

File No. 190061

Committee Item No. 7  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 13, 2019

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 and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <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"/> | Form 126 – Ethics Commission                 |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Police Commission Resolution</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                               |
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| <input type="checkbox"/>            | <input type="checkbox"/> | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                               |

Completed by: Linda Wong  
Completed by: Linda Wong

Date February 8, 2019  
Date \_\_\_\_\_

1 [Accept and Expend Grant - United States Department of Justice, Office of Justice Programs,  
2 Bureau of Justice Statistics - San Francisco Crime Gun Investigations Center - \$800,000]

3 **Resolution retroactively authorizing the Police Department to accept and expend a**  
4 **grant in the amount of \$800,000 from the United States Department of Justice, Office of**  
5 **Justice Programs, Bureau of Justice Statistics to help improve the collection,**  
6 **management, and analysis of crime gun evidence for the project period of October 1,**  
7 **2018, through September 30, 2021.**

8  
9 WHEREAS, The Police Department (SFPD) applied for funding from the U.S.  
10 Department of Justice, Office of Justice Programs, Bureau of Justice Statistics; and

11 WHEREAS, The U.S. Department of Justice, Office of Justice Programs, Bureau of  
12 Justice Statistics awarded SFPD a grant of \$800,000 to help improve the collection,  
13 management, and analysis of crime gun evidence for the project period October 1, 2018,  
14 through September 30, 2021; and

15 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

16 WHEREAS, The SFPD proposes to maximize use of available grant funds on program  
17 expenditures by not including indirect costs in the grant budget; now, therefore, be it

18 RESOLVED, That the Board of Supervisors authorizes SFPD to accept and expend the  
19 grant of \$800,000 from the U.S. Department of Justice, Office of Justice Programs, Bureau of  
20 Justice Statistics; and, be it

21 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
22 indirect costs in the grant budget; and, be it

23 FURTHER RESOLVED, That the Board of Supervisors authorizes the Chief of Police,  
24 or his designee, is authorized to enter into the agreement on behalf of the City and County of  
25 San Francisco.

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Recommended:

William Scott

William Scott, Chief of Police

Approved:

London N. Breed  
for London N. Breed, Mayor

Approved:

Ben Rosenfield  
for Ben Rosenfield, Controller

File Number: 190061  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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: **San Francisco Crime Gun Investigations Center**
2. Department: **San Francisco Police Department**
3. Contact Person: **Katherine Chiu / Patrick Leung** Telephone: **415-837-7210**
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$800,000**
6. a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: **U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics**  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: **The funds from this grant will be used to help improve the collection, management, and analysis of crime gun evidence**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

**The anticipated terms of this grant are as follows:**

**Project Period - Start-Date: October 1, 2018 End-Date: September 30, 2021**

10. a. Amount budgeted for contractual services: **\$0**  
b. Will contractual services be put out to bid? **N/A**  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**  
d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**
11. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? **N/A**  
2. How was the amount calculated? **N/A**  
c. 1. 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):  
2. If no indirect costs are included, what would have been the indirect costs? **\$0**



12. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> New Structure(s)           |   |

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

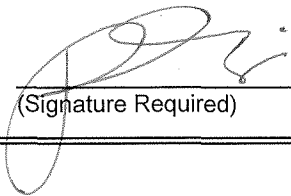
Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Penny Si  
(Name)

Departmental ADA Coordinator  
(Title)

Date Reviewed: 12/6/18

  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

William Scott  
(Name)

Chief of Police  
(Title)

Date Reviewed: 12/06/18

  
(Signature Required)

Budget Summary

**Budget Summary**

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$100,932	\$0	\$100,932	\$0	\$0	\$0	\$0	\$0	\$201,864
B. Fringe Benefits	\$0	\$0	\$40,373	\$0	\$40,373	\$0	\$0	\$0	\$0	\$0	\$80,746
C. Travel	\$4,350	\$0	\$4,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,700
D. Equipment	\$427,776	\$0	\$22,857	\$0	\$22,857	\$0	\$0	\$0	\$0	\$0	\$473,490
E. Supplies	\$15,200	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$35,200
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	<b>\$447,326</b>	<b>\$0</b>	<b>\$178,512</b>	<b>\$0</b>	<b>\$174,162</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											
										No	



**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative** 2018-H1533-CA-DG



[Application](#)

[Correspondence](#)

Application:  ▾

**Application Handbook**

**Overview**

[Overview](#)

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This handbook allows you to complete the application process for applying to the BJA FY 18 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	
*Type of Application	New If Revision,select appropriate option If Other, specify
*Is application subject to review by state executive order 12372 process?	Yes This preapplication/application was made available to the state executive order 12372 process for review on April/ 30/ 2018



**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative** 2018-H1838-CA-DG



[Application](#)

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Application: Switch to ...

**Application Handbook**

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- [Applicant Information](#)
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- [Budget and Program Attachments](#)
- [Assurances and Certifications](#)
- [Review SF 424](#)
- [Submit Application](#)
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*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	94-6000417
*Type of Applicant	County
Type of Applicant (other):	
*Organizational Unit	Police Department
*Legal Name (Legal Jurisdiction Name)	City and County of San Francisco
*Vendor Address 1	1245 3rd Street
Vendor Address 2	
*Vendor City	San Francisco
Vendor County/Parish	
*Vendor State	California
*Vendor ZIP	94158-2134
<b>Point of Contact Information for matters involving this application</b>	
Contact Prefix:	Mr.
Contact Prefix (Other):	
Contact First Name:	Patrick
Contact Middle Initial:	
Contact Last Name:	Leung
Contact Suffix:	
Contact Suffix (Other):	
Contact Title:	Grants Manager
Contact Address Line 1:	1245 3rd Street
Contact Address Line 2:	
Contact City:	San Francisco
Contact State:	California

Contact Zip Code:	94158
Contact Phone Number:	(415) 837-7213
Contact Fax Number:	(415) 575-6085
Contact E-mail Address:	patrick.n.leung@sfgov.org

Continue



**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative 2018-H1538-CA-DG**



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Application:

**Application Handbook**

**Project Information**

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Descriptive Title of Applicant's Project		
San Francisco Crime Gun Intelligence Center		
Areas Affected by Project		
Proposed Project		
	*Start Date	October/ 01/ 2018
	*End Date	September/ 30/ 2021
*Congressional Districts of		
	Project	Congressional District 12, CA
*Estimated Funding		
Federal		\$800000.00
Applicant		\$0.00
State		\$0.00
Local		\$0.00
Other		\$0.00
Program Income		\$0.00
TOTAL		\$800000.00



**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative** 2018-H1538-CA-DG



[Application](#)

[Correspondence](#)

Application: Switch to ... ▼

**Application Handbook** This page allows you to upload the Budget Detail Worksheet, Financial Management and System of Internal Controls Questionnaire (FCQ) form, Program Narrative, and other Program attachments. Click the attach button to continue.

[Overview](#)

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**FCQ Attachment**

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, all applicants are to download, complete, and submit the Financial Management and System of Internal Controls Questionnaire.

For your convenience your most recently submitted FCQ Form is attached below. Please review it for accuracy. If you need to make changes, please submit an updated [FCQ form](#), that will replace your most recently submitted FCQ Form.

Most Recently Submitted FCQ form	
----------------------------------	--

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

**Budget and other Program Attachments**

<a href="#">Form DOJ Questionnaire 1 1-V1.1.pdf</a>
<a href="#">Form OtherNarrativeAttachments 1 2-V1.2.pdf</a>
<a href="#">OtherNarrativeAttachments 1 2-Attachments-1238-Intergovernmental Review.pdf</a>
<a href="#">Form ProjectNarrativeAttachments 1 2-V1.2.pdf</a>
<a href="#">OtherNarrativeAttachments 1 2-Attachments-1237-Resumes of Key Personnel.pdf</a>
<a href="#">ProjectNarrativeAttachments 1 2-Attachments-1241-Project Abstract CGIC18.docx</a>
<a href="#">OtherNarrativeAttachments 1 2-Attachments-1236-Research and Evaluation Independence and Integrity.pdf</a>
<a href="#">ProjectNarrativeAttachments 1 2-Attachments-1240-Program Narrative CGIC18.docx</a>
<a href="#">Form SFLLL 1 2-V1.2.pdf</a>
<a href="#">Form SF424B-V1.1.pdf</a>
<a href="#">Form SF424 2 1-V2.1.pdf</a>
<a href="#">BudgetNarrativeAttachments 1 2-Attachments-1242-Budget Detail Worksheet.xlsm</a>
<a href="#">OtherNarrativeAttachments 1 2-Attachments-1234-Timeline CGIC18.pdf</a>
<a href="#">Form BudgetNarrativeAttachments 1 2-V1.2.pdf</a>
<a href="#">OtherNarrativeAttachments 1 2-Attachments-1235-Letters of Support.pdf</a>
<a href="#">OtherNarrativeAttachments 1 2-Attachments-1239-MOU DRAFT between ATF and SFPD for CGIC.pdf</a>

Continue

*Please download the latest version of [Adobe Acrobat Reader®](#).*



**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative 2018-H1532-  
CA-03**



Financial Management and System of Internal Controls Questionnaire		
Form Submitted On: Wed May 09 14:29:06 EDT 2018		
#	Question	Provided Response
1.	Name of Organization and Address: Organization Name:	San Francisco Police Department
	Street1:	1245 3rd Street
	Street2:	-
	City:	San Francisco
	State:	CA: California
	Zip Code:	94158-2134
2.	Authorized Representative's Name and Title: Prefix:	-
	First Name:	Patrick
	Middle Name:	-
	Last Name:	Leung
	Suffix:	-
	Title:	Chief of Police
3.	Phone:	415-837-7000
4.	Fax:	415-837-7370
5.	Email:	sfpdchief@sfgov.org
6.	Year Established:	1849
7.	Employer Identification Number (EIN):	946000417
8.	DUNS Number:	1208029830000
9. a)	Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 of U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?	No
9. b)	Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?	-
9. c)	With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?	-
10.	Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply): [OMB A-133 Single Audit]	Yes
		-



	Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply): [Financial Statement Audit]	
	Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply): [Defense Contract Agency Audit (DCAA)]	-
	Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply): [Other Audit]	-
	Other Audit Agency (list type of audit)	-
	Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply): [None]	-
11.	Most Recent Audit Report Issued:	Within the last 12 months
	Name of Audit Agency/Firm:	Macias Gini & O'Connell LLP
12.	On the most recent audit, what was the auditor's opinion?	Unqualified Opinion
	Enter the number of findings (if none, enter "0"):	0
	Enter the dollar amount of questioned costs (if none, enter "\$0"):	\$0.00
	Were material weaknesses noted in the report or opinion?	No
13.	Which of the following best describes the applicant entity's accounting system:	Combination of Manual and Automated
14.	Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately separately for each Federal award?	Yes
15.	Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?	Yes
16.	Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	Yes
17.	Does the applicant entity's accounting system have the capability to accurately track employee actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	Yes
18.	Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	Yes
19.		Yes

	Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	
20.	Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) where holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	Yes
21.	Does the applicant entity maintain written policies and procedures for procurement transaction that - (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	Yes
22. a)	Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	Yes
22. b)	Does the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	Yes
23.	Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	Yes
24. (a)	Does the applicant entity maintain a standard travel policy?	Yes
24. (b)	Does the applicant entity adhere to the Federal Travel Regulation (FTR)?	Yes
25.	Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award - (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	N/A
26.	Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?	N/A
27.	Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a	N/A

	subaward under a federal award to any entity or individual that is suspended or debarred from such subawards?	
28.	Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)	No
(a)	Name(s) of the federal awarding agency:	-
(b)	Date(s) the agency notified the applicant entity of the "high risk" designation:	-
(c)	Contact information for the "high risk" point of contact at the federal agency:	-
	Phone:	-
	Email:	-
(d)	Reason for "high risk" status, as set out by the federal agency:	-
Cert.	Name:	M. Catherine McGuire
	Date:	04-16-2018
	Title:	Chief Financial Officer
	Other:	-
	Phone:	415-837-7209
Close this window		



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 11/30/2020

**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

**1. Name of Organization and Address:**

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

**2. Authorized Representative's Name and Title:**

Prefix:  First Name:  Middle Name:

Last Name:  Suffix:

Title:

3. Phone:  4. Fax:

5. Email:

6. Year Established: <input type="text" value="1849"/>	7. Employer Identification Number (EIN): <input type="text" value="946000417"/>	8. DUNS Number: <input type="text" value="1208029830000"/>
---	--	---

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.  
If "Yes" skip to Questions 9. b) and 9. c).



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 11/30/2020

**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of paying the tax described in 26 U.S.C. 511(a)?

Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What an Application Should Include" in the OJB solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For the purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: Macias Gini & O'Connell LLP

**AUDITOR'S OPINION:**

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions
- N/A: No audits as described above

Enter the number of findings (if none, enter "0"):

Enter the dollar amount of questioned costs (if none, enter "\$0"):

Were material weaknesses noted in either the report or opinion?  Yes  No

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination of Manual and Automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by budget cost categories shown in the approved budget?

Yes  No  Not Sure



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 11/30/2020

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is the applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

**PROPERTY STANDARDS AND PROCUREMENT STANDARDS**

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds: (1) a description of the property; (2) an identification number; (3) the source of the funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that – (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for an analysis of lease and purchase alternatives; and (3) set out a process for soliciting goods and services and (4) include standards of conduct the address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

**TRAVEL POLICY**

24. Does the applicant entity:	
(a) maintain a standard travel policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) adhere to the Federal Travel Regulation? (FTR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 11/30/2020

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?

- Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards

26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual who is suspended or debarred from such subawards?

- Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards

**DESIGNATION AS "HIGH-RISK" BY OTHER FEDERAL AGENCIES**

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes  No  Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:   
Phone:    
Email:

(d) Reason for "high risk" status, as set out by the federal agency:

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR") or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: M. Catherine McGuire

Date: 04/16/2018

Title:  Executive Director  Chief Financial Officer  Chairman  
 Other:

Phone: 415-837-7209

## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:



Delete Mandatory Other Attachment

View Mandatory Other Attachment

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To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment



Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: 94800417	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
B. APPLICANT INFORMATION:		
* a. Legal Name: City and County of San Francisco		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 94-800417	* c. Organizational DUNS: 1208029830000 <i>Governor's Office of Planning &amp; Research</i>	
d. Address:		
* Street 1: 1245 3rd Street	* Street 2: _____	
* City: San Francisco	* State: CA: California	
* County/Parish: _____	* Province: _____	
* Country: USA: UNITED STATES	* Zip/Postal Code: 94158-2134	
e. Organizational Unit:		
Department Name: Police Department	Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	* First Name: Patrick	
Middle Name: _____	* Last Name: Leung	
Suffix: _____	Title: Grants Manager	
Organizational Affiliation: Police Department		
* Telephone Number: 415-831-7213	* Fax Number: 415-515-6085	
* Email: patrick.t.leung@sfgov.org		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Bureau of Justice Assistance

**11. Catalog of Federal Domestic Assistance Number:**

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

**\* 12. Funding Opportunity Number:**

BJA-2018-13570

\* Title:

BJA FY 18 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

San Francisco Crime Gun Intelligence Center

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

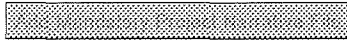
View Attachments

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: CA-012	* b. Program/Project: CA-012
Attach an additional list of Program/Project Congressional Districts If needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: 10/01/2018	* b. End Date: 09/30/2021
<b>18. Estimated Funding (\$):</b>	
* a. Federal	800,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	800,000.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	04/30/2018
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text"/>	* First Name: William
Middle Name: <input type="text"/>	
* Last Name: Scott	
Suffix: <input type="text"/>	
* Title: Chief of Police	
* Telephone Number: 415-837-7000	Fax Number: <input type="text"/>
* Email: sfpdchief@sfgov.org	
* Signature of Authorized Representative: Completed by Grants.gov upon submission.	* Date Signed: Completed by Grants.gov upon submission.

## Project Narrative File(s)

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\* Mandatory Project Narrative File Filename:



Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

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To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

# San Francisco Crime Gun Intelligence Center

## Key Personnel

### San Francisco Police Department

- Greg McEachern – Commander, CGIC Project Lead
- Derrick Lew – Lieutenant, CGIC Investigations Team
- John Sanchez – Director of Forensic Services
- Mark Powell – Crime Laboratory Manager
- Andy Smith – Supervisor, Firearm and Toolmark Unit
- Jeremy Ticzon – NIBIN Technician
- Luis Zabarte Jr. – NIBIN Technician
- Patrick Leung – Grants Manager

### San Francisco District Attorney's Office

- Frank Carrubba – Chief Attorney of Crime Strategies Unit
- Charles Bisesto – Assistant District Attorney, Gun Enforcement Prosecutor
- Maria McKee – Principal Analyst, Crime Strategies Unit
- *Strategic Gun Crime Analyst – To be determined*

### Bureau of Alcohol, Tobacco, Firearms & Explosives

- Daniel Garza – Special Agent, San Francisco Metro Field Office
- Mark Munoz – Intelligence Research Specialist

# DOUGLAS GREG MCEACHERN

## Executive Profile

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*Contemporary Law Enforcement Executive with a Record of Distinguished Service, Leadership, and Commitment to the Community of San Francisco for 27 Years.*

A contemporary, dedicated, and visionary law enforcement executive with 27 years of experience and leadership in policing. Highly skilled in the areas of Field Operations, Investigations, Risk Management, and Administration and Training. A modern leader with an excellent track record of community engagement, community policing, and collaboration between law enforcement, the community, and civic stakeholders. An open communicator who values and pursues input from internal and external stakeholders and utilizes it to form productive and collaborative goals and relationships. A highly accomplished public speaker with a calm demeanor and disposition possessing a steady strength for an ever changing profession.

## Relevant Skills

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- |                                      |                                 |
|--------------------------------------|---------------------------------|
| * Operations and Patrol              | * Community Policing            |
| * Investigations                     | * Youth Engagement              |
| * Administration                     | * Planned Events                |
| * Risk Management                    | * Team Building and Leadership  |
| * Forensic Services                  | * Civil and Legal Processes     |
| * Training and Development           | * Audits and Evaluations        |
| * Budget and Planning                | * Media and Public Relations    |
| * Crisis Intervention Training (CIT) | * Crime Analysis and Strategies |

## Professional Experience

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Sworn Law Enforcement (June 1991-Current)  
San Francisco Police Department- San Francisco, CA

### Commander (2011 & 2016-Present)

Leading five district station captains and two night captains managing patrol functions and event management.

Leading city-wide investigations including station investigations, violent crimes, general crimes, narcotics, special victim's crimes, crime gun intelligence, crime strategy and analysis, and special investigations.

### Captain (2010 & 2011-2016)

Commanding officer of two of the city's largest district stations overseeing all patrol, investigations, and event management. Leading officers in community policing, youth engagement, and crime prevention. Responsible for budget and planning for district station operations. Recognized by community and civic leaders for outstanding service to the community and the police department.

Commanding officer of the Risk Management Division overseeing internal affairs (criminal and administrative). Leading the legal division covering civil and legal process and laws, written directives and policy, and audits and evaluations.

## Lieutenant (2002-2010)

Managing patrol and Investigations at three district stations. Responsible for scheduling and management of district station personnel assigned to patrol and investigations, community outreach and engagement, and special events.

Director of Training at the Police Academy responsible for POST standard training for all new recruits and the continued professional development of sworn personnel.

Management of the Forensic Services/Crime Lab responsible for overseeing and overhauling the narcotics, firearms, and DNA functions of the crime lab.

Commanding Officer for eight years (2002-2010) for all special events, planned and unplanned at AT&T Park including the world series, the world series parade, major league baseball all-star game, concerts, and special events. Special adviser to major league baseball.

## Education and Specialized Training

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### **Bachelor of Science, Criminal Justice**

Sacramento State University, Sacramento, CA, USA

### **Selected Professional Development Coursework:**

FBI National Academy Graduate (Class #239, December 2009)

POST Executive Development (2013), POST Management (2003), POST Supervisory Leadership Institute/SLI (1996), POST FTO (1994), POST Instructor Development (1997), Prevention and Risk Management (1998), Audit and Evaluations (2016), Racial Profiling and Implicit Bias (2003, 2011, 2015, 2017), National Enhanced Critical Incident Management (2006, 2009), Officer Leadership (2009) FBI LEEDA (2012), Problem Oriented Policing/POP (2011)

### **Certifications:**

Basic POST (1991)  
Intermediate POST (1997)  
Advanced POST (2000)  
Supervisory POST (1996)  
Management POST (2002)  
Instructor POST (1997)  
Executive POST (2013)

## Achievements

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Police Commission Commendation (1995)  
Unit Citations (1994, 1995, 2009, 2012, 2014)

## Affiliations and Civic Involvement

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### **Professional Affiliation Memberships:**

FBI National Academy Associates (FBINAA)  
International Association of Chiefs of Police (IACP)  
Police Executive Research Forum (PERF)  
California Police Chief Associations (CPOA)  
FBI Law Enforcement Executive Development (LEEDA)

**Civic Involvement:**

San Francisco Guardians of the City (SFGOTC Executive Board  
Member) San Francisco Boys and Girls Club (Affiliate)  
San Francisco Police Activities League (Affiliate)

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**Lt. Derrick Lew- San Francisco Police Department**  
**850 Bryant Street San Francisco, CA 94103**  
derrick.lew@sfgov.org | 415-696-0517

### **Professional Experience**

#### **San Francisco Police Department, San Francisco, CA**

##### *Lieutenant – Investigations Bureau – Crime Gun Investigations Center (2017 – Present)*

- At direction of Commander of Investigations, build new Crime Gun unit around principles espoused by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
- Manage day to day operations of unit and staff comprised of SFPD and ATF investigators, an ATF analyst, and systems personnel.
- Develop best practices protocol to further CGIC and NIBIN initiatives and streamline past practice
- Develop CGIC specific training protocol to further educate personnel Department-wide
- Oversee development of lead tracking, case management, related firearm databases, and other automation efforts.
- Assign investigative cases involving Armed Prohibited Persons, illegal firearms possession, firearms trafficking and manufacturing to investigators and oversee investigations process.
- Oversee Triggerlock program to promote Federal adoption of firearms cases involving career/priority offenders.
- Partner with San Francisco District Attorney's Office and United States Attorney's Office to determine optimum prosecution path of cases.
- Cross-designated as ATF Task Force Officer

##### *Lieutenant – Investigations Bureau – Ingleside Station Investigations Team (November 2017)*

- Manage day to day operations of unit and staff comprised of six investigators, seven street crimes unit personnel, and two support staff members.
- Assign and review investigative cases with nexus to Ingleside District and oversee investigative process.
- Identify district crime trends and deploy investigative/street crime enforcement team resources as needed.
- Partner with assigned neighborhood Assistant District Attorney to ensure effective prosecution of cases.

##### *Sergeant – Investigations Bureau – Narcotics/ATF Task Force (2014-17)*

- Cross-designated as ATF Task Force Officer to enforce state and Federal statutes relating to the mission of the ATF
- Identify firearms offenders, traffickers, and illegal possessors utilizing proactive techniques.
- Conduct investigations of individuals and groups involved in firearms related crime.

- Conduct short and medium term buy programs of firearms, narcotics, and other contraband from narcotics/firearm traffickers, gang members, and other offenders utilizing undercover personnel.
- Utilize many aspects of investigative cycle to include: secure federal grand jury indictments, author state/federal arrest and search warrants, manage informants, and coordinate with local/state/federal outside agencies.
- Respond to ATF related incidents as necessary

*Sergeant – Operations Bureau – Bayview Station (2012-14)*

- Supervise Bayview Station Plainclothes/Street Crimes Unit
- Identify district crime trends and deploy unit resources as necessary with primary focus on violent offenders, gang members, illegal firearms, and narcotics.
- Prepare search/arrest warrants, tactical/operational plans, and coordinate with external investigative units and outside agencies.
- Apprehend wanted and fugitive subjects.
- Conduct narcotics buy/bust and robbery decoy operations.
- Review and approve reports
- Manage staff performance via appraisals, counseling, and PIP.
- Document work related injury and conduct administrative investigations as necessary.
- Attend and participate in community meetings.

*Sergeant – Investigations Bureau – Central and Bayview Station Investigations Teams – (2011-12)*

- Conduct thorough criminal investigations of violent crimes, such as attempted homicides and robberies, as well as property crimes, including commercial and residential burglary.
- Interview witnesses, victims, and suspects in criminal matters.
- Prepare search and arrest warrants
- Document findings for presentation to the District Attorney's Office for prosecution of suspects.

*Officer – Investigations Bureau – Special Investigations/Violence Reduction Team – (2008-11)*

- Member of specialized unit tasked with apprehension and/or surveillance of priority offenders engaged in violent or series crimes, to include: homicide, attempted homicide, robberies, burglaries, arson, and sex crimes.
- Prepare search/arrest warrants
- Specialized training in use of electronic surveillance
- Dignitary protection

*Officer – Operations Bureau – Bayview Station Street Crimes Unit – (2006-08)*

- Proactively enforce laws with emphasis on violent crimes, criminal street gangs, firearms, and narcotics.
- Prepare and execute search warrants.
- Participate in narcotics buy/bust and robbery decoy operations.
- Conduct probation and parole searches of priority offenders.
- Manage informants

*Officer – Operations Bureau – Ingleside/Bayview/Mission Stations – (2004-06)*

- Uniformed patrol functions to include: conducting preliminary investigations of crimes, traffic enforcement, responding to calls for service and in-progress crimes.

### **Collateral Assignments**

*Officer/Sergeant – Special Operations Group – Specialist Team – (2007-2014)*

- Member of the Department's Specialist Team, which operates as an element of the Special Operations Group and serves as perimeter containment and counter-sniper support in conjunction with the Tactical Unit.
- Support and respond to critical incidents, high risk search warrant services, and crowd control/mass arrest incidents.
- Conduct and attend bi-monthly tactical training
- Conduct high-visibility patrol
- Provide high-ground security/observer during high-profile events
- Dignitary protection

*Firearms Instructor – Investigations – Special Investigations/Violence Reduction – (2008-11)*

- Serve as one of Unit's firearms instructors
- Create monthly lesson plans and conduct rifle/pistol qualifications
- Maintain officer's range qualification records

### **Relevant Training**

- ATF Crime Gun Intelligence Seminar
- ATF Task Force Officer School
- ATF Advanced Firearms Trafficking School
- SFPD Specialist – Basic School
- Drug Enforcement Agency Narcotics Officer School
- Dignitary Protection Seminar
- Robert Presley Institute of Criminal Investigation – Core Course

### **Education**

- Boston University – Boston, MA - Bachelor of Arts – Economics - 1995



San Francisco Police Department  
Forensic Services Division - Criminalistics Laboratory  
Tel: 415.671.3200 / Fax: 415.671.3290  
**Curriculum Vitae**

*John S. Sanchez*

**CURRENT AREA OF ASSIGNMENT**

*Director of Forensic Services*

**EDUCATION**

*Master of Science degree – Molecular Biology, Illinois Institute of Technology, 1992*

*Bachelor of Science degree – Biology, Elmhurst College, 1988*

**RELATED EXPERIENCE** (*List experience with most current first*)

*July/2017 – present*

Director of Forensic Services  
City and County of San Francisco

*August /2013 – June/2015*

Quality Assurance Manager  
City and County of San Francisco

*September/2012 – July/2017*

Crime Laboratory Manager  
City and County of San Francisco

*June/2003 – September/2012*

Criminalist III  
Firearms Identification Unit  
City and County of San Francisco

*March/1999 – June/2003*

Criminalist II  
Firearms/Narcotics/Breath Alcohol/Crime Scenes  
County of San Mateo

*April/1995 – February/1999*

Forensic Scientist Trainee - I-II  
Firearms Identification Unit  
State of Illinois

**TESTIMONY**

Qualified as an expert witness to testify in the field(s) of:

*Firearms Identification/Narcotics Analysis/Imprint Impression Evidence/Crime Scene Processing/Trajectory Reconstruction*

**SPECIALIZED TRAINING** (*List training with most current first*)

*Principled Policing and Implicit Bias – San Francisco Police Department  
(San Francisco, CA), 2018*

*CACLD – Annual training meeting*

CV form

Approved by: JS

Author: MTD

**Curriculum Vitae**  
**Name**

*(San Francisco, CA), 2017*

*CACLD – Biannual training meeting  
(Los Angeles, CA), 2016*

*ASLCD-LAB Measurement Traceability for Assessors (8 Hour)  
(On-Line, Web Based), March 2016*

*City and County of San Francisco DHR Leadership Development Training (3 mos)  
(San Francisco, CA), Jan –Mar 2016*

*CACLD – Biannual training meeting  
(Sacramento, CA), 2015*

*Cognitive Bias Awareness Training - Dr Itiel Dror (16 Hour)  
(San Francisco, CA), 2015*

*City and County of San Francisco 24-Plus Management Training (40 Hour)  
(San Francisco, CA), 2015*

*ASCLD – LAB International Assessor Training (40 Hour)  
(Emeryville, CA), 2013*

*CACLD – Biannual training meeting  
(San Diego, CA), 2013*

*CACLD – Biannual training meeting  
(San Jose, CA), 2012*

*7 Habits of Highly Effective Managers (40 Hour)  
(San Francisco, CA), 2012*

*California Criminalistics Institute (CCI) Nor. Cal Study Group  
(Hayward, CA), 2012*

*S.H.O.T. Show  
(Las Vegas, NV,) 2012*

*S.H.O.T. Show  
(Las Vegas, NV,) 2011*

*Association of Firearm and Tool Mark Examiners Annual Training Meeting  
(Henderson, NV), 2010*

*S.H.O.T. Show  
(Las Vegas, NV), 2010*

**Curriculum Vitae**  
**Name**

*California Criminalistics Institute (CCI) Nor. Cal. Study Group  
(U.C. Davis, CA), 2010*

*California Criminalistics Institute (CCI) Nor. Cal Study Group  
(Sacramento, CA), 2008*

*Association of Firearm and Tool Mark Examiners (AFTE) Certification  
(San Francisco, CA), 2007*

*Association of Firearm and Tool Mark Examiners (AFTE) Annual Training Meeting  
(San Francisco, CA), 2007*

*Association of Firearm and Tool Mark Examiners (AFTE) Annual Training Meeting  
(Springfield, MA), 2006*

*Shooting Reconstruction (40 Hour)  
(San Francisco, CA), 2005*

*California Criminalistics Institute (CCI) Nor. Cal Study Group  
(Unk, CA), 2005*

*California Criminalistics Institute (CCI) Nor. Cal Study Group  
(Unk, CA), 2005*

*Consecutive Matching Striae (CMS)  
(Vancouver, BC), 2004*

*S.H.O.T. Show  
(Las Vegas, NV), 2005*

*SIG Arms Armorers Course (40 Hour)  
(San Francisco, CA), 2004*

*Savage Arms Armorers Course  
(Vancouver, BC), 2004*

*Association of Firearm and Tool Mark Examiners (AFTE) Annual Training Meeting  
(Vancouver, BC), 2004*

*S.H.O.T. Show  
(Las Vegas, NV), 2004*

*Pacific Machinists Expo  
(San Jose, CA), 2004*

**Curriculum Vitae**  
**Name**

*Heckler and Koch Armorers Course (40 Hour)*  
*(San Francisco, CA), 2004*

*ASCLD – LAB Accreditation NFSTC (1 day)*  
*(San Antonio, Tx), 2002*

*Association of Firearm and Tool Mark Examiners (AFTE) Annual Training Meeting*  
*(San Antonio, Tx), 2002*

*Heckler and Koch Armorers Course (1 day)*  
*(Orange, CA), 2001*

*Association of Firearm and Tool Mark Examiners (AFTE) Annual Training Meeting*  
*(Orange Co., CA), 2001*

*Forensic Technologies Incorporated (F.T.I.) – IBIS/NIBIN user training (40 Hour)*  
*(Orange, CA), 2001*

*Footwear Impression Evidence (F.B.I.) (40 Hour)*  
*(Quantico, VA), 2000*

*Forensic Technologies Incorporated (F.T.I.) – Omnic Training (40 Hour)*  
*(Orange, CA), 2000*

*San Mateo County Sheriff's Forensic Laboratory – Crime Scene Processing Training (3 month)*  
*(San Mateo, CA), 1999*

*San Mateo County Sheriff's Forensic Laboratory -- Narcotics Identification Training (3 month)*  
*(San Mateo, CA), 1999*

*Trajectory Reconstruction (F.B.I.) (40 Hour)*  
*(Alameda Co, CA), 1999*

*Serial Number Restoration Training (F.B.I.) (3 day)*  
*(Chicago, IL), 1997*

*Forensic Technologies Incorporated (F.T.I.) – IBIS/NIBIN user training (80 Hour)*  
*(Chicago, IL), 1997*

*SIG Arms Armorers Course (40 Hour)*  
*(Exeter, NH), 1997*

*Firearms and Toolmark Training – Illinois State Police Forensic Sciences Command (20 month)*  
*(Chicago, IL), 1995 – 1996*

**CERTIFICATIONS** *(If applicable)*

**Curriculum Vitae**  
**Name**

*Association of Firearm and Tool Mark Examiners (A.F.T.E.) – Firearms Identification*  
*ASCLD-LAB technical assessor ISO 17025*

**PROFESSIONAL AFFILIATIONS** *(If applicable)*

Association of Firearm and Tool Mark Examiners  
California Association of Crime Lab Directors  
American Society of Crime Lab Directors

**PUBLICATIONS AND PRESENTATIONS** *(If applicable)*

*Unusual Metallic Material from Gun Shot Wound – A.F.T.E. pending*  
*Home Reloaded Shot Shell – A.F.T.E. pending*  
*Duplex load Death Investigation – A.F.T.E. -- pending*

Last updated: 11/16/2015





San Francisco Police Department  
Forensic Services Division - Criminalistics Laboratory  
Tel: 415.671.3200 / Fax: 415.671.3290  
**Curriculum Vitae**

*Name*

*Mark Powell, B.Sc., M.Sc., F-ABC*

**CURRENT AREA OF ASSIGNMENT**

*Crime Laboratory Manager*

**EDUCATION**

*Master of Science, Forensic Science, King's College London, University of London, UK, 2000*  
*Bachelor of Science, Microbiology and Immunology, McGill University, Montreal, Canada, 1999*

**RELATED EXPERIENCE**

<i>January / 2018 – Present</i>	Crime Laboratory Manager City and County of San Francisco, CA
<i>March / 2014 – January / 2018</i>	Criminalist III <i>Forensic Biology / DNA Unit</i> City and County of San Francisco, CA
<i>January / 2014 – June / 2014</i>	Adjunct Professor Forensic Biology Texas Southern University, Houston, TX
<i>October 2013</i>	Consultant for Defense Forensic Biology San Mateo County, CA
<i>January / 2009</i>	Consultant for Defense Forensic Biology Santa Clara County, CA
<i>May / 2008</i>	Consultant for Defense Forensic Biology San Mateo County, CA
<i>May / 2008 – August / 2008</i>	DNA Technical Leader Forensic Testing Laboratories Las Cruces, NM
<i>January / 2007 – March / 2014</i>	DNA Technical Operations Manager <i>Forensic Genetics</i>

**Curriculum Vitae**  
**Mark Powell**

Harris County, TX

*October / 2005 – January / 2007* DNA Analyst II  
*Forensic Genetics*  
Harris County, TX

*June / 2003 – October / 2005* Criminalist III  
*DNA Unit*  
Santa Clara County, CA

*December / 2001 – June / 2003* Criminalist II  
*Forensic Biology*  
New York City, NY

*Nov. / 2000 – Nov. / 2001* Forensic Scientist  
*Forensic Biology*  
Cuyahoga County, OH

**TESTIMONY**

Qualified as an expert witness to testify in the field(s) of:  
*Forensic Biology & DNA analysis*

**SPECIALIZED TRAINING**

*Creating an Inclusive Environment: Introduction to Managing Implicit Bias, SF, CA 04/2018*  
*STRmix Reach-Back Training, SF, CA 02/18*  
*2017 California CODIS Administrators Conference, Richmond, CA, 2017*  
*CAC Spring DNA Workshop, SF, CA 05/17*  
*WVU Custom Forensic Management Academy, Los Angeles, CA 03/16*  
*STRMix Training, San Francisco, CA 10/16*  
*Green Mountain DNA Conference, Burlington, VT 08/16*  
*2016 California CODIS Administrators Conference, Richmond, CA, 2016*  
*Cognitive Factors in Forensic Decision Making, Dr. Itiel Dror, Cognitive Consultants International, San Francisco, CA 2015*  
*NIST Symposium on Error Management, Washington D.C., 2015*  
*Qiagen Investigators Forum, Germany, 2015*  
*American Academy of Forensic Sciences, Orlando, 2015*  
*24 Plus for Managers, San Francisco, 10/14*  
*National Institute of Justice – Validation, Online, 08/14*  
*Applied Biosystems – HID future trends in forensic DNA, South San Francisco, CA 07/14*  
*National Institute of Justice – Probabilistic Genotyping and Software Programs, Online, 05/14*

## **Curriculum Vitae** **Mark Powell**

*Mike Coble/ Adele Mitchell – Statistical Tools: Evaluation, Validation, Implementation, Houston, TX 10/13*

*Mike Coble/ Cybergenetics – True Allele Workshop, Houston, TX 10/12*

*Green Mountain DNA Conference, Burlington, VT 08/12*

*FBI – QAS DNA Auditor Training, On-Line, 05/2012*

*National Institute of Justice – Mixture Interpretation Workshop, Houston, TX 05/11*

*FBI - FBI Laboratory Development Symposium Team, Cincinnati, OH 09/10*

*West Virginia University - Ethics in Forensic Science, On-Line, 02/10*

*NFSTC – Forensic SNP Analysis, Technology Transition Workshop, Fort Worth, TX 11/09*

*John Butler - Advanced DNA Training, Houston, TX 01/09*

*Gary Shutler - Mixture Interpretation, Houston, TX, 12/08*

*John Butler - Topics in DNA Analysis, Houston, TX, 04/07*

*FBI - Mitochondrial DNA Typing, Quantico, VA 06/05*

*California Criminalistics Institute - Fingerprint Pattern Recognition, Sacramento, CA 06/04*

*FBI - CODIS Training, McLean, VA 05/04*

*California Criminalistics Institute - Statistics in DNA Analysis, Richmond, CA 03/04*

*California Criminalistics Institute - Forensic Serology, Sacramento, CA 12/03*

*OCME NYC - Bloodstain Pattern Analysis, NY, NY 02/03*

*FBI - CODIS Training, McLean, VA 03/02*

*Toby Wolson - Bloodstain Pattern Analysis, Cleveland, OH 11/00*

### **PROFESSIONAL AFFILIATIONS**

*International Society for Forensic Genetics*

*American Society of Crime Laboratory Directors*

*California Association of Crime Laboratory Directors*

### **PRESENTATIONS**

*International Symposium on Human Identification – Comparison of Three Calculators for Complex Low Level Mixtures, October, 2013.*

*Qiagen Roadshow – Qiasymphony – Experience at Harris County Institute of Forensic Sciences, April, 2012.*

*American Society of Crime Laboratory Directors (ASCLD) meeting – Next Generation Sequencing and Sudden Death, September, 2011.*

*Applied Biosystems Roadshow – Identifiler Plus validation, December, 2010.*

*Association of Forensic DNA Analysts and Administrators – Consumable treatment, July 2006.*

*University of North Texas Graduate Forensic Club – Forensic Science, March, 2006.*

*San Jose Police Department Sexual Assault Investigators - DNA Analysis and CODIS, November, 2004.*

*Cuyahoga County Police Academy - Crime scene evidence, April 2001.*

*Cleveland Police Academy - DNA analysis, March, 2001.*

## PUBLICATIONS

*D. Nicole Riherd Methner, Steven E. Scherer, Katherine Welch, Magdalena Walkiewicz, Christine M Eng, John W Belmont, Mark C Powell, Dwayne A Wolf, Luis A Sanchez, and Roger Kahn. Postmortem genetic screening for the identification, verification, and reporting of genetic variants contributing to the sudden death of the young (2016). Genome Res. Published in Advance July 19, 2016, doi:10.1101/gr.195800.115*

*The ethics of conducting molecular autopsies in cases of sudden death in the young Amy L. McGuire, Quianta Moore, Mary Majumder, Magdalena Walkiewicz, Christine M. Eng, John W. Belmont, Salma Nassef, Sandra Darilek, Katie Rutherford, Stacey Pereira, Steven E. Scherer, V. Reid Sutton, Dwayne Wolf, Richard A. Gibbs, Roger Kahn, Luis A. Sanchez, and the Molecular Autopsy Consortium of Houston (MATCH). Genome Res. September 2016 26: 1165-1169; Published in Advance July 13, 2016, doi:10.1101/gr.192401.115*

*COMPARISON OF THREE 6-DYE STR DNA TYPING KITS (2015). International Symposium on Human Identification (ISHI).*

*The Validation of a Statistical Tool for the Analysis of DNA Mixtures (2015). American Academy of Forensic Sciences.*

*Next Generation Sequencing Technology for the Identification Genetic Markers Associated with Sudden Unexplained Death and Sudden Infant Death Syndrome (2014). International Symposium on Human Identification (ISHI)*

*Evaluation of Pressure Cycling Treatment on Barocycler® NEP3229 for Extraction of Low-Template Forensic DNA Samples. (2012). International Symposium on Human Identification (ISHI)*

*Gefrides, L.A., M.C. Powell, M.A. Donley and R. Kahn. (2010). UV irradiation and autoclave treatment for elimination of contaminating DNA from laboratory consumables. Forensic Science International: Genetics 4, 89–94.*

*Validation of the Tecan EVO 150 for use in Forensic Casework. (2010). International Symposium on Human Identification (ISHI)*

*Casework Validation of the QIASymphony Automated Extraction System (2010). International Symposium on Human Identification (ISHI)*

*Applying a Minimum Amplifiable DNA Threshold to Sexual Assault Evidence Samples (2010). International Symposium on Human Identification (ISHI)*

*Validation of the BIOMEK 3000 for DNA Extraction, Quantitation, and PCR Set-Up (2008). American Academy of Forensic Sciences.*

## GRANTS

**Curriculum Vitae**  
**Mark Powell**

*Forensic DNA Research and Development (2010-DN-BX-K230) 254,421. Low cost post-mortem molecular genetic autopsy of sudden infant death syndrome (SIDS) and sudden unexplained death (SUD) in children and young adults*

*Applied Research and Development in Forensic Science for Criminal Justice Purposes (2011 - DN-BX-K554). 76,778. Use of pressure cycling technology to enhance DNA yield and profile success in touch samples*

Last updated: 07/21/2016



San Francisco Police Department  
Forensic Services Division - Criminalistics Laboratory  
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**Curriculum Vitae**

**GERALD ANDREW SMITH**  
Criminalist III

**CURRENT AREA OF ASSIGNMENT**  
Firearm and Toolmark Unit

**EDUCATION**  
M.S. Forensic Science, University of New Haven, 1999  
B.A. Criminal Justice, University of Southern Mississippi, 1997

**RELATED EXPERIENCE**

October 2014 – Present	Criminalist III Firearm and Toolmark Unit City and County of San Francisco Crime Laboratory
August 2004 – October 2014	Criminalist II Firearm and Toolmark Unit City and County of San Francisco Crime Laboratory
February 2004 – August 2004	Criminalist II Firearm and Toolmark Unit San Mateo County Sheriff's Forensic Laboratory
October 2009 – January 2004	Crime Laboratory Analyst Firearm and Toolmark Unit Florida Department of Law Enforcement Orlando, Florida
April 2001 – Present	Adjunct Faculty Criminal Justice / Criminal Investigations Corinthian Colleges, Inc.
July 1999 – October 1999	Forensic Technologist Trace Evidence – Gunshot Residue Unit Florida Department of Law Enforcement Orlando, Florida
July 1998 – January 1999	Intern Firearms Unit Bridgeport Police Department Bridgeport, Connecticut

**Curriculum Vitae  
Gerald Andrew Smith**

**TESTIMONY**

Qualified as an expert witness to testify in the field(s) of:  
Firearm Identification / Toolmark Identification / Distance Determination /  
Gunshot Residue Analysis

**SPECIALIZED TRAINING**

Forensic Statistics

Rancho Cordova, CA, 2017

Expert Witness Testimony Techniques

New Orleans, LA, 2016

24 Plus – Enhanced for Supervisors

San Francisco, CA, 2015

ASCLD-LAB International Assessor Training Course

San Jose, CA, 2015

Cognitive Factors in Forensic Decision Making

San Francisco, CA, 2015

ASCLD-LAB Measurement Confidence – Level 200

Denver, CO, 2014

3D Technology Workshop

Seattle, WA, 2014

ASCLD-LAB Measurement Confidence – Level 100

San Francisco, CA, 2014

Microscopy Database Workshop

Albuquerque, NM, 2013

Science Behind Firearm Individualization

Albuquerque, NM, 2013

Hi-Point Firearms Armorers Course

Buffalo, NY, 2012

Factory Tour of Barrett Firearms

Murfreesboro, TN, 2011

Factory Tour of STI International

Georgetown, TX, 2011

**Curriculum Vitae  
Gerald Andrew Smith**

Factory Tour of Hi-Point Firearms & Ithaca Gun Company  
Mansfield, OH, 2010

Factory Tour of Klein Tools and DSA Inc.  
Lincolnshire, IL, 2009

Armorers Course – P-Series Pistols hosted by Ruger  
Miami, FL, 2009

Factory Tour of Olympic Arms and Rainier Bullets  
Olympia, WA, 2009

Armorers Course—M&P - hosted by Smith and Wesson  
Springfield, MA, 2006

Toolmark Identification and Comparison – BATFE 40 Hour Workshop  
Ammendale, MD, 2006

Crime Scene Reconstruction of Shooting Incidents – 40 Hour Workshop  
San Francisco, CA, 2005

Armorers Course—Kahr hosted by Kahr Arms  
Indianapolis, IN, 2005

Shooting Incident Reconstruction and Officer Involved Shootings  
Mansfield, TX, 2004

Familiarization of Variations in Breechface Marks and Firing Pin Marks from the Same Firearm  
Workshop  
Vancouver, B.C., 2004

Criteria for the Identification of Tool Marks Workshop  
Vancouver, B.C., 2004

Fingerprint Processing Techniques  
San Jose, CA, 2004

Firearm Safety, Recognition, and Technology  
Orlando, FL, 2003

Armorers Course—Glock hosted by Glock  
Orlando, FL, 2003

Armorers Course—USP hosted by Heckler and Koch  
Orlando, FL, 2002



## **Curriculum Vitae Gerald Andrew Smith**

National Integrated Ballistics Information Network Training  
Largo, FL, 2001

Armorer's Course—SW99 hosted by Smith and Wesson  
Orlando, FL, 2001

Firearms Identification Training – Florida Department of Law Enforcement  
Orlando, FL, 1999 – 2001

Tool Mark Identification Training – Florida Department of Law Enforcement  
Orlando, FL, 2002

Gunshot Residue Analysis Training – Florida Department of Law Enforcement  
Orlando, FL, 2001

Firearms Factory Tours—Florida Department of Law Enforcement  
North East United States, 2000

Serial Number Restoration—Bureau of Alcohol, Tobacco and Firearms  
Ft. Myers, FL, 2000

Gunpowder and Primer Residue School—Federal Bureau of Investigation  
Tampa, FL, 2000

Courtroom Demeanor—Florida Department of Law Enforcement  
Orlando, FL, 2000

Firearms Safety Course—Southeastern Public Safety Institute  
St. Petersburg, FL, 1999

### **CERTIFICATIONS**

Tool Mark Evidence Examination and Identification – administered through the Association of Firearm and Tool Mark Examiners

Firearms Evidence Examination and Identification – administered through the Association of Firearm and Tool Mark Examiners

Gunshot Residue Evidence Examination and Identification – administered through the Association of Firearm and Tool Mark Examiners

### **PROFESSIONAL AFFILIATIONS**

Association of Firearms and Toolmark Examiners—Distinguished Member  
Organization of Scientific Area Committees – Firearms Subcommittee – Chair

### **PUBLICATIONS AND PRESENTATIONS**

Smith, T., Smith, G. A., Snipes, J. "Validation Study of Bullets and Cartridge Case Comparisons Using Samples Representative of Casework," Journal of Forensic Science, Vol. 61, Issue 4, July 2016, pp 939-946.

**Curriculum Vitae**  
**Gerald Andrew Smith**

- Presented “Contemporary Issues in Firearms Identification” – 8 hour workshops at the 46<sup>th</sup> Annual AFTE Training Seminar, Dallas, TX May 2014
- Presented “Contemporary Issues in Firearms Identification” – 8 hour workshops at the 45<sup>th</sup> Annual AFTE Training Seminar, Seattle, WA May 2014
- Presented “Contemporary Issues in Firearms Identification” & Mini-Moot Court Processes for the National Firearms Examiner Academy – BATFE – Maryland May 2013
- Presented “The Courts and Their View on Firearms Identification Evidence” – Workshop Impression Pattern Evidence Symposium – Clearwater Beach, Florida August 2012
- Presented “Contemporary Issues in Firearms Identification” – 8 hour workshops at the 43<sup>rd</sup> Annual AFTE Training Seminar, Buffalo, NY June 2012
- Presented “Contemporary Issues in Firearms Identification” & Mini-Moot Court Processes for the National Firearms Examiner Academy – BATFE – Maryland May 2012
- Presented “Contemporary Issues in Firearms Identification” – 8 hour workshops at the 42<sup>nd</sup> Annual AFTE Training Seminar, Chicago, IL June 2011
- Presented “Contemporary Issues in Firearms Identification” & Mini-Moot Court Processes for the National Firearms Examiner Academy – BATFE – Maryland May 2010 & 2011
- Presented “Contemporary Issues in Firearms Identification” – 2 four hour workshops at the 41<sup>st</sup> Annual AFTE Training Seminar, Henderson, NV May 2010
- Presented “Firearms Identification – Under the Gun – Review and Response to Recent Criticisms” California Association of Criminalists, San Jose, California October 2009
- Presented “ARK – Admissibility Resource Kit: Overview and Updates” 40<sup>th</sup> Annual Training Seminar of the Association of Firearm and Tool Mark Examiners, Miami, Florida June 2009
- Presented “Contemporary Issues in Firearms Identification” & Mini-Moot Court Processes for the National Firearms Examiner Academy – BATFE – Maryland May 2009
- Presented “Firearms Identification 101: The Basics of the Forensic Science” – The State Bar of California: Forensic Science for Trial Attorneys – San Francisco May 2009
- Presented “ A Daubert Hearing in San Francisco – Preparation for and Impact of as it Relates to the Firearm and Tool Mark Community” – Boston Police Department, MA August 2007
- Presented “A Daubert Hearing in San Francisco – How it All Comes Together,” 38<sup>th</sup> Annual Training Seminar of the Association of Firearm and Tool Mark Examiners, San Francisco, CA May 2007

**Curriculum Vitae  
Gerald Andrew Smith**

Presented training seminar on Firearms Identification: "The Evidence and What It Means" to the Territorial Public Defenders Office of the U.S. Virgin Islands August 2002

Presented paper "A Rifled .32 Auto Cartridge Identified to a .380 Auto Pistol", 33<sup>rd</sup> Annual Training Seminar of the Association of Firearm and Tool Mark Examiners, San Antonio, TX May 2002

"A Rifled .32 Auto Cartridge Identified to a .380 Auto Pistol", Association of Firearm and Toolmark Examiners Journal, Volume 34 Number 1, Winter 2002

"Florida-Georgia Firearms Examiner Training Class: An Overview", Association of Firearm and Toolmark Examiners Journal, Spring 2001

Last updated: 12/1/2017.



San Francisco Police Department  
Forensic Services Division - Criminalistics Laboratory  
Tel: 415.671.3200 / Fax: 415.671.3290  
**Curriculum Vitae**

**Jeremy Ticzon**

NIBIN Technician Trainee/ Police Services Aide

**CURRENT AREA OF ASSIGNMENT**

Firearms/Toolmark Unit

**EDUCATION**

B.S. Telecommunications Management, DeVry University 2001

**RELATED EXPERIENCE**

January 2018 – present

NIBIN Technician Trainee/Police Services Aide  
Firearms and Toolmark Unit  
San Francisco Police Department

September 2011 – January 2017

Police Services Aide  
Northern Station/Traffic Division/Special Victims  
Unit/Chief's Office/Risk Management Division  
San Francisco Police Department

November 2007 – September 2011

Storekeeper  
Property Control Unit  
San Francisco Police Department

**TESTIMONY**

Qualified as an expert witness to testify in the field(s) of:

N/A

**SPECIALIZED TRAINING**

Integrated Ballistics Identification System Data Acquisition  
San Francisco, CA 2017

IBIS TRAX-HD3D/BRASSTRAX and MATCHPOINT Systems  
San Francisco, CA 2017

**CERTIFICATIONS**

Integrated Ballistics Identification System Data Acquisition, ATF 2017

**Curriculum Vitae  
Name**

IBIS TRAX-HD3D/BRASSTRAX system, Forensic Technology 2017

IBIS TRAXHD3D/MATCHPOINT system, Forensic Technology 2017

**PROFESSIONAL AFFILIATIONS**

N/A

**PUBLICATIONS AND PRESENTATIONS**

N/A



San Francisco Police Department  
Forensic Services Division - Criminalistics Laboratory  
Tel: 415.671.3200 / Fax: 415.671.3290  
**Curriculum Vitae**

**Luis D Zabarte, Jr**  
Community Police Services Aide

**CURRENT AREA OF ASSIGNMENT:**  
**Forensic Services Division – Criminalistics Laboratory – Firearms Unit**

**EDUCATION:**  
**Bachelor of Arts: Political Science – Saint Louis University, Baguio City, Philippines - 1985**

**RELATED EXPERIENCE:**  
**April 2007 – Present San Francisco Police Department**

**January 2018 – present**  
**Job Title:** Community Police Services Aide  
**Unit:** Forensic Services Division- Criminalistics Laboratory

**Roles/Responsibilities:**

- NIBIN Technician Trainee
- Preserves evidence following established laboratory standards by inventorying, documenting, and safekeeping evidence
- Prepares technical reports on interpretation of cartridge case examinations
- Identify and examine cartridge cases under a microscope
- Test fire recovered firearm evidence for safety and operability
- Enter firearm and cartridge case evidence and test fires into NIBIN/IBIS

**September 2013 – January 2018**  
**Job title:** Community Police Services Aide  
**Unit:** Investigation Bureau

**Roles/Responsibilities:**

- Direct report to the Commander of Investigations
- Performs analytical research, compilation and statistical analysis from information/data on crime and variety of administrative, management and organizational issues under investigation, in particular the Major Crimes Unit:
  - Gang Task Force (GTF)
  - Homicide
  - Narcotics
  - Night Investigations Unit (NIU)
  - Patrol Bureau Task Force (PBTF)/Violent Response Team (VRT)
- Gathers relevant data, information and/or documentation from a variety of sources through the creation and maintenance of databases and files on criminal and various activities tracked by the Crime Analysis Unit (CAU)

## Curriculum Vitae Name

- Collects additional information and/or revises methodology as needed. Geographic information system (GIS) analysis incorporated to generate crime maps, and perform spatial analyses of hot spots and crime driver
- Presents reports, including formal presentations to Command Staff

### **April 2007 – September 2013**

**Job title:** Community Police Services Aide

**Unit:** Ingleside Police Station

#### **Roles/Responsibilities:**

- Interacts with the public in person or over the telephone to obtain or provide information and/or answer questions regarding police procedures and activities
- Assists Command Staff with activities, such as gathering preliminary investigation intelligence
- Completes reports and forms consisting of short descriptive phrases and/or fill in the blanks (e.g. incident reports, supplemental reports, towed cars, expired, invalid and/or damaged identification, security breaches, release of property/evidence)
- Monitors security camera at District Station to ensure safety and security of station perimeter

### **September 2011 – present**

**San Francisco Police Department**

**Job title:** Reserve Police Officer – Level 1

#### **Roles/Responsibilities:**

- Promotes community policing and interacts with citizens in sector while on patrol
- Patrols the district on foot or in patrol car; operates Mobile Video Terminal computer in patrol car; operates radio; detects criminal activity; and communicates with the public
- Writes reports; keeps records; draws accident scene diagrams; completes forms and maintains logs
- Responds to call for service; resolves disputes; admonishes individuals; responds to accidents; and provides emergency first-aid
- Prepares and participates in planned events; stands and directs traffic at accident scenes, demonstrations, or planned events; controls crowds; cooperates with other city and state agencies to secure area at planned event or crime scene

## **TESTIMONY**

N/A

**SPECIALIZED TRAINING**

**Integrated Ballistics Identification System Data Acquisition  
Department of Justice – Bureau of Alcohol, Tobacco, Firearms and Explosive – 2017**

**IBIS TRAX-HD3H | BRASSTRAX SYSTEM  
Ultra Electronics Forensic Technology - 2017**

**TLO (Terrorism Liaison Officer) Basic Course  
Northern California Regional Intelligence Center (NCRIC) - 2015**

**FEMA IS-00700.a; IS-00200.b; IS-00100.b  
Department of Homeland Security/FEMA/EMI - 2015**

**California P.O.S.T (Police Officers Standards and Training) Certification – Module III  
College of San Mateo (San Mateo, CA) – 2009**

**California P.O.S.T (Police Officers Standards and Training) Certification – Module II  
College of San Mateo (San Mateo, CA) – 2010**

**California P.O.S.T (Police Officers Standards and Training) Certification – Arrest and  
Control Course – AJ 90 #3240-80100-04002 Chabot College (Hayward, CA) – 2005**

**California P.O.S.T (Police Officers Standards and Training) Certification – Firearms - AJ  
90 #3240-80100-04002 Chabot College (Hayward, CA) - 2005**

**CERTIFICATIONS**

**CLETS – Level II access (current – 02/14/2019)**

**Terrorist Liaison Officer (current)**

**P.O.S.T. Bike Patrol (current)**

**P.O.S.T. Academy Instructor (CCN: 2420-21706-11003)  
San Francisco Police Department (SF Law Enforcement Regional Training Facility) – P.O.S.T.  
Instructor Development (CCN: 240-21706-11-00)**

**PROFESSIONAL AFFILIATIONS**

**California Reserve Peace Officers Association (CRPOA)  
San Francisco Police Reserve Officers Association (SFPROA)  
Filipino-American Law Enforcement Officers Association (FALEO)**



# Patrick Leung

San Francisco Police Department  
1245 3rd Street, San Francisco, CA 94158  
415-837-7213 • patrick.n.leung@sfgov.org

## Employment History

San Francisco Police Department

October 2015 – Present

Principal Administrative Analyst

Job Duties: Grant Manager for the Fiscal Division. Areas of responsibility include writing grant proposals and oversight of claims, progress reports, subrecipient monitoring, equipment tracking, and compliance reviews.

Department of Emergency Management

October 2011 – October 2015

Principal Administrative Analyst

Job Duties: Financial administration for the Division of Emergency Services. Areas of responsibility include budgets, contracts, reconciliations, and grants management.

Human Services Agency

May 2009 – October 2011

Senior Administrative Analyst

Job Duties: Fiscal administration of McKinney-Vento Homeless Assistance Grants (\$18M), ARRA TANF Emergency Contingency Fund (\$48M), ARRA Homeless Prevention & Rapid Rehousing Program (\$8M), CDA Office on Aging Grant Cluster (\$6M), special projects, and audits.

San Francisco Police Department

June 2005 – May 2009

Accountant/Senior Administrative Analyst

Job Duties: Primary functions include financial administration of all grant programs and the majority of special revenue funds; preparation of claims, reconciliations, audits, closeouts of expired grant programs, department budget projections, and implementation of new programs/funds.

Human Services Agency

August 2004 – June 2005

Accountant Intern

Job Duties: Responsible for accounting functions and claim reporting for Title III/VII grant programs

## Technical Strengths

Programming and Scripting Languages

C++, C#, Java, SQL, Python, VBA, LaTeX, JavaScript

Productivity Software

Microsoft Office Suite, Postgres

Other

Django, ExtJS

ICS/NIMS

IS100, IS120, IS200, IS230, IS235, IS240, IS241, IS242, IS244, IS247, IS300, IS400, IS700, IS701, IS703, IS800, L973

## Education

San Francisco State University B.S. in Business Administration (Information Systems)

May 2003

Evergreen Valley College Solaris/Linux System Administration

August 2003

Frank Paul Carrubba  
San Francisco District Attorney's Office

frank.carrubba@sfgov.org  
415-734-3245  
Admitted to California Bar

## EXPERIENCE

### **SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE, June 2014 to Present**

*Assistant District Attorney*

Chief of the Criminal Division which includes the Intake Unit, Asset Forfeiture, Gun Enforcement Unit, Auto Burglary Unit and the Crime Strategies Unit (CSU) which is responsible for the investigation and prosecution of major cases utilizing a Data-Driven Prosecution model that focuses the collective resources of the San Francisco District Attorney's Office on predictive crime prevention.

### **APPLE, INC., December 2013 to May 2014**

*Senior Investigator, Global Security Investigations*

Responsible for coordinating investigations with law enforcement and prosecutorial agencies, and conducting investigations from initial response through successful conclusion.

### **SANTA CLARA COUNTY OFFICE OF THE DISTRICT ATTORNEY, November 1991- December 2013**

*Deputy District Attorney and Supervising Deputy District Attorney*

Assignments and accomplishments are detailed as follows:

#### **• CRIMINAL STREET GANG UNIT**

**January 2011 – December 2013**

Felony trial attorney responsible for vertically prosecuting violations of the California Street Terrorism Enforcement and Prevention (S.T.E.P.) Act. Lead state prosecutor assigned to the FBI Safe Streets Gang Task Force in Santa Clara County, California. Lead state prosecutor in *Operation Garlic Press*, a joint collaboration between state, local, and federal law enforcement agencies, including FBI, ATF, and DEA.

#### **• SUPERVISING DEPUTY DISTRICT ATTORNEY January 2009 – December 2010**

Supervision of Narcotics Trial Team, Narcotics Drug Court Team, Major Narcotics Vendor ADA Unit, Mental Health Court, Wiretap Program, and the Asset Forfeiture Unit. Responsibilities include supervision, evaluation and training of new felony trial attorneys, supervision and administration of the Anti-Drug Abuse (ADA) grant, drafting and training in the area of search warrants and wiretaps, case review, and assignment of all cases. Additional duties include office wide informant management and legal training of law enforcement officers.

#### **• ON-CALL RESPONSIBILITIES**

**December 2002 – January 2009**

On-Call homicide, child death and officer involved shooting response for south Santa Clara County. Responsibilities include scene response, drafting of telephonic search warrants and legal assistance to law enforcement officers and homicide detectives.

#### **• SUPERVISING DEPUTY DISTRICT ATTORNEY January 2005 – January 2009**

Supervision of felony and misdemeanor trial deputies assigned to South County courthouse. In addition to administrative duties, responsibilities include coordination and assignment of all cases, review of felony dispositions, calendars and special projects. Additional duties include the issuing of felony complaints, issuing of all domestic violence complaints, Felony Advanced Review (FAR) discussions, and legal training of local law enforcement officers.

#### **• COMMUNITY PROSECUTION TEAM**

**August 1999 – December 2004**

Developed community based programs to directly benefit quality of life in South Santa Clara County. Assigned to the Gilroy Police Department Anti-Crime Team. Assisted in investigation of all major cases from drafting of search warrants to vertical prosecution of high tech crime and blight and prostitution crimes.

• **CAREER CRIMINAL UNIT**

**February 1999 – August 1999**

Felony trial attorney responsible for vertically prosecuting three-strikes and career criminal cases. Notable jury trials include child molestation.

• **SEXUAL ASSAULT UNIT**

**April 1998 – February 1999**

Felony trial attorney responsible for vertically prosecuting sexual assault crimes. Notable jury trials included rape by force and child molestation.

• **ROBBERY ASSAULT THEFT TEAM**

**January 1996 – April 1998**

Felony trial attorney responsible for handling robbery, assault, and theft cases in Superior Court from filing through final disposition. Notable jury trials included 1<sup>st</sup> degree attempted murders, carjacking, armed robbery and deadly weapon offenses.

• **MAJOR NARCOTIC VENDOR PROGRAM**

**November 1994 – January 1996**

Felony trial attorney responsible vertically for all aspects of major narcotics related crimes. Drafted search warrants, wiretap applications and authored and administered Major Narcotic Vendor Program (MNVP) grant.

• **NARCOTICS UNIT**

**September 1993 – November 1994**

Felony trial attorney responsible for prosecution of all aspects of narcotics related crimes. Drafted search warrants and issued felony complaints.

• **OUTLYING COURTS**

**August 1992 – September 1993**

Misdemeanor trial attorney. Handled all aspects of misdemeanor jury trials from issuing to final disposition. Additionally, handled preliminary examinations.

• **CENTRAL MISDEMEANOR UNIT**

**January 1992 – August 1992**

Misdemeanor trial attorney. Handled all aspects of misdemeanor jury trials from issuing to final disposition. Additionally, handled preliminary examinations.

• **LAW AND MOTIONS UNIT**

**November 1991 – January 1992**

Legal research, drafting of points and authorities, and argument before the Superior Court.

### **AWARDS**

- 1995 California Narcotic Officers Association (CNOA) Prosecutor of the Year.
- 2002 Santa Clara County DA's Office Clayton L. Haupt Excellence Award winner.
- 2004 Supervisory Recognition by the Chief of Police and Mayor of the City of Gilroy for contributions to the solving of a cold case homicide.
- 2012 California Narcotic Officers Association (CNOA) Region One Prosecutor of the Year.
- 2012 Gilroy Police Ad Honorem Award presented by the Gilroy Police Officer's Association.
- 2014 Meritorious Unit Citation presented by Mountain View Police Chief, Scott S.G. Vermeer for contributions to the solving of a cold case gang homicide as a member of the FBI Safe Streets Gang Task Force.

## TRAINING and INSTRUCTION

- Presented criminal justice training and instruction to the California District Attorney's Association (CDAA), Santa Clara University, Santa Clara County Sheriff's Office Academy, Gilroy Police Department, Morgan Hill Police Department, California Department of Justice (DOJ), San Francisco Police Department Institute of Criminal Investigations, San Francisco District Attorney's Office, Santa Clara County District Attorney's Office, U.S. Department of Justice (USDOJ), Pima County Attorney's Office, Albuquerque District Attorney's Office, Sonoma County Police Chief's Association, and California Commission on Peace Officer Standards and Training (POST), on a variety of topics, including but not limited to legal updates, wiretaps and electronic communication interception, search warrants, cell phone forensics, social media evidence, major case investigation, cold case investigations, crime analytics, clandestine methamphetamine labs, and internet exploitation investigations.

## NOTABLE PROSECUTIONS

- Drafted the first State wiretap application ever approved in Santa Clara County which resulted in the indictment and prosecution of dozens of defendants from Washington State to California for trafficking and distribution of heroin (1995)
- *People of the State of California vs. Mizbah Kazi*: High profile attempted murder, false imprisonment and torture case. Featured on March 8, 1998 on television show *America's Most Wanted*.
- *Operation Royal Flush*: Indictment and prosecution of 26 members of the Brown Pride Kings, Norteno criminal street gang (2011)
- *Operation Garlic Press*: Indictment and prosecution of 67 Norteno gang members originating from a joint federal/state undercover operation (2012)
- *Operation Cold Day*: A joint federal/state investigation and prosecution of over 120 defendants for gun, gang and narcotics related crimes (2017)

## EDUCATION

California Polytechnic State University (San Luis Obispo, CA), *Bachelor of Arts in English*, June 1988

California Western School of Law (San Diego, CA), August 1988-June 1990

Santa Clara University School of Law (Santa Clara, CA), August 1990-June 1991

*Juris Doctorate*, June 1991

**Charles Francis Bisesto**  
charles.bisesto@sfgov.org  
San Francisco District Attorney's Office (415) 734-3667

**EXPERIENCE**

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**San Francisco District Attorney's Office: Assistant District Attorney** December 2010-Present  
San Francisco, CA

- Lead attorney for the Gun Enforcement Unit; Make charging decisions on all firearm related cases; Oversee prosecution of charged gun cases including providing pretrial offers and legal support for the assigned prosecutor; Work with the San Francisco Police Department (SFPD) on gun investigations: provide training, review warrants and ensure seized firearms are tested for DNA and operability by the Crime Lab; Work with the US Attorney's Office to identify gun cases that are suitable for federal prosecution.
- Member of the Crime Strategies Unit; Work closely with the San Francisco Police Department's Central Station to identify crime trends and determine solutions; Assist the Inspectors from that station with case investigation, warrants and interviews; Prosecute cases of interest from the Central Police District.
- Former lead Elder Abuse Unit attorney; Worked with SFPD's Special Victim's Unit and Adult Protective Services to investigate incidents involving dependent or elder adult victims; Reviewed arrests involving dependent or elder adult victims, made charging decisions, and prosecuted charged cases; Co-chair for the City & County of San Francisco's Family Violence Committee subcommittee on Elder Abuse.
- Tried 30 jury trials as lead prosecutor, including charges of robbery, residential burglary, assault with a deadly weapon, elder abuse, felony domestic violence, felony auto burglary, car-jacking and fraud.
- Conducted hundreds of evidentiary hearings as lead prosecutor, involving DNA, fingerprints, narcotics, firearms, and cell phone tower records, and presented cases to the San Francisco criminal grand jury.

**United States Attorney's Office: Law Clerk** Fall 2009  
San Francisco, CA

- Researched and drafted pretrial motions for the Securities Fraud Division and Major Crimes Unit.
- Researched, wrote, and litigated an opposition to a motion to suppress evidence in federal court.

**Alameda County District Attorney's Office: Law Clerk** Summer 2009  
Oakland, CA

- Served as the lead prosecutor in a co-defendant misdemeanor jury trial.
- Prepared and examined witnesses in multiple preliminary hearings and motions to suppress evidence.

**EDUCATION**

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**University of California, Hastings College of the Law** San Francisco, CA  
*J.D., May 2010 (Criminal Law Concentration)*

Activities: Executive Production Editor: *Hastings Constitutional Law Quarterly*  
Tutor at the Tenderloin After-School Program

Honors: Best Brief: 2010 Tulane University Sports Law Moot Court Competition  
Semifinalist: 2009 National Criminal Procedure Moot Court Competition  
Best Oral Advocate: 1<sup>st</sup> year Moot Court Class

Externships: San Francisco District Attorney's Office, Summer 2008  
Legal Research Assistant for Professor Jo Carrillo, Summer 2008

Note Topic: *The Indigent's Right to Choose Counsel- Analyzing the Scope of United States v. Gonzales-Lopez within the Context of the Fourteenth Amendment.*

**University of California, Davis** Davis, CA  
*B.A. in Political Science and History, cum laude, June 2007*

Activities: Captain, UC Davis Men's Varsity Crew Team  
President, Sigma Chi Fraternity

Honors: Most Inspirational Varsity Rower, 2006-2007  
All Academic WIRA Conference 2004, 2005, 2006 and 2007  
UC Davis Greek Man of the Year, 2006-2007  
Most Outstanding Senior Award, 2007

Internships: U.S. Senator Dianne Feinstein in Washington D.C.

# Maria Helene McKee

San Francisco District Attorney's Office • 415 553 1189

maria.mckee@sfgov.org

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## EDUCATION

**University of California, Berkeley**, Goldman School of Public Policy, Berkeley, CA

Master of Public Policy, May 2008

Editor: *Policy Matters Journal*

Relevant Coursework: Policy Analysis, Statistics, Economics, Program Evaluation & Survey Methodology

**Wesleyan University**, Middletown, CT

Bachelor of Arts, French Studies, May 2001

Honors: Phi Beta Kappa; the Mann Prize, for most outstanding achievement in the Romance languages;

Certificate in International Relations

## EXPERIENCE

*Principal Analyst*, October 2014 – present

**Office of the District Attorney, City & County of San Francisco**, San Francisco, CA

Primary responsibility for all of the Office's data-driven projects, including: collaboration with independent researchers; management of the DA Stat performance measurement program; development of risk based prosecutorial decision making; and, administration of the Crime Strategies Unit, which takes a proactive, problem solving approach to prosecution and the promotion of public safety. Manage data acquisition and collection; promote interagency data sharing; and conduct and oversee crime, arrest, and case processing analysis, including geospatial analysis with ArcGIS. Currently, supervise a Smart Prosecution Initiative to develop predictive analytics for prosecution.

*Grants & Policy Manager*, June 2012 – September 2014

**Office of the District Attorney, City & County of San Francisco**, San Francisco, CA

Provided project management, policy support, and evaluation of innovative programs of the District Attorney's Office, including Neighborhood Courts, Neighborhood Prosecutors, and the Sentencing Planner Program. Managed both grants received and awarded by the District Attorney's Office, such as the development of requests for proposals, scopes of work, budgets, and progress reporting. Conducted ad hoc policy analysis on criminal justice, budget, and operational issues.

*Policy & Program Analyst*, June 2008 – May 2012

**Superior Court of California, San Francisco Collaborative Courts**, San Francisco, CA

Promoted the development and implementation of evidence-based policy and practice across six criminal Collaborative Courts. Conducted internal research, program evaluation, and performance measurement to support effective administration and strategic planning. Generated written reports, talking points, and presentations of findings for Court, partner agency, and public audiences. Oversaw cross-agency data collection, as well as database design and administration. Coordinated independent research of Collaborative Court programs. Identified grant opportunities, wrote and submitted proposals, developed and monitored budgets, solicited sub-contractors, and compiled data for proposals and required grant reports.

*Consultant*, January 2008 – May 2008

**Adult Probation Department**, City & County of San Francisco

Evaluated the extent of probationer recidivism in San Francisco and the impact of motions to revoke probation. Quantitative analysis of probationer arrests and dispositions, in addition to qualitative analysis of the system response resulted in policy recommendations to improve the effectiveness of probation supervision and criminal processing.

*Communications Associate*, September 2003 – August 2006

**Global Fund for Women**, San Francisco, CA

Liaised with international grantee and donor network regarding women's rights and social justice philanthropy. Associate editor of bi-annual newsletters and annual report. Managed website content and concept design. Wrote and launched bi-monthly electronic newsletter to an audience of over 10,000. Prepared talking points and press releases on human rights- and international development-related issues.

## SKILLS

Windows, Mac OS, Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), IBM SPSS Statistics, ArcGIS.

**Strategic Gun Crime Analyst***Human Resources Job Code 1823**Additional responsibilities will include writing statistical programming code and performing statistical analysis of large datasets, including social network analysis, geo-spatial analysis, data-mining, and trend analysis.***City and County of San Francisco  
Senior Administrative Analyst (#1823)**

We are currently accepting applications for this position.

To apply, please close this pop-up window and then click on Current Openings.

\$44.01-\$53.50 Hourly / \$7,629.00-\$9,273.00 Monthly / \$91,546.00-\$111,280.00 Yearly

 Notify Me when a Job Opens for the above position(s)

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**DEFINITION**

Under general direction plans, organizes, leads and/or participates in complex, sensitive, and detailed analytical work in the areas of budget, financial/fiscal, economic, legislative and administrative policy and/or contract administration.

**DISTINGUISHING FEATURES**

Class 1823 Senior Administrative Analyst is the Senior journey level in the Administrative Analyst series with responsibility for directing and performing difficult, complex, and/or sensitive projects for departmental management. This class is distinguished from class 1822 Administrative Analyst in that class 1822 is the journey-level class working under general supervision. Class 1823 is distinguished from class 1824 Principal Administrative Analyst in that class 1824 has greater and/or more complex financial responsibilities, greater consequence of error and independence of action, and is assigned the most difficult, complex, and sensitive projects.

**SUPERVISION EXERCISED**

Class 1823 Senior Administrative Analysts may supervise a small staff performing moderately complex analytical work.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Researches, analyzes and makes policy recommendation on special projects or highly visible public issues; may direct complex financial or operational activities; responds to informational requests, including those of a highly sensitive nature, and may represent the department to the Mayor's office, Board of Supervisors, Controller's Office, other city

officials, outside agencies and the public; acts as executive assistant and provides administrative analysis to high-level managers or a department head.

2. Coordinates, develops, manages and monitors a departmental budget of moderate complexity or assists in the development and management of a departmental budget of greater complexity; negotiates budget proposals within the department and with the Mayor's Office, Board of Supervisors and other agencies; prepares budget line item narrative, analyses, recommendations, and justifications for annual and supplemental requests; assists management in the budget development process, monitoring of the budget, budget reporting, and interpretation of budget-related documents.

3. Analyzes trends in budget expenditures and revenues, prepares financial/statistical reports for management, Mayor's Office, Board of Supervisors, Controller's Office and various funding agencies; coordinates and monitors departmental reporting to funding agencies including the subvention of funds to contracting organizations and justifies that funds are used as required.

4. Coordinates the activities related to the application for, and management of multiple source capital projects and/or grants; monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines; coordinates and monitors reporting to funding agencies including the subvention of funds to contracting organizations and justifies that funds are used as required; may coordinate the preparation of City-wide single audit report.

5. Plans and performs economic and/or financial analyses including forecasting, revenue and/or expense projections, analysis of capital requirements, calculation of debt capacity, evaluation of financing alternatives; rate analysis, modeling and cost/benefit analysis; prepares reports with financial/policy recommendations and appropriate supporting documentation; may assist in the preparation of audit schedules and financial statements.

6. Analyzes and interprets existing, newly enacted and proposed local, state, federal legislation and regulation for policy and financial impact on the department; advises management and prepares recommendations with appropriate supporting documentation regarding how to comply with new regulations, mitigate adverse action against the department or maximize potential revenues; develops, implements and monitors new and revised reporting systems required by legislation.

7. Analyzes existing and proposed administrative policies and procedures as well as organizational problems; conducts difficult and detailed studies; identifies administrative problems, determines methods of analysis, and identifies trends; prepares and presents reports with recommendations and appropriate justification based on studies and surveys; may coordinate the implementation of new systems and/or procedures.

8. Prepares MBE/WBE and contract status reports; conducts competitive contract vendor selection processes including public bids and requests for proposals, distributes and places advertisements and public notices for contracts; processes moderate to highly complex contracts including advertising for bids/proposals, receipt and review of bids, contract



negotiation and award, and routing through signature/documentation process to certification; provides information to staff from Purchasing, Human Resources, Human Rights Commission and the Administrative Services Office; and provides training and technical assistance to staff and contractors on departmental and City contracting policies, procedures and requirements.

9. Prepares cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews contract provisions, conducts site visits, and meets with engineers/inspectors/program managers to develop cost estimates; meets with contractors to negotiate requests for additional costs; assists in analyzing costs related to change orders and modifications; maintains data and information resources on current industry cost standards for materials, equipment and labor costs; establishes and maintains contact with sources of information including vendors, labor unions and governmental agencies.

10. Performs related duties and responsibilities as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: the principles and techniques of governmental organization and management; the principles and techniques of financial/fiscal analysis and budgeting; the principles and techniques of economic and policy analysis; the principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations affecting departmental operations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications.

Ability to: collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; assign and direct the work of subordinates; establish and maintain effective communication with senior management, officials, departmental representatives, vendors, or other agencies; negotiate effectively; use a personal computer and software programs as utilized in various departments.

### **EXPERIENCE AND TRAINING**

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university and three (3) years of full-time equivalent experience performing professional level analytical work as described in Note A: OR

2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major college coursework as described in Note B and two (2) years full-time equivalent experience performing professional level analytical work as described in Note A; OR
3. Possession of a baccalaureate degree from an accredited college or university and four (4) years full-time equivalent experience performing professional level analytical work as described in Note A; OR
4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B and three (3) years full-time equivalent performing professional level analytical work as described in Note A

**SUBSTITUTION:** Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

**Notes on Qualifying Experience and Education:**

A. Qualifying professional-level analytical experience must be in one or more of the following functional areas: complex budget analysis, development and administration; complex financial/fiscal analysis and reporting; development of complex contracting systems and administration of competitive bid processes and complex contractual agreements; development and evaluation of complex management/administrative policy; complex grant administration and monitoring; complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions in Class 1823, where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and implementation of major programs and functions of department/organization. Analytical experience equivalent to the duties of Class 1822 is considered qualifying.

B. Coursework applicable to a baccalaureate or higher degree in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or other fields of study closely related to the essential functions of positions in Class 1823.

**LICENSE OR CERTIFICATE**

None.

**NOTES**

AMENDED: 9/28/09

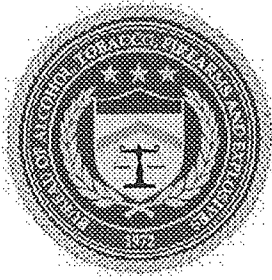
**DISASTER SERVICE WORKERS**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

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**CLASS: 1823; EST: 1/1/1900; REV: 9/28/2009;**

## CURRICULUM VITAE



### Daniel A. Garza, Special Agent

Department of Justice  
Bureau of Alcohol, Tobacco, Firearms & Explosives  
San Francisco Metro Field Office  
450 Golden Gate Ave., 15<sup>th</sup> Floor Suite 111  
San Francisco, CA 94102  
415-722-5497 (cell)  
Email: daniel.garza@atf.gov

## PROFESSIONAL EXPERIENCE

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04/2013 - Present     **Special Agent**  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
San Francisco Metro Field Office / San Francisco Field Division  
San Francisco, California

**Duties:** Investigate alleged violations of Federal firearms, explosive, arson, and related federal statutes. Investigative functions include undercover operations, electronic intercepts, obtaining evidence, preparing and presenting criminal case reports to the United States Attorneys Office for prosecution of said violations; preparing and serving arrest and/or search warrants; and testifying as a government witness.

**Collateral Duties:**

05/2016 – Present     CAT Instructor  
11/2015 – 11/2016     Vault Custodian  
08/2015 – Present     Firearms Instructor  
07/2015 – Present     On-The-Job Training Instructor  
07/2014 – 11/2015     Assistant Vault Custodian  
07/2014 – Present     Firearms Custodian  
04/2014 – Present     Interstate Nexus Expert

07/1999- Present     **Military Service**  
United States Marine Corps (USMC) and USMC Reserve

**Duties:** Over 18 years of service in the United States Marine Corps and United States Marine Corps Reserve in the capacity of an infantry rifleman and infantry unit leader. During the course of military career, have used and/or received training on the use of numerous military and foreign military firearms and weapons systems. As an Infantry Marine deployed three times, including two combat deployments to Iraq and Afghanistan. Currently a Gunnery Sergeant (E-7).

## PROFESSIONAL TRAINING RECEIVED

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General Law Enforcement Training

2018             Crime Gun Intelligence Training  
Dublin, CA  
(8 hours)

2018 Crime Gun Intelligence Center Site Orientation/Tours  
Cincinnati and Columbus, OH  
(32 hours)

2017 Crime Gun Intelligence-Violent Crime Strategies  
San Francisco, CA  
(32 hours)

2016 Control and Arrest Techniques (CAT) Instructor Course  
Dublin, California  
(24 hours)

2016 ATF Undercover Operations Training Course  
Pleasanton, CA  
(40 hours)

2016 Q1 SRT/UC Rescue Training  
San Diego, CA  
(40 hours)

2015 Firearms Instructor Training Program  
F.L.E.T.C. Cheltenham, Maryland  
(2 weeks)

2015 REID Interviewing Seminar  
San Francisco, California  
(24 hours)

2015 Crime Gun Intelligence Seminar  
Dublin, California  
(8 hours)

2014 Advanced Firearms Trafficking Techniques  
Dublin, California  
(30 hours)

2014 Unfinished (80%) Receiver Training  
Dublin, California  
(8 hours)

2014 FBI Post-Blast Investigation Course  
Eureka, California  
(40 hours)

2014 ATF Interstate Nexus Basic Course  
Dublin, California  
(40 hours)

2013 ATF Special Agent Basic Training  
F.L.E.T.C., Glynco, Georgia  
(14 weeks)

2013 Criminal Investigator Training Program  
F.L.E.T.C., Glynco, Georgia

(13 weeks)

General Military Training

- 2015 Reserve Staff Non-Commissioned Officer (SNCO) Resident Advanced Course (USMC)  
Marine Corps Base Quantico, Virginia  
(2 weeks)
- 2015 SNCO Non-Resident Advanced Course (USMC)  
(48 hours)
- 2013 Leading Marines Distance Education Program (USMC)  
(16 hours)
- 2010 Senior Enlisted Joint Professional Military Education, Non-Resident (USAF)  
(40 hours)
- 2010 SNCO Advanced Distance Education Program (USMC)  
(40 hours)
- 2010 SNCO Career Course Distance Education Program (USMC)  
(40 hours)
- 2009 Reserve Infantry Platoon Leaders Course (USMC)  
Marine Corps Base Camp Pendleton, California  
(2 weeks)
- 2007 Deployed Medical Operator Course, Live Tissue Lab (USMC)  
Marine Corps Base Camp Lejeune, North Carolina  
(3 days)
- 2006 Marine Corps Martial Arts Instructor, Re-certification (USMC)  
Joint Reserve Base Fort Worth, Texas  
(1 week)
- 2003 Sergeants Course Distance Education Program (USMC)  
(40 hours)
- 2002 Marine Corps Martial Arts Instructor Course (USMC)  
Marine Corps Base Twenty Nine Palms, California  
(3 weeks)
- 2000 Marine Corps Security Force, Basic Security Guard Course (USMC)  
Naval Base Chesapeake, Virginia  
(6 weeks)
- 1999 Marine Corps School of Infantry, Infantry Rifleman (USMC)  
Marine Corps Base Camp Pendleton, California  
(6 weeks)
- 1999 Basic Recruit Training (USMC)  
Marine Corps Recruit Depot San Diego, California  
(13 weeks)

## EDUCATION

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- 2008 - 2010      **Southern Methodist University**  
Dallas, Texas  
Master of Arts Degree (MA)  
History, GPA 4.0
- 2003 - 2006      **Southwestern Assemblies of God University**  
Waxahachie, Texas  
Bachelor of Science Degree (BS)  
Major: History, Magna Cum Laude, GPA 3.84

## SPECIAL PROJECTS AND INVESTIGATIONS

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- 10/2015 - 8/2017      **Operation Cold Day (San Mateo County, California)**
- Duties:** ATF Case Agent for multi-year investigation that targeted street level criminals who profited from trafficking firearms, narcotics, and/or stolen vehicles in the San Francisco and San Mateo County areas. Worked along-side state and local law enforcement personnel from: California Highway Patrol, Daly City Police Department, and San Francisco Police Department. Roles included Project Lead/Primary Case Agent and the establishment of an undercover warehouse. Additional responsibilities included coordinating the use of multiple confidential informants, assisting in planning of enforcement and takedown operations, and acting in an undercover capacity. Operation resulted in 120+ defendants arrested and 101 firearms purchased/recovered. Takedown operation involved 1000+ law enforcement personnel from across the nation.

## INSTRUCTOR EXPERIENCE

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- 05/2016- Present      **CAT Instructor**  
**(San Francisco Field Division)**
- Duties: Provide instruction to ATF Special Agents on proper techniques to control and arrest individuals.
- 08/2015 - Present      **Firearms Instructor**  
**(San Francisco Field Division)**
- Duties:** Provide instruction on use of revolvers, semi-automatic pistols and shoulder weapons utilizing safe handling, proficient employment and justifiable use of weapons.
- 03/2014 - Present      **Military Advisor for US Navy Civil Engineer Corps Officers School (CECOS)**  
**(USMCR – Naval Base Ventura, California)**
- Duties:** Provide instruction to US Naval Officers candidates attending as students the US Navy's CECOS. Instruct courses on military operations, weapons handling, land navigation, infantry patrolling, and how to plan and execute military patrols and operations.

06/2003 – 6/2009 **Marine Corps Martial Arts Instructor (MCMAP) (USMC)**

**Duties:** Provided instruction to Marines on MCMAP techniques. Conducted martial arts training in hand to hand and weapons techniques with non-lethal and lethal applications.

### PROFESSIONAL ORGANIZATIONS

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2013 – Present Federal Law Enforcement Officers Association (FLEOA)

### ATF AWARDS AND COMMENDATIONS

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2018 ATF Quality Step Increase (QSI) Award  
2017 ATF Time Off Award  
2016 ATF Individual Cash Award  
2016 ATF Individual Cash Award  
2015 ATF Individual Cash Award  
2015 ATF Time Off Award  
2015 ATF Individual Cash Award  
2014 Memorandum of Commendation

### MILITARY AWARDS AND COMMENDATIONS

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2012 Navy and Marine Corps Achievement Medal  
2011 Navy and Marine Corps Commendation Medal  
2011 Combat Action Ribbon  
2008 Navy and Marine Corps Commendation Medal

### PERFORMANCE EVALUATIONS

7-Exceeds	10/01/2016 to 09/30/2017
7-Exceeds	10/01/2015 to 09/30/2016
7-Exceeds	10/01/2014 to 09/30/2015
6-Meets	12/08/2013 to 09/30/2014
Academy	04/30/2013 to 11/01/2013

Revised 04/05/2018



# Mark A. Munoz

Department of Justice - Bureau of Alcohol, Tobacco, Firearms, and Explosives  
Intelligence Research Specialist

## SUMMARY

An experienced intelligence professional with a valuable background of accomplishments in **Intelligence, Investigation, Research, Data Collection & Analysis**. Uniquely qualified with proven **Interpersonal, Analytical, Organizational and Communication** skills. IT literate in **MS Office Suite** with outstanding skills in **Excel, Power Point and i2 Analyst Notebook and PLX**.

## QUALIFICATIONS

Current position as an **Intelligence Research Specialist** at **United States Department of Justice, Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)**. Collaborate with ATF Special Agents and provide investigative support on complex intelligence driven criminal investigations. In my work I seek to identify potential "straw purchasers," individuals attempting to circumvent established national federal firearms laws by legally purchasing a firearm on behalf of a prohibited person or convicted felon. I also examine those individuals who may be attempting to illegally engage in the business of dealing in firearms without a federal firearms license.

I utilize open source and law enforcement investigative tools to gather intelligence information on potential subjects of ATF criminal investigations. Leverage CLEAR, Accurint, LEAP, and TLO to develop relevant intelligence information when completing subject intelligence reports and analysis. Proficient in utilizing TECS, CLETS, NCIC/NLETS and ATF proprietary databases, such as N-FORCE, N-SPECT, and eTrace in compiling investigative information to develop leads and support the criminal investigation process.

As of January 2018, I am assigned to the San Francisco Police Department (SFPD) Crime Gun Intelligence Center (CGIC), a joint mission between ATF and the SFPD to target violent crime. Utilizing the National Integrated Ballistic Image Network (NIBIN), the SFPD CGIC Unit will produce timely, precise and actionable intelligence concerning gun crime and identify armed violent offenders for investigation and prosecution. I provide investigative and analytic support to ATF Agents/Task Force Officers and SFPD personnel assigned to the SFPD CGIC unit. Utilizing investigative tools and training I produce intelligence products, track and link shooting incidents, identify potential suspects, analyze gun data, utilize geographic mapping and employ social media analytics to support complex intelligence driven criminal investigations.

Previous experience as an **Intelligence Research Specialist** at **United States Department of State, Bureau of Diplomatic Security (DSS)**. Collaborated on criminal investigations of passport and visa fraud within the Central District of California. Worked to detect fraud and determine the necessity of full field investigation, conduct criminal research on potential subjects, review documents, compile and verify comprehensive intelligence data.

Skilled in reviewing law enforcement, credit, immigration, vital statistics and medical records. Fully utilize a wide spectrum of automated databases including TECS, CLETS, NLETS, NCIC, LEXIS-NEXIS, CBP Vetting, PCQS, US-VISIT, ATS-P, Consular Databases, CLEAR-Thomson Reuters in completing investigative assignments. Set parameters to identify and locate suspects utilizing analytical research techniques.

Eight years of prior experience as an **Protective Intelligence Research Specialist** with the **United States Secret Service (USSS)** in Washington, D.C. Within the **Protective Intelligence and Assessment Division (PID)** as part of the **Risk Management Branch**, I served as a team leader for my geographic area of responsibility. Generated case inventories, reviewed information and maintained real-time updates for each case, advised management on technical and administrative workflow, prepared a variety of protective intelligence products as required. During my tenure

within PID's **Foreign Assessment Branch** I researched and prepared protective intelligence assessments, spot reports, and other intelligence products to include relevant intelligence analysis and recommendations. Daily, I reviewed and analyzed classified and open source information to determine their relevance to the USSS protective mission. Gained experience working the Central European, Latin American and Middle East Desk's and the Counterterrorism Section. Successfully conducted several protective intelligence and counterintelligence briefings for the Presidential Protection Division (PPD) and senior USSS executive level management.

## **CAREER HISTORY**

- 2016 – Present **United States Department of Justice**  
**Bureau of Alcohol, Tobacco, Firearms and Explosives** - San Francisco, CA  
Intelligence Research Specialist
- 2012 – 2016 **United States Department of State**  
**Bureau of Diplomatic Security** - Los Angeles, CA  
Intelligence Research Specialist
- 2004 – 2012 **United States Secret Service**  
**Protective Intelligence and Assessment Division** - Washington, DC  
Protective Intelligence Research Specialist

## **EDUCATION**

**Cal State University**, San Bernardino, CA  
Master's Program – National Security Studies - 1998

**Loyola Marymount University**, Los Angeles, CA  
Bachelor of Arts – Political Science - 1996

## **TRAINING**

Crime Gun Intelligence / Violent Crime Strategies training to discuss the impact of NIBIN as an investigative strategic tool. December 11-14, 2017.

Penlink Training Summit/PLX - communications data collection and analysis training for domestic law enforcement. Exploiting Call Detail Records to gather investigative intelligence information from voice, text, data, and social media August 22-24, 2017.

Completed ATF's Intelligence Research Specialist Training Academy - April 05-29, 2016.

PC530 - Basic Consular Training Course at the Department of State Foreign Service Institute. Examined the adjudication and issuance process for Immigrant and Non-Immigrant Visas. Studied Passport and Nationality adjudication process - September 2012.

i2 Analyst Notebook Level 1 Training. Link analysis course which I can apply to law enforcement and criminal intelligence analysis on complex criminal investigations.

Introduction to Criminal Training Program (ICITP) training course at the Federal Law Enforcement Training Center (FLTEC) in Glynco, GA. The ICITP training course provided a broad overview of effective analytic and investigative techniques utilized in the law enforcement community.

**Project Abstract: San Francisco FY 18**

Between 2015 and 2016, San Francisco experienced a 25% increase in gun violence, driven by a 15% increase in firearm homicides, and a 27% increase in non-fatal shootings. In half of the city's ten police districts, 80% or more of homicides were by firearm, exceeding the national average of 68%. Gun violence is geographically concentrated in San Francisco, with just three police districts (Mission, Ingleside, and Bayview) accounting for more than 50% of all firearm homicides, and more than 60% of all crimes involving a firearm. In 2016, aggravated assaults involving a firearm increased by 32% in these three districts, compared to a 9% increase in the rest of the city.

The San Francisco Police Department; in collaboration with the San Francisco District Attorney's Office, the Bureau of Alcohol, Tobacco, Firearms & Explosives, the United States Attorney's Office, and the San Francisco Adult Probation Department; plans to implement Crime Gun Intelligence Center (CGIC) business practices to improve the collection, management, and analysis of crime gun evidence. The Department will collect and test all ballistic evidence recovered from crime scenes to help identify criminal shooters, disrupt criminal activity, and prevent future violence. Additionally, the San Francisco CGIC project will emphasize an advanced statistical approach, using social network analysis to understand connections across people, casings, guns and crimes, generating investigative leads that my otherwise go unnoticed, and supporting large scale investigations—including regional operations—and vertical prosecutions of gun crime drivers and illegal firearm suppliers.



MARK FARRELL  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
POLICE DEPARTMENT  
HEADQUARTERS  
1245 3<sup>rd</sup> Street  
San Francisco, California 94158



WILLIAM SCOTT  
CHIEF OF POLICE

Tuesday, April 24, 2018

Bureau of Justice Assistance  
Office of Justice Programs  
810 Seventh Street, NW  
Washington, DC 20531

Subject: Research and Evaluation Independence and Integrity – FY 2018 Crime Gun Intelligence Center Integration Initiative

To Whom It May Concern,

This memo is to affirm that the San Francisco Police Department's FY 2018 Crime Gun Intelligence Center Integration Initiative application does not include a research or evaluation component within its proposal, and as such, we can provide assurance that our proposal contains no conflicts of interest.

The San Francisco Police Department (SFPD) maintains General Orders that guide the conduct of personnel, including General Order 2.01, "General Rules of Conduct" which addresses member responsibilities and includes language regarding "(9) Misconduct, (21) Cooperation in Investigations, (27) Gifts, Presents, Compensations and Rewards, and (57) Conflict of Interest in Investigations."

In addition, any officer or employee of the City and County of San Francisco who holds a position designated in the Conflict of Interest Code (San Francisco Campaign and Government Conduct Code, Article III, Chapter I) is required to disclose his or her financial interests using the California Fair Political Practices Commission's Statements of Economic Interests – Form 700.

The San Francisco Department of Police Accountability (DPA) was established to promptly, fairly and impartially investigate complaints against San Francisco police officers, make policy recommendations regarding police practices and conduct periodic audits of the SFPD.

With these checks and balances in place, the San Francisco Police Department is confident that the activities performed under the Crime Gun Intelligence Center Integration Initiative will be accomplished with same commitment to excellence and performance with integrity as our normal operations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Leung', with a large, stylized flourish at the end.

Patrick Leung  
Grants Manager  
San Francisco Police Department

**Program Narrative: San Francisco FY 18**

**Statement of the Problem.** Between 2015 and 2016, San Francisco experienced a 25% increase in gun violence, driven by a 15% increase in firearm homicides, and a 27% increase in non-fatal shootings. In 2016, the last full year of FBI UCR data, homicides increased for the third year in a row, reaching the second highest count since 2009.<sup>i</sup> In half of the city's ten police districts, 80% or more of homicides were by firearm, exceeding the national average of 68%. Gun violence is geographically concentrated in San Francisco, with just three police districts (Mission, Ingleside, and Bayview) accounting for more than 50% of all firearm homicides, and more than 60% of all crimes involving a firearm. In 2016, aggravated assaults involving a firearm increased by 32% in these three districts, compared to a 9% increase in the rest of the city.<sup>ii</sup> Gun violence in these areas is often driven by criminal street gangs, and associated with gang retaliations, violent robberies, and narcotics trafficking. The San Francisco Police Department (SFPD) estimates that the vast majority of seized guns are crime guns, either used in the commission of crimes, or possessed by prohibited persons.

Using social network analysis (SNA)<sup>iii</sup> to map and measure co-offending patterns and relationships of gun violence suspects in San Francisco, the Crime Strategies Unit (CSU) of the San Francisco District Attorney's Office (SFDA) found that gun offenders are highly interconnected. Out of over 1,200 known gun violence suspects, a large network of 566 individuals were connected through SFPD police reports. By testing various measures of connectedness, CSU has identified the most prominent drivers of gun crime in San Francisco. Many of these individuals are also drivers of residential burglaries and thefts from vehicles, and commit crime in neighboring jurisdictions as well. The CGIC approach is ideal for addressing the regional, interconnected nature of firearms crime in San Francisco, and identifying, investigating, and prosecuting gun crime drivers to sustainably reduce gun violence. The City and County of San Francisco is home to 884,363 residents, with a day time population exceeding one million. Over 300,000 non-residents commute into the city each day, and 25 million tourists visit the city each year. San Francisco's population is 6% African American, 15%

**Program Narrative: San Francisco FY 18**

Latino, 35% Asian, and 41% White.<sup>iv</sup> Roughly 12% of the population lives in poverty, and in 2016, San Francisco had the third highest rate of homelessness in the nation among major metropolitan areas. San Francisco also suffers from higher than average rates of property crime, and persistent violent crime. Between 2006 and 2015, San Francisco had the highest violent crime rate among California's most populous cities for ten years straight.

In spring 2018, SFPD implemented a CGIC pilot in in two of the ten police districts: Mission and Ingleside, which experience the second and third highest rates of gun violence. With grant funding, San Francisco will expand CGIC business practices to all ten police districts, including the Bayview, which has long experienced the highest rates of shootings and gun violence. Historically, less than half of all ShotSpotter activations in San Francisco have resulted in investigation. Of the 319 incidents with shell casings placed into evidence in 2017, just 40% resulted in requests for Crime Lab analysis; the Crime Lab was only able to perform analysis on 29% of these incidents (92 incidents); and leads were often provided over a year later. The greatest challenges in combating violent crime in San Francisco are solvability and timeliness. Without the resources necessary to test and trace all crime gun evidence in a timely manner to generate immediate leads, SFPD Inspectors are deprived of the key elements to solving violent firearms related crime, and prosecutors are denied the full array of evidence to effectively prosecute gun violence crime drivers.

San Francisco Police Chief William Scott was sworn in by late Mayor Edwin M. Lee on January 23, 2017, on the heels of one of the most violent years, in terms of gun violence, that San Francisco had experienced since 2008. Chief Scott was integrally involved in the development of the Los Angeles CGIC, and has seen first-hand how the comprehensive collection of gun crime evidence; tracing of crime guns; and timely entry, analysis and investigation of leads solve crimes and lead to effective prosecutions. With BJA funding to implement CGIC business practices throughout the city, San

**Program Narrative: San Francisco FY 18**

Francisco aims to significantly increase the gun crime clearance and prosecution rate, disrupt major gun crime drivers and seize illegal guns, and achieve a 20% reduction in homicides.

**Project Design and Implementation.** San Francisco proposes the implementation of CGIC practices and core principals citywide, building upon a close collaboration of the SFPD Investigations Division and District Attorney George Gascón's Crime Strategies Unit (CSU), and emphasizing advanced strategic data analysis to address serial gun offenders and gun violence crime drivers. Over the past 18 months, SFPD Commander Greg McEachern and Chief Attorney Frank Carrubba have visited three CGIC implementation sites, organized a series of interagency planning meetings, and established policies and procedures in their respective offices to create a strong foundation for the CGIC. The SFPD is currently developing an MOU with the local Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) field office to establish a CGIC team. SFPD and ATF team members will be complemented by the CSU Gun Enforcement Prosecutor, who triages all gun arrests reviewed by SFDA for charging, coordinates prosecution with the US Attorney's Office, and will serve on the CGIC team. Additionally, SFPD is developing an MOU to acquire an ATF K9 and designing department-wide trainings on the CGIC model and Trigger Lock policy. In early 2018, SFPD rolled out a mobile ShotSpotter application to facilitate comprehensive collection of ballistic evidence.

**1. Commitment from the Chief and Command Staff.** Chief Scott tasked his command staff to collaborate with the SFDA CSU to implement a CGIC pilot for San Francisco. SFPD Commander of Investigations Greg McEachern has overseen the hiring and recruitment of CGIC pilot staff, including the detailing of a supervisor and a Task Force Officer (TFO) to the local ATF. With full CGIC implementation, SFPD will detail a second TFO, as required for a jurisdiction of our size, to focus on Trigger Lock cases. Commander McEachern has also led the development and implementation of Department Bulletins, regarding timely ShotSpotter response by patrol officers, and collection of shell casings and unlawfully used firearms left at the scene.



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The SFDA CSU, led by Chief Attorney Frank Carrubba, employs a multi-disciplinary, data- and technology-driven approach that is ideally suited to the CGIC model. Chief Attorney Carrubba has assigned a dedicated Gun Enforcement prosecutor to the CGIC team, who will focus on the prosecution of gun crime drivers as identified through advanced statistical analysis techniques, including social network analysis. With the implementation of the CGIC grant, Commander McEachem and Chief Attorney Carrubba will convene monthly stakeholder meetings to evaluate the program's success in achieving collection, testing, investigative, and prosecution performance objectives, and refine and develop policies to ensure that the CGIC is producing BJA deliverables.

**2. Comprehensive Firearm-related Crime and Forensics Tracing.** With the grant, the SFPD will respond to all shootings and crimes involving a firearm and roll out comprehensive firearm-related crime- and forensics-tracing citywide. Currently, the Crime Scene Investigations Unit (CSI) collects all firearm evidence from major crime scenes involving death or great bodily injury, swabs major crime scene guns for DNA, and books casings and unlawful firearms into evidence within three days. Illegal firearms are submitted through eTrace by the SFPD Crime Information Services Division, and ballistics evidence is analyzed by the SFPD Crime Lab. During the BJA required six month planning period, SFPD will develop policies and procedures to expedite this process to ensure major crime scene guns and ballistics are submitted through eTrace and NIBIN with one business day. SFPD is rolling out citywide comprehensive collections protocols for all shootings in spring 2018, through which ballistics evidence for non-major crime scenes will be transferred directly to the SFPD Crime Lab. During the pilot phase in the Mission and Ingleside Police Districts, the Crime Lab will submit all ballistics evidence into NIBIN, test firing seized firearms as necessary, and the SFPD Crime Information Services Division will trace all recovered illegal guns. Once the grant is implemented, SFPD will expand the scope of NIBIN and eTrace processing to the entire city, and ensure that all submissions occur within one business day.

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The SFPD operates its own Crime Lab, whose supervisors are members of the SF CGIC team. In order to effectively support the roll out of CGIC business practices and timelines across all ten police districts, SFPD proposes the acquisition of a second NIBIN machine, with a Matchpoint Analysis Station, and will assign two new CGIC Police Service Aides to the Crime Lab Firearms unit to help meet the increased demand for crime gun evidence analysis. The Crime Lab will accept evidence from all shooting incidents for entry and correlation, with no fee-for-service restrictions. Furthermore, the acquisition of a new comparison microscope, stereomicroscopes, and bulk ammunition will provide dedicated equipment for the two CGIC NIBIN Technicians and allow for greater efficiency in the NIBIN-CGIC workflow. The Crime Lab will implement policies to minimize latent print and DNA demands on routine NIBIN-only submittals, and streamline NIBIN-only processes from intake, through evidence input, and the full firearm examination, allowing for lead notifications to be issued within 24-48 hours of submission, and pursuant to the CGIC required prioritization of evidence. San Francisco is amenable to using the NIBIN National Correlation and Training Center should it become available to our jurisdiction.

**3. Crime Gun Intelligence Analysis.** The San Francisco CGIC team is committed to conducting comprehensive analysis of all crime gun data collected from eTrace and NIBIN, as well as other forensic sources, to advance effective investigations and prosecutions of gun crime drivers. For all shootings and gun crime incidents, NIBIN leads and eTrace reports will be submitted immediately by the SFPD Crime Lab and firearms team to the CGIC team for triage. Based on SFPD case assignment policy, which considers severity, solvability, the presence of physical evidence, the presence of video footage, and victim and witness cooperation, the CGIC team will prioritize and assign NIBIN leads to task force investigators and ATF special agents. Through citywide comprehensive collection protocols, significantly more evidence and data will become available at a much faster pace, increasing the solvability of crimes, which will translate into more successful investigations and prosecutions.

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Two SFPD Crime Lab Police Service Aides have been trained to perform firearm function testing, examine and triage cartridge-case-only evidence, and will enter ballistics information into NIBIN, conduct correlation tests on NIBIN entries, and generate reports of their findings to the CGIC Investigation Unit. The Crime Information Services Division will submit all crime guns through eTrace, and share results with the CGIC team and other relevant investigative units. Both NIBIN lead and eTrace reports will be shared with the SF CGIC ATF intelligence analyst for link analysis, and regional coordination with other ATF analysts. SFPD will dedicate the planning phase to develop the mechanism for reporting CGIC results to investigators.

In addition to NIBIN, eTrace, and ATF intelligence analysis, SFPD will work closely with the SFDA CSU to conduct advanced statistical analysis. SFDA proposes to hire a Strategic Gun Crime Analyst, who will be housed with the CSU analyst corps, and participate on the CGIC team. CSU has built a social network analysis (SNA) application (in R programming language) that enables exploration of suspect co-offending patterns represented in San Francisco incident reports. By integrating NIBIN and eTrace leads into this application, the Strategic Gun Crime Analyst will be able to associate a greater number of connections across people, casings, guns, and crimes – generating new investigative leads that may otherwise go unnoticed. This advanced analytic approach, supported by an academic partnership with Professor Andrew Fox of Fresno State University, will bolster the SF CGIC, support large scale investigations—including regional operations—and facilitate vertical prosecutions of gun crime drivers and illegal firearm suppliers.

**4. CGIC Investigations.** The CGIC team will serve as an information hub for the uniform collection, examination, and investigation of gun crime, creating an investigative clearinghouse for law enforcement partners and neighboring jurisdictions. With Commander McEachem as team leader, the CGIC will regularly convene interagency investigative sessions with SFDA, ATF, the US Attorney's Office, and the Adult Probation Department. Discussions will focus on interagency information

**Program Narrative: San Francisco FY 18**

sharing and strategy development to target GPS-identified hot spots, addressing pipelines for unlawfully used firearms, and identifying gun crime drivers, especially violent offenders.

**5. Law Enforcement and Prosecution Collaboration and Offender Arrest.** The SFPD is committed to ensuring all actionable crime gun intelligence is rapidly disseminated to all partners, and pursued in collaboration with relevant law enforcement agencies, including local and federal prosecutors. With the support of the grant's technical assistance provider, SFPD will develop a mechanism for the efficient distribution of information to relevant stakeholders, including an informative bulletin to emphasize essential leads.

**6. State and Federal Prosecution.** The District Attorney's Office Strategic Gun Crime Analyst will assist with CGIC case prioritization and outcome tracking, reporting case dispositions to the CGIC team, and produce the final SF CGIC outcome evaluation. The Strategic Gun Crime Analyst will work closely with the SFDA CSU Gun Enforcement Prosecutor—who makes filing decisions, collects intelligence, and suggests dispositions for cases—to triage gun arrests and vertically prosecute high priority cases. The combined knowledge and skills of the Gun Enforcement Prosecutor and Strategic Gun Crime Analyst will develop a macro understanding of who and what is driving gun crime in San Francisco, enhancing our ability to effectively and comprehensively prosecute gun offenders. The Gun Enforcement Prosecutor works closely with SFPD and the US Attorney's Office to triage gun cases for local or federal prosecution. The US Attorney's Office has assigned AUSA Hallie Hoffman to serve as the representative for the San Francisco CGIC and attend investigative and strategic meetings.

**7. Local CGIC Feedback.** All CGIC-related leads, as well as investigation and prosecution outcomes, will be tracked by SFPD in the CGIC database. SFPD will develop a system to automatically provide feedback to responding officers via email, when their collection efforts result in a NIBIN or eTrace lead; when that lead results in an arrest and/or prosecution; and when that prosecution results in a conviction. Results will also be reported regularly to partner agencies and stakeholders during monthly

**Program Narrative: San Francisco FY 18**

CGIC meetings. This positive feedback loop will be essential to promoting comprehensive collections, as well as effective investigations.

**Capabilities and Competencies.** The San Francisco CGIC team will be comprised of staff from SFPD, SFDA, and ATF. This team will liaise with the US Attorney's Office and the Adult Probation Department, who will participate in the CGIC Collaborative Working Group. SFPD and SFDA have proven track records implementing violence reduction initiatives, including federal grant awards. San Francisco Police Chief Bill Scott and District Attorney George Gascón are deeply supportive of this effort, having already invested significant resources in developing the pilot. The CGIC team structure is described below by participating agency.

**1. San Francisco Police Department.** SFPD has a long history of collaborating with community stakeholders and non-governmental organizations on violence prevention initiatives. SFPD has previously administered grants from BJA, including Project Safe Neighborhood/Anti-Gang Initiative and the Gang Resistance Education and Training (G.R.E.A.T.) program. SFPD currently collaborates with our city partners on the Edward Byrne Justice Assistance Grant (JAG) targeted at reducing crime and violence. In 2016, JAG funded collaborative efforts resulted in 94 criminal group disruptions, 50 firearms seized, 19 firearms entered into NIBIN, 19 firearms submitted through eTrace, and 99 forfeiture cases filed. As the lead CGIC agency, SFPD will be responsible for implementing the CGIC business process, serving as the primary recipient for the grant, including administering funding, establishing MOUs, managing the grant timeline, and collecting and reporting performance data.

Commander McEachern will serve as the team lead for the project, overseeing policy development, ensuring that the SF CGIC meets its objectives, and managing interagency coordination through the Collaborative Working Group. The Commander will convene weekly investigative meetings and monthly Working Group meetings with the US Attorney's Office, Adult Probation Department and other relevant law enforcement partners. The Commander brings 27 years of

**Program Narrative: San Francisco FY 18**

experience on the force, across multiple disciplines including field operations, administration, training, and investigations, and has extensive experience developing and implementing department directives and policies that will serve him well in leading and sustaining the organizational change required by the CGIC. The Commander will regularly report on the progress of the project to the Chief.

Lt. Derrick Lew has been detailed to the local ATF office as the TFO supervisor, and will manage day to day operations for the CGIC investigative team. Lt. Lew will support Commander McEachern to develop CGIC-related Department Bulletins and the CGIC training curriculum, triage all NIBIN leads, and assign cases per department policy. Lt. Lew has over 14 years of law enforcement experience and has been an ATF Task Force Officer since 2014. Lt. Lew will be complemented with at least two additional TFOs to form the CGIC investigative team. The SFPD Crime Lab is an ASCLD-LAB accredited facility in forensic sciences testing. The Firearm and Toolmark Unit of the Crime Lab, which houses the NIBIN-CGIC program, is supervised by Andy Smith. Mr. Smith has over 17 years of experience performing evidence analysis in the field of Firearm and Toolmark Examination, as well as performing NIBIN entries and correlations. SFPD has provided Community Police Service Aides (CPSAs) Luis Zabarte and Jeremy Ticzon to perform the duties of NIBIN Technicians. With the expected increase in CGIC evidence processing, additional personnel and equipment acquisitions will enable the Crime Lab NIBIN-CGIC Unit to meet the desired turn-around time. The SFPD Crime Lab Firearms Unit will collaborate with the SFPD Crime Information Services Division, who will be performing the eTrace analysis.

Patrick Leung has been the Grants Manager at SFPD since 2015 and has more than 14 years of experience managing grants. In collaboration with the CGIC investigative team, SFDA analysts, and ATF intelligence analyst, Mr. Leung will write the final report describing the overall project accomplishments and outcomes.

**Program Narrative: San Francisco FY 18**

**2. San Francisco District Attorney's Office.** Under the leadership of District Attorney George Gascón, since 2011, the SFDA has successfully implemented several federal grants to innovatively reduce crime. Much like the CGIC, SFDA CSU uses data and technology to drive new approaches to violent crime, promotes collaboration, and enhances SFDA's ability to prosecute crime effectively. CSU is led by Chief Attorney Frank Carrubba, who has emphasized collaborative, problem-solving multi-disciplinary approaches to crime reduction over his 25 year career as a prosecutor. Chief Attorney Carrubba assigned Assistant District Attorney Charlie Bisesto as the Gun Enforcement Prosecutor, responsible for triaging and tracking all gun arrests and prosecutions. ADA Bisesto—who previously served as the lead Hate Crime Prosecutor, Elder Abuse Prosecutor, and Central District Neighborhood Prosecutor—has been integral in establishing the policies and protocols for SFDA gun case management, and will work closely with the CGIC team. SFDA intends to hire a Strategic Gun Crime Analyst to support the Gun Enforcement Prosecutor, provide advanced analytics to the CGIC team, and perform the outcome evaluation of the program. The Strategic Gun Crime Analyst will write statistical programming code and perform statistical analysis of large datasets, including social network analysis, geo-spatial analysis, data-mining, and trend analysis. The Strategic Gun Crime Analyst will be part of the CSU Analyst team, supervised by Maria McKee, CSU Principal Analyst. Ms. McKee has been working in San Francisco's criminal justice system for over 10 years as a grants manager, policy analyst, and crime analyst.

**3. ATF.** ATF has assigned Special Agent Daniel A. Garza to the SF CGIC team, where he will collaborate with SFPD and SFDA to investigate and prosecute alleged violations of federal firearms statutes in San Francisco, and present appropriate cases to the US Attorney's Office for prosecution. Special Agent Garza, who served in the United States Marine Corps, has received extensive training in Crime Gun Intelligence. Special Agent Garza is supported by Intelligence Research Specialist Mark

**Program Narrative: San Francisco FY 18**

A. Munoz, who has been assigned to SFPD since January 2018, and provides investigative support on complex intelligence driven gun crime investigations.

**Plan for Collecting the Performance Measure Data.** SFPD will implement the ATF CGIC database once it is made available (estimated October 2018). In the absence of the database, data will be collected in ATF templates designed for seamless database integration. This database will track all ballistics and crime guns entered into NIBIN, the timeliness of entries, the rate at which entries generate leads, the number of guns recovered and traced, the results of tracing, and NIBIN links across two or more crimes where the gun has yet to be recovered. The database will track CGIC case arrests, prosecutions, convictions, and sentencing details. Data entry will be performed by Crime Lab technicians, CGIC investigators, and the ATF analyst, with additional prosecution and conviction data provided by the SFDA CSU Strategic Crime Gun Analyst. Specific data entry and sharing protocols will be developed and documented during the six month planning period.

SFPD's Grant Manager will extract, analyze, and summarize CGIC data for performance measures reporting. SFPD's Crime Analysis Unit (CAU) will provide data regarding 911 calls for shootings and confirmed ShotSpotter activations. CAU will assist with linking this data with CGIC data, using the incident number to match across datasets, and documenting shooting cases from incident through prosecution. The SFPD Grant Manager will also collect data regarding CGIC staffing, CGIC policy and procedure adoption, training, and MOUs with CGIC Working Group partners. These performance measures will be reported regularly to BJA, SFPD, and SFDA Command and Executive staff, as well as at CGIC Working Group meetings to support data-driven decision-making, policy development, and program development to meet grant objectives and deliverables. Bolstered with a rich dataset generated by the CGIC, the Working Group will also have the opportunity to develop additional crime strategies responsive to emerging crime trends.



## Program Narrative: San Francisco FY 18

San Francisco's primary goal in implementing the CGIC is the sustained reduction of violent crime, gun crime, and homicides. The SFPD Crime Analysis Unit and the CSU Strategic Gun Crime Analyst will monitor violent crime trends throughout the project period to measure the impact of the SF CGIC on violent crime in San Francisco. The results of this analysis will form the basis for the outcome evaluation. Outcomes and implementation findings will be collated by the SFPD Grant Manager for the final report, which will be submitted to BJA, and disseminated to all CGIC Working Group partner agencies. It is our belief that this enhanced analytical approach to CGIC implementation will prove successful, and we plan to share the findings and lessons learned with other jurisdictions through attendance at national prosecution and policing conferences and trainings.

**Sustainability Planning.** San Francisco is committed to working with the BJA technical assistance provider to develop a sustainability plan during the first six months of project implementation. Starting sustainability planning early ensures that the project is implemented with clearly documented policies, procedures, and MOUs that facilitate the long term integration of CGIC business practices, organizational changes, and interagency collaboration into the daily operations of all partner agencies. Furthermore, sustainability planning will be based on careful collection and review of performance data, to confirm that the project is meeting objectives and documenting success, particularly in regards to violence reduction. By documenting successes throughout project implementation, the project will garner the support of stakeholders across the city, and help make the case for long term general fund investments by the Mayor and Board of Supervisors

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<sup>i</sup> San Francisco Police Department, *Year End Crime Statistics 2016*, pg 2

<sup>ii</sup> San Francisco Open Data, *Police Department Incidents*, Gun Incidents in 2015 vs 2016.

<sup>iii</sup> Jennifer A. Johnson, Ph.D., John David Reitzel, Ph.D., Bryan F. Norwood, David M. McCoy, D. Brian Cummings, and Renee R. Tate, *Social Network Analysis*, 2016

<sup>iv</sup> US Census Bureau, *Quick Facts: San Francisco, 2016 and 2017*.

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

4040-0013

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: San Francisco Police Department * Street 1: 1245 3rd Street    Street 2: _____ * City: San Francisco    State: CA: California    Zip: 94158-2134 Congressional District, if known: 12		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>   		
<b>6. * Federal Department/Agency:</b> Bureau of Justice Assistance		<b>7. * Federal Program Name/Description:</b> Edward Byrne Memorial Justice Assistance Grant Program CFDA Number, if applicable: 16.738
<b>8. Federal Action Number, if known:</b>  		<b>9. Award Amount, if known:</b> \$ _____
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix _____ * First Name n/a _____ Middle Name _____ * Last Name n/a _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
<b>b. Individual Performing Services</b> (including address if different from No. 10a) Prefix _____ * First Name n/a _____ Middle Name _____ * Last Name n/a _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: Patrick Leung * Name: Prefix _____ * First Name William _____ Middle Name _____ * Last Name Scott _____ Suffix _____ Title: Chief of Police    Telephone No.: 415-837-7000    Date: 05/06/2018		
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## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  Patrick Leung	TITLE  Chief of Police
APPLICANT ORGANIZATION  City and County of San Francisco	DATE SUBMITTED  05/06/2018

Standard Form 424B (Rev. 7-97) Back

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
<b>* 3. Date Received:</b> 05/06/2018	<b>4. Applicant Identifier:</b> _____	
<b>5a. Federal Entity Identifier:</b> 946000417	<b>5b. Federal Award Identifier:</b> _____	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> City and County of San Francisco		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 94-6000417	<b>* c. Organizational DUNS:</b> 1208029830000	
<b>d. Address:</b>		
<b>* Street1:</b> 1245 3rd Street	_____	
<b>Street2:</b>	_____	
<b>* City:</b> San Francisco	_____	
<b>County/Parish:</b>	_____	
<b>* State:</b> CA: California	_____	
<b>Province:</b>	_____	
<b>* Country:</b> USA: UNITED STATES	_____	
<b>* Zip / Postal Code:</b> 94158-2134	_____	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Police Department	<b>Division Name:</b> _____	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> _____	<b>* First Name:</b> Patrick	
<b>Middle Name:</b> _____	_____	
<b>* Last Name:</b> Leung	_____	
<b>Suffix:</b> _____	_____	
<b>Title:</b> Grants Manager		
<b>Organizational Affiliation:</b> Police Department		
<b>* Telephone Number:</b> 415-837-7213	<b>Fax Number:</b> 415-575-6085	
<b>* Email:</b> patrick.n.leung@sfgov.org		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Bureau of Justice Assistance

**11. Catalog of Federal Domestic Assistance Number:**

16.738

**CFDA Title:**

Edward Byrne Memorial Justice Assistance Grant Program

**\* 12. Funding Opportunity Number:**

BJA-2018-13570

**\* Title:**

BJA FY 18 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

**13. Competition Identification Number:**

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

**\* 15. Descriptive Title of Applicant's Project:**

San Francisco Crime Gun Intelligence Center

Attach supporting documents as specified in agency instructions.

Add Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="800,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="800,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

Budget Sheet Instructions

**Budget Summary**

*Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.*

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$100,932	\$0	\$100,932	\$0	\$0	\$0	\$0	\$0	\$201,864
B. Fringe Benefits	\$0	\$0	\$40,373	\$0	\$40,373	\$0	\$0	\$0	\$0	\$0	\$80,746
C. Travel	\$4,350	\$0	\$4,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,700
D. Equipment	\$427,776	\$0	\$22,857	\$0	\$22,857	\$0	\$0	\$0	\$0	\$0	\$473,490
E. Supplies	\$15,200	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$35,200
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	\$447,326	\$0	\$178,512	\$0	\$174,192	\$0	\$0	\$0	\$0	\$0	\$800,000
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	\$447,326	\$0	\$178,512	\$0	\$174,192	\$0	\$0	\$0	\$0	\$0	\$800,000
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No







## Budget Narrative File(s)

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\* Mandatory Budget Narrative Filename:

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To add more Budget Narrative attachments, please use the attachment buttons below.



MARK FARRELL  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
POLICE DEPARTMENT  
HEADQUARTERS  
1245 3<sup>rd</sup> Street  
San Francisco, California 94133



WILLIAM SCOTT  
CHIEF OF POLICE

April 24, 2018

Director Jon Adler  
Bureau of Justice Assistance  
United States Department of Justice  
810 Seventh Street NW  
Washington, DC 20531

Dear Director Adler:

Re: FY 2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (BJA-2018-13570)

The San Francisco Police Department (SFPD) is submitting this application for consideration of funding through the Crime Gun Intelligence Center Initiative. The SFPD, as the lead agency, is committed to working in partnership with local, state, and federal agencies to achieve a sustainable reduction in violent crime and the illegal use of firearms in San Francisco.


In order to achieve a statistically significant decrease in firearm-related violence and homicides, SFPD will implement the tenets of the Crime Gun Intelligence Center (CGIC) business practices citywide. The San Francisco CGIC project will include all the essential program components and core principles of the CGIC model, with an emphasis on advanced strategic data analysis to address serial gun offenders and gun violence crime drivers. I am confident that the comprehensive collection of gun crime evidence, tracing of crime guns, and, timely entry, analysis and investigation of leads will solve crimes and lead to effective local and federal prosecutions in San Francisco.

The SFPD has a proven track record in implementing violence reduction initiatives, including using various federal grant awards to deploy strategies and develop initiatives targeting gun-related activity. The department invested significant resources in developing a CGIC pilot in two of the city's ten police districts as well as creating an entire unit dedicated to gun violence within our Major Crimes Division.

If funding becomes available, the efforts of our CGIC will be expanded to include the proposed project which is key to identifying, investigating, and ultimately prosecuting violent gun crime throughout San Francisco.

It is our hope that the San Francisco CGIC will transform the limitations of a singular agency's or organization's efforts into a strong, strategic multidisciplinary team approach, leveraging data to protect our communities and prevent future violent firearms-related crime.

Sincerely,

  
WILLIAM SCOTT  
Chief of Police



GEORGE GASCÓN  
District Attorney

April 30, 2018

Jon Adler  
Director  
Bureau of Justice Assistance  
United States Department of Justice  
810 Seventh Street NW  
Washington, DC 20531

Re: Letter of Support: FY 2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (BJA-2018-13570)

Dear Director Adler:

The San Francisco District Attorney's Office (SFDA) is committed to working with local, state, and federal partners to achieve a sustainable reduction in violent crime and the illegal use of firearms in San Francisco. I am writing to convey my support for this application and commitment to partner with the San Francisco District Police Department (SFPD) on the Local Law Enforcement Crime Gun Intelligence Center Integration Initiative.

In order to achieve a statistically significant decrease in firearm-related violence and homicides, my office will work in close partnership with the San Francisco Police Department, to implement Crime Gun Intelligence Center (CGIC) business practices citywide. The SF CGIC will include all of the essential program components and core principles outlined in the grant solicitation, with an emphasis on advanced strategic data analysis to address serial gun offenders and gun violence crime drivers.

The San Francisco Police Department, as the lead CGIC agency, and my office, as the primary partner and sub-awardee, both have a proven track record in implementing new violence reduction initiatives, including federal grant awards. San Francisco Police Chief Bill Scott and I are both deeply supportive of this effort, having already invested significant resources in developing the pilot, including the roll out of CGIC business practices in two police districts, and the implementation of the Crime Strategies Unit-Gun Enforcement prosecutorial strategy.

The proposed project is key to identify, investigate, and ultimately to prosecute violent gun crime in this very populous and ethnically diverse region. Over the last several years we have collaborated with local state and federal law enforcement to develop the CGIC pilot and these funds will allow San Francisco to take the program to full scale. It is our hope that the SF CGIC will transform the limitations of a singular agency or organization efforts into a strong, strategic multidisciplinary team approach leveraging data to protect our communities, and prevent future violent crime.

Sincerely,

  
George Gascón  
District Attorney



U.S. Department of Justice

Bureau of Alcohol, Tobacco,  
Firearms and Explosives  
5601 Arnold Road, Suite 400  
Dublin, California 94568

[www.atf.gov](http://www.atf.gov)

April 20, 2018

Jon Adler  
Director  
Bureau of Justice Assistance  
United States Department of Justice  
810 Seventh Street NW  
Washington, DC 20531

Re: Letter of Support: FY 2018 Local Law Enforcement Crime Gun Intelligence Center  
Integration Initiative (BJA-2018-13570)

Dear Director Adler:

The Bureau of Alcohol, Tobacco, Firearms and Explosives is committed to working with local, state, and federal partners to achieve a sustainable reduction in violent crime and the illegal use of firearms in San Francisco. I am writing to convey my support for this application and commitment to partner with the San Francisco Police Department (SFPD) on the Local Law Enforcement Crime Gun Intelligence Center Integration Initiative.

In order to achieve a statistically significant decrease in firearm-related violence and homicides, my office will work in close partnership with the San Francisco Police Department to implement Crime Gun Intelligence Center (CGIC) business practices citywide. The San Francisco CGIC project will include all of the essential program components and core principles of the CGIC model, with an emphasis on advanced strategic data analysis to address serial gun offenders and gun violence crime drivers. I am confident that the comprehensive collection of gun crime evidence; tracing of crime guns; and, timely entry, analysis and investigation of leads will solve crimes and lead to effective local and federal prosecutions in San Francisco.

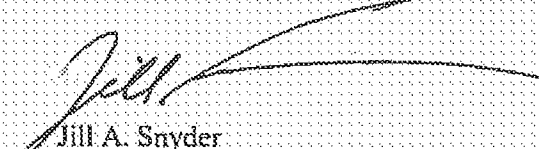
The San Francisco Police Department has a proven track record in implementing violence reduction initiatives, including federal grant awards, and Police Chief Bill Scott has already invested significant resources in developing a CGIC pilot in two of the city's ten police districts. The proposed project is key to identify, investigate and ultimately prosecute violent gun crime throughout San Francisco.

Director Jon Adler

It is our hope that the San Francisco CGIC will transform the limitations of a singular agency's or organization's efforts into a strong, strategic multidisciplinary team approach, leveraging data to protect our communities and prevent future violent firearms-related crime.

If you have any questions, please feel free to contact me, at (925) 557-2800.

Sincerely yours,



Jill A. Snyder  
Special Agent in Charge



*United States Attorney  
Northern District of California*

*11<sup>th</sup> Floor, Federal Building  
450 Golden Gate Ave., Box 36055  
San Francisco, CA 94102-3495*

*(415)436-7200  
FAX: (415) 436-  
7234*

April 30, 2018

Mr. Jon Adler  
Director, Bureau of Justice Assistance  
United States Department of Justice  
810 Seventh Street NW  
Washington, DC 20531

*Re: FY 2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (BJA-2018-13570)*

Dear Director Adler:

The United States Attorney's Office is committed to working with local, state and federal partners to achieve a sustainable reduction in violent crime and the illegal use of firearms in San Francisco. I am writing to confirm that the USAO has committed to working with the San Francisco District Police Department (SFPD) on the Local Law Enforcement Crime Gun Intelligence Center Integration Initiative.

In order to achieve a statistically significant decrease in firearm-related violence and homicides, my office will work in close partnership with the San Francisco Police Department to implement Crime Gun Intelligence Center (CGIC) business practices citywide. The San Francisco CGIC project will include all of the essential program components and core principles of the CGIC model, with an emphasis on advanced strategic data analysis to address serial gun offenders and those that drive gun violence crime. I am confident that the comprehensive collection of gun crime evidence, tracing of crime guns, and timely entry, analysis and investigation of leads will help solve crimes and lead to effective local and federal prosecutions in San Francisco.

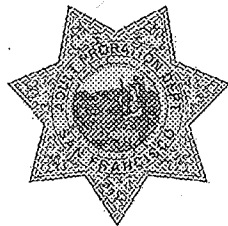
The San Francisco Police Department has a proven record of accomplishment in implementing violence reduction initiatives and has already invested significant resources in developing a CGIC pilot in two of the city's ten police districts. The proposed project will expand this program to identify, investigate and ultimately prosecute violent gun crime throughout San Francisco. It is our hope that the San Francisco CGIC will transform the limitations of a singular agency or organization into a strong, strategic, multidisciplinary team approach, leveraging data to protect our communities and prevent firearms-related crime.

Very truly yours,

A handwritten signature in black ink, appearing to read "Alex G. Tse".

ALEX G. TSE  
Acting United States Attorney, NDCA





*Protecting the Community, Serving Justice and  
Changing Lives*

Karen L. Fletcher  
Chief Adult Probation Officer

May 1, 2018

Mr. Jon Adler, Director  
Bureau of Justice Assistance  
United States Department of Justice  
810 Seventh Street NW  
Washington, DC 20531

RE: Letter of Support: FY 2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (BJA-2018-13570)

Dear Director Adler:

The San Francisco Adult Probation Department is committed to working with local, state, and federal partners to achieve a sustainable reduction in violent crime and the illegal use of firearms in San Francisco. I am writing to convey my support for this application and commitment to partner with the San Francisco Police Department on the Local Law Enforcement Crime Gun Intelligence Center Integration Initiative.

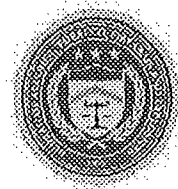
In order to achieve a statistically significant decrease in firearm-related violence and homicides, my office will work in close partnership with the San Francisco Police Department to implement Crime Gun Intelligence Center (CGIC) business practices citywide. The San Francisco CGIC project will include all of the essential program components and core principles of the CGIC model, with an emphasis on advanced strategic data analysis to address serial gun offenders and gun violence crime drivers. I am confident that the comprehensive collection of gun crime evidence, tracing of crime guns, and, timely entry, analysis and investigation of leads will solve crimes and lead to effective local and federal prosecutions in San Francisco.

The San Francisco Police Department has a proven track record in implementing violence reduction initiatives, including federal grant awards, and Chief Bill Scott has already invested significant resources in developing a CGIC pilot in two of the City's ten police districts. The proposed project is key to identifying, investigating and ultimately prosecuting violent gun crimes throughout San Francisco.

It is our hope that the San Francisco CGIC will transform the limitations of a singular agency's or organization's efforts into a strong, strategic multi-disciplinary team approach, leveraging data to protect our communities and prevent future violent firearms related crime.

Sincerely,

Karen L. Fletcher  
Chief Probation Officer



MEMORANDUM OF UNDERSTANDING  
Between  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
And  
San Francisco Police Department  
For a Joint  
Crime Gun Intelligence Center

This Memorandum of Understanding (MOU) is entered into by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the San Francisco Police Department (SFPD) for the purpose of establishing a joint Crime Gun Intelligence Center.

I. AUTHORITIES

Offenses investigated and enforced pursuant to this MOU are those falling within ATF's jurisdiction 28 U.S.C. 599A; 28 CFR sec. 0.130 and 0.131. Specifically, the Gun Control Act of 1968, 18 U.S.C. §§ 921 et. seq. and the National Firearms Act, 26 U.S.C. §§ 5861 et. seq.

II. PURPOSE

San Francisco has experienced an increase in the number of violent crimes reported, to include murder, robbery, aggravated assault, and armed drug trafficking, all of which are staple offenses committed by armed career criminals, violent street gangs and organized criminal groups. In developing a unified approach, the ATF San Francisco Field Division (SFFD) has established a Crime Gun Intelligence Center. SFPD has established its own Crime Gun Investigations Center (CGIC). The ATF SFFD is participating with the SFPD CGIC by providing ATF personnel, training, and support. ATF

is seeking to enter into a joint collaboration, pooling our respective resources and expertise to enhance our abilities to reduce armed violent crimes in an effort to safeguard the country's most vital asset, the citizens that we all so proudly service. It seeks to achieve heightened coordination among federal, state, and local law enforcement; with emphasis on tactical intelligence gathering, more aggressive prosecutions, and enhanced accountability through performance measures:

- A. The establishment and delineation of the mission of the CGIC as a joint cooperative effort. It is the desire of the participating agencies to achieve maximum interagency cooperation in a combined law enforcement effort aimed at reducing violent crimes committed within the San Francisco area.
- B. The intensive enforcement of all laws likely to reveal criminal violations committed by violent gang offenders, criminal enterprises, armed career criminals, and the prolific and very dangerous group of criminals who use firearms, acts of violence, or trafficking in illegal drugs in furtherance of their cause or enterprise.
- C. Active and aggressive investigation of all sources of firearms and narcotics to criminal elements by utilizing intelligence based strategy to identify and arrest violent offenders.
- D. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties to this MOU, the United States, or the officers, employees, agents or other associated personnel.

### III. MISSION

The mission of the CGIC is to focus on the reduction of violent gun crimes in the San Francisco area. This mission will be generally accomplished through the maximum effort of investigation, identification, arrest,

detention, enhanced prosecution, and forfeiture of assets of criminally active violent offenders. Specifically, efforts will focus on violent street gangs, security threat groups, felons in possession of firearms, armed career criminals, armed robberies (Hobbs Act Violations), murder-for-hire, thefts of firearms from both federal firearm licensees and private citizens, and any related violations under California criminal statutes. This endeavor will be enhanced by targeting violent crime problems through the teaming of federal, state, and local law enforcement officers and prosecutors to conduct short and mid-term, proactive and intelligence driven investigations.

IV. GOALS

The identification, prioritization, intensive investigation, arrest, detention, revocation and enhanced prosecution of criminally active violent offenders that commit gun related crimes. The main focus will be on the identification, arrest and proactive investigation of those individuals who have committed violent gun crimes by utilizing comprehensive Crime Gun Tracing and the National Integrated Ballistic Identification Network (NIBIN). This will be accomplished by conducting short and mid-term, reactive and proactive intelligence driven investigations utilizing the latest strategies and investigative techniques employed by the CGIC.

V. COMPOSITION

- A. The ATF SFFD and the SFPD have partnered in this endeavor as a joint law enforcement effort to combat violent gun crimes.
- B. In the initial composition, the ATF and SFPD will bridge a partnership in order to achieve CGIC goals.
- C. All participants in the CGIC acknowledge that this endeavor is a joint operation with all agencies acting as partners and no one agency acting unilaterally.

D. In its initial composition, the CGIC will be composed of one (1) ATF Special Agent, one (1) ATF Intelligence Research Specialist (IRS), one (1) SFPD Lieutenant (who is also an ATF Task Force Officer), one (1) SFPD Sergeant, and two (2) SFPD Officers (one of which is an ATF TFO). All task force members will be co-located at the SFPD CGIC office.

E. Status of the Parties

The parties to this MOU agree that each party shall be that of independent political entities and it is not intended, nor shall it be construed, that any party or any officer, employee, or agent of the any other party is an officer, employee, or agent of any other party for purposes of unemployment compensation or workers' compensation. Except as specifically provided herein for overtime and governmental immunity situations, the parties hereto acknowledge that each remains fully responsible for any and all obligations as the employer of its personnel assigned to the CGIC task force, including, among other items, responsibility for the payment of earnings, withholdings, insurance coverage, workers' compensation, and all other requirements by law, regulations, ordinance, or contract. This MOU is not intended to and does not establish a separate governmental entity for the performance of any function.

VI. COORDINATION AND SUPERVISION

SFPD and ATF acknowledge that the CGIC is a joint operation with all agencies acting as partners. Therefore, the direction of the CGIC will be a shared responsibility of member agencies. All agencies will retain full functional authority over their members participating in the CGIC. The CGIC is a SFPD-led initiative under the direction of one SFPD Lieutenant, and in cooperation with the participating agencies, SFPD will assume supervision and control of day-to-day CGIC operations.

SFPD Officers assigned to the CGIC shall adhere to SFPD policies and procedures, and the policies, procedures, and regulations of their parent agency. Any conflict between SFPD policies and procedures and those of ATF will be resolved by the law enforcement official of the participating agencies, or their designees as appropriate.

A. CGIC Supervisor

1. Will have direct managerial oversight of the CGIC operations, investigations and personnel, and will coordinate matters as necessary with assigned agency management counterparts.
2. Will oversee policy matters and exercise decision-making functions as they are necessary for the effective and continued operations of the CGIC.
3. Will ensure that all CGIC investigations and cases are in accordance with its core mission and guidelines.
4. Will serve as an intermediary to resolve any potential conflict between participating agencies that cannot be resolved at the operational level.
5. Will be responsible for any federally reimbursed overtime approval, timekeeping, and submission by TFOs working on behalf of the CGIC.
6. Will handle all personnel issues in coordination with the assigned agency counterpart.
7. Will make referrals to the appropriate participating agency regarding allegations of misconduct by TFOs.

B. TFOs

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1. Will be a full-time commissioned law enforcement officer. They will apply for federal deputation, undergo a background check for ATF clearances, and receive federal deputation from the United States Marshal's Service.
2. Will be directed and supervised by the CGIC Supervisor when directly involved with CGIC business.
3. Will adhere to all laws of the state of California and the United States of America and will conform to the applicable ATF policies and procedures.
4. Will maintain compliance with the sponsoring agency's policies and procedures.
5. Will not consume intoxicating beverages while on duty except in the performance of duty, and in those instances, never to the extent that the officer's ability to perform an official assignment or function is impaired.
6. Will coordinate all leave requests through the CGIC supervisor and sponsoring agency management counterpart.
7. Will report to the CGIC Supervisor any incident, accident, or conduct by the TFO, that might reflect unfavorably upon any party to this agreement.

VII. RESPONSIBILITIES

A. Duties of the CGIC

1. Conduct covert and overt investigations on individuals and organizations engaged in violent criminal firearms activity with emphasis on violent offenders.
2. Direct investigative efforts in a manner to maximize the effectiveness of federal and state law enforcement resources

by focusing on those offenses relating to violent gun crimes, and violent street gangs.

3. Establish liaison with the respective state and federal prosecutors for legal and administrative advice and direction regarding various CGIC investigations.
4. Develop liaison with local, state and federal law enforcement agencies to better coordinate investigations in the collection, analysis, and dissemination of information related to those cases.
5. Ensure that all firearms and/or shell casings recovered by SFPD officers in the San Francisco area, and if deemed suitable by firearms examiners, are entered into NIBIN and traced through the ATF National Tracing Center.

B. Duties of the ATF

1. Provide ATF Special Agents and IRSs to the CGIC as needed.
2. As available, provide funds to be utilized for the purchase of evidence, investigative expenses and confidential informant expenses and informant services.
3. Provide equipment, services, and manpower as ATF deems appropriate in concert with state and local law enforcement partners.

VIII. ENFORCEMENT STRATEGIES

Enforcement strategies, including but not limited to undercover operations, informant usage, surveillance operations, technical operations, and tactical operations, will be conducted under the policies and procedures of the ATF and SFPD

COLLABORATION



Collaboration and coordination are indispensable ingredients in any violence reduction strategy. Pursuing active violent offenders in a coordinated manner will create a strategic, focused and more effective area wide violence reduction program.

- A. CGIC investigative activity will be conducted jointly with no member acting unilaterally or without the concurrence of the CGIC Supervisor.
- B. CGIC investigations will be closely coordinated with those agencies identified as having a jurisdictional interest in the case.
- C. Participating agencies agree to minimize assignments (not related to caseload management and other sponsoring agency responsibilities) given to their full-time representatives, which would divert their attention from the CGIC mission. However, the CGIC will not interfere with any required attendance at SEPD and ATF functions such as range or mandatory in service training.
- D. All members of the CGIC must maintain a satisfactory level of performance. Failure to maintain a satisfactory level of performance in the administration of his or her task for duties may subject the member to be transferred back to their respective agency.
- E. The CGIC Supervisor will provide, upon request, input regarding the performance of the assigned CGIC members.
- F. Compliance with the CGIC policy and procedures does not relieve TFOs from the requirement to adhere to their respective agency policies and procedures.

## IX. OPERATIONAL PROCEDURES

- A. Assignment of Investigative Matters
  - 1. Cases will be assigned by the CGIC Supervisor to CGIC members based on their experience, training, performance, expertise, jurisdiction, and existing caseloads in conjunction

with the ATF San Francisco Field Office Supervisor. Participating CGIC members are also expected to develop investigative leads and intelligence sources within the scope of the CGIC operation.

2. All CGIC investigations will be initiated in accordance with applicable SFPD and ATF rules and regulations. All CGIC investigative methods will conform to state and federal statutory requirements. Any case adopted by the federal system will conform to applicable federal guidelines.

#### B. Undercover Operations

All CGIC undercover operations will be conducted and reviewed in accordance with SFPD guidelines, as well as the ATF and Attorney General's Guidelines on ATF undercover operations.

#### C. Investigative Reporting Procedures

1. For the purposes of uniformity, there will be no duplication of reports, but rather a single report prepared by a designated individual which can be duplicated as necessary. Every effort should be made to document investigate activity on ATF Reports of Investigation (ROI), unless otherwise agreed to by ATF and SFPD. This section does not preclude the necessity of individual TFOs to complete forms required by their employing agency.
2. The CGIC Supervisor will be responsible for coordinating the written work of the CGIC.
3. Because disclosure of information to outside parties concerning joint investigations may violate state and federal law, and jeopardize the safety of confidential witnesses and law enforcement officers, all participants agree that any personnel who are assigned to the CGIC shall not disseminate any information relating to or derived from the

CGIC investigation to any person other than appropriate prosecutors or other local, state or federal law enforcement officers who are assigned or assisting the investigation without prior authorization from the CGIC Supervisor. Any disclosure must be in accordance with federal law.

#### D. Investigative Cooperation:

1. As de-confliction is always of great concern in matters of multi-agency or multi-unit interest, it is agreed that matters designated to be handled by SFPD operational elements will not knowingly be subject to CGIC law enforcement efforts unless, and until the CGIC Supervisor consults and coordinates with appropriate SFPD personnel, particularly those assigned to gang enforcement activities and narcotics investigations, and concurrence is reached regarding case assignment and specific or unique operational objectives. It is further agreed that once a matter has been designated to be handled by the CGIC, it will not knowingly be subject to non-task force law enforcement efforts. It is incumbent upon each agency to make proper internal notification regarding task force existence, including its areas of concern.
2. There shall be no unilateral action taken on the part of any participating agency relating to CGIC investigations. All law enforcement action will be coordinated by the CGIC Supervisor and conducted in a cooperative manner.

#### E. Informants

1. SFPD and ATF guidelines will apply to the operation of informants and cooperating witnesses directed by the members of the CGIC. Subject to the availability of funding, and with appropriate ATF approval, ATF agrees to pay any reasonable and necessary informant and cooperating witness expenses incurred while operating on behalf of the CGIC. Confidentiality of informants and cooperating witnesses will

be maintained in accordance with SFPD and ATF policies and procedures and federal guidelines.

2. Non ATF TFOs may not make any further disclosure of the identity of an ATF informant. No documents that identify tend to identify or may indirectly identify an ATF informant may be released without prior approval by the ATF.
3. The United States Attorney General's guidelines and ATF policy and procedure for operating ATF informants and cooperating witnesses shall apply to all ATF informants and cooperating witnesses opened and operated in furtherance of CGIC investigations. Documentation of, and any payments made to, ATF informants and cooperating witnesses shall be in accordance with ATF policy and procedures.

#### F. Use of Deadly Force and Shooting Incident Procedures

1. All fulltime TFOs will comply with ATF and DOJ's use of force policies, unless a TFO's agency use of force policy is more restrictive, in which case the TFO may use their respective agency's use of force policy. TFOs must be briefed on ATF's and DOJ's use of force policy by an ATF official, and will be provide with a copy of such policy.
2. All fulltime TFOs who are SFPD personnel and non-TFO SFPD personnel assigned to the CGIC shall adhere to SFPD policies on use of force.

#### G. Prosecution

1. The criteria for determining whether to prosecute a particular violation in state or federal courts or bring forth an administrative revocation will focus upon achieving the greatest overall benefit to law enforcement and the public. Any question which arises pertaining to jurisdiction will be resolved only after the issue is discussed with members of all investigative agencies having an interest in the matter, and

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discussion with the United States Attorney's Office or the appropriate District Attorney.

2. The decision whether to utilize state or federal search warrants during the course of a CGIC investigation will be coordinated with the United States Attorney's Office and the appropriate state prosecutor.

#### H. Media

All media releases and press conferences regarding CGIC matters will be mutually agreed upon and coordinated jointly within each respective agency's guidelines. Accomplishments of the CGIC will be reported as a joint endeavor by the ATF, SFPD, the United States Attorney's Office, appropriate District Attorney's Office, and other participating agencies.

#### I. Asset Forfeitures & Seized Property

1. All assets seized for criminal and administrative forfeitures shall be forfeited and distributed subject to federal laws and regulations along with U.S. Department of Justice asset forfeiture policy.
2. Such distribution shall be in equal amounts based on equitable sharing agreements of the heads of the participating agencies. If the agency heads cannot agree to equitable sharing, ATF will be the final arbiter of property distribution.

#### J. Operational Problems/Considerations

1. Operational problems encountered will be addressed and resolved by the CGIC Supervisor and the designated agency representative.
2. It is agreed, however, that resolution of operational problems at the lowest level possible will be optimal.

3. The local authority in whose jurisdiction the CGIC is operating shall be notified when possible and, when appropriate, shall participate in the operation. This provision may be waived if exigent circumstances do not permit notification or participation, or if the CGIC Supervisor believes an unusual circumstance make the notification or participation unwise.

X. ALLOCATION OF RESOURCES

A. Office Space

All CGIC members will be co-located within the SFPD CGIC Office.

B. Vehicles

1. If requested, ATF may authorize members of the CGIC who are also ATF TFOs to use vehicles owned, rented or leased by the ATF for official business only.
2. When authorized, participating agency personnel using ATF vehicles agree to operate the vehicles in accordance with all applicable ATF rules and regulations, which will be provided.
3. The participating agencies agree the ATF vehicle will not be used to transport passengers unrelated to official business.

C. Overtime Reimbursement

The ATF may reimburse overtime costs for CGIC members for the performance of their CGIC duties. The maximum reimbursement for each agency and the procedures to be followed for claiming overtime will be set under a separate memorandum of agreement established pursuant to 28 U.S.C. Section 524.

D. Federal Deputation

ATF may sponsor non-federally assigned task force officers for federal deputation. As required by ATF security policies, officers from participating agencies may be subject to a comprehensive background investigation and may be required to receive a secret

or above clearance prior to deputation. Upon completion of the ATF background investigative process, sponsorship request will be forward to the United States Marshal Service for U.S. Federal Law Enforcement Deputation. This will authorize ATF TFO federal law enforcement arrest powers over violations under Title 18 of the United States Criminal Code.

## XI. LIABILITY

ATF acknowledges that the United States is liable for the wrongful or negligent acts or omissions of its officers and employees, including TFOs, while on duty and acting within the scope of their federal employment, to the extent permitted by the Federal Tort Claims Act. Claims against the United States for injury or loss of property, personal injury, or death arising or resulting from the negligent or wrongful act or omission of any Federal employee while acting within the scope of his or her office or employment are governed by the Federal Tort Claims Act, 28 U.S.C. sections 1346(b), 2672-2680 (unless the claim arises from a violation of the Constitution of the United States, or a violation of a statute of the United States under which other recovery is authorized). Except as otherwise provided, the parties agree to be solely responsible for the negligent or wrongful acts or omissions of their respective employees and will not seek financial contributions from the other for such acts or omissions. Legal representation by the United States is determined by the United States Department of Justice on a case-by-case basis. ATF cannot guarantee the United States will provide legal representation to any State or local law enforcement officer. Liability for any negligent or willful acts of any agent or officer undertaken outside the terms of this MOU will be the sole responsibility of the respective agent or officer and agency involved.

## XII. DURATION OF THIS MEMORANDUM OF UNDERSTANDING

This MOU is effective with the signatures of all parties and shall remain in effect unless terminated earlier as specified hereafter. Continuation of this MOU shall be subject to the availability of necessary resources. This

U.S. Department of Justice

MOU may be modified at any time by written consent of all parties. This MOU may be terminated at any time by providing a written notice of intent to withdraw.

XIII. SIGNATURES

In witness whereof, the parties have hereunto executed this memorandum of understanding.

Bureau of Alcohol, Tobacco, Firearms and Explosives

By: \_\_\_\_\_ Date: \_\_\_\_\_

ATF Special Agent in Charge  
San Francisco Field Division

San Francisco Police Department

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief

**DRAFT**





**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative** 2018-H1528-CA-DG



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To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant Information](#)

[Project Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix	Chief
Name Prefix:(Other)	
*First Name	William
Middle Initial (if any)	
*Last Name	Scott
Suffix	
Name Suffix:(Other)	
*Title	Chief
*Address Line 1	1245 3rd Street
Address Line 2	
*City	San Francisco
County	
*State	California
*Zip Code	94158-2134
*Phone	415-837-7000 Ext :
Fax	--
*E-mail	sfpdchief@sfgov.org

**I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the**

**appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.**

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**BJA FY 18 Local Law Enforcement Crime Gun  
Intelligence Center Integration Initiative** 2018-H1528-CA-DG



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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	<b>2. DATE SUBMITTED</b> May 06, 2018	<b>Applicant Identifier</b>
	<b>1. TYPE OF SUBMISSION</b>	<b>3. DATE RECEIVED BY STATE</b>
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name</b> City and County of San Francisco		<b>Organizational Unit</b> Police Department
<b>Address</b> 1245 3rd Street San Francisco, California 94158-2134		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Leung, Patrick (415) 837-7213
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 94-6000417		<b>7. TYPE OF APPLICANT</b> County
<b>8. TYPE OF APPLICATION</b> New		<b>9. NAME OF FEDERAL AGENCY</b> Bureau of Justice Assistance
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b> NUMBER: 16.738 CFDA: Edward Byrne Memorial Justice Assistance TITLE: Grant Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b> San Francisco Crime Gun Intelligence Center
<b>12. AREAS AFFECTED BY PROJECT</b>		
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2018 End Date: September 30, 2021		<b>14. CONGRESSIONAL DISTRICTS OF</b> a. Applicant b. Project CA12
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  This preapplication/application was made available to the state executive order 12372 process for review on 04/30/2018
Federal	\$800,000	
Applicant	\$0	
State	\$0	
Local	\$0	
Other	\$0	

Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
TOTAL	\$800,000	
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.</b>		

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BJA FY 18 Local Law Enforcement Crime Gun  
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Office of Justice Programs  
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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City and County of San Francisco 1245 3rd Street San Francisco, CA 94158-2134		4. AWARD NUMBER: 2018-DG-BX-0007	
		5. PROJECT PERIOD: FROM 10/01/2018 TO 09/30/2021 BUDGET PERIOD: FROM 10/01/2018 TO 09/30/2021	
2a. GRANTEE IRS/VENDOR NO. 946000484		6. AWARD DATE 10/01/2018	7. ACTION Initial
2b. GRANTEE DUNS NO. 120802983		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE San Francisco Crime Gun Intelligence Center		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 800,000	
		11. TOTAL AWARD \$ 800,000	
12. SPECIAL CONDITIONS: THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY18(BJA - JAG Reserved Funds Award - Crime Gun Intelligence Ctr Integration) Title I of Public Law 90-351 (generally codified at 34 USC ch. 101), including section 506 (codified at 34 USC 10157); see also 28 USC 530C(a)			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.738 - Edward Byrne Memorial Justice Assistance Grant Program			
15. METHOD OF PAYMENT OPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Matt Dummermuth Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL William Scott Chief	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 11/8/18
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. OFC. DIV. REG. SUB. POMS AMOUNT X B DG 80 00 00 800000		21. TDGUGT0974	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



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Office of Justice Programs  
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**Grant**

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PROJECT NUMBER 2018-DG-BX-0007

AWARD DATE 10/01/2018

*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

WS



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PROJECT NUMBER 2018-DG-BX-0007

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*SPECIAL CONDITIONS*

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

WSS





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*SPECIAL CONDITIONS*

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

9. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

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11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)); and are incorporated by reference here.

12. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)); and are incorporated by reference here.

13. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

14. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

15. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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16. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

17. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

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21. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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24. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. if represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

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25. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26. Encouragement of policies to ban text messaging while driving.

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

28. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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29. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2018-DG-BX-0007 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.
30. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
31. Justification of consultant rate  

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.
32. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)  

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.
33. Verification and updating of recipient contact information  

The recipient must verify its Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
34. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

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35. Cooperating with OJP Monitoring.

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

36. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.

37. Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

38. Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 42 U.S.C. 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

39. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

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40. Copyright; Data rights

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

41. The recipient is authorized to obligate, expend, or draw down funds in an amount not to exceed 35% of this award for the sole purpose of partaking in a 6-month planning period in collaboration with BJA and ATF. The purpose of this planning period is to convene relevant stakeholders to develop a project action plan, implement policy development, and train staff and stakeholders as appropriate. During this 6-month period, BJA will release 35 percent of funds to assist with planning. The remaining funds will be released upon successful completion of a project action plan. The recipient is not authorized to incur any additional obligations, make any additional expenditures, or draw down any additional funds until BJA has issued a Grant Adjustment Notice (GAN) removing this condition.

42. Recipient may not obligate, expend, or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Budget Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.

43. Withholding of funds: Disclosure of pending applications

The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued to remove this condition.

44. Within 120 days of the award date, the recipient shall submit to the Office of Justice Programs a finalized Memorandum of Understanding (MOU) that reflects the goals and objectives of the project and lists the identities, roles, and contributions of the participating agencies. The MOU must be signed by the Chief Executive Officer of each collaborating agency. The grantee also agrees to notify the Bureau of Justice Assistance of any change in the status or duties of the collaborating agency partners or individuals.

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45. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

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46. Noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance

1. With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), throughout the period of performance, no State or local government entity, -agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in either 8 U.S.C. 1373(b) or 1644. Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.

2. Certifications from subrecipients. The recipient may not make a subaward to a State, a local government, or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373 and 1644, properly executed by the chief legal officer of the government or educational institution that would receive the subaward, using the appropriate form available at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>. Also, the recipient must require that no subrecipient (at any tier) may make a further subaward to a State, a local government, or a public institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373 and 1644, properly executed by the chief legal officer of the government or institution that would receive the further subaward, using the appropriate OJP form.

3. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

4. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

**5. Rules of Construction**

**A. For purposes of this condition:**

(1) "State" and "local government" include any agency or other entity thereof, but not any institution of higher education or any Indian tribe.

(2) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).

(4) "Immigration status" means what it means under 8 U.S.C. 1373 and 8 U.S.C. 1644; and terms that are defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa.

(5) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 and 1644 are to be read as references to particular components of the Department of Homeland Security (DHS).

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

**IMPORTANT NOTE:** Any questions about the meaning or scope of this condition should be directed to OJP, before

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award acceptance.

47. Authority to obligate award funds contingent on noninterference (within the funded "program or activity") with federal law enforcement (8 U.S.C. 1373 and 1644); unallowable costs; notification

1. If the recipient is a "State," a local government, or a "public" institution of higher education:

A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction."

B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the program or activity of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that would be reimbursed in whole or in part with award funds was subject to any information-communication restriction.

C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) that is a State, local government, or public institution of higher education, is in compliance with the award condition entitled "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance."

D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient at any tier that is either a State or a local government or a public institution of higher education, may be subject to any information-communication restriction. In addition, any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.

2. Any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.

3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the "Noninterference ... 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition.

4. Rules of Construction

A. For purposes of this condition "information-communication restriction" has the meaning set out in the "Noninterference ... 8 U.S.C. 1373 and 1644 and ongoing compliance" condition.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference ... 8 U.S.C. 1373 and 1644 and ongoing compliance" condition are incorporated by reference as though set forth here in full.

*WS*



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 16 OF 17

PROJECT NUMBER 2018-DG-BX-0007

AWARD DATE 10/01/2018

*SPECIAL CONDITIONS*

48. Noninterference (within the funded "program or activity") with federal law enforcement: No public disclosure of certain law enforcement sensitive information

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference: No public disclosure of federal law enforcement information in order to conceal, harbor, or shield

Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no public disclosure may be made of any federal law enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12 -- without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

- A. For purposes of this condition--

(1) the term "alien" means what it means under section 101 of the Immigration and Nationality Act (see 8 U.S.C. 1101(a)(3));

(2) the term "federal law enforcement information" means law enforcement sensitive information communicated or made available, by the federal government, to a State or local government entity, -agency, or -official, through any means, including, without limitation-- (1) through any database; (2) in connection with any law enforcement partnership or -task-force; (3) in connection with any request for law enforcement assistance or -cooperation, or (4) through any deconfliction (or courtesy) notice of planned, imminent, commencing, continuing, or impending federal law enforcement activity;

(3) the term "law enforcement sensitive information" means records or information compiled for any law enforcement purpose; and

(4) the term "public disclosure" means any communication or release other than one-- (a) within the recipient, or (b) to any subrecipient (at any tier) that is a government entity.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.

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U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 17 OF 17

PROJECT NUMBER 2018-DG-BX-0007

AWARD DATE 10/01/2018

*SPECIAL CONDITIONS*

49. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

145

In *City and County of San Francisco v. Sessions*, Case No. 3:17-cv-04642-WHO (N.D. Cal.), the United States District Court, on October 5, 2018, held that the City and County of San Francisco's (the "City" or "San Francisco") laws and relevant policies comply with Section 1373. The court also held that Section 1373 is unconstitutional and enjoined the Department of Justice from using Section 1373 certification as a funding restriction for any Byrne JAG awards. A copy of the court's judgment is attached.

Responding to a request for clarification from counsel for San Francisco, in an email dated October 31, 2018, counsel for the Department of Justice (the "Department") informed counsel for San Francisco that compliance with California Government Code Section 7283.1(b) "would not constitute violation of the DOJ/OJP award condition against public disclosure of federal law enforcement information" (the "Department's Representation"). A copy of this email correspondence is attached.

In reliance on these circumstances, San Francisco accepts this award. In particular, the City's acceptance as to Special Conditions 46 and 47 is subject to the District Court's ruling in *City and County of San Francisco v. Sessions* that San Francisco's law and policies comply with Section 1373. Also, the City's acceptance as to Special Condition 48 is contingent upon the Department's Representation. San Francisco expressly reserves its right to challenge any or all of Special Conditions 46-48 as unlawful.

**EXHIBIT 1**



United States District Court  
Northern District of California

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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

CITY AND COUNTY OF SAN  
FRANCISCO,

Plaintiff,

v.

JEFFERSON BEAUREGARD SESSIONS,  
et al.,

Defendants.

Case No. 17-cv-04642-WHO

**JUDGMENT AND ORDER**

On October 5, 2018, I granted plaintiff's motion for summary judgment and denied defendants' motion for summary judgment. Pursuant to Federal Rule of Civil Procedure 58, I hereby ENTER judgment in favor of plaintiff and against defendants, and grant the following relief as set forth below.

**DECLARATION**

I find declaratory relief under 28 U.S.C. § 2201 is appropriate in this case. It is hereby DECLARED that:

1. The 8 U.S.C. § 1373 certification condition and the access and notice conditions for Byrne JAG grant funding are unconstitutional because they: (i) exceed the congressional authority conferred to the Executive Branch; and (ii) they exceed the Congress's spending powers under Article I of the Constitution to the extent Congress conferred authority to the Attorney General.
2. San Francisco's Chapters 12H and 12I of the San Francisco Administrative Code comply with 8 U.S.C. § 1373.
3. San Francisco does not have in place a prohibition or restriction that applies to any program or activity funded under the Byrne JAG program, and which deals with

1 sending to, receiving from, or requesting immigration status information with the  
2 federal government, or maintaining such information.

3 **PERMANENT INJUNCTION**

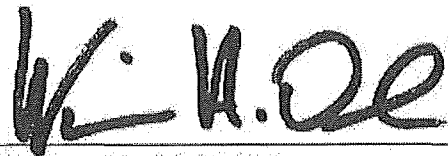
4 I also find a permanent injunction is appropriate in this case for the reasons stated in the  
5 October 5, 2018, Order granting plaintiff's motion for summary judgment. Pursuant to Federal  
6 Rule of Civil Procedure 65, it is now ORDERED that defendants ARE HEREBY RESTRAINED  
7 AND ENJOINED from committing, performing, directly or indirectly, the following acts:

- 8 1. Using the Section 1373 certification condition, and the access and notice conditions  
9 ("Challenged Conditions") as funding restrictions for any Byrne JAG awards.  
10 2. Denying or clawing back San Francisco Byrne JAG funding on the basis of alleged  
11 non-compliance with Section 1373.

12 Consistent with my October 5, 2018 Order granting plaintiff's motion for summary  
13 judgment, it is now ORDERED that the nationwide aspect of the permanent injunctive relief set  
14 forth above is STAYED until the Ninth Circuit has the opportunity to consider it.

15 **IT IS SO ORDERED.**

16 Dated: October 5, 2018

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18 WILLIAM H. ORRICK  
19 United States District Judge  
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United States District Court  
Northern District of California

**EXHIBIT 2**

**Eisenberg, Sara (CAT)**

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**From:** Simpson, Scott (CIV) <Scott.Simpson@usdoj.gov>  
**Sent:** Wednesday, October 31, 2018 1:44 PM  
**To:** Eisenberg, Sara (CAT); Mere, Yvonne (CAT)  
**Cc:** Lee Sherman; Sarah Belton; Konkoly, Antonia (CIV); Mauler, Dan (CIV)  
**Subject:** RE: Crime Gun Intelligence Center Grant Questions  
**Attachments:** 2018-10-10\_Letter to J Husted..pdf

Sara:

Thanks for your email below and for forwarding your Oct. 10 letter to OJP. On your first question, compliance with California Government Code Section 7283.1(b), without more, would not constitute violation of the DOJ/OJP award condition against public disclosure of federal law enforcement information. We note that Section 7283.1(b) contemplates disclosure, to an individual under detention or his/her attorney, of (1) an ICE hold, notification, or transfer request regarding the detainee, or (2) a notification to ICE that the detainee is being released on a certain date.

On your second question, the term "program or activity" under the FY 2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative means the same thing as under Title VI of the Civil Rights Act of 1964. See 42 U.S.C. § 2000d-4a; 28 C.F.R. § 42.102(d)(1) (implementing regulation). Government entities receiving federal grant funds have been required to comply with Title VI for many years, so there is a considerable body of case law on the issue. It's also discussed in a USDOJ Civil Rights Division manual at <https://www.justice.gov/crt/fcs/Title-6-Manual>. Pursuant to section 2000d-4a—

the term "program or activity" and the term "program" mean all of the operations of—

(A) a department, agency, special purpose district, or other instrumentality of a State or of a local government; or

(B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;

any part of which is extended Federal financial assistance.

I'm not sure where this leaves us specifically on your question about San Francisco's CGIC grant. Obviously, a determination of what would and would not be included within the meaning of the term under the statute would require knowledge and analysis of how the City government is organized. What entities other than SFPD and the District Attorney's Office are you concerned might be included?

Scott

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**From:** Eisenberg, Sara (CAT) [mailto:Sara.Eisenberg@sfcityatty.org]  
**Sent:** Thursday, October 25, 2018 2:31 PM  
**To:** Simpson, Scott (CIV) <SSimpson@CIV.USDOJ.GOV>  
**Subject:** Crime Gun Intelligence Center Grant Questions

Scott,

Per our discussion, attached please find a copy of (1) the Crime Gun Intelligence Center ("CGIC") grant award documents and (2) the letter we sent to OJP.



I would appreciate any help you could provide in facilitating a response.

Thank you,  
Sara

**Sara J. Eisenberg**  
Deputy City Attorney  
Office of City Attorney Dennis Herrera  
(415) 554-3857 Direct  
[www.sfcityattorney.org](http://www.sfcityattorney.org)  
Find us on: [Facebook](#) [Twitter](#) [Instagram](#)

This message is subject to attorney-client privilege and/or attorney work product privilege and must not be disclosed.

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA  
City Attorney

OFFICE OF THE CITY ATTORNEY

SARA J. EISENBERG  
Deputy City Attorney

Direct Dial: (415) 554-3857  
Email: sara.eisenberg@sfcityattty.org

October 10, 2018

Joseph Husted  
United States Department of Justice  
810 Seventh Street NW  
Washington, DC 20531

Via U.S. Mail and email (Joseph.Husted@usdoj.gov)

Re: FY 18 Local Law Enforcement Crime Gun Intelligence Center Integration  
Initiative Grant

Dear Mr. Husted:

On behalf of San Francisco Police Department ("SFPD") Chief William Scott, we are grateful that the Office of Justice Programs ("OJP") approved SFPD's application for funding under the FY 18 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative. We look forward to accepting and utilizing the award, which will help the City and County of San Francisco ("City") address the critical issue of gun violence. In an abundance of caution, however—and consistent with the instruction to contact OJP prior to accepting the award with any questions about the meaning or scope of the special conditions—we write to confirm two points.

First, California Government Code Section 7283.1(b) provides that:

Upon receiving any ICE hold, notification, or transfer request, the local law enforcement agency shall provide a copy of the request to the individual and inform him or her whether the law enforcement agency intends to comply with the request. If a local law enforcement agency provides ICE with notification that an individual is being, or will be, released on a certain date, the local law enforcement agency shall promptly provide the same notification in writing to the individual and to his or her attorney or to one additional person who the individual shall be permitted to designate.

In order to comply with this requirement, the San Francisco Sheriff's Department has adopted Part II(E) of the attached policy #02-39.

Please confirm that the existence and implementation of Part II(E) of the policy does *not* violate Special Condition 48 ["Noninterference (within the funded 'program or activity') with federal law enforcement: No public disclosure of certain law enforcement sensitive information"].

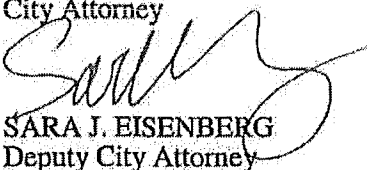
Letter to Joseph Husted  
United States Department of Justice  
Page 2  
October 10, 2018

Second, the funds from this grant award will be utilized by the SFPD and the San Francisco District Attorney's Office as set forth in the grant application. Accordingly, please confirm that the "program or activity" funded in whole or in part under this award" is limited to those two departments and does not include the City as a whole or any other City departments.



Given the upcoming deadline to accept the award, we ask that you provide a response no later than October 24. If you have any questions or require any additional information, please contact me via email at [sara.eisenberg@sfcityatty.org](mailto:sara.eisenberg@sfcityatty.org) or by phone at 415-554-3857.

Very truly yours,

DENNIS J. HERRERA  
City Attorney



SARA J. EISENBERG  
Deputy City Attorney

<b>SAN FRANCISCO SHERIFF'S DEPARTMENT</b>	Date Issued: 12/07/2017	Policy #: SFSD 02-39
 <p style="text-align: center;"><b>POLICY AND PROCEDURE</b></p>	Last Revised:	
	Related Policies: SFSD 01-09 - CORI SFSD 01-17 - CLETS Compliance FODM 07-01 - Central Warrant Bureau Responsibilities	
Chapter: 02 Legal Enforcement and Operations	Approved By:  <b>Vicki L. Hennessy, Sheriff</b>	
	Title: Immigration	

**POLICY:** The San Francisco Sheriff's Department (SFSD) shall serve all members of the public equally without consideration of immigration status. A person's immigration status shall have no bearing on the manner in which employees execute their duties. The SFSD does not comply with Department of Homeland Security / Immigration and Customs Enforcement Agency (DHS / ICE) requests to detain individuals after they are eligible to be released from SFSD custody.

The Sheriff alone may exercise discretion to respond to DHS / ICE requests for notification of release from SFSD custody, if the subject of that request meets the specific criteria set forth in San Francisco Administrative Code 12I.3(d.)

The SFSD does comply with criminal arrest warrants signed by a judge. This policy does not prohibit or restrict employees "from sending to, or receiving from, DHS / ICE information regarding the citizenship or immigration status, lawful or unlawful, of any individual." (8 U.S.C. 1373.)

Under no circumstances shall employees arrest or detain an individual based solely on their known or suspected immigration status.

**PURPOSE:** To provide guidelines about SFSD employees duties, and responsibilities associated with the enforcement of immigration law, including DHS / ICE Requests for Release Notification and / or detention, in conformity with federal, state and local law.

**I. General:**

A. This policy supersedes and replaces all previous SFSD policies and directives concerning immigration.

**B. Background**

**1. Immigration Enforcement Jurisdiction**

a. DHS / ICE has primary responsibility to investigate and enforce federal immigration laws. DHS / ICE is responsible for the identification, apprehension, and removal of undocumented persons, where appropriate under federal immigration law.

*i.* Removal is a civil, not a criminal matter.

b. Federal law does not compel state and local LEA' (LEA) participation



## Immigration

in federal civil immigration functions. SFSD employees may not assist DHS / ICE in the enforcement of federal civil immigration laws, except as noted in this policy.

- i.* All employees must forward DHS / ICE requests for SFSD enforcement assistance in the investigation of non-immigration related criminal violations to the Sheriff, through the chain of command, for approval.
- ii.* SFSD employees may assist DHS / ICE by providing emergency assistance when employees determine that an emergency poses an imminent danger to public safety, including to the safety of DHS / ICE agents.
- iii.* If safety permits, employees must seek supervisor approval before providing emergency assistance. On-scene supervisors shall evaluate each request for emergency assistance to ensure the SFSD's participation remains consistent with this policy while protecting human life and property.

### 2. Federal Criminal Enforcement:

- a.* State and local law permits SFSD cooperation with federal criminal investigations. The Sheriff, through the chain of command, shall direct all SFSD cooperation with federal criminal investigations.

### 3. DHS / ICE Voluntary Detainer / Notification Requests:

- a.* A DHS / ICE detainer / notification request is typically a written request to a LEA, asking the LEA to:

- i.* hold an individual beyond the time when the individual is otherwise eligible for release from local custody, so that DHS / ICE may take custody of that individual and / or;
- ii.* notify DHS / ICE in advance of the individual's scheduled release. DHS / ICE detainer / notification requests are only requests, and compliance is completely voluntary. The form of these requests may vary. Currently, DHS / ICE requests detention and release notification by submitting to LEAs a Form I-247A (Immigration Detainer – Notice of Action). According to DHS / ICE, Form I-247A replaces the following forms:

- Form I-247D (Immigration Detainer- Request for Voluntary Action)
- Form I-247N (Request for Voluntary Notification of Release of Suspected Priority Alien)
- Form I-247X (Request for Voluntary Transfer.)
- Form I-247 A requests that the receiving local LEA:

- iii.* Notify DHS / ICE as early as practicable, at least 48 hours, if

## Immigration

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possible, before a removable alien is released from local custody; and

- iv.* Maintain custody of the alien for a period not to exceed 48 hours beyond the time he / she would otherwise have been released to allow DHS / ICE to assume custody for removal purposes.
- b. Additionally, DHS / ICE requests for detention and release notification may include the following attachments:
- i.* Form I-200, "Warrant for Arrest of Alien" or
  - ii.* Form I-205, "Warrant for Removal/Deportation."
  - iii.* Both Form I-200 and Form I-205 are administrative civil warrants signed by Immigration officials and not by a judge. These documents are not criminal warrants.

## II. Procedures:

### A. Order

1. When SFSD personnel encounter perceived immigration law violations, members shall be guided by the options set forth in this policy, in compliance with federal, state and local law.
2. Immigration Violation Complaints:
  - a. If members of the public contact SFSD employees to report suspected immigration violations, employees shall inform such persons that DHS / ICE – not SFSD – enforces the civil immigration laws.
3. Immigration Status:
  - a. SFSD employees shall not initiate contact with, investigate, detain, or arrest any person based solely upon their known or suspected immigration status.
    - i.* However, employees may investigate the immigration status of victims, witnesses or suspects if employees reasonably believe that immigration status may be a material fact of an alleged criminal violation, including for example, trafficking, smuggling, harboring and terrorism.
  - b. SFSD personnel shall not conduct sweeps, or assist DHS / ICE sweeps, intended solely to locate and detain undocumented immigrants.
  - c. Employees may assist DHS / ICE by providing emergency assistance when employees determine that an emergency poses an imminent danger to public safety, including to the safety of DHS / ICE agents.
    - i.* If safety permits, employees must seek supervisor approval before providing emergency assistance.
    - ii.* On-scene supervisors shall evaluate each request for emergency assistance ensure the SFSD's participation remains consistent

## Immigration

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with this policy while protecting human life and property.

### B. Establishing Identity

1. SFSD personnel shall attempt to identify any person they detain, arrest or who come into the custody of the SFSD.
2. Any person eligible for citation and release, who is unable to present satisfactory evidence of his or her identity, shall be detained for the purpose of establishing his or her identity.

### C. Central Warrant Bureau Procedure:

1. SFSD personnel who are tasked with confirming warrants shall continue to process DHS / ICE warrants for booking that are confirmed as criminal warrants per memo (Reference: 2016-037, dated March 11, 2016, see attached.) If there is such a booking, Central Warrant Bureau employees shall notify Sheriff's Legal Counsel immediately.
2. SFSD employees shall process all confirmed criminal arrest warrants received from any law enforcement agency, including DHS / ICE, consistent with SFSD Field Operations Division Policy 17-01, Central Warrant Bureau Responsibilities.
  - a. As noted above, DHS / ICE requests for detention and notification are not criminal arrest warrants.

### D. DHS / ICE Immigration Detainers and Requests for Notification / Process

#### 1. Fingerprints:

- a. Once a person is arrested, SFSD scans his / her fingerprints during the booking intake process. The inmate's fingerprints are automatically sent to California Department of Justice (Cal DOJ). According to Cal DOJ, the fingerprints are shared with the Federal Bureau Investigations (FBI), the FBI shares them with DHS / ICE to check for prior contacts, and following a contact, DHS / ICE may then send a Form I-247A – a combination detainer and notification request - to the SFSD requesting action.

#### 2. Detainer Requests:

- a. A DHS / ICE detainer (currently Form I-247A) requests that SFSD detain the subject for up to 48 hours after they are eligible to be released from local custody.
- b. The SFSD does not honor these detainer requests.

#### 3. Notification Requests:

- a. A DHS / ICE release notification request (currently Form I-247A) asks that SFSD notify DHS / ICE at least 48 hours before the inmate is released from custody. All DHS / ICE notification requests for intended release dates of suspected undocumented immigrant inmates in our custody are voluntary in nature. San Francisco Administrative Code 12I.3(d) defines the circumstances under which the Sheriff may honor

## Immigration

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DHS / ICE notification requests. If those conditions are met, the Sheriff may exercise discretion to notify pursuant to that request.

- b. SFSD has established the following process to individually review each request and track the appropriate action in each case.
  - i. The Central Records Unit shall review all Voluntary Requests (DHS Form 1-247 D, 1-247X, 1-247 N) and the consolidated form 247A) to determine if responding to the request complies with local and state law.
  - ii. If an inmate, who is the subject of a voluntary notification request, is held to answer on an open felony case, the Central Records Unit will then review the individual's criminal history to determine if the individual meets the Administrative Code section 12I.3(d) criteria.
  - iii. If the Central Records Unit determines that the individual meets the Administrative Code section 12I.3(d) criteria, Central Records employees shall forward the voluntary request to the Sheriff for final consideration.

### E. Truth Act Compliance

1. In conformance with Government Code Section 7283.1, upon receiving a DHS / ICE detention, notification or transfer request, Prisoner Legal Services Employees shall:
  - a. Provide a copy of the request to the inmate in our custody.
  - b. Provide a copy of the attached SFSD Form 17-1, "Information Regarding DHS / ICE Request for Notification of Release", which informs the subject whether the Department intends to comply with the DHS / ICE voluntary request, to the inmate.
  - c. Request that the inmate complete SFSD Form 17-2 "Designation of Persons to Receive DHS / ICE Request Information" so SFSD will know who to notify in the event the Sheriff exercise discretion under 12I to notify DHS / ICE of the inmate's release date or release.
2. The decision whether to honor the voluntary request will be made pursuant to this policy and in compliance with San Francisco Administrative Code 12I.3(d).
3. If SFSD notifies DHS / ICE that an individual is being, or will be, released on a certain date and time, the SFSD employees providing that information to DHS / ICE shall promptly provide the same notification, using Form 17-3 "Decision to Notify ICE", to the inmate and to the inmate's attorney or designee, using the contact information provided by the inmate on Form 17-2.

### F. Communications with LEA, Including Agencies Conducting Civil Immigration Enforcement.

1. SFSD employees are authorized to provide to any LEA, including DHS / ICE, upon request, the following information,

## Immigration

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- a. Date and location of Arrest
  - b. Current charges
  - c. Next court date
  - d. Bail amount
2. SFSD employees are NOT authorized to provide the following access or information to any agency representatives or individuals conducting civil immigration enforcement (including DHS / ICE):
    - a. Access to inmates in jail
    - b. Access to SFSD computers and/or databases
    - c. SFSD Logs
    - d. Booking and arrest documents
    - e. Release dates and times
    - f. Home or work contact information
  3. Responses to I-247A or other DHS / ICE release notification requests unless expressly authorized by the Sheriff.
  4. Employees shall refer all DHS / ICE requests for assistance with criminal investigations to the Central Records Unit. The Central Records Unit shall forward those requests to the Sheriff who shall direct any assistance, through the chain of command.

### G. Contact:

1. SFSD employees or others with questions regarding this policy shall be referred to Sheriff's Legal Counsel, Monday thru Friday 0800 to 1700 hours:
  - a. Chief Legal Counsel Mark Nicco  
415-554-7212
  - b. Assistant Chief Legal Counsel Suzy Loftus  
415-554-7295
  - c. Or after hours at the Central Warrant Bureau – emergency notification line to reach Sheriff's Legal Counsel 415-558-2411.

### III. Forms:

SFSD Form "Information Regarding ICE Requests for Notification of Release, Initial Statement"

SFSD Form "Information Regarding ICE Requests for Notification of Release, Designation of Persons to Receive ICE Request Information"

SFSD Form "Information Regarding ICE Requests for Notification of Release, Determination to Notify"

**IV. Reference:**

"The *Miranda-Olivares v. Clackamas County* decision (Case No. 3:12-cv-02317-ST), a 2014 Federal decision, established that holding a person in custody based solely upon an ICE immigration detainer request may violate the individual's constitutional rights, and the involved local/state agency can be held liable for this violation of constitutional rights.

"ICE Guidance for Completing FORM I-247A

San Francisco Administrative Code 12I.3(d.)

(8 U.S.C. 1373.)

SFSD Criminal Warrants Memo (Reference: 2016-037, dated March 11, 2016)



**San Francisco Sheriff's Department  
Information Regarding ICE Request for Notification of Release  
Initial Statement**

- Solicito recibir este formulario en español. / I request to receive this form in Spanish.
- 請寄來中文表格。 / I request to receive this form in Chinese.
- Nais ko pong makiusap na matanggap ang forma na Ito sa Tagalog. / I request to receive this form in Tagalog.
- Tôi yêu cầu để nhận mẫu đơn này trong tiếng Việt. / I request to receive this form in Vietnamese.
- 저는 이서류를 한국어로 번역된 것으로 받고 싶습니다 / I request to receive this form in Korean.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ DOB: \_\_\_\_\_

A#: \_\_\_\_\_ Housing Location: \_\_\_\_\_ SF#: \_\_\_\_\_

Current charge(s): \_\_\_\_\_

Under the Transparent Review of Unjust Transfers and Holds (TRUTH) Act, we are required to provide you with the attached copy of the ICE request and inform you of whether we intend to comply with the request. ICE requests that SFSD notify them prior to your release and that SFSD maintain custody of your for up to 48 hours after your scheduled release to allow ICE to take you into their custody.

**The San Francisco Sheriff's Department does not intend to comply at this time.** However, based on San Francisco Administrative Code 12H and 12I, if you are held to answer on a qualifying felony, a review of your criminal history will be conducted to determine if you qualify for possible notification based on local law.

If your background, current charges and history of convictions and other information conforms to San Francisco Administrative Code 12I and SFSD decides to notify ICE of your release, we will notify you and your attorney or another person that you choose. Please provide the contact information, including phone number and /or email, for your attorney or another person that you choose on the provide SFSD Form 17-02, "Designation of Persons to Receive ICE Information Requests".

Please contact Prisoner Legal Services or your attorney if you have any questions or concerns.

Public Defender Phone: 415-553-1671

Prisoner Legal Services Phone: 415-558-2472

NOTE: A copy of the list of non-profit legal service providers for the San Francisco Immigration Court is also included with the notice. Please consider reaching out to one of the listed Immigration Rights Advocates since you have been informed that you are the subject of ICE proceedings. If you return to the San Francisco County Jail for future charges, ICE may continue to request a notification. If you are re-incarcerated elsewhere, that jurisdiction may elect to notify ICE of your impending release.

For SFSD Use Only:

Delivered By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Copies to:      SFSD Records                      Public Defender/Attorney of Record                      Prisoner Legal Services



**San Francisco Sheriff's Department  
Information Regarding ICE Request for Notification of Release  
Designation of Persons to Receive ICE Request Information**

- Solicito recibir este formulario en español. / I request to receive this form in Spanish.
- 請寄來中文表格。 / I request to receive this form in Chinese.
- Nais ko pong makiusap na matanggap ang forma na ito sa Tagalog. / I request to receive this form in Tagalog.
- Tôi yêu cầu để nhận mẫu đơn này trong tiếng Việt. / I request to receive this form in Vietnamese.
- 저는 이서류를 한국어로 번역된 것으로 받고 싶습니다 / I request to receive this form in Korean.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ DOB: \_\_\_\_\_

A#: \_\_\_\_\_ Housing Location: \_\_\_\_\_ SF#: \_\_\_\_\_

Current charge(s): \_\_\_\_\_

Please complete the following information regarding the person you would like notified regarding any ICE Requests for Notification: (Select one)

Attorney

Other Designee (if applicable)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

The above selected individuals are to be notified with copies of any documents received from ICE that request notification of my release. In the event the San Francisco Sheriff's Department elects to notify ICE pursuant to the San Francisco Administrative Code 12I, these persons will also be provided with that information at the earliest opportunity.

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SFSD Use Only:**

- I was able to see the above named inmate and complete this form. I subsequently forwarded a copy of this form, Form 17-1 and the request from ICE to the name individual(s)
- I was not able to see the above named inmate due to his/her release from custody via \_\_\_\_\_
- The person was contacted and did not want to complete this form
- Other \_\_\_\_\_

Processed by: \_\_\_\_\_ Unit: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Copies to:      SFSD Records      Public Defender/Attorney of Record      Prisoner Legal Services



**San Francisco Sheriff's Department  
Information Regarding ICE Request for Notification of Release  
Determination to Notify**

- Solicito recibir este formulario en español. / I request to receive this form in Spanish.
- 請寄來中文表格。 / I request to receive this form in Chinese.
- Nais ko pong makiusap na matanggap ang forma na ito sa Tagalog. / I request to receive this form in Tagalog.
- Tôi yêu cầu để nhận mẫu đơn này trong tiếng Việt. / I request to receive this form in Vietnamese.
- 저는 이서류를 한국어로 번역된 것으로 받고 싶습니다 / I request to receive this form in Korean.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ DOB: \_\_\_\_\_

A#: \_\_\_\_\_ SF#: \_\_\_\_\_ Housing Location: \_\_\_\_\_

Date of Original Notice 17-01 \_\_\_\_\_

Under the Transparent Review of Unjust Transfers and Holds (TRUTH) Act, we are required to notify you and your attorney or another person that you choose in writing if we inform Immigration and Customs Enforcement (ICE) of your release.

The San Francisco Sheriff's Department makes such notifications only if you meet the criteria as listed in San Francisco Administrative Code section 12I.

It has been determined that you meet the criteria for Notification of Release.

The purpose of this letter is to inform you that on \_\_\_\_\_ at \_\_\_\_\_, we  
Date of Notice to ICE Time of Notice to ICE

notified ICE that you are scheduled to be released on \_\_\_\_\_ at \_\_\_\_\_,  
Date of Scheduled Release Time of Release

We will also provide this information to your attorney/designee of record as noted below:

Attorney/Designee Name and Contact Information: (as provided on SFSD Form 17-02)

Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Date Contacted: \_\_\_\_\_ Contacted by: \_\_\_\_\_

Please contact the Sheriff's Department Prisoner Legal Services at 415-558-2472 if you have any questions or concerns.

~~~~~  
 SFSD USE ONLY:

- I provided a copy of this form to the above named inmate on: Date \_\_\_\_\_ Time: \_\_\_\_\_
- I was not able to see the above named inmate due to his/her release from custody via \_\_\_\_\_
- Other: \_\_\_\_\_
- 

Processed by: \_\_\_\_\_ Unit: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Copies to:      SFSD Records,                      Attorney of Record,                      Prisoner Legal Services



The Police Commission  
CITY AND COUNTY OF SAN FRANCISCO

December 6, 2018

Honorable Board of Supervisors  
City Hall, Room 244  
#1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Honorable Supervisors:

At the meeting of the Police Commission on Wednesday, December 5, 2018, the following resolution was adopted:

**RESOLUTION NO. 18-82**

**APPROVAL OF THE REQUEST OF THE CHIEF OF POLICE TO RECOMMEND THAT THE BOARD OF SUPERVISORS ADOPT A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO ACCEPT AND EXPEND A GRANT IN THE AMOUNT OF \$800,000 FROM THE US DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE TO HELP IMPROVE THE COLLECTION, MANAGEMENT, AND ANALYSIS OF CRIME GUN EVIDENCE FOR THE PROJECT PERIOD OF OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2021**

RESOLVED, that the Police Commission hereby approves the request of the Chief of Police to recommend that the Board of Supervisors adopt a resolution authorizing the Chief of Police to accept and expend a grant in the amount of \$800,00 from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to help improve the collection, management, and analysis of crime gun evidence for the project period of October 1, 2018 through September 30, 2021.

AYES: Commissioners Mazucco, DeJesus, Hirsch, Elias, Hamasaki, Brookter, Taylor

Very truly yours,

Sergeant Rachael Kilshaw  
Secretary

THE POLICE COMMISSION

949/rct

cc: Grants Unit

THOMAS MAZZUCCO  
Vice President

PETRA DeJESUS  
Commissioner

ROBERT M. HIRSCH  
Commissioner

JOHN HAMASAKI  
Commissioner

CINDY ELIAS  
Commissioner

DIONJAY BROOKTER  
Commissioner

DAMALI TAYLOR  
Commissioner

Sergeant Rachael Kilshaw  
Secretary



**LONDON N. BREED**  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



**WILLIAM SCOTT**  
CHIEF OF POLICE

**TO: Angela Calvillo, Clerk of the Board of Supervisors**  
**FROM: San Francisco Police Department**  
**DATE: December 6, 2018**  
**SUBJECT: Accept and Expend Resolution for Subject Grant**  
**GRANT TITLE: San Francisco Crime Gun Investigations Center**

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Attached please find the original\* and 1 copy of each of the following:

- X 1. Proposed grant resolution; original\* signed by Department, Mayor, Controller
- X 2. Grant information form, including disability checklist
- X 3. Grant budget
- X 4. Grant application, 115 pages
- X 5. Grant award report from funding agency, 36 pages
- N/A Ethics Form 126 (if applicable)
- N/A Contracts, Leases/Agreements (if applicable)
- X Other (Explain): **San Francisco Police Commission Resolution**

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: **Katherine Chiu / Patrick Leung** Phone: **415-837-7210**

Interoffice Mail Address: **SFPD Fiscal Division**  
**1245 3<sup>rd</sup> Street, 6<sup>th</sup> Floor, SF, CA 94158**

Certified copy required Yes  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).

# Introduction Form

By a Member of the Board of Supervisors or Mayor

2019 JAN 15 PM 1:28  
 Time stamp or meeting date  
 BY *[Signature]*

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor: