **TELEPHONE CALLS:** Immediately after taking the juvenile to a place of confinement and, except where physically impossible, no later than one hour after he/she has been taken into custody, members shall allow the juvenile to make at least two telephone calls: one call completed to his/her parent or guardian, a responsible person or his/her employer, and another call completed to an attorney.
 7. **ACCESS TO BASIC AMENITIES.** In secure and non-secure detention, members shall ensure that the following amenities are made available to juveniles:
 - a. Reasonable access to toilets and washing facilities,

- b. A snack if the juvenile has not eaten within 4 hours,
 - c. Reasonable access to drinking water,
 - d. Privacy during visits with family, guardian, and/or lawyer,
 - e. Reasonable access to a telephone.
8. WELL-BEING: Members are responsible for the security, safety, and well-being of detained juveniles.
 9. SUICIDE RISK AND PREVENTION: Members shall keep any juvenile who appears suicidal under constant personal observation while in their temporary custody. Members shall, as soon as practical, contact a supervisor who shall then be responsible for having the juvenile appropriately evaluated for psychiatric services. Members shall notify the juvenile's parent, legal guardian, or responsible person (foster parent, boarding school, etc.), in the event of a suicide attempt. (See DGO 7.02, Psychological Evaluation of Juveniles).
 10. MEDICAL ASSISTANCE AND SERVICES: Members shall ensure that juveniles who are obviously injured or ill are examined at SFGH prior to being booked. In the event of an emergency medical situation, an ambulance should be summoned immediately. Members shall make notification to the juvenile's parent, legal guardian, or responsible person (foster parent, boarding school, etc.), in the event of a serious illness or injury. (Also see DGO 5.09, Absentia Bookings and Prisoner Security.)
- C. JUVENILE DETAINED FOR 601 W&I OFFENSES: A juvenile held in non-secure custody for any violation of 601 W&I may not be securely detained unless the juvenile commits separate criminal violations which would violate 602 W&I (criminal offense) while in custody. If a juvenile commits a separate criminal violation, members shall refer to Section D and follow procedures for a 602 W&I or a 5150 W&I detention. When detaining for 601 W&I, members shall strictly comply with the following policies:
1. Members shall not hold a juvenile in a locked room.
 2. Members shall not handcuff juveniles to themselves or any fixed object.
 3. Members shall ensure that juveniles do not have any contact with any adult or other juvenile prisoners.
 4. Members shall maintain direct visual supervision of the juvenile at all times to prevent any communication between adult prisoners and juveniles and to ensure the safety of the unsecured juvenile.

5. Members shall not use video equipment as a substitute for constant personal observation.
6. No juvenile shall be detained at a district station more than six hours.
7. If a member is unable to reach the juvenile's parent(s), guardian, or responsible person or if the parent/guardian cannot or will not respond, members shall take the juvenile to Huckleberry House or other agency contracted by the City and County to receive juveniles for any violation of 601 W&I.
8. Members shall make an entry into the Non-Secure Detention Log (SFPD 472) indicating the reasons and circumstances for the non-secure detention, starting time and ending time of the detention, and the officer's name and star.

D. JUVENILE DETAINED FOR 602 W&I OFFENSES:

1. **NON-SECURE CUSTODY.** Juveniles detained for 602 W &I offense, under the age of 14 (regardless of the offense), and juveniles age 14 and over, who do not reasonably present a serious security risk of harm to themselves or others, shall be held in non-secure custody. These juveniles shall be held in accordance with section C.1 through C.8 of this general order.
2. **SECURE DETENTION:** A juvenile age 14 and over, who the detaining members reasonably believe present a serious security risk of harm to self or others, may be held in secure detention.
 - a. Members shall take reasonable steps and consider the following factors before placing a juvenile in secure detention:
 - 1) The juvenile's physical and emotional age, maturity, and history of delinquency and criminal contacts,
 - 2) The seriousness of the offense,
 - 3) The juvenile's behavior,
 - 4) Availability of staff to adequately supervise a juvenile, and
 - 5) The age, type and number of other subjects being held at the facility.
 - b. Members shall adhere to the following policies when holding a juvenile in secure detention:

DGO 7.01
Rev. 05/07/08

- 1) Members shall inform the juvenile of the purpose for his or her detention, the expected detention time and of the 6 hour maximum.
- 2) Members may handcuff the juvenile to a stationary object for a maximum of 30 minutes. After 30 minutes, members shall either remove the juvenile from secure detention or obtain approval from a supervisor to extend the secure detention. Each 30 minute extension shall be approved and recorded by a supervisor on the detention log.
- 3) If an adult prisoner is present with the juvenile in the same room or area, members shall maintain constant direct visual supervision of the juvenile at all times to prevent any communication between adult prisoners and juveniles and to ensure the safety of the juvenile.
- 4) Members shall make an entry in the Secure Detention log (SFPD 473) indicating the offense, reasons and circumstances for the secure detention, the starting and ending time of the detention, and the names of the member and the supervisor who approved the detention.
- 5) A juvenile shall be permitted to retain and wear his/her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.
- 6) When a juvenile is released from secure detention but remains at the police facility, the non-secure detention log (SFPD 472) shall also be completed.

3. INTERROGATIONS:

- a. Immediately prior to questioning a juvenile, members shall again advise the juvenile of the Miranda admonishment. Such admonition shall be given in language appropriate to the age and the sophistication of the juvenile and in accordance with General Order 5.20. In addition to the Miranda admonishment, the officer shall tell the juvenile that he or she may have a parent/guardian present before and during an interrogation.
- b. Immediately after taking the juvenile to a place of confinement and, except where physically impossible, no later than one hour after he/she has been taken into custody, allow the juvenile to make as least two telephone calls: one call completed to his/her parent or guardian, a responsible person or his/her employer, and another call completed to an attorney

- c. If a juvenile expresses a wish to have a parent/guardian present during the interrogation, this will be allowed unless the parent/guardian is a witness or suspect to the crime for which the juvenile is being interrogated or exigent circumstances exist (e.g., unduly hampered by the delay or if an emergency exists).
 - d. The number of officers interrogating a juvenile shall be limited to two at any given time.
 - e. Interrogations shall be audio recorded absent exigent circumstances.
 - f. Members shall take reasonable steps to notify parents or guardians as described in Section III.G, below.
- E. 601 & 602 W&I CODE OPTIONS: When determining which disposition of the juvenile to choose, the officer shall elect the alternative which least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the minor and the community. If circumstances do not warrant admonishing, diverting or citing, members shall phone a juvenile probation officer assigned to the Community Assessment Referral Center (CARC) or other designated receiving facility

F. PROCEDURES FOR ADMONISHMENT, DIVERSION, CITATION AND BOOKING:

1. ADMONISHMENT: If circumstances do not warrant diverting, citing, or booking, members may admonish the juvenile at the scene, or in the presence of a parent or guardian. Members should only admonish juveniles who have no prior 602 W&I contacts and whose involvement in the crime was minimal. Notification may be made by telephone, in person, by leaving a note, or by going to the juvenile's home, as appropriate.

Upon admonishment and release of a detained juvenile, the officer shall issue an 849(b)(1) PC form and prepare an incident report as required by DGO 5.03.

Upon admonishment of a juvenile who was free to leave at any time during the contact (i.e. not detained) or briefly detained, members need not issue a certificate of release or complete an incident report (DGO 5.03).

2. DIVERSION: When admonishment is insufficient, but circumstances do not warrant citing or booking, members may divert the juvenile as follows:
 - a. 601 W&I VIOLATION: A juvenile may be diverted for 601 W&I violation (runaway, beyond parental control) to the Huckleberry House or other agency contracted by the City and County to receive juveniles held for any violation of 601 W&I. A member of the Juvenile

Probation Department will be on duty to process the offender. Members shall prepare an incident report and an admission form and shall attach a copy of the form to the report.

- b. **602 W&I VIOLATION:** If a juvenile has been arrested for a non-violent offense and has little or no criminal record, the juvenile may be eligible for diversion. ALL of the criteria on the Diversion Form shall be met. When diverting a juvenile for a criminal offense (602 W&I), members shall follow these procedures:
 - 1) Members shall obtain parental consent to divert the juvenile from the juvenile's parent or guardian and inform the parent or guardian that a diversion officer will contact him or her.
 - 2) Complete the Juvenile Diversion Checklist (SFPD 245) and fax it with a copy of the incident report to the Juvenile Division.
 - 3) When completing SFPD 245 members shall enter an "X" in the subject code and list the offense(s) committed. Members shall title the report by naming the incident followed by the phrase "Juvenile Diverted" (e.g. Vandalism/Juvenile Diverted). A juvenile may be diverted in the same incident where others are cited or booked.
 - 4) Members shall forward a photo of any evidence to the Juvenile Division.
 - 5) Members shall not process or obtain "J" numbers for diverted juveniles.
 - 6) Members shall attach a copy of SFPD 245 to the incident report.
3. **CITATIONS:** Whenever possible, members should cite juveniles and release them to their parent, guardian or responsible person. Members who believe that a violation should be brought to the attention of the Courts, but believe booking the juvenile is not necessary, shall cite the juvenile.
 - a. **CRIMINAL CITATION (602 W&I)**
See DGO 5.06, Citation Release.
 - b. **TRAFFIC INFRACTION CITATION**
See DGO 9.01, Traffic Enforcement.
4. **BOOKING:** Members shall book when any of the following exists.
 - a. The seriousness of the offense is such that the release of the juvenile would prove dangerous to the public, as determined by the

Risk Assessment Instrument and in consultation with a Juvenile Probation Officer.

- b. The juvenile is arrested pursuant to a warrant.
- c. The juvenile is in possession of a firearm.
 - i. Pursuant to a Memorandum of Understanding between the Department of Social Services and the Juvenile Probation Department, members shall book any child under the age of eleven who is being booked for 602 W&I offenses at the Child Protection Center (CPC) not the Juvenile Justice Center (JJC).
 - ii. Before booking a juvenile, the arresting officer shall complete an admission form summarizing the circumstances of the offense and declaring the probable cause for arrest.
 - iii. The officer shall phone a juvenile probation officer assigned to the Community Assessment Referral Center (CARC) or other designated receiving facility. Members shall not transfer the juvenile to other members, JJC, CARC or other receiving facilities unless an admission form has been completed by the arresting officer.

5. Members shall follow juvenile procedures established through "A" Priority Department Bulletins.

G. NOTIFICATION OF PARENT OR GUARDIAN: When a juvenile has been detained, brought into a police or juvenile facility, or has been transported by a member, that member shall take immediate steps to notify the juvenile's parent, guardian, or a responsible person that the juvenile is in custody and the place where he/she is being held, was transported or temporarily detained.

1. **NOTIFICATION:** Notification may be made by telephone, in person, by leaving a note, or by going to the juvenile's home, as appropriate.

- a. When a parent, guardian or responsible person is contacted, he/she shall be notified where the juvenile is in custody, the violation or the reason for the detention and/or transportation. Further, he/she shall be informed of the Miranda Rights of the juvenile and that such admonishments have been given to the juvenile. Parent and juvenile will be allowed to speak with one another (at this point) if either party so desires.
- b. Should an initial attempt to contact a parent, guardian or responsible person fail, renewed attempts shall be made by phone every thirty minutes until the processing and investigation has been completed.

The time of all calls shall be entered on the Non-Secured or Secured Detention Logs.

- c. If a parent, guardian or responsible person has not been contacted at the conclusion of the investigation and processing, the assigned officer shall be responsible for arranging for delivery of the written notification to the parent, guardian, or responsible person (providing information about the juvenile's detention, his/her present whereabouts, and the name of the assigned officer or responsible contact officer).
 2. **OUT OF TOWN:** If the juvenile resides outside of the city, members shall make a telephone call to the parent, guardian or responsible person. When possible, members should attempt to make this call collect. If notification cannot be made by telephone, members shall arrange for notification through the local law enforcement agency.
 3. **JUVENILE VICTIMS:** When a member takes a report from a juvenile who is a victim of a crime, the member shall notify the juvenile's parent, legal guardian, or responsible person as soon as reasonable. This notification is not to be made in the event that the suspect is the parent, guardian or responsible person. If the report is being taken at a school, the member may request school personnel make the notification.
 4. **DOCUMENTING NOTIFICATION:** Members shall include in their incident report how notification was made or what actions the member took in attempting to notify parents or guardians.
- H. **SEARCHING JUVENILES:** Members shall search juvenile arrestees immediately for weapons, contraband and items of evidence. Juvenile searches shall be conducted only by a member of the same gender as the juvenile.
1. **EXIGENT CIRCUMSTANCES:** If a member has knowledge or reasonably believes that a juvenile of the opposite sex has a dangerous weapon concealed upon him or her, the juvenile may be restrained (handcuffed) until a search can be made by a member of the same gender as the juvenile. If there is a life-threatening situation, a member may search a juvenile of the opposite gender.
- I. **TRANSPORTING JUVENILES:** Members may only transport a juvenile for a lawful police purpose. Members shall make parental notification as per Section III. G.
1. **WITH ADULTS:** Members shall not knowingly transport juveniles with adult arrestees.

2. **FEMALE JUVENILES:** Female juveniles shall, when possible, be transported by female officers. If a female officer is unavailable, then two male members shall transport female juveniles with a supervisor's approval.
3. **DOCUMENTING THE TRANSPORT OF JUVENILES:** Prior to the transport of any juvenile, officers shall broadcast to Department of Emergency Management (DEM) his or her destination and the police vehicle's starting mileage. Upon arrival, officers shall inform DEM of their ending mileage. In both instances, dispatch shall broadcast and record in CAD a starting time and ending time for the transport.
4. **USE OF SEATBELTS:**
(See DGO 9.04) Seat Belt Policy

J. JUVENILE NUMBERS AND PROCESSING

1. **JUVENILE NUMBERS:** Members shall obtain a juvenile number (J number) when formal action is taken against a juvenile under Section 601 or 602 W&I Code.
2. **PROCESSING:** Members shall process a juvenile when:
 - a. The juvenile is arrested for any felony offense, or
 - b. The juvenile is arrested for any firearm or weapon related offense, or
 - c. The juvenile is arrested for sex/prostitution related offenses, or
 - d. The juvenile has a failure to appear on his/her record, or
 - e. The juvenile's identity cannot be confirmed.

When booking a juvenile for 601 or 602 W&I Code and processing is not necessary, members shall affix the juvenile's right thumb print on the back of the police liaison copy (goldenrod) of the admission form. Members shall document in the incident report the method used to confirm the juvenile's identity.

K. CHANGES OF CUSTODY

1. If a subject is taken into custody for an adult warrant and prior to booking it is discovered that the subject is a juvenile, members shall process the subject as a juvenile and book him or her at JJC. Members shall notify CJ #9 and request that a booking form be completed with a notation that the subject is a juvenile and is being held at JJC.

2. If a subject booked at CJ #9 is found to be a juvenile, a unit from Southern Station, shall process and transport the juvenile to JJC. If the juvenile is violent, members may use a patrol wagon to transport the juvenile.
3. If a subject over 18 years of age is arrested for a juvenile warrant, members shall book the subject at County Jail #9. If the subject has additional charges, members shall notify JJC, book the subject at County Jail #9 and place a hold on the subject for Juvenile Court.

L. UNDER THE INFLUENCE OF ALCOHOL, DRUGS OR NARCOTICS:

Members shall have juveniles who are under the influence of alcohol or drugs taken by paramedics to SFGH for medical examination prior to being booked at JJC. If the juvenile must remain in the hospital and booking is required, members shall complete an admission form and deliver it to JJC. Members shall place a police hold on the juvenile and request that a counselor be dispatched to the hospital for the purpose of taking custody of the juvenile.

Members shall remain with the juvenile until medically cleared or relieved by the counselor from JJC. If released by medical staff while still in police custody, members shall transport the juvenile to JJC. If the juvenile is violent, members may request the patrol wagon from Mission Police Station.

M. JUVENILE JUSTICE CENTER ADMISSIONS AND REPORT REQUIREMENTS.

1. Members shall complete Section (A) of the Juvenile Detention Disposition Report Form (#JUS 8716) for any arrest of a juvenile for any criminal offense except 647(f) P.C. and Vehicle Code Violations that are categorized as infractions.
2. When a juvenile is being admitted to Juvenile Justice Center (JJC) for a criminal offense, the member shall provide the incident report to JJC as soon as possible.
3. When a juvenile is being admitted to (JJC) for a criminal offense, members shall complete Section (A) of the Juvenile Detention Disposition Report Form (#JUS 8716) and submit this form to the on-duty probation officer along with the admission form, San Francisco Juvenile Court, Form #1202-03. Members shall also attach a photocopy of the face sheet of the Juvenile Detention Disposition Report Form (#JUS 8716) to the original incident report to be forwarded to the Report Management Section.
4. When completing the admission form, in addition to providing a probable cause statement, members shall provide, when available, aggravating and mitigating information about the juvenile and offense. For example, relevant information may include the seriousness and extent of injury to a victim, value of property stolen or damaged, degree of juvenile's

involvement in an offense, prior offense history or lack thereof, ability of family member to supervise juvenile, flight risk, juvenile's school and employment record.

5. When members are instructed by the probation officer assigned to the Community Assessment Referral Center (CARC) or other designated receiving facility to transport the juvenile to the Center for citing and release, the member shall complete Section (A) the Juvenile Detention Disposition Report Form (#JUS 8716). Members shall also attach a photocopy of the face sheet of the Juvenile Detention Disposition Report Form (#JUS 8716) to the original incident report to be forwarded to the Report Management Section.
6. If CARC or other designated receiving facility is closed or declines to receive a juvenile and the juvenile is not going to be referred to JJC, members shall issue a citation to the juvenile and release the juvenile to a responsible person.

Members shall complete Section (A) of the Juvenile Detention Disposition Report Form (#JUS 8716) and submit the original form along with an attached photocopy of the incident report through inter-department mail to the Juvenile Division, attention JJC liaison officer. A photocopy of the face sheet of the Juvenile Detention Disposition Report Form (#JUS 8716) shall be attached to the original report to be forward to the Report Management Section.

- N. **RELEASING A JUVENILE:** Members are required to ensure the safety of the juvenile in their care or custody. Members shall document the name of the responsible person to whom the juvenile was released in the police report or in the CAD history. Members shall consider factors such as time of day, location of release, and the age and known vulnerability of the juvenile in determining the best circumstances for releasing that juvenile.

O. **PSYCHIATRIC CASES:**

(See DGO 7.02, Psychological Evaluation of Juveniles:)

P. **MISSING JUVENILES:**

(See DGO 6.10, Missing Persons)

Q. **SEXUAL ASSAULTS:**

(See DGO 6.16, Sexual Assaults)

R. **IN-CUSTODY DEATH**

(California Code of Regulations (CCR) Title 15, Section 1046; See DM 12, Booking and Detention Manual, Section 12, Emergency Procedures)

S. **REVIEW OF DEPARTMENT BULLETINS CONCERNING JUVENILE PROCEDURES.**

DGO 7.01
Rev. 05/07/08

All Department Bulletins concerning Juveniles will be reviewed 90 days before their expiration date in accordance with department policy.

Reference:

DGO 5.03, II A (1) and (2), Brief Detentions & Prolonged Detentions.
DGO 5.06, Citation Release.
DGO 5.20, Language Access Services for Limited English Proficient Persons.
DGO 6.10, Missing Persons.
DGO 6.16, Sexual Assaults.
DGO 7.02, Psychological Evaluation of Juveniles.
DGO 9.01, Traffic Enforcement.
DGO 9.04, Seat Belt Policy.
DM 12, Booking and Detention Manual.



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
TELEPHONE: (916) 324-6724
FAX: (916) 324-9179

March 17, 2009

Al Pardini
OIC - Narcotics Division
San Francisco, City and County
850 Bryant Street, Narcotics
San Francisco, CA 94103

Dear Captain Pardini:

SUBJECT: NOTIFICATION OF APPLICATION APPROVAL
California Multi-jurisdictional Methamphetamine Enforcement Team (200801308)
Award #: MH08 03 0380
Cal EMA ID#: 075-00000

Congratulations! The California Emergency Management Agency (Cal EMA) has approved your application in the amount of \$114,137, subject to enactment of the State Budget. A copy of your approved grant award is enclosed for your records.

Cal EMA will make every effort to process payment requests within 45 days of receipt.

You are encouraged to read and familiarize yourself with the Cal EMA Recipient Handbook, which can be viewed on Cal EMA's website at www.OES.ca.gov.

Any funds received in excess of approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal EMA.

Should you have questions on your grant award, please contact your Program Specialist.

LEVS Grant Processing

Enclosure

c: Recipient's file

LEVS Budget Summary Report

MH08 California Multi-jurisdictional Methamphetamine Enforcement Team

Award #: MH08 03 0380
Award Period: 12/01/08 - 06/30/09
Latest Request: , Not Final 201

San Francisco, City and County
Cal-MIMET San Francisco 2009

Personal Services - Salaries/Employee Benefits

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	08WOM0	100,976	0	100,976	0	100,976
Total A. Personal Services - Salaries/Employee Benefits:		100,976	0	100,976	0	100,976

Operating Expenses

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	08WOM0	13,161	0	13,161	0	13,161
Total B. Operating Expenses:		13,161	0	13,161	0	13,161

Equipment

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	08WOM0	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
Total Local Match:	0	0	0	0	0
Total Funded:	114,137	0	114,137	0	114,137
Total Project Cost:	114,137	0	114,137	0	114,137

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

September 17, 2009

Honorable Mayor Gavin Newsom
Mayor of the City and County of San Francisco
City Hall, Room 200
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Honorable Mayor Newsom:

At the meeting of the Police Commission on Wednesday, September 16, 2009,
the following resolution was adopted:

RESOLUTION NO. 84-09

APPROVAL TO AUTHORIZE THE CHIEF OF POLICE TO ACCEPT AND EXPEND FUNDS FROM THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES) TO IMPLEMENT THE "CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE ENFORCEMENT TEAM (Cal-MMET)"

RESOLVED, that the Police Commission hereby approves to authorize the Chief of Police to accept and expend funds from the Governor's Office of Emergency Services (OES) to implement the "California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET)" and any augmentations, extensions and modifications.

AYES: Commissioners Marshall, Mazzucco, DeJesus, Lee, Onek, Pan

Very truly yours,

Lieutenant Joseph Reilly
Secretary

THE POLICE COMMISSION

1497/rct

cc: Grant Unit

DR. JOE MARSHALL
President

THOMAS P. MAZZUCCO
Vice-President

PETRA DeJESUS
Commissioner

YVONNE Y. LEE
Commissioner

DAVID ONEK
Commissioner

VINCENT PAN
Commissioner

THERESA SPARKS
Commissioner

LIEUTENANT JOE REILLY
Secretary