

File No. 180678

Petitions and Communications received from July 30, 2018, through August 24, 2018, for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on September 4, 2018.

Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information will not be redacted.

From Clerk of the Board submitting, pursuant to Sunshine Ordinance 67.24(e), report on Sole Source Contracts received FY 2017-2018. Copy: Each Supervisor. (1)

From Clerk of the Board, reporting the following agencies have submitted a 2018 Local Agency Biennial Conflict of Interest Code Review Report: Copy: Each Supervisor. (2)

Aging And Adult Services, Department Of
Airport Commission
Appeals, Board Of
Asian Art Museum
Art Commission
Assessor-Recorder
Board Of Supervisors
Building Inspection, Department Of
Child Support Services, Department Of
Children And Families First Commission
Children, Youth And Their Families, Department Of
Citizen's General Obligation Bond Oversight Committee
Civil Grand Jury (Superior Court)
Civil Service Commission
Community College District
Controller
District Attorney
Economic And Workforce Development, Department Of
Elections, Department Of
Emergency Management, Department Of
Environment, Department Of The
Ethics Commission
Film And Video Arts Commission
Finance Corporation
Fine Arts Museums
Fire Department
General Services Agency-City Administrator
General Services Agency-Public Works, Department Of
General Services Agency-Technology, Department Of
Golden Gate Park Concourse Authority

Health Authority
Health Service System
Retiree Health Care Trust Fund
Historic Preservation Commission - (w/ Planning Department)
Homelessness And Supportive Housing
Housing Authority
Human Resources, Department Of
Human Rights Commission
Human Services Commission
Juvenile Probation Department
Law Library
Library, Public
Local Agency Formation Commission
Mayor's Office
Municipal Transportation Agency (MTA)
Parking Authority - (w/ MTA)
Planning Department
Police Department
Port Commission
Produce Market Corporation
Public Defender
Public Health, Department Of
Public Utilities Commission
Recreation And Park Department
Remote Access Network Board
Residential Rent Stabilization And Arbitration Board
Retirement System
Sheriff
San Francisco Unified School District
Small Business, Office Of
Sunshine Ordinance Task Force
Transportation Authority, San Francisco County
Treasure Island Development Authority
Treasurer-Tax Collector
War Memorial
Women, Commission On The Status Of

From Various City Departments, regarding the 2018-19 and 2019-20 adopted budget.
(3)

From the Office of the Mayor, pursuant to Charter, Section 3.100(18), making the following appointment and reappointment. Copy: Each Supervisor. (4)

- Appointing Karen Clopton - Human Rights Commission - term ending August 1, 2022.
- Reappointing Larry Mazzola - Airport Commission - term ending August 31, 2022.

From the Office of the Treasurer & Tax Collector, submitting a CCSF Monthly Pooled Investment Report for July 2018. Copy: Each Supervisor. (5)

From the Department of the Environment, pursuant to Ordinance No. 204-17, submitting an amended report on SF Antibiotic Use in Food Animals Ordinance of 2017. Copy: Each Supervisor. (6)

From the Department of Public Health, pursuant to the California Health and Safety Code, Section 459, submitting the 2018 Title XV annual report for each of the San Francisco jails and detention facilities. (7)

From the Office of the Mayor, pursuant to Administrative Code, Section 5.9, submitting State Legislation Committee approved bill positions from the August 8, 2018 meeting. Copy: Each Supervisor. (8)

From the Office of the Controller's City Services Auditor, submitting a report on its audit to assess whether the City effectively manages the life cycle of its fleet. Copy: Each Supervisor. (9)

From the Office of the Controller's City Services Auditor, submitting a report on its audit of San Francisco 311. Copy: Each Supervisor. (10)

From the Office of the Controller's City Services Auditor, submitting a report on its assessment of ten organizations' compliance with the San Francisco Administrative Code, Chapter 12G. Copy: Each Supervisor. (11)

From the Office of the Controller's City Services Auditor, submitting an annual work plan for FY2018-19. Copy: Each Supervisor. (12)

From the Office of the Controller's City Services Auditor, submitting a memorandum analyzing the proposal to move the Adult Probation headquarters to 945 Bryant Street and evaluate whether the Police Department's Investigation Bureau or the Sheriff Department's Prisoner Legal Services could share the location. Copy: Each Supervisor. (13)

From the San Francisco Police Department, pursuant to Administrative Code, Section 96A, submitting a 2018 Second Quarter report. Copy: Each Supervisor. (14)

From the San Francisco Police Department, pursuant to Resolution 399-17, submitting the Property Crime Report. Copy: Each Supervisor. (15)

From the Office of the Mayor, pursuant to California Government Code, Sections 8550 *et seq.*, Charter, Section 3.100(14), and Administrative Code, Section 7, submitting a Second Declaration of Emergency for the town of Moccasin in Tuolumne County due to flooding. Copy: Each Supervisor. Copy: Each Supervisor. (16)

From the San Francisco Municipal Transportation Agency, submitting an Administrative Code, Chapter 12B, Waiver Request. Copy: Each Supervisor. (17)

From the San Francisco Chamber of Commerce, submitting a letter regarding Single-Use Food Ware Ordinance. File 180519. Copy Each Supervisor. (18)

From California Pacific, Gas and Electric, submitting notice of a request to increase rates for electric transportation projects in school and state parks. Copy: Each Supervisor. (19)

From California Fish and Game, submitting Notice of Receipt of Petition to list Upper Klamath-Trinity River spring Chinook salmon as endangered and a Notice of Final Consideration of Petition to list Humboldt Marten as a threatened or endangered species under the California Endangered Species Act. Copy: Each Supervisor. (20)

From the Department of Park and Recreation Office of Historic Preservation, pursuant to Public Resources Code, Section 4851(a)(2), submitting notice that the Coit Memorial Tower was placed on the National Register of Historic Places, this property has also been listed in the California Register of Historical Resources. Copy: Each Supervisor. (21)

From Darwin Richards, regarding the National Campaign for Elected Officials Report Card Review. Copy: Each Supervisor. (22)

From Eva Guo, regarding trauma and addiction. Copy: Each Supervisor. (23)

From Nelu Mihai, regarding the proposed project at 430 Main/429 Beale Street. File 180697. Copy: Each Supervisor. (24)

From Lilian Tsi, regarding electric scooters. Copy: Each Supervisor. (25)

From Loranna Kenny, regarding fire prevention and repair. Copy: Each Supervisor. (26)

From Randy Hause, regarding his trip to San Francisco. Copy: Each Supervisor. (27)

From Terry Chong, regarding GUMP filing for bankruptcy and vacancy tax. 2 letters. Copy: Each Supervisor. (28)

From concerned citizens, regarding homelessness. Copy: Each Supervisor. (29)

From concerned citizens, regarding the proposed legislation to ban straws in San Francisco. File No 180519. 5 letters. Copy: Each Supervisor. (30)

From Donna Williams, regarding needles. Copy: Each Supervisor. (32)

From Julie D. Soo, regarding Steven Lee's reappointment to the Entertainment Commission. File No. 180619. Copy: Each Supervisor. (33)

From Ian Townsager, regarding Proposition 10. Copy: Each Supervisor. (34)

From Patrick Monette-Shaw, regarding Multifamily Revenue Bonds. File No. 180738. Copy: Each Supervisor. (35)

From Thomas Busse, regarding the Treasury Oversight Committee. File No. 180674. Copy: Each Supervisor. (36)

From Mary Ann and Michael Ricci, regarding the repainting of a red zone. Copy: Each Supervisor. (37)

From Erika Kimball, regarding an UBER Humvee. Copy: Each Supervisor. Copy: Each Supervisor. (38)

From the Rose Pak Democratic Club, regarding the proposed Cannabis Retail & Medical Cannabis Dispensaries in Chinatown. File No. 180319. Copy: Each Supervisor. (39)

From Nancy Single, regarding street problems. Copy: Each Supervisor. (40)

From concerned citizens, regarding the use of herbicides around San Francisco. Copy: Each Supervisor. (41)

From concerned citizens, regarding the proposed legislation to prohibit employee cafeterias. File No. 180777. Copy: Each Supervisor. (42)

From Ellen Lee Zhou, regarding fair regulations and laws that protect small business owners. Copy: Each Supervisor. (43)


From the Department of Children, Youth and their Families, submitting a Notice of Intention to apply for the Edward Byrne Memorial JAG fund. Copy: Each Supervisor. (44)

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

Date: August 28, 2018
To: Board of Supervisors
From:  Angela Calvillo, Clerk of the Board
Subject: Sole Source Contracts

Sunshine Ordinance Section 67.24(e) requires each City department provide the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year.

Attached is the Clerk of the Board's report on the sole source contracts received for Fiscal Year 2017-2018, pursuant to Sunshine Ordinance Section 67.24(e).

Attachment

C: Ben Rosenfield, Controller

Report from City Departments
Sole Source Contracts - Fiscal Year 2017-2018

| Department | Communications Page Folder | |
|--|----------------------------|--------|
| | Date | Item # |
| Adult Probation | 9/4/2018 | 1 |
| Animal Care and Control | 7/10/2018 | 12 |
| Arts Commission | 7/31/2018 | 14 |
| Asian Art Museum | 7/31/2018 | 14 |
| Assessor-Recorder | 7/10/2018 | 12 |
| The Board of Appeals | 7/10/2018 | 12 |
| Board of Supervisors | 7/31/2018 | 14 |
| Building Inspection | 9/4/2018 | 1 |
| Child Support Services | 7/31/2018 | 14 |
| Children, Youth and their Families | 7/31/2018 | 14 |
| City Administrator | 7/10/2018 | 12 |
| City Attorney's Office | 7/31/2018 | 14 |
| Civil Service Commission | 7/10/2018 | 12 |
| Contract Management and Compliance | 9/4/2018 | 1 |
| Controller's Office | 9/4/2018 | 1 |
| District Attorney's Office | 7/10/2018 | 12 |
| Economic and Workforce Development | 9/4/2018 | 1 |
| Elections | 9/4/2018 | 1 |
| Environment | 7/10/2018 | 12 |
| Fire Department | 9/4/2018 | 1 |
| Homelessness | 7/10/2018 | 12 |
| Human Resources | 7/10/2018 | 12 |
| Juvenile Probation Department | 7/24/2018 | 1 |
| Law Library | 7/10/2018 | 12 |
| Mayor's Office | 7/10/2018 | 12 |
| Mayor's Office of Disability | 7/10/2018 | 12 |
| Mayor's Office of Housing and Community Development | 7/10/2018 | 12 |
| Planning Department | 7/10/2018 | 12 |
| Police Department | 9/4/2018 | 1 |
| Police Accountability | 7/10/2018 | 12 |
| Port | 9/4/2018 | 1 |
| Public Defenders Office | 7/10/2018 | 12 |
| Public Health, Department of | 9/4/2018 | 1 |
| Public Library | 7/24/2018 | 1 |
| Public Utilities Commission | 9/4/2018 | 1 |
| Public Works | 9/4/2018 | 1 |
| Recreation and Park | 7/24/2018 | 1 |
| Residential Rent Stabilization and Arbitration Board | 7/31/2018 | 14 |
| Sheriff's Department | 9/4/2018 | 1 |
| SF International Airport | 9/4/2018 | 1 |
| Status of Women | 7/10/2018 | 12 |
| SFMTA | 7/24/2018 | 1 |
| Treasurer and Tax Collector | 9/4/2018 | 1 |
| Technology | 9/4/2018 | 1 |
| War Memorial and Performing Arts Center | 9/4/2018 | 1 |

Mchugh, Eileen (BOS)

From: Cynthia Avakian (AIR)
Sent: Thursday, July 26, 2018 6:17 PM
To: Board of Supervisors, (BOS)
Subject: Dept. 27 - Report Sole Source Contracts FY17-18
Attachments: Dept 27-Airport Sole Source Contracts Annual Report 17-18.pdf

Ms. Calvillo,

Attached please find a copy of SFO's Report Sole Source Contracts FY17-18.

Please let me know if you have further questions. Thanks,



Cynthia Avakian

Director, Contracts | Administration & Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2014 | flysfo.com

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San Francisco International Airport

July 25, 2018

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Pursuant to San Francisco Administrative Code Section 67.24(e), attached is the Airport's annual report on sole source contracts for Fiscal Year 2017-2018. This list is composed of contracts and agreements that needed sole source waivers from the City's Human Rights Commission (HRC), Contract Monitoring Division (CMD) and/or the Office of Contract Administration (OCA).

If you have any questions, please contact Cynthia Avakian of the Airport's Contracts Administration Unit at (650) 821-2014.

Very truly yours,

A blue ink signature of Ivar C. Satero is written over the text "Very truly yours,". The signature is stylized and cursive.

Ivar C. Satero
Airport Director

Attachment

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

LARRY MAZZOLA
PRESIDENT

LINDA S. CRAYTON
VICE PRESIDENT

ELEANOR JOHNS

RICHARD J. GUGGENHIME

PETER A. STERN

IVAR C. SATERO
AIRPORT DIRECTOR

Post Office Box 8097 San Francisco, California 94128 Tel 650.821.5000 Fax 650.821.5005 www.flysfo.com

Airport Commission Summary of Sole Source Contracts FY 17-18

| | TERM START | TERM END | VENDOR NAME | AMOUNT | REASON FOR WAIVER |
|----|-----------------------|---------------------|--|---------------|---|
| 1 | 03/22/18 | 03/14/19 | Airport Ground Transportation Assoc. | \$500 | Membership |
| 2 | 01/30/15 | 01/30/20 | Airport Research & Development Foundation | \$2,500,000 | Government Fees, Fines, Licenses |
| 3 | 01/01/15 | 12/13/20 | Airports Council International | \$479,355 | Airport Quality Survey |
| 4 | FY 17/18 | | Alibris | \$3,000 | Software/Hardware Purchase or Upgrade |
| 5 | FY 17/18 | | American Institute of Certified Public Accountants (AICPA) | \$1,170 | Educational Presentations (courses, seminars, conferences, trainings) |
| 6 | FY 17/18 | | American Planning Association | \$2,147 | Membership |
| 7 | FY 17/18 | | American Society of Civil Engineers | \$295 | Membership |
| 8 | 07/01/16 | 06/30/19 | Anderson Audio Visual-East Bay LLC | \$49,085 | Equipment, Maintenance, Repair, Parts |
| 9 | 04/01/18 | 03/31/19 | Association for Talent Development (ATD) | \$1,197 | Membership |
| 10 | FY 17/18 | | Association of Public Safety Communications Officials (APCO) | \$120 | Membership |
| 11 | FY 17/18 | | Bay Area Air Quality Management District (BAAQMD) | \$9,299 | Government Fees, Fines, Licenses |
| 12 | FY 17/18 | | Bay Area Clean Water Agencies | \$6,503 | Government Fees, Fines, Licenses |
| 13 | 08/31/06 | 10/15/19 | Bay Area Toll Authority | \$2,214,000 | Government Fees, Fines, Licenses |
| 14 | FY 17/18 | | Bitimec International Inc. | \$34,000 | Equipment, Maintenance, Repair, Parts |
| 15 | 11/25/13 | 11/24/18 | Boys and Girls Club San Mateo County | \$3,900 | Noise Monitoring Site Permits |
| 16 | 07/01/12 | 06/30/17 | Bruel & Kjaer EMS Inc. | \$1,520,000 | Agreement |
| 17 | FY 17/18 | | Bureau of National Affairs | \$2,000 | Publications & Subscriptions |
| 18 | 07/31/16 | 08/31/18 | Bureau of National Affairs (BNA) | \$2,000 | Publications & Subscriptions |
| 19 | 12/22/16 | 12/23/18 | Bureau of National Affairs (BNA) | \$2,000 | Publications & Subscriptions |
| 20 | 06/01/16 | 06/30/19 | Burton's Fire, Inc. | \$600,000 | Equipment, Maintenance, Repair, Parts |
| 21 | 09/01/17 | 06/30/22 | CA Dept. of Transportation | \$205,000 | Government Fees, Fines, Licenses |
| 22 | FY 17/18 | | CA Dept. of Transportation | \$30,000 | Government Fees, Fines, Licenses |
| 23 | FY 17/18 | | CA Society of Municipal Finance Officers | \$110 | Membership |
| 24 | 06/01/18 | 07/01/19 | CalCPA Education Foundation | \$9,980 | Educational Presentations (courses, seminars, conferences, trainings) |
| 25 | 05/01/18 | 04/30/19 | CalCPA Education Foundation | \$410 | Membership |
| 26 | FY 17/18 | | California Chamber of Commerce | \$1,209 | Publications & Subscriptions |
| 27 | 03/24/18 | 03/24/21 | California Dept. of Public Health | \$3,909 | Government Fees, Fines, Licenses |
| 28 | FY 17/18 | | California Park & Recreation Society | \$30 | Other |
| 29 | FY 17/18 | | California Travel Association | \$7,540 | Membership |
| 30 | FY 17/18 | | California Workforce Assoc. | \$1,410 | Conference |
| 31 | FY 17/18 | | Center for Education & Employment Law | \$159 | Publications & Subscriptions |
| 32 | 02/15/15 | 02/15/18 | Chevron USA | \$15,000 | Credit Card for Emerg. Repairs & Fueling |
| 33 | 09/25/13 | 06/30/18 | City of Brisbane | \$600 | Noise Monitoring Site Permits |
| 34 | 09/25/13 | 06/30/18 | City of Daly City | \$1,200 | Noise Monitoring Site Permits |
| 35 | FY 17/18 | | City of Millbrae | \$25,000 | Government Fees, Fines, Licenses |
| 36 | 09/25/13 | 06/30/18 | City of Millbrae | \$1,200 | Noise Monitoring Site Permits |
| 37 | 09/25/13 | 06/30/18 | City of Pacifica | \$600 | Noise Monitoring Site Permits |
| 38 | FY 17/18 | | City of San Bruno | \$600 | Noise Monitoring Site Permits |
| 39 | 09/30/17 | 09/30/19 | City of South San Francisco | \$14,138,400 | Government Fees, Fines, Licenses |

Airport Commission Summary of Sole Source Contracts FY 17-18

| | TERM START | TERM END | VENDOR NAME | AMOUNT | REASON FOR WAIVER |
|----|-----------------------|---------------------|--|---------------|---|
| 40 | FY 17/18 | | City of South San Francisco (NBSU) | \$100,000 | Government Fees, Fines, Licenses |
| 41 | FY 17/18 | | CLE International | \$1,390 | Educational Presentations (courses, seminars, conferences, trainings) |
| 42 | 10/31/17 | 10/31/18 | Continuing Education of the Bar (CEB) | \$3,500 | Educational Presentations (courses, seminars, conferences, trainings) |
| 43 | FY 17/18 | | County of San Mateo | \$450 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 44 | 07/01/13 | 06/30/18 | County of San Mateo (Palcare) | \$3,450,000 | Child Care Facility |
| 45 | FY 17/18 | | County of San Mateo Sheriff Dept. | \$188,632 | Government Fees, Fines, Licenses |
| 46 | 11/01/14 | 10/31/19 | Department of Homeland Security- Customs and Border Protection | \$9,000,000 | Reimbursement Fee Agreement Program and CBP only Contractor |
| 47 | FY 17/18 | | DFW Training Research Center | \$9,000 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 48 | FY 17/18 | | Dio | \$18,000 | Online Subscription Services |
| 49 | FY 17/18 | | Division of the State Architect | \$575 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 50 | 07/01/17 | 06/30/20 | DLT Solutions | \$284,012 | Online Subscription Services |
| 51 | 06/15/17 | 06/15/20 | Engineering News Record | \$90 | Online Subscription Services |
| 52 | 06/15/17 | 06/15/20 | Engineering News Record | \$90 | Publications & Subscriptions |
| 53 | 02/16/15 | 02/06/17 | ENR-Engineering News Record | \$125 | Publications & Subscriptions |
| 54 | | | Enviance Inc | \$100,000 | Software/Hardware Maintenance Agreement |
| 55 | 02/15/13 | 02/14/18 | Federal Aviation Admin. (FAA) | \$0 | Lease Reimbursement |
| 56 | 10/01/12 | 09/30/20 | Federal Aviation Admin. (FAA) Lease | \$0 | Lease Reimbursement |
| 57 | 07/01/15 | 06/30/35 | Federal Aviation Admin. (FAA) Lease | \$1 | Lease Reimbursement |
| 58 | 12/01/15 | 11/30/20 | Fitch Ratings Inc. | \$275,000 | Online Subscription Service |
| 59 | FY 17/18 | | Friends of the Commission on the Status of Women | \$3,500 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 60 | 04/01/18 | 03/31/19 | Friends of the Commission on the Status of Women | \$656 | Membership |
| 65 | 01/01/13 | 12/30/17 | GCR Inc. | \$1,500,000 | Software/Hardware Maintenance Agreement |
| 62 | 01/01/13 | 08/31/19 | GCR Inc. | \$1,275,000 | Software/Hardware Maintenance Agreement |
| 64 | 03/01/15 | 02/28/18 | GCR Inc. | \$99,700 | Software/Hardware Maintenance Agreement |
| 61 | 03/01/18 | 02/29/20 | GCR Inc. | \$78,600 | Software/Hardware Maintenance Agreement |
| 63 | 05/01/18 | 02/29/20 | GCR Inc. | \$20,000 | Software/Hardware Maintenance Agreement |
| 66 | FY 17/18 | | Golden State Emergency Vehicle Services | \$200,000 | Equipment, Maintenance, Repair, Parts |
| 67 | FY 17/18 | | Hach Company | \$50,000 | Equipment, Maintenance, Repair, Parts |
| 68 | 01/01/17 | 12/31/19 | IER, Inc. | \$2,000,000 | Fabricate and install CUSS kiosks |
| 69 | 05/01/18 | 04/30/19 | Imperial College Projects Ltd. | \$100,000 | Other |
| 70 | FY 17/18 | | International Association of Chiefs of Police | \$150 | Membership |

Airport Commission Summary of Sole Source Contracts FY 17-18

| | TERM START | TERM END | VENDOR NAME | AMOUNT | REASON FOR WAIVER |
|-----|-----------------------|---------------------|---|---------------|---|
| 71 | 02/04/18 | 02/03/19 | International Association of Plumbing and Mechanical Officials (IAPMO) | \$85 | Membership |
| 72 | FY 17/18 | | International Association of Plumbing and Mechanical Officials (IAPMO) | \$648 | Publications & Subscriptions |
| 73 | FY 17/18 | | International Public Management Association for Human Resources (IPMA-HR) | \$397 | Membership |
| 74 | FY 17/18 | | JB Systems dba Mainsaver | \$32,000 | Software/Hardware Maintenance Agreement |
| 75 | FY 17/18 | | Management Concepts | \$50,000 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 76 | 04/11/17 | 04/10/20 | McGraw-Hill Aviation Week & Space Technology | \$269 | Publications & Subscriptions |
| 78 | FY 17/18 | | Metropolitan Electrical Construction | \$80,000 | Software/Hardware Purchase or Upgrade |
| 79 | 12/01/15 | 11/30/20 | Moody's Investors Service Inc. | \$500,000 | Online Subscription Services |
| 80 | 01/01/18 | 12/31/18 | National Emergency Number Association (NENA) | \$137 | Membership |
| 81 | FY 17/18 | | National Fire Protection Association (NFPA) | \$3,085 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 82 | 12/06/17 | 12/01/18 | National Fire Protection Association (NFPA) | \$175 | Membership |
| 83 | 04/02/18 | 02/28/19 | National Fire Protection Association (NFPA) | \$175 | Membership |
| 84 | 05/21/18 | 05/20/20 | National Fire Protection Association (NFPA) | \$2,422 | Publications & Subscriptions |
| 85 | 07/01/17 | 06/30/20 | OAG Aviation Worldwide | \$165,000 | Online Subscription Services |
| 87 | 02/19/17 | 02/18/18 | Oracle America | \$8,940 | Software/Hardware Maintenance Agreement |
| 89 | 3/1/2017 | 02/28/20 | Oracle America | \$412,430 | Software/Hardware Maintenance Agreement |
| 86 | 04/27/18 | 06/15/19 | Oracle America | \$71,298 | Software/Hardware Maintenance Agreement |
| 90 | 07/01/17 | 06/30/22 | Passur Aerospace Inc. | \$1,107,742 | Online Subscription Services |
| 91 | FY 17/18 | | Pitney Bowes | \$50,000 | Postage and Postal Box Fees |
| 92 | FY 17/18 | | Port of Oakland | \$500 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 93 | 04/01/12 | 04/01/20 | Presidio Trust | \$7,500,000 | Wetlands Mitigation Program |
| 94 | 02/10/17 | 02/09/22 | Quantum Secure | \$2,500,000 | Software/Hardware Purchase or Upgrade |
| 95 | 10/01/15 | 09/30/21 | Robert Kuo Consulting | \$600,000 | Consulting |
| 96 | 04/01/16 | 03/25/19 | Safari Books Online | \$60,000 | Online Subscription Service |
| 97 | FY 17/18 | | Salt Lake City ARFF Training Center | \$43,650 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 98 | FY 17/18 | | SAMCEDA | \$16,000 | Membership |
| 99 | 03/28/17 | 03/20/18 | San Francisco Business Times | \$80 | Publications & Subscriptions |
| 100 | FY 17/18 | | San Francisco County Clerk | \$2,278 | Government Fees, Fines, Licenses |

Airport Commission Summary of Sole Source Contracts FY 17-18

| | TERM START | TERM END | VENDOR NAME | AMOUNT | REASON FOR WAIVER |
|-----|---------------|-------------|---|-------------|---|
| 101 | 07/27/16 | | San Francisco Estuary Institute | \$16,623 | Government Fees, Fines, Licenses |
| 102 | FY 17/18 | | San Mateo County Clerk | \$2,266 | Government Fees, Fines, Licenses |
| 103 | FY 17/18 | | San Mateo County Dept. of Public Works | \$15,000 | Government Fees, Fines, Licenses |
| 104 | FY 17/18 | | San Mateo County Environmental Health | \$57,881 | Government Fees, Fines, Licenses |
| 105 | 10/01/13 | 10/01/18 | San Mateo County First Chance Program | \$40,000 | Government Fees, Fines, Licenses |
| 106 | FY 17/18 | | San Mateo County Police Chiefs' & Sheriffs' Association | \$600 | Membership |
| 107 | 07/01/08 | 06/30/18 | San Mateo County Transit District (SamTrans) | \$2,130,000 | Government Fees, Fines, Licenses |
| 108 | 06/11/18 | 04/19/19 | San Mateo County/ Silicon Valley Convention & Visitors Bureau | \$905 | Partnership dues |
| 109 | 09/25/13 | 06/30/18 | San Mateo Harbor District | \$600 | Noise Monitoring Site Permits |
| 110 | 11/01/16 | 10/31/21 | San Mateo Mosquito and Vector Control District | \$150,000 | Government Fees, Fines, Licenses |
| 111 | FY 17/18 | | Sandie Arnott San Mateo Tax Collector | \$774,857 | Government Fees, Fines, Licenses |
| 112 | 12/01/14 | 11/30/19 | Scheidt & Bachmann | \$3,750,000 | Software/Hardware Maintenance Agreement |
| 113 | 09/01/17 | 08/31/18 | Schneider Electric | \$19,975 | Software/Hardware Purchase or Upgrade |
| 114 | 02/15/18 | 06/30/21 | Schneider Electric | \$100,000 | Software/Hardware Maintenance Agreement |
| 115 | FY 17/18 | | SF African American Chamber of Commerce | \$4,500 | Other |
| 116 | FY 17/18 | | SF Bay Area Rapid Transit District (BART) | \$120,000 | BART Tickets for Interns |
| 117 | FY 17/18 | | SF Bay Area Rapid Transit District BART | \$22,362 | Government Fees, Fines, Licenses |
| 118 | FY 17/18 | | SF Bay Conservation and Development Commission | \$4,846 | Government Fees, Fines, Licenses |
| 119 | 12/09/16 | 06/30/19 | SMC Planning & Building Div. (Airport/Community Roundtable) | \$660,000 | Membership |
| 120 | FY 17/18 | | Society for Human Resource Management (SHRM) | \$398 | Membership |
| 121 | FY 17/18 | | Society for Human Resources Management | \$4,659 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 122 | 05/01/18 | 04/30/19 | Society for Human Resources Management (SHRM) | \$209 | Membership |
| 123 | FY 17/18 | | SourceMedia | \$320 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 124 | FY 17/18 | | SourceMedia | \$2,950 | Online Subscription Services |
| 125 | 09/25/13 | 06/30/18 | SSF Unified School District | \$600 | Noise Monitoring Site Permits |
| 126 | FY 17/18 | | State of California/ Board of Equalization | \$44,880 | Government Fees, Fines, Licenses |
| 127 | FY 17/18 | | State Water Resources Control Board | \$120,465 | Government Fees, Fines, Licenses |
| 128 | FY 17/18 | | Survey Monkey Inc | \$768 | Online Subscription Services |
| 129 | 04/01/18 | 03/31/19 | The New York Times | \$910 | Publications & Subscriptions |
| 130 | FY 17/18 | | The Wall Street Journal | \$1,028 | Publications & Subscriptions |
| 131 | 05/29/18 | 05/28/20 | The Wall Street Journal | \$980 | Publications & Subscriptions |

Airport Commission Summary of Sole Source Contracts FY 17-18

| | TERM START | TERM END | VENDOR NAME | AMOUNT | REASON FOR WAIVER |
|---|-----------------------|---------------------|---|---------------------|---|
| 132 | FY 17/18 | | Thresher Communications Productivity Inc. | \$3,000,000 | Software/Hardware Purchase or Upgrade |
| 135 | 09/25/13 | 06/30/18 | Town of Hillsborough | \$600 | Noise Monitoring Site Permits |
| 136 | 09/15/16 | 09/15/20 | Tradewind Scientific Company | \$40,000 | Equipment, Maintenance, Repair, Parts |
| 137 | 9/1/06 | 10/15/19 | Transportation Corridor Agencies | \$375,000 | License for FasTrak Trademark |
| 138 | 10/01/15 | 09/30/20 | U.S. Drug Enforcement Admin. | \$2,158,818 | Lease Reimbursement |
| 139 | 10/01/15 | 09/30/20 | U.S. Drug Enforcement Administration | \$2,158,818 | Lease |
| 140 | FY 17/18 | | U.S. Green Building Council | \$5,000 | Government Fees, Fines, Licenses |
| 141 | 02/08/18 | 12/31/18 | U.S. Travel Association | \$64,550 | Membership |
| 142 | FY 17/18 | | UC Berkeley | \$17,054 | Educational Presentations (Courses, Seminars, Conferences, Trainings) |
| 143 | 12/15/17 | 12/15/20 | United Parcel Service (UPS) | \$100,000 | Overnight Delivery Service |
| 144 | 07/01/17 | 06/30/22 | United Service Organizations (USO) | \$275,000 | Grant Agreement for 24/7 operation |
| 145 | 07/11/16 | 06/30/21 | United Service Organizations (USO) | \$5 | Lease Reimbursement |
| 146 | 10/01/12 | 09/30/21 | US Coast Guard Lease | \$1 | Government Fees, Fines, Licenses |
| 147 | 11/30/17 | 12/03/18 | US Government Printing Office | \$1,804 | Publications & Subscriptions |
| 148 | 06/15/17 | 06/30/18 | USA Army Corps of Engineers | \$100,000 | Other |
| 149 | FY 17/18 | | USPS | \$2,210 | Postage and Postal Box Fees |
| 150 | 05/01/15 | 04/30/18 | Ventura County | \$473,688 | Publications & Subscriptions |
| 151 | 10/01/14 | 10/31/18 | Verint Video Solutions, Inc. | \$550,000 | Software/Hardware Maintenance Agreement |
| 152 | 04/01/12 | 03/30/20 | VII Pac Shores Holdings, LLC | \$3,550,000 | Wetlands Mitigation Program |
| TOTAL FY 2017-2018 Sole Source Contracts | | | | \$74,759,840 | |

Mchugh, Eileen (BOS)

From: Alberto, Justine Eileen (ADM)
Sent: Monday, July 02, 2018 4:07 PM
To: Board of Supervisors, (BOS)
Cc: Yuan, Alexandria (ADM)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Hello,

Please see the San Francisco Animal Care and Control's (SFACC) Sole Source Vendor POs below. SFACC did not create contracts but Prop Q POs.

| Vendor | PO | Amounts |
|---------------------------------|-------------------------------|-------------|
| H L P Inc (Chameleon) | SFGOV-0000051955 | \$4,708.80 |
| | SFGOV-0000166261 | \$9,374.40 |
| | SFGOV-0000166648 | \$10,416.00 |
| Hobart Service | SFGOV-0000087006 | \$1,627.50 |
| Radiation Detection | SFGOV-0000089546 | \$2,000.00 |
| State Humane Association of CA | Check Sent (CA Law Handbooks) | \$855.00 |
| | Check Sent (Membership Dues) | \$300.00 |
| Tyco Integrated Security LLC | SFGOV-0000089608 | \$5,000.00 |
| Yggdrasil Urban Wildlife Rescue | SFGOV-0000163055 | \$9,600.00 |
| | SFGOV-0000190657 | \$6,700.00 |

Warm Regards,
Justine

Justine Alberto
Principal Administrative Analyst
justine.alberto@sfgov.org | (415) 554-9410

[SF Animal Care and Control](#) | [Facebook](#) | [Twitter](#)
1200 15th Street | San Francisco CA 94103 | (415) 554-6364

From: Donohue, Virginia (ADM)
Sent: Friday, June 22, 2018 10:08 PM
To: Alberto, Justine Eileen (ADM) <justine.alberto@sfgov.org>; Christensen, Diana (ADM) <Diana.Christensen@sfgov.org>
Subject: Fwd: Response Required - 2017-2018 Sole Source Contracts Memo

Sent from my iPhone

Begin forwarded message:

From: "Mchugh, Eileen (BOS)" <eileen.e.mchugh@sfgov.org>
Date: June 22, 2018 at 10:15:57 PM GMT+2
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>, MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

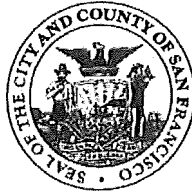
Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

CARMEN CHU
ASSESSOR-RECORDER



SAN FRANCISCO
OFFICE OF THE ASSESSOR-RECORDER

MEMORANDUM

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Rachel Cukierman - Deputy Director, Administration and Finance
Date: June 27, 2018
Subject: Sole Source Contracts for Fiscal Year 2017-2018

A handwritten signature in dark ink, appearing to be "RC", located to the right of the "From:" line.

The Office of the Assessor-Recorder (ASR) did not enter into any new sole source contracts in FY 2017-18. The Office did **modify** three sole source contracts with existing vendors as noted below. ASR has four contracts under Sole Source Waiver authority as follows:

| Supplier | Contract Description | Start Date | End Date | Note |
|------------------------------------|--|------------|------------|------------------------------|
| SouthTech Systems | CRiIS - Software License and Maintenance of Recorder Information System | 7/1/2011 | 6/30/2020 | Contract modified in 2017-18 |
| BMI Imaging Systems, Inc. | Hosting of archived digital images, SSN Truncation of recorded documents 1980 - 1999 | 4/1/2013 | 6/30/2022 | Contract modified in 2017-18 |
| Easy Access, Inc. | EZ Access - Software License and Maintenance of Assessor Information System | 1/1/2013 | 12/31/2018 | No change |
| Constructive Resolution Associates | Construction cost manuals | 10/1/2015 | 6/30/2022 | Contract modified in 2017-18 |

Mchugh, Eileen (BOS)

From: Quan, Kevin (ART)
Sent: Friday, July 27, 2018 11:12 AM
To: Board of Supervisors, (BOS)
Cc: DeCaigny, Tom (ART); Krell, Rebekah (ART)
Subject: 2017- 2018 Sole Source Contracts Memo - ART
Attachments: ART Sole Source FY 17-18.xls

Please see attached the ART response. Thank you.

As of July 3, 2017, the City of San Francisco launched a new financial and procurement system known as PeopleSoft. With this monumental systems transition, thousands of citywide staff must learn, adapt to and master this software. As we update our policies and procedures to align with the new system's functionality, you may experience some extended processing timelines and/or encounter some new policies.

Please feel free to contact me if you have any questions. Thank you.

Sincerely,

Kevin R. Quan

Accounting and Finance Manager
San Francisco Arts Commission
401 Van Ness Avenue, Suite 327
San Francisco, CA 94102-4570
T: 415-252-2230 F: 415-934-1022
sfartscommission.org

[e-Newsletter](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Flickr](#)

NOTICE: *Please be mindful that all correspondence and documents submitted to the San Francisco Arts Commission are public records and, as such, are subject to the [Sunshine Ordinance](#) and can be requested by the public. If this happens, all sensitive personal information, such as Social Security numbers and phone numbers, will be redacted.*

| | Arts Commission Sole Source Contracts for FY 17-18 | Vendor Name | Supplier Number | Term Contract Amount | Purchasing Authority | Fiscal Year | Total Encumbered Amount | Total Paid | Balance | Reason |
|---|--|--|--------------------|-------------------------|-------------------------|----------------|----------------------------|----------------|---------|---|
| 1 | 0000155121 | Gallery Systems - Digital Arts & Science | 0000019746 | n/a | 21.30 | FY17-18 | \$ 6,860.00 | \$ (6,860.00) | \$ - | SF Admin Code Sec.21.30. Software Licenses, Support, Escrow, Finance, and Equipoment Manintenance Agreements. |
| 2 | 0000151636 | WESTAF | 0000008320 | n/a | 21.30 | FY17-18 | \$ 12,127.50 | \$ (12,127.50) | \$ - | SF Admin Code Sec.21.30. Software Licenses, Support, Escrow, Finance, and Equipoment Manintenance Agreements. |

krq-7/25/18

Mchugh, Eileen (BOS)

From: Laura Furney Hathhorn <lhathhorn@asianart.org>
Sent: Thursday, July 19, 2018 5:07 PM
To: Board of Supervisors, (BOS)
Cc: Xu, Jay (MYR); Chou, Joanne (AAM); Tooke, Daphne (MYR); Christian, Jody (AAM)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: C18-020 sole source contracts.pdf

Dear Ms. McHugh,

Thank you for the email sent to AAM Director Jay Xu. Attached is the resolution regarding Sole Source Contracts that was passed by the Asian Art Commission on July 17, 2018.

Kindest regards,
Laura

From: Daphne Tooke
Sent: Friday, June 22, 2018 3:51 PM
To: Joanne Chou <jchou@asianart.org>
Cc: Jody Christian <jchristian@asianart.org>; Laura Furney Hathhorn <lhathhorn@asianart.org>; Jay Xu <jxu@asianart.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

From: Mchugh, Eileen (BOS) [<mailto:eileen.e.mchugh@sfgov.org>]
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

Discover the human in the divine and the divine in the human at [Divine Bodies](#), on view March 9 – July 29 at the Asian Art Museum.

ASIAN ART COMMISSION

RESOLUTION C18-020

In Compliance with Sections 67.24(e) and 67.29-2 of the Sunshine Ordinance as Amended by Proposition G on November 2, 1999, the Asian Art Commission Hereby Acknowledges that No Sole Source Contracts were entered into During the Period of July 1, 2017 through June 30, 2018, and by Adoption of this Resolution, Hereby Posts Said Information on the Asian Art Museum's Website at www.asianart.org

WHEREAS, Section 67.24(e) of the Sunshine Ordinance requires that each City department provide the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year; and

WHEREAS, Section 67.29-2 of the Sunshine Ordinance encourages posting of the information on the web; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby acknowledges that no sole source contracts were entered into during the period of July 1, 2017 through June 30, 2018, and by adoption of this resolution, said information shall be forwarded to the Board of Supervisors and posted on the Asian Art Museum's website at www.asianart.org.

July 17, 2018

Mchugh, Eileen (BOS)

From: Jacques, Simone (ASR)
Sent: Wednesday, June 27, 2018 8:01 AM
To: Board of Supervisors, (BOS)
Cc: Cukierman, Rachel (ASR)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: ASR Sole Source Memo FY 2017-18.pdf

Please see the attached memo regarding sole source contracts for the Office of the Assessor-Recorder.

Thank you,

Simone Jacques
Budget and Finance Director
Office of the Assessor-Recorder
Phone: (415) 554-5279

"With integrity we work together to build a better San Francisco through superior customer service, fair property taxation and the preservation of public records."

From: Chu, Carmen (ASR)
Sent: Friday, June 22, 2018 3:12 PM
To: Jacques, Simone (ASR) <simone.jacques@sfgov.org>; Cukierman, Rachel (ASR) <rachel.cukierman@sfgov.org>
Subject: Fwd: Response Required - 2017-2018 Sole Source Contracts Memo

Begin forwarded message:

From: "Mchugh, Eileen (BOS)" <eileen.e.mchugh@sfgov.org>
Date: June 22, 2018 at 1:15:57 PM PDT
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>, MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

Mchugh, Eileen (BOS)

From: Jayin, Carolyn (DBI)
Sent: Wednesday, August 22, 2018 4:06 PM
To: Mchugh, Eileen (BOS)
Cc: Madison, Taras (DBI); Kreuscher, Dan (DBI)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: 8.22.18 DBI Sole Source Contracts for FY17-18.pdf

Hello Eileen,

Please see attached for DBI.

Thank you.

Carolyn Jayin
Executive Secretary to the Director
City & County of San Francisco
Department of Building Inspection
1660 Mission Street, 6th Floor
San Francisco CA 94103
415-558-6131 Phone | 415-558-6225 Fax
Email: Carolyn.Jayin@sfgov.org | Web: www.sfdbi.org
[DBI Staff Phone & Email Directory](#)



From: Mchugh, Eileen (BOS)
Sent: Thursday, August 16, 2018 4:53 PM
To: Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Hello,

Just a friendly reminder to please send your Sole Source Contract report.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Mchugh, Eileen (BOS)

Sent: Friday, June 22, 2018 1:16 PM

To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>

Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh

Executive Assistant

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

San Francisco, CA 94102-4689

Phone: (415) 554-7703 | Fax: (415) 554-5163

eileen.e.mchugh@sfgov.org | www.sfbos.org



MEMORANDUM

DATE: August 22, 2018

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: *Tom C. Hui* Tom C. Hui, S.E., C.B.O., Director

RE: Sole Source Contracts for Fiscal Year 2017-2018

Per your request, please see below for Fiscal Year 2017-2018 Sole Source Contracts.

| Supplier | Term | FY18 Amount | Reason |
|------------------------------|------------------|--------------|---|
| Oracle America Inc. | 8/1/16 - 7/31/17 | \$ 91,830.58 | Sole supplier providing this particular software license and maintenance (per Admin Code 21.30) |
| Oracle America Inc. | 8/1/17 - 7/31/18 | \$ 94,585.49 | Sole supplier providing this particular software license and maintenance (per Admin Code 21.30) |
| Selectron Technologies, Inc. | 7/1/17 - 6/30/18 | \$ 60,995.00 | Sole supplier providing this particular software license and maintenance (per Admin Code 21.30) |

If you have any questions, please contact Taras Madison at (415)558-6239 or via email at taras.madison@sfgov.org.

cc: Taras Madison, Deputy Director of Administration Services, DBI

Mchugh, Eileen (BOS)

From: Rosenberg, Julie (BOA)
Sent: Monday, June 25, 2018 12:20 PM
To: Board of Supervisors, (BOS)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo--BOA response; Attn: Eileen McHugh
Attachments: Sole Source.pdf

Hello Eileen: I am reporting that the Board of Appeals does not have any existing sole source contracts and did not enter into any during FY18. Please let me know if you need additional information.

Thank you,
Julie

Julie Rosenberg
Executive Director
San Francisco Board of Appeals
1650 Mission Street, Suite 304
Phone: 415-575-6881
Email: julie.rosenberg@sfgov.org

From: Cantara, Gary (BOA)
Sent: Friday, June 22, 2018 1:28 PM
To: Rosenberg, Julie (BOA) <julie.rosenberg@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Forwarding you the below. I didn't find your name in the distribution list.

*Gary Cantara, Legal Assistant
San Francisco Board of Appeals
1650 Mission Street, Suite 304
San Francisco, CA 94103
(415) 575-6882 direct line
(415) 575-6880 main line*

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: Adachi, Jeff (PDR) <jeff.adachi@sfgov.org>; Alfaro, Nancy (ADM) <nancy.alfaro@sfgov.org>; Arntz, John (REG) <john.arntz@sfgov.org>; Beck, Bob (MYR) <bob.beck@sfgov.org>; Bell, Marcia (LLB) <marcia.bell@sfgov.org>; Benefield, Richard (MYR) <rbenefield@famsf.org>; Bohn, Nicole (ADM) <nicole.bohn@sfgov.org>; Brown, Derick (MYR) <derick.brown@sfgov.org>; Brown, Michael (CSC) <michael.brown@sfgov.org>; Buckley, Jeff (MYR) <jeff.buckley@sfgov.org>; Bukowski, Kenneth (ADM) <kenneth.bukowski@sfgov.org>; Callahan, Micki (HRD) <micki.callahan@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Chancellor, (MYR) <chancellor@ccsf.edu>; Chandler, Mark (ECN) <mark.chandler@sfgov.org>; Chu, Carmen (ASR) <carmen.chu@sfgov.org>; Cisneros, Jose (TTX) <jose.cisneros@sfgov.org>; Cohen, Martha (ADM) <martha.cohen@sfgov.org>; Collins, Robert (RNT) <robert.collins@sfgov.org>; Davis, Sheryl (HRC) <sheryl.davis@sfgov.org>; DeCaigny, Tom (ART) <tom.decaigny@sfgov.org>; Dick-Endrizzi, Regina (ECN) <regina.dick-endrizzi@sfgov.org>; Donohue, Virginia (ADM) <virginia.donohue@sfgov.org>; Elliott, Jason (MYR)

[<jason.elliott@sfgov.org>](mailto:jason.elliott@sfgov.org); Elliott, Nicole (ADM) [<Nicole.Elliott@sfgov.org>](mailto:Nicole.Elliott@sfgov.org); Farley, Clair (ADM) [<clair.farley@sfgov.org>](mailto:clair.farley@sfgov.org); FEITELBERG, BRITTANY (CAT) [<Brittany.Feitelberg@sfcityattv.org>](mailto:Brittany.Feitelberg@sfcityattv.org); Fletcher, Karen (ADP) [<karen.fletcher@sfgov.org>](mailto:karen.fletcher@sfgov.org); Foley, Jonathan (MYR) [<jfoley@calacademy.org>](mailto:jfoley@calacademy.org); Fong, Jaci (ADM) [<jaci.fong@sfgov.org>](mailto:jaci.fong@sfgov.org); Forbes, Elaine (PRT) [<elaine.forbes@sfgov.org>](mailto:elaine.forbes@sfgov.org); Garcia, Barbara (DPH) [<barbara.garcia@sfdph.org>](mailto:barbara.garcia@sfdph.org); Gascon, George (DAT) [<george.gascon@sfgov.org>](mailto:george.gascon@sfgov.org); Gerull, Linda (TIS) [<linda.gerull@sfgov.org>](mailto:linda.gerull@sfgov.org); Gillett, Gillian (MYR) [<gillian.gillett@sfgov.org>](mailto:gillian.gillett@sfgov.org); Ginsburg, Phil (REC) [<phil.ginsburg@sfgov.org>](mailto:phil.ginsburg@sfgov.org); Gordon, Rachel (DPW) [<rachel.gordon@sfdpw.org>](mailto:rachel.gordon@sfdpw.org); Griggs, Mitchell (HSS) [<mitchell.griggs@sfgov.org>](mailto:mitchell.griggs@sfgov.org); Hartley, Kate (MYR) [<kate.hartley@sfgov.org>](mailto:kate.hartley@sfgov.org); Hayes-White, Joanne (FIR) [<joanne.hayes-white@sfgov.org>](mailto:joanne.hayes-white@sfgov.org); Hennessy, Sheriff Vicki (SHF) [<vicki.hennessy@sfgov.org>](mailto:vicki.hennessy@sfgov.org); Herrera, Luis (LIB) [<Luis.Herrera@sfgov.org>](mailto:Luis.Herrera@sfgov.org); Hinton, Anne (HSA) [<anne.hinton@sfgov.org>](mailto:anne.hinton@sfgov.org); Hong, Karen (TIS) [<karen.hong@sfgov.org>](mailto:karen.hong@sfgov.org); Hui, Tom (DBI) [<tom.hui@sfgov.org>](mailto:tom.hui@sfgov.org); Huish, Jay (RET) [<jay.huish@sfgov.org>](mailto:jay.huish@sfgov.org); Hunter, Michael (ADM) [<michael.hunter@sfgov.org>](mailto:michael.hunter@sfgov.org); Hussey, Deirdre (MYR) [<deirdre.hussey@sfgov.org>](mailto:deirdre.hussey@sfgov.org); Ivar Satero (AIR) [<ivar.satero@flysfso.com>](mailto:ivar.satero@flysfso.com); Jacobson, Caitlin (ADM) [<caitlin.jacobson@sfgov.org>](mailto:caitlin.jacobson@sfgov.org); Jarrett, September (HSA) [<september.jarrett@sfgov.org>](mailto:september.jarrett@sfgov.org); Johnston, Jennifer (ADM) [<jennifer.johnston@sfgov.org>](mailto:jennifer.johnston@sfgov.org); Jue, Tyrone (MYR) [<tyrone.jue@sfgov.org>](mailto:tyrone.jue@sfgov.org); Kelly, Jr, Harlan (PUC) [<HKelly@sfgov.org>](mailto:HKelly@sfgov.org); Kelly, Naomi (ADM) [<naomi.kelly@sfgov.org>](mailto:naomi.kelly@sfgov.org); Kent, Lani (MYR) [<lani.kent@sfgov.org>](mailto:lani.kent@sfgov.org); Khambatta, Arfaraz (ADM) [<arfaraz.khambatta@sfgov.org>](mailto:arfaraz.khambatta@sfgov.org); Kloomok, Laurel (CFC) [<laurel.kloomok@sfgov.org>](mailto:laurel.kloomok@sfgov.org); Kositsky, Jeff (HOM) [<Jeff.Kositsky@sfgov.org>](mailto:Jeff.Kositsky@sfgov.org); Kronenberg, Anne (DEM) [<anne.kronenberg@sfgov.org>](mailto:anne.kronenberg@sfgov.org); Lacon, Colin (MYR) [<colin.lacon@sfgov.org>](mailto:colin.lacon@sfgov.org); Lee, Olson (MYR) [<olson.m.lee@SFGOV1.onmicrosoft.com>](mailto:olson.m.lee@SFGOV1.onmicrosoft.com); Lee, William (LIB) [<william.lee@sfgov.org>](mailto:william.lee@sfgov.org); Mattias, Daniella (MYR) [<daniella.mattias@sfgov.org>](mailto:daniella.mattias@sfgov.org); McSpadden, Shireen (HSA) [<shireen.mcspadden@sfgov.org>](mailto:shireen.mcspadden@sfgov.org); Mezquita, Ingrid (CFC) [<Ingrid.Mezquita@first5sf.org>](mailto:Ingrid.Mezquita@first5sf.org); Miller, Theodore (MYR) [<theodore.miller@sfgov.org>](mailto:theodore.miller@sfgov.org); Murase, Emily (WOM) [<emily.murase@sfgov.org>](mailto:emily.murase@sfgov.org); Murray, Elizabeth (WAR) [<elizabeth.murray@sfgov.org>](mailto:elizabeth.murray@sfgov.org); Nance, Allen (JUV) [<allen.nance@sfgov.org>](mailto:allen.nance@sfgov.org); Noguchi, John (ADM) [<john.noguchi@sfgov.org>](mailto:john.noguchi@sfgov.org); Nuru, Mohammed (DPW) [<mohammed.nuru@sfdpw.org>](mailto:mohammed.nuru@sfdpw.org); Oliva-Aroche, Diana (MYR) [<diana.oliva-aroches@sfgov.org>](mailto:diana.oliva-aroches@sfgov.org); Pelham, Leeann (ETH) [<leeann.pelham@sfgov.org>](mailto:leeann.pelham@sfgov.org); Pon, Adrienne (ADM) [<adrienne.pon@sfgov.org>](mailto:adrienne.pon@sfgov.org); Rahaim, John (CPC) [<john.rahaim@sfgov.org>](mailto:john.rahaim@sfgov.org); Raphael, Deborah (ENV) [<deborah.rafael@sfgov.org>](mailto:deborah.rafael@sfgov.org); Reiskin, Ed (MTA) [<Ed.Reiskin@sfgov.org>](mailto:Ed.Reiskin@sfgov.org); Rhorer, Trent (HSA) [<trent.rhorer@sfgov.org>](mailto:trent.rhorer@sfgov.org); Rich, Ken (ECN) [<ken.rich@sfgov.org>](mailto:ken.rich@sfgov.org); Robbins, Susannah (ECN) [<susannah.robbs@sfgov.org>](mailto:susannah.robbs@sfgov.org); Rosenfield, Ben (CON) [<ben.rosenfield@sfgov.org>](mailto:ben.rosenfield@sfgov.org); Roye, Karen (CSS) [<karen.roye@sfgov.org>](mailto:karen.roye@sfgov.org); Rufo, Todd (ECN) [<todd.rufo@sfgov.org>](mailto:todd.rufo@sfgov.org); Schulman, Kary (ADM) [<kary.schulman@sfgov.org>](mailto:kary.schulman@sfgov.org); Scott, William Chief (POL) [<william.scott@sfgov.org>](mailto:william.scott@sfgov.org); Sesay, Nadia (CII) [<nadia.sesay@sfgov.org>](mailto:nadia.sesay@sfgov.org); Sesay, Nadia (CON) [<nadia.sesayterm@sfgov.org>](mailto:nadia.sesayterm@sfgov.org); Simonelli, Anabel (ECN) [<anabel.simonelli@sfgov.org>](mailto:anabel.simonelli@sfgov.org); Stefani, Catherine (BOS) [<catherine.stefani@sfgov.org>](mailto:catherine.stefani@sfgov.org); Su, Maria (CHF) [<Maria.Su@dcyf.org>](mailto:Maria.Su@dcyf.org); Sweeney, Edward (DBI) [<edward.sweeney@sfgov.org>](mailto:edward.sweeney@sfgov.org); Tavakoli, Shahde (MYR) [<shahde.tavakoli@sfgov.org>](mailto:shahde.tavakoli@sfgov.org); Torres, Joaquin (ECN) [<joaquin.torres@sfgov.org>](mailto:joaquin.torres@sfgov.org); Updike, John [<john.updike@sfgov.org>](mailto:john.updike@sfgov.org); Weiland, Maggie (ADM) [<maggie.weiland@sfgov.org>](mailto:maggie.weiland@sfgov.org); Whitehouse, Melissa (MYR) [<melissa.whitehouse@sfgov.org>](mailto:melissa.whitehouse@sfgov.org); Wirowek, Christopher (ADM) [<christopher.wirowek@sfgov.org>](mailto:christopher.wirowek@sfgov.org); Xu, Jay (MYR) [<jxu@asianart.org>](mailto:jxu@asianart.org); Yant, Abbie (HSS) [<abbie.yant@sfgov.org>](mailto:abbie.yant@sfgov.org); MYR-All Department Head Assistant [<MYR-All.DepartmentHeadAssistant@sfgov.org>](mailto:MYR-All.DepartmentHeadAssistant@sfgov.org)

Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,


Eileen McHugh
 Executive Assistant
 Board of Supervisors
 1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
 San Francisco, CA 94102-4689
 Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

MEMORANDUM

Date: June 30, 2018
To: Board of Supervisors
From:  Angela Calvillo, Clerk of the Board
Subject: **Sole Source Contracts for Fiscal Year 2017-18**

Pursuant to Administrative Code Section 67.24(e)(3)(iii), at the end of each fiscal year, each City department is required to provide to the Board of Supervisors a list of all sole source contracts entered into during the past fiscal year.

The Board of Supervisors/Office of the Clerk of the Board did not enter into any sole source contracts during Fiscal Year 2017-18.

Cc: Jaci Fong, Director, Office of Contract Administration

Mchugh, Eileen (BOS)

From: Roye, Karen (CSS)
Sent: Wednesday, August 22, 2018 4:18 PM
To: Mchugh, Eileen (BOS)
Subject: CSS: 2017-2018 Sole Source Contracts Memo
Attachments: CSS_Sole Source Contract_FY2018.pdf

Good afternoon Eileen,

Per Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts, please the attached report for the department.

Karen M. Roye

IV-D Director/Department Head
LCSA - San Francisco Department of Child Support Services
617 Mission Street
San Francisco, CA 94105-3503, Tel: 415-356-2919

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads; MYR-All Department Head Assistant
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

Mchugh, Eileen (BOS)

From: Drain, Kahala (CFC)
Sent: Monday, July 02, 2018 10:16 AM
To: Board of Supervisors, (BOS)
Cc: Mezquita, Ingrid (CFC)
Subject: Sole Source Contracts for Fiscal Year 2017-18

Greetings,

Hope you had a wonder full weekend.

Please see below Children and Families Commission (CFC) list of 2017-2018 contracts entered into during the past fiscal year, adding those entered into during Fiscal Year 2017-2018:

- Cityspan Technologies, Inc. – FY2015/16 through FY 2017/18

Thank you,

Kahala Drain
Administrative Coordinator
First 5 San Francisco
1390 Market Street, Suite 318
San Francisco, CA 94102
TEL: 415.934.4849
FAX: 415.565.0494

DEPARTMENT OF CHILD SUPPORT SERVICES

SOLE SOURCE CONTRACTS FOR FISCAL YEAR 2017-2018

| DATE | VENDOR | PURCHASE ORDER | PURCHASE ORDER AMOUNT | VOUCHER | PAID AMOUNT |
|------------|--|------------------|-----------------------|-----------------------|-------------|
| 9/25/2017 | NATIONAL CHILD SUPPORT ENFORCEMENT ASSOCIATION | | | 63934 | 100.00 |
| 11/22/2017 | NATIONAL CHILD SUPPORT ENFORCEMENT ASSOCIATION | | | 135383 | 1,030.00 |
| 7/11/2018 | E-OSCAR | SFGOV-0000078388 | 300.00 | 87597, 203127, 333505 | 233.40 |
| 8/15/2017 | FRESNO COUNTY DEPT. OF PUBLIC HEALTH VITAL STATISTICS UNIT | | | 25801 | 21.00 |
| 8/16/2017 | SIGNUPTRAINING.COM | | | 25938 | 390.00 |
| 12/7/2017 | CLERK OF THE CIRCUIT COURT BREVARD COUNTY, FLORIDA | | | 149317 | 8.67 |
| 12/21/2017 | SOUTHERN NEVADA HEALTH DISTRICT (SNHD) | | | 168714 | 33.00 |
| 1/17/2018 | CLERK OF CIRCUIT COURT | | | 196636 | 5.00 |
| 2/9/2018 | UNITED STATES POSTAL SERVICE | | | 227311 | 915.00 |
| 3/29/2018 | UNITED STATES POSTAL SERVICE | | | 300566 | 1,480.00 |
| 4/7/2018 | SOCIETY FOR HUMAN RESOURCE MANAGEMENT | | | 326092 | 209.00 |
| 7/5/2017 | SONITROL | SFGOV-0000077687 | 782.04 | | 782.04 |
| 7/31/2017 | SONITROL | SFGOV-0000085034 | 4,410.20 | | 3,910.20 |
| 7/25/2018 | THOMSON REUTERS/BARCLAYS | SFGOV-0000082641 | 11,693.41 | | 11,646.44 |
| 7/7/2018 | REGENTS UNIV OF CALIF/SF | SFGOV-POCD180001 | 6,000.00 | | 5,400.00 |

Mchugh, Eileen (BOS)

From: Nguyen, Adam (ADM)
Sent: Friday, June 29, 2018 9:17 AM
To: Board of Supervisors, (BOS)
Cc: Bukowski, Kenneth (ADM); Florence, Paula (ADM)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: ADM FY17-18 Sole Source Contract Report to BOS.xlsx

Please find ADM's response attached.

Adam Nguyen
Finance and Planning Director
Office of the City Administrator
1 Dr. Carlton B. Goodlett Place, Rm 356
San Francisco, CA 94102
(415) 554-4563
adam.nguyen@sfgov.org

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

ADM FY17-18 Sole Source Contract Report to Board of Supervisors - June 30, 2018

| Section Description | Supplier Name | Agreement Number | Contract Reference | PSC # | Agreement Description | Start Date | End Date | Original Amount |
|-----------------------------|--|------------------|------------------------|-----------------|---|------------|------------|-----------------|
| ADM Medical Examiner | RANDOX LABORATORIES-US LTD | 1000002282 | BPCM16000002 | | Maintenance for proprietary equipment | 7/1/2015 | 6/30/2018 | 64,800.00 |
| ADM Medical Examiner | RANDOX LABORATORIES-US LTD | 1000002283 | BPCM17000001 | | CUSTOM ARRAY KITS | 7/6/2016 | 7/31/2017 | 175,000.00 |
| ADM Medical Examiner | NMS LABS INC | 1000002285 | BPCM17000003 | | Specialized toxicology testing | 6/1/2017 | 5/31/2020 | 500,000.00 |
| ADM Fleet Management | ALTEC INDUSTRIES INC | 1000003425 | BPBR17000006 | | PARTS FOR SWEEPER | 7/1/2016 | 8/31/2017 | 35,000.00 |
| ADM Fleet Management | GCS ENVIRONMENTAL EQUIPMENT SERVICES INC | 1000003438 | BPBR17000022 | | TYMCO SWEEPER OEM PARTS | 7/1/2016 | 8/31/2017 | 200,000.00 |
| ADM Fleet Management | MUNICIPAL MAINTENANCE EQUIPMENT | 1000003446 | BPBR17000031 | | OEM PARTS | 7/1/2016 | 8/31/2017 | 135,000.00 |
| ADM Fleet Management | PACIFIC GAS & ELECTRIC CO | 1000003453 | BPBR17000038 | | CNG FUEL | 7/1/2016 | 8/31/2021 | 180,000.00 |
| REG Elections | D F M ASSOCIATES | 1000003564 | BPRG11000001 | | SOFTWARE LICENSE AGREEMENT FOR ELECTION MANAGEMENT SYSTEM | 6/1/2011 | 6/1/2020 | 2,017,131.50 |
| REG Elections | RUNBECK ELECTION SERVICES INC | 1000003566 | BPRG14000003 | | SOFTWARE LIC & MAINT & SUPPORT | 8/5/2014 | 8/5/2019 | 238,127.00 |
| ADM Fleet Management | GCS ENVIRONMENTAL EQUIPMENT SERVICES INC | 1000007621 | BPBR17000022 | | TYMCO SWEEPER OEM PARTS | 7/1/2017 | 6/30/2018 | 200,000.00 |
| ADM Animal Care And Control | THE SAN FRANCISCO SPCA | 1000008003 | BPAN17000004 | PSC 35616-15/16 | Spay/Neuter Services | 7/1/2016 | 6/30/2018 | 230,000.00 |
| ADM Real Estate Division | COSTAR REALTY INFORMATION INC | 1000008402 | | | Realty Information Subscription | 9/1/2017 | 9/2/2018 | 27,000.00 |
| ADM Administration | RUTHERFORD & CHEKENE CONSULTING ENGINEER | 1000009066 | BPAD17000021 | PSC 30654-17/18 | Millennium Tower Study | 11/1/2016 | 12/31/2018 | 50,000.00 |
| ADM Administration | GREGORY G DEIERLEIN | 1000009068 | BPAD17000022 | PSC 33152-17/18 | Millennium Tower Study | 11/11/2016 | 12/31/2018 | 50,000.00 |
| ADM JUSTIS | TYLER TECHNOLOGIES INC | 1000009553 | BPAD1100009_1000002012 | | Software Maintenance Agreement | 4/1/2017 | 3/31/2019 | 315,972.00 |
| Totals | | | | | | | | 4,418,030.50 |

Mchugh, Eileen (BOS)

From: Feitelberg, Brittany (CAT) <Brittany.Feitelberg@sfcityatty.org>
Sent: Friday, July 20, 2018 10:54 AM
To: Board of Supervisors, (BOS)
Subject: Sole Source Contracts
Attachments: SoleSource2018.pdf

Dear Angela,

Please find attached a list of Sole Source Contracts for FY 17-18 from the City Attorney's Office.

If you should have any questions, please do not hesitate to contact me.

Thank you,

Brittany Feitelberg

Brittany Kneebone Feitelberg
Director of Executive Affairs
San Francisco City Attorney's Office
1 Dr. Carlton B. Goodlett Place, Room 234
San Francisco, CA 94102
(415)554-4748 phone
(415)554-4715 (fax)
Brittany.feitelberg@sfcityatty.org

City Attorney's Office
Sole Source Contracts
FY 17-18

| Name of Firm | Scope of Service | Contract End Date | Maximum Amount |
|--|------------------------------|--------------------------|-----------------------------|
| Anderson & Kreiger LLP | Professional Legal Services | June 30, 2020 | \$ 250,000 |
| Best, Best & Krieger | Professional Legal Services | June 30, 2020 | \$ 150,000 |
| Brattle Group | Professional Expert Services | June 30, 2019 | \$ 450,000 |
| Dannis Woliver Kelley | Professional Legal Services | January 1, 2020 | Expected to exceed \$50,000 |
| David J. Cook and Cook Collection Attorneys | Professional Legal Services | March 31, 2019 | \$ 220,000 |
| Donohue Fitzgerald LLP | Professional Legal Services | January 1, 2019 | \$ 75,000 |
| Environmental Science Associates | Professional Expert Services | January 1, 2020 | \$ 80,000 |
| Fishkin & Slatter LLP | Professional Legal Services | September 18, 2018 | \$ 35,000 |
| Gordon-Creed, Kelley, Holl & Sugerman | Professional Legal Services | September 15, 2018 | \$ 400,000 |
| Greene Radovsky Maloney Share & Hennigh | Professional Legal Services | June 1, 2019 | \$ 240,000 |
| Hanson Bridgett | Professional Legal Services | June 30, 2022 | \$ 85,000 |
| Hunton & Williams | Professional Legal Services | June 30, 2020 | \$ 550,000 |
| Keker & Van Nest | Professional Legal Services | Conclusion of the matter | Expected to exceed \$50,000 |
| Langan Treadwell & Rollo - Langan Engineering and Environmental Services, Inc. | Professional Expert Services | Conclusion of the matter | \$ 395,000 |
| Leonard Carder, LLP | Professional Legal Services | Conclusion of the matter | \$ 15,000 |
| LexisNexis, a division of Reed Elsevier Inc. | Electronic Library Services | Ongoing | \$ 242,658 |
| McBain Associates (formerly McBain & Trush, Inc.) | Professional Expert Services | December 31, 2018 | \$ 500,000 |
| McKool Smith | Professional Legal Services | January 26, 2021 | \$ 350,000 |
| Meyers Nave | Professional Legal Services | December 31, 2019 | \$ 200,000 |

City Attorney's Office
Sole Source Contracts
FY 17-18

| Name of Firm | Scope of Service | Contract End Date | Maximum Amount |
|---|------------------------------|--------------------------|------------------------------|
| NewFields Companies | Professional Expert Services | November 4, 2019 | \$ 361,323 |
| Nossaman LLP | Professional Legal Services | April 18, 2019 | \$ 200,000 |
| Onsager, Fletcher, Johnson, LLC | Professional Legal Services | October 31, 2022 | \$ 75,000 |
| Parton & Sell | Professional Legal Services | June 30, 2021 | \$ 200,000 |
| Renne Public Law Group | Professional Legal Services | February 28, 2019 | \$ 400,000 |
| Renne Sloan Holtzman Sakai LLP | Professional Legal Services | September 14, 2018 | \$ 375,000 |
| RGL Forensics | Professional Expert Services | Conclusion of the matter | \$ 35,000 |
| RNA Consulting | Professional Legal Services | Conclusion of the matter | \$ 20,000 |
| Robert Kinonian | Professional Expert Services | October 31, 2018 | \$ 150,000 |
| Sanli Pastore & Hill | Professional Expert Services | Conclusion of the matter | Not expected to exceed \$50K |
| SC Consulting Associates, Inc. | Professional Legal Services | Conclusion of the matter | \$ 27,680 |
| Shute Mihaly & Weinberger | Professional Legal Services | December 31, 2018 | \$ 975,000 |
| Thomson Reuters | Electronic Library Services | June 30, 2019 | \$ 33,057 |
| Weinstein & Numbers | Professional Legal Services | December 31, 2018 | \$ 200,000 |
| Wendel Rosen Black and Dean | Professional Legal Services | Conclusion of the matter | \$ 25,000 |
| West Environmental Services & Technology | Professional Expert Services | Conclusion of the matter | \$ 85,000 |
| West Publishing Corporation (Thomson Reuters) | Electronic Library Services | March 31, 2022 | \$ 1,224,012 |

Mchugh, Eileen (BOS)

From: Eng, Sandra (CSC)
Sent: Tuesday, June 26, 2018 11:58 AM
To: Board of Supervisors, (BOS)
Cc: Brown, Michael (CSC)
Subject: Sunshine Ordinance Section 67.24(e) Sole Source Contracts
Attachments: Sole Source Contract.doc.pdf

Board of Supervisors,

Attached is the memo informing the Board of Supervisors that the Civil Service Commission did not enter into any Sole Source Contract in Fiscal Year 2017-18.

Sincerely,

Sandra Eng

*Sandra Eng
Assistant Executive Officer
Civil Service Commission
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Direct (415) 252-3254
Main (415) 252-3247
Fax (415) 252-3260*



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL
MAYOR

Date: June 25, 2018

KATE FAVETTI
PRESIDENT

F. X. CROWLEY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

ELIZABETH SALVESON
COMMISSIONER

To: Angela Calvillo
Clerk of the Board
Board of Supervisors

From: Michael L. Brown 
Executive Officer

Subject: **Sole Source Contracts**

In compliance with Sunshine Ordinance Section 67.24(e), the Civil Service Commission did not enter into any Sole Source Contracts in Fiscal Year 2017-18.

MICHAEL L. BROWN
EXECUTIVE OFFICER

Mchugh, Eileen (BOS)

From: CON, CentralContracts (CON)
Sent: Monday, July 16, 2018 1:03 PM
To: Board of Supervisors, (BOS)
Cc: Rydstrom, Todd (CON); Kimotsuki, Joyce (CON)
Subject: 2018 Sole Source Report to BOS
Attachments: Sole Source Memo to BOS 2018-07-16.pdf

Dear Angela:

I would like to submit the attached Sole Source Contracts Report for FY 2017-18 from the Controller's Office. Please let me know if you have any questions. Thank you.

Sincerely,

Joyce Kimotsuki

Contracts Manager
Office of the Controller
(415) 554-6562



User Support Phone: (415) 944-2442

User Support Email: sfemployeeportalsupport@sfgov.org



M E M O R A N D U M

TO: Clerk of the Board, Board of Supervisors

FROM: Todd Rydstrom, Deputy Controller *TR*

DATE: 7/16/2018

SUBJECT: Sole Source Contract Reporting Requirement for FY 2017-18

In accordance with Sunshine Ordinance Section 67.24 (e), the Controller's Office is submitting a list of all sole source contracts, active or entered into during FY 2017-18, including the reason a sole source contract was used.

| Vendor Name | Service | Contract Start Date | Contract End Date | Additional Amount Authorized in FY17/18 | Total Authorized Balance as of End of FY17/18 | Reason |
|----------------------|---|---------------------|-------------------|---|---|--|
| Canaudit, Inc. | Network Security Evaluation Service | 7/1/2015 | 6/30/2018 | \$0.00 | \$23,472.00 | Only vendor that could provide needed professional services at time of contract inception. |
| Cheiron | GASB 45 Valuation Services | 4/30/2012 | 6/30/2021 | \$326,000.00 | \$43,500.00 | Only vendor that could provide needed professional services on the City's required schedule. |
| Cogsdale Corporation | Maintenance Agreement (Legacy Financial System) | 7/1/2006 | 12/31/2018 | \$0.00 | \$35,889.93 | Only vendor that could provide needed technical services. |
| DocuLynx, Inc. | Hosting Services for Historical Payroll Reports | 9/1/2012 | 8/31/2019 | \$0.00 | \$4,627.00 | Only vendor that could provide needed technical services. |

| Vendor Name | Service | Contract Start Date | Contract End Date | Additional Amount Authorized in FY17/18 | Total Authorized Balance as of End of FY17/18 | Reason |
|----------------------------|---|---------------------|-------------------|---|---|--|
| FIS AvantGard LLC | PayNet Exchange - Emergency Check Printing | 4/15/2013 | 4/14/2019 | \$0.00 | \$875.00 | Only vendor that could provide needed technical services for the City's limited-purpose needs. |
| Hostbridge Technology, LLC | Process Automation Module | 1/15/2010 | 1/15/2018 | \$0.00 | \$0.00 | Proprietary software and related services. |
| Hostbridge Technology, LLC | Software Maintenance Agreement | 3/2/2009 | 3/1/2019 | \$0.00 | \$0.00 | Proprietary software and related services. |
| JobAps, Inc. | Professional Services, Software & Support | 11/27/2006 | 11/26/2018 | \$612,350.00 | \$0.00 | Proprietary software and related services. |
| Oracle America, Inc. | Oracle Applications PeopleSoft HCM 9.0 (Amendment 10) | 11/28/2007 | 4/22/2021 | \$0.00 | \$0.00 | Proprietary software and related services. |
| Oracle America, Inc. | Database - Technical and Maintenance Services | 11/28/2007 | 11/29/2022 | \$4,183,659.87 | \$255,059.51 | Proprietary software and related services. |
| Smart ERP Solutions, Inc. | PeopleSoft Integration Software & Solutions | 2/1/2013 | 12/31/2020 | \$93,750.00 | \$149,090.00 | Proprietary software and related services. |
| The Martinet Group LLC | Disaster Consulting Services | 10/1/2013 | 7/31/2018 | \$0.00 | \$0.00 | Vendor provided needed professional services and expertise to ensure continuity of Rim Fire cost recovery efforts. |

Please contact Joyce Kimotsuki at (415) 554-6562 or Joyce.Kimotsuki@sfgov.org if you have any questions.

Mchugh, Eileen (BOS)

From: Calvillo, Angela (BOS)
Sent: Tuesday, July 03, 2018 11:51 AM
To: Mchugh, Eileen (BOS)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: 2017-2018 Sole Source Contracts Memo.pdf

From: Clendinen, Eugene (DAT)
Sent: Monday, July 02, 2018 4:57 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Garrido, Lorna (DAT) <lorna.garrido@sfgov.org>; Arcelona, Sheila (DAT) <sheila.arcelona@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Angela,

Attached is the District Attorney's memo concerning sole source contracts. Thanks

Eugene G. Clendinen
Chief Administrative & Financial Officer
Office of District Attorney George Gascón
850 Bryant Street, Rm 313
San Francisco, CA 94103
Phone: (415) 553-1895
Fax: (415) 553-9700

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George Gascón
District Attorney

July 2, 2018

Angela Calvillo, Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689

(sent via email: board.of.supervisors@sfgov.org)

Dear Ms. Calvillo:

The District Attorney's Office is providing the Clerk of the Board of Supervisors with this memorandum in compliance with Sunshine Ordinance Section 67.24(e) which requires that at the end of each fiscal year each City Department provides the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year. If you have any questions please feel free to contact me at (415) 553-1895.

Sole Source Contracts for District Attorney's Office -- Fiscal Year FY2017-2018

No new sole source contracts were entered in FY 2017-2018.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eugene Clendinen". The signature is stylized with large, sweeping loops.

Eugene Clendinen
Chief Administrative and Financial Officer

Mchugh, Eileen (BOS)

From: Smith, Dylan (ECN)
Sent: Friday, August 17, 2018 9:58 AM
To: Board of Supervisors, (BOS); Mchugh, Eileen (BOS)
Cc: Vaughan, J'Wel (ECN); Pascual, Merrick (ECN)
Subject: Re: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: FY18 ECN Sole Source Contracts Memo.doc

Good morning - please see attached for OEWD's Sole Source Contracts Memo.

Thank you.

Dylan Smith

Special Assistant to the Director
Office of Economic and Workforce Development
City and County of San Francisco
(415) 554-4082

From: Vaughan, J'Wel (ECN)
Sent: Thursday, August 16, 2018 5:32:30 PM
To: Smith, Dylan (ECN)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

FYI

J'Wel Vaughan
Administrative Analyst
Office of Economic and Workforce Development
415.554.6129
Jwel.vaughan@sfgov.org
www.oewd.org



From: Mchugh, Eileen (BOS)
Sent: Thursday, August 16, 2018 4:53 PM
To: Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Hello,

Just a friendly reminder to please send your Sole Source Contract report.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

MEMORANDUM

Date: August 17, 2018

To: Clerk of the Board

From: Joaquín Torres, Director – Office of Economic and Workforce Development

Cc: Regina Dick-Endrizzi, Office of Small Business
Susannah Robbins, Film Commission

Subject: Sole Source Contracts for Fiscal Year 2017-2018

Per Sunshine Ordinance Section 67.24(e), the Office of Economic and Workforce Development reports that no Sole Source Contracts were entered into in Fiscal Year 2017-2018. This report includes the Office of Small Business and the Film Commission.



Mchugh, Eileen (BOS)

From: Burgos, Sandro (REG)
Sent: Thursday, August 23, 2018 9:35 AM
To: Board of Supervisors, (BOS)
Cc: Arntz, John (REG); Kuzina, Nataliya
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: FY2017-18 Sole Source Contracts - REG.pdf

Hello,

Attached is the Department of Elections response to the Board of Supervisors request for a list of sole source contracts entered into during fiscal year 2017-2018.

Please let me know if you have any questions.

Thank you.

-Sandro

Sandro Burgos, Assistant Deputy Director
San Francisco Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
(415) 554-6991
sfelections.org



Follow the Department of Elections on [Facebook](#) and [Twitter](#)!

Your feedback is important to us! Please take our [Customer Service Survey](#)

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh

Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

John Arntz, Director

August 23, 2018

Angela Calvillo
Clerk of the Board
1 Dr. Carlton B. Goodlett Pl., Room 244
San Francisco, CA 94102

RE: Sole Source Contracts for Fiscal Year 2017-2018

Dear Ms. Calvillo,

In accordance with Sunshine Ordinance Section 67.2(e) which requires that at the end of each fiscal year each City Department provide the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year, the Department of Elections has prepared the information below.

Department of Elections FY2017-18 Sole Source Contracts

1. Democracy Live, Inc., Contract ID 1000009173

If you have any questions, please feel free to reach out to me.

Respectfully,

Sandro Burgos, Assistant Deputy Director

Mchugh, Eileen (BOS)

From: Chan, Victoria (ENV)
Sent: Monday, June 25, 2018 9:35 AM
To: Board of Supervisors, (BOS)
Cc: Mchugh, Eileen (BOS); Kass, Jennifer (ENV); Salem, Joseph (ENV)
Subject: RE: Department of the Environment 2017-2018 Sole Source Contracts
Attachments: 17-18 Sole Source Report ENV.xlsx

Good morning,

Please find attached the Department of the Environment's Sole Source Contracting Report for Fiscal Year 2017-2018. Please let me know if there are any questions or concerns.

Victoria Chan
Sr. Administrative Analyst
San Francisco Department of the Environment
1455 Market Street, Ste. 1200, San Francisco, CA 94103
victoria.w.chan@sfgov.org (415) 355-3704

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From: Deepak, Lavanya (ENV)
Sent: Friday, June 22, 2018 4:37 PM
To: Chan, Victoria (ENV) <victoria.w.chan@sfgov.org>; Salem, Joseph (ENV) <joseph.salem@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Anya Deepak
Assistant to Director
San Francisco Department of the Environment
Anya.Deepak@sfgov.org
T: (415) 355-3703

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh

Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

**Department of the Environment
FY17/18 Sole Source Contracting Report**

| START DATE | END DATE | VENDOR | CONTRACT AMOUNT | PURPOSE | NOTES |
|---|-----------|--------------------------|--------------------|---|---|
| New FY17/18 Sole Source Contracts | | | | | |
| 2/26/2018 | 9/30/2018 | Scoop Technologies, Inc. | \$50,000 | Pilot Carpooling Program | Proprietary algorithm in mobile application |
| Sole Source Contracts Still in Effect from Prior Years | | | | | |
| 5/1/2015 | 6/30/2020 | ChargePoint | \$148,000 | Network Service for Electric Vehicle Chargers | This is a Citywide contract, for use by all City Departments which have Chargepoint vehicle chargers installed. |

JOANNE HAYES-WHITE
CHIEF OF DEPARTMENT



LONDON N. BREED
MAYOR

SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

August 16, 2018

Angela Calvillo
Clerk of the Board
Board of Supervisors
Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Dear Ms. Calvillo:

As required by Sunshine Ordinance Section 67.24(e), the San Francisco Fire Department is providing the following information on its sole source contracts from FY17-18:

| Term | Vendor | Amount | Reason |
|---------|---|-------------|---|
| 3 years | Kidde Fire Trainers, Inc. | \$99,000 | Only vendor qualified to perform maintenance and repair of Department's Fire Simulator. |
| 4 years | The Regents of the University of California | \$1,750,000 | Contract covers Medical Director positions for the Fire Department and the Department of Emergency Management. Contract is with UCSF so that the medical directors are also emergency room physicians at SF General Hospital. |
| 2 years | Strategic Aid Partners, Inc. | \$95,000 | Specialized training for first responders |
| 3 years | Jensen Maritime Consultants, Inc. | \$1,050,000 | Construction Management for Department's fire boat |
| 1 year | Zoll Medical Corp | \$250,000 | Parts and supplies for defibrillators |
| 5 years | Zoll Medical Corp | \$350,000 | On-site services and preventative maintenance of Department defibrillators |

Sincerely,


Joanne Hayes-White
Chief of Department

Mchugh, Eileen (BOS)

From: Quezada, Randolph (HOM)
Sent: Tuesday, June 26, 2018 2:20 PM
To: Board of Supervisors, (BOS)
Cc: Mchugh, Eileen (BOS); HSHSunshine
Subject: HSH Sole Source Contracts
Attachments: HSH Sole Sourced List 06262018.pdf

Dear Ms. McHugh,

Attached please find HSH's list of current sole source contracts. HSH currently holds 24 agreements that were sole sourced.

Please note:

- 20 were sole sourced by DPH through Admin Code 21.42.
- 2 were sole sourced by HSA.
- 2 were sole sourced by HSH (these were inhered from DPH and were originally procured through Admin Code 21.42).

Thanks,

Randy Quezada



Randy Quezada

Communications and Community Relations Manager
San Francisco Department of Homelessness and Supportive Housing
randolph.quezada@sfgov.org | 415.355.5207

Learn: hsh.sfgov.org | Follow: [@SF_HSH](https://twitter.com/SF_HSH) | Like: [@SanFranciscoHSH](https://www.facebook.com/SanFranciscoHSH)

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Department of Homelessness and Supportive Housing Existing Sole Source Contracts

| Provider | Program Name | Procurement method | Procurement Action | Originating Agency | Current Contract TERM Start Date | Current Contract TERM End Date | Note(s) |
|---|--|--------------------------------|---------------------|--------------------|----------------------------------|--------------------------------|---|
| BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES | Dr. George Davis Senior Services/Bayview Senior Services | sole source (admin code 21.42) | | DPH | 1/1/2016 | 6/30/2020 | |
| CHINATOWN COMMUNITY DEVELOPMENT CENTER (CCDC) | Chronic Alcoholics at William Penn (also has HUD) | sole source (admin code 21.42) | | DPH | 8/1/2016 | 7/31/2020 | |
| COMMUNITY AWARENESS & TREATMENT SERVICES INC. (CATS) | DAH Eddy St Apts | sole source (admin code 21.42) | | DPH | 7/1/2016 | 7/31/2020 | |
| COMMUNITY HOUSING PARTNERSHIP (CHP) | Direct Access to Housing (DAH) Prop. 63 Program | sole source (admin code 21.42) | | DPH | 7/1/2015 | 6/30/2020 | |
| HAMILTON FAMILIES | Transitional Housing - GF | sole source (admin code 21.42) | | DPH | 7/1/2017 | 6/30/2020 | |
| CATHOLIC CHARITIES (CYO) | Edith Witt Senior Community | OCA Sole Source Waiver | Procure in FY 18-19 | HSH | 7/1/2010 | 6/30/2019 | Originally procured by DPH through Admin Code 21.42 |
| MERCY HOUSING CALIFORNIA 50 ACLP | Vera Haile Senior Housing | sole source (admin code 21.42) | Procure in FY 18-19 | DPH | 7/1/2014 | 6/30/2019 | |
| MERCY HOUSING CALIFORNIA DBA MISSION CREEK SENIOR COMMUNITY | DAH at Mission Creek | sole source (admin code 21.42) | | DPH | 7/1/2016 | 6/30/2021 | |

Department of Homelessness and Supportive Housing Existing Sole Source Contracts

| Provider | Program Name | Procurement method | Procurement Action | Originating Agency | Current Contract TERM Start Date | Current Contract TERM End Date | Note(s) |
|---|--|--------------------------------|---------------------|--------------------|----------------------------------|--------------------------------|---|
| COMPASS FAMILY SERVICES | Clara House | OCA Sole Source Waiver | Procure in FY 18-19 | HSA | 7/1/2016 | 6/30/2019 | |
| MERCY HOUSING CALIFORNIA | Support Services to Arlington-Dudley | sole source (admin code 21.42) | | DPH | 7/1/2015 | 7/31/2020 | |
| DOLORES STREET COMMUNITY CENTER | Dolores Hotel dba Casa Quezada | OCA Sole Source Waiver | Procure in FY 18-19 | HSH | 5/1/2011 | 6/30/2019 | Originally procured by DPH through Admin Code 21.42 |
| TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP (TNDC) | Support Services at Kelly Cullen Community | sole source (admin code 21.42) | | DPH | 7/1/2016 | 6/30/2021 | |
| GLIDE COMMUNITY HOUSING INC. | 149 Mason Street Housing | sole source (admin code 21.42) | | DPH | 7/1/2015 | 6/30/2020 | |
| MERCY HOUSING CALIFORNIA | Arlington Hotel | sole source (admin code 21.42) | | DPH | 7/1/2015 | 7/31/2020 | |
| MERCY HOUSING CALIFORNIA | Dudley Hotel | sole source (admin code 21.42) | | DPH | 7/1/2015 | 7/31/2020 | |
| NORTHERN CALIFORNIA PRESBYTERIAN HOMES | DAH Mary Helen Rogers Senior Community | sole source (admin code 21.42) | Procure in FY 18-19 | DPH | 12/1/2012 | 6/30/2019 | |

Department of Homelessness and Supportive Housing Existing Sole Source Contracts

| Provider | Program Name | Procurement method | Procurement Action | Originating Agency | Current Contract TERM Start Date | Current Contract TERM End Date | Note(s) |
|--|---|--------------------------------|---------------------|--------------------|----------------------------------|--------------------------------|---------|
| NORTHERN CALIFORNIA PRESBYTERIAN HOMES | DAH Parkview Terrace Apartments | sole source (admin code 21.42) | Procure in FY 18-19 | DPH | 12/1/2012 | 6/30/2019 | |
| NORTHERN CALIFORNIA PRESBYTERIAN HOMES | DAH Willie B Kennedy | sole source (admin code 21.42) | Procure in FY 18-19 | DPH | 12/1/2012 | 6/30/2019 | |
| PROVIDENCE FOUNDATION OF SAN FRANCISCO | Supportive Housing at Armstrong Place | sole source (admin code 21.42) | | DPH | 7/1/2015 | 6/30/2020 | |
| SAN FRANCISCO MARIN FOOD BANK | Housing First Food Pantry (HSG 1st) | OCA Sole Source Waiver | | HSA | 7/1/2017 | 6/30/2020 | |
| TENANTS AND OWNERS DEVELOPMENT CORPORATION (TODCO) | DAH at Chronic Alcoholics GF | sole source (admin code 21.42) | | DPH | 7/1/2016 | 7/31/2020 | |
| TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP | DAH Prop 63 MHSA | sole source (admin code 21.42) | | DPH | 7/1/2016 | 6/30/2021 | |
| TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP (TNDC) | 44 MCALLISTER ASSOCIATES - CCR Senior Housing | sole source (admin code 21.42) | | DPH | 7/1/2016 | 6/30/2021 | |
| TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP (TNDC) | West Hotel Senior Housing | sole source (admin code 21.42) | | DPH | 7/1/2016 | 6/30/2021 | |

Mchugh, Eileen (BOS)

From: Brusaca, Christina
Sent: Monday, June 25, 2018 11:11 AM
To: Board of Supervisors, (BOS)
Cc: Callahan, Micki (HRD); Howard, Kate (HRD)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo

Good morning,

The Department of Human Resources will enter into one sole source contract with Integral Talent Systems for FY2017/2018.

Christina



Connecting People with Purpose

Christina Brusaca
Senior Administrative Analyst
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
415-557-4829
Website: www.sfdhr.org

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads; MYR-All Department Head Assistant
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services
Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: Clerk of the Board
Board of Supervisors

FROM: Trent Rhorer
Executive Director

DATE: July 27, 2018

RE: Submission of Sole Source Contract Activity

Enclosed please find the listing of sole source contract activity for the fiscal year ending June 30, 2018. This submission is in accordance with the Sunshine Ordinance Section 67.24(e) (3) (i). Please note, the list includes new contracts that commenced during this period and renewal of existing contracts.

If you have any questions about this information, please contact John Tsutakawa, Director of Contracts Management, at 557-6299.

Enclosure: Sole Source Activity Spreadsheet.

| Agency | Contract | Service Type | Solicitation Type |
|---|---|---------------------------------|-------------------|
| ALZHEIMER'S ASSOCIATION | SF Alzheimer's Disease Initiative (ADI-SSS) | Caregiver Support Services | sole source |
| AMERICAN RED CROSS - BAY AREA CHAPTER | Fiscal Intermediary Services for Hotel Extension Program | Support Services | sole source |
| BRILLIANT CORNERS | SSH/RSA | Administrative Support Services | sole source |
| CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION | CCTA-BAA Child Welfare Staff Training | Child Welfare | sole source |
| CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION | CCTA-BAA Gomez & PQCR | Child Welfare | sole source |
| CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION | CCTA-BAA LCSW Group | Family Preservation | sole source |
| CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION | CCTA-BAA Parenting for Permanency College | Child Welfare | sole source |
| CAREACCESS OF THE SILICON VALLEY | REVA Renewal FY17-20 | Support Services | sole source |
| CHAPIN HALL AT THE UNIVERSITY OF CHICAGO | Performance-Based Contracting Initiative | Foster Care | sole source |
| CHAPIN HALL AT THE UNIVERSITY OF CHICAGO | Rapid Support & Housing for Families | Family Preservation | sole source |
| CHILD AND FAMILY POLICY INSTITUTE OF CALIFORNIA | CalWORKs Strategic Initiative | Support Services | sole source |
| CITYSPAN TECHNOLOGIES | CARBON Development | Information Technology | sole source |
| EDGEWOOD CENTER FOR CHILDREN AND FAMILIES | Child Protection Center (CPC) | Child Welfare | sole source |
| EXEMPLAR HUMAN SERVICES, LLC | Consulting and Reporting Svcs for the CW Program 15-21 | Employment Services | sole source |
| FAMILY SUPPORT SVCS | SafeCare Parenting Education | Family Preservation | sole source |
| FAMILY SUPPORT SVCS | SafeCare Training for DPH Nurses | Family Preservation | sole source |
| HOMELESS PRENATAL PROGRAM | Rapid Support and Housing for Families | Family Preservation | sole source |
| JUMP TECHNOLOGY SERVICES | APS Automated Client Tracking Sys. FY17-20 | Support Services | sole source |
| K TO COLLEGE | Basic Needs Assistance for Kids | Support Services | sole source |
| MT ST JOSEPH-ST ELIZABETH | SafeCare Parenting Education | Family Preservation | sole source |
| NATIONAL COUNCIL ON CRIME & DELINQUENCY | DAAS - Structured Decision Making tool | Support Services | sole source |
| NATIONAL COUNCIL ON CRIME & DELINQUENCY | FCS SafeMeasures Database Subscription & Adhoc Reporting Renewa | Support Services | sole source |
| PANORAMIC SOFTWARE INC | Licensing Agreement- IT Renewal | Support Services | sole source |
| RTZ ASSOCIATES, INC. | SF-GETCARE | Information Technology | sole source |
| SAFE & SOUND | Child Advocacy Center (Ancillary Services) 15-23 | Family Preservation | sole source |
| SAFE & SOUND | CSEC MDT Pilot Renewal 17-19 | Family Preservation | sole source |
| SAFE & SOUND | Mandated Reporter Training & Intervention Services Renewal 17-19 | Family Preservation | sole source |
| SAN FRANCISCO COMMUNITY COLLEGE DISTRICT | Work Study Program- CalWORKS | Employment Services | sole source |
| SAN FRANCISCO FOOD BANK | DAAS - Food Assistance Program | Food | sole source |
| SAN FRANCISCO FOOD BANK | DHS - Immigrant Food Assistance (IFA) / Pantry Food Assistance (PFA | CalFresh | sole source |
| SAN FRANCISCO FOOD BANK | DHS Emergency Food Box (EFB) Renewal | CalFresh | sole source |
| SAN FRANCISCO UNIFIED SCHOOL DISTRICT | Preschool for All (PFA) 16-19 | Childcare | sole source |
| SELF HELP FOR THE ELDERLY | Residential Care Facility for the Elderly | Administrative Support Services | sole source |
| SF IN-HOME SPPRTIV SVCS (IHSS) PUBL AUTH | Emergency On-Call IHSS | IHSS | sole source |
| SF IN-HOME SPPRTIV SVCS (IHSS) PUBL AUTH | IHSS IP Mode PA Admin, Health, Dental | IHSS | sole source |
| SOCIAL SOLUTIONS | CalWORKs HMIS | Employment Services | sole source |
| SOCIAL SOLUTIONS | P500 HMIS | Employment Services | sole source |
| STATE OF CALIFORNIA / DEPT OF REHABILITA | Vocational Rehabilitation Services 16-19 Renewal | Employment Services | sole source |
| STEPPINGSTONE | Adult Day Health Care - Enhanced Care Coordination | Adult Day Care | sole source |
| THE ARC SAN FRANCISCO | SF Alzheimer's Disease Initiative (ADI-SSS) | Caregiver Support Services | sole source |
| UNIVERSITY OF CALIFORNIA, SAN FRANCISCO | SF Alzheimer's Disease Initiative (ADI-SSS) | Administrative Support Services | sole source |
| WESTED | Cocoa Database 17-19 | Childcare | sole source |

| | | | |
|------------------------|--------------------------------|------------------------|-------------|
| OPEN TEXT | Red Dot | Information Technology | sole source |
| MICRO FOCUS | SilkTest and Silk Performer | Information Technology | sole source |
| MICRO FOCUS | Rumba | Information Technology | sole source |
| OPEN TEXT | LiveLink | Information Technology | sole source |
| OPEN TEXT | Content Server | Information Technology | sole source |
| THOMAS REUTERS WESTLAW | Westlaw license for DAAS PA/PG | Information Technology | sole source |

| Contract Manager | Contract Start Date | Contract End Date | Total Not To Exceed |
|-------------------|---------------------|-------------------|---------------------|
| David Kashani | 10/01/2016 | 09/30/2019 | \$479,881 |
| Judy Ng | 07/01/2017 | 06/30/2018 | \$60,000 |
| Rocio Duenas | 07/01/2018 | 06/30/2023 | \$15,379,070 |
| Johanna Gendelman | 07/01/2014 | 06/30/2019 | \$2,979,000 |
| Johanna Gendelman | 07/01/2014 | 06/30/2019 | \$81,734 |
| Johanna Gendelman | 07/01/2015 | 06/30/2019 | \$63,375 |
| Johanna Gendelman | 07/01/2014 | 06/30/2019 | \$2,999,839 |
| Steve Kim | 07/01/2017 | 06/30/2020 | \$35,400 |
| Johanna Gendelman | 07/01/2017 | 06/30/2019 | \$100,000 |
| Johanna Gendelman | 10/01/2012 | 09/28/2018 | \$566,642 |
| Judy Ng | 09/01/2015 | 10/31/2018 | \$1,661,062 |
| David Kashani | 07/01/2013 | 06/30/2018 | \$702,200 |
| Johanna Gendelman | 06/01/2015 | 06/30/2020 | \$3,943,386 |
| Judy Ng | 11/01/2015 | 06/30/2021 | \$1,190,000 |
| Johanna Gendelman | 07/01/2016 | 06/30/2019 | \$1,916,237 |
| Johanna Gendelman | 07/01/2016 | 06/30/2019 | \$173,342 |
| Johanna Gendelman | 10/01/2012 | 09/30/2018 | \$4,885,272 |
| David Kashani | 10/01/2017 | 06/30/2020 | \$410,850 |
| Judy Ng | 06/01/2015 | 06/30/2018 | \$851,125 |
| Johanna Gendelman | 07/01/2016 | 06/30/2019 | \$1,141,947 |
| Judy Ng | 05/01/2015 | 06/30/2023 | \$136,999 |
| Judy Ng | 07/01/2016 | 06/30/2021 | \$574,975 |
| Judy Ng | 07/01/2014 | 06/30/2019 | \$1,200,000 |
| David Kashani | 07/01/2018 | 06/30/2020 | \$2,192,312 |
| Elizabeth Leone | 04/01/2015 | 03/31/2023 | \$510,877 |
| Elizabeth Leone | 07/01/2017 | 06/30/2019 | \$246,000 |
| Elizabeth Leone | 07/01/2017 | 06/30/2019 | \$985,998 |
| Judy Ng | 07/01/2017 | 06/30/2020 | \$1,648,271 |
| Annyse Acevedo | 07/01/2017 | 06/30/2022 | \$8,835,676 |
| Judy Ng | 07/01/2017 | 06/30/2022 | \$2,592,417 |
| Judy Ng | 07/01/2017 | 06/30/2022 | \$281,829 |
| Elizabeth Leone | 07/01/2016 | 06/30/2019 | \$9,070,104 |
| Rocio Duenas | 07/01/2018 | 6/30/2023 | \$782,210 |
| Johanna Gendelman | 07/01/2016 | 06/30/2019 | \$964,297 |
| Johanna Gendelman | 07/01/2016 | 06/30/2019 | \$196,067,642 |
| Tahir Shaikh | 07/01/2014 | 06/30/2023 | \$600,412 |
| Tahir Shaikh | 07/01/2016 | 06/30/2023 | \$600,000 |
| Judy Ng | 07/01/2016 | 06/30/2019 | \$273,996 |
| Rocio Duenas | 07/01/2017 | 06/30/2022 | \$2,831,360 |
| Rocio Duenas | 10/01/2016 | 09/30/2019 | \$165,351 |
| Steve Kim | 06/01/2017 | 09/29/2019 | \$116,627 |
| Elizabeth Leone | 09/01/2017 | 06/30/2019 | \$342,000 |

| | | | |
|----------|------------|-----------|------------|
| Kevin Li | 06/01/2017 | 5/31/2019 | 6/22/2005 |
| Kevin Li | 5/1/2018 | 4/30/2019 | 2/9/1957 |
| Kevin Li | 6/18/2018 | 6/17/2019 | 8/1/2011 |
| Kevin Li | 5/1/2018 | 4/30/2019 | 2/9/2254 |
| Kevin Li | 8/1/2018 | 9/1/2019 | 12/25/1965 |
| Kevin Li | 5/1/2018 | 4/30/2019 | 8/16/1925 |

| |
|--|
| If Sole Source give reason |
| Named Sub - recipients Federal grant |
| Goods or services are available from only one source |
| Site Ownership |
| Named Sub - recipients Federal grant |
| Named Sub - recipients Federal grant |
| Named Sub - recipients Federal grant |
| Named Sub - recipients Federal grant |
| Sole Source-Software License Agreement |
| Named Sub - recipients Federal grant |
| Named Sub - recipients Federal grant |
| Child and Family Policy Institute of California is the only Non-profit organization incorporated under the auspices of the County Welfare Directors Association(CWDA |
| Sole Source-Software License Agreement |
| Site Ownership |
| tem has design and/or performance features that are essential to the department, and no other source satisfies the City's requirement |
| There is no other local provider of SafeCare services. The national Safe Care office is at the University of Georgia and we have no direct contractual relationship with them |
| There is no other local provider of SafeCare services. The national Safe Care office is at the University of Georgia and we have no direct contractual relationship with them |
| Named Sub - recipients Federal grant |
| sole source- unique technology |
| Sole source - only provider in SF |
| There is no other local provider of SafeCare services. The national Safe Care office is at the University of Georgia and we have no direct contractual relationship with them |
| Sole Source-Software License Agreement |
| Sole Source-Software License Agreement |
| Sole Source-Software License Agreement |
| Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered |
| Sole Source/Public Agency |
| Sole Source/Public Agency |
| Sole Source/Public Agency |
| Sole Source/Public Agency |
| Sole source - only provider in SF |
| Sole source - only provider in SF |
| Sole source - only provider in SF |
| Sole Source/Public Agency |
| Autumn Glow is a project initiated and sponsored by Self-Help for the Elderly (SHE). Due to Housing and Urban Development's (HUD) regulations, SHE was required to incorporate Autumn Glow |
| Sole Source/Public Agency/ BOS Action |
| Sole Source/Public Agency/ BOS Action |
| sole source- unique technology |
| sole source- unique technology |
| Sole Source/Public Agency |
| Sole Source-facility driven |
| Named Sub - recipients Federal grant |
| Named Sub - recipients Federal grant |
| Sole Source-Software License Agreement |

| |
|---|
| Red Dot was created specifically for the Human Services Agency by OpenText which is why they are the only vendor we can purchase this maintenance renewal from and no other source can provide th |
| These are Micro Focus products and Micro Focus is an approved city vendor who are the only ones able to provide support for their product |
| These are Micro Focus products and Micro Focus is an approved city vendor who are the only ones able to provide support for their product |
| Maintenance and support renewal that can only be performed by Open Text Corporatior |
| Maintenance and support renewal that can only be performed by Open Text Corporatior |
| The license and maintenance can only be obtained through Thomson Reuters |

into with that vendor shall be treated as a sole sour

Mchugh, Eileen (BOS)

From: Dalida, Sandra (JUV)
Sent: Wednesday, July 18, 2018 8:05 AM
To: Board of Supervisors, (BOS)
Subject: Sole Source Contracts for FY 2017-2018
Attachments: Sole Source Contracts for FY 2017-2018 - Juvenile Probation Department.pdf

Attached is the Sole Source Contracts Report for FY 2017-2018 for the Juvenile Probation Department.

Please let me know if any additional information is needed.

Sandra Dalida

Deputy Director, Administration
Juvenile Probation Department
City and County of San Francisco
(415) 753-7817



**JUVENILE PROBATION DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO**

375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127



ALLEN A. NANCE
CHIEF PROBATION OFFICER

July 18, 2018

TO: Clerk of the Board of Supervisors
City Hall, Room 244
ATTN: Eileen McHugh

FROM: Sandra Dalida 
Deputy Director, Administrative Services
(415)753-7817

RE: Sole Source Contracts for FY 2017-2018

The Juvenile Probation Department (JPD) entered into the following sole source contracts during FY 2017-2018.

| Supplier | Description |
|-------------------|-------------------------------------|
| Seneca | Crisis Support to Resource Families |
| Republic Services | Refuse Collection (Log Cabin Ranch) |
| FreshPoint | Produce |

Please let me know if any additional information is needed.

cc: Allen Nance, Chief Probation Officer
Elena Baranoff, Contracts & Purchasing Manager

Mchugh, Eileen (BOS)

From: Bell, Marcia (LLB)
Sent: Friday, June 22, 2018 3:18 PM
To: Mchugh, Eileen (BOS)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo

The Law Library did not have any sole source contracts.
Thank you,
Marcia

Marcia R. Bell | Director, San Francisco Law Library
1145 Market St., 4th Floor | San Francisco, CA 94103
(415)554-1792 (Direct) | marcia.bell@sfgov.org | www.sflawlibrary.org



From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads; MYR-All Department Head Assistant
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

Mchugh, Eileen (BOS)

From: Lacon, Colin (MYR)
Sent: Tuesday, June 26, 2018 10:28 AM
To: Mchugh, Eileen (BOS)
Subject: Re: Response Required - 2017-2018 Sole Source Contracts Memo

No sole source contracts from me.

Thanks, Colin

Sent from my iPhone

On Jun 22, 2018, at 1:17 PM, Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org> wrote:

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

<Sole Source.pdf>

Mchugh, Eileen (BOS)

From: Bohn, Nicole (ADM)
Sent: Tuesday, June 26, 2018 4:28 PM
To: Mchugh, Eileen (BOS)
Cc: Johnston, Jennifer (ADM)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo

Hi, Eileen: Mayor's Office on Disability does not currently have any sole-source contracts for FY 17-18.
-N

Nicole Bohn

Director

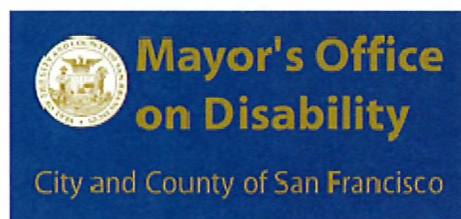
Mayor's Office on Disability
1155 Market Street 1st Floor

Direct: (415) 554-6785

Office: (415) 554-6789

E-mail: nicole.bohn@sfgov.org

Web: sfgov.org/mod



The Mayor's Office on Disability is a Scent-Free workplace. Please refrain from wearing any scented products when visiting our office. Thank you for helping us provide access to all people with disabilities.

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

San Francisco, CA 94102-4689

Phone: (415) 554-7703 | Fax: (415) 554-5163

eileen.e.mchugh@sfgov.org | www.sfbos.org

Mchugh, Eileen (BOS)

From: Catapang, Rally (MYR)
Sent: Friday, June 22, 2018 2:00 PM
To: Board of Supervisors, (BOS)
Cc: McCloskey, Benjamin (MYR)
Subject: MOHCD Sole Source Contracts FY 17-18 Reporting

Hello,

We did not enter into any sole source contracts in FY 17-18. Thanks

Rally

Rally Catapang
Finance Manager
Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor
San Francisco, CA 94103
tel: 415.701.5562 fax: 415.701.5502
rally.catapang@sfgov.org

Mchugh, Eileen (BOS)

From: Wong, Genie (POL)
Sent: Wednesday, August 29, 2018 2:02 PM
To: Mchugh, Eileen (BOS); Board of Supervisors, (BOS)
Cc: Calvillo, Angela (BOS); McGuire, Catherine (POL); Wu, Li (POL)
Subject: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: Sole Source Contracts FY 17-18.pdf

Hi Eileen,

Attached is a list of the SFPD's sole source contracts. Please let me know if you need additional information.

Best Regards,

Genie Wong
Contracts Analyst
Fiscal Division
San Francisco Police Department
1245-3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7208
Genie.Wong@sfgov.org

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:15 PM
To: MYR-ALL Department Heads; MYR-All Department Head Assistant
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh

Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

San Francisco Police Department
Sole Source Contracts
FY 2017-2018

| Vendor Name | Current Expiration | Service/Scope |
|-------------------------------|--------------------|---|
| Data Works Plus | 6/30/20 | Maintenance agreement for digital photo manager and crime scene software & hardware support/ mugshot system |
| Draeger | 8/31/22 | Maintenance of breath alcohol testing devices |
| EMD Millipore Corp. | 5/31/19 | Crime Lab water filter system parts and service contract |
| Hillard Heintze | 3/31/20 | Independent monitoring and reporting of SFPD Reform process formerly funded by the Department of Justice, but continued work funded by City. |
| JEOL | 12/31/20 | Maintenance agreement for crime lab scanning microscope |
| Level II Inc. | 3/9/20 | MAGNUS & Journal software maintenance agreement to query suspect information |
| *LexisNexis | 12/31/20 | On-line legal resource subscription service for investigations |
| Life Technologies | 6/30/18 | Maintenance contract for crime lab genetic analyzers |
| On Target Performance Systems | 5/31/22 | Maintenance contract for OTPS (Early Intervention software to track citizen complaints, use of force, internal affairs, complaints & accidents) |
| Oracle | 4/30/21 | Ongoing development and expansion of criminal justice information system platform |
| Oxford Instruments | 6/30/20 | Software maintenance for crime lab scanning microscope |
| Qiagen | 8/22/20 | Maintenance of crime lab genetic analyzers |
| ShotSpotter | 8/31/20 | Maintenance of gun shot detection system |
| Tecan US, Inc. | 1/31/20 | Maintenance on crime lab instrument for liquid handling platform in DNA analysis |

* Pending approval due to ongoing contract negotiations

Mchugh, Eileen (BOS)

From: Landis, Deborah (CPC)
Sent: Friday, June 22, 2018 3:28 PM
To: Board of Supervisors, (BOS)
Cc: DiSanto, Thomas (CPC); La, Belle (CPC)
Subject: Sole Source Contracts
Attachments: Sole Source.pdf

Good afternoon,

In response to the request to report on Sunshine Ordinance Section 67.24(e), the Planning Department reports that it does not currently hold any sole source contracts.

Sincerely,
Deborah Landis

Deborah Landis
Deputy Director of Administration
San Francisco Planning Department
1650 Mission Street, Suite 400 San Francisco, CA 94103
Direct: 415.575.9118 | www.sfplanning.org
[San Francisco Property Information Map](#)

Mchugh, Eileen (BOS)

From: Thompson, Pamela (DPA)
Sent: Tuesday, June 26, 2018 10:34 AM
To: Mchugh, Eileen (BOS)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo

The Department of Police Accountability does not have any Sole Source Contracts.
Thanks,

Pamela Thompson
Management Assistant
Department of Police Accountability
25 Van Ness Avenue, Suite 700
San Francisco, CA 94102
415-241-7721

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

Mchugh, Eileen (BOS)

From: Auyong, Angela (PDR)
Sent: Monday, July 02, 2018 1:12 PM
To: Board of Supervisors, (BOS)
Subject: 2017-2018 Sole Source Contracts - PDR
Attachments: PDR Sole Source Contract List 17-18.pdf

Dear Madam Clerk,

Attached please find the sole source contract annual report from the Office of the Public Defender. Please let me know if you have any questions.

Best regards,

Angela Auyong | Office Manager
Office of the Public Defender | City & County of San Francisco
555 7th Street | San Francisco, CA 94103
Phone: (415) 553-1677 | Fax: (415) 553-1607 | Email: Angela.Auyong@sfgov.org



City and County of San Francisco
London Breed, Mayor

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: July 27, 2017

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mario Moreno, Director
Office of Contracts Management and Compliance
Business Office, Department of Public Health

RE: Sole Source Contracts for Fiscal Year 2016-17

Please find enclosed our annual list of sole source contracts during the 2017-18 fiscal year, as required under The Sunshine Ordinance [Sect. 67.24 E(3)]: "At the end of each fiscal year, each City department shall provide to the Board of Supervisors a list of all sole source contracts entered into during the past fiscal year."

If you have any questions on this report, please contact me at (415) 255-3403.

Attachment

Cc: Barbara Garcia, Director of Health/Director, Department of Public Health
Greg Wagner, Chief Administrative Officer, Department of Public Health
Michelle Ruggels, Director, Business Office, Department of Public Health

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|---|-------------------------|--|---|----------------|--|--|---|---------------|-------------|-----------------------------------|
| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 1 | 21.5 | Full | LHH | NP | To advertise Industrial Hygienist job openings at LHH through this professional association enables DPH to reach the largest number of professional industrial hygienists for a nationwide search. | Laguna Honda Hospital is conducting a search and recruitment of qualified candidates for Industrial Hygienist positions. The American Industrial Hygiene Association (AIHA) is the largest nationwide professional association for Industrial Hygienists. The services provided by (AIHA) will include placing advertisement in their career development section of the website and emails the job postings to all of its members. Th | American Industrial Hygiene Association (AIHA) | 10/06/17 | 09/30/18 | \$ 2,000 |
| 2 | 21.5 | Full | DPH | NP | Payment of membership fees associated with membership and conferences that are unavailable from another resource. | The Annual CCDEH Conference California Conference of Directors & Environmental Health (CCDEH) is a statewide organization that brings all Directors or Environmental Health together to discuss and share information on environmental health issues. Discussions include legislation, processes and programs that impact the Public's Health so that all jurisdictions meet the same standards for enforcement of laws and regulations. | California Conference of Directors & Environmental Health (CCDEH) | 08/18/17 | 07/31/20 | \$ 10,000 |
| 3 | 21.5 | Full | ZSFG | FP | Catalyst's Foresight Study has proprietary design, data and performance features | EVALISYS Patient Classification/Staff Activity Study (FORESIGHT Study): 3-year study to evaluate ZSFG's patient classification system (PCS) | Catalyst Systems | 11/01/15 | 10/31/18 | \$ 495,000 |
| 4 | | | | | | | | | | |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|---|-------------------|--|----------------------------------|-------------|---|---|---|------------|----------|--------------------------|
| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 5 | 21.5 | Full | LAB | Gov | Only federal program in US that registers and certifies clinical laboratories per CLIA regulations, which govern facilities that test human specimens for health assessment or to diagnose, prevent or treat disease | CLIA inspection and certification of the Department of Public Health Laboratories, Clinical Laboratories at Zuckerberg San Francisco General Hospital and Laboratories at Laguna Honda Hospital, as required by the Center for Medi-Cal Services, to ensure quality laboratory testing | CLIA Laboratory Program of the California Department of Public Health | 01/01/17 | 12/31/22 | \$ 90,000 |
| 6 | 21.5 | Full | ZSFG | Gov | SFDPH contracts with the Plumas County Department of Health Services which administers the MAA and TCM program (on behalf of DPH) as the designated "Host County" for the State Dept. of Health Services | For payment of fees billed by Plumas County for participation in Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. | County of Plumas | 08/07/17 | 07/31/20 | \$ 1,125,000 |
| 7 | 21.5 | Full | DPH | NP | Felton Institute is the only San Francisco based program serving San Francisco pregnant and parenting teenagers. | Felton Institute's Teenage Pregnancy and Parenting Program (TAPP) is the first comprehensive full service program in the country dedicated to serving pregnant teens and young parents | Felton Institute (formerly Family Service Agency of San Francisco) | 07/14/17 | 06/30/20 | \$ 220,000 |
| 8 | 21.5 | Full | DPH | FP | system needed to bill for MediCal administrative expenses | Access to the Time Study Buddy | Fiscal Experts, Inc. | 07/01/15 | 06/30/20 | \$ 156,800 |
| 9 | 21.5 | Full | BHS | FP | These services were originally awarded under a sole source contract with Hardenbergh Interim Staffing Group, which was subsequently acquired by The Hardenbergh Group. After being informed of this acquisition, DPH published a Request for Proposals, including an extension of the proposal due date, but received no proposals. | Medical Credentialing (credentialing and licensing verification of physicians, dentists, nurse practitioners, nurse anesthetists, midwives and other allied health professionals, which includes, but is not limited to, obtaining letters of verification for all training and work history) and Transcription Services (Transcription of minutes of Medical Staff Committee and Department meetings | Hardenbergh Group, Inc., The | 09/01/16 | 06/30/21 | \$ 1,960,000 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|----|-------------------------|--|---|----------------|--|---|--|---------------|-------------|-----------------------------------|
| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 1 | | | | | | | | | | |
| 10 | 21.5 | Full | BHS | FP | Grant requirement | Evaluation of regional clearinghouse and resources for the treatment of trauma in the 7 Bay Area counties, led by SFDPH | Learning for Action | 04/01/15 | 09/29/18 | \$ 600,000 |
| 11 | 21.5 | Full | ZSFG | FP | Required by A. Blue Cross | Background check and review of medical practitioners | Pre Check, Inc. | 09/10/15 | 06/30/18 | \$ 25,000 |
| 12 | 21.5 | Full | IT | NP | Unique discovery services related to Epic Community Connect program | Phase 1 of the EHR project. Specialized consulting engagement whereby UCSF evaluated the Department of Public Health IT landscape and created a 10 year cost analysis to extend the its EHR system through the Epic Community Connect program | Regents of the University of California (UCSF) | 07/18/16 | 01/17/17 | \$ 1,120,000 |
| 13 | 21.5 | Full | BHS | NP | Salvation Army has provided SUD treatment for many years, and has substantial experience in delivering these services to the target population, as well as a highly diverse staff which the racial, ethnic, gender, sexual orientation, economic, and educational diversity of that population | Substance Use Disorder treatment services as part of the Promoting Recovery and Services for the State Prevention of Recidivism (PRSPR) (Prop. 47) grant, including 5 social detox and 32 residential beds | Salvation Army, A California Corp., The | 07/01/17 | 08/15/20 | \$ 5,100,000 |
| 14 | 21.5 | Full | STD | NP | Grant-funded project; RFP scheduled for FY19-20 | STD Evaluation, screening, testing, treatment, targeting Men who have Sex with Men | San Francisco AIDS Foundation | 01/01/16 | 12/31/18 | \$ 288,180 |
| 15 | 21.5 | Full | MCAH | Gov | Collaborating partner for California Department of Health grant for school nutrition education program | Engage qualifying schools and qualifying after-school/extended break programs reaching children and parents with nutrition education and physical activity opportunities, and promotion of social marketing strategies | San Francisco Unified School District | 10/01/13 | 09/30/18 | \$ 1,500,000 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|----|-------------------------|--|---|----------------|--|--|---|---------------|-------------|-----------------------------------|
| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 16 | 21.5 | Full | BHS | Gov | The Court is uniquely situated to coordinate the Community Justice Center due to its unique access to defendants who are potentially eligible for substance abuse treatment services. The program was developed by the Court in conjunction with DPH and the Court was designated as the coordinating agency in the State grant application. | Coordination of mental health and substance abuse services for adult and juvenile clientele of the Community Justice Center and the Juvenile Drug Court, multi-department collaborations to offer access to substance abuse treatment to adult and juvenile defendants | State of California Superior Court | 07/01/11 | 12/31/20 | \$ 6,500,000 |
| 17 | 21.5 | Full | ZSFG | FP | Equipment must be maintained by manufacturer | Extended warranty for replacement of product "blades" (equipment maintenance) | Verathon | 11/01/17 | 10/31/20 | \$ 48,957 |
| 18 | 21.5 | Full | ZSFG | FP | Equipment must be maintained by manufacturer | Equipment Maintenance | Volcano Corporation | 06/01/16 | 05/31/22 | \$ 140,400 |
| 19 | | | | | | | | | | |
| 20 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | LHH IT System | ADL Data Systems | 01/01/15 | 12/31/18 | \$ 491,680 |
| 21 | 21.3 | Full | ZSFG | FP | Equipment must be maintained by manufacturer | 24/7 maintenance and support for the new i.v.STATION® ONCO (pharmacy robot) from Aesynt, Inc. installed at ZSFG | Aesynt, Inc. | 11/01/15 | 10/31/24 | \$ 962,800 |
| 22 | 21.3 | Full | BHS | FP | Vendor has proprietary rights to software | Integrated Youth Database for Youth and Children in Multiple Systems (Report Writer, Dashboard) DPH | Andrew J Wong | 07/01/12 | 06/30/17 | \$ 600,000 |
| 23 | 21.3 | Full | PHD | FP | Vendor has proprietary rights to software | Billing software for the PHLab @101 Grove | BAT Technologies | 07/01/13 | 06/30/18 | \$ 30,000 |
| 24 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Dose Edge Maintenance, system to help pharmacists identify compounding errors and assist with pharmacy productivity | Baxter Healthcare | 08/01/16 | 07/31/21 | \$ 638,857 |
| 25 | 21.3 | Full | SFHN, HSF | NP | Vendor has proprietary rights to software | Healthy San Francisco (One-E-App) | Center to Promote Healthcare Access, The, dba Social Interest Solutions | 07/01/17 | 06/30/21 | \$ 1,960,053 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|----|-------------------------|--|---|----------------|--|---|---|---------------|-------------|-----------------------------------|
| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 26 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software | Consolidated IT contracts RCO all products | Cerner Health Services Inc. (a | 07/01/10 | 06/30/20 | \$ 87,478,859 |
| 27 | 21.3 | Full | SFHN, BHS, PC | FP | Vendor has proprietary rights to software | Claim Scrubbing and Management Services | Claim Remedi | 03/01/16 | 06/30/20 | \$ 364,299 |
| 28 | 21.3 | Full | SFHN | FP | Vendor has proprietary rights to software | Health Information Exchange for the ED | Collective Medical Technologies | 11/14/16 | 12/31/21 | \$ 199,563 |
| 29 | 21.3 | Full | PHD | FP | Vendor has proprietary rights to software | Maintenance Agreement for the PH Lab | Common Cents Systems, Inc. | 01/01/13 | 12/31/17 | \$ 188,718 |
| 30 | 21.3 | Full | PHD | FP | Vendor has proprietary rights to software | Public Health Communicable disease software application (maintenance) | Consilience Software Inc. | 12/01/13 | 12/03/19 | \$ 2,526,064 |
| 31 | 21.3 | Full | DPH | FP | Services in support of the SFGH Rebuild | Vendor has proprietary rights to software | Cerner Health Services Inc. (assigned from Siemens Medical Solutions USA) | 01/01/15 | 12/31/17 | \$ 9,900,000 |
| 32 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software; Prior sole source from 9/1/14-6/30/17 | Network Support Services for the Department of Public Health | Dataway | 07/01/17 | 06/30/18 | \$ 2,995,209 |
| 33 | 21.3 | Full | SFHN, HAH | FP | Vendor has proprietary rights to software | Software for Health At Home | Delta HealthCare Technologies LLC | 01/01/09 | 12/31/18 | \$ 1,144,364 |
| 34 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | (Assignment) License and Maintenance of the WatchChild Application In use at SFGH | E&C Medical Intelligence DBA Perigen | 09/01/11 | 08/30/21 | \$ 1,900,000 |
| 35 | 21.3 | Full | BHS | FP | Vendor has proprietary rights to software | Electronic Health Records Maintenance | eClinicalWorks (eCW) | 10/01/15 | 09/30/18 | \$ 9,930,000 |
| 36 | 21.3 | Full | SFHN | FP | Vendor has proprietary rights to software | Teleophthalmology / Teleretinopathy Software | Estenda | 01/01/18 | 12/31/22 | \$ 498,803 |
| 37 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software | Datafiles and "med-ucation" application | First Data Bank | 4/1/2018 | 03/31/23 | \$ 1,293,604 |
| 38 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Maintenance of the TMS Onsite application for facilities | Four Rivers Software Systems Inc. | 08/01/15 | 07/31/20 | \$ 150,000 |
| 39 | 21.3 | Full | SFHN | NP | Vendor has proprietary rights to software | SaaS to connect clients to services | Health Leads | 06/01/18 | 05/31/23 | \$ 323,680 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|----|-------------------------|--|---|----------------|---|--|--|---------------|-------------|-----------------------------------|
| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 40 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software | Maintenance | Hyland Onbase | 03/31/18 | 02/28/23 | \$ 4,309,530 |
| 41 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software | License (Perpetual) | Hyland Onbase | 03/31/18 | 02/28/23 | \$ 2,052,540 |
| 42 | 21.3 | Full | PC | FP | i2i | Vendor has proprietary rights to software | i2i tracks maintenance | 07/01/15 | 06/30/18 | \$ 73,835 |
| 43 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software | Various Codes | Intelligent Medical Objects (IMO) | 04/01/15 | 07/31/22 | \$ 747,755 |
| 44 | 21.3 | Full | SFHN, LHH | FP | Vendor has proprietary rights to software | Pharmacy System for LHH (maintenance) | JM Smith Corporation dba Integral Document Solutions | 03/01/14 | 09/30/19 | \$ 321,993 |
| 45 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Outpatient Pharmacy ZSFG (Maintenance) | JM Smith Corporation dba Integral Document Solutions | 09/01/17 | 08/31/20 | \$ 300,000 |
| 46 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Outpatient Pharmacy ZSFGH (License) | JM Smith Corporation dba Integral Document Solutions | 02/15/17 | 08/14/20 | \$ 135,311 |
| 47 | 21.3 | Full | BHS | FP | Vendor has proprietary rights to software | Outpatient Pharmacy CBHS (Maintenance) | JM Smith Corporation dba Integral Document Solutions | 09/01/17 | 08/31/20 | \$ 88,698 |
| 48 | 21.3 | Full | BHS | FP | Vendor has proprietary rights to software | Outpatient Pharmacy CBHS (License) | JM Smith Corporation dba Integral Document Solutions | 04/01/17 | 03/31/20 | \$ 80,724 |
| 49 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | RFID inventory tag and system for ZSFG pharmacy | Kit Check | 02/01/18 | 01/31/23 | \$ 484,960 |
| 50 | 21.3 | Full | SFHN, JHS | FP | Vendor has proprietary rights to software | Software maintenance services for JHS | Legacy System Solutions | 07/01/15 | 06/30/20 | \$ 828,845 |
| 51 | 21.3 | Full | PC | FP | Vendor has proprietary rights to software | Maintenance and Support and Licenses for Patient Care Systems SFHN | i2i tracks maintenance | 12/01/15 | 11/30/18 | \$ 78,000 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

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| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 1 | | | | | | | | | | |
| 52 | 21.3 | Full | SFHN, HSF | FP | Vendor has proprietary rights to software | Call Center Software For Healthy San Francisco (RelayCare Software) | McKesson | 09/01/11 | 09/30/17 | \$ 826,541 |
| 53 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | license for the InterQual Criteria and CERMe Software for SFGH and LHH | McKesson | 10/01/12 | 10/30/17 | \$ 421,556 |
| 54 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | Nurse scheduling software for SFGH and LHH (Onestaff) | McKesson Technologies | 12/01/11 | 08/31/17 | \$ 769,549 |
| 55 | 21.3 | Full | SFHN | FP | Vendor has proprietary rights to software | Teledermatology Software License | Medweb | 01/01/17 | 12/31/19 | \$ 534,639 |
| 56 | 21.3 | Full | SFHN | FP | Vendor has proprietary rights to software | Teledermatology Software Maintenance | Medweb | 01/01/17 | 12/31/19 | \$ 250,502 |
| 57 | 21.3 | Full | DPH | FP | Vendor has proprietary rights to software | Maintenance and Support for Rumba System (Interface to NFAMIS Accounting, Purchasing and Budgeting System) | Microfocus | 02/11/15 | 02/10/18 | \$ 50,000 |
| 58 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | License for the OR @ SFGH Instrument Tracking System | Microsystems, Inc. | 12/01/15 | Perpetual | \$ 194,660 |
| 59 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Maintenance for the OR @ SFGH Instrument Tracking System | Microsystems, Inc. | 12/01/15 | 09/30/20 | \$ 132,700 |
| 60 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Maintenance for Moberg Software | Moberg Research, Inc. | 01/01/18 | 12/31/22 | \$ 272,160 |
| 61 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | License for Moberg Software | Moberg Research, Inc. | 01/01/18 | 12/31/22 | \$ 145,600 |
| 62 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | Limited term license for Clintegrity modules | Nuance Communications, Inc. | 09/15/15 | 06/30/20 | \$ 5,105,957 |
| 63 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | Clintegrity Maintenance | Nuance Communications, Inc. | 07/01/10 | 06/30/20 | \$ 3,407,591 |
| 64 | 21.3 | Full | IT | FP | Vendor has proprietary rights to software | Support and maintenance agreement for Oracle databases and software, including Vital Records database, HRIMS, CCMS and all Oracle application servers | Oracle America | 11/30/16 | 11/29/19 | \$ 60,000 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
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| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 65 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Maintenance, Support, Customization and Implementation of OI 6.0 System at SFGH | Organizational Intelligence | 03/01/15 | 12/31/19 | \$ 1,840,000 |
| 66 | 21.3 | Full | PHD | FP | Vendor has proprietary rights to software | Software Maintenance for Rhapsody Interface Engine | Orion | 02/29/16 | 07/31/22 | \$ 473,984 |
| 67 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Additional Licenses for Critical Care System (Legal documentation of Vital Signs/Care) at ICU & Coronary Unit SFGH | Philips Healthcare | 01/01/09 | 12/31/17 | \$ 794,574 |
| 68 | 21.42 | Full | ZSFG | Gov | Specialized medical services | Tertiary Care | Regents of the University of California (UCSF) | 07/01/17 | 06/30/18 | \$ 2,100,000 |
| 69 | 21.3 | Full | SFHN | FP | Vendor has proprietary rights to software | SFgetcare | RTZ | 07/01/13 | 06/30/18 | \$ 4,649,505 |
| 70 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | E-Referral System (License) | Rubicon MD | 01/01/17 | 12/31/19 | \$ 179,200 |
| 71 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | E-Referral System (Maintenance) | Rubicon MD | 01/01/17 | 12/31/19 | \$ 112,000 |
| 72 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | Medical Records Software (license) | Salar, Inc. | 07/01/13 | 06/30/18 | \$ 3,490,729 |
| 73 | 21.3 | Full | ZSFG, LHH | FP | Vendor has proprietary rights to software | Medical Records Software (maintenance) | Salar, Inc. | 07/01/13 | 06/30/18 | \$ 1,340,823 |
| 74 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | Maintenance for OR IS system | Surgical Information System | 07/01/17 | 06/30/20 | \$ 1,919,143 |
| 75 | 21.3 | Full | ZSFG | FP | Vendor has proprietary rights to software | License for OR IS system | Surgical Information System | 07/01/17 | 06/30/20 | \$ 1,514,397 |
| 76 | 21.3 | Full | SFHN | FP | Vendor has proprietary rights to software | Access to Web-based Clinical Information Resources | Up-To-Date | 3/1/2018 | 02/28/21 | \$ 1,186,977 |
| 77 | | | | | | | | | | |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

| | C | D | E | F | G | H | I | J | K | L |
|----|-------------------------|--|---|----------------|--|--|--|---------------|-------------|-----------------------------------|
| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 78 | 21.42 | Full | HHS | NP | New contract, based on RFP 44-2017 effective 3/1/18; so sole source will be discontinued in FY18-19. | Emergency Assistance Grants/Eviction Prevention Grants: Specialized services funded by federal Ryan-White Part A for emergency funds to support people with HIV at risk of eviction or with other critical needs | AIDS Emergency Fund | 07/01/09 | 02/28/18 | \$ 9,890,400 |
| 79 | 21.42 | Full | CHEP | NP | RFP to be conducted in FY18-19 | HIV/AIDS Health Education Risk Reduction (HERR) to the Asian Pacific Islander population in San Francisco | Asian Pacific Islander Wellness Center | 07/01/14 | 06/30/19 | \$ 896,655 |
| 80 | 21.42 | Full | BHS | NP | Supportive housing and/or housing services linked to particular building or facility | Rental Subsidies; Ferguson Place Residential Treatment; Supported Living facilities | Baker Places, Inc. | 07/01/16 | 06/30/21 | \$ 7,161,067 |
| 81 | 21.42 | Full | HHS | NP | RFP scheduled for FY20-21 | Peter Claver Housing services for people with HIV | Catholic Charities-CYO | 07/01/16 | 06/30/21 | \$ 2,527,387 |
| 82 | 21.42 | Full | STD | NP | RFP scheduled for FY19-20 | Sexually Transmitted Disease (STD) evaluation, screening and testing | Larkin Street Youth Center | 01/01/16 | 12/31/20 | \$ 247,456 |
| 83 | 21.42 | Full | CHEP | NP | RFP scheduled for FY19-20 | Mission Centers of Excellence Prevention with Positives | Mission Neighborhood Health Center | 01/01/15 | 06/30/20 | \$ 295,468 |
| 84 | 21.42 | Full | CHEP | NP | RFP scheduled for FY19-20 | HIV testing and Prevention with Positives for Native American Men who have Sex with Men | Native American Health Center | 07/01/15 | 06/30/20 | \$ 552,085 |
| 85 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Chinese Community Program Gambling Prevention | NICOS Chinese Health Coalition | 01/01/16 | 06/30/18 | \$ 829,259 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

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| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 1 | | | | | | | | | | |
| 86 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Behavioral Health Outpatient Mental Health Services for Children | Oakes Children's Center | 01/01/16 | 06/30/18 | \$ 4,370,003 |
| 87 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | DPH contract for Behavioral Health Services | Occupational Therapy Training Program-Special Services for Groups (OTTP-SSG) | 01/01/16 | 06/30/18 | \$ 2,812,269 |
| 88 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Crisis and Transitional Residential Treatment | Progress Foundation | 01/01/16 | 06/30/18 | \$ 28,972,744 |
| 89 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Methadone Detox Services at the UC Division of Substance Abuse and Addiction Medication (DSAAM) | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 27,552,154 |
| 90 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Single Point of Responsibility (SPR) Intensive case management program | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 22,521,671 |
| 91 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Behavioral Health Services- Citywide Case Management (intensive case management services) | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 9,367,197 |
| 92 | 21.42 | Full | ZSFG | NP | Only provider meeting licensing requirements | 24/7, on-call perinatal, neonatal and pediatric consultation in support of ZSFG's Neonatal Intensive Care Unit (NICU), Maternal and Neonatal Transport Services, Continuing Education, Development of Policies Procedures in Perinatal/Neonatal Patient Care, and Planning and Evaluation of the NICU | Regents of the University of California (UCSF) | 07/01/15 | 12/31/20 | \$ 6,472,717 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

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|-----|-------------------------|---|---|----------------|--|--|--|---------------|-------------|-----------------------------------|
| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 1 | | | | | | | | | | |
| 93 | 21.42 | Full | BHS | NP | RFP conducted to start in FY17-18; however delays extended the end date from original 12/31/17 to 6/30/18 | Infant-Parent Program | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 3,010,777 |
| 94 | 21.42 | Full | CHEP | NP | RFP scheduled for FY19-20 | Positive Health Program: STD RAPID and Retention Coordination, African American Girls Disparities Project, | Regents of the University of California (UCSF) | 1/1/2017 | 6/30/2020 | \$ 1,468,338 |
| 95 | 21.42 | Full | CDCP | NP | RFP Pending is pending. Specialized services facilitated by DPH-UCSF/TB Clinic partnership. | Tuberculosis Screening and Treatment Services/Capacity Building at SFGH | Regents of the University of California (UCSF) | 07/01/15 | 06/30/24 | \$ 1,350,000 |
| 96 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Child and Adolescent Services | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 673,231 |
| 97 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Trauma Research Program | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 193,817 |
| 98 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Alliance Health Project | Regents of the University of California (UCSF) | 01/01/16 | 06/30/18 | \$ 47,244 |
| 99 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Adult Outpatient Services Clinic for Adult | Richmond Area Multi-Services, Inc. (RAMS) | 01/01/16 | 06/30/18 | \$ 10,989,524 |
| 100 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Children's Outpatient Services Clinic | Richmond Area Multi-Services, Inc. (RAMS) | 01/01/16 | 06/30/18 | \$ 9,721,109 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

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| | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 101 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Behavioral Health Outpatient Services | Safe and Sound (formerly San Francisco Child Abuse Prevention Center) | 01/01/16 | 06/30/18 | \$ 260,608 |
| 102 | 21.42 | Full | BHS | NP | RFP conducted in FY17-18 | Supervised Visitation and safe exchange | Saint Francis Memorial Hospital | 07/01/15 | 12/31/17 | \$ 1,865,808 |
| 103 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | DPH contract for Behavioral Health Services | Saint Vincent School for Boys | 07/01/15 | 06/30/18 | \$ 4,028,372 |
| 104 | 21.42 | Full | BHS | NP | RFP conducted to start in FY17-18; however delays extended the end date from original 12/31/17 to 6/30/18 | Stonewall Project - Behavioral Health Integrated and Full Service Outpatient | San Francisco AIDS Foundation | 07/01/15 | 06/30/18 | \$ 2,424,800 |
| 105 | 21.42 | Full | BHS | NP | RFP conducted to start in FY17-18; however delays extended the end date from original 12/31/17 to 6/30/18 | Non-Medical Case management & Benefits Counseling | San Francisco AIDS Foundation | 01/01/16 | 06/30/18 | \$ 288,180 |
| 106 | 21.42 | Full | CDCP | NP | RFP scheduled for FY18-19 | Capacity Building High Impact HIV Testing: National Health Department Training services | San Francisco AIDS Foundation | 04/01/14 | 03/31/19 | \$ 91,000 |
| 107 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Fiscal sponsor for Mental Health Board | San Francisco Mental Health and Education Funds | 01/01/16 | 06/30/18 | \$ 432,787 |
| 108 | 21.42 | Full | BHS | NP | Conducted RFP for services to start in FY17-18; start date of new solicited services delayed to 7/1/18, so sole source extended from 12/31/17 to 6/30/18 | Mental Health Services - Suicide Prevention hot-line | San Francisco Suicide Prevention | 01/01/16 | 06/30/18 | \$ 1,103,971 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

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|-----|-------------------|--|----------------------------------|-------------|--|---|--|------------|-----------|--------------------------|
| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 109 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Capacity Building at San Francisco schools (working with students who pose behavioral problems and/or Risk of Dropping Out) | Seneca Center | 01/01/16 | 06/30/18 | \$ 6,134,854 |
| 110 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Behavioral Health services for veterans | Swords to Plowshares | 01/01/16 | 06/30/18 | \$ 1,180,699 |
| 111 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Behavioral Health Services Residential Day Treatment | Victor Treatment Center | 07/01/15 | 06/30/18 | \$ 612,608 |
| 112 | 21.42 | Full | BHS | NP | RFP conducted in FY17-18 | Behavioral Health Outpatient Mental Health Services | West Coast Children's Clinic | 07/01/15 | 12/31/17 | \$ 1,586,528 |
| 113 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | SF Urban Services | YMCA | 01/01/16 | 06/30/18 | \$ 3,488,488 |
| 114 | 21.42 | Full | BHS | NP | RFP conducted to start new contract in FY17-18; however, start date delayed to 7/1/18 so end date of sole source extended from 12/31/17 to 6/30/18 | Youth Community Action Coalition | Youth Leadership | 01/01/16 | 06/30/18 | \$ 816,500 |
| 115 | 21.42 | Full | HHS | NP | RFP to be posted FY18/19. | HIV Health Services for Queer Trans Youth | Lavender Youth Recreation & Information Center | 10/1/2017 | 6/30/2019 | \$ 280,000 |
| 116 | 21.42 | Full | ZSFG | Gov | Specialized medical services | Perinatal / Neonatal Affiliation Agreement | Regents of the University of California (UCSF) | 07/01/12 | 06/30/18 | \$ 47,837 |
| 117 | 21.42 | Full | SFHN, LHH | Gov | specialized services | LHH dental services -UCSF Clinical Practice Group | Regents of the University of California (UCSF) | 08/17/15 | 04/30/18 | \$ 1,227,496 |

FY17-18 DPH Sole Source Usage_Sunshine Ordinance Report_7/27/18

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| 1 | Admin. Code Sect. | Full Contract or Program within Contract | DPH Section (key at end of rpt.) | NP, FP, Gov | Justification | Description of Service | Contractor/ Agency | Start Date | End Date | Total Sole Source Amount |
| 118 | 21.42 | Full | AC | NP | RFP scheduled for FY18-19 | Child and Adolescent Gender Center (CAGC), UCSF Pediatric Endocrinology Department | Regents of the University of California (UCSF) | 07/01/17 | 06/30/19 | \$ 650,000 |
| 119 | 21.42 | Full | BHS | NP | RFP conducted in FY17-18. RFP Pending solicitation in 2018-19. | Adolescent Community Psychiatry Training Program | Regents of the University of California (UCSF) | 01/01/16 | 12/31/17 | \$ 92,092 |
| 120 | 21.42 | Full | CHEP | NP | Syringe Clean Up Program. Sole vendor with boots on the ground syringe clean up program to address public health crisis. | Syringe Clean Up Program | San Francisco AIDS Foundation | 5/1/2018 | 6/30/2019 | \$ 818,667 |
| 121 | 21.42 | Full | SFHN | Gov | authorized provider | Third Party Administrator (TPA) contract | San Francisco Community Health Authority | 07/01/17 | 06/30/18 | \$ 7,380,535 |
| 122 | 21.42 | Full | SFHN | Gov | authorized provider | Healthy Kids (grant) | San Francisco Community Health Authority | 07/01/17 | 06/30/18 | \$ 4,368,381 |
| 123 | 21.42 | Full | BHS | NP | Specifically named in State grants | Law Enforcement Assistant Diversion SF (LEAD SF) and Promoting Recovery and Services for Prevention of Recidivism (Prop. 47) | San Francisco Public Health Foundation | 07/01/17 | 06/30/19 | \$ 687,955 |

Mchugh, Eileen (BOS)

From: Wong, Anna (LIB)
Sent: Thursday, July 12, 2018 2:33 PM
To: Board of Supervisors, (BOS)
Cc: Lambert, Michael (LIB); Singleton, Maureen (LIB); Castillo, Almer (LIB)
Subject: Library Response to FY 17 18 Sole Source Report
Attachments: SFPL FY 17 18 Sole Source Report.pdf

Dear Clerk of the Board,

Attached please find the Public Library's FY 17/18 report of existing sole-source contracts and ones entered into during the fiscal year.

Please do not hesitate to contact me should you have any questions.

Regards,

Anna Clara Wong

Contracts Manager
San Francisco Public Library
100 Larkin Street, Room 680
San Francisco, CA 94102
(415) 557-4214 telephone
(415) 437-4830 fax

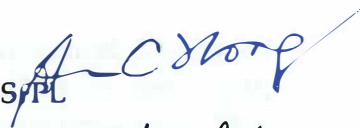



San Francisco Public Library
Contract Administration, Finance Division
100 Larkin Street, San Francisco, CA 94102-4733
Tel (415) 557-4214 · Fax (415) 437-4830

MEMORANDUM

July 12, 2018

TO: Angela Calvillo, Clerk of the Board

FROM: Anna Clara Wong, Contracts Manager, *SfPL* 

THROUGH: Michael Lambert, Acting City Librarian 

SUBJECT: Sole Source Contracts for Fiscal Year 2017-2018
San Francisco Public Library

Per your memorandum of June 22, 2018, please find attached a list of sole-source contracts entered into by the Library during Fiscal Year 2017-2018, plus existing sole-source contracts.

If you have any questions, please feel free to call me at 415-557-4214, or email me at anna.wong@sfpl.org.

cc: Michael Lambert
Maureen Singleton

Attachment: List of Sole Source Contracts

SF Public Library
2017/18 Sole Source Agreements

| Vendor | Service Description | Contract Amount | Begin Date | End Date | Contract ID |
|--------------------------------|---|-----------------|------------|------------|--------------|
| Lyngsoe Systems | Equipment Maintenance Sorting System | \$219,010.03 | 7/1/2014 | 6/30/2018 | BPLB15000001 |
| Transmission Books & MicroInfo | Prop 2 Online Content Database License | \$450,000.00 | 10/1/2015 | 9/30/2018 | BPLB15000008 |
| Proquest | Online Content Database License (assumed Bowker) | \$168,616.00 | 9/1/2015 | 10/1/2018 | BPLB16000023 |
| Reference USA | Online Content Database License | \$207,642.00 | 1/1/2016 | 12/31/2018 | BPLB16000022 |
| Scholastic/Grolier | Online Content Database License | \$179,895.00 | 1/1/2016 | 12/31/2018 | BPLB16000027 |
| Baker & Taylor | Online Content Database License | \$5,030,000.00 | 1/1/2016 | 12/31/2018 | BPLB16000028 |
| Bridgeall Libraries Limited | Online Content Database License | \$246,066.00 | 2/18/2013 | 2/17/2019 | BPLB13000014 |
| Ebsco Publishing | Online Content Database License Flipster | \$900,000.00 | 4/1/2016 | 3/31/2019 | BPLB16000034 |
| Mergent Inc. | Online Content Database License | \$219,496.00 | 5/1/2016 | 4/30/2019 | BPLB16000037 |
| Dragonsource.com Inc | Prop2 Online Content Database License | \$60,000.00 | 6/1/2016 | 5/31/2019 | BPLB16000038 |
| Bibliotheca | Prop 12 Equipment Maintenance security gates & self checks | \$686,252.00 | 7/1/2016 | 6/30/2019 | BPLB16000039 |
| Proquest | Online Content Database License (assumed Lexis Nexis) | \$371,932.00 | 7/1/2013 | 6/30/2019 | BPLB14000011 |
| East View Info Services | Prop2 Online Content Database License | \$58,044.00 | 7/1/2016 | 6/30/2019 | BPLB16000042 |
| Siemens Industry Inc. | Prop 12 Equipment Maintenance; Fire Alarm Main Library | \$222,528.00 | 7/1/2016 | 6/30/2019 | BPLB15000012 |
| OCLC Online Computer Library | Online Content License | \$622,944.00 | 7/1/2016 | 6/30/2019 | BPLB16000043 |
| Tractel-Swingstage Inc | Prop 12 Window Washing System Maintenance | \$76,515.00 | 12/1/2016 | 11/30/2019 | BPLB17000001 |
| Pacific Coast Trane | HVAC Maintenance | \$655,141.00 | 12/1/2016 | 11/30/2019 | BPLB17000002 |
| Innovative Interfaces | Software License & Maintenance | \$2,395,475.00 | 1/1/2013 | 12/31/2019 | BPLB13000012 |
| Value Line | Prop 2 Online Content Database License | \$213,850.00 | 2/1/2015 | 1/31/2020 | 1000008772 |
| Midwest Tape | Online Content Database License Hoopla | \$6,250,000.00 | 2/1/2014 | 1/31/2020 | BPLB14000013 |
| Schneider Electric | Prop 12 Equipment Maintenance | \$766,874.00 | 3/1/2016 | 2/28/2020 | BPLB16000032 |
| BiblioCommons | Prof Service & Software as Service | \$874,140.00 | 5/1/2014 | 4/30/2020 | BPLB14000015 |
| Newsbank | Prop 2 Online Content Subscription | \$1,906,098.00 | 7/1/2014 | 6/30/2020 | BPLB14000018 |
| Lyngsoe Systems | Equipment Maintenance Sorting System | \$130,878.00 | 7/1/2018 | 6/30/2020 | 1000009007 |
| Cengage Learning | Online Content Database License (Gale) | \$317,519.00 | 7/1/2017 | 6/30/2020 | BPLB17000005 |
| | Prop 12 Equipment Maintenance; Sprinkler Testing | \$178,622.00 | 6/30/2015 | 6/30/2020 | BPLB15000010 |
| Siemens Industry Inc. | Prop2 Online Content Database License | \$798,000.00 | 8/1/2014 | 7/31/2020 | BPLB14000016 |
| Recorded Books Inc | Maintenance of Security System | \$298,632.00 | 9/1/2015 | 8/31/2020 | BPLB16000001 |
| Johnson Controls | Online Content Database | \$450,000.00 | 10/1/2017 | 9/30/2020 | 1000007480 |
| Kanopy LLC | Online Content Database License | \$1,003,833.00 | 12/1/2017 | 11/30/2020 | 1000008428 |
| Proquest LLC | Prop 12 Maintenance of York Chillers | \$233,502.00 | 12/1/2015 | 11/30/2020 | BPLB16000024 |
| Johnson Controls | Software License and Maintenance | \$91,182.00 | 1/1/2018 | 12/31/2020 | 1000008655 |
| Keystone Systems, Inc. | Prof Services; Online High School Database; digital library materials | \$647,735.00 | 4/30/2015 | 4/30/2021 | 1000003111 |
| Cengage Learning | Online Content Database License | \$7,000,000.00 | 7/1/2018 | 6/30/2021 | 1000009712 |
| Overdrive, Inc. | | \$514,299.00 | 7/1/2018 | 6/30/2021 | 1000009711 |
| Ebsco Subscription | | | | | |

Mchugh, Eileen (BOS)

From: Fine, Ivy <IFine@sfgwater.org>
Sent: Wednesday, August 08, 2018 5:16 PM
To: Board of Supervisors, (BOS)
Cc: Kelly, Jr, Harlan (PUC); How, Kathryn (PUC)
Subject: SFPUC 2017-2018 Sole Source Contracts
Attachments: SFPUC Sole Source (FY 17-18).pdf; SoleSourceLtrFY17-18.pdf

Ms. Calvillo,

Attached please find a list of all sole source contracts executed by the San Francisco Public Utilities Commission (SFPUC) during FY 2017-2018. The enclosed spreadsheet includes all contracts and details the relevant information for each contract and/or amendment, including: term, vendor, amount, and sole source justification. I apologize the report is late, due to the transition and implementation of new software the report took more time than anticipated to generate. Please don't hesitate to reach out to me if I may provide further information.

Sincerely,
Ivy Fine

Ivy Vanessa Fine
Project Administration Bureau
San Francisco Public Utilities Commission
525 Golden Gate Avenue, San Francisco, CA 94102
Tel. 415-934-5761

SFPUC Sole Source Contracts - FY17/18

| Professional Services New Contracts | | | | | | |
|-------------------------------------|----------------------------|---|---|--------------------------------|-------------|--|
| PeopleSoft Contract ID | SFPUC Contract # | Title | Vendor | Term | Amount | Sole Source Justification |
| 1000009129 | CS-1087 | Contamination Demonstration Warning Program | CH2M Hill | Dec. 01, 2017 to Nov. 30, 2019 | \$417,098 | The SFPUC sought a sole source waiver to procure the services of the vendor to provide maintenance of customized stations that tap into the City's existing drinking water distribution system, and a customized Water Quality Dashboard to gather the data collected from the monitoring systems installed at those stations. SFPUC requires the services of CH2M Hill for this agreement because of their specialized skills, familiarity, and expertise with SFPUC's On-line Water Quality Monitoring systems. CH2M Hill assisted with the original development and integration of these units and is familiar with their operation. |
| 1000009012 | CS-1091 (128 Waived) | Collection Agreement with the USDA - Forest Service | United States Department of Agriculture (USDA) - Forest Service | Jan. 24, 2018 to Jan. 23, 2024 | \$1,700,000 | The SFPUC requires the support of the U.S. Forest Service (USFS), part of the USDA, to conduct research aimed at improving the health and success of restoration activities and to sustain the health of vegetation in watershed lands managed by the SFPUC. The USFS has the world's largest forestry research organization and their experts provide technical assistance to state and local government agencies, to help protect and manage non-federal forest and associated range and watershed lands. SFPUC requires the services of USFS because of their expertise as a public agency and their ability to collaborate with local universities. A competitive solicitation process for these services would not yield an award to a more qualified consultant. |
| 1000010396 | CS-1093 (128 Waived) | Extreme Precipitation Study w/SFPUC, SFO, PORT | Regents of the University of California-Lawrence Berkeley National Laboratory | Apr. 01, 2018 to Mar. 31, 2023 | \$250,000 | SFPUC is leading a joint effort with the San Francisco International Airport, Port of San Francisco and Office of Resilience and Recovery to measure and manage extreme precipitation. The SFPUC has established strong working relationship with leading climate scientists at the University of California Berkeley's Lawrence Berkeley National Laboratories (LBNL). LBNL scientists are world renowned experts in climate change science and extreme weather. Additionally, LBNL has supercomputing ability (fifth largest super-computer in the world) which allows them to provide state-of-the-art methodology that quantifies how climate change impacts extreme storms at the spatial scales required for city agencies' decision-making. University of California Berkeley LBNL is a public entity and the only entity that can provide the services in question. |
| 1000009977 | AWT-14 (MOA) | MOA Lake Merced Golf Club | Lake Merced Golf Club | Apr. 27, 2018 to Apr. 26, 2019 | \$198,955 | The City and County of San Francisco, acting through SFPUC, entered into a Memorandum of Agreement with the Lake Merced Golf Club to Lake Merced to identify and address their respective requirements and concerns relating to the construction of the Regional Groundwater Storage and Recovery Project (the "Project"), which includes, among other improvements, the installation of recovery wells, well stations, pumps, and piping to permit groundwater extraction and transmission to help protect against drought. A portion of the Project is located within the boundaries of the Club Property. |
| 1000008712 | n/a | PUC HHWP NP / NOS Training | | | | Sole provider of this online technical training for the Hetch Hetchy Water and Power division. |
| Professional Services Amendments | | | | | | |
| PeopleSoft Contract ID | SFPUC Contract # | Title | Vendor | Term | Amount | Sole Source Justification |
| 1000000058 | CS-197 Amendment #1 | San Mateo Thornmint Seeds Planting | Creekside Center for Earth Observation, LLC | Jan. 10, 2012 to Jul. 10, 2021 | \$120,000 | The SFPUC sought a sole source waiver to continue the services of Creekside Center for Earth Observation (CCEO), which is assisting the SFPUC to plant San Mateo Thornmint (SMT) seed, and establish new populations to ensure SMT recovery. Failure to extend the performance period for this contract would cause the SFPUC to lose an important opportunity to fulfill a commitment under the Water Enterprise Environmental Stewardship Policy, as part of the Watershed and Environmental Improvement Program, and lose the investment in selective amplification of SMT by CCEO since 2012. |
| 1000000132 | CS-375 Amendment #1 | Scheduled Inspections & Maintenance for S25 Golden Gate | Tractel, Inc. | Jan. 1, 2014 to Dec. 31, 2021 | \$210,000 | SFPUC sought a sole source waiver to continue using the original vendor for the provision of ongoing inspections, maintenance, as-needed repairs, and trainings for the building maintenance unit (BMU) owned by the SFPUC. Retaining Tractel as the service vendor will ensure that the SFPUC can maintain and operate this technically complex equipment while complying with Cal/OSHA requirements. As the designer and manufacturer of the BMU, Tractel is the only company with access to all of the design, engineering, and training information relevant to the equipment system. |
| 1000000257 | CS-1053 Amendment #1 | Agreement between the City and County of San Francisco and Muwckma Ohlone Tribe | Muwckma Ohlone Tribe | Aug. 16, 2016 to Mar. 11, 2021 | \$358,000 | The SFPUC sought a sole source waiver for a contract extension to continue consulting services for the development and content of Interpretive exhibits related to the Muwckma Ohlone Tribe at the SFPUC's future Alameda Creek Watershed Center in Sunol, CA. The Muwckma Ohlone Tribe, direct descendants of the Ohlone people who inhabited the watershed, are the only consultant with the expertise needed for this project. In addition, the SFPUC has negotiated hourly rates with the consultant, commensurate with what other consultants working on the project charge. It is unlikely that a new competitive solicitation process for these services would yield a more qualified consultant. |
| 1000008966 | CS-1084 Amendment #1 | Hosted Advanced Application | Peak Reliability | Apr. 3, 2017 to Dec. 31, 2020 | \$86,250 | The SFPUC extended this agreement with the original vendor in order to maintain compliance with the North American Electric Reliability Corporation's (NERC's) Standard TOP-001-3, R13, which requires all registered Transmission Operators (TOP) to perform a real-time assessment of their transmission system at least once every 30-minutes beginning April 1, 2017. The SFPUC has surveyed other software solutions that could meet the new compliance requirements and determined that the vendor's Peak Reliability tool is the only tool currently available that meets SFPUC's needs cost-effectively. SFPUC awarded the original agreement pursuant to San Francisco Administrative Code Section 21.04(6), which allows the General Manager of the SFPUC to directly purchase water, power or natural gas, the conveyance or transmission of same, or ancillary services as required for assuring reliable services in accordance with good utility practice, on behalf of the SFPUC. |
| Technology Sole Source New Contract | | | | | | |
| PeopleSoft Contr. ID | SFPUC Contract # | Title | Vendor | Term | Amount | Sole Source Justification |
| 1000009646 | CS-1111 (ITS) | Maltby System Maintenance and Technical Services Agreement | Maltby Electric Supply Co. Inc. | Jun. 01, 2018 to May 31, 2023 | \$289,160 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| Technology Sole Source Amendments | | | | | | |
| PeopleSoft Contr. ID | SFPUC Contract # | Title | Vendor | Term | Amount | Sole Source Justification |
| 1000000154 | CS-1108 (ITS) Amendment #1 | Creditron Software Maintenance Agreement | Creditron Corporation AKA Purepay Receivable Automation | Feb. 01, 2015 to Jan. 31, 2021 | \$46,656 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 1000000172 | CS-1106 (ITS) Amendment #1 | Adara As Needed Technical Services Agreement | Adara Technologies LLC | Jan. 01, 2016 to Dec. 31, 2023 | \$2,915,857 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 1000000340 | CS-1108 (ITS) Amendment #2 | Itron Software Maintenance and As-Needed Technical Services Agreement | Itron Inc. | Mar. 30, 2014 to Sep. 30, 2024 | \$401,830 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 1000008675 | CS-256 Amendment #3 | Innovyze Software Maintenance Agreement | Innovyze Inc. | Oct. 12, 2012 to Sep. 14, 2022 | \$1,083,343 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |

| | | | | | | |
|--|--------------------------------|---|---|--------------------------------|-------------|---|
| 1000009233 | CS-1109 (ITS) Amendment # 1 | Kisters Technical Services Agreement | Kisters North America Inc. | Jul. 01, 2015 to Jun. 30, 2021 | \$219,200 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 1000009445 | CS-357 Amendment # 2 | Obscura System Maintenance and Technical Services Agreement | Obscura Digital Inc. | Mar. 27, 2014 to Mar. 26, 2021 | \$1,494,066 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| OCA Purchase Order PeopleSoft PO ID | | Title | Vendor | Term | Amount | Sole Source Justification |
| 0000123880 | | Autodesk Software Support Renewal | DLT Solutions | 12 Months | \$15,957 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000129326 | | Kisters Software Support Renewal | Kisters North America Inc. | 12 Months | \$30,350 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000147555 | | CoStar Software Subscription | Costar Realty Information Inc. | 12 Months | \$25,345 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000153645 | | IBM License Subscription | DLT Solutions | 12 Months | \$22,251 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000160468 | | Canon IPF 765 (11th FL) Maintance FY2018 | Digital Engineering Systems Corporation | 12 Months | \$1,462 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000179569 | | SAP2000 Advanced V19 Network SUM Renewal FY18 | Computers & Structures Inc. | 12 Months | \$1,820 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000167533 | | Oce Plotwave 340 Plotter Maint' FY2018 | Digital Engineering Systems Corporation | 12 Months | \$1,692 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000184222 | | Oracle SQR LicensesSupport | Oracle Inc. | 12 Months | \$8,315 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000175076 | | ALLDATA Subscription Renewal | ALLDATA LLC. | 12 Months | \$1,628 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000167301 | | Solarwinds IPAM/DOH Renewals | DLT Solutions | 12 Months | \$553 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000191714 | | AWMP Metal Lid Antennas | Adara Technologies LLC | N/A | \$6,022 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |
| 0000192666 | | Autodesk Maintenance Renewal 2018 | DLT Solutions | 12 Months | \$6,551 | Section 21.30(d): SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS. (d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code. |

Mchugh, Eileen (BOS)

From: Spitz, Jeremy (DPW)
Sent: Tuesday, August 21, 2018 12:56 PM
To: Mchugh, Eileen (BOS)
Cc: Dawson, Julia (DPW); Nuru, Mohammed (DPW); Hervey, Myisha (DPW); Burns, Alexander (DPW)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: Sole Source FY201718.pdf

Hi Eileen,

Thank you for the reminder and sorry for the delay. Please find our 2017-2018 Sole Source Contracts Memo attached. I will walk down the hardcopy.

Best,



Jeremy Spitz

Government and Legislative Affairs
San Francisco Public Works | City and County of San Francisco
City Hall, Room 348 | 1 Dr. Carlton B. Goodlett Place | San Francisco, CA 94102
Office: (415) 554-6972 | Cell: (415) 361-2368

sfpublicworks.org · twitter.com/sfpublicworks

From: Mchugh, Eileen (BOS)
Sent: Thursday, August 16, 2018 4:53 PM
To: Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Hello,

Just a friendly reminder to please send your Sole Source Contract report.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>

All.DepartmentHeadAssistant@sfgov.org>

Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh

Executive Assistant

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

San Francisco, CA 94102-4689

Phone: (415) 554-7703 | Fax: (415) 554-5163

eileen.e.mchugh@sfgov.org | www.sfbos.org



London N. Breed
Mayor

Mohammed Nuru
Director

San Francisco Public Works
1 Dr. Carlton B. Goodlett Pl.
Room 348
San Francisco, CA 94102
tel 415-554-6920

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twitter.com/sfpublicworks
twitter.com/mrcleansf

Date: 8/17/2018
To: Board of Supervisors
Attention Clerk of the Board
From: Mohammed Nuru, Director *MN*
Subject: Sole Source and Emergency Contracts less than \$250,000.00 for Fiscal Year 2017/2018

Pursuant to Section 67.24(e) of the Sunshine Ordinance, the San Francisco Public Works has entered into the following sole source and emergency contracts less than \$250,000.00:

Sole Source:

1. War Memorial Veterans Building Flood Damage Phase II Repair dated March 20, 2018, with Charles Pankow Builders, Ltd. for \$294,929.54;
2. Bay-Friendly Qualified Landscape Professional Certification Training dated December 1, 2017 with Bay-Friendly Landscaping & Gardening Coalition for \$50,000.00;
3. Continued Professional Architectural and Engineering Services for the Public Safety Building Project dated January 17, 2018 with Hellmuth, Obata & Kassabaum for \$190,321.10
4. Continued Construction Management Support Services for OCME dated January 3, 2018 with Vanir/Saylor, A Joint Venture Partnership for \$106,001.25

Emergency contracts less than \$250,000.00:

5. Fire Station 3 Apparatus Door Replacement dated December 04, 2017 with D.W. Nicholson for \$100,000.00; and
6. Fencing Installation along 18th Street and Collingwood Street dated June 27, 2018 with W. Wong Construction Co., Inc. for \$99,000.00.

In addition and in conformance with the requirements of Administrative Code Section 8.16, the San Francisco Department of Public Works has submitted two copies of this report to the San Francisco Public Library.

ec: Julia Dawson, Deputy Director, Finance Management & Administration
Alexander Burns, Contract Analyst, Contract Administration

Mchugh, Eileen (BOS)

From: McFadden, Sean (REC)
Sent: Wednesday, July 18, 2018 10:28 AM
To: Board of Supervisors, (BOS)
Cc: Mchugh, Eileen (BOS); Chu, Derek (REC)
Subject: Recreation and Park Department, Sole Source Contract Log
Attachments: bos17-18solesource.pdf

Attached is the Recreation and Park Department Sole Source log for FY 17-18. Let me know if you have any questions.

Thanks.

Sean

Sean McFadden

Manager, Purchasing and Contract Administration

San Francisco Recreation and Park Department | City & County of San Francisco
McLaren Lodge in Golden Gate Park | 501 Stanyan Street | San Francisco, CA | 94117

(415) 831-2779 | sean.mcfadden@sfgov.org



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Watch us on [sfRecParkTV](#)

Sign up for our [e-News](#)

*** <https://sfcitypartner.sfgov.org/> has information about the SF City Partner Supplier Portal.

**FY17-18 Sole Source Log
Recreation and Park Department**

| Description | Term | Vendor | Total \$ | Reason |
|--|---------------------------------|-----------------------|-----------------|---|
| Golden Gate Park Band | 1 year/renewal | Golden Gate Park Band | \$ 80,000.00 | The Golden Gate Park Band has been playing free public concerts on Sundays in Golden Gate Park continuously since September of 1882. This contract is renewed annually. |
| Active Net Software License / Maintenance | 2 year/renewal (Current Year 3) | The Active Network | \$ 100,000.00 | Proprietary CLASS software for recreation programs. Modified: Additional licenses. |
| Geneva Car Barn | 2 years (Current Year 3) | Aidlin Darling | \$ 837,863.00 | Design Services for Geneva Car Barn project. (Modified) |
| 900 Innes | 4 years (Current Year 4) | Trust for Public Land | \$ 533,165.00 | Site Analysis / Environmental Planning |
| SF Marina East Harbor Sediment Remediation | 2 years (Current Year 3) | Leidos, Inc | \$ 642,547.00 | Remediation engineering services at SF Marina East harbor (PG&E) (Modified) |
| Lifecycle Database | 2 years (Current Year 1) | Accruent | \$ 1,514,000.00 | Lifecycle assessment for Recreation and Park facilities in preparation for bond proposal. |
| Helen Diller Playground | 6 months | Robert A. Bothman | \$ 145,000.00 | Sewer and drainage project associated with Helen Diller Playground at Civic Center. |

Mchugh, Eileen (BOS)

From: Collins, Robert (RNT)
Sent: Wednesday, July 18, 2018 2:39 PM
To: Board of Supervisors, (BOS)
Cc: Varner, Christina (RNT)
Subject: Sole Source Contracts for Fiscal Year 2017-2018
Attachments: Sole Source Contracts FY17-18 RNT.pdf

Pursuant to Sunshine Ordinance Section 67.24(e), the department is providing the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year.

This information is also available on our web site [\[http://www.sfrb.org/index.aspx?page=217\]](http://www.sfrb.org/index.aspx?page=217). Please contact us if you have any questions.

Thank you,
Robert

--
Robert Collins / Executive Director / San Francisco Rent Board / (415) 252-4628 / sfrb.org / 25 Van Ness Ave., Ste. 320 / San Francisco, CA

CITY AND COUNTY OF SAN FRANCISCO

RESIDENTIAL RENT STABILIZATION
AND ARBITRATION BOARDLONDON N. BREED
MAYORROBERT A. COLLINS
EXECUTIVE DIRECTOR

DATE: July 18, 2018

TO: Angela Calvillo, Clerk of the Board

FROM: Robert A. Collins, Executive Director *R.C.*

SUBJECT: Sole Source Contracts for Fiscal Year 2017-2018

Pursuant to Sunshine Ordinance Section 67.24(e), the department is providing the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year.

| Term | Vendor | Amount | Reason |
|---------|--------|------------|--|
| FY17-18 | UC-CEB | \$1,000.00 | Contract for the acquisition or use of periodicals, trade journals, newspapers, online research services that are unavailable from another source. |

Mchugh, Eileen (BOS)

From: Harmon, Virginia <Virginia.Harmon@sfmta.com>
Sent: Tuesday, July 17, 2018 11:51 AM
To: Board of Supervisors, (BOS)
Subject: SFMTA 2017-2018 Sole Source Contracts
Attachments: SFMTA 2017-2018 Sole Source Contracts.pdf

Attached please find SFMTA's 2017-2018 Sole Source Contract List. Please let me know if you have any questions.
Thank you.

Virginia Harmon
SFMTA Contracts & Procurement

Mchugh, Eileen (BOS)

From: Gong, Henry (SHF)
Sent: Wednesday, August 15, 2018 10:33 AM
To: Mchugh, Eileen (BOS)
Cc: Toet, Theodore (SHF)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: Sole Source Contracts List FY17-18.pdf

Good morning Eileen,

Please find attached the SFSD's Sole Source Contracts List for FY17-18.

Regards,
Henry

Henry Gong
SFSD Finance
1 Dr. Carlton B. Goodlett Place
Room 456, City Hall
San Francisco, CA 94102

Tel: (415) 554-7241

From: Gong, Henry (SHF)
Sent: Monday, June 25, 2018 2:47 PM
To: Toet, Theodore (SHF) <theodore.toet@sfgov.org>
Cc: Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Luong, Mylan (SHF) <mylan.luong@sfgov.org>; Hennessy, Sheriff Vicki (SHF) <vicki.hennessy@sfgov.org>
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo

Thanks, Ted.

I will provide the Sole Source Contracts report to the Clerk of the BOS for FY17-18 prior to the 7/27/18 due date.

Henry

Henry Gong
SFSD Finance
1 Dr. Carlton B. Goodlett Place
Room 456, City Hall
San Francisco, CA 94102

Tel: (415) 554-7241

From: Toet, Theodore (SHF)
Sent: Monday, June 25, 2018 2:28 PM
To: Gong, Henry (SHF) <henry.gong@sfgov.org>
Cc: Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Luong, Mylan (SHF) <mylan.luong@sfgov.org>; Hennessy, Sheriff Vicki (SHF) <vicki.hennessy@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Good Afternoon Henry and Lorena,

You may have already received the below email, but I wanted to make sure incase you did not.

Thank you,
Ted Toet

Ted Toet
Executive Assistant to the Sheriff
San Francisco Sheriff's Department
1 Carlton B. Goodlett Pl. Room 456
San Francisco, CA 94102
Office: (415) 554-7015
Cell: (415) 852-0374

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 13:16
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**VICKI L. HENNESSY
SHERIFF**

July 5, 2018
Reference: CFO 2018-026

Angela Calvillo, Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Ms. Calvillo,

In response to the Sunshine Ordinance Section 67.24(e) requirement to report all sole source contracts at the end of each fiscal year to the Clerk of the Board, Board of Supervisors, the San Francisco Sheriff's Department is forwarding the information for your review.

If there are further questions or inquiries regarding this submission, please contact Henry Gong at (415) 554-7241.

Sincerely,


Crispin Hollings
SFSD Chief Financial Officer

**San Francisco Sheriff's Department
List of Sole Source Contracts in Fiscal Year 2017-18**

| Term | Vendor | Amount | Justification |
|-------------------|--|---------------|---|
| 7/1/17 – 6/30/18 | Citrix | \$48,216.00 | Citrix s/w and maintenance functions as the host for the SFSD's servers which houses the Jail Management System (JMS). The JMS is critical to the daily safety and operation of the County Jails as it controls the booking, classification, housing, tracking and release of inmates. |
| 7/1/17 - 6/30/18 | Rapid Notify, Inc. | \$12,075.04 | Rapid Notify, Inc. provides access for proprietary telecommunication systems for as needed automated telephone alerts to communities in San Mateo County regarding any emergencies arising from San Francisco County Jails located in San Bruno. This is annual fee. |
| 7/1/17 - 6/30/18 | Recology Peninsula Services/San Bruno Garbage Co. Inc. | \$112,742.48 | San Bruno Garbage Co., Inc. is the sole source garbage collector for all San Bruno addresses under the terms of the San Bruno Municipal Code 10.20.050. The San Francisco County Jails located in San Bruno fall under this requirement. |
| 3/5/18 | Santa Rosa Uniform and Career Apparel | \$20,000.00 | Mandatory uniform that SFSD recruits must wear during their training at the San Rosa Police Academy. |
| 9/1/17 – 8/31/18 | Schneider Electric Buildings Americas | \$15,630.00 | 12-month Service Plan to allow Schneider Electric to service the proprietary HVAC system installed at San Bruno County Jail. Schneider Electric is the only qualified vendor to maintain the integrity, performance and sustainability of the I/A series, Network 8000 series, and DMS series systems. |
| 7/1/17 - 6/30/18 | Sirron Software Corporation | \$20,127.00 | Sirron Software Corporation supports and maintains the Civil Administration System Software. This is annual fee. |
| 1/1/17 – 12/31/20 | Thomson Reuters CLEAR | \$114,624.52 | Thomson Reuters CLEAR is a proprietary online investigative research service. CLEAR enables the Investigation Unit to quickly access a vast collection of public and proprietary records. CLEAR is currently used by the DA Investigators and Public Defender's Office. Given the frequent interactions between the Sheriff's Department and the Agencies currently utilizing CLEAR; the efficiencies and advantages to have all Agencies working with the equivalent data source will expedite location of subjects and finding resolutions to investigations. |

Mchugh, Eileen (BOS)

From: Alvarez, Natalie (WOM)
Sent: Monday, June 25, 2018 11:15 AM
To: Board of Supervisors, (BOS)
Subject: WOM- - 2017-2018 Sole Source Contracts Memo
Attachments: Sole Source.pdf

Dear Board of Supervisors,

The Department on the Status of Women did not create a Sole Source Contract in FY 17-18.

Thanks,
Natalie

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

Mchugh, Eileen (BOS)

From: Young, Vicky (TTX)
Sent: Friday, August 17, 2018 10:50 AM
To: Board of Supervisors, (BOS)
Cc: Wu, Kimmie (TTX); Shah, Tajel; Fried, Amanda (TTX)
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: Book1.xlsx

Attached is the list of Sole Source Contracts and the amounts for FY17-18.

Thank you.

Vicky D. Young

Acting Assistant to Treasurer José Cisneros
Office of the Treasurer & Tax Collector
San Francisco, CA 94102
(415) 554-7870

www.sftreasurer.org | vicky.d.young@sfgov.org

From: Mchugh, Eileen (BOS)
Sent: Thursday, August 16, 2018 4:53 PM
To: Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>
Subject: FW: Response Required - 2017-2018 Sole Source Contracts Memo

Hello,

Just a friendly reminder to please send your Sole Source Contract report.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

| Vendor | Term | Additional Sole Source Amount Approved in FY17-18 | Purpose |
|------------------------------------|--------------------|--|--|
| 21 Tech | 5/31/13 - 12/30/20 | \$ 567,375.29 | Developer for business tax system and professional services |
| Alarm Program Systems LLC | 10/30/15-1/1/20 | \$ 38,850.00 | Non-professional licensing services subscription and maintenance |
| Columbia Ultimate Business Systems | 7/1/10 - 12/31/17 | \$ 4.26 | Software support and maintenance for Revenue Plus Collection System (RPCS) |
| Opex | 9/1/11-6/30/20 | \$ 40,299.80 | Hardware maintenance |
| Thomson Reuters (Manatron) | 6/21/13 - 12/31/20 | \$ 155,960.00 | Proprietary tax collection software support |

Mchugh, Eileen (BOS)

From: Xie, Hao (TIS)
Sent: Tuesday, July 03, 2018 4:54 PM
To: Mchugh, Eileen (BOS)
Cc: Gerull, Linda (TIS); Levenson, Leo (TIS); Gines, Jolie (TIS)
Subject: RE: Response Required - 2017-2018 Sole Source Contracts Memo
Attachments: DT BOS SSW Report FY17-18 July 2 2018.xlsx

Hi Eileen,

Attached is DT's report on Sole Source Contracts in FY17-18. Please let me and Jolie know if you have any questions.

Thanks and happy holiday!

Hao



Hao Xie
Strategic Sourcing Manager
1 South Van Ness Ave. 2nd Floor
San Francisco CA 94103-0948
628-652-5166 (office)
925-998-8892 (Cell)

[We Value Your Feedback!](#)

From: Mchugh, Eileen (BOS)
Sent: Friday, June 22, 2018 1:16 PM
To: MYR-ALL Department Heads <MYR-All.DepartmentHeads@sfgov.org>; MYR-All Department Head Assistant <MYR-All.DepartmentHeadAssistant@sfgov.org>
Subject: Response Required - 2017-2018 Sole Source Contracts Memo

Dear Department Heads:

Please see the attached memo regarding Sunshine Ordinance Section 67.24(e) reporting requirement of Sole Source Contracts.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163

Board of Supervisors
Sole Source Contracts for Fiscal Year 2017-2018
for
Department of Technology

| | Vendor | Amount | Reason-Sole Source Waiver requests for Propriety Software or Equipment to the respective vendors. |
|--|---|-----------------|--|
| May 31, 2018 to November 30, 2025 | Accela Inc. | \$ 8,993,265.00 | Maintenance & Hosting Cost for Permit Project Tracking System. |
| March 29, 2018 to December 30, 2018 | Acoustic Technology Inc. | \$ 76,292.32 | Outdoor Public Warning system equipment. |
| February 28, 2018 to February 28, 2019 | Computer Associates | \$ 158,018.74 | Annual license and software renewal for software products that run on the City's Mainframe. |
| February 28, 2019 to June 30, 2023 | Computer Associates | \$ 525,000.00 | New Five Year Agreement for annual license and software renewal for software products that run on the City's Mainframe. |
| February 24, 2018 to February 23, 2019 | Chicago-Soft | \$ 8,648.00 | Software license renewal and upgrade fee for software product that assists system and application programmers, operations and production control in identifying and trouble shooting production and development mainframe problems by providing on line database of all vendor software messages it is the only product of its kind for this platform. |
| July 1, 2018 to June 30, 2021 | Environmental Systems Research Institute (ESRI) | \$ 1,575,000.00 | enterprise lincese agrement for ESRI eographic information system software products and maintenance. |
| May 1, 2018 to July 17, 2020 | GlobalScape, Inc. | \$ 64,760.21 | Upgrade and Software maintenance and support for Enterprise Secure File Transfer solution for the City. |
| October 1, 2017 to September 30, 2018 | Hewlett-Packard | \$ 63,935.65 | License and maintenance renewal for HP OpenView (Peregrine) software. |
| July 1, 2018 to September 30, 2019 | IBM | \$ 488,288.12 | Maintenance Renewal for IBM software for the Mainframe at 200 Paul and Rancho Cordova. Systems on the mainframe include the City's Payroll, FAMIS, Property, Business Tax and the Retirement system. |
| March 24, 2018 to March 23, 2019 | Levi Ray & Shoup | \$ 12,930.00 | Annual maintenance for the software that runs the mainframe printing jobs for the City. |

Board of Supervisors
Sole Source Contracts for Fiscal Year 2017-2018
for
Department of Technology

| | Vendor | Amount | Reason-Sole Source Waiver requests for Propriety Software or Equipment to the respective vendors. |
|--|----------------------------|-----------------|--|
| February 12, 2018 to December 30, 2018 | LW Bills | \$ 20,268.88 | Equipment set up for existing receivers and repeaters for Citywide fire alarm system. |
| April 25, 2018 to December 30, 2018 | LW Bills | \$ 103,836.94 | Citywide fire alarm system parts, maintenance and installation. |
| July 1, 2017 to June 30, 2035 | Motorola | \$ 9,900,000.00 | Equipment Purchase and Maintenance support of Public Safety and Public Service Two Way radio, mergency dispatch consoles and other communications infrastructure. |
| November 1, 2017 to October 31, 2018 | Network Monitoring Systems | \$ 25,380.00 | Yearly maintenance support and updates for the Teleweb-on-line billing software. This support includes the custom modifications to the application that NMS has made under contract to the City. This support includes NMS providing the resources to apply all updates to the Teleweb system. |
| January 27, 2018 to January 26, 2019 | Oracle | \$ 6,492.70 | Equipment maintenance for additional memory for DT's Cisco UCS Blades at 200 Paul. |
| March 26, 2018 to March 27, 2018 | Oracle | \$ 17,109.21 | Annual software Maintenance and service support renewal for Partitioning for the Controller EIS data warehouse. |
| September 1, 2018 to August 31, 2019 | Oracle | \$ 25,093.42 | Annual software Maintenance and service support renewal for Oracle Enterprise Edition Databse for JUSTIS hub middleware and database licensing products. |
| September 1, 2018 to August 31, 2019 | Oracle | \$ 41,026.53 | Annual software Maintenance and service support renewal of Oracle Business Intelligence Product for JUSTIS hub |
| September 1, 2018 to August 31, 2019 | Oracle | \$ 61,284.31 | Annual software Maintenance and service support renewal of the Oracle Internet Developer Suite for systems at the San Francisco International Airport, Building Inspection, San Francisco Port, PUC, Retirement, Coruts, Fire and Police Departments. |

Board of Supervisors
Sole Source Contracts for Fiscal Year 2017-2018
for
Department of Technology

| | Vendor | Amount | Reason-Sole Source Waiver requests for Propriety Software or Equipment to the respective vendors. |
|---------------------------------------|---------------------------|---------------|--|
| September 1, 2018 to August 31, 2019 | Oracle | \$ 126,438.51 | Annual software Maintenance and service support renewal of the Oracle Enterprise Edition Database , Real Application Clusters and Oracle Internet Application Server for the building Inspection Permit Tracking System |
| | Oracle | \$ 56,083.83 | |
| September 1, 2018 to August 31, 2019 | Oracle | \$ 436,462.07 | The Oracle Enterprise Edition Database has been in use for City systems since 1990 and provides a managed data repository for various systems in departments such as Retirement, Controller's Office, San Francisco international Airport, San Francisco Port, MTA, Public Health, HSS, DPT, Tax Collector, PUC, Trial Courts, 911-Fire, 911-Police, Human Rights Commission and City Planning |
| December 1, 2017 to November 30, 2018 | Rocket Software | \$ 11,737.44 | Software upgrade for nightly batch process for the Controller's FAMIS application |
| June 1, 2018 to May 31, 2019 | Rocket Software | \$ 20,573.61 | Annual Maintenance for the Performance Essential Software for the Controller's FAMIS application. This software is necessary to run the nightly batch processing in the shortest possible timeframe for the Controller's FAMIS application. |
| November 1, 2018 to October 31, 2019 | SANS Network Security | \$ 148,000.00 | Citywide IT Security computer based training program for all City employees. |
| August 1 2017 to December 31, 2017 | Sirius Computer Solutions | \$ 45,490.00 | Annual Maintenance for IBM Virtual Tape System. |
| November 1, 2017 to October 31, 2018 | Sirius Computer Solutions | \$ 84,674.20 | CBU registration for the Disaster Recovery System at Rancho Corodova. The CBU registration effectively produces the license to CCSF to use the Rancho system as the DR platform. |
| October 3, 2018 to September 30, 2022 | Sirius Computer Solutions | \$ 730,257.52 | Annual Maintenance for the Mainframe hardware equipment. This hardware maintenance ensures that DT will be able to supply mainframe services in a timely and reliable manner to City Departments. |
| July 1, 2018 to June 30, 2019 | Syscon Justice Systems | \$ 57,007.00 | Annual Maintenance and supports services for the Case Management system for Adult Probation. |

Board of Supervisors
Sole Source Contracts for Fiscal Year 2017-2018
for
Department of Technology

| | Vendor | Amount | Reason-Sole Source Waiver requests for Propriety Software or Equipment to the respective vendors. |
|---------------------------------------|---------------|---------------|--|
| December 1, 2017 to November 30, 2018 | Tangoe | \$ 1,600.00 | software upgrade for the Expense Manageent Ssystem (EMS) software product for the Citywide telephony billing. |
| April 1, 2018 to March 31, 2019 | Tangoe | \$ 24,119.47 | Annual license and maintenance renewal for Expense Mangement System (EMS) software product for the Citywide telephony billing. |

Mchugh, Eileen (BOS)

From: Murray, Elizabeth (WAR)
Sent: Friday, July 27, 2018 3:33 PM
To: Board of Supervisors, (BOS)
Subject: War Memorial Sole Source Contracts for FY 2017-18
Attachments: WAR FY 17-18 Sole Source Contracts.pdf

Elizabeth Murray, Managing Director
San Francisco War Memorial and Performing Arts Center
401 Van Ness Avenue, Suite 110
San Francisco, CA 94102
(415) 554-6306
Elizabeth.murray@sfgov.org

San Francisco War Memorial and Performing Arts Center

Owned and Operated by the
City and County of San Francisco

War Memorial Veterans Building
Herbst Theatre / Green Room
War Memorial Opera House
Louise M. Davies Symphony Hall
Harold L. Zellerbach Rehearsal Hall

401 Van Ness Avenue, Suite 110
San Francisco, California 94102
Telephone (415) 621-6600
FAX (415) 621-5091
<http://www.sfwmpac.org/>

MEMORANDUM

July 27, 2018

TO: Clerk of the Board
Board of Supervisors

FROM: Elizabeth Murray, Managing Director
War Memorial and Performing Arts Center



SUBJECT: **Sole Source Contracts for Fiscal Year 2017-2018**

In accordance with the Sunshine Ordinance requirement that each City department provide the Board of Supervisors with a list of all sole source contracts entered into during the past fiscal year, listed below are sole source contracts existing and/or entered into by the War Memorial department during FY 2017-2018.

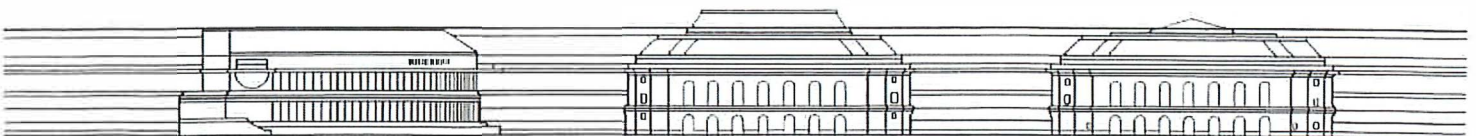
Existing/Continuing Sole Source Contracts:

| TERM | VENDOR | AMOUNT | REASON |
|----------------|--|-------------|--|
| 8/1/16-7/31/19 | Jacobson Consulting Applications, Inc. | \$38,308.33 | 3-year contract with the exclusive and only authorized provider of support, training, customization and software maintenance for Artifax Software (booking & scheduling software). |

Sole Source Contracts entered into during FY 2017-18:

| TERM | VENDOR | AMOUNT | REASON |
|------|--------|--------|--------|
| None | | | |

If you have any questions, please contact me at 554-6306.



From Clerk of the Board, reporting the following agencies have submitted a 2018 Local Agency Biennial Conflict of Interest Code Review Report: Copy: Each Supervisor.

Aging And Adult Services, Department Of
Airport Commission
Appeals, Board Of
Asian Art Museum
Art Commission
Assessor-Recorder
Board Of Supervisors
Building Inspection, Department Of
Child Support Services, Department Of
Children And Families First Commission
Children, Youth And Their Families, Department Of
Citizen's General Obligation Bond Oversight Committee
Civil Grand Jury (Superior Court)
Civil Service Commission
Community College District
Controller
District Attorney
Economic And Workforce Development, Department Of
Elections, Department Of
Emergency Management, Department Of
Environment, Department Of The
Ethics Commission
Film And Video Arts Commission
Finance Corporation
Fine Arts Museums
Fire Department
General Services Agency-City Administrator
General Services Agency-Public Works, Department Of
General Services Agency-Technology, Department Of
Golden Gate Park Concourse Authority
Health Authority
Health Service System
Retiree Health Care Trust Fund
Historic Preservation Commission - (w/ Planning Department)

Homelessness And Supportive Housing Housing Authority
Human Resources, Department Of
Human Rights Commission
Human Services Commission
Juvenile Probation Department
Law Library
Library, Public
Local Agency Formation Commission
Mayor's Office
Municipal Transportation Agency (MTA)
Parking Authority - (w/ MTA)
Planning Department
Police Department
Port Commission
Produce Market Corporation
Public Defender
Public Health, Department Of
Public Utilities Commission
Recreation And Park Department
Remote Access Network Board
Residential Rent Stabilization And Arbitration Board
Retirement System
Sheriff
San Francisco Unified School District
Small Business, Office Of
Sunshine Ordinance Task Force
Transportation Authority, San Francisco County
Treasure Island Development Authority
Treasurer-Tax Collector
War Memorial
Women, Commission On The Status Of

From Various City Departments, regarding the 2018-19 and 2019-20 adopted budget.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

August 10, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Honorable Members, Board of Supervisors
Board of Supervisors
City Hall, Room 244

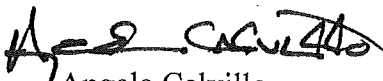
Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20, as adopted by the Board of Supervisors, is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,


Angela Calvillo
Clerk of the Board

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director



August 15, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

A handwritten signature in blue ink that reads "Robert A. Collins".

Robert A. Collins
Executive Director

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Budget and Analysis Division Director

♻️ Printed on 30% post consumer recycled paper



SFERS

San Francisco Employees' Retirement System

City and County of San Francisco
Employees' Retirement System
Office of the Executive Director

August 10, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

✓ Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

Jay Huish
Executive Director

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG 21 PM 3:38
BY



Department of Emergency Management

1011 Turk Street, San Francisco, CA 94102
Phone: (415) 558-3800 Fax: (415) 558-3843



London Breed
Mayor

Mary Ellen Carroll
Executive Director

August 20, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

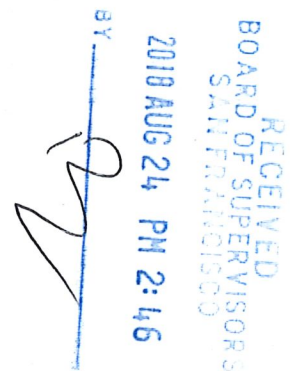
RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

Mary Ellen Carroll
Executive Director



cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

JOANNE HAYES-WHITE
CHIEF OF DEPARTMENT



LONDON N. BREED
MAYOR

SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

August 16, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG 17 PM 3:49
BY [signature]

RE: Adopted Budget for FY 2018-19 and FY 2019-20

Dear Mayor Breed, Ms. Calvillo and Mr. Rosenfield:

In conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, I hereby certify that the funding provided in the budget for Fiscal Year 2018-19 and FY 2019-20, as adopted by the Board of Supervisors, appears at this time to be adequate for the San Francisco Fire Department (SFFD) to meet service levels as proposed by the Board.

The SFFD, along with all City Departments, has worked closely with the Mayor's Office, the Board of Supervisors, and the Controller's Office throughout the budget cycle to combat the difficult realities of the City's economic climate.

In the approved budget, the Mayor and Board of Supervisors continue to make significant investments into the Fire Department, supporting the Department's continuing initiatives such as hiring, fleet and outreach/public education. The Department is very appreciative of the support of both the Mayor and Board of Supervisors. However, even with those added investments, there are several issues for the Department that need to be monitored as the City continues changing and growing and the demand for the Department's services increases, and the Department will work closely with its City partners to do so.



San Francisco Law Library

Marcia R. Bell, Director

marcia.bell@sfgov.org

1145 Market Street, 4th Floor • San Francisco, CA 94103

Direct (415) 554-1792 • <http://www.sflawlibrary.com/>

<https://www.facebook.com/sflawlibrary> | [twitter: @sflawlibrary](https://twitter.com/sflawlibrary)

August 16, 2018

The Honorable London Breed, Mayor
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 200
San Francisco, CA 94102-4694

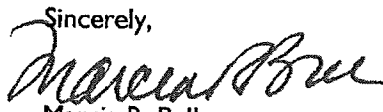
Angela Calvillo, Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244

Ben Rosenfield, Controller
1 Dr. Carlton B. Goodlett Place, Room 316
San Francisco, CA 94102-4694

Re: Adopted Budget for FY 2018-2019, FY 2019-2020

Pursuant to its obligation under Administrative Code section 3.14 and Charter section 9.115 to certify the adequacy of funds provided in the budget for Fiscal Years 2018-2019 as adopted by the Board of Supervisors, the Law Library hereby submits its certification.

I anticipate that the Law Library will not make requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

Marcia R. Bell
Law Librarian

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

San Francisco
War Memorial
& Performing
Arts Center

August 2, 2018

Honorable London N. Breed
Mayor, City and County of San Francisco
City Hall, Room 200

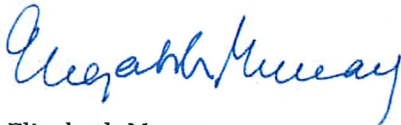
Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

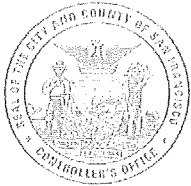
I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.



Elizabeth Murray
Managing Director

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division



OFFICE OF THE CONTROLLER

CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

August 30, 2018

The Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

The Honorable Board of Supervisors
Room 244, City Hall
San Francisco, CA 94103

Re: Fiscal Years 2018-2019 and 2019-2020 Budget Certification

Dear Mayor Breed and Members of the Board of Supervisors,

Charter Section 9.115 and Administrative Code Section 3.14 require that each department head certify that the funding provided in the budget as adopted by the Board of Supervisors is adequate for their department to meet the service levels and operations proposed for the fiscal year. This certification takes the form of a letter addressed to the Mayor and Board of Supervisors and must be issued within 30 days of the Board's adoption of the budget.

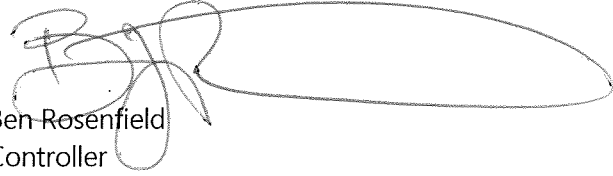
At this time, all departments have submitted budget certification letters for both fiscal years, with the following departments qualifying their statements:

- **Adult Probation** – has provided certification with qualification based on concerns regarding State Realignment to Public Safety counties, legislative mandates or local requirements that may impact caseload, staffing levels, and/or operating procedures that may have an additional cost.
- **City Attorney** – has provided certification with qualification that other departments' use of City Attorney services shall be reimbursed to the City Attorney, and that the department will request appropriation of fees and costs from non-City sources.
- **Superior Court of California** – has provided certification with qualification that indigent defense may incur additional costs beyond the appropriated funding level, in which case a supplemental appropriation shall be requested.
- **Fire Department** – has provided certification with qualification that unanticipated costs, events or circumstances may result in the need for additional appropriations.
- **Sheriff** – has provided certification with qualification that additional space and/or staffing may be needed, resulting in a need for approximately 10 Full Time Equivalent employees, with a possible request for a supplemental appropriation.

All departmental budget certifications assume the release of appropriated reserves placed by the Controller's Office, the Mayor's Office, and the Board of Supervisors.

If you have any questions about this material, please contact me at (415) 554-7500.

Sincerely,

A handwritten signature in dark ink, consisting of a stylized 'B' and 'R' followed by a long horizontal oval stroke.

Ben Rosenfield
Controller

cc: Mayor's Budget Director
Budget Analyst



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

August 2, 2018

**Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200**

**Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244**

**Ben Rosenfield, Controller
City Hall, Room 316**

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Jeff Kositsky
Director
San Francisco Department of Homelessness and Supportive Housing

cc: Kelly Kirkpatrick, Mayor's Budget Director

Michelle Allersma, Controller's Office Budget and Analysis Division Director





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

August 6, 2018

F. X. CROWLEY
PRESIDENT

ELIZABETH SALVESON
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

Subject: **Adopted Budget for FY 2018-19 and FY 2019-20**

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in blue ink, reading "Michael L. Brown".

MICHAEL L. BROWN
Executive Officer

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

MICHAEL L. BROWN
EXECUTIVE OFFICER

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

August 2, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

Ladies and Gentlemen:

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,



Abbie Yant, RN, MA
Executive Director
San Francisco Health Service System

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

The SFFD intends to operate within our allocated budget for FY 2018-19 and FY 2019-20. However, unanticipated costs or unforeseen events or circumstance could result in increased costs for this Fiscal Year and the need for supplemental funding. The SFFD will continue to work closely with the Mayor's and Controller's offices through the course of the year to monitor any pertinent issues that may arise.

Sincerely,



Joanne Hayes-White
Chief of Department

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

London Breed
Mayor

Deborah O. Raphael
Director

August 3, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

Deborah O. Raphael
Director

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

August 7, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.



Philip Ginsburg
General Manager
Recreation and Park Department

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director



SAN FRANCISCO PUBLIC DEFENDER

JEFF ADACHI – PUBLIC DEFENDER
MATT GONZALEZ – CHIEF ATTORNEY



August 6, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG 14 PM 3:35
BY *eu*

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Best regards,

A handwritten signature in black ink, appearing to read "Jeff Adachi", written over the words "Best regards,".

Jeff Adachi
Public Defender

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



GEORGE GASCÓN
District Attorney

August 2, 2018

Honorable London Breed
Mayor, City and County of San Francisco
City Hall, Room 200

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244

Ben Rosenfield, Controller
City Hall, Room 316

RE: Adopted Budget for FY 2018-19 and FY 2019-20

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the adopted budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,


George Gascón
San Francisco District Attorney

cc: Kelly Kirkpatrick, Mayor's Budget Director
Michelle Allersma, Controller's Office Budget and Analysis Division Director

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG - 8 PM 2:44
BY AK

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Nevin, Peggy \(BOS\)](#); [Tugbenyoh, Mawuli \(MYR\)](#); [Karunaratne, Kanishka \(MYR\)](#)
Subject: TIME SENSITIVE: Mayoral appointment 3.100(18)
Date: Tuesday, August 28, 2018 8:21:00 PM
Attachments: [Clerk's Memo..pdf](#)
[Mayoral Appointment - Human Rights Commission.pdf](#)

Hello,

On August 27, 2018, the Office of the Mayor submitted the attached Mayoral Appointment package, pursuant to Charter, Section 3.100(18). **This appointment is effective unless rejected by a two-thirds vote of the Board within 30 days.** Please see the attached memo from the Clerk of the Board for further instructions and information.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

Date: August 28, 2018
To: Members, Board of Supervisors
From: *ACA* Angela Calvillo, Clerk of the Board
Subject: Appointment By The Mayor

On August 27, 2018, the Mayor submitted the following appointment package pursuant to Charter, Section 3.100(18):

- **Karen Clopton** - Human Rights Commission - term ending August 1, 2022.

Pursuant to Board Rule 2.18.3, a Supervisor may request a hearing on a Mayoral appointment by notifying the Clerk in writing.

Upon receipt of such notice, the Clerk shall refer the appointment to the Rules Committee so that the Board may consider the appointment and reject, by a two-thirds vote, within 30 days of the appointment as provided in Charter, Section 3.100(18).

If you are interested in requesting a hearing please notify me in writing by **5:00 p.m., Wednesday, September 5, 2018.**

(Attachments)

c: Alisa Somera - Legislative Deputy
Jon Givner - Deputy City Attorney
Kanishka Cheng - Mayor's Legislative Liaison

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Appointment

August 27, 2018

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors:

Pursuant to Charter Section 3.100 (18), of the City and County of San Francisco, I make the following appointment:

Karen Clopton, to the San Francisco Human Rights Commission for a four year term ending August 1, 2022.

I am confident that Ms. Clopton will serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Appointments, Mawuli Tugbenyoh at 415.554.6298

A handwritten signature in blue ink, reading "London Breed".

London N. Breed
Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG 27 PM 2:14
BY [signature]

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Givner, Jon \(CAT\)](#); [Karunaratne, Kanishka \(MYR\)](#); [Tugbenyoh, Mawuli \(MYR\)](#); [Young, Victor](#)
Subject: TIME SENSITIVE: Mayoral Reappointment 3.100(18)
Date: Monday, August 27, 2018 5:38:00 PM
Attachments: [Reappointment - Airport Commission.pdf](#)

Hello,

On August 27, 2018, the Office of the Mayor submitted the attached Mayoral Appointment package, pursuant to Charter, Section 3.100(18). This reappointment is effective unless rejected by a two-thirds vote of the Board within 30 days.

Regards,


Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

Date: August 27, 2018
To: Members, Board of Supervisors
From:  Angela Calvillo, Clerk of the Board
Subject: Reappointment by the Mayor

The Mayor has submitted the following reappointment:

- **Larry Mazzola** - Airport Commission - term ending August 31, 2022

Under the Board's Rules of Order, a Supervisor can request a hearing on an appointment by notifying the Clerk in writing.

Upon receipt of such notice, the Clerk shall refer the appointment to the Rules Committee so that the Board may consider and act within 30 days of the appointment, as provided in Charter, Section 3.100(18).

Please notify me in writing by **12:00 p.m., Thursday, August 30, 2018**, if you would like this appointment to be scheduled.

c: Alisa Somera - Legislative Deputy
Jon Givner - Deputy City Attorney
Kanishka Cheng - Mayor's Legislative Liaison

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Nomination for Reappointment

August 27, 2018

Honorable Board of Supervisors:

Pursuant to section §3.100(18), of the Charter of the City and County of San Francisco, I make the following nomination:

Larry Mazzola, for reappointment to the San Francisco Airport Commission to serve a four year term ending August 31, 2022.

I am confident that Mr. Mazzola will continue to serve our community well. Attached are his qualifications to serve, which demonstrate how his reappointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

I encourage your support and am pleased to advise you of this reappointment nomination.

A handwritten signature in cursive script, reading "London Breed".

London N. Breed
Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG 27 PM 4:20
BY CH

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: CCSF Monthly Pooled Investment Report for July 2018
Date: Wednesday, August 15, 2018 11:13:00 AM
Attachments: [CCSF Monthly Pooled Investment Report for July 2018.pdf](#)

From: Dion, Ichieh (TTX)
Sent: Wednesday, August 15, 2018 7:24 AM
To: Dion, Ichieh (TTX) <ichieh.dion@sfgov.org>
Subject: CCSF Monthly Pooled Investment Report for July 2018

All-

Please find the CCSF Pooled Investment Report for the month of July attached for your use.

Regards,

Ichieh Dion
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 140
San Francisco, CA 94102
415-554-5433

Office of the Treasurer & Tax Collector
City and County of San Francisco



José Cisneros, Treasurer

Tajel Shah, Chief Assistant Treasurer
Robert L. Shaw, CFA, Chief Investment Officer

Investment Report for the month of July 2018

August 15, 2018

The Honorable London N. Breed
Mayor of San Francisco
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4638

The Honorable Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4638

Ladies and Gentlemen,

In accordance with the provisions of California State Government Code, Section 53646, we forward this report detailing the City's pooled fund portfolio as of July 31, 2018. These investments provide sufficient liquidity to meet expenditure requirements for the next six months and are in compliance with our statement of investment policy and California Code.

This correspondence and its attachments show the investment activity for the month of July 2018 for the portfolios under the Treasurer's management. All pricing and valuation data is obtained from Interactive Data Corporation.

CCSF Pooled Fund Investment Earnings Statistics *

| (in \$ million) | Current Month | | Prior Month | |
|-----------------------|---------------|-----------|-------------|-----------|
| | Fiscal YTD | July 2018 | Fiscal YTD | June 2018 |
| Average Daily Balance | \$ 9,841 | \$ 9,841 | \$ 9,179 | \$ 10,871 |
| Net Earnings | 17.19 | 17.19 | 149.48 | 17.96 |
| Earned Income Yield | 2.06% | 2.06% | 1.63% | 2.01% |

CCSF Pooled Fund Statistics *

| (in \$ million) | % of | Book | Market | Wtd. Avg. | Wtd. Avg. | |
|--------------------------|---------------|-------------------|-------------------|--------------|--------------|------------|
| Investment Type | Portfolio | Value | Value | Coupon | YTM | WAM |
| U.S. Treasuries | 10.03% | \$ 975.9 | \$ 970.4 | 0.99% | 1.91% | 433 |
| Federal Agencies | 49.32% | 4,831.2 | 4,772.8 | 1.95% | 2.01% | 733 |
| State & Local Government | | | | | | |
| Agency Obligations | 1.96% | 192.9 | 189.4 | 1.93% | 1.68% | 504 |
| Public Time Deposits | 0.26% | 25.2 | 25.2 | 2.08% | 2.08% | 120 |
| Negotiable CDs | 17.20% | 1,662.8 | 1,664.1 | 2.33% | 2.33% | 151 |
| Commercial Paper | 8.70% | 837.2 | 841.7 | 0.00% | 2.28% | 81 |
| Medium Term Notes | 1.01% | 98.4 | 98.1 | 2.35% | 2.49% | 287 |
| Money Market Funds | 3.80% | 367.4 | 367.4 | 1.83% | 1.83% | 1 |
| Supranationals | 7.73% | 753.5 | 747.8 | 3.44% | 2.11% | 604 |
| Totals | 100.0% | \$ 9,744.6 | \$ 9,677.1 | 1.73% | 2.08% | 498 |

In the remainder of this report, we provide additional information and analytics at the security-level and portfolio-level, as recommended by the California Debt and Investment Advisory Commission.

Very truly yours,

José Cisneros
Treasurer

cc: Treasury Oversight Committee: Aimee Brown, Ron Gerhard, Reeta Madhavan, Charles Perl
Ben Rosenfield, Controller, Office of the Controller
Tonia Ledijs, Internal Audit, Office of the Controller
Mayor's Office of Public Policy and Finance
San Francisco County Transportation Authority
San Francisco Public Library
San Francisco Health Service System

Portfolio Summary

Pooled Fund

As of July 31, 2018

| <i>(in \$ million)</i> | | | | | | | |
|--|-------------------|-------------------|---------------------|--------------------------|-----------------------------|-------------------------------|-------------------|
| Security Type | Par Value | Book Value | Market Value | Market/Book Price | Current % Allocation | Max. Policy Allocation | Compliant? |
| U.S. Treasuries | \$ 985.0 | \$ 975.9 | \$ 970.4 | 99.43 | 10.03% | 100% | Yes |
| Federal Agencies | 4,834.5 | 4,831.2 | 4,772.8 | 98.79 | 49.32% | 100% | Yes |
| State & Local Government | | | | | | | |
| Agency Obligations | 191.1 | 192.9 | 189.4 | 98.22 | 1.96% | 20% | Yes |
| Public Time Deposits | 25.2 | 25.2 | 25.2 | 100.00 | 0.26% | 100% | Yes |
| Negotiable CDs | 1,662.8 | 1,662.8 | 1,664.1 | 100.08 | 17.20% | 30% | Yes |
| Bankers Acceptances | - | - | - | - | 0.00% | 40% | Yes |
| Commercial Paper | 846.0 | 837.2 | 841.7 | 100.54 | 8.70% | 25% | Yes |
| Medium Term Notes | 98.5 | 98.4 | 98.1 | 99.77 | 1.01% | 25% | Yes |
| Repurchase Agreements | - | - | - | - | 0.00% | 10% | Yes |
| Reverse Repurchase/ Securities Lending Agreements | - | - | - | - | 0.00% | \$75mm | Yes |
| Money Market Funds - Government | 367.4 | 367.4 | 367.4 | 100.00 | 3.80% | 20% | Yes |
| LAIF | - | - | - | - | 0.00% | \$50mm | Yes |
| Supranationals | 757.3 | 753.5 | 747.8 | 99.25 | 7.73% | 30% | Yes |
| TOTAL | \$ 9,767.8 | \$ 9,744.6 | \$ 9,677.1 | 99.31 | 100.00% | - | Yes |

The City and County of San Francisco uses the following methodology to determine compliance: Compliance is pre-trade and calculated on both a par and market value basis, using the result with the lowest percentage of the overall portfolio value. Cash balances are included in the City's compliance calculations.

Please note the information in this report does not include cash balances. Due to fluctuations in the market value of the securities held in the Pooled Fund and changes in the City's cash position, the allocation limits may be exceeded on a post-trade compliance basis. In these instances, no compliance violation has occurred, as the policy limits were not exceeded prior to trade execution.

The full Investment Policy can be found at <http://www.sftreasurer.org/>, in the Reports & Plans section of the About menu.

Totals may not add due to rounding.

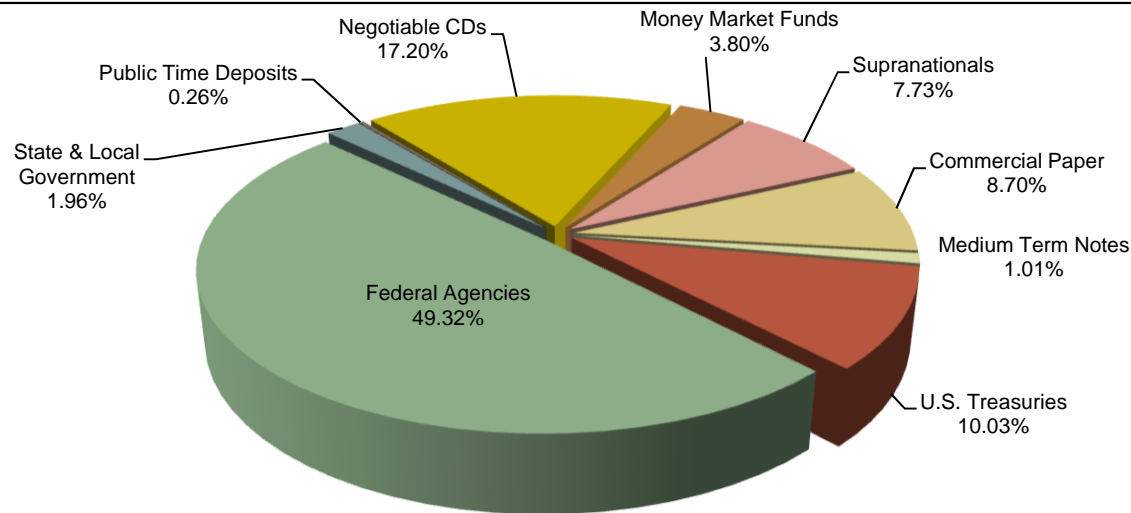
City and County of San Francisco

Pooled Fund Portfolio Statistics

For the month ended July 31, 2018

| | |
|---------------------------|-----------------|
| Average Daily Balance | \$9,840,989,911 |
| Net Earnings | \$17,188,627 |
| Earned Income Yield | 2.06% |
| Weighted Average Maturity | 498 days |

| Investment Type | (\$ million) | Par Value | Book Value | Market Value |
|--------------------------|--------------|-------------------|-------------------|-------------------|
| U.S. Treasuries | \$ | 985.0 | \$ 975.9 | \$ 970.4 |
| Federal Agencies | | 4,834.5 | 4,831.2 | 4,772.8 |
| State & Local Government | | | | |
| Agency Obligations | | 191.1 | 192.9 | 189.4 |
| Public Time Deposits | | 25.2 | 25.2 | 25.2 |
| Negotiable CDs | | 1,662.8 | 1,662.8 | 1,664.1 |
| Commercial Paper | | 846.0 | 837.2 | 841.7 |
| Medium Term Notes | | 98.5 | 98.4 | 98.1 |
| Money Market Funds | | 367.4 | 367.4 | 367.4 |
| Supranationals | | 757.3 | 753.5 | 747.8 |
| Total | | \$ 9,767.8 | \$ 9,744.6 | \$ 9,677.1 |

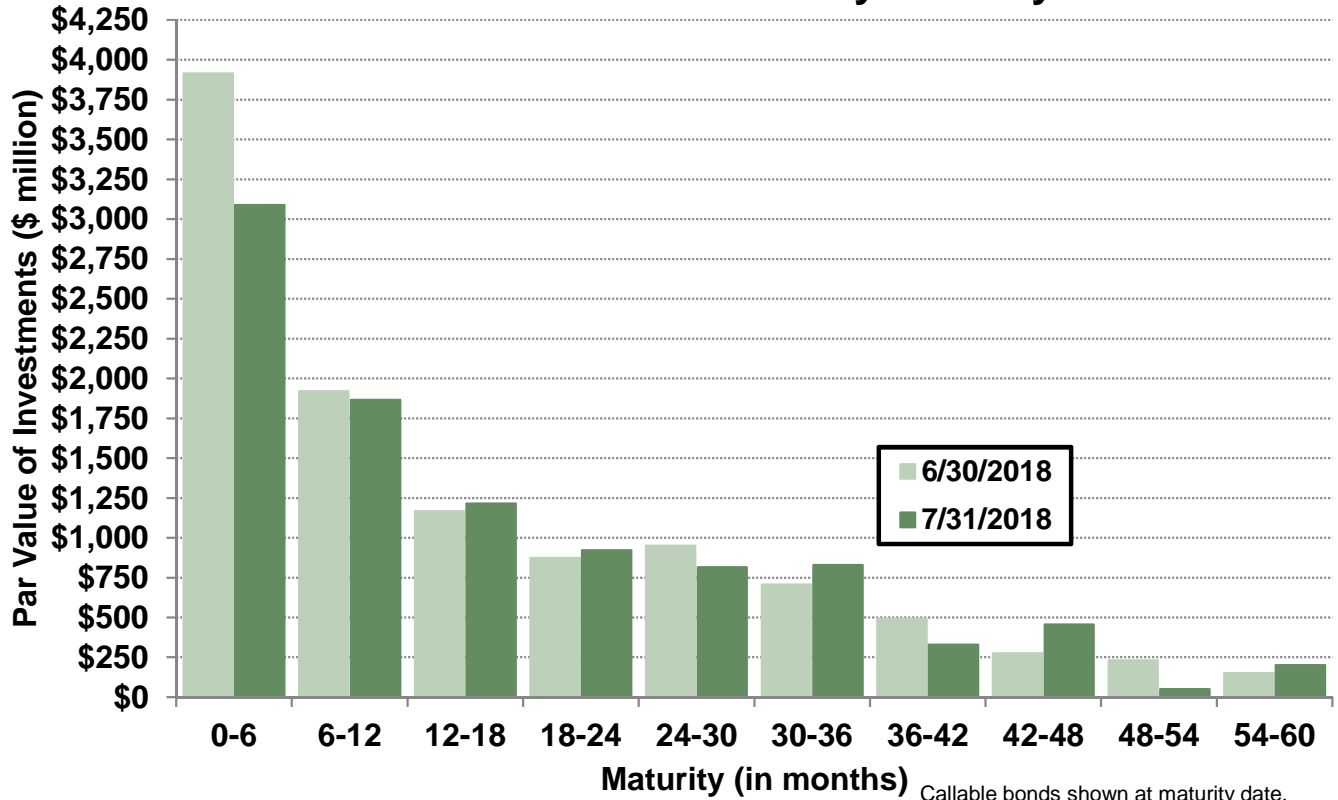


Asset Allocation by Market Value

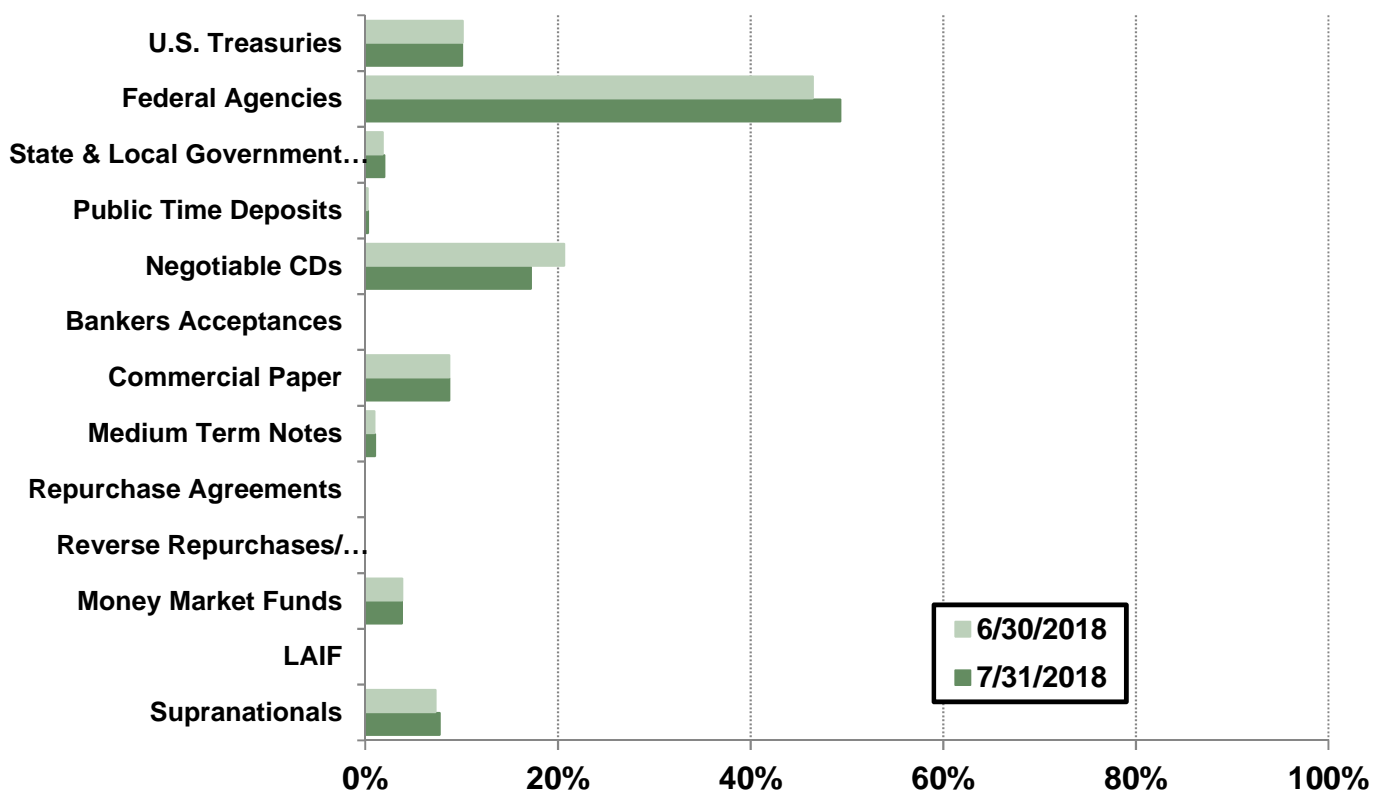
Portfolio Analysis

Pooled Fund

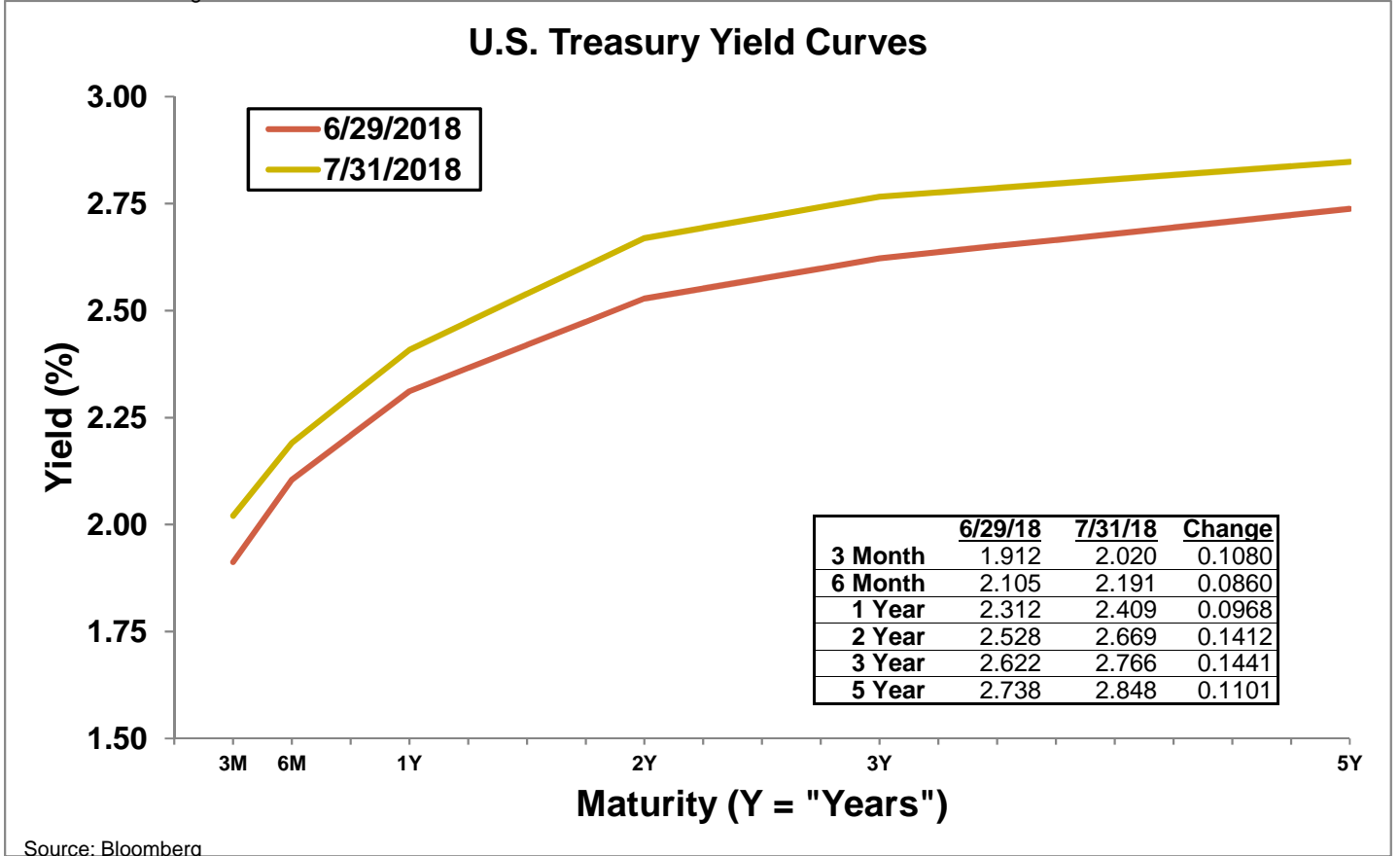
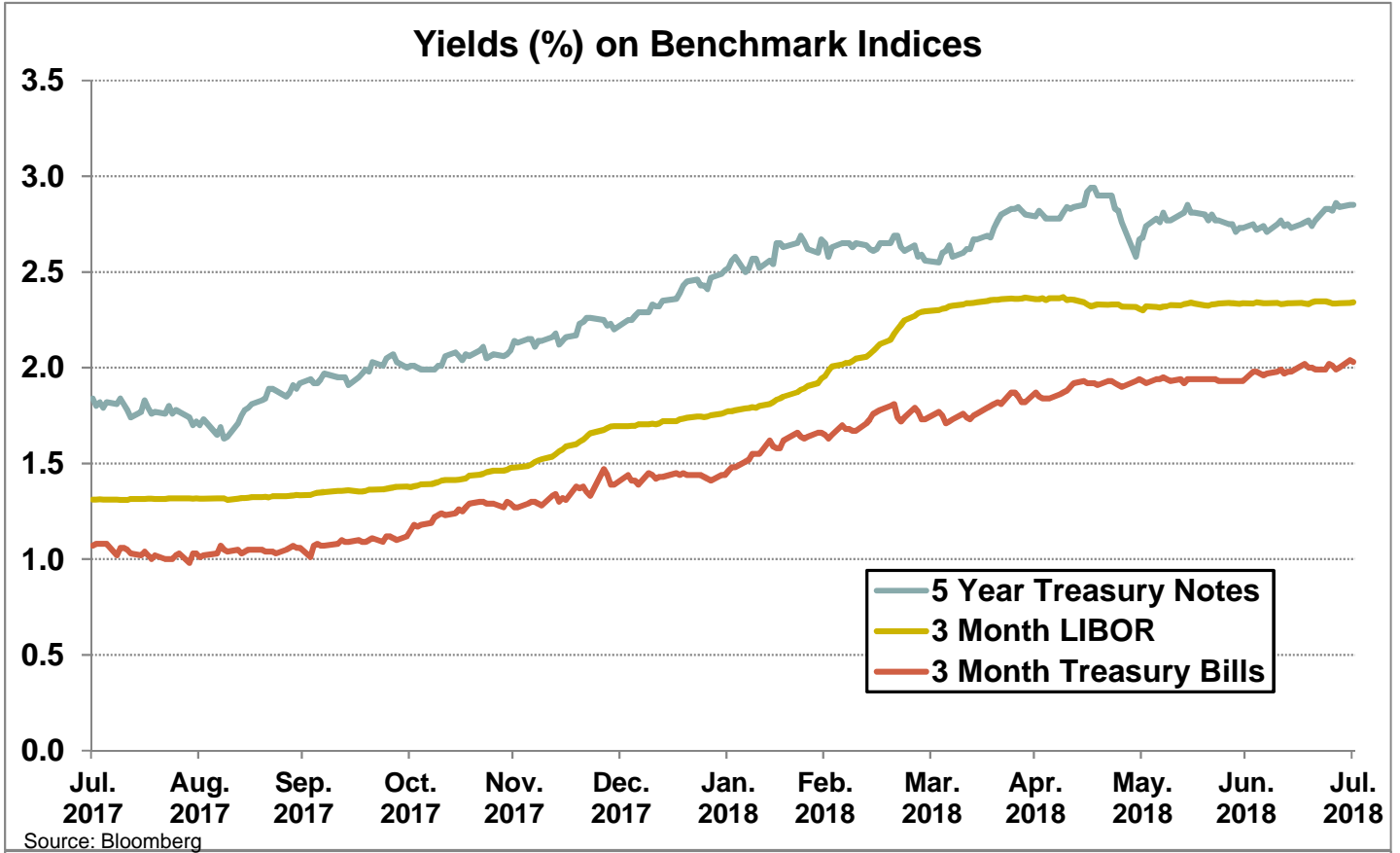
Par Value of Investments by Maturity



Asset Allocation by Market Value



Yield Curves



Investment Inventory

Pooled Fund

As of July 31, 2018

| Type of Investment | CUSIP | Issuer Name | Maturity | | Coupon | Par Value | Book Value | Amortized Book Value | Market Value |
|--------------------|-----------|--------------------------|-------------|------------|-------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | Settle Date | Date | | | | | |
| U.S. Treasuries | 912796NQ8 | TREASURY BILL | 2/13/2018 | 8/16/2018 | 0.00 | \$ 50,000,000 | \$ 49,552,778 | \$ 49,963,542 | \$ 49,961,000 |
| U.S. Treasuries | 912828C3 | US TREASURY | 2/14/2018 | 8/31/2018 | 0.75 | 25,000,000 | 24,857,422 | 24,978,397 | 24,976,000 |
| U.S. Treasuries | 912828L81 | US TREASURY | 12/13/2017 | 10/15/2018 | 0.88 | 50,000,000 | 49,666,016 | 49,918,141 | 49,883,500 |
| U.S. Treasuries | 912828L81 | US TREASURY | 1/10/2018 | 10/15/2018 | 0.88 | 50,000,000 | 49,671,875 | 49,911,477 | 49,883,500 |
| U.S. Treasuries | 912828T83 | US TREASURY | 2/15/2018 | 10/31/2018 | 0.75 | 25,000,000 | 24,795,898 | 24,928,011 | 24,920,500 |
| U.S. Treasuries | 912828WD8 | US TREASURY | 12/19/2017 | 10/31/2018 | 1.25 | 50,000,000 | 49,804,688 | 49,943,755 | 49,902,000 |
| U.S. Treasuries | 912828N63 | US TREASURY NB | 6/25/2018 | 1/15/2019 | 1.13 | 15,000,000 | 14,914,453 | 14,929,969 | 14,930,250 |
| U.S. Treasuries | 912828V56 | US TREASURY | 2/15/2018 | 1/31/2019 | 1.13 | 50,000,000 | 49,574,219 | 49,777,377 | 49,730,500 |
| U.S. Treasuries | 912828P53 | US TREASURY | 4/12/2018 | 2/15/2019 | 0.75 | 50,000,000 | 49,495,511 | 49,639,563 | 49,595,500 |
| U.S. Treasuries | 912796PT0 | TREASURY BILL | 3/1/2018 | 2/28/2019 | 0.00 | 50,000,000 | 48,978,778 | 49,408,028 | 49,367,500 |
| U.S. Treasuries | 912828Q52 | US TREASURY | 5/10/2018 | 4/15/2019 | 0.88 | 50,000,000 | 49,400,978 | 49,524,621 | 49,496,000 |
| U.S. Treasuries | 912828Q52 | US TREASURY | 6/7/2018 | 4/15/2019 | 0.88 | 50,000,000 | 49,457,885 | 49,501,265 | 49,496,000 |
| U.S. Treasuries | 912828R44 | US TREASURY | 5/10/2018 | 5/15/2019 | 0.88 | 35,000,000 | 34,499,609 | 34,611,859 | 34,594,000 |
| U.S. Treasuries | 912796QH5 | TREASURY BILL | 5/24/2018 | 5/23/2019 | 0.00 | 60,000,000 | 58,619,833 | 58,819,458 | 58,875,000 |
| U.S. Treasuries | 912828XS4 | US TREASURY | 6/20/2017 | 5/31/2019 | 1.25 | 50,000,000 | 49,896,484 | 49,955,824 | 49,539,000 |
| U.S. Treasuries | 912828T59 | US TREASURY | 5/18/2018 | 10/15/2019 | 1.00 | 25,000,000 | 24,514,728 | 24,566,141 | 24,549,750 |
| U.S. Treasuries | 9128283N8 | US TREASURY | 1/16/2018 | 12/31/2019 | 1.88 | 50,000,000 | 49,871,094 | 49,906,660 | 49,515,500 |
| U.S. Treasuries | 912828XU9 | US TREASURY | 6/20/2017 | 6/15/2020 | 1.50 | 50,000,000 | 49,982,422 | 49,988,979 | 48,943,500 |
| U.S. Treasuries | 912828S27 | US TREASURY | 8/15/2017 | 6/30/2021 | 1.13 | 25,000,000 | 24,519,531 | 24,638,715 | 23,858,500 |
| U.S. Treasuries | 912828T67 | US TSY NT | 11/10/2016 | 10/31/2021 | 1.25 | 50,000,000 | 49,574,219 | 49,721,695 | 47,623,000 |
| U.S. Treasuries | 912828U65 | US TSY NT | 12/13/2016 | 11/30/2021 | 1.75 | 100,000,000 | 99,312,500 | 99,538,507 | 96,695,000 |
| U.S. Treasuries | 912828XW5 | US TREASURY | 8/15/2017 | 6/30/2022 | 1.75 | 25,000,000 | 24,977,539 | 24,981,968 | 24,014,750 |
| Subtotals | | | | | 0.99 | \$ 985,000,000 | \$ 975,938,460 | \$ 979,215,951 | \$ 970,350,250 |
| Federal Agencies | 3.13E+82 | FED HOME LN DISCOUNT NT | 5/30/2018 | 9/6/2018 | 0.00 | \$ 15,000,000 | \$ 14,920,594 | \$ 14,971,125 | \$ 14,971,200 |
| Federal Agencies | 3133EGFQ3 | FEDERAL FARM CREDIT BANK | 9/21/2016 | 9/14/2018 | 0.88 | 25,000,000 | 24,981,000 | 24,998,844 | 24,964,500 |
| Federal Agencies | 3130A9C90 | FEDERAL HOME LOAN BANK | 9/28/2016 | 9/28/2018 | 1.05 | 25,000,000 | 25,000,000 | 25,000,000 | 24,960,500 |
| Federal Agencies | 3133EGFK6 | FEDERAL FARM CREDIT BANK | 6/17/2016 | 10/17/2018 | 2.20 | 25,000,000 | 25,000,000 | 25,000,000 | 25,013,000 |
| Federal Agencies | 3133EGFK6 | FEDERAL FARM CREDIT BANK | 6/17/2016 | 10/17/2018 | 2.20 | 25,000,000 | 25,000,000 | 25,000,000 | 25,013,000 |
| Federal Agencies | 313376BR5 | FEDERAL HOME LOAN BANK | 11/8/2017 | 12/14/2018 | 1.75 | 2,770,000 | 2,775,337 | 2,771,797 | 2,765,790 |
| Federal Agencies | 313376BR5 | FEDERAL HOME LOAN BANK | 12/20/2016 | 12/14/2018 | 1.75 | 15,000,000 | 15,127,350 | 15,023,746 | 14,977,200 |
| Federal Agencies | 313376BR5 | FEDERAL HOME LOAN BANK | 8/23/2017 | 12/14/2018 | 1.75 | 25,000,000 | 25,136,250 | 25,038,481 | 24,962,000 |
| Federal Agencies | 3135G0G72 | FANNIE MAE | 11/8/2017 | 12/14/2018 | 1.13 | 3,775,000 | 3,756,648 | 3,768,822 | 3,760,768 |
| Federal Agencies | 3133EGDM4 | FEDERAL FARM CREDIT BANK | 6/2/2016 | 1/2/2019 | 2.25 | 25,000,000 | 25,000,000 | 25,000,000 | 25,032,750 |
| Federal Agencies | 3133EG2V6 | FEDERAL FARM CREDIT BANK | 1/3/2017 | 1/3/2019 | 2.14 | 25,000,000 | 25,000,000 | 25,000,000 | 25,021,500 |
| Federal Agencies | 3130AAE46 | FEDERAL HOME LOAN BANK | 4/4/2018 | 1/16/2019 | 1.25 | 8,270,000 | 8,214,426 | 8,237,469 | 8,234,439 |
| Federal Agencies | 3134GAH23 | FREDDIE MAC | 1/17/2017 | 1/17/2019 | 2.00 | 25,000,000 | 25,000,000 | 25,000,000 | 24,985,000 |
| Federal Agencies | 3130A8VZ3 | FEDERAL HOME LOAN BANK | 7/28/2016 | 1/25/2019 | 1.05 | 25,000,000 | 25,000,000 | 25,000,000 | 24,859,500 |
| Federal Agencies | 3132X0EK3 | FARMER MAC | 1/25/2016 | 1/25/2019 | 2.44 | 25,000,000 | 25,000,000 | 25,000,000 | 25,029,500 |
| Federal Agencies | 3134GAS39 | FREDDIE MAC | 2/1/2017 | 2/1/2019 | 1.50 | 25,000,000 | 25,000,000 | 25,000,000 | 24,990,250 |
| Federal Agencies | 3132X0R94 | FARMER MAC | 4/5/2018 | 2/15/2019 | 2.14 | 25,000,000 | 25,000,000 | 25,000,000 | 24,962,250 |
| Federal Agencies | 3133EGBU8 | FEDERAL FARM CREDIT BANK | 5/25/2016 | 2/25/2019 | 2.24 | 50,000,000 | 50,000,000 | 50,000,000 | 50,078,000 |
| Federal Agencies | 3130AAXX1 | FEDERAL HOME LOAN BANK | 4/6/2018 | 3/18/2019 | 1.38 | 9,500,000 | 9,436,516 | 9,453,661 | 9,445,660 |
| Federal Agencies | 3130AAXX1 | FEDERAL HOME LOAN BANK | 4/6/2018 | 3/18/2019 | 1.38 | 50,000,000 | 49,655,627 | 49,749,326 | 49,714,000 |
| Federal Agencies | 3132X0ED9 | FARMER MAC | 1/19/2016 | 3/19/2019 | 2.40 | 40,000,000 | 40,000,000 | 40,000,000 | 40,052,000 |
| Federal Agencies | 3133EJHG7 | FEDERAL FARM CREDIT BANK | 3/22/2018 | 3/22/2019 | 2.13 | 25,000,000 | 24,993,050 | 24,995,563 | 24,965,750 |
| Federal Agencies | 3133EJHG7 | FEDERAL FARM CREDIT BANK | 3/22/2018 | 3/22/2019 | 2.13 | 25,000,000 | 24,993,050 | 24,995,563 | 24,965,750 |
| Federal Agencies | 3134GBFR8 | FREDDIE MAC | 4/5/2017 | 4/5/2019 | 1.40 | 25,000,000 | 25,000,000 | 25,000,000 | 24,840,750 |
| Federal Agencies | 3137EADZ9 | FREDDIE MAC | 5/10/2018 | 4/15/2019 | 1.13 | 19,979,000 | 19,781,033 | 19,817,562 | 19,807,181 |

Investment Inventory

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Settle Date | Maturity | | Coupon | Par Value | Book Value | Amortized | Market Value |
|--------------------|-----------|--------------------------|-------------|------------|--|--------|-------------|-------------|-------------|--------------|
| | | | | Date | | | | | Book Value | |
| Federal Agencies | 3133EF7L5 | FEDERAL FARM CREDIT BANK | 6/6/2018 | 5/16/2019 | | 1.17 | 5,900,000 | 5,838,935 | 5,845,665 | 5,842,947 |
| Federal Agencies | 3133EGAV7 | FEDERAL FARM CREDIT BANK | 12/5/2017 | 5/17/2019 | | 1.17 | 50,350,000 | 49,861,605 | 50,082,678 | 49,842,976 |
| Federal Agencies | 3136G3QP3 | FANNIE MAE | 5/24/2016 | 5/24/2019 | | 1.25 | 10,000,000 | 10,000,000 | 10,000,000 | 9,907,400 |
| Federal Agencies | 3130ABF92 | FEDERAL HOME LOAN BANK | 5/12/2017 | 5/28/2019 | | 1.38 | 30,000,000 | 29,943,300 | 29,977,198 | 29,750,100 |
| Federal Agencies | 3133EHLG6 | FEDERAL FARM CREDIT BANK | 5/30/2017 | 5/30/2019 | | 1.32 | 27,000,000 | 26,983,800 | 26,993,298 | 26,751,600 |
| Federal Agencies | 3130AEFB1 | FEDERAL HOME LOAN BANK | 6/6/2018 | 6/6/2019 | | 2.25 | 12,450,000 | 12,439,169 | 12,440,830 | 12,432,446 |
| Federal Agencies | 3133EHMR1 | FEDERAL FARM CREDIT BANK | 6/12/2017 | 6/12/2019 | | 1.38 | 50,000,000 | 50,000,000 | 50,000,000 | 49,542,000 |
| Federal Agencies | 313379EE5 | FEDERAL HOME LOAN BANK | 6/9/2017 | 6/14/2019 | | 1.63 | 25,000,000 | 25,105,750 | 25,045,609 | 24,828,000 |
| Federal Agencies | 313379EE5 | FEDERAL HOME LOAN BANK | 8/23/2017 | 6/14/2019 | | 1.63 | 25,000,000 | 25,108,750 | 25,052,233 | 24,828,000 |
| Federal Agencies | 313379EE5 | FEDERAL HOME LOAN BANK | 8/9/2017 | 6/14/2019 | | 1.63 | 35,750,000 | 35,875,840 | 35,809,186 | 35,504,040 |
| Federal Agencies | 3134G9QW0 | FREDDIE MAC | 6/14/2016 | 6/14/2019 | | 1.28 | 50,000,000 | 50,000,000 | 50,000,000 | 49,511,000 |
| Federal Agencies | 3130AC7C2 | FEDERAL HOME LOAN BANK | 8/23/2017 | 7/1/2019 | | 1.40 | 15,000,000 | 15,005,400 | 15,002,664 | 14,859,000 |
| Federal Agencies | 3133EGJX4 | FEDERAL FARM CREDIT BANK | 5/23/2018 | 7/5/2019 | | 1.08 | 35,370,000 | 34,836,267 | 34,927,839 | 34,903,823 |
| Federal Agencies | 3134G9YR2 | FREDDIE MAC | 7/12/2016 | 7/12/2019 | | 2.00 | 50,000,000 | 50,000,000 | 50,000,000 | 49,653,000 |
| Federal Agencies | 3130A8Y72 | FEDERAL HOME LOAN BANK | 4/19/2018 | 8/5/2019 | | 0.88 | 5,000,000 | 4,914,081 | 4,925,957 | 4,921,150 |
| Federal Agencies | 3130A8Y72 | FEDERAL HOME LOAN BANK | 5/10/2018 | 8/5/2019 | | 0.88 | 6,000,000 | 5,900,450 | 5,907,420 | 5,905,380 |
| Federal Agencies | 3130A8Y72 | FEDERAL HOME LOAN BANK | 4/19/2018 | 8/5/2019 | | 0.88 | 24,000,000 | 23,588,847 | 23,645,573 | 23,621,520 |
| Federal Agencies | 3133EGED3 | FEDERAL FARM CREDIT BANK | 6/9/2016 | 8/9/2019 | | 2.28 | 25,000,000 | 25,000,000 | 25,000,000 | 25,067,250 |
| Federal Agencies | 3133EGED3 | FEDERAL FARM CREDIT BANK | 6/9/2016 | 8/9/2019 | | 2.28 | 25,000,000 | 25,000,000 | 25,000,000 | 25,067,250 |
| Federal Agencies | 3134G94F1 | FREDDIE MAC | 8/15/2016 | 8/15/2019 | | 1.25 | 25,000,000 | 25,000,000 | 25,000,000 | 24,697,000 |
| Federal Agencies | 3133EGX67 | FEDERAL FARM CREDIT BANK | 12/20/2016 | 8/20/2019 | | 2.21 | 50,000,000 | 50,000,000 | 50,000,000 | 50,104,000 |
| Federal Agencies | 3135G0P23 | FANNIE MAE | 8/30/2016 | 8/23/2019 | | 1.25 | 20,000,000 | 20,000,000 | 20,000,000 | 19,735,200 |
| Federal Agencies | 3136G3X59 | FANNIE MAE | 8/23/2016 | 8/23/2019 | | 1.10 | 25,000,000 | 25,000,000 | 25,000,000 | 24,634,750 |
| Federal Agencies | 3134G9GS0 | FREDDIE MAC | 5/26/2016 | 8/26/2019 | | 1.25 | 25,000,000 | 25,000,000 | 25,000,000 | 24,665,000 |
| Federal Agencies | 3134GAFY5 | FREDDIE MAC | 11/28/2017 | 8/28/2019 | | 1.30 | 8,450,000 | 8,374,795 | 8,403,793 | 8,340,742 |
| Federal Agencies | 3134GAHR8 | FREDDIE MAC | 9/23/2016 | 9/23/2019 | | 1.63 | 25,000,000 | 25,000,000 | 25,000,000 | 24,865,250 |
| Federal Agencies | 3135G0Q30 | FANNIE MAE | 10/21/2016 | 9/27/2019 | | 1.18 | 50,000,000 | 50,000,000 | 50,000,000 | 49,204,500 |
| Federal Agencies | 3132X0KH3 | FARMER MAC | 10/6/2016 | 10/1/2019 | | 2.35 | 50,000,000 | 50,000,000 | 50,000,000 | 50,066,000 |
| Federal Agencies | 3133EGXK6 | FEDERAL FARM CREDIT BANK | 12/1/2017 | 10/11/2019 | | 1.12 | 20,000,000 | 19,732,000 | 19,827,912 | 19,633,600 |
| Federal Agencies | 3134G8TG4 | FREDDIE MAC | 4/11/2016 | 10/11/2019 | | 1.50 | 15,000,000 | 15,000,000 | 15,000,000 | 14,813,100 |
| Federal Agencies | 3130ACM92 | FEDERAL HOME LOAN BANK | 10/13/2017 | 10/21/2019 | | 1.50 | 21,500,000 | 21,461,945 | 21,477,002 | 21,223,080 |
| Federal Agencies | 3136G0T68 | FANNIE MAE | 8/28/2017 | 10/24/2019 | | 1.33 | 14,000,000 | 13,968,220 | 13,981,869 | 13,791,680 |
| Federal Agencies | 3134GBHT2 | FREDDIE MAC | 9/12/2017 | 10/25/2019 | | 1.63 | 50,000,000 | 50,024,500 | 50,014,263 | 49,422,500 |
| Federal Agencies | 3136G4FJ7 | FANNIE MAE | 10/25/2016 | 10/25/2019 | | 1.20 | 25,000,000 | 25,000,000 | 25,000,000 | 24,581,000 |
| Federal Agencies | 3136G4EZ2 | FANNIE MAE | 10/28/2016 | 10/30/2019 | | 1.13 | 50,000,000 | 49,950,000 | 49,979,262 | 49,102,500 |
| Federal Agencies | 3134GAVL5 | FREDDIE MAC | 11/4/2016 | 11/4/2019 | | 1.17 | 100,000,000 | 100,000,000 | 100,000,000 | 98,255,000 |
| Federal Agencies | 3133EJRU5 | FEDERAL FARM CREDIT BANK | 6/14/2018 | 11/14/2019 | | 2.45 | 50,000,000 | 49,987,500 | 49,988,658 | 49,931,500 |
| Federal Agencies | 3136G3LV5 | FANNIE MAE | 5/26/2016 | 11/26/2019 | | 1.35 | 8,950,000 | 8,950,000 | 8,950,000 | 8,804,563 |
| Federal Agencies | 3133EGN43 | FEDERAL FARM CREDIT BANK | 12/2/2016 | 12/2/2019 | | 2.25 | 50,000,000 | 50,000,000 | 50,000,000 | 50,151,000 |
| Federal Agencies | 3130A0JR2 | FEDERAL HOME LOAN BANK | 12/15/2017 | 12/13/2019 | | 2.38 | 11,360,000 | 11,464,888 | 11,431,894 | 11,322,739 |
| Federal Agencies | 3130A0JR2 | FEDERAL HOME LOAN BANK | 12/12/2017 | 12/13/2019 | | 2.38 | 20,000,000 | 20,186,124 | 20,127,053 | 19,934,400 |
| Federal Agencies | 3130A0JR2 | FEDERAL HOME LOAN BANK | 12/15/2017 | 12/13/2019 | | 2.38 | 40,000,000 | 40,369,200 | 40,253,064 | 39,868,800 |
| Federal Agencies | 3132X0PG0 | FARMER MAC | 2/10/2017 | 1/3/2020 | | 2.16 | 50,000,000 | 50,000,000 | 50,000,000 | 50,063,500 |
| Federal Agencies | 3134G9VR5 | FREDDIE MAC | 7/6/2016 | 1/6/2020 | | 1.50 | 25,000,000 | 25,000,000 | 25,000,000 | 24,673,750 |
| Federal Agencies | 3136G4KQ5 | FANNIE MAE | 11/17/2017 | 1/17/2020 | | 1.65 | 1,000,000 | 996,070 | 997,347 | 985,810 |
| Federal Agencies | 3136G4KQ5 | FANNIE MAE | 11/17/2017 | 1/17/2020 | | 1.65 | 31,295,000 | 31,172,011 | 31,211,971 | 30,850,924 |
| Federal Agencies | 3133EJLU1 | FEDERAL FARM CREDIT BANK | 4/24/2018 | 1/24/2020 | | 2.42 | 25,000,000 | 24,996,500 | 24,997,041 | 24,909,750 |
| Federal Agencies | 3133EJLU1 | FEDERAL FARM CREDIT BANK | 4/24/2018 | 1/24/2020 | | 2.42 | 25,000,000 | 24,996,700 | 24,996,365 | 24,909,750 |
| Federal Agencies | 3130ADN32 | FEDERAL HOME LOAN BANK | 2/9/2018 | 2/11/2020 | | 2.13 | 50,000,000 | 49,908,500 | 49,930,125 | 49,594,000 |
| Federal Agencies | 313378J77 | FEDERAL HOME LOAN BANK | 5/17/2017 | 3/13/2020 | | 1.88 | 15,710,000 | 15,843,849 | 15,786,597 | 15,508,598 |

Investment Inventory

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Settle Date | Maturity | | Coupon | Par Value | Book Value | Amortized | Market Value |
|--------------------|-----------|--------------------------|-------------|------------|--|--------|-------------|-------------|-------------|--------------|
| | | | | Date | | | | | Book Value | |
| Federal Agencies | 3133EHZN6 | FEDERAL FARM CREDIT BANK | 9/20/2017 | 3/20/2020 | | 1.45 | 20,000,000 | 19,979,400 | 19,986,515 | 19,620,800 |
| Federal Agencies | 3133EJHL6 | FEDERAL FARM CREDIT BANK | 3/27/2018 | 3/27/2020 | | 2.38 | 50,000,000 | 49,964,000 | 49,970,254 | 49,783,000 |
| Federal Agencies | 3136G3TK1 | FANNIE MAE | 7/6/2016 | 4/6/2020 | | 1.75 | 25,000,000 | 25,000,000 | 25,000,000 | 24,757,000 |
| Federal Agencies | 3134GBET5 | FREDDIE MAC | 5/22/2018 | 4/13/2020 | | 1.80 | 10,000,000 | 9,858,900 | 9,855,878 | 9,857,900 |
| Federal Agencies | 3136G4BL6 | FANNIE MAE | 10/17/2016 | 4/17/2020 | | 1.25 | 15,000,000 | 15,000,000 | 15,000,000 | 14,646,600 |
| Federal Agencies | 3130AE2M1 | FEDERAL HOME LOAN BANK | 4/20/2018 | 4/20/2020 | | 2.50 | 50,000,000 | 50,000,000 | 50,000,000 | 49,840,000 |
| Federal Agencies | 3137EAEM7 | FREDDIE MAC | 4/19/2018 | 4/23/2020 | | 2.50 | 35,000,000 | 34,992,300 | 34,993,390 | 34,902,350 |
| Federal Agencies | 3130AE2U3 | FEDERAL HOME LOAN BANK | 4/24/2018 | 4/24/2020 | | 2.51 | 50,000,000 | 50,000,000 | 50,000,000 | 49,741,000 |
| Federal Agencies | 3130AE2U3 | FEDERAL HOME LOAN BANK | 4/24/2018 | 4/24/2020 | | 2.51 | 50,000,000 | 50,000,000 | 50,000,000 | 49,741,000 |
| Federal Agencies | 3134GBLY6 | FREDDIE MAC | 5/8/2017 | 5/8/2020 | | 1.75 | 25,000,000 | 25,000,000 | 25,000,000 | 24,889,000 |
| Federal Agencies | 3134GBPB2 | FREDDIE MAC | 5/30/2017 | 5/22/2020 | | 1.70 | 15,750,000 | 15,750,000 | 15,750,000 | 15,481,935 |
| Federal Agencies | 3133EHNK5 | FEDERAL FARM CREDIT BANK | 6/15/2017 | 6/15/2020 | | 1.54 | 25,000,000 | 24,997,500 | 24,998,440 | 24,477,500 |
| Federal Agencies | 3133EHNK5 | FEDERAL FARM CREDIT BANK | 6/15/2017 | 6/15/2020 | | 1.54 | 26,900,000 | 26,894,620 | 26,896,642 | 26,337,790 |
| Federal Agencies | 3134GBST0 | FREDDIE MAC | 6/22/2017 | 6/22/2020 | | 1.65 | 14,675,000 | 14,675,000 | 14,675,000 | 14,392,506 |
| Federal Agencies | 3134GBTX0 | FREDDIE MAC | 6/29/2017 | 6/29/2020 | | 1.75 | 50,000,000 | 49,990,000 | 49,993,631 | 49,043,500 |
| Federal Agencies | 3136G3TG0 | FANNIE MAE | 6/30/2016 | 6/30/2020 | | 1.38 | 15,000,000 | 15,000,000 | 15,000,000 | 14,680,050 |
| Federal Agencies | 3134GB5M0 | FREDDIE MAC | 12/1/2017 | 7/1/2020 | | 1.96 | 50,000,000 | 50,000,000 | 50,000,000 | 49,314,500 |
| Federal Agencies | 3133EHQB2 | FEDERAL FARM CREDIT BANK | 7/6/2017 | 7/6/2020 | | 1.55 | 25,000,000 | 24,989,961 | 24,993,542 | 24,460,250 |
| Federal Agencies | 3130ABNV4 | FEDERAL HOME LOAN BANK | 7/13/2017 | 7/13/2020 | | 1.75 | 50,000,000 | 50,000,000 | 50,000,000 | 48,998,000 |
| Federal Agencies | 3134GBXV9 | FREDDIE MAC | 7/13/2017 | 7/13/2020 | | 1.85 | 50,000,000 | 50,000,000 | 50,000,000 | 49,052,500 |
| Federal Agencies | 3135GOT60 | FANNIE MAE | 8/1/2017 | 7/30/2020 | | 1.50 | 50,000,000 | 49,848,500 | 49,899,046 | 48,838,000 |
| Federal Agencies | 3130ABZE9 | FEDERAL HOME LOAN BANK | 8/28/2017 | 8/28/2020 | | 1.65 | 6,700,000 | 6,699,330 | 6,699,537 | 6,559,099 |
| Federal Agencies | 3130ABZN9 | FEDERAL HOME LOAN BANK | 8/28/2017 | 8/28/2020 | | 1.80 | 25,000,000 | 25,000,000 | 25,000,000 | 24,516,500 |
| Federal Agencies | 3130ABZN9 | FEDERAL HOME LOAN BANK | 8/28/2017 | 8/28/2020 | | 1.80 | 50,000,000 | 50,000,000 | 50,000,000 | 49,033,000 |
| Federal Agencies | 3130ADT93 | FEDERAL HOME LOAN BANK | 3/14/2018 | 9/14/2020 | | 2.40 | 25,000,000 | 24,984,458 | 24,986,836 | 24,837,750 |
| Federal Agencies | 3130ACE26 | FEDERAL HOME LOAN BANK | 9/8/2017 | 9/28/2020 | | 1.38 | 18,000,000 | 17,942,220 | 17,959,150 | 17,489,520 |
| Federal Agencies | 3130ACE26 | FEDERAL HOME LOAN BANK | 9/8/2017 | 9/28/2020 | | 1.38 | 30,000,000 | 29,903,700 | 29,931,917 | 29,149,200 |
| Federal Agencies | 3130ACK52 | FEDERAL HOME LOAN BANK | 3/12/2018 | 10/5/2020 | | 1.70 | 25,530,000 | 25,035,101 | 25,110,022 | 24,944,087 |
| Federal Agencies | 3132XOKR1 | FARMER MAC | 11/2/2016 | 11/2/2020 | | 2.29 | 25,000,000 | 25,000,000 | 25,000,000 | 25,109,250 |
| Federal Agencies | 3132X0ZF1 | FARMER MAC | 11/13/2017 | 11/9/2020 | | 1.93 | 12,000,000 | 11,970,000 | 11,977,170 | 11,758,560 |
| Federal Agencies | 3137EAEK1 | FREDDIE MAC | 11/15/2017 | 11/17/2020 | | 1.88 | 50,000,000 | 49,952,000 | 49,963,322 | 49,023,500 |
| Federal Agencies | 3134GBX56 | FREDDIE MAC | 11/24/2017 | 11/24/2020 | | 2.25 | 60,000,000 | 60,223,200 | 60,172,288 | 59,245,200 |
| Federal Agencies | 3134GBLR1 | FREDDIE MAC | 5/25/2017 | 11/25/2020 | | 1.75 | 24,715,000 | 24,712,529 | 24,713,365 | 24,146,555 |
| Federal Agencies | 3133EHW58 | FEDERAL FARM CREDIT BANK | 11/27/2017 | 11/27/2020 | | 1.90 | 25,000,000 | 24,992,629 | 24,994,290 | 24,499,250 |
| Federal Agencies | 3133EHW58 | FEDERAL FARM CREDIT BANK | 11/27/2017 | 11/27/2020 | | 1.90 | 25,000,000 | 24,992,629 | 24,994,290 | 24,499,250 |
| Federal Agencies | 3130A3UQ5 | FEDERAL HOME LOAN BANK | 12/13/2017 | 12/11/2020 | | 1.88 | 10,000,000 | 9,957,600 | 9,966,553 | 9,788,200 |
| Federal Agencies | 3132X0ZY0 | FARMER MAC | 12/15/2017 | 12/15/2020 | | 2.05 | 12,750,000 | 12,741,458 | 12,743,242 | 12,530,573 |
| Federal Agencies | 3133EGX75 | FEDERAL FARM CREDIT BANK | 12/21/2016 | 12/21/2020 | | 2.27 | 50,000,000 | 50,000,000 | 50,000,000 | 50,254,500 |
| Federal Agencies | 3133EFTX5 | FEDERAL FARM CREDIT BANK | 12/24/2015 | 12/24/2020 | | 2.40 | 100,000,000 | 100,000,000 | 100,000,000 | 100,796,000 |
| Federal Agencies | 3133EG4T9 | FEDERAL FARM CREDIT BANK | 1/25/2017 | 1/25/2021 | | 2.22 | 20,000,000 | 20,000,000 | 20,000,000 | 20,079,600 |
| Federal Agencies | 3133EG4T9 | FEDERAL FARM CREDIT BANK | 1/25/2017 | 1/25/2021 | | 2.22 | 20,000,000 | 20,000,000 | 20,000,000 | 20,079,600 |
| Federal Agencies | 3130AC2K9 | FEDERAL HOME LOAN BANK | 9/20/2017 | 2/10/2021 | | 1.87 | 50,200,000 | 50,189,960 | 50,192,513 | 49,044,396 |
| Federal Agencies | 3133EJCE7 | FEDERAL FARM CREDIT BANK | 4/16/2018 | 2/12/2021 | | 2.35 | 50,000,000 | 49,882,598 | 49,707,507 | 49,410,500 |
| Federal Agencies | 3137EAEL9 | FREDDIE MAC | 2/16/2018 | 2/16/2021 | | 2.38 | 22,000,000 | 21,941,920 | 21,950,717 | 21,771,640 |
| Federal Agencies | 3134GBD58 | FREDDIE MAC | 8/30/2017 | 2/26/2021 | | 1.80 | 5,570,000 | 5,569,443 | 5,569,590 | 5,430,973 |
| Federal Agencies | 3130AAYP7 | FEDERAL HOME LOAN BANK | 8/11/2017 | 3/22/2021 | | 2.20 | 8,585,000 | 8,593,327 | 8,591,086 | 8,585,429 |
| Federal Agencies | 3132X0Q53 | FARMER MAC | 3/29/2018 | 3/29/2021 | | 2.60 | 6,350,000 | 6,343,079 | 6,343,868 | 6,307,328 |
| Federal Agencies | 3132X0Q53 | FARMER MAC | 3/29/2018 | 3/29/2021 | | 2.60 | 20,450,000 | 20,427,710 | 20,430,252 | 20,312,576 |
| Federal Agencies | 3134GBJP8 | FREDDIE MAC | 11/16/2017 | 5/3/2021 | | 1.89 | 22,000,000 | 21,874,600 | 21,900,196 | 21,378,940 |
| Federal Agencies | 3133EJNS4 | FEDERAL FARM CREDIT BANK | 5/22/2018 | 5/10/2021 | | 2.70 | 17,700,000 | 17,669,025 | 17,656,167 | 17,618,403 |

Investment Inventory

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Settle Date | Maturity | | Coupon | Par Value | Book Value | Amortized | Market Value |
|----------------------|-----------|-------------------------------|-------------|------------|--|-------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | | | | Date | | | | | Book Value | |
| Federal Agencies | 3134GSNV3 | FREDDIE MAC | 6/14/2018 | 6/14/2021 | | 2.80 | 50,000,000 | 49,992,500 | 49,992,828 | 49,744,000 |
| Federal Agencies | 3130ACVS0 | FEDERAL HOME LOAN BANK | 11/30/2017 | 6/15/2021 | | 2.13 | 50,000,000 | 50,000,000 | 50,000,000 | 48,839,500 |
| Federal Agencies | 3130ACVS0 | FEDERAL HOME LOAN BANK | 11/30/2017 | 6/15/2021 | | 2.13 | 50,000,000 | 50,000,000 | 50,000,000 | 48,839,500 |
| Federal Agencies | 3135G0U35 | FANNIE MAE | 6/25/2018 | 6/22/2021 | | 2.75 | 25,000,000 | 24,994,250 | 24,994,445 | 24,942,000 |
| Federal Agencies | 3134GBJ60 | FREDDIE MAC | 9/29/2017 | 6/29/2021 | | 1.90 | 50,000,000 | 50,000,000 | 50,000,000 | 48,539,500 |
| Federal Agencies | 3134G9H26 | FREDDIE MAC | 1/29/2018 | 6/30/2021 | | 1.50 | 1,219,000 | 1,201,934 | 1,204,450 | 1,192,938 |
| Federal Agencies | 3134G9H26 | FREDDIE MAC | 1/25/2018 | 6/30/2021 | | 1.50 | 3,917,000 | 3,869,996 | 3,877,054 | 3,833,255 |
| Federal Agencies | 3130ACQ98 | FEDERAL HOME LOAN BANK | 11/1/2017 | 7/1/2021 | | 2.08 | 100,000,000 | 100,000,000 | 100,000,000 | 97,621,000 |
| Federal Agencies | 3134GBM25 | FREDDIE MAC | 10/2/2017 | 7/1/2021 | | 1.92 | 50,000,000 | 50,000,000 | 50,000,000 | 48,585,000 |
| Federal Agencies | 3130ACF33 | FEDERAL HOME LOAN BANK | 9/18/2017 | 9/13/2021 | | 1.88 | 25,000,000 | 24,927,500 | 24,943,285 | 24,203,750 |
| Federal Agencies | 3135G0Q89 | FANNIE MAE | 10/21/2016 | 10/7/2021 | | 1.38 | 25,000,000 | 25,000,000 | 25,000,000 | 23,889,000 |
| Federal Agencies | 3133EGZJ7 | FEDERAL FARM CREDIT BANK | 10/25/2016 | 10/25/2021 | | 1.38 | 14,500,000 | 14,500,000 | 14,500,000 | 13,818,065 |
| Federal Agencies | 3133EGZJ7 | FEDERAL FARM CREDIT BANK | 10/25/2016 | 10/25/2021 | | 1.38 | 15,000,000 | 15,000,000 | 15,000,000 | 14,294,550 |
| Federal Agencies | 3133EGS97 | FEDERAL FARM CREDIT BANK | 12/8/2016 | 12/8/2021 | | 2.37 | 25,000,000 | 25,000,000 | 25,000,000 | 25,134,500 |
| Federal Agencies | 3133EGS97 | FEDERAL FARM CREDIT BANK | 12/8/2016 | 12/8/2021 | | 2.37 | 25,000,000 | 25,000,000 | 25,000,000 | 25,134,500 |
| Federal Agencies | 3130ACB60 | FEDERAL HOME LOAN BANK | 9/8/2017 | 12/15/2021 | | 2.00 | 50,000,000 | 50,000,000 | 50,000,000 | 48,364,500 |
| Federal Agencies | 3135G0T45 | FANNIE MAE | 6/6/2017 | 4/5/2022 | | 1.88 | 25,000,000 | 25,072,250 | 25,055,007 | 24,116,750 |
| Federal Agencies | 3134GBQG0 | FREDDIE MAC | 5/25/2017 | 5/25/2022 | | 2.18 | 50,000,000 | 50,000,000 | 50,000,000 | 48,517,000 |
| Federal Agencies | 3133EHLY7 | FEDERAL FARM CREDIT BANK | 6/6/2017 | 6/2/2022 | | 1.88 | 50,000,000 | 50,059,250 | 50,045,559 | 48,025,500 |
| Federal Agencies | 3133EHLY7 | FEDERAL FARM CREDIT BANK | 6/9/2017 | 6/2/2022 | | 1.88 | 50,000,000 | 49,997,500 | 49,998,074 | 48,025,500 |
| Federal Agencies | 3133EJRN1 | FEDERAL FARM CREDIT BANK | 6/13/2018 | 6/13/2022 | | 3.00 | 25,000,000 | 24,957,500 | 24,958,925 | 24,885,000 |
| Federal Agencies | 3134GBF72 | FREDDIE MAC | 9/15/2017 | 6/15/2022 | | 2.01 | 50,000,000 | 50,000,000 | 50,000,000 | 48,098,000 |
| Federal Agencies | 3134GBN73 | FREDDIE MAC | 10/2/2017 | 7/1/2022 | | 2.07 | 50,000,000 | 50,000,000 | 50,000,000 | 48,372,500 |
| Federal Agencies | 3134GBW99 | FREDDIE MAC | 11/1/2017 | 7/1/2022 | | 2.24 | 100,000,000 | 100,000,000 | 100,000,000 | 97,239,000 |
| Federal Agencies | 3134GBXU1 | FREDDIE MAC | 7/27/2017 | 7/27/2022 | | 2.25 | 31,575,000 | 31,575,000 | 31,575,000 | 30,530,183 |
| Federal Agencies | 3130AC7E8 | FEDERAL HOME LOAN BANK | 9/1/2017 | 9/1/2022 | | 2.17 | 50,000,000 | 50,000,000 | 50,000,000 | 48,107,500 |
| Federal Agencies | 3134GSNN1 | FREDDIE MAC | 6/14/2018 | 6/14/2023 | | 3.27 | 100,000,000 | 100,000,000 | 100,000,000 | 99,538,000 |
| Federal Agencies | 3134GSPD1 | FREDDIE MAC | 6/14/2018 | 6/14/2023 | | 3.32 | 50,000,000 | 50,000,000 | 50,000,000 | 49,860,500 |
| Federal Agencies | 3134GSRZ0 | FREDDIE MAC | 7/26/2018 | 7/26/2023 | | 3.35 | 50,000,000 | 50,000,000 | 50,000,000 | 49,734,000 |
| Subtotals | | | | | | 1.95 | \$ 4,834,465,000 | \$ 4,831,241,251 | \$ 4,831,543,166 | \$ 4,772,834,654 |
| State/Local Agencies | 603786GJ7 | MINNEAPOLIS MN REVENUE | 12/1/2016 | 8/1/2018 | | 4.88 | \$ 1,000,000 | \$ 1,057,030 | \$ 1,000,000 | \$ 1,000,000 |
| State/Local Agencies | 13063C4V9 | CALIFORNIA ST | 11/3/2016 | 11/1/2018 | | 1.05 | 50,000,000 | 50,147,500 | 50,018,640 | 49,857,000 |
| State/Local Agencies | 13063DAB4 | CALIFORNIA ST | 4/27/2017 | 4/1/2019 | | 1.59 | 23,000,000 | 23,000,000 | 23,000,000 | 22,856,480 |
| State/Local Agencies | 13063CKL3 | CALIFORNIA ST | 10/27/2016 | 5/1/2019 | | 2.25 | 4,750,000 | 4,879,058 | 4,788,464 | 4,738,933 |
| State/Local Agencies | 91412GL60 | UNIV OF CALIFORNIA CA REVENUE | 6/30/2016 | 5/15/2019 | | 1.23 | 2,000,000 | 2,000,000 | 2,000,000 | 1,980,600 |
| State/Local Agencies | 91412GSB2 | UNIV OF CALIFORNIA CA REVENUE | 10/5/2015 | 7/1/2019 | | 1.80 | 4,180,000 | 4,214,443 | 4,188,428 | 4,147,981 |
| State/Local Agencies | 91412GSB2 | UNIV OF CALIFORNIA CA REVENUE | 10/2/2015 | 7/1/2019 | | 1.80 | 16,325,000 | 16,461,640 | 16,358,361 | 16,199,951 |
| State/Local Agencies | 6055804W6 | MISSISSIPPI ST | 4/23/2015 | 10/1/2019 | | 6.09 | 8,500,000 | 10,217,510 | 8,951,085 | 8,830,225 |
| State/Local Agencies | 977100CW4 | WISCONSIN ST GEN FUND ANNUAL | 8/16/2016 | 5/1/2020 | | 1.45 | 18,000,000 | 18,000,000 | 18,000,000 | 17,555,040 |
| State/Local Agencies | 13063DGA0 | CALIFORNIA ST | 4/25/2018 | 4/1/2021 | | 2.80 | 33,000,000 | 33,001,320 | 33,001,199 | 32,830,050 |
| State/Local Agencies | 13066YTY5 | CALIFORNIA ST DEPT OF WTR RES | 2/6/2017 | 5/1/2021 | | 1.71 | 28,556,228 | 28,073,056 | 28,242,244 | 27,713,533 |
| State/Local Agencies | 91412GF59 | UNIV OF CALIFORNIA CA REVENUE | 8/9/2016 | 5/15/2021 | | 1.91 | 1,769,000 | 1,810,695 | 1,793,394 | 1,715,948 |
| Subtotals | | | | | | 1.93 | \$ 191,080,228 | \$ 192,862,253 | \$ 191,341,815 | \$ 189,425,740 |

Investment Inventory

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Settle Date | Maturity | | Coupon | Par Value | Book Value | Amortized | | | |
|----------------------|-----------|-----------------------------|-------------|------------|------|--------|------------|---------------|------------|---------------|------------|---------------|
| | | | | Date | | | | | Book Value | Market Value | | |
| Public Time Deposits | PPF00EG70 | BANK OF SAN FRANCISCO | 3/16/2018 | 9/12/2018 | 1.91 | \$ | 5,000,000 | \$ | 5,000,000 | \$ | 5,000,000 | |
| Public Time Deposits | PP0818WE8 | SAN FRANCISCO CREDIT UNION | 6/5/2018 | 12/5/2018 | 2.11 | | 10,000,000 | | 10,000,000 | | 10,000,000 | |
| Public Time Deposits | PPQD1P014 | BRIDGE BANK | 6/25/2018 | 12/26/2018 | 2.12 | | 10,000,000 | | 10,000,000 | | 10,000,000 | |
| Public Time Deposits | PP9J42KU2 | PREFERRED BANK LA CALIF | 5/16/2018 | 5/16/2019 | 2.59 | | 240,000 | | 240,000 | | 240,000 | |
| Subtotals | | | | | | 2.08 | \$ | 25,240,000 | \$ | 25,240,000 | \$ | 25,240,000 |
| Negotiable CDs | 96121T4D7 | WESTPAC BANKING CORP NY | 8/9/2017 | 8/9/2018 | 1.53 | \$ | 50,000,000 | \$ | 50,000,000 | \$ | 49,995,272 | |
| Negotiable CDs | 89113XWK6 | TORONTO DOMINION BANK NY | 2/5/2018 | 8/31/2018 | 2.00 | | 50,000,000 | | 50,000,000 | | 50,004,368 | |
| Negotiable CDs | 06371EN60 | BANK OF MONTREAL CHICAGO | 2/9/2018 | 9/6/2018 | 2.05 | | 25,000,000 | | 25,000,000 | | 25,003,887 | |
| Negotiable CDs | 06417GK72 | BANK OF NOVA SCOTIA HOUSTON | 2/14/2018 | 9/17/2018 | 2.09 | | 50,000,000 | | 50,000,000 | | 50,012,753 | |
| Negotiable CDs | 65602UP85 | NORINCHUKIN BANK (NY) | 3/29/2018 | 9/28/2018 | 2.47 | | 50,000,000 | | 50,000,000 | | 50,048,364 | |
| Negotiable CDs | 06371EQJ9 | BANK OF MONTREAL CHICAGO | 10/3/2017 | 10/1/2018 | 2.31 | | 50,000,000 | | 50,000,000 | | 50,037,088 | |
| Negotiable CDs | 96121T4S4 | WESTPAC BANKING CORP NY | 10/11/2017 | 10/15/2018 | 2.26 | | 50,000,000 | | 50,000,000 | | 50,040,138 | |
| Negotiable CDs | 06371ERP4 | BANK OF MONTREAL CHICAGO | 10/16/2017 | 10/25/2018 | 2.27 | | 45,000,000 | | 45,000,000 | | 45,042,164 | |
| Negotiable CDs | 06417GZR2 | BANK OF NOVA SCOTIA HOUSTON | 10/25/2017 | 10/25/2018 | 2.26 | | 50,000,000 | | 50,000,000 | | 50,045,658 | |
| Negotiable CDs | 89113XJJ4 | TORONTO DOMINION BANK NY | 10/18/2017 | 10/25/2018 | 2.26 | | 50,000,000 | | 50,000,000 | | 50,045,658 | |
| Negotiable CDs | 06417GZT8 | BANK OF NOVA SCOTIA HOUSTON | 11/2/2017 | 11/9/2018 | 2.30 | | 50,000,000 | | 50,000,000 | | 50,021,920 | |
| Negotiable CDs | 89113XLP7 | TORONTO DOMINION BANK NY | 11/2/2017 | 11/9/2018 | 2.29 | | 50,000,000 | | 50,000,000 | | 50,020,522 | |
| Negotiable CDs | 78009N3T1 | ROYAL BANK OF CANADA NY | 11/20/2017 | 11/20/2018 | 1.83 | | 50,000,000 | | 50,000,000 | | 49,947,844 | |
| Negotiable CDs | 63873NTL5 | NATIXIS NY BRANCH | 5/14/2018 | 11/26/2018 | 2.44 | | 50,000,000 | | 50,000,000 | | 50,046,983 | |
| Negotiable CDs | 78012UAW5 | ROYAL BANK OF CANADA NY | 2/27/2018 | 11/27/2018 | 2.38 | | 25,000,000 | | 25,000,000 | | 25,019,478 | |
| Negotiable CDs | 89113XQJ6 | TORONTO DOMINION BANK NY | 12/6/2017 | 12/6/2018 | 2.32 | | 25,000,000 | | 25,000,000 | | 25,015,668 | |
| Negotiable CDs | 89113XQJ6 | TORONTO DOMINION BANK NY | 12/6/2017 | 12/6/2018 | 2.32 | | 50,000,000 | | 50,000,000 | | 50,031,336 | |
| Negotiable CDs | 06417GC48 | BANK OF NOVA SCOTIA HOUS | 12/7/2017 | 12/7/2018 | 2.33 | | 50,000,000 | | 50,000,000 | | 50,033,256 | |
| Negotiable CDs | 78009N5B8 | ROYAL BANK OF CANADA NY | 12/8/2017 | 12/7/2018 | 2.33 | | 50,000,000 | | 50,000,000 | | 50,033,341 | |
| Negotiable CDs | 96121T5B0 | WESTPAC BANKING CORP NY | 12/7/2017 | 12/7/2018 | 2.30 | | 50,000,000 | | 50,000,000 | | 50,027,991 | |
| Negotiable CDs | 78009N5M4 | ROYAL BANK OF CANADA NY | 12/19/2017 | 12/19/2018 | 2.32 | | 50,000,000 | | 50,000,000 | | 50,035,368 | |
| Negotiable CDs | 96121T5K0 | WESTPAC BANKING CORP NY | 12/27/2017 | 12/21/2018 | 2.31 | | 50,000,000 | | 50,000,000 | | 50,033,757 | |
| Negotiable CDs | 06371EA64 | BANK OF MONTREAL CHICAGO | 12/27/2017 | 12/24/2018 | 2.05 | | 25,000,000 | | 25,000,000 | | 24,988,308 | |
| Negotiable CDs | 96121T5M6 | WESTPAC BANKING CORP NY | 12/28/2017 | 12/28/2018 | 2.30 | | 50,000,000 | | 50,000,000 | | 50,033,488 | |
| Negotiable CDs | 06371EFH5 | BANK OF MONTREAL CHICAGO | 7/17/2017 | 1/17/2019 | 2.57 | | 50,000,000 | | 50,000,000 | | 50,099,594 | |
| Negotiable CDs | 06371EL21 | BANK OF MONTREAL CHICAGO | 1/29/2018 | 1/23/2019 | 2.33 | | 25,000,000 | | 25,000,000 | | 25,023,112 | |
| Negotiable CDs | 96121T7B8 | WESTPAC BANKING CORP NY | 3/5/2018 | 3/5/2019 | 2.42 | | 50,000,000 | | 50,000,000 | | 50,028,635 | |
| Negotiable CDs | 06427KSW8 | BANK OF MONTREAL CHICAGO | 3/9/2017 | 3/8/2019 | 2.60 | | 27,838,000 | | 27,838,000 | | 27,885,044 | |
| Negotiable CDs | 78012UCE3 | ROYAL BANK OF CANADA NY | 3/28/2018 | 4/1/2019 | 2.57 | | 50,000,000 | | 50,000,000 | | 50,084,687 | |
| Negotiable CDs | 06417GR42 | BANK OF NOVA SCOTIA HOUSTON | 4/4/2018 | 4/3/2019 | 2.56 | | 50,000,000 | | 50,000,000 | | 50,081,341 | |
| Negotiable CDs | 06370RCZ0 | BANK OF MONTREAL CHICAGO | 7/6/2018 | 4/24/2019 | 2.60 | | 50,000,000 | | 50,000,000 | | 50,100,550 | |
| Negotiable CDs | 89113X3M4 | TORONTO DOMINION BANK NY | 6/20/2018 | 4/24/2019 | 2.65 | | 50,000,000 | | 50,000,000 | | 50,117,752 | |
| Negotiable CDs | 78012UDL6 | ROYAL BANK OF CANADA NY | 5/2/2018 | 5/1/2019 | 2.46 | | 35,000,000 | | 35,000,000 | | 35,005,830 | |
| Negotiable CDs | 78012UDR3 | ROYAL BANK OF CANADA NY | 5/10/2018 | 5/13/2019 | 2.69 | | 40,000,000 | | 40,000,000 | | 40,073,273 | |
| Negotiable CDs | 78012UDV4 | ROYAL BANK OF CANADA NY | 5/23/2018 | 5/24/2019 | 2.66 | | 25,000,000 | | 25,000,000 | | 25,041,965 | |
| Negotiable CDs | 89113XX41 | TORONTO DOMINION BANK NY | 5/23/2018 | 5/24/2019 | 2.68 | | 25,000,000 | | 25,000,000 | | 25,045,989 | |
| Negotiable CDs | 78012UDX0 | ROYAL BANK OF CANADA NY | 6/4/2018 | 6/4/2019 | 2.39 | | 50,000,000 | | 50,000,000 | | 49,977,076 | |
| Negotiable CDs | 25215FDL5 | DEXIA CREDIT LOCAL SA NY | 6/7/2018 | 6/7/2019 | 2.38 | | 40,000,000 | | 40,000,000 | | 39,978,496 | |
| Subtotals | | | | | | 2.33 | \$ | 1,662,838,000 | \$ | 1,662,838,000 | \$ | 1,664,107,954 |

Investment Inventory

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Settle Date | Maturity | | Coupon | Par Value | Book Value | Amortized | | Market Value |
|--------------------|-----------|-------------------------------|-------------|------------|--|-------------|-----------------------|-----------------------|-----------------------|--|-----------------------|
| | | | | Date | | | | | Book Value | | |
| Commercial Paper | 62479MH63 | MUFG BANK LTD NY | 7/26/2018 | 8/6/2018 | | 0.00 | \$ 25,000,000 | \$ 24,985,028 | \$ 24,993,194 | | \$ 24,993,021 |
| Commercial Paper | 62479MH63 | MUFG BANK LTD NY | 7/27/2018 | 8/6/2018 | | 0.00 | 28,000,000 | 27,984,911 | 27,992,456 | | 27,992,183 |
| Commercial Paper | 89233HH64 | TOYOTA MOTOR CREDIT CORP | 4/10/2018 | 8/6/2018 | | 0.00 | 40,000,000 | 39,691,889 | 39,986,944 | | 39,988,833 |
| Commercial Paper | 62479MH89 | MUFG BANK LTD | 5/1/2018 | 8/8/2018 | | 0.00 | 35,000,000 | 34,775,738 | 34,984,143 | | 34,986,321 |
| Commercial Paper | 03785EHH0 | APPLE INC | 5/31/2018 | 8/17/2018 | | 0.00 | 50,000,000 | 49,782,250 | 49,955,333 | | 49,955,333 |
| Commercial Paper | 62479MHL0 | MUFG BANK LTD NY | 7/27/2018 | 8/20/2018 | | 0.00 | 36,000,000 | 35,951,760 | 35,961,810 | | 35,961,810 |
| Commercial Paper | 62479MHN6 | MUFG BANK LTD NY | 7/27/2018 | 8/22/2018 | | 0.00 | 11,000,000 | 10,983,952 | 10,987,038 | | 10,987,103 |
| Commercial Paper | 62479MHX4 | MUFG BANK LTD NY | 7/27/2018 | 8/31/2018 | | 0.00 | 11,000,000 | 10,978,076 | 10,981,208 | | 10,981,575 |
| Commercial Paper | 62479MJ53 | MUFG BANK LTD | 4/24/2018 | 9/5/2018 | | 0.00 | 40,000,000 | 39,642,667 | 39,906,667 | | 39,921,833 |
| Commercial Paper | 62479MJH7 | MUFG BANK LTD NY | 7/27/2018 | 9/17/2018 | | 0.00 | 11,000,000 | 10,966,951 | 10,970,129 | | 10,971,134 |
| Commercial Paper | 03785EJK1 | APPLE INC | 4/25/2018 | 9/19/2018 | | 0.00 | 25,000,000 | 24,776,438 | 24,925,479 | | 24,931,604 |
| Commercial Paper | 62479MJM6 | MUFG BANK LTD NY | 6/19/2018 | 9/21/2018 | | 0.00 | 13,000,000 | 12,922,607 | 12,958,010 | | 12,962,983 |
| Commercial Paper | 62479MJM6 | MUFG BANK LTD | 4/3/2018 | 9/21/2018 | | 0.00 | 50,000,000 | 49,430,000 | 49,830,000 | | 49,857,625 |
| Commercial Paper | 89233HJM7 | TOYOTA MOTOR CREDIT CORPOR | 5/29/2018 | 9/21/2018 | | 0.00 | 25,000,000 | 24,818,715 | 24,919,604 | | 24,928,813 |
| Commercial Paper | 25214PFC2 | DEXIA CREDIT LOCAL SA NY | 4/3/2018 | 10/3/2018 | | 0.00 | 40,000,000 | 39,530,300 | 39,838,300 | | 39,853,000 |
| Commercial Paper | 62479MK51 | MUFG BANK LTD | 6/19/2018 | 10/5/2018 | | 0.00 | 19,000,000 | 18,868,900 | 18,921,097 | | 18,927,958 |
| Commercial Paper | 06538CKK6 | BANK OF TOKYO-MIT UFJ NY | 1/22/2018 | 10/19/2018 | | 0.00 | 25,000,000 | 24,615,625 | 24,887,535 | | 24,884,792 |
| Commercial Paper | 06538CKK6 | BANK OF TOKYO-MIT UFJ NY | 1/24/2018 | 10/19/2018 | | 0.00 | 45,000,000 | 44,313,250 | 44,797,563 | | 44,792,625 |
| Commercial Paper | 06538CKN0 | BANK OF TOKYO-MIT UFJ NY | 1/25/2018 | 10/22/2018 | | 0.00 | 25,000,000 | 24,613,750 | 24,882,694 | | 24,880,417 |
| Commercial Paper | 89233HL93 | TOYOTA MOTOR CREDIT CORP | 2/15/2018 | 11/9/2018 | | 0.00 | 50,000,000 | 49,184,167 | 49,694,444 | | 49,693,056 |
| Commercial Paper | 89233HLS1 | TOYOTA MOTOR CREDIT CORP | 5/31/2018 | 11/26/2018 | | 0.00 | 50,000,000 | 49,418,250 | 49,619,750 | | 49,640,875 |
| Commercial Paper | 25214PHL0 | DEXIA CREDIT LOCAL SA NY | 6/4/2018 | 12/10/2018 | | 0.00 | 25,000,000 | 24,690,250 | 24,785,306 | | 24,784,396 |
| Commercial Paper | 89233HN75 | TOYOTA MOTOR CREDIT CORPOR | 6/21/2018 | 1/7/2019 | | 0.00 | 25,000,000 | 24,662,500 | 24,731,688 | | 24,738,313 |
| Commercial Paper | 25214PH22 | DEXIA CREDIT LOCAL SA NY | 5/15/2018 | 2/5/2019 | | 0.00 | 50,000,000 | 49,091,167 | 49,357,667 | | 49,355,056 |
| Commercial Paper | 89233HP65 | TOYOTA MOTOR CREDIT CORP | 7/3/2018 | 2/6/2019 | | 0.00 | 30,000,000 | 29,551,283 | 29,610,975 | | 29,610,975 |
| Commercial Paper | 62479MPL1 | MUFG BANK LTD | 6/8/2018 | 2/20/2019 | | 0.00 | 30,000,000 | 29,456,017 | 29,570,317 | | 29,582,158 |
| Commercial Paper | 25214PJV6 | DEXIA CREDIT LOCAL SA NY | 7/18/2018 | 2/22/2019 | | 0.00 | 32,000,000 | 31,517,227 | 31,548,089 | | 31,549,911 |
| Subtotals | | | | | | 0.00 | \$ 846,000,000 | \$ 837,203,666 | \$ 841,597,440 | | \$ 841,713,701 |
| Medium Term Notes | 89236TDN2 | TOYOTA MOTOR CREDIT CORP | 1/9/2017 | 1/9/2019 | | 2.60 | \$ 50,000,000 | \$ 50,000,000 | \$ 50,000,000 | | \$ 50,048,000 |
| Medium Term Notes | 037833AQ3 | APPLE INC | 5/31/2018 | 5/6/2019 | | 2.10 | 18,813,000 | 18,793,215 | 18,774,390 | | 18,771,611 |
| Medium Term Notes | 742718EG0 | THE PROCTER & GAMBLE CO | 6/20/2018 | 11/1/2019 | | 1.90 | 9,650,000 | 9,582,026 | 9,564,892 | | 9,548,868 |
| Medium Term Notes | 89236TEJ0 | TOYOTA MOTOR CREDIT CORP | 1/11/2018 | 1/10/2020 | | 2.20 | 20,000,000 | 19,982,200 | 19,987,132 | | 19,765,200 |
| Subtotals | | | | | | 2.35 | \$ 98,463,000 | \$ 98,357,441 | \$ 98,326,415 | | \$ 98,133,679 |
| Money Market Funds | 09248U718 | BLACKROCK LIQ INST GOV FUND | 7/31/2018 | 8/1/2018 | | 1.79 | \$ 75,226 | \$ 75,226 | \$ 75,226 | | \$ 75,226 |
| Money Market Funds | 31607A703 | FIDELITY INST GOV FUND | 7/31/2018 | 8/1/2018 | | 1.83 | 296,179,843 | 296,179,843 | 296,179,843 | | 296,179,843 |
| Money Market Funds | 61747C707 | MORGAN STANLEY INST GOVT FUND | 7/31/2018 | 8/1/2018 | | 1.82 | 71,190,152 | 71,190,152 | 71,190,152 | | 71,190,152 |
| Subtotals | | | | | | 1.83 | \$ 367,445,220 | \$ 367,445,220 | \$ 367,445,220 | | \$ 367,445,220 |

Investment Inventory

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Settle Date | Maturity | | Coupon | Par Value | Book Value | Amortized | |
|---------------------|-----------|-------------------------------|-------------|------------|--|-------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | | | | Date | | | | | Book Value | Market Value |
| Supranationals | 459053C85 | INTL BK RECON & DEVELOP | 5/24/2018 | 8/22/2018 | | 0.00 | \$ 25,000,000 | \$ 24,880,625 | \$ 24,972,146 | \$ 24,972,250 |
| Supranationals | 4581X0BR8 | INTER-AMERICAN DEVEL BK | 12/28/2017 | 8/24/2018 | | 1.75 | 16,000,000 | 16,002,560 | 16,000,246 | 15,994,720 |
| Supranationals | 459053D27 | INTL BK RECON & DEVELOP DISCO | 4/9/2018 | 8/24/2018 | | 0.00 | 30,000,000 | 29,787,650 | 29,964,350 | 29,963,400 |
| Supranationals | 459053G40 | INTL BK RECON & DEVELOP DISC | 5/30/2018 | 9/19/2018 | | 0.00 | 15,000,000 | 14,909,933 | 14,960,596 | 14,960,850 |
| Supranationals | 459058ER0 | INTL BK RECON & DEVELOP | 10/7/2015 | 10/5/2018 | | 1.00 | 25,000,000 | 24,957,500 | 24,997,475 | 24,946,000 |
| Supranationals | 45950VLM6 | INTERNATIONAL FINANCE CORP | 3/1/2018 | 3/1/2019 | | 2.09 | 50,000,000 | 50,000,000 | 50,000,000 | 49,991,500 |
| Supranationals | 458182DX7 | INTER-AMERICAN DEVEL BK | 6/11/2018 | 5/13/2019 | | 1.00 | 5,000,000 | 4,938,889 | 4,944,866 | 4,938,200 |
| Supranationals | 458182DX7 | INTER-AMERICAN DEVEL BK | 6/6/2018 | 5/13/2019 | | 1.00 | 14,270,000 | 14,093,827 | 14,115,139 | 14,093,623 |
| Supranationals | 458182DX7 | INTER-AMERICAN DEVEL BK | 6/1/2018 | 5/13/2019 | | 1.00 | 20,557,000 | 20,316,689 | 20,350,589 | 20,302,915 |
| Supranationals | 459058EV1 | INTL BK RECON & DEVELOP | 6/28/2018 | 7/26/2019 | | 1.25 | 10,000,000 | 9,870,700 | 9,881,886 | 9,876,100 |
| Supranationals | 459058FQ1 | INTL BANK RECON & DEVELOPMEN | 11/6/2017 | 9/30/2019 | | 1.20 | 50,000,000 | 49,483,894 | 49,683,485 | 49,158,500 |
| Supranationals | 45905UJZ6 | INTL BANK RECON & DEVELOPMEN | 6/2/2017 | 10/25/2019 | | 1.30 | 25,000,000 | 24,845,000 | 24,920,286 | 24,551,500 |
| Supranationals | 45905UJZ6 | INTL BK RECON & DEVELOP | 6/2/2017 | 10/25/2019 | | 1.30 | 29,300,000 | 29,118,340 | 29,206,575 | 28,774,358 |
| Supranationals | 459058FZ1 | INTL BK RECON & DEVELOP | 3/21/2017 | 4/21/2020 | | 1.88 | 50,000,000 | 49,956,500 | 49,975,722 | 49,271,500 |
| Supranationals | 4581X0CX4 | INTER-AMERICAN DEVEL BK | 5/17/2018 | 5/12/2020 | | 1.63 | 10,000,000 | 9,791,617 | 9,811,410 | 9,816,100 |
| Supranationals | 4581X0CX4 | INTER-AMERICAN DEVEL BK | 4/12/2017 | 5/12/2020 | | 1.63 | 25,000,000 | 24,940,750 | 24,965,797 | 24,540,250 |
| Supranationals | 459058GA5 | INTL BK RECON & DEVELOPMENT | 8/29/2017 | 9/4/2020 | | 1.63 | 50,000,000 | 49,989,500 | 49,992,711 | 48,837,500 |
| Supranationals | 45905UQ80 | INTL BK RECON & DEVELOP | 11/9/2017 | 11/9/2020 | | 1.95 | 50,000,000 | 49,965,000 | 49,973,463 | 48,975,000 |
| Supranationals | 45905UQ80 | INTL BK RECON & DEVELOP | 12/20/2017 | 11/9/2020 | | 1.95 | 50,000,000 | 49,718,500 | 49,778,269 | 48,975,000 |
| Supranationals | 45950KCM0 | INTERNATIONAL FINANCE CORP | 1/25/2018 | 1/25/2021 | | 2.25 | 50,000,000 | 49,853,000 | 49,878,215 | 49,276,000 |
| Supranationals | 4581X0DB1 | INTER-AMERICAN DEVEL BK | 4/19/2018 | 4/19/2021 | | 2.63 | 45,000,000 | 44,901,000 | 44,910,394 | 44,627,850 |
| Supranationals | 4581X0DB1 | INTER-AMERICAN DEVEL BK | 5/16/2018 | 4/19/2021 | | 2.63 | 50,000,000 | 49,792,409 | 49,716,015 | 49,586,500 |
| Supranationals | 45950KCJ7 | INTL FINANCE CORP | 5/23/2018 | 7/20/2021 | | 1.13 | 12,135,000 | 11,496,942 | 11,535,645 | 11,526,430 |
| Supranationals | 459058GH0 | INTL BK RECON & DEVELOP | 7/25/2018 | 7/23/2021 | | 2.75 | 50,000,000 | 49,883,000 | 49,883,749 | 49,856,000 |
| Subtotals | | | | | | 1.69 | \$ 757,262,000 | \$ 753,493,825 | \$ 754,419,029 | \$ 747,812,046 |
| Grand Totals | | | | | | 1.73 | \$ 9,767,793,448 | \$ 9,744,620,115 | \$ 9,751,967,036 | \$ 9,677,063,245 |

Monthly Investment Earnings

Pooled Fund

For month ended July 31, 2018

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity | | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|--------------------|-----------|--------------------------|-----------------------|--------|------------------|-------------|----------|------|-------------------|-------------------|----------------------|-----------------------------|
| | | | | | | | Date | Date | | | | |
| U.S. Treasuries | 912796NQ8 | TREASURY BILL | \$ 50,000,000 | 0.00 | 1.77 | 2/13/18 | 8/16/18 | | \$ - | \$ 75,347 | \$ - | \$ 75,347 |
| U.S. Treasuries | 9128282C3 | US TREASURY | 25,000,000 | 0.75 | 1.82 | 2/14/18 | 8/31/18 | | 15,795 | 22,323 | - | 38,118 |
| U.S. Treasuries | 912796QA0 | TREASURY BILL | - | 0.00 | 1.92 | 3/29/18 | 9/27/18 | | - | 5,271 | 896 | 6,167 |
| U.S. Treasuries | 912796QA0 | TREASURY BILL | - | 0.00 | 1.90 | 3/29/18 | 9/27/18 | | - | 5,239 | 119 | 5,358 |
| U.S. Treasuries | 912828L81 | US TREASURY | 50,000,000 | 0.88 | 1.68 | 12/13/17 | 10/15/18 | | 37,056 | 33,835 | - | 70,891 |
| U.S. Treasuries | 912828L81 | US TREASURY | 50,000,000 | 0.88 | 1.75 | 1/10/18 | 10/15/18 | | 37,056 | 36,589 | - | 73,645 |
| U.S. Treasuries | 912828T83 | US TREASURY | 25,000,000 | 0.75 | 1.92 | 2/15/18 | 10/31/18 | | 15,795 | 24,524 | - | 40,319 |
| U.S. Treasuries | 912828WD8 | US TREASURY | 50,000,000 | 1.25 | 1.71 | 12/19/17 | 10/31/18 | | 52,649 | 19,160 | - | 71,810 |
| U.S. Treasuries | 912828N63 | US TREASURY NB | 15,000,000 | 1.13 | 2.16 | 6/25/18 | 1/15/19 | | 14,322 | 13,000 | - | 27,322 |
| U.S. Treasuries | 912828V56 | US TREASURY | 50,000,000 | 1.13 | 2.03 | 2/15/18 | 1/31/19 | | 48,145 | 37,712 | - | 85,857 |
| U.S. Treasuries | 912828P53 | US TREASURY | 50,000,000 | 0.75 | 2.10 | 4/12/18 | 2/15/19 | | 32,113 | 56,432 | - | 88,545 |
| U.S. Treasuries | 912796PT0 | TREASURY BILL | 50,000,000 | 0.00 | 2.06 | 3/1/18 | 2/28/19 | | - | 86,972 | - | 86,972 |
| U.S. Treasuries | 912828Q52 | US TREASURY | 50,000,000 | 0.88 | 2.25 | 5/10/18 | 4/15/19 | | 37,056 | 57,341 | - | 94,397 |
| U.S. Treasuries | 912828Q52 | US TREASURY | 50,000,000 | 0.88 | 2.31 | 6/7/18 | 4/15/19 | | 37,056 | 60,159 | - | 97,215 |
| U.S. Treasuries | 912828R44 | US TREASURY | 35,000,000 | 0.88 | 2.31 | 5/10/18 | 5/15/19 | | 25,798 | 41,925 | - | 67,723 |
| U.S. Treasuries | 912796QH5 | TREASURY BILL | 60,000,000 | 0.00 | 2.33 | 5/24/18 | 5/23/19 | | - | 117,542 | - | 117,542 |
| U.S. Treasuries | 912828XS4 | US TREASURY | 50,000,000 | 1.25 | 1.36 | 6/20/17 | 5/31/19 | | 52,937 | 4,520 | - | 57,457 |
| U.S. Treasuries | 912828T59 | US TREASURY | 25,000,000 | 1.00 | 2.47 | 5/18/18 | 10/15/19 | | 21,175 | 30,567 | - | 51,742 |
| U.S. Treasuries | 9128283N8 | US TREASURY | 50,000,000 | 1.88 | 2.01 | 1/16/18 | 12/31/19 | | 78,974 | 5,597 | - | 84,571 |
| U.S. Treasuries | 912828XU9 | US TREASURY | 50,000,000 | 1.50 | 1.51 | 6/20/17 | 6/15/20 | | 63,525 | 499 | - | 64,024 |
| U.S. Treasuries | 912828S27 | US TREASURY | 25,000,000 | 1.13 | 1.64 | 8/15/17 | 6/30/21 | | 23,692 | 10,526 | - | 34,218 |
| U.S. Treasuries | 912828T67 | US TSY NT | 50,000,000 | 1.25 | 1.43 | 11/10/16 | 10/31/21 | | 52,649 | 7,268 | - | 59,918 |
| U.S. Treasuries | 912828U65 | US TSY NT | 100,000,000 | 1.75 | 1.90 | 12/13/16 | 11/30/21 | | 148,224 | 11,755 | - | 159,979 |
| U.S. Treasuries | 912828XW5 | US TREASURY | 25,000,000 | 1.75 | 1.77 | 8/15/17 | 6/30/22 | | 36,855 | 391 | - | 37,246 |
| Subtotals | | | \$ 985,000,000 | | | | | | \$ 830,872 | \$ 764,495 | \$ 1,015 | \$ 1,596,383 |
| Federal Agencies | 313385YV2 | FED HOME LN DISCOUNT NT | \$ - | 0.00 | 1.82 | 5/23/18 | 7/2/18 | | \$ - | \$ 1,264 | \$ - | \$ 1,264 |
| Federal Agencies | 313385YY6 | FED HOME LN DISCOUNT NT | - | 0.00 | 1.79 | 5/30/18 | 7/5/18 | | - | 2,983 | - | 2,983 |
| Federal Agencies | 313385ZE9 | FED HOME LN DISCOUNT NT | - | 0.00 | 1.87 | 6/19/18 | 7/11/18 | | - | 8,311 | - | 8,311 |
| Federal Agencies | 313385ZG4 | FED HOME LN DISCOUNT NT | - | 0.00 | 1.84 | 6/6/18 | 7/13/18 | | - | 8,709 | - | 8,709 |
| Federal Agencies | 3133EGBQ7 | FEDERAL FARM CREDIT BANK | - | 2.21 | 2.21 | 5/19/16 | 7/19/18 | | 27,687 | - | - | 27,687 |
| Federal Agencies | 3133EGBQ7 | FEDERAL FARM CREDIT BANK | - | 2.21 | 2.21 | 5/19/16 | 7/19/18 | | 27,687 | - | - | 27,687 |
| Federal Agencies | 3130A8U50 | FEDERAL HOME LOAN BANK | - | 0.83 | 0.89 | 7/29/16 | 7/25/18 | | 12,312 | 886 | - | 13,197 |
| Federal Agencies | 313385ZU3 | FED HOME LN DISCOUNT NT | - | 0.00 | 1.85 | 7/24/18 | 7/25/18 | | - | 3,950 | - | 3,950 |
| Federal Agencies | 3134G9Q67 | FREDDIE MAC | - | 1.05 | 1.05 | 7/27/16 | 7/27/18 | | 18,958 | - | - | 18,958 |
| Federal Agencies | 3134G9Q67 | FREDDIE MAC | - | 1.05 | 1.06 | 7/27/16 | 7/27/18 | | 18,958 | 223 | - | 19,181 |
| Federal Agencies | 313385E77 | FED HOME LN DISCOUNT NT | 15,000,000 | 0.00 | 1.94 | 5/30/18 | 9/6/18 | | - | 24,865 | - | 24,865 |
| Federal Agencies | 3133EGFQ3 | FEDERAL FARM CREDIT BANK | 25,000,000 | 0.88 | 0.91 | 9/21/16 | 9/14/18 | | 18,229 | 815 | - | 19,044 |
| Federal Agencies | 3130A9C90 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.05 | 1.05 | 9/28/16 | 9/28/18 | | 21,875 | - | - | 21,875 |
| Federal Agencies | 3133EGFK6 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.20 | 2.20 | 6/17/16 | 10/17/18 | | 47,562 | - | - | 47,562 |
| Federal Agencies | 3133EGFK6 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.20 | 2.20 | 6/17/16 | 10/17/18 | | 47,562 | - | - | 47,562 |
| Federal Agencies | 313376BR5 | FEDERAL HOME LOAN BANK | 2,770,000 | 1.75 | 1.57 | 11/8/17 | 12/14/18 | | 4,040 | (413) | - | 3,627 |
| Federal Agencies | 313376BR5 | FEDERAL HOME LOAN BANK | 15,000,000 | 1.75 | 1.31 | 12/20/16 | 12/14/18 | | 21,875 | (5,453) | - | 16,422 |
| Federal Agencies | 313376BR5 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.75 | 1.33 | 8/23/17 | 12/14/18 | | 36,458 | (8,836) | - | 27,622 |
| Federal Agencies | 3135G0G72 | FANNIE MAE | 3,775,000 | 1.13 | 1.57 | 11/8/17 | 12/14/18 | | 3,539 | 1,419 | - | 4,958 |
| Federal Agencies | 3133EGDM4 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.25 | 2.25 | 6/2/16 | 1/2/19 | | 48,420 | - | - | 48,420 |
| Federal Agencies | 3133EG2V6 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.14 | 2.14 | 1/3/17 | 1/3/19 | | 45,950 | - | - | 45,950 |
| Federal Agencies | 3130AAE46 | FEDERAL HOME LOAN BANK | 8,270,000 | 1.25 | 2.12 | 4/4/18 | 1/16/19 | | 8,615 | 6,003 | - | 14,617 |
| Federal Agencies | 3134GAH23 | FREDDIE MAC | 25,000,000 | 2.00 | 2.00 | 1/17/17 | 1/17/19 | | 36,111 | - | - | 36,111 |
| Federal Agencies | 3130A8VZ3 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.05 | 1.05 | 7/28/16 | 1/25/19 | | 21,875 | - | - | 21,875 |
| Federal Agencies | 3132X0EK3 | FARMER MAC | 25,000,000 | 2.44 | 2.44 | 1/25/16 | 1/25/19 | | 52,831 | - | - | 52,831 |
| Federal Agencies | 3134GAS39 | FREDDIE MAC | 25,000,000 | 1.50 | 1.50 | 2/1/17 | 2/1/19 | | 31,250 | - | - | 31,250 |
| Federal Agencies | 3132X0R94 | FARMER MAC | 25,000,000 | 2.14 | 2.14 | 4/5/18 | 2/15/19 | | 44,583 | - | - | 44,583 |

Monthly Investment Earnings

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity Date | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|--------------------|-----------|--------------------------|-------------|--------|------------------|-------------|---------------|-----------------|----------------|----------------------|-----------------------------|
| Federal Agencies | 3133EGBU8 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.24 | 2.24 | 5/25/16 | 2/25/19 | 97,302 | - | - | 97,302 |
| Federal Agencies | 3130AAXX1 | FEDERAL HOME LOAN BANK | 9,500,000 | 1.38 | 2.16 | 4/6/18 | 3/18/19 | 10,885 | 6,273 | - | 17,158 |
| Federal Agencies | 3130AAXX1 | FEDERAL HOME LOAN BANK | 50,000,000 | 1.38 | 2.18 | 4/6/18 | 3/18/19 | 57,292 | 33,934 | - | 91,226 |
| Federal Agencies | 3132X0ED9 | FARMER MAC | 40,000,000 | 2.40 | 2.40 | 1/19/16 | 3/19/19 | 82,527 | - | - | 82,527 |
| Federal Agencies | 3133EJHG7 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.13 | 2.16 | 3/22/18 | 3/22/19 | 44,375 | 590 | - | 44,965 |
| Federal Agencies | 3133EJHG7 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.13 | 2.16 | 3/22/18 | 3/22/19 | 44,375 | 590 | - | 44,965 |
| Federal Agencies | 3134GBFR8 | FREDDIE MAC | 25,000,000 | 1.40 | 1.40 | 4/5/17 | 4/5/19 | 29,167 | - | - | 29,167 |
| Federal Agencies | 3137EADZ9 | FREDDIE MAC | 19,979,000 | 1.13 | 2.29 | 5/10/18 | 4/15/19 | 18,730 | 19,473 | - | 38,203 |
| Federal Agencies | 3133EF7L5 | FEDERAL FARM CREDIT BANK | 5,900,000 | 1.17 | 2.35 | 6/6/18 | 5/16/19 | 5,753 | 5,849 | - | 11,601 |
| Federal Agencies | 3133EGAV7 | FEDERAL FARM CREDIT BANK | 50,350,000 | 1.17 | 1.85 | 12/5/17 | 5/17/19 | 49,091 | 28,675 | - | 77,766 |
| Federal Agencies | 3136G3QP3 | FANNIE MAE | 10,000,000 | 1.25 | 1.25 | 5/24/16 | 5/24/19 | 10,417 | - | - | 10,417 |
| Federal Agencies | 3130ABF92 | FEDERAL HOME LOAN BANK | 30,000,000 | 1.38 | 1.47 | 5/12/17 | 5/28/19 | 34,375 | 2,356 | - | 36,731 |
| Federal Agencies | 3133EHLG6 | FEDERAL FARM CREDIT BANK | 27,000,000 | 1.32 | 1.35 | 5/30/17 | 5/30/19 | 29,700 | 688 | - | 30,388 |
| Federal Agencies | 3130AEFB1 | FEDERAL HOME LOAN BANK | 12,450,000 | 2.25 | 2.34 | 6/6/18 | 6/6/19 | 23,344 | 920 | - | 24,264 |
| Federal Agencies | 3133EHMR1 | FEDERAL FARM CREDIT BANK | 50,000,000 | 1.38 | 1.38 | 6/12/17 | 6/12/19 | 57,292 | - | - | 57,292 |
| Federal Agencies | 313379EE5 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.63 | 1.41 | 6/9/17 | 6/14/19 | 33,854 | (4,460) | - | 29,394 |
| Federal Agencies | 313379EE5 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.63 | 1.38 | 8/23/17 | 6/14/19 | 33,854 | (5,108) | - | 28,746 |
| Federal Agencies | 313379EE5 | FEDERAL HOME LOAN BANK | 35,750,000 | 1.63 | 1.43 | 8/9/17 | 6/14/19 | 48,411 | (5,788) | - | 42,624 |
| Federal Agencies | 3134G9QW0 | FREDDIE MAC | 50,000,000 | 1.28 | 1.28 | 6/14/16 | 6/14/19 | 53,333 | - | - | 53,333 |
| Federal Agencies | 3130AC7C2 | FEDERAL HOME LOAN BANK | 15,000,000 | 1.40 | 1.37 | 8/23/17 | 7/1/19 | 17,500 | (247) | - | 17,253 |
| Federal Agencies | 3133EGJX4 | FEDERAL FARM CREDIT BANK | 35,370,000 | 1.08 | 2.46 | 5/23/18 | 7/5/19 | 31,833 | 40,553 | - | 72,386 |
| Federal Agencies | 3134G9YR2 | FREDDIE MAC | 50,000,000 | 2.00 | 2.00 | 7/12/16 | 7/12/19 | 75,694 | - | - | 75,694 |
| Federal Agencies | 3130A8Y72 | FEDERAL HOME LOAN BANK | 5,000,000 | 0.88 | 2.37 | 4/19/18 | 8/5/19 | 3,646 | 6,220 | - | 9,866 |
| Federal Agencies | 3130A8Y72 | FEDERAL HOME LOAN BANK | 6,000,000 | 0.88 | 2.44 | 5/10/18 | 8/5/19 | 4,375 | 7,778 | - | 12,153 |
| Federal Agencies | 3130A8Y72 | FEDERAL HOME LOAN BANK | 24,000,000 | 0.88 | 2.37 | 4/19/18 | 8/5/19 | 17,500 | 29,776 | - | 47,276 |
| Federal Agencies | 3133EGED3 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.28 | 2.28 | 6/9/16 | 8/9/19 | 48,847 | - | - | 48,847 |
| Federal Agencies | 3133EGED3 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.28 | 2.28 | 6/9/16 | 8/9/19 | 48,847 | - | - | 48,847 |
| Federal Agencies | 3134G94F1 | FREDDIE MAC | 25,000,000 | 1.25 | 1.25 | 8/15/16 | 8/15/19 | 26,042 | - | - | 26,042 |
| Federal Agencies | 3133EGX67 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.21 | 2.21 | 12/20/16 | 8/20/19 | 94,925 | - | - | 94,925 |
| Federal Agencies | 3135G0P23 | FANNIE MAE | 20,000,000 | 1.25 | 1.25 | 8/30/16 | 8/23/19 | 20,833 | - | - | 20,833 |
| Federal Agencies | 3136G3X59 | FANNIE MAE | 25,000,000 | 1.10 | 1.10 | 8/23/16 | 8/23/19 | 22,917 | - | - | 22,917 |
| Federal Agencies | 3134G9GS0 | FREDDIE MAC | 25,000,000 | 1.25 | 1.25 | 5/26/16 | 8/26/19 | 26,042 | - | - | 26,042 |
| Federal Agencies | 3134GAFY5 | FREDDIE MAC | 8,450,000 | 1.30 | 1.82 | 11/28/17 | 8/28/19 | 9,154 | 3,654 | - | 12,808 |
| Federal Agencies | 3134GAHR8 | FREDDIE MAC | 25,000,000 | 1.63 | 1.63 | 9/23/16 | 9/23/19 | 33,854 | - | - | 33,854 |
| Federal Agencies | 3135G0Q30 | FANNIE MAE | 50,000,000 | 1.18 | 1.18 | 10/21/16 | 9/27/19 | 49,167 | - | - | 49,167 |
| Federal Agencies | 3132X0KH3 | FARMER MAC | 50,000,000 | 2.35 | 2.35 | 10/6/16 | 10/1/19 | 101,068 | - | - | 101,068 |
| Federal Agencies | 3133EGXK6 | FEDERAL FARM CREDIT BANK | 20,000,000 | 1.12 | 1.86 | 12/1/17 | 10/11/19 | 18,667 | 12,236 | - | 30,902 |
| Federal Agencies | 3134G8TG4 | FREDDIE MAC | 15,000,000 | 1.50 | 1.50 | 4/11/16 | 10/11/19 | 18,750 | - | - | 18,750 |
| Federal Agencies | 3130ACM92 | FEDERAL HOME LOAN BANK | 21,500,000 | 1.50 | 1.59 | 10/13/17 | 10/21/19 | 26,875 | 1,599 | - | 28,474 |
| Federal Agencies | 3136G0T68 | FANNIE MAE | 14,000,000 | 1.33 | 1.44 | 8/28/17 | 10/24/19 | 15,517 | 1,252 | - | 16,768 |
| Federal Agencies | 3134GBHT2 | FREDDIE MAC | 50,000,000 | 1.63 | 1.60 | 9/12/17 | 10/25/19 | 67,708 | (983) | - | 66,726 |
| Federal Agencies | 3136G4FJ7 | FANNIE MAE | 25,000,000 | 1.20 | 1.20 | 10/25/16 | 10/25/19 | 25,000 | - | - | 25,000 |
| Federal Agencies | 3136G4EZ2 | FANNIE MAE | 50,000,000 | 1.13 | 1.16 | 10/28/16 | 10/30/19 | 46,875 | 1,413 | - | 48,288 |
| Federal Agencies | 3134GAVL5 | FREDDIE MAC | 100,000,000 | 1.17 | 1.17 | 11/4/16 | 11/4/19 | 97,500 | - | - | 97,500 |
| Federal Agencies | 3133EJRU5 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.45 | 2.47 | 6/14/18 | 11/14/19 | 102,083 | 748 | - | 102,831 |
| Federal Agencies | 3136G3LV5 | FANNIE MAE | 8,950,000 | 1.35 | 1.35 | 5/26/16 | 11/26/19 | 10,069 | - | - | 10,069 |
| Federal Agencies | 3133EGN43 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.25 | 2.25 | 12/2/16 | 12/2/19 | 96,840 | - | - | 96,840 |
| Federal Agencies | 3130A0JR2 | FEDERAL HOME LOAN BANK | 11,360,000 | 2.38 | 1.90 | 12/15/17 | 12/13/19 | 22,483 | (4,466) | - | 18,017 |
| Federal Agencies | 3130A0JR2 | FEDERAL HOME LOAN BANK | 20,000,000 | 2.38 | 1.90 | 12/12/17 | 12/13/19 | 39,583 | (7,893) | - | 31,690 |
| Federal Agencies | 3130A0JR2 | FEDERAL HOME LOAN BANK | 40,000,000 | 2.38 | 1.90 | 12/15/17 | 12/13/19 | 79,167 | (15,721) | - | 63,446 |
| Federal Agencies | 3132X0PG0 | FARMER MAC | 50,000,000 | 2.16 | 2.16 | 2/10/17 | 1/3/20 | 92,762 | - | - | 92,762 |
| Federal Agencies | 3134G9VR5 | FREDDIE MAC | 25,000,000 | 1.50 | 1.50 | 7/6/16 | 1/6/20 | 30,816 | - | - | 30,816 |
| Federal Agencies | 3136G4KQ5 | FANNIE MAE | 1,000,000 | 1.65 | 1.84 | 11/17/17 | 1/17/20 | 1,375 | 154 | - | 1,529 |
| Federal Agencies | 3136G4KQ5 | FANNIE MAE | 31,295,000 | 1.65 | 1.84 | 11/17/17 | 1/17/20 | 43,031 | 4,820 | - | 47,851 |

Monthly Investment Earnings

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity Date | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|--------------------|-----------|--------------------------|-------------|--------|------------------|-------------|---------------|-----------------|----------------|----------------------|-----------------------------|
| Federal Agencies | 3133EJLU1 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.42 | 2.43 | 4/24/18 | 1/24/20 | 50,417 | 170 | - | 50,586 |
| Federal Agencies | 3133EJLU1 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.42 | 2.43 | 4/24/18 | 1/24/20 | 50,417 | 208 | - | 50,625 |
| Federal Agencies | 3130ADN32 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.13 | 2.22 | 2/9/18 | 2/11/20 | 88,542 | 3,875 | - | 92,417 |
| Federal Agencies | 313378J77 | FEDERAL HOME LOAN BANK | 15,710,000 | 1.88 | 1.56 | 5/17/17 | 3/13/20 | 24,547 | (4,025) | - | 20,522 |
| Federal Agencies | 3133EHZN6 | FEDERAL FARM CREDIT BANK | 20,000,000 | 1.45 | 1.49 | 9/20/17 | 3/20/20 | 24,167 | 700 | - | 24,867 |
| Federal Agencies | 3133EJHL6 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.38 | 2.41 | 3/27/18 | 3/27/20 | 98,958 | 1,527 | - | 100,485 |
| Federal Agencies | 3136G3TK1 | FANNIE MAE | 25,000,000 | 1.75 | 1.75 | 7/6/16 | 4/6/20 | 35,590 | - | - | 35,590 |
| Federal Agencies | 3134GBET5 | FREDDIE MAC | 10,000,000 | 1.80 | 2.68 | 5/22/18 | 4/13/20 | 15,000 | 7,195 | - | 22,195 |
| Federal Agencies | 3136G4BL6 | FANNIE MAE | 15,000,000 | 1.25 | 1.25 | 10/17/16 | 4/17/20 | 15,625 | - | - | 15,625 |
| Federal Agencies | 3130AE2M1 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.50 | 2.50 | 4/20/18 | 4/20/20 | 104,167 | - | - | 104,167 |
| Federal Agencies | 3137EAEM7 | FREDDIE MAC | 35,000,000 | 2.50 | 2.51 | 4/19/18 | 4/23/20 | 72,917 | 325 | - | 73,241 |
| Federal Agencies | 3130AE2U3 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.51 | 2.51 | 4/24/18 | 4/24/20 | 104,583 | - | - | 104,583 |
| Federal Agencies | 3130AE2U3 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.51 | 2.51 | 4/24/18 | 4/24/20 | 104,583 | - | - | 104,583 |
| Federal Agencies | 3134GBLY6 | FREDDIE MAC | 25,000,000 | 1.75 | 1.75 | 5/8/17 | 5/8/20 | 36,458 | - | - | 36,458 |
| Federal Agencies | 3134GBPB2 | FREDDIE MAC | 15,750,000 | 1.70 | 1.70 | 5/30/17 | 5/22/20 | 22,313 | - | - | 22,313 |
| Federal Agencies | 3133EHNK5 | FEDERAL FARM CREDIT BANK | 25,000,000 | 1.54 | 1.54 | 6/15/17 | 6/15/20 | 32,083 | 71 | - | 32,154 |
| Federal Agencies | 3133EHNK5 | FEDERAL FARM CREDIT BANK | 26,900,000 | 1.54 | 1.55 | 6/15/17 | 6/15/20 | 34,522 | 152 | - | 34,674 |
| Federal Agencies | 3134GBST0 | FREDDIE MAC | 14,675,000 | 1.65 | 1.65 | 6/22/17 | 6/22/20 | 20,178 | - | - | 20,178 |
| Federal Agencies | 3134GBTX0 | FREDDIE MAC | 50,000,000 | 1.75 | 1.76 | 6/29/17 | 6/29/20 | 72,917 | 283 | - | 73,200 |
| Federal Agencies | 3136G3TG0 | FANNIE MAE | 15,000,000 | 1.38 | 1.38 | 6/30/16 | 6/30/20 | 17,188 | - | - | 17,188 |
| Federal Agencies | 3134GB5M0 | FREDDIE MAC | 50,000,000 | 1.96 | 1.96 | 12/1/17 | 7/1/20 | 81,667 | - | - | 81,667 |
| Federal Agencies | 3133EHQB2 | FEDERAL FARM CREDIT BANK | 25,000,000 | 1.55 | 1.56 | 7/6/17 | 7/6/20 | 32,292 | 284 | - | 32,576 |
| Federal Agencies | 3130ABNV4 | FEDERAL HOME LOAN BANK | 50,000,000 | 1.75 | 1.75 | 7/13/17 | 7/13/20 | 72,917 | - | - | 72,917 |
| Federal Agencies | 3134GBXV9 | FREDDIE MAC | 50,000,000 | 1.85 | 1.85 | 7/13/17 | 7/13/20 | 77,083 | - | - | 77,083 |
| Federal Agencies | 3135G0T60 | FANNIE MAE | 50,000,000 | 1.50 | 1.60 | 8/1/17 | 7/30/20 | 62,500 | 4,293 | - | 66,793 |
| Federal Agencies | 3130ABZE9 | FEDERAL HOME LOAN BANK | 6,700,000 | 1.65 | 1.65 | 8/28/17 | 8/28/20 | 9,213 | 19 | - | 9,231 |
| Federal Agencies | 3130ABZN9 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.80 | 1.80 | 8/28/17 | 8/28/20 | 37,500 | - | - | 37,500 |
| Federal Agencies | 3130ABZN9 | FEDERAL HOME LOAN BANK | 50,000,000 | 1.80 | 1.80 | 8/28/17 | 8/28/20 | 75,000 | - | - | 75,000 |
| Federal Agencies | 3130ADT93 | FEDERAL HOME LOAN BANK | 25,000,000 | 2.40 | 2.43 | 3/14/18 | 9/14/20 | 50,000 | 527 | - | 50,527 |
| Federal Agencies | 3130ACE26 | FEDERAL HOME LOAN BANK | 18,000,000 | 1.38 | 1.48 | 9/8/17 | 9/28/20 | 20,625 | 1,605 | - | 22,230 |
| Federal Agencies | 3130ACE26 | FEDERAL HOME LOAN BANK | 30,000,000 | 1.38 | 1.48 | 9/8/17 | 9/28/20 | 34,375 | 2,675 | - | 37,050 |
| Federal Agencies | 3130ACK52 | FEDERAL HOME LOAN BANK | 25,530,000 | 1.70 | 2.48 | 3/12/18 | 10/5/20 | 36,168 | 16,356 | - | 52,523 |
| Federal Agencies | 3132X0KR1 | FARMER MAC | 25,000,000 | 2.29 | 2.29 | 11/2/16 | 11/2/20 | 49,281 | - | - | 49,281 |
| Federal Agencies | 3132X0ZF1 | FARMER MAC | 12,000,000 | 1.93 | 2.02 | 11/13/17 | 11/9/20 | 19,300 | 852 | - | 20,152 |
| Federal Agencies | 3137EAEK1 | FREDDIE MAC | 50,000,000 | 1.88 | 1.91 | 11/15/17 | 11/17/20 | 78,125 | 1,355 | - | 79,480 |
| Federal Agencies | 3134GBX56 | FREDDIE MAC | 60,000,000 | 2.25 | 2.12 | 11/24/17 | 11/24/20 | 112,500 | (6,313) | - | 106,187 |
| Federal Agencies | 3134GBLR1 | FREDDIE MAC | 24,715,000 | 1.75 | 1.75 | 5/25/17 | 11/25/20 | 36,043 | 60 | - | 36,103 |
| Federal Agencies | 3133EHW58 | FEDERAL FARM CREDIT BANK | 25,000,000 | 1.90 | 1.91 | 11/27/17 | 11/27/20 | 39,583 | 208 | - | 39,792 |
| Federal Agencies | 3133EHW58 | FEDERAL FARM CREDIT BANK | 25,000,000 | 1.90 | 1.91 | 11/27/17 | 11/27/20 | 39,583 | 208 | - | 39,792 |
| Federal Agencies | 3130A3UQ5 | FEDERAL HOME LOAN BANK | 10,000,000 | 1.88 | 2.02 | 12/13/17 | 12/11/20 | 15,625 | 1,201 | - | 16,826 |
| Federal Agencies | 3132X0ZY0 | FARMER MAC | 12,750,000 | 2.05 | 2.07 | 12/15/17 | 12/15/20 | 21,781 | 242 | - | 22,023 |
| Federal Agencies | 3133EGX75 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.27 | 2.27 | 12/21/16 | 12/21/20 | 97,970 | - | - | 97,970 |
| Federal Agencies | 3133EFTX5 | FEDERAL FARM CREDIT BANK | 100,000,000 | 2.40 | 2.40 | 12/24/15 | 12/24/20 | 207,994 | - | - | 207,994 |
| Federal Agencies | 3133EG4T9 | FEDERAL FARM CREDIT BANK | 20,000,000 | 2.22 | 2.22 | 1/25/17 | 1/25/21 | 38,663 | - | - | 38,663 |
| Federal Agencies | 3133EG4T9 | FEDERAL FARM CREDIT BANK | 20,000,000 | 2.22 | 2.22 | 1/25/17 | 1/25/21 | 38,663 | - | - | 38,663 |
| Federal Agencies | 3130AC2K9 | FEDERAL HOME LOAN BANK | 50,200,000 | 1.87 | 1.88 | 9/20/17 | 2/10/21 | 78,228 | 251 | - | 78,480 |
| Federal Agencies | 3133EJCE7 | FEDERAL FARM CREDIT BANK | 50,000,000 | 2.35 | 2.59 | 4/16/18 | 2/12/21 | 97,917 | 9,792 | - | 107,709 |
| Federal Agencies | 3137EAEL9 | FREDDIE MAC | 22,000,000 | 2.38 | 2.47 | 2/16/18 | 2/16/21 | 43,542 | 1,643 | - | 45,184 |
| Federal Agencies | 3134GBD58 | FREDDIE MAC | 5,570,000 | 1.80 | 1.80 | 8/30/17 | 2/26/21 | 8,355 | 14 | - | 8,369 |
| Federal Agencies | 3130AAYP7 | FEDERAL HOME LOAN BANK | 8,585,000 | 2.20 | 2.17 | 8/11/17 | 3/22/21 | 15,739 | (196) | - | 15,543 |
| Federal Agencies | 3132X0Q53 | FARMER MAC | 6,350,000 | 2.60 | 2.64 | 3/29/18 | 3/29/21 | 13,758 | 196 | - | 13,954 |
| Federal Agencies | 3132X0Q53 | FARMER MAC | 20,450,000 | 2.60 | 2.64 | 3/29/18 | 3/29/21 | 44,308 | 630 | - | 44,939 |
| Federal Agencies | 3134GBJP8 | FREDDIE MAC | 22,000,000 | 1.89 | 2.06 | 11/16/17 | 5/3/21 | 34,650 | 3,075 | - | 37,725 |
| Federal Agencies | 3133EJNS4 | FEDERAL FARM CREDIT BANK | 17,700,000 | 2.70 | 2.79 | 5/22/18 | 5/10/21 | 39,825 | 1,341 | - | 41,166 |

Monthly Investment Earnings

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity Date | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|----------------------|-----------|--------------------------------|-------------------------|--------|------------------|-------------|---------------|---------------------|--------------------|----------------------|-----------------------------|
| Federal Agencies | 3134GSNV3 | FREDDIE MAC | 50,000,000 | 2.80 | 2.81 | 6/14/18 | 6/14/21 | 116,667 | 212 | - | 116,879 |
| Federal Agencies | 3130ACVS0 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.13 | 2.13 | 11/30/17 | 6/15/21 | 88,750 | - | - | 88,750 |
| Federal Agencies | 3130ACVS0 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.13 | 2.13 | 11/30/17 | 6/15/21 | 88,750 | - | - | 88,750 |
| Federal Agencies | 3135G0U35 | FANNIE MAE | 25,000,000 | 2.75 | 2.76 | 6/25/18 | 6/22/21 | 57,292 | 163 | - | 57,455 |
| Federal Agencies | 3134GBJ60 | FREDDIE MAC | 50,000,000 | 1.90 | 1.90 | 9/29/17 | 6/29/21 | 79,167 | - | - | 79,167 |
| Federal Agencies | 3134G9H26 | FREDDIE MAC | 1,219,000 | 1.50 | 1.92 | 1/29/18 | 6/30/21 | 1,524 | 424 | - | 1,948 |
| Federal Agencies | 3134G9H26 | FREDDIE MAC | 3,917,000 | 1.50 | 1.86 | 1/25/18 | 6/30/21 | 4,896 | 1,164 | - | 6,060 |
| Federal Agencies | 3130ACQ98 | FEDERAL HOME LOAN BANK | 100,000,000 | 2.08 | 2.08 | 11/1/17 | 7/1/21 | 173,333 | - | - | 173,333 |
| Federal Agencies | 3134GBM25 | FREDDIE MAC | 50,000,000 | 1.92 | 1.92 | 10/2/17 | 7/1/21 | 80,000 | - | - | 80,000 |
| Federal Agencies | 3130ACF33 | FEDERAL HOME LOAN BANK | 25,000,000 | 1.88 | 1.95 | 9/18/17 | 9/13/21 | 39,063 | 1,544 | - | 40,606 |
| Federal Agencies | 3135G0Q89 | FANNIE MAE | 25,000,000 | 1.38 | 1.38 | 10/21/16 | 10/7/21 | 28,646 | - | - | 28,646 |
| Federal Agencies | 3133EGZJ7 | FEDERAL FARM CREDIT BANK | 14,500,000 | 1.38 | 1.38 | 10/25/16 | 10/25/21 | 16,615 | - | - | 16,615 |
| Federal Agencies | 3133EGZJ7 | FEDERAL FARM CREDIT BANK | 15,000,000 | 1.38 | 1.38 | 10/25/16 | 10/25/21 | 17,188 | - | - | 17,188 |
| Federal Agencies | 3133EGS97 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.37 | 2.37 | 12/8/16 | 12/8/21 | 50,631 | - | - | 50,631 |
| Federal Agencies | 3133EGS97 | FEDERAL FARM CREDIT BANK | 25,000,000 | 2.37 | 2.37 | 12/8/16 | 12/8/21 | 50,631 | - | - | 50,631 |
| Federal Agencies | 3130ACB60 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.00 | 2.00 | 9/8/17 | 12/15/21 | 83,333 | - | - | 83,333 |
| Federal Agencies | 3135G0T45 | FANNIE MAE | 25,000,000 | 1.88 | 1.81 | 6/6/17 | 4/5/22 | 39,063 | (1,270) | - | 37,793 |
| Federal Agencies | 3134GBQG0 | FREDDIE MAC | 50,000,000 | 2.18 | 2.18 | 5/25/17 | 5/25/22 | 90,833 | - | - | 90,833 |
| Federal Agencies | 3133EHLY7 | FEDERAL FARM CREDIT BANK | 50,000,000 | 1.88 | 1.85 | 6/6/17 | 6/2/22 | 78,125 | (1,008) | - | 77,117 |
| Federal Agencies | 3133EHLY7 | FEDERAL FARM CREDIT BANK | 50,000,000 | 1.88 | 1.88 | 6/9/17 | 6/2/22 | 78,125 | 43 | - | 78,168 |
| Federal Agencies | 3133EJRN1 | FEDERAL FARM CREDIT BANK | 25,000,000 | 3.00 | 3.05 | 6/13/18 | 6/13/22 | 62,500 | 902 | - | 63,402 |
| Federal Agencies | 3134GBF72 | FREDDIE MAC | 50,000,000 | 2.01 | 2.01 | 9/15/17 | 6/15/22 | 83,750 | - | - | 83,750 |
| Federal Agencies | 3134GBN73 | FREDDIE MAC | 50,000,000 | 2.07 | 2.07 | 10/2/17 | 7/1/22 | 86,250 | - | - | 86,250 |
| Federal Agencies | 3134GBW99 | FREDDIE MAC | 100,000,000 | 2.24 | 2.24 | 11/1/17 | 7/1/22 | 186,667 | - | - | 186,667 |
| Federal Agencies | 3134GBXU1 | FREDDIE MAC | 31,575,000 | 2.25 | 2.25 | 7/27/17 | 7/27/22 | 59,203 | - | - | 59,203 |
| Federal Agencies | 3130AC7E8 | FEDERAL HOME LOAN BANK | 50,000,000 | 2.17 | 2.17 | 9/1/17 | 9/1/22 | 90,417 | - | - | 90,417 |
| Federal Agencies | 3134GSNN1 | FREDDIE MAC | 100,000,000 | 3.27 | 3.27 | 6/14/18 | 6/14/23 | 272,500 | - | - | 272,500 |
| Federal Agencies | 3134GSPD1 | FREDDIE MAC | 50,000,000 | 3.32 | 3.32 | 6/14/18 | 6/14/23 | 138,333 | - | - | 138,333 |
| Federal Agencies | 3134GSRZ0 | FREDDIE MAC | 50,000,000 | 3.35 | 3.35 | 7/26/18 | 7/26/23 | 23,264 | - | - | 23,264 |
| Subtotals | | | \$ 4,834,465,000 | | | | | \$ 7,879,255 | \$ 262,580 | \$ - | \$ 8,141,835 |
| State/Local Agencies | 603786GJ7 | MINNEAPOLIS MN REVENUE | \$ 1,000,000 | 4.88 | 1.40 | 12/1/16 | 8/1/18 | \$ 4,063 | \$ (2,908) | \$ - | \$ 1,155 |
| State/Local Agencies | 13063C4V9 | CALIFORNIA ST | 50,000,000 | 1.05 | 0.90 | 11/3/16 | 11/1/18 | 43,750 | (6,281) | - | 37,469 |
| State/Local Agencies | 13063DAB4 | CALIFORNIA ST | 23,000,000 | 1.59 | 1.59 | 4/27/17 | 4/1/19 | 30,533 | - | - | 30,533 |
| State/Local Agencies | 13063CKL3 | CALIFORNIA ST | 4,750,000 | 2.25 | 1.15 | 10/27/16 | 5/1/19 | 8,906 | (4,368) | - | 4,539 |
| State/Local Agencies | 91412GL60 | UNIV OF CALIFORNIA CA REVENUES | 2,000,000 | 1.23 | 1.23 | 6/30/16 | 5/15/19 | 2,047 | - | - | 2,047 |
| State/Local Agencies | 91412GSB2 | UNIV OF CALIFORNIA CA REVENUES | 4,180,000 | 1.80 | 1.57 | 10/5/15 | 7/1/19 | 6,256 | (782) | - | 5,474 |
| State/Local Agencies | 91412GSB2 | UNIV OF CALIFORNIA CA REVENUES | 16,325,000 | 1.80 | 1.56 | 10/2/15 | 7/1/19 | 24,433 | (3,096) | - | 21,337 |
| State/Local Agencies | 6055804W6 | MISSISSIPPI ST | 8,500,000 | 6.09 | 1.38 | 4/23/15 | 10/1/19 | 43,130 | (32,825) | - | 10,305 |
| State/Local Agencies | 977100CW4 | WISCONSIN ST GEN FUND ANNUAL A | 18,000,000 | 1.45 | 1.45 | 8/16/16 | 5/1/20 | 21,690 | - | - | 21,690 |
| State/Local Agencies | 13063DGA0 | CALIFORNIA ST | 33,000,000 | 2.80 | 2.80 | 4/25/18 | 4/1/21 | 77,000 | (38) | - | 76,962 |
| State/Local Agencies | 13066YTY5 | CALIFORNIA ST DEPT OF WTR RESO | 28,556,228 | 1.71 | 2.30 | 2/6/17 | 5/1/21 | 40,764 | 9,695 | - | 50,459 |
| State/Local Agencies | 91412GF59 | UNIV OF CALIFORNIA CA REVENUES | 1,769,000 | 1.91 | 1.40 | 8/9/16 | 5/15/21 | 2,816 | (743) | - | 2,073 |
| Subtotals | | | \$ 191,080,228 | | | | | \$ 305,387 | \$ (41,347) | \$ - | \$ 264,040 |
| Public Time Deposits | PPF00EG70 | BANK OF SAN FRANCISCO | \$ 5,000,000 | 1.91 | 1.91 | 3/16/18 | 9/12/18 | \$ 8,224 | \$ - | \$ - | \$ 8,224 |
| Public Time Deposits | PP0818WE8 | SAN FRANCISCO CREDIT UNION | 10,000,000 | 2.11 | 2.11 | 6/5/18 | 12/5/18 | 17,921 | - | - | 17,921 |
| Public Time Deposits | PPQD1P014 | BRIDGE BANK | 10,000,000 | 2.12 | 2.12 | 6/25/18 | 12/26/18 | 18,005 | - | - | 18,005 |
| Public Time Deposits | PP9J42KU2 | PREFERRED BANK LA CALIF | 240,000 | 2.59 | 2.59 | 5/16/18 | 5/16/19 | 528 | - | - | 528 |
| Subtotals | | | \$ 25,240,000 | | | | | \$ 44,678 | \$ - | \$ - | \$ 44,678 |
| Negotiable CDs | 06371EDT1 | BANK OF MONTREAL CHICAGO | \$ - | 2.20 | 2.20 | 7/6/17 | 7/2/18 | \$ 3,057 | \$ - | \$ - | \$ 3,057 |
| Negotiable CDs | 06371EMD6 | BANK OF MONTREAL CHICAGO | - | 1.50 | 1.50 | 9/1/17 | 7/2/18 | 2,083 | - | - | 2,083 |
| Negotiable CDs | 06371EQT7 | BANK OF MONTREAL CHICAGO | - | 2.19 | 2.19 | 10/4/17 | 7/2/18 | 3,043 | - | - | 3,043 |

Monthly Investment Earnings

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity Date | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|--------------------|-----------|-----------------------------|-------------------------|--------|------------------|-------------|---------------|---------------------|----------------|----------------------|-----------------------------|
| Negotiable CDs | 06371EXP7 | BANK OF MONTREAL CHICAGO | - | 1.75 | 1.75 | 12/8/17 | 7/2/18 | 2,431 | - | - | 2,431 |
| Negotiable CDs | 78009N6F8 | ROYAL BANK OF CANADA NY | - | 1.82 | 1.82 | 1/4/18 | 7/2/18 | 2,528 | - | - | 2,528 |
| Negotiable CDs | 89113W5H5 | TORONTO DOMINION BANK NY | - | 1.55 | 1.55 | 7/6/17 | 7/2/18 | 2,153 | - | - | 2,153 |
| Negotiable CDs | 89113XAT1 | TORONTO DOMINION BANK NY | - | 1.48 | 1.48 | 8/8/17 | 7/2/18 | 2,056 | - | - | 2,056 |
| Negotiable CDs | 96121T3R7 | WESTPAC BANKING CORP NY | - | 2.15 | 2.15 | 7/7/17 | 7/2/18 | 2,987 | - | - | 2,987 |
| Negotiable CDs | 06371E2G1 | BANK OF MONTREAL CHICAGO | - | 2.25 | 2.25 | 3/29/18 | 7/9/18 | 12,500 | - | - | 12,500 |
| Negotiable CDs | 63873NRL7 | NATIXIS NY BRANCH | - | 2.28 | 2.28 | 4/5/18 | 7/9/18 | 25,333 | - | - | 25,333 |
| Negotiable CDs | 78009NX50 | ROYAL BANK OF CANADA NY | - | 2.29 | 2.29 | 7/24/17 | 7/24/18 | 73,189 | - | - | 73,189 |
| Negotiable CDs | 96121T3W6 | WESTPAC BANKING CORP NY | - | 2.25 | 2.25 | 7/26/17 | 7/26/18 | 78,047 | - | - | 78,047 |
| Negotiable CDs | 96121T4D7 | WESTPAC BANKING CORP NY | 50,000,000 | 1.53 | 1.53 | 8/9/17 | 8/9/18 | 65,875 | - | - | 65,875 |
| Negotiable CDs | 89113XWK6 | TORONTO DOMINION BANK NY | 50,000,000 | 2.00 | 2.00 | 2/5/18 | 8/31/18 | 86,111 | - | - | 86,111 |
| Negotiable CDs | 06371EN60 | BANK OF MONTREAL CHICAGO | 25,000,000 | 2.05 | 2.05 | 2/9/18 | 9/6/18 | 44,132 | - | - | 44,132 |
| Negotiable CDs | 06417GK72 | BANK OF NOVA SCOTIA HOUSTON | 50,000,000 | 2.09 | 2.09 | 2/14/18 | 9/17/18 | 89,986 | - | - | 89,986 |
| Negotiable CDs | 65602UP85 | NORINCHUKIN BANK (NY) | 50,000,000 | 2.47 | 2.47 | 3/29/18 | 9/28/18 | 107,636 | - | - | 107,636 |
| Negotiable CDs | 06371EQJ9 | BANK OF MONTREAL CHICAGO | 50,000,000 | 2.31 | 2.31 | 10/3/17 | 10/1/18 | 99,398 | - | - | 99,398 |
| Negotiable CDs | 96121T4S4 | WESTPAC BANKING CORP NY | 50,000,000 | 2.26 | 2.26 | 10/11/17 | 10/15/18 | 97,409 | - | - | 97,409 |
| Negotiable CDs | 06371ERP4 | BANK OF MONTREAL CHICAGO | 45,000,000 | 2.27 | 2.27 | 10/16/17 | 10/25/18 | 88,928 | - | - | 88,928 |
| Negotiable CDs | 06417GZR2 | BANK OF NOVA SCOTIA HOUSTON | 50,000,000 | 2.26 | 2.26 | 10/25/17 | 10/25/18 | 98,379 | - | - | 98,379 |
| Negotiable CDs | 89113XJJ4 | TORONTO DOMINION BANK NY | 50,000,000 | 2.26 | 2.26 | 10/18/17 | 10/25/18 | 98,379 | - | - | 98,379 |
| Negotiable CDs | 06417GZT8 | BANK OF NOVA SCOTIA HOUSTON | 50,000,000 | 2.30 | 2.30 | 11/2/17 | 11/9/18 | 98,340 | - | - | 98,340 |
| Negotiable CDs | 89113XLP7 | TORONTO DOMINION BANK NY | 50,000,000 | 2.29 | 2.29 | 11/2/17 | 11/9/18 | 97,910 | - | - | 97,910 |
| Negotiable CDs | 78009N3T1 | ROYAL BANK OF CANADA NY | 50,000,000 | 1.83 | 1.83 | 11/20/17 | 11/20/18 | 78,792 | - | - | 78,792 |
| Negotiable CDs | 63873NTL5 | NATIXIS NY BRANCH | 50,000,000 | 2.44 | 2.44 | 5/14/18 | 11/26/18 | 105,056 | - | - | 105,056 |
| Negotiable CDs | 78012UAW5 | ROYAL BANK OF CANADA NY | 25,000,000 | 2.38 | 2.38 | 2/27/18 | 11/27/18 | 51,638 | - | - | 51,638 |
| Negotiable CDs | 89113XQJ6 | TORONTO DOMINION BANK NY | 25,000,000 | 2.32 | 2.32 | 12/6/17 | 12/6/18 | 49,627 | - | - | 49,627 |
| Negotiable CDs | 89113XQJ6 | TORONTO DOMINION BANK NY | 50,000,000 | 2.32 | 2.32 | 12/6/17 | 12/6/18 | 99,255 | - | - | 99,255 |
| Negotiable CDs | 06417GC48 | BANK OF NOVA SCOTIA HOUS | 50,000,000 | 2.33 | 2.33 | 12/7/17 | 12/7/18 | 99,389 | - | - | 99,389 |
| Negotiable CDs | 78009N5B8 | ROYAL BANK OF CANADA NY | 50,000,000 | 2.33 | 2.33 | 12/8/17 | 12/7/18 | 99,389 | - | - | 99,389 |
| Negotiable CDs | 96121T5B0 | WESTPAC BANKING CORP NY | 50,000,000 | 2.30 | 2.30 | 12/7/17 | 12/7/18 | 98,098 | - | - | 98,098 |
| Negotiable CDs | 78009N5M4 | ROYAL BANK OF CANADA NY | 50,000,000 | 2.32 | 2.32 | 12/19/17 | 12/19/18 | 100,044 | - | - | 100,044 |
| Negotiable CDs | 96121T5K0 | WESTPAC BANKING CORP NY | 50,000,000 | 2.31 | 2.31 | 12/27/17 | 12/21/18 | 99,712 | - | - | 99,712 |
| Negotiable CDs | 06371EA64 | BANK OF MONTREAL CHICAGO | 25,000,000 | 2.05 | 2.05 | 12/27/17 | 12/24/18 | 44,132 | - | - | 44,132 |
| Negotiable CDs | 96121T5M6 | WESTPAC BANKING CORP NY | 50,000,000 | 2.30 | 2.30 | 12/28/17 | 12/28/18 | 100,316 | - | - | 100,316 |
| Negotiable CDs | 06371EFH5 | BANK OF MONTREAL CHICAGO | 50,000,000 | 2.57 | 2.57 | 7/17/17 | 1/17/19 | 110,854 | - | - | 110,854 |
| Negotiable CDs | 06371EL21 | BANK OF MONTREAL CHICAGO | 25,000,000 | 2.33 | 2.33 | 1/29/18 | 1/23/19 | 50,336 | - | - | 50,336 |
| Negotiable CDs | 96121T7B8 | WESTPAC BANKING CORP NY | 50,000,000 | 2.42 | 2.42 | 3/5/18 | 3/5/19 | 103,566 | - | - | 103,566 |
| Negotiable CDs | 06427KSW8 | BANK OF MONTREAL CHICAGO | 27,838,000 | 2.60 | 2.60 | 3/9/17 | 3/8/19 | 62,347 | - | - | 62,347 |
| Negotiable CDs | 78012UCE3 | ROYAL BANK OF CANADA NY | 50,000,000 | 2.57 | 2.57 | 3/28/18 | 4/1/19 | 110,592 | - | - | 110,592 |
| Negotiable CDs | 06417GR42 | BANK OF NOVA SCOTIA HOUSTON | 50,000,000 | 2.56 | 2.56 | 4/4/18 | 4/3/19 | 109,984 | - | - | 109,984 |
| Negotiable CDs | 06370RCZ0 | BANK OF MONTREAL CHICAGO | 50,000,000 | 2.60 | 2.60 | 7/6/18 | 4/24/19 | 93,889 | - | - | 93,889 |
| Negotiable CDs | 89113X3M4 | TORONTO DOMINION BANK NY | 50,000,000 | 2.65 | 2.65 | 6/20/18 | 4/24/19 | 114,097 | - | - | 114,097 |
| Negotiable CDs | 78012UDL6 | ROYAL BANK OF CANADA NY | 35,000,000 | 2.46 | 2.46 | 5/2/18 | 5/1/19 | 74,099 | - | - | 74,099 |
| Negotiable CDs | 78012UDR3 | ROYAL BANK OF CANADA NY | 40,000,000 | 2.69 | 2.69 | 5/10/18 | 5/13/19 | 92,656 | - | - | 92,656 |
| Negotiable CDs | 78012UDV4 | ROYAL BANK OF CANADA NY | 25,000,000 | 2.66 | 2.66 | 5/23/18 | 5/24/19 | 57,264 | - | - | 57,264 |
| Negotiable CDs | 89113XX41 | TORONTO DOMINION BANK NY | 25,000,000 | 2.68 | 2.68 | 5/23/18 | 5/24/19 | 57,694 | - | - | 57,694 |
| Negotiable CDs | 78012UDX0 | ROYAL BANK OF CANADA NY | 50,000,000 | 2.39 | 2.39 | 6/4/18 | 6/4/19 | 102,252 | - | - | 102,252 |
| Negotiable CDs | 25215FDL5 | DEXIA CREDIT LOCAL SA NY | 40,000,000 | 2.38 | 2.38 | 6/7/18 | 6/7/19 | 81,234 | - | - | 81,234 |
| Subtotals | | | \$ 1,662,838,000 | | | | | \$ 3,528,200 | \$ - | \$ - | \$ 3,528,200 |
| Commercial Paper | 06538CG21 | BANK OF TOKYO-MIT UFJ NY | \$ - | 0.00 | 1.85 | 1/4/18 | 7/2/18 | \$ - | \$ 2,542 | \$ - | \$ 2,542 |
| Commercial Paper | 06538CG21 | BANK OF TOKYO-MIT UFJ NY | - | 0.00 | 2.11 | 3/1/18 | 7/2/18 | - | 2,903 | - | 2,903 |
| Commercial Paper | 06538CG21 | BANK OF TOKYO-MIT UFJ NY | - | 0.00 | 2.33 | 3/26/18 | 7/2/18 | - | 2,900 | - | 2,900 |
| Commercial Paper | 63873KG50 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/3/18 | 7/5/18 | - | 10,500 | - | 10,500 |
| Commercial Paper | 63873KG50 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/3/18 | 7/5/18 | - | 1,050 | - | 1,050 |

Monthly Investment Earnings

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity Date | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|--------------------|-----------|-------------------------------|-----------------------|--------|------------------|-------------|---------------|-----------------|---------------------|----------------------|-----------------------------|
| Commercial Paper | 63873KG68 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/5/18 | 7/6/18 | - | 3,150 | - | 3,150 |
| Commercial Paper | 63873KG92 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/6/18 | 7/9/18 | - | 9,450 | - | 9,450 |
| Commercial Paper | 63873KG92 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/6/18 | 7/9/18 | - | 15,750 | - | 15,750 |
| Commercial Paper | 63873KGA9 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/9/18 | 7/10/18 | - | 5,250 | - | 5,250 |
| Commercial Paper | 62479MGB3 | MUFG BANK LTD | - | 0.00 | 2.33 | 4/11/18 | 7/11/18 | - | 12,889 | - | 12,889 |
| Commercial Paper | 63873KGB7 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/10/18 | 7/11/18 | - | 5,250 | - | 5,250 |
| Commercial Paper | 63873KGC5 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/11/18 | 7/12/18 | - | 3,150 | - | 3,150 |
| Commercial Paper | 63873KGD3 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/12/18 | 7/13/18 | - | 2,783 | - | 2,783 |
| Commercial Paper | 63873KGG6 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/13/18 | 7/16/18 | - | 8,978 | - | 8,978 |
| Commercial Paper | 63873KGH4 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/16/18 | 7/17/18 | - | 2,625 | - | 2,625 |
| Commercial Paper | 63873KGJ0 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/17/18 | 7/18/18 | - | 3,413 | - | 3,413 |
| Commercial Paper | 63873KGG7 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/18/18 | 7/19/18 | - | 1,155 | - | 1,155 |
| Commercial Paper | 62479MGL1 | MUFG BANK LTD NY | - | 0.00 | 1.99 | 7/5/18 | 7/20/18 | - | 29,021 | - | 29,021 |
| Commercial Paper | 63873KGL5 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/19/18 | 7/20/18 | - | 3,570 | - | 3,570 |
| Commercial Paper | 62479MGP2 | MUFG BANK LTD NY | - | 0.00 | 1.94 | 7/16/18 | 7/23/18 | - | 12,071 | - | 12,071 |
| Commercial Paper | 63873KGP6 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/20/18 | 7/23/18 | - | 15,278 | - | 15,278 |
| Commercial Paper | 89233HGP3 | TOYOTA MOTOR CREDIT CORP | - | 0.00 | 2.34 | 3/28/18 | 7/23/18 | - | 70,889 | - | 70,889 |
| Commercial Paper | 63873KGQ4 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/23/18 | 7/24/18 | - | 4,463 | - | 4,463 |
| Commercial Paper | 25214PG31 | DEXIA CREDIT LOCAL SA NY | - | 0.00 | 2.20 | 4/24/18 | 7/25/18 | - | 58,400 | - | 58,400 |
| Commercial Paper | 63873KGR2 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/24/18 | 7/25/18 | - | 3,308 | - | 3,308 |
| Commercial Paper | 03785EGS7 | APPLE INC | - | 0.00 | 1.94 | 6/5/18 | 7/26/18 | - | 13,403 | - | 13,403 |
| Commercial Paper | 63873KGS0 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/25/18 | 7/26/18 | - | 4,095 | - | 4,095 |
| Commercial Paper | 63873KGT8 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/26/18 | 7/27/18 | - | 4,515 | - | 4,515 |
| Commercial Paper | 63873KGW1 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/27/18 | 7/30/18 | - | 4,095 | - | 4,095 |
| Commercial Paper | 63873KGX9 | NATIXIS NY BRANCH | - | 0.00 | 1.89 | 7/30/18 | 7/31/18 | - | 2,153 | - | 2,153 |
| Commercial Paper | 62479MH63 | MUFG BANK LTD NY | 25,000,000 | 0.00 | 1.96 | 7/26/18 | 8/6/18 | - | 8,167 | - | 8,167 |
| Commercial Paper | 62479MH63 | MUFG BANK LTD NY | 28,000,000 | 0.00 | 1.94 | 7/27/18 | 8/6/18 | - | 7,544 | - | 7,544 |
| Commercial Paper | 89233HH64 | TOYOTA MOTOR CREDIT CORP | 40,000,000 | 0.00 | 2.37 | 4/10/18 | 8/6/18 | - | 80,944 | - | 80,944 |
| Commercial Paper | 62479MH89 | MUFG BANK LTD | 35,000,000 | 0.00 | 2.35 | 5/1/18 | 8/8/18 | - | 70,224 | - | 70,224 |
| Commercial Paper | 03785EHH0 | APPLE INC | 50,000,000 | 0.00 | 2.02 | 5/31/18 | 8/17/18 | - | 86,542 | - | 86,542 |
| Commercial Paper | 62479MHL0 | MUFG BANK LTD NY | 36,000,000 | 0.00 | 2.01 | 7/27/18 | 8/20/18 | - | 10,050 | - | 10,050 |
| Commercial Paper | 62479MHN6 | MUFG BANK LTD NY | 11,000,000 | 0.00 | 2.02 | 7/27/18 | 8/22/18 | - | 3,086 | - | 3,086 |
| Commercial Paper | 62479MHX4 | MUFG BANK LTD NY | 11,000,000 | 0.00 | 2.05 | 7/27/18 | 8/31/18 | - | 3,132 | - | 3,132 |
| Commercial Paper | 62479MJ53 | MUFG BANK LTD | 40,000,000 | 0.00 | 2.42 | 4/24/18 | 9/5/18 | - | 82,667 | - | 82,667 |
| Commercial Paper | 62479MJH7 | MUFG BANK LTD NY | 11,000,000 | 0.00 | 2.09 | 7/27/18 | 9/17/18 | - | 3,178 | - | 3,178 |
| Commercial Paper | 03785EJK1 | APPLE INC | 25,000,000 | 0.00 | 2.21 | 4/25/18 | 9/19/18 | - | 47,146 | - | 47,146 |
| Commercial Paper | 62479MJM6 | MUFG BANK LTD NY | 13,000,000 | 0.00 | 2.29 | 6/19/18 | 9/21/18 | - | 25,523 | - | 25,523 |
| Commercial Paper | 62479MJM6 | MUFG BANK LTD | 50,000,000 | 0.00 | 2.43 | 4/3/18 | 9/21/18 | - | 103,333 | - | 103,333 |
| Commercial Paper | 89233HJM7 | TOYOTA MOTOR CREDIT CORPORATI | 25,000,000 | 0.00 | 2.29 | 5/29/18 | 9/21/18 | - | 48,868 | - | 48,868 |
| Commercial Paper | 25214PFC2 | DEXIA CREDIT LOCAL SA NY | 40,000,000 | 0.00 | 2.34 | 4/3/18 | 10/3/18 | - | 79,567 | - | 79,567 |
| Commercial Paper | 62479MK51 | MUFG BANK LTD | 19,000,000 | 0.00 | 2.32 | 6/19/18 | 10/5/18 | - | 37,631 | - | 37,631 |
| Commercial Paper | 06538CKK6 | BANK OF TOKYO-MIT UFJ NY | 25,000,000 | 0.00 | 2.08 | 1/22/18 | 10/19/18 | - | 44,132 | - | 44,132 |
| Commercial Paper | 06538CKK6 | BANK OF TOKYO-MIT UFJ NY | 45,000,000 | 0.00 | 2.08 | 1/24/18 | 10/19/18 | - | 79,438 | - | 79,438 |
| Commercial Paper | 06538CKN0 | BANK OF TOKYO-MIT UFJ NY | 25,000,000 | 0.00 | 2.09 | 1/25/18 | 10/22/18 | - | 44,347 | - | 44,347 |
| Commercial Paper | 89233HL93 | TOYOTA MOTOR CREDIT CORP | 50,000,000 | 0.00 | 2.24 | 2/15/18 | 11/9/18 | - | 94,722 | - | 94,722 |
| Commercial Paper | 89233HLS1 | TOYOTA MOTOR CREDIT CORP | 50,000,000 | 0.00 | 2.37 | 5/31/18 | 11/26/18 | - | 100,750 | - | 100,750 |
| Commercial Paper | 25214PHL0 | DEXIA CREDIT LOCAL SA NY | 25,000,000 | 0.00 | 2.39 | 6/4/18 | 12/10/18 | - | 50,806 | - | 50,806 |
| Commercial Paper | 89233HN75 | TOYOTA MOTOR CREDIT CORPORATI | 25,000,000 | 0.00 | 2.46 | 6/21/18 | 1/7/19 | - | 52,313 | - | 52,313 |
| Commercial Paper | 25214PH22 | DEXIA CREDIT LOCAL SA NY | 50,000,000 | 0.00 | 2.51 | 5/15/18 | 2/5/19 | - | 105,917 | - | 105,917 |
| Commercial Paper | 89233HP65 | TOYOTA MOTOR CREDIT CORP | 30,000,000 | 0.00 | 2.51 | 7/3/18 | 2/6/19 | - | 59,692 | - | 59,692 |
| Commercial Paper | 62479MPL1 | MUFG BANK LTD | 30,000,000 | 0.00 | 2.59 | 6/8/18 | 2/20/19 | - | 65,617 | - | 65,617 |
| Commercial Paper | 25214PJV6 | DEXIA CREDIT LOCAL SA NY | 32,000,000 | 0.00 | 2.52 | 7/18/18 | 2/22/19 | - | 30,862 | - | 30,862 |
| Subtotals | | | \$ 846,000,000 | | | | | \$ - | \$ 1,745,190 | \$ - | \$ 1,745,190 |

Monthly Investment Earnings

Pooled Fund

| Type of Investment | CUSIP | Issuer Name | Par Value | Coupon | YTM ¹ | Settle Date | Maturity Date | Earned Interest | Amort. Expense | Realized Gain/(Loss) | Earned Income /Net Earnings |
|---------------------|-----------|---------------------------------|-------------------------|--------|------------------|-------------|---------------|----------------------|---------------------|----------------------|-----------------------------|
| Medium Term Notes | 89236TDN2 | TOYOTA MOTOR CREDIT CORP | \$ 50,000,000 | 2.60 | 2.60 | 1/9/17 | 1/9/19 | \$ 111,797 | \$ - | \$ - | \$ 111,797 |
| Medium Term Notes | 037833AQ3 | APPLE INC | 18,813,000 | 2.10 | 2.37 | 5/31/18 | 5/6/19 | 32,923 | 4,305 | - | 37,228 |
| Medium Term Notes | 742718EG0 | THE PROCTER & GAMBLE CO | 9,650,000 | 1.90 | 2.62 | 6/20/18 | 11/1/19 | 15,279 | 5,773 | - | 21,052 |
| Medium Term Notes | 89236TEJ0 | TOYOTA MOTOR CREDIT CORP | 20,000,000 | 2.20 | 2.25 | 1/11/18 | 1/10/20 | 36,667 | 757 | - | 37,424 |
| Subtotals | | | \$ 98,463,000 | | | | | \$ 196,665 | \$ 10,836 | \$ - | \$ 207,501 |
| Money Market Funds | 09248U718 | BLACKROCK LIQ INST GOV FUND | \$ 75,226 | 1.79 | 1.79 | 7/31/18 | 8/1/18 | \$ 114 | \$ - | \$ - | \$ 114 |
| Money Market Funds | 31607A703 | FIDELITY INST GOV FUND | 296,179,843 | 1.83 | 1.83 | 7/31/18 | 8/1/18 | 286,325 | - | - | 286,325 |
| Money Market Funds | 61747C707 | MORGAN STANLEY INST GOVT FUND | 71,190,152 | 1.82 | 1.82 | 7/31/18 | 8/1/18 | 125,070 | - | - | 125,070 |
| Subtotals | | | \$ 367,445,220 | | | | | \$ 411,510 | \$ - | \$ - | \$ 411,510 |
| Supranationals | 459053YV0 | INTL BK RECON & DEVELOP DISC | \$ - | 0.00 | 1.80 | 6/5/18 | 7/2/18 | \$ - | \$ 750 | \$ - | \$ 750 |
| Supranationals | 459053YV0 | INTL BK RECON & DEVELOP DISC | - | 0.00 | 1.80 | 6/6/18 | 7/2/18 | - | 1,250 | - | 1,250 |
| Supranationals | 459053YZ1 | INTL BK RECON & DEVELOP DISCOUN | - | 0.00 | 1.81 | 4/6/18 | 7/6/18 | - | 8,750 | - | 8,750 |
| Supranationals | 459053C85 | INTL BK RECON & DEVELOP | 25,000,000 | 0.00 | 1.92 | 5/24/18 | 8/22/18 | - | 41,118 | - | 41,118 |
| Supranationals | 4581X0BR8 | INTER-AMERICAN DEVEL BK | 16,000,000 | 1.75 | 1.72 | 12/28/17 | 8/24/18 | 23,333 | (332) | - | 23,001 |
| Supranationals | 459053D27 | INTL BK RECON & DEVELOP DISCOUN | 30,000,000 | 0.00 | 1.87 | 4/9/18 | 8/24/18 | - | 48,050 | - | 48,050 |
| Supranationals | 459053G40 | INTL BK RECON & DEVELOP DISC | 15,000,000 | 0.00 | 1.94 | 5/30/18 | 9/19/18 | - | 24,929 | - | 24,929 |
| Supranationals | 459058ER0 | INTL BK RECON & DEVELOP | 25,000,000 | 1.00 | 1.07 | 10/7/15 | 10/5/18 | 20,833 | 1,204 | - | 22,038 |
| Supranationals | 45950VLM6 | INTERNATIONAL FINANCE CORP | 50,000,000 | 2.09 | 2.09 | 3/1/18 | 3/1/19 | 89,758 | - | - | 89,758 |
| Supranationals | 458182DX7 | INTER-AMERICAN DEVEL BK | 5,000,000 | 1.00 | 2.43 | 6/11/18 | 5/13/19 | 4,167 | 5,997 | - | 10,164 |
| Supranationals | 458182DX7 | INTER-AMERICAN DEVEL BK | 14,270,000 | 1.00 | 2.41 | 6/6/18 | 5/13/19 | 11,892 | 16,845 | - | 28,736 |
| Supranationals | 458182DX7 | INTER-AMERICAN DEVEL BK | 20,557,000 | 1.00 | 2.30 | 6/1/18 | 5/13/19 | 17,131 | 22,452 | - | 39,583 |
| Supranationals | 459058EV1 | INTL BK RECON & DEVELOP | 10,000,000 | 1.25 | 2.47 | 6/28/18 | 7/26/19 | 10,417 | 10,199 | - | 20,616 |
| Supranationals | 459058FQ1 | INTL BANK RECON & DEVELOPMENT | 50,000,000 | 1.20 | 1.75 | 11/6/17 | 9/30/19 | 50,000 | 23,087 | - | 73,087 |
| Supranationals | 45905UZJ6 | INTL BANK RECON & DEVELOPMENT | 25,000,000 | 1.30 | 1.56 | 6/2/17 | 10/25/19 | 27,083 | 5,491 | - | 32,575 |
| Supranationals | 45905UZJ6 | INTL BK RECON & DEVELOP | 29,300,000 | 1.30 | 1.56 | 6/2/17 | 10/25/19 | 31,742 | 6,436 | - | 38,178 |
| Supranationals | 459058FZ1 | INTL BK RECON & DEVELOP | 50,000,000 | 1.88 | 1.92 | 3/21/17 | 4/21/20 | 78,125 | 1,197 | - | 79,322 |
| Supranationals | 4581X0CX4 | INTER-AMERICAN DEVEL BK | 10,000,000 | 1.63 | 2.72 | 5/17/18 | 5/12/20 | 13,542 | 8,994 | - | 22,536 |
| Supranationals | 4581X0CX4 | INTER-AMERICAN DEVEL BK | 25,000,000 | 1.63 | 1.72 | 4/12/17 | 5/12/20 | 33,854 | 1,631 | - | 35,485 |
| Supranationals | 459058GA5 | INTL BK RECON & DEVELOPMENT | 50,000,000 | 1.63 | 1.63 | 8/29/17 | 9/4/20 | 67,708 | 295 | - | 68,004 |
| Supranationals | 45905UQ80 | INTL BK RECON & DEVELOP | 50,000,000 | 1.95 | 1.97 | 11/9/17 | 11/9/20 | 81,250 | 990 | - | 82,240 |
| Supranationals | 45905UQ80 | INTL BK RECON & DEVELOP | 50,000,000 | 1.95 | 2.15 | 12/20/17 | 11/9/20 | 81,250 | 8,272 | - | 89,522 |
| Supranationals | 45950KCM0 | INTERNATIONAL FINANCE CORP | 50,000,000 | 2.25 | 2.35 | 1/25/18 | 1/25/21 | 93,750 | 4,158 | - | 97,908 |
| Supranationals | 4581X0DB1 | INTER-AMERICAN DEVEL BK | 45,000,000 | 2.63 | 2.70 | 4/19/18 | 4/19/21 | 98,438 | 2,800 | - | 101,238 |
| Supranationals | 4581X0DB1 | INTER-AMERICAN DEVEL BK | 50,000,000 | 2.63 | 2.84 | 5/16/18 | 4/19/21 | 109,375 | 8,875 | - | 118,250 |
| Supranationals | 45950KCJ7 | INTL FINANCE CORP | 12,135,000 | 1.13 | 2.97 | 5/23/18 | 7/20/21 | 11,399 | 17,140 | - | 28,540 |
| Supranationals | 459058GH0 | INTL BK RECON & DEVELOP | 50,000,000 | 2.75 | 2.83 | 7/25/18 | 7/23/21 | 22,917 | 749 | - | 23,665 |
| Subtotals | | | \$ 757,262,000 | | | | | \$ 977,963 | \$ 271,327 | \$ - | \$ 1,249,290 |
| Grand Totals | | | \$ 9,767,793,448 | | | | | \$ 14,174,530 | \$ 3,013,081 | \$ 1,015 | \$ 17,188,627 |

¹ Yield to maturity is calculated at purchase

Investment Transactions

Pooled Fund

For month ended July 31, 2018

| Transaction | Settle Date | Maturity | Type of Investment | Issuer Name | CUSIP | Par Value | Coupon | YTM | Price | Interest | Transaction |
|------------------|-------------|-----------|--------------------|--------------------------|-----------|------------------------|-------------|-------------|-----------------|-------------|------------------------|
| Purchase | 7/2/2018 | 8/1/2018 | Money Market Funds | BLACKROCK LIQ INST GOV F | 09248U718 | \$ 10,958 | 1.79 | 1.79 | \$ 100.00 | \$ - | \$ 10,958 |
| Purchase | 7/3/2018 | 7/5/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG50 | 10,000,000 | 0.00 | 1.89 | 99.99 | - | 9,998,950 |
| Purchase | 7/3/2018 | 7/5/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG50 | 100,000,000 | 0.00 | 1.89 | 99.99 | - | 99,989,500 |
| Purchase | 7/3/2018 | 2/6/2019 | Commercial Paper | TOYOTA MOTOR CREDIT CORP | 89233HP65 | 30,000,000 | 0.00 | 2.51 | 98.50 | - | 29,551,283 |
| Purchase | 7/5/2018 | 7/6/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG68 | 60,000,000 | 0.00 | 1.89 | 99.99 | - | 59,996,850 |
| Purchase | 7/5/2018 | 7/20/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MGL1 | 35,000,000 | 0.00 | 1.99 | 99.92 | - | 34,970,979 |
| Purchase | 7/6/2018 | 7/9/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG92 | 60,000,000 | 0.00 | 1.89 | 99.98 | - | 59,990,550 |
| Purchase | 7/6/2018 | 7/9/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG92 | 100,000,000 | 0.00 | 1.89 | 99.98 | - | 99,984,250 |
| Purchase | 7/6/2018 | 4/24/2019 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06370RCZ0 | 50,000,000 | 2.60 | 2.60 | 100.00 | - | 50,000,000 |
| Purchase | 7/9/2018 | 7/10/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGA9 | 100,000,000 | 0.00 | 1.89 | 99.99 | - | 99,994,750 |
| Purchase | 7/10/2018 | 7/11/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGB7 | 100,000,000 | 0.00 | 1.89 | 99.99 | - | 99,994,750 |
| Purchase | 7/11/2018 | 7/12/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGC5 | 60,000,000 | 0.00 | 1.89 | 99.99 | - | 59,996,850 |
| Purchase | 7/12/2018 | 7/13/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGD3 | 53,000,000 | 0.00 | 1.89 | 99.99 | - | 52,997,218 |
| Purchase | 7/12/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 35,000,000 | 1.83 | 1.83 | 100.00 | - | 35,000,000 |
| Purchase | 7/13/2018 | 7/16/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGG6 | 57,000,000 | 0.00 | 1.89 | 99.98 | - | 56,991,023 |
| Purchase | 7/16/2018 | 7/17/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGH4 | 50,000,000 | 0.00 | 1.89 | 99.99 | - | 49,997,375 |
| Purchase | 7/16/2018 | 7/23/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MGP2 | 32,000,000 | 0.00 | 1.94 | 99.96 | - | 31,987,929 |
| Purchase | 7/17/2018 | 7/18/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGJ0 | 65,000,000 | 0.00 | 1.89 | 99.99 | - | 64,996,588 |
| Purchase | 7/17/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 30,000,000 | 1.83 | 1.83 | 100.00 | - | 30,000,000 |
| Purchase | 7/18/2018 | 7/19/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGK7 | 22,000,000 | 0.00 | 1.89 | 99.99 | - | 21,998,845 |
| Purchase | 7/18/2018 | 2/22/2019 | Commercial Paper | DEXIA CREDIT LOCAL SA NY | 25214PJV6 | 32,000,000 | 0.00 | 2.52 | 98.49 | - | 31,517,227 |
| Purchase | 7/19/2018 | 7/20/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGL5 | 68,000,000 | 0.00 | 1.89 | 99.99 | - | 67,996,430 |
| Purchase | 7/20/2018 | 7/23/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGP6 | 97,000,000 | 0.00 | 1.89 | 99.98 | - | 96,984,723 |
| Purchase | 7/23/2018 | 7/24/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGQ4 | 85,000,000 | 0.00 | 1.89 | 99.99 | - | 84,995,538 |
| Purchase | 7/24/2018 | 7/25/2018 | Federal Agencies | FED HOME LN DISCOUNT NT | 313385ZU3 | 76,860,000 | 0.00 | 1.85 | 99.99 | - | 76,856,050 |
| Purchase | 7/24/2018 | 7/25/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGR2 | 63,000,000 | 0.00 | 1.89 | 99.99 | - | 62,996,693 |
| Purchase | 7/25/2018 | 7/26/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGS0 | 78,000,000 | 0.00 | 1.89 | 99.99 | - | 77,995,905 |
| Purchase | 7/25/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 40,000,000 | 1.83 | 1.83 | 100.00 | - | 40,000,000 |
| Purchase | 7/25/2018 | 7/23/2021 | Supranationals | INTL BK RECON & DEVELOP | 459058GH0 | 50,000,000 | 2.75 | 2.83 | 99.77 | - | 49,883,000 |
| Purchase | 7/26/2018 | 7/27/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGT8 | 86,000,000 | 0.00 | 1.89 | 99.99 | - | 85,995,485 |
| Purchase | 7/26/2018 | 8/6/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MH63 | 25,000,000 | 0.00 | 1.96 | 99.94 | - | 24,985,028 |
| Purchase | 7/26/2018 | 7/26/2023 | Federal Agencies | FREDDIE MAC | 3134GSRZ0 | 50,000,000 | 3.35 | 3.35 | 100.00 | - | 50,000,000 |
| Purchase | 7/27/2018 | 7/30/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGW1 | 26,000,000 | 0.00 | 1.89 | 99.98 | - | 25,995,905 |
| Purchase | 7/27/2018 | 8/6/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MH63 | 28,000,000 | 0.00 | 1.94 | 99.95 | - | 27,984,911 |
| Purchase | 7/27/2018 | 8/20/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MHL0 | 36,000,000 | 0.00 | 2.01 | 99.87 | - | 35,951,760 |
| Purchase | 7/27/2018 | 8/22/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MHN6 | 11,000,000 | 0.00 | 2.02 | 99.85 | - | 10,983,952 |
| Purchase | 7/27/2018 | 8/31/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MHX4 | 11,000,000 | 0.00 | 2.05 | 99.80 | - | 10,978,076 |
| Purchase | 7/27/2018 | 9/17/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MJH7 | 11,000,000 | 0.00 | 2.09 | 99.70 | - | 10,966,951 |
| Purchase | 7/30/2018 | 7/31/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGX9 | 41,000,000 | 0.00 | 1.89 | 99.99 | - | 40,997,848 |
| Purchase | 7/31/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 286,325 | 1.83 | 1.83 | 100.00 | - | 286,325 |
| Purchase | 7/31/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 65,000,000 | 1.83 | 1.83 | 100.00 | - | 65,000,000 |
| Purchase | 7/31/2018 | 8/1/2018 | Money Market Funds | MORGAN STANLEY INST GOVT | 61747C707 | 125,070 | 1.82 | 1.82 | 100.00 | - | 125,070 |
| Subtotals | | | | | | \$2,029,282,354 | 0.37 | 1.99 | \$ 99.93 | \$ - | \$2,027,925,523 |
| Sale | 7/2/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | \$ 50,000,000 | 1.83 | 1.83 | \$ 100.00 | \$ - | \$ 50,000,000 |
| Sale | 7/2/2018 | 8/1/2018 | Money Market Funds | MORGAN STANLEY INST GOVT | 61747C707 | 60,000,000 | 1.82 | 1.82 | 100.00 | - | 60,000,000 |
| Sale | 7/3/2018 | 9/27/2018 | U.S. Treasuries | TREASURY BILL | 912796QA0 | 50,000,000 | 0.00 | 1.92 | 99.55 | - | 49,774,250 |
| Sale | 7/3/2018 | 9/27/2018 | U.S. Treasuries | TREASURY BILL | 912796QA0 | 50,000,000 | 0.00 | 1.90 | 99.55 | - | 49,774,847 |
| Sale | 7/6/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 50,000,000 | 1.83 | 1.83 | 100.00 | - | 50,000,000 |
| Sale | 7/6/2018 | 8/1/2018 | Money Market Funds | MORGAN STANLEY INST GOVT | 61747C707 | 50,000,000 | 1.82 | 1.82 | 100.00 | - | 50,000,000 |
| Subtotals | | | | | | \$ 310,000,000 | 1.24 | 1.85 | \$ 99.85 | \$ - | \$ 309,549,097 |

Investment Transactions

Pooled Fund

| Transaction | Settle Date | Maturity | Type of Investment | Issuer Name | CUSIP | Par Value | Coupon | YTM | Price | Interest | Transaction |
|-------------|-------------|-----------|--------------------|--------------------------|-----------|---------------|--------|------|--------|-----------|---------------|
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EDT1 | \$ 50,000,000 | 2.20 | 2.20 | 100.00 | \$ 85,583 | \$ 50,085,583 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EMD6 | 50,000,000 | 1.50 | 1.50 | 100.00 | 633,333 | 50,633,333 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EQT7 | 50,000,000 | 2.19 | 2.19 | 100.00 | 85,194 | 50,085,194 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EXP7 | 50,000,000 | 1.75 | 1.75 | 100.00 | 500,694 | 50,500,694 |
| Maturity | 7/2/2018 | 7/2/2018 | Commercial Paper | BANK OF TOKYO-MIT UFJ NY | 06538CG21 | 45,000,000 | 0.00 | 2.33 | 100.00 | - | 45,000,000 |
| Maturity | 7/2/2018 | 7/2/2018 | Commercial Paper | BANK OF TOKYO-MIT UFJ NY | 06538CG21 | 50,000,000 | 0.00 | 1.85 | 100.00 | - | 50,000,000 |
| Maturity | 7/2/2018 | 7/2/2018 | Commercial Paper | BANK OF TOKYO-MIT UFJ NY | 06538CG21 | 50,000,000 | 0.00 | 2.11 | 100.00 | - | 50,000,000 |
| Maturity | 7/2/2018 | 7/2/2018 | Federal Agencies | FED HOME LN DISCOUNT NT | 313385YV2 | 25,000,000 | 0.00 | 1.82 | 100.00 | - | 25,000,000 |
| Maturity | 7/2/2018 | 7/2/2018 | Supranationals | INTL BK RECON & DEVELOP | 459053YV0 | 15,000,000 | 0.00 | 1.80 | 100.00 | - | 15,000,000 |
| Maturity | 7/2/2018 | 7/2/2018 | Supranationals | INTL BK RECON & DEVELOP | 459053YV0 | 25,000,000 | 0.00 | 1.80 | 100.00 | - | 25,000,000 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78009N6F8 | 50,000,000 | 1.82 | 1.82 | 100.00 | 452,472 | 50,452,472 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | TORONTO DOMINION BANK NY | 89113W5H5 | 50,000,000 | 1.55 | 1.55 | 100.00 | 777,153 | 50,777,153 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | TORONTO DOMINION BANK NY | 89113XAT1 | 50,000,000 | 1.48 | 1.48 | 100.00 | 674,222 | 50,674,222 |
| Maturity | 7/2/2018 | 7/2/2018 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T3R7 | 50,000,000 | 2.15 | 2.15 | 100.00 | 83,638 | 50,083,638 |
| Maturity | 7/5/2018 | 7/5/2018 | Federal Agencies | FED HOME LN DISCOUNT NT | 313385YY6 | 15,000,000 | 0.00 | 1.79 | 100.00 | - | 15,000,000 |
| Maturity | 7/5/2018 | 7/5/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG50 | 10,000,000 | 0.00 | 1.89 | 100.00 | - | 10,000,000 |
| Maturity | 7/5/2018 | 7/5/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG50 | 100,000,000 | 0.00 | 1.89 | 100.00 | - | 100,000,000 |
| Maturity | 7/6/2018 | 7/6/2018 | Supranationals | INTL BK RECON & DEVELOP | 459053YZ1 | 35,000,000 | 0.00 | 1.81 | 100.00 | - | 35,000,000 |
| Maturity | 7/6/2018 | 7/6/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG68 | 60,000,000 | 0.00 | 1.89 | 100.00 | - | 60,000,000 |
| Maturity | 7/9/2018 | 7/9/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371E2G1 | 25,000,000 | 2.25 | 2.25 | 100.00 | 159,375 | 25,159,375 |
| Maturity | 7/9/2018 | 7/9/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG92 | 60,000,000 | 0.00 | 1.89 | 100.00 | - | 60,000,000 |
| Maturity | 7/9/2018 | 7/9/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KG92 | 100,000,000 | 0.00 | 1.89 | 100.00 | - | 100,000,000 |
| Maturity | 7/9/2018 | 7/9/2018 | Negotiable CDs | NATIXIS NY BRANCH | 63873NRL7 | 50,000,000 | 2.28 | 2.28 | 100.00 | 300,833 | 50,300,833 |
| Maturity | 7/10/2018 | 7/10/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGA9 | 100,000,000 | 0.00 | 1.89 | 100.00 | - | 100,000,000 |
| Maturity | 7/11/2018 | 7/11/2018 | Federal Agencies | FED HOME LN DISCOUNT NT | 313385ZE9 | 16,000,000 | 0.00 | 1.87 | 100.00 | - | 16,000,000 |
| Maturity | 7/11/2018 | 7/11/2018 | Commercial Paper | MUFG BANK LTD | 62479MGB3 | 20,000,000 | 0.00 | 2.33 | 100.00 | - | 20,000,000 |
| Maturity | 7/11/2018 | 7/11/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGB7 | 100,000,000 | 0.00 | 1.89 | 100.00 | - | 100,000,000 |
| Maturity | 7/12/2018 | 7/12/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGC5 | 60,000,000 | 0.00 | 1.89 | 100.00 | - | 60,000,000 |
| Maturity | 7/13/2018 | 7/13/2018 | Federal Agencies | FED HOME LN DISCOUNT NT | 313385ZG4 | 14,200,000 | 0.00 | 1.84 | 100.00 | - | 14,200,000 |
| Maturity | 7/13/2018 | 7/13/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGD3 | 53,000,000 | 0.00 | 1.89 | 100.00 | - | 53,000,000 |
| Maturity | 7/16/2018 | 7/16/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGG6 | 57,000,000 | 0.00 | 1.89 | 100.00 | - | 57,000,000 |
| Maturity | 7/17/2018 | 7/17/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGH4 | 50,000,000 | 0.00 | 1.89 | 100.00 | - | 50,000,000 |
| Maturity | 7/18/2018 | 7/18/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGJ0 | 65,000,000 | 0.00 | 1.89 | 100.00 | - | 65,000,000 |
| Maturity | 7/19/2018 | 7/19/2018 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGBQ7 | 25,000,000 | 2.22 | 2.21 | 100.00 | 46,145 | 25,046,145 |
| Maturity | 7/19/2018 | 7/19/2018 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGBQ7 | 25,000,000 | 2.22 | 2.21 | 100.00 | 46,145 | 25,046,145 |
| Maturity | 7/19/2018 | 7/19/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGG7 | 22,000,000 | 0.00 | 1.89 | 100.00 | - | 22,000,000 |
| Maturity | 7/20/2018 | 7/20/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MGL1 | 35,000,000 | 0.00 | 1.99 | 100.00 | - | 35,000,000 |
| Maturity | 7/20/2018 | 7/20/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGL5 | 68,000,000 | 0.00 | 1.89 | 100.00 | - | 68,000,000 |
| Maturity | 7/23/2018 | 7/23/2018 | Commercial Paper | MUFG BANK LTD NY | 62479MGP2 | 32,000,000 | 0.00 | 1.94 | 100.00 | - | 32,000,000 |
| Maturity | 7/23/2018 | 7/23/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGP6 | 97,000,000 | 0.00 | 1.89 | 100.00 | - | 97,000,000 |
| Maturity | 7/23/2018 | 7/23/2018 | Commercial Paper | TOYOTA MOTOR CREDIT CORP | 89233HGP3 | 50,000,000 | 0.00 | 2.34 | 100.00 | - | 50,000,000 |
| Maturity | 7/24/2018 | 7/24/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGQ4 | 85,000,000 | 0.00 | 1.89 | 100.00 | - | 85,000,000 |
| Maturity | 7/24/2018 | 7/24/2018 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78009NX50 | 50,000,000 | 2.29 | 2.29 | 100.00 | 92,282 | 50,092,282 |
| Maturity | 7/25/2018 | 7/25/2018 | Commercial Paper | DEXIA CREDIT LOCAL SA NY | 25214PG31 | 40,000,000 | 0.00 | 2.20 | 100.00 | - | 40,000,000 |
| Maturity | 7/25/2018 | 7/25/2018 | Federal Agencies | FEDERAL HOME LOAN BANK | 3130A8U50 | 22,250,000 | 0.83 | 0.89 | 100.00 | 92,338 | 22,342,338 |
| Maturity | 7/25/2018 | 7/25/2018 | Federal Agencies | FED HOME LN DISCOUNT NT | 313385ZU3 | 76,860,000 | 0.00 | 1.85 | 100.00 | - | 76,860,000 |
| Maturity | 7/25/2018 | 7/25/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGR2 | 63,000,000 | 0.00 | 1.89 | 100.00 | - | 63,000,000 |
| Maturity | 7/26/2018 | 7/26/2018 | Commercial Paper | APPLE INC | 03785EGS7 | 10,000,000 | 0.00 | 1.94 | 100.00 | - | 10,000,000 |
| Maturity | 7/26/2018 | 7/26/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGS0 | 78,000,000 | 0.00 | 1.89 | 100.00 | - | 78,000,000 |
| Maturity | 7/26/2018 | 7/26/2018 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T3W6 | 50,000,000 | 2.25 | 2.25 | 100.00 | 93,656 | 50,093,656 |
| Maturity | 7/27/2018 | 7/27/2018 | Federal Agencies | FREDDIE MAC | 3134G9Q67 | 25,000,000 | 1.05 | 1.05 | 100.00 | 131,250 | 25,131,250 |
| Maturity | 7/27/2018 | 7/27/2018 | Federal Agencies | FREDDIE MAC | 3134G9Q67 | 25,000,000 | 1.05 | 1.06 | 100.00 | 131,250 | 25,131,250 |
| Maturity | 7/27/2018 | 7/27/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGT8 | 86,000,000 | 0.00 | 1.89 | 100.00 | - | 86,000,000 |

Investment Transactions

Pooled Fund

| Transaction | Settle Date | Maturity | Type of Investment | Issuer Name | CUSIP | Par Value | Coupon | YTM | Price | Interest | Transaction |
|------------------|-------------|------------|----------------------|--------------------------|-----------|------------------------|-------------|-------------|-------------|---------------------|------------------------|
| Maturity | 7/30/2018 | 7/30/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGW1 | 26,000,000 | 0.00 | 1.89 | 100.00 | - | 26,000,000 |
| Maturity | 7/31/2018 | 7/31/2018 | Commercial Paper | NATIXIS NY BRANCH | 63873KGX9 | 41,000,000 | 0.00 | 1.89 | 100.00 | - | 41,000,000 |
| Subtotals | | | | | | \$2,632,310,000 | 0.50 | 1.91 | \$ - | \$ 4,385,563 | \$2,636,695,563 |
| Interest | 7/1/2018 | 9/12/2018 | Public Time Deposits | BANK OF SAN FRANCISCO | PPF00EG70 | \$ 5,000,000 | 1.91 | 1.91 | 0.00 | 0.00 | \$ 24,140 |
| Interest | 7/1/2018 | 7/1/2019 | Federal Agencies | FEDERAL HOME LOAN BANK | 3130AC7C2 | 15,000,000 | 1.40 | 1.37 | 0.00 | 0.00 | 105,000 |
| Interest | 7/1/2018 | 7/1/2019 | State/Local Agencies | UNIV OF CALIFORNIA CA RE | 91412GSB2 | 4,180,000 | 1.80 | 1.57 | 0.00 | 0.00 | 37,536 |
| Interest | 7/1/2018 | 7/1/2019 | State/Local Agencies | UNIV OF CALIFORNIA CA RE | 91412GSB2 | 16,325,000 | 1.80 | 1.56 | 0.00 | 0.00 | 146,599 |
| Interest | 7/1/2018 | 10/1/2019 | Federal Agencies | FARMER MAC | 3132X0KH3 | 50,000,000 | 2.32 | 2.32 | 0.00 | 0.00 | 292,969 |
| Interest | 7/2/2018 | 8/1/2018 | Money Market Funds | BLACKROCK LIQ INST GOV F | 09248U718 | 75,226 | 1.79 | 1.79 | 0.00 | 0.00 | 10,958 |
| Interest | 7/2/2018 | 10/1/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EQJ9 | 50,000,000 | 2.20 | 2.20 | 0.00 | 0.00 | 94,828 |
| Interest | 7/2/2018 | 1/2/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGDM4 | 25,000,000 | 2.16 | 2.16 | 0.00 | 0.00 | 45,015 |
| Interest | 7/2/2018 | 3/1/2019 | Supranationals | INTERNATIONAL FINANCE CO | 45950VLM6 | 50,000,000 | 1.99 | 1.99 | 0.00 | 0.00 | 85,500 |
| Interest | 7/2/2018 | 4/1/2019 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78012UCE3 | 50,000,000 | 2.46 | 2.46 | 0.00 | 0.00 | 106,023 |
| Interest | 7/2/2018 | 5/1/2019 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78012UDL6 | 35,000,000 | 2.35 | 2.35 | 0.00 | 0.00 | 70,901 |
| Interest | 7/2/2018 | 12/2/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGN43 | 50,000,000 | 2.16 | 2.16 | 0.00 | 0.00 | 90,029 |
| Interest | 7/2/2018 | 11/2/2020 | Federal Agencies | FARMER MAC | 3132X0KR1 | 25,000,000 | 2.20 | 2.20 | 0.00 | 0.00 | 45,848 |
| Interest | 7/2/2018 | 7/1/2021 | Federal Agencies | FEDERAL HOME LOAN BANK | 3130ACQ98 | 100,000,000 | 2.08 | 2.08 | 0.00 | 0.00 | 1,392,444 |
| Interest | 7/2/2018 | 7/1/2022 | Federal Agencies | FREDDIE MAC | 3134GBW99 | 100,000,000 | 2.24 | 2.24 | 0.00 | 0.00 | 1,120,000 |
| Interest | 7/3/2018 | 1/3/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EG2V6 | 25,000,000 | 2.05 | 2.05 | 0.00 | 0.00 | 42,723 |
| Interest | 7/3/2018 | 4/3/2019 | Negotiable CDs | BANK OF NOVA SCOTIA HOU | 06417GR42 | 50,000,000 | 2.47 | 2.47 | 0.00 | 0.00 | 99,514 |
| Interest | 7/3/2018 | 1/3/2020 | Federal Agencies | FARMER MAC | 3132X0PG0 | 50,000,000 | 2.07 | 2.07 | 0.00 | 0.00 | 86,279 |
| Interest | 7/5/2018 | 3/5/2019 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T7B8 | 50,000,000 | 2.34 | 2.33 | 0.00 | 0.00 | 97,278 |
| Interest | 7/5/2018 | 6/4/2019 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78012UDX0 | 50,000,000 | 2.30 | 2.30 | 0.00 | 0.00 | 99,058 |
| Interest | 7/5/2018 | 7/5/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGJX4 | 35,370,000 | 1.08 | 2.46 | 0.00 | 0.00 | 190,998 |
| Interest | 7/6/2018 | 12/6/2018 | Negotiable CDs | TORONTO DOMINION BANK NY | 89113XQJ6 | 25,000,000 | 2.24 | 2.24 | 0.00 | 0.00 | 46,729 |
| Interest | 7/6/2018 | 12/6/2018 | Negotiable CDs | TORONTO DOMINION BANK NY | 89113XQJ6 | 50,000,000 | 2.24 | 2.24 | 0.00 | 0.00 | 93,457 |
| Interest | 7/6/2018 | 1/6/2020 | Federal Agencies | FREDDIE MAC | 3134G9VR5 | 25,000,000 | 1.38 | 1.38 | 0.00 | 0.00 | 171,875 |
| Interest | 7/6/2018 | 4/6/2020 | Federal Agencies | FANNIE MAE | 3136G3TK1 | 25,000,000 | 1.50 | 1.50 | 0.00 | 0.00 | 187,500 |
| Interest | 7/6/2018 | 7/6/2020 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EHQB2 | 25,000,000 | 1.55 | 1.56 | 0.00 | 0.00 | 193,750 |
| Interest | 7/8/2018 | 12/8/2021 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGS97 | 25,000,000 | 2.30 | 2.30 | 0.00 | 0.00 | 47,909 |
| Interest | 7/8/2018 | 12/8/2021 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGS97 | 25,000,000 | 2.30 | 2.30 | 0.00 | 0.00 | 47,909 |
| Interest | 7/9/2018 | 11/9/2018 | Negotiable CDs | BANK OF NOVA SCOTIA HOU | 06417GZT8 | 50,000,000 | 2.25 | 2.25 | 0.00 | 0.00 | 87,359 |
| Interest | 7/9/2018 | 11/9/2018 | Negotiable CDs | TORONTO DOMINION BANK NY | 89113XLP7 | 50,000,000 | 2.24 | 2.24 | 0.00 | 0.00 | 86,970 |
| Interest | 7/9/2018 | 12/7/2018 | Negotiable CDs | BANK OF NOVA SCOTIA HOU | 06417GC48 | 50,000,000 | 2.26 | 2.25 | 0.00 | 0.00 | 100,202 |
| Interest | 7/9/2018 | 12/7/2018 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78009N5B8 | 50,000,000 | 2.26 | 2.25 | 0.00 | 0.00 | 100,202 |
| Interest | 7/9/2018 | 12/7/2018 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T5B0 | 50,000,000 | 2.23 | 2.22 | 0.00 | 0.00 | 98,868 |
| Interest | 7/9/2018 | 1/9/2019 | Medium Term Notes | TOYOTA MOTOR CREDIT CORP | 89236TDN2 | 50,000,000 | 2.59 | 2.59 | 0.00 | 0.00 | 327,427 |
| Interest | 7/9/2018 | 6/7/2019 | Negotiable CDs | DEXIA CREDIT LOCAL SA NY | 25215FDL5 | 40,000,000 | 2.31 | 2.30 | 0.00 | 0.00 | 81,939 |
| Interest | 7/9/2018 | 8/9/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGED3 | 25,000,000 | 2.23 | 2.23 | 0.00 | 0.00 | 46,487 |
| Interest | 7/9/2018 | 8/9/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGED3 | 25,000,000 | 2.23 | 2.23 | 0.00 | 0.00 | 46,487 |
| Interest | 7/10/2018 | 1/10/2020 | Medium Term Notes | TOYOTA MOTOR CREDIT CORP | 89236TEJ0 | 20,000,000 | 2.20 | 2.25 | 0.00 | 0.00 | 218,778 |
| Interest | 7/12/2018 | 7/12/2019 | Federal Agencies | FREDDIE MAC | 3134G9YR2 | 50,000,000 | 1.50 | 1.50 | 0.00 | 0.00 | 375,000 |
| Interest | 7/13/2018 | 7/13/2020 | Federal Agencies | FEDERAL HOME LOAN BANK | 3130ABNV4 | 50,000,000 | 1.75 | 1.75 | 0.00 | 0.00 | 437,500 |
| Interest | 7/13/2018 | 7/13/2020 | Federal Agencies | FREDDIE MAC | 3134GBXV9 | 50,000,000 | 1.85 | 1.85 | 0.00 | 0.00 | 462,500 |
| Interest | 7/15/2018 | 1/15/2019 | U.S. Treasuries | US TREASURY NB | 912828N63 | 15,000,000 | 1.13 | 2.16 | 0.00 | 0.00 | 84,375 |
| Interest | 7/16/2018 | 10/15/2018 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T4S4 | 50,000,000 | 2.26 | 2.26 | 0.00 | 0.00 | 97,445 |
| Interest | 7/16/2018 | 1/16/2019 | Federal Agencies | FEDERAL HOME LOAN BANK | 3130AAE46 | 8,270,000 | 1.25 | 2.12 | 0.00 | 0.00 | 51,688 |
| Interest | 7/17/2018 | 10/17/2018 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGFK6 | 25,000,000 | 2.22 | 2.22 | 0.00 | 0.00 | 46,147 |
| Interest | 7/17/2018 | 10/17/2018 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGFK6 | 25,000,000 | 2.22 | 2.22 | 0.00 | 0.00 | 46,147 |
| Interest | 7/17/2018 | 1/17/2019 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EFH5 | 50,000,000 | 2.58 | 2.58 | 0.00 | 0.00 | 326,438 |
| Interest | 7/17/2018 | 1/17/2019 | Federal Agencies | FREDDIE MAC | 3134GAH23 | 25,000,000 | 1.50 | 1.50 | 0.00 | 0.00 | 187,500 |
| Interest | 7/17/2018 | 1/17/2020 | Federal Agencies | FANNIE MAE | 3136G4KQ5 | 1,000,000 | 1.65 | 1.84 | 0.00 | 0.00 | 8,250 |

Investment Transactions

Pooled Fund

| Transaction | Settle Date | Maturity | Type of Investment | Issuer Name | CUSIP | Par Value | Coupon | YTM | Price | Interest | Transaction |
|--------------|-------------|------------|--|--------------------------|-----------|-----------------|--------|------|-------|----------|---------------|
| Interest | 7/17/2018 | 1/17/2020 | Federal Agencies | FANNIE MAE | 3136G4KQ5 | 31,295,000 | 1.65 | 1.84 | 0.00 | 0.00 | 258,184 |
| Interest | 7/19/2018 | 12/19/2018 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78009N5M4 | 50,000,000 | 2.33 | 2.32 | 0.00 | 0.00 | 96,873 |
| Interest | 7/20/2018 | 8/20/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGX67 | 50,000,000 | 2.20 | 2.20 | 0.00 | 0.00 | 91,823 |
| Interest | 7/20/2018 | 7/20/2021 | Supranationals | INTL FINANCE CORP | 45950KCJ7 | 12,135,000 | 1.13 | 2.94 | 0.00 | 0.00 | 68,320 |
| Interest | 7/21/2018 | 12/21/2020 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGX75 | 50,000,000 | 2.28 | 2.28 | 0.00 | 0.00 | 94,912 |
| Interest | 7/23/2018 | 12/21/2018 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T5K0 | 50,000,000 | 2.32 | 2.32 | 0.00 | 0.00 | 103,017 |
| Interest | 7/23/2018 | 1/23/2019 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371EL21 | 25,000,000 | 2.34 | 2.34 | 0.00 | 0.00 | 45,522 |
| Interest | 7/24/2018 | 1/24/2020 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EJLU1 | 25,000,000 | 2.42 | 2.43 | 0.00 | 0.00 | 151,250 |
| Interest | 7/24/2018 | 1/24/2020 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EJLU1 | 25,000,000 | 2.42 | 2.43 | 0.00 | 0.00 | 151,250 |
| Interest | 7/24/2018 | 12/24/2020 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EFTX5 | 100,000,000 | 2.42 | 2.42 | 0.00 | 0.00 | 201,761 |
| Interest | 7/25/2018 | 10/25/2018 | Negotiable CDs | BANK OF MONTREAL CHICAGO | 06371ERP4 | 45,000,000 | 2.30 | 2.30 | 0.00 | 0.00 | 86,292 |
| Interest | 7/25/2018 | 10/25/2018 | Negotiable CDs | BANK OF NOVA SCOTIA HOUS | 06417GZR2 | 50,000,000 | 2.29 | 2.29 | 0.00 | 0.00 | 95,464 |
| Interest | 7/25/2018 | 10/25/2018 | Negotiable CDs | TORONTO DOMINION BANK NY | 89113XJJ4 | 50,000,000 | 2.29 | 2.29 | 0.00 | 0.00 | 95,464 |
| Interest | 7/25/2018 | 1/25/2019 | Federal Agencies | FEDERAL HOME LOAN BANK | 3130A8VZ3 | 25,000,000 | 1.05 | 1.05 | 0.00 | 0.00 | 131,250 |
| Interest | 7/25/2018 | 1/25/2019 | Federal Agencies | FARMER MAC | 3132X0EK3 | 25,000,000 | 2.46 | 2.46 | 0.00 | 0.00 | 155,429 |
| Interest | 7/25/2018 | 2/25/2019 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EGBU8 | 50,000,000 | 2.27 | 2.27 | 0.00 | 0.00 | 94,422 |
| Interest | 7/25/2018 | 1/25/2021 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EG4T9 | 20,000,000 | 2.25 | 2.25 | 0.00 | 0.00 | 37,519 |
| Interest | 7/25/2018 | 1/25/2021 | Federal Agencies | FEDERAL FARM CREDIT BANK | 3133EG4T9 | 20,000,000 | 2.25 | 2.25 | 0.00 | 0.00 | 37,519 |
| Interest | 7/25/2018 | 1/25/2021 | Supranationals | INTERNATIONAL FINANCE CO | 45950KCM0 | 50,000,000 | 2.25 | 2.35 | 0.00 | 0.00 | 562,500 |
| Interest | 7/26/2018 | 7/26/2019 | Supranationals | INTL BK RECON & DEVELOP | 459058EV1 | 10,000,000 | 1.25 | 2.47 | 0.00 | 0.00 | 62,500 |
| Interest | 7/27/2018 | 11/27/2018 | Negotiable CDs | ROYAL BANK OF CANADA NY | 78012UAW5 | 25,000,000 | 2.40 | 2.40 | 0.00 | 0.00 | 50,060 |
| Interest | 7/27/2018 | 7/27/2022 | Federal Agencies | FREDDIE MAC | 3134GBXU1 | 31,575,000 | 2.25 | 2.25 | 0.00 | 0.00 | 355,219 |
| Interest | 7/30/2018 | 9/28/2018 | Negotiable CDs | NORINCHUKIN BANK (NY) | 65602UP85 | 50,000,000 | 2.50 | 2.50 | 0.00 | 0.00 | 111,195 |
| Interest | 7/30/2018 | 12/28/2018 | Negotiable CDs | WESTPAC BANKING CORP NY | 96121T5M6 | 50,000,000 | 2.33 | 2.33 | 0.00 | 0.00 | 103,639 |
| Interest | 7/30/2018 | 7/30/2020 | Federal Agencies | FANNIE MAE | 3135G0T60 | 50,000,000 | 1.50 | 1.60 | 0.00 | 0.00 | 375,000 |
| Interest | 7/31/2018 | 8/1/2018 | Money Market Funds | FIDELITY INST GOV FUND | 31607A703 | 296,179,843 | 1.83 | 1.83 | 0.00 | 0.00 | 286,325 |
| Interest | 7/31/2018 | 8/1/2018 | Money Market Funds | MORGAN STANLEY INST GOVT | 61747C707 | 71,190,152 | 1.82 | 1.82 | 0.00 | 0.00 | 125,070 |
| Interest | 7/31/2018 | 1/31/2019 | U.S. Treasuries | US TREASURY | 912828V56 | 50,000,000 | 1.13 | 2.03 | 0.00 | 0.00 | 281,250 |
| Subtotals | | | | | | \$3,182,595,220 | 2.10 | 2.15 | \$ - | \$ - | \$ 12,699,506 |
| Grand Totals | | | 42 Purchases (6) Sales (55) Maturities / Calls (19) Change in number of positions | | | | | | | | |

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Amended Report - RE: San Francisco Antibiotic Use in Food Animals Ordinance of 2017
Date: Thursday, August 09, 2018 3:16:00 PM
Attachments: [BOS City Departments Report - AMENDED July 2018.pdf](#)

From: Sheehan, Charles (ENV)
Sent: Monday, August 06, 2018 12:05 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>
Cc: ABXOrdinance (ENV) <abxordinance@sfgov.org>
Subject: Amended Report - RE: San Francisco Antibiotic Use in Food Animals Ordinance of 2017

Dear Ms. Calvillo,

I am attaching an updated report about the City Departments' meat and poultry purchases in 2017. We have made the following changes to the report since it was originally submitted to the Board of Supervisors and the Mayor's office earlier this year:

- Corrected "population served" by the Sheriff's Department and added its 2017 meat and poultry spend (Table in Section V)
- Corrected number of poultry products purchased by Sheriff's Department and added information about meat products purchased (Tables in Section V(a), discussion in Section V(b))
- Added information about a pattern we noticed in meat and poultry purchasing where much more is spent on cooked and prepared meat than raw meat (Section IV)

The original e-mail is below. If you have any questions or would like additional information, feel free to contact me. Thank you.

Charles Sheehan
 San Francisco Department of the Environment
Charles.Sheehan@sfgov.org
 T: (415) 355-3756

From: Sheehan, Charles (ENV)
Sent: Monday, April 23, 2018 5:55 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>
Cc: Raphael, Deborah (ENV) <deborah.raaphael@sfgov.org>; Jackson, Jen (ENV) <cynthia.jackson@sfgov.org>
Subject: San Francisco Antibiotic Use in Food Animals Ordinance of 2017

Dear Ms. Calvillo,

On October 24, 2017, the San Francisco Board of Supervisors passed the Antibiotic Use in Food Animals Ordinance (Ordinance). The Ordinance requires four City Departments – Juvenile Probation Department, Recreation and Parks Department, Sheriff's Department, and Department of Public Health – to report to the Department of the Environment on their raw meat and poultry purchasing practices by January 22, 2018.

Please find enclosed the report from the Department of the Environment as mandated by Section 2706 of the San Francisco Antibiotic Use in Food Animals Ordinance of 2017 (No. 204-17, San Francisco Environment Code Chapter 27).

If you have any questions or would like additional information, feel free to contact me. Thank you.

Charles Sheehan

San Francisco Department of the Environment

Charles.Sheehan@sfgov.org

T: (415) 355-3756



SF Environment

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A Department of the City and County of San Francisco

MEMORANDUM

TO: Mayor London Breed & San Francisco Board of Supervisors
FROM: Deborah Raphael, San Francisco Department of the Environment
DATE: July 2018
RE: Amended Report on City Departments' Meat & Poultry Purchases Pursuant to Antibiotic Use in Food Animals Ordinance

I. Purpose of this memorandum

On October 24, 2017, the San Francisco Board of Supervisors (BOS) passed the Antibiotic Use in Food Animals Ordinance (Ordinance). The Ordinance requires the four City Departments – Juvenile Probation Department, Recreation and Parks Department, Sheriff's Department, and Department of Public Health – to report to the Department of the Environment on their raw meat and poultry purchasing practices by January 22, 2018. Section 2706(b) of the Ordinance then requires the Director of the San Francisco Department of the Environment (SFE) to submit recommendations to the Board of Supervisors and the Mayor on opportunities for and the feasibility of a Citywide procurement policy for meat and poultry raised without the routine use of medically-important antibiotics. SFE submitted a report to the BOS on April 23, 2018. Since then, additional data became available and has been incorporated into this report.

With this first-in-the-nation law, the City seeks to encourage consumers, including City Departments, to better understand *how antibiotics are being used to produce* the raw meat and poultry products they purchase.¹ Ultimately, the goal of the Ordinance is to encourage purchasing decisions that favor meat and poultry produced without the routine use² of medically important antibiotics.³ To further this goal, the Ordinance places reporting requirements on City Departments and Grocers doing business in San Francisco that have more than 25 stores anywhere. This memorandum focuses only on the results of the reports submitted by the four City Departments that were subject to the Ordinance.

II. Background for the Antibiotic Use in Food Animals Ordinance

Antibiotics resistance is increasing at an alarming rate worldwide.

Over the past ninety years since their discovery, antibiotics have saved millions of lives around the world. Not only do they cure bacterial infections (e.g., strep throat, pneumonia, urinary tract infections), they also prevent infections following medical procedures such as chemotherapy, dialysis and surgery. Yet

¹ To be clear, the Ordinance is concerned with antibiotics *resistance* due to the use of antibiotics, and does *not* address the issue of antibiotic residues on meat or poultry.

² “**Routine use**” means regular administration of antibiotics for disease prevention and/or growth promotion (as opposed to treatment of disease or control of disease outbreak).

³ “Medically important antibiotic” means an antibiotic that is currently being used for human medicine, and includes any antibiotic that belongs to a class listed as “important”, “highly important,” or “critically important” in Appendix A of FDA’s Guidance for Industry #152 and subsequent revisions to that list.

today, bacteria are developing resistance to antibiotics at an alarmingly fast rate. Antibiotics are becoming increasingly ineffective against the infections they were designed to cure and prevent. When this phenomenon of antibiotics resistance occurs, second- or third-choice antibiotics may be required to treat the infection. These alternative drugs may be less effective, more toxic and more expensive.

Antibiotics resistance comes at a huge cost to society. The Centers for Disease Control and Prevention (CDC) estimates that every year at least 2 million people in the United States contract antibiotic-resistant infections; among these, 23,000 people die because antibiotics fail to work.⁴ These numbers are expected to grow significantly as antibiotics lose effectiveness and few new ones are developed. As a result of the rapid rise in antibiotics resistance worldwide, we are at risk of losing many of the gains made in human medicine over the past century.

We can slow the growth of antibiotics resistance.

The CDC and World Health Organization (WHO) have pointed to decades of overuse and misuse of antibiotics in human and animal medicine as significant contributors to the rapid global rise in resistance.⁵ While the development of resistance cannot be stopped, it can be slowed by ensuring that antibiotics are used only when necessary to fight infection or disease. In particular, those antibiotics that are critical to human medicine, also called “medically important antibiotics,” must be safeguarded.

While the amount of antibiotics being consumed by livestock versus humans every year is unknown, sales data show that in the United States, 70% of medically important antibiotics⁶ are sold for use on farm animals.⁷ To treat and control infection within a group of animals where some are sick, higher doses of antibiotics are generally administered for a limited time. By contrast, to prevent disease within a group of animals that are not sick or to promote growth, antibiotics are administered sub-therapeutically to animals over a longer period.

The CDC and WHO strongly discourage the use of antibiotics for disease prevention and growth promotion. Unfortunately, these uses continue to be widespread around the world. In 2015, the State of California passed law SB 27, which prohibits the administration of medically important antibiotics to livestock unless ordered by a licensed veterinarian through a prescription or veterinary feed directive. These antibiotics must be necessary to treat disease or infection; to control the spread of disease or infection; and/or in relation to surgery or a medical procedure. Then in 2017, the Federal Drug

⁴ “Antibiotic/Antimicrobial Resistance.” *The Centers for Disease Control and Prevention*, <https://www.cdc.gov/drugresistance/index.html>. Accessed 16 April 2018.

⁵ “Antimicrobial resistance – Fact sheet.” *The World Health Organization*, <http://www.who.int/mediacentre/factsheets/fs194/en/>. Accessed 16 April 2018; *see also*, Centers for Disease Control and Prevention. “Antibiotic Resistance Threats in the United States, 2013.” <https://www.cdc.gov/drugresistance/threat-report-2013/pdf/ar-threats-2013-508.pdf>

⁶ **Medically important antibiotics are those that are used to treat bacterial infections in people. Non-medically important antibiotics are those that are not currently being used to treat infections in people. Both types of antibiotics – medically important and non-medically important – may be administered to livestock.**

⁷ “FDA: Antibiotic use in food animals continues to rise.” *Center for Infectious Disease Research and Policy*, <http://www.cidrap.umn.edu/news-perspective/2016/12/fda-antibiotic-use-food-animals-continues-rise>. Accessed 17 April 2018.

Administration (FDA) adopted similar guidelines, Guidance 213, creating a nationwide ban on the use of antibiotics for growth promotion and making a veterinarian prescription mandatory for all other uses.⁸

However, the FDA still allows use of medically important antibiotics for disease prevention. Moreover, imported meat animals may not have been subject to any antibiotics use regulations abroad. Thus, although California limits the use of these drugs for prevention, meat and poultry administered medically important antibiotics for this purpose may continue to make their way to California's marketplaces. San Francisco's Antibiotic Use in Food Animals Ordinance seeks to illuminate how antibiotics are being used to produce raw meat and poultry sold in San Francisco to raise awareness and provide consumers with knowledge to make more informed purchasing decisions.

III. Reporting requirements for City Departments

Four San Francisco City Departments – Juvenile Probation Department, Recreation and Parks Department, Sheriff's Department, and Department of Public Health – were subject to the Ordinance's reporting requirements. The Ordinance required these City Departments to report the following information to SFE by January 22, 2018.

1. The percentages of meat and poultry procured in 2017 that were produced with and without routine use of antibiotics (distinguishing, if possible, between meat/poultry raised *without any* antibiotics and meat/poultry raised *without routine use of medically important* antibiotics).
2. A list of the Department's current meat and poultry suppliers.
3. Do these suppliers currently offer meat and/or poultry raised without the routine use of antibiotics (distinguishing, if possible, between meat/poultry raised *without any* antibiotics and meat/poultry raised *without routine use of medically important* antibiotics)?
4. Could these suppliers cease routine use of medically important antibiotics within 3 years' time?
5. The estimated cost of obtaining meat and/or poultry raised without the routine use of antibiotics (distinguishing, if possible, between meat and/or poultry raised *without any* antibiotics and meat and/or poultry raised *without routine use of medically important* antibiotics).
6. The expected timeline if the Department were to transition to procurement of only meat and/or poultry raised without routine use of medically important antibiotics.

IV. Considerations in analyzing the Departments' reports

When analyzing the Departments' reports and assessing options for recommendations, it was important to consider limitations with the data gathered. As a first-in-the-nation ordinance, the Departments faced several challenges in collecting reliable data. The Departments had not needed to gather the information requested by the Ordinance prior to its passage in October 2017 and had to develop it retrospectively.

⁸ Before then, 97% of all antibiotics being purchased for farm animals were "over-the-counter". "FDA Policies in on Antibiotic Use in Food Animals." *The Pew Charitable Trusts*, <http://www.pewtrusts.org/en/research-and-analysis/fact-sheets/2016/05/fda-policies-on-antibiotic-use-in-food-animals-key-elements-and-how-to-strengthen-them>. Accessed 17 April 2018.

Additionally, the main obstacle was the Ordinance's specific request for data pertaining to how antibiotics were administered to meat and poultry animals (i.e., as part of a "routine use") and what types of antibiotics were used (i.e., "medically important antibiotics"). These concepts are not well understood and Departments' vendors often provided vague or incomplete responses as a result.

Instead, much of the data reported by the Departments focused on whether or not *any* antibiotics were used in producing the meat and poultry products. As a result, the reported data showed that the vast majority of meat and poultry purchased was raised with antibiotics, and did not illuminate whether the Departments' purchasing practices significantly support the routine use of medically important antibiotics.

In addition, some meat and poultry vendors who were asked for details regarding the use and types of antibiotics administered to their animals simply did not engage in the discussion. This may reflect a lack of tracking systems across most of the meat and poultry industries or potentially fears about repercussions from consumers concerned about antibiotic use. Beyond grouping animals into antibiotic-free and conventionally-raised categories, most meat and poultry suppliers don't track antibiotics usage for individual animals, making reporting on these practices challenging.

While the ordinance requires reporting on *raw* meat and poultry procured by the City Departments, reports from three Departments included data regarding cooked meat and poultry products as well. This additional information provides insight about meat and poultry purchases by the City in general: the majority of meat and poultry purchases are not raw but rather cooked and/or processed. Cooked products included turkey hot dogs, bologna, ends and pieces, salami, smoked sausage and cooked chicken. Although some departments also provided information on pre-prepared meals (e.g., soups, sandwiches, entrees), this information is not included in the data below because the cost of fully prepared meals include more labor and ingredients beyond meat and poultry, and do not provide insight on funds spent related to meat and poultry alone.

V. Reports from the City Departments

SFE worked collaboratively with the four covered City Departments, who took this effort seriously and worked closely with their contracted vendors, known as broadline distributors, that sold them meat and poultry in 2017. Because each Department serves different populations, with its own particular protein needs, there was considerable variation between Departments' meat and poultry purchases. In 2017, the Departments served the following populations:

| Department | Population Served | 2017 Meat/Poultry Spend |
|--------------------|--|---|
| Juvenile Probation | Detained youth staying short-term at Juvenile Hall (capacity: 132 youth, 24 hours/day, 7 days/week) and delinquent male juveniles being treated and rehabilitated at Log Cabin Ranch | \$67,004 total = \$42,390 (Juvenile Hall) + \$24,614 (Log Cabin Ranch) or = \$36,767 of poultry + \$30,237 of meat |

| | | |
|----------------------|--|---|
| Recreation and Parks | San Francisco families at Camp Mather, a 6-week long summer camp in the High Sierra | \$59,565.36 total For 7,602.93 lbs of poultry (\$15,623.18) + 12,276.41 lbs of beef, pork and lamb (\$43,942.18) |
| Sheriff | Adult inmates housed in three county jails | \$118,062.77 total = \$114,973.34 of poultry + \$3,089.43 of meat |
| Public Health | Laguna Honda Hospital patients (longer-term, many elderly or in hospice care) and SF General Hospital patients (generally shorter-term, lower-income out-patients) | \$859,050.10 total = \$460,503.05 (Laguna Honda) + \$398,547.05 (SF General) For 126,593 lbs poultry + 118,518 lbs meat |

Each Department reported separately on its meat and poultry purchases for 2017. The following sections summarize the Departments' responses to the Ordinance's questions.

a. Meat and poultry procured by City Departments in 2017 (Question 1)

The Ordinance requires reporting on "the routine use of medically important antibiotics" administered to meat and poultry purchased by the Departments.⁹ However, it was difficult for City Departments to report with that level of granularity, which would have required Departments to understand the purpose and type of antibiotics administered to each type of meat and poultry they purchased. Instead, the Departments provided the number/percentage of meat and poultry purchased that was entirely antibiotic-free. In addition, they were able to determine whether its meat and poultry suppliers had a general practice of administering medically important antibiotics for disease prevention or growth promotion. In response to the Ordinance's first question, the Departments provided the following data regarding their meat and poultry purchases.¹⁰

Poultry procured in 2017

| Department | # of antibiotic-free poultry products per total | % of antibiotic-free poultry of total | Were <u>medically important</u> antibiotics used for <u>disease prevention</u> ? | Were <u>medically important</u> antibiotics used for <u>growth promotion</u> ? |
|----------------------|---|---------------------------------------|--|--|
| Juvenile Probation | 0/20 | 0% | Yes | No |
| Sheriff | 1/16 | 1% | Yes | No |
| Recreation and Parks | 2/8 | 8% | Unknown | Unknown |

⁹ See footnotes 1 and 2, above, for definitions of "routine use" and "medically important".

¹⁰ Note that the number of meat and poultry products procured refers to the various ways suppliers package and sell their meat (eg, meat products: beef patties, beef tri-tip, beef steak, lamb legs, pork butts, etc.; poultry products: chicken breast, chicken thigh, whole chicken, ground turkey, turkey breast, etc.).

| | | | | |
|---------------|------|-----|------------------|----|
| Public Health | 3/54 | 16% | No ¹¹ | No |
|---------------|------|-----|------------------|----|

Meat procured in 2017

| Department | # of antibiotic-free meat products per total | % of antibiotic-free meat of total | Were medically important antibiotics used for disease prevention? | Were medically important antibiotics used for growth promotion? |
|----------------------|--|------------------------------------|---|---|
| Juvenile Probation | 0/8 | 0% | Unknown | Unknown |
| Sheriff | 0/9 | 0% | Unknown | Unknown |
| Recreation and Parks | 0/13 | 0% | Unknown | Unknown |
| Public Health | 0/71 | 0% | No ¹² | No |

As Departments faced difficulties in gathering the requested data, their responses focused mainly on *total* antibiotic use, rather than routine use of medically important antibiotics. Thus, while the Departments reported that the majority of meat and poultry animals they procured were raised with antibiotics (over 90%, as measured by weight), it is unclear how many were raised specifically with a *routine use of medically important* antibiotics. Only the Juvenile Probation Department was able to obtain information about medically important antibiotics use. Juvenile Probation Department reported that 100% of its chicken products received non-medically important antibiotics, and fewer than 3% of these chickens received medically important antibiotics. One broadline distributor reported that meat and poultry suppliers refused to talk to him about their antibiotics usage in detail, despite the distributor being a customer.

b. Current and potential meat and poultry suppliers (Questions 2-4)

In reporting on their meat and poultry suppliers, the Departments only distinguished between antibiotic-free and conventional meat and poultry. As previously discussed, they were not able to discuss whether their suppliers' could provide meat or poultry "raised with antibiotics, but without the routine use of medically important antibiotics". Instead, the Departments reported on whether their suppliers offered meat or poultry raised without any antibiotics (also known as "no antibiotics ever").

Three broadline distributors, each with its own lineup of meat and poultry suppliers, serve the four Departments. The Juvenile Probation Department provided a list of its current suppliers and a list of alternative, antibiotic-free options offered by its broadline distributor, Sysco. A comparison of the lists shows that, among its one hundred thirteen raw or cooked, antibiotic-free meat and poultry options, Sysco offers very similar alternatives for at least seven out of eight (7/8) meat and eleven out of twenty (11/20) poultry products procured by the Department in 2017. This number could be higher if the Juvenile Probation Department were willing to make changes to its current procurements, such as replacing

¹¹ This response was surprising as it is common for poultry raised outside of California to receive medically important antibiotics for disease prevention purposes.

¹² This response was surprising as it is common for meat animals raised outside of California to receive medically important antibiotics for disease prevention purposes.

conventional pulled turkey meat with antibiotic-free pulled chicken. As the Department of Recreation and Parks also uses Sysco, a similar list of products offered may be assumed, even though the list of products procured differs. Using this list of antibiotic-free offerings, Sysco offers very similar alternative for at least five out of thirteen (5/13) meat and seven out of eight (7/8) poultry products procured by the Department of Recreation and Parks.

The Sheriff's Department procured sixteen (16) raw or cooked chicken and turkey products last year from five suppliers, including Tyson and Butterball. Tyson currently offers just under one hundred chicken products and Butterball offers turkey products that carry the "no antibiotics ever" label. The Sheriff's Department also procured nine (9) raw or cooked meat products, including ground beef, meatballs, and bacon. One of its meat suppliers, Cargill, offers a frozen beef patty option that has been raised without any antibiotics. Finally, of the Department of Public Health's twenty-seven (27) meat and poultry suppliers, at least four offer antibiotic-free poultry, one offers antibiotic-free ham and another offers antibiotic-free beef.

When asked whether suppliers could cease the routine use of medically important antibiotics within 3 years, the Juvenile Probation Department responded that many suppliers are offering antibiotic-free products due to customer demand and referenced the list of Sysco's current antibiotic-free offerings. Similarly, one of the poultry suppliers for the Sheriff's Department referenced its portfolio of almost 100 antibiotic-free options and Cargill, the beef patty supplier, responded most directly to this question, stating that new antibiotic-free products could be developed over three years' time with some of its partners that raise cattle without antibiotics. The Department of Public Health responded that some companies – such as the poultry companies Tyson and Foster Farms – are already moving in the direction of ceasing the routine use of medically important antibiotics in response to increasing market demands.

c. Estimated costs and expected timeline to transition (Questions 5-6)

The four Departments were asked to estimate the cost of obtaining meat and poultry raised without routine use of antibiotics. The Department of Recreation and Parks did not provide a cost estimate. The other three Departments provided the following estimates:

Estimated % cost increase to shift to antibiotic-free meat/poultry

| Department | Estimated cost increase |
|--------------------|-------------------------|
| Juvenile Probation | 20-60% |
| Public Health | 35% |
| Sheriff | 40% |

While the Department of Recreation and Parks did not provide an estimated cost to transition, they provided critical data about actual costs of different products, as shown below.

Actual cost of whole chicken procured in 2017, Department of Recreation and Parks

| | |
|----------------------------|-----------|
| Conventional whole chicken | \$1.52/lb |
|----------------------------|-----------|

| | |
|-------------------------------------|-----------|
| Antibiotic-free whole chicken | \$1.67/lb |
| Cost difference | \$0.15/lb |
| % cost increase for antibiotic-free | ~10% |

Actual cost of chicken thighs procured in 2017, Department of Recreation and Parks

| | |
|---|-----------|
| Conventional boneless chicken thighs | \$1.66/lb |
| Antibiotic-free boneless chicken thighs | \$1.98/lb |
| Cost difference | \$0.32/lb |
| % cost increase for antibiotic-free | ~20% |

This data reflects that antibiotic-free whole chickens were approximately 10% more and antibiotic-free chicken thighs were approximately 20% more expensive than their conventionally-raised counterparts. Thus the actual variance in cost of some of the Department of Recreation and Parks' poultry (10-20%) is significantly lower than that estimated by the Juvenile Probation Department (20-60%), the Department of Public Health (35%) and the Sheriff's Department (40%). Further discussions with the Department of Public Health's broadline distributor indicated that more of their estimated increase in cost could be attributed to antibiotic-free meat (especially bacon) than poultry. Moreover, Cargill, the meat supplier for the Sheriff's Department estimated the cost of an antibiotic-free beef patty to be more than twice (or 200%) the cost of a traditionally-raised beef patty. These variances in data suggest that transitioning costs, which impact the feasibility of a transition, should be considered separately for poultry and meat products.

Finally, with respect to a timeline to transition to procuring meat and poultry raised without routine use of medically important antibiotics, the Departments did not have a clear response. Sysco, replying on behalf of the Juvenile Probation Department, stated that such a transition would not likely occur due to that Department's demand for low cost but high weight meat and poultry.

VI. Recommendations

The purpose of the City Departments' reports was to provide SFE with data to determine whether a Citywide procurement policy for meat and poultry raised without the routine use¹³ of medically important antibiotics could be useful and feasible. Overall, the data highlights a broader need in the marketplace for differentiation among raising practices, particularly for meat that is produced with the responsible use of antibiotics such that only sick animals are treated with antibiotics.

1. Departments should increase the percentage of meat and poultry purchased that was raised without the routine use of medically-important antibiotics, while purchasing more plant-based proteins.

Cost was the Departments' main concern in transitioning to or adopting a policy that favors meat and poultry raised without routine use of medically-important antibiotics. Yet there are a few different ways to incorporate an increase in cost without needing to increase budget. Plant-based proteins are generally

¹³ "Routine use" means regular administration of antibiotics for disease prevention and/or growth promotion (as opposed to treatment of disease or control of disease outbreak).

less expensive than animal proteins. While increasing plant-based proteins, animal protein portion sizes could be reduced to offset the additional cost of purchasing antibiotic-free or responsibly-raised meat and poultry.

Additionally, replacing some of the more expensive meats on the Departments' menus with less expensive, but responsibly-raised, alternatives could support the transition as well. For example, if bacon is the most expensive meat to transition, Departments may be able to consider procuring a less expensive, judiciously-raised smoked ham option instead. Finally, it is possible that cooked and processed meat and poultry, as well as prepared entrees, are more expensive than raw meat and poultry. Departments could investigate whether there is a cost savings to be reaped from reducing purchases of prepared and processed meat and poultry. Those savings could then help support the purchase of responsibly-raised alternatives.

The California poultry industry has also informed SFE that it aims to eliminate its use of medically important antibiotics in raising poultry by 2020. If achieved, that will significantly facilitate a transition to poultry raised without the routine use of medically important antibiotics. With experts estimating an increase in production costs of 10% associated with switching to antibiotic-free poultry¹⁴, similar to actual reporting data received from the Department of Recreation and Parks, the costs associated with switching to responsibly-raised poultry might easily be overcome with slight modifications to menus and a shift toward more plant-based protein.

2. In future contracts with broadline distributors, Departments should include language requiring the purchase of meat and poultry produced without the routine use of medically important antibiotics.

Given how difficult it currently is for them to track how antibiotics are being used to raise poultry and meat animals, Departments should introduce terms to future contracts with broadline distributors. These terms would require that certain procured meat and poultry products, or a certain amount of these products, be raised without the routine use of medically-important antibiotics.

There are several types of certifications that address antibiotic usage in raising food animals. These include organic and "no antibiotics ever", which entirely prohibit the use of antibiotics. There are also certifications that allow antibiotics for treatment purposes, while prohibiting the routine use of medically-important antibiotics. These include among others American Grassfed, Global Animal Partnership, Certified Humane, and Animal Welfare Approved. Additionally, for poultry, the Certified Responsible Antibiotic Use (CRAU) standard prohibits the use of antibiotics with analogues in human medicine routinely or without clear medical justification (and even then, only rarely).¹⁵

3. The four Departments should consider negotiating a joint, Citywide food distribution contract.

¹⁴ "Tyson Foods will eliminate antibiotics in chicken", Zlati Meyer, USA Today, May 1, 2017, available online at <https://www.usatoday.com/story/money/business/2017/05/01/poultry-giant-tyson-boot-antibiotics-chicken/100970854/>

¹⁵ The Official Listing of Approved Certified Responsible Antibiotic Use Programs can be found online on the US Department of Agriculture's website at <https://www.ams.usda.gov/services/auditing/crau>

Currently, three broadline distributors serve the four City Departments (Sysco, Aramark and US Foods). There may be cost savings to be reaped from a joint contract with one broadline distributor for all four Departments. Some of these savings could then be used to offset the increased cost of procuring meat and poultry raised without the routine use of medically important antibiotics. That said, the City Departments have differing needs, so this option would need to be further explored.

4. Ultimately, a Citywide purchasing policy, such as a Good Food Purchasing Policy, would be a feasible option for the four City Departments to adopt.

A carefully-crafted, Citywide policy, such as a Good Food Purchasing Policy, would assist Departments in procuring meat and poultry raised without the routine use of medically-important antibiotics. A Good Food Purchasing Policy (Policy) aims to improve how public institutions source food by emphasizing five value areas: nutrition, local economies, animal welfare, valued workforce and environmental sustainability. The Department of Public Health and the Sheriff's Department have expressed interest in a resolution that would ask them to conduct a baseline assessment of their food purchases and develop future food purchasing goals.

With three levels of commitment, a Good Food Purchasing Policy would be accessible to Departments regardless of budget, location and population served. Through the Good Food Purchasing Program¹⁶ (Program), the Departments would develop a point-based, five-step plan toward meeting Program standards in each of its value areas. First, a baseline assessment of the Department's current food purchasing practices would be taken to understand existing alignment with the Program standards. The Departments would then set goals and develop a multi-year action plan roadmap.¹⁷ This plan would be used to make purchasing shifts, while tracking data from vendors annually. Finally, each Department's Good Food Purchasing goals would be adopted and incorporated into contracts, and the Department's success would be celebrated with a public report. Such a Policy would set a clear path for Departments to move toward procuring meat and poultry raised in a way that safeguards life-saving antibiotics, without the routine use of medically important antibiotics.

¹⁶ *Center for Good Food Purchasing*. https://goodfoodpurchasing.org/program-overview/#_standards. Accessed 20 April 2018.

¹⁷ For example, among other goals, a Department seeking to increase its purchasing of meat and poultry produced without routine use of medically important antibiotics might set goals to increase by 15% in Year 1 and by 25% in Year 5 the total dollars spent annually on these meat products.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: 2018 Title XV Reports/SFDPH
Date: Tuesday, August 07, 2018 2:51:00 PM
Attachments: [eh_cj1.2.4_cover.doc](#)
[eh_cj1.2.4_doc.doc](#)
[eh_CJ5_cover.doc](#)
[eh_CJ5_doc.doc](#)
[eh_court_cover.doc](#)
[eh_court_doc.doc](#)
[eh_jjc.docx](#)
[eh_lcr.docx](#)
[eh_sfgh_cover.doc](#)
[eh_sfgh_doc.doc](#)
[eh_sfpd_cover.doc](#)
[eh_sfpd_doc.doc](#)
[med_court_cover.doc](#)
[med_court_report.doc](#)
[med_jail_cover.doc](#)
[med_jail_report.doc](#)
[med_sfpd_cover.doc](#)
[med_sfpd_doc.doc](#)
[med_spy&lcr.docx](#)
[nut_lcr_report_2018.docx](#)
[nut_vgc_report_2018.docx](#)
[nut_jail5_cover.doc](#)
[nut_jail5_doc_2018.doc](#)
[nut_jail124_cover.doc](#)
[nut_jail124_doc_2018.doc](#)
[nut_zsfward7_cover.doc](#)
[nut_zsfward7_doc_2018.doc](#)
[BOS.PDF](#)

From: Shatara, Nader (DPH)
Sent: Tuesday, August 07, 2018 12:43 PM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Cc: Somera, Alisa (BOS) <alisa.somera@sfgov.org>
Subject: FW: 2018 Title XV Reports/SFDPH

Dear Ms. Calvillo:

Please open the attached PDF to view a letter from Director Barbara Garcia regarding the attached 2018 Title XV reports.

Thank you,

Nader Shatara, REHS
Senior Environmental Health Inspector
Healthy Housing & Vector Control Program
San Francisco Department of Public Health
1390 Market Street, Suite 210
San Francisco, CA 94102
(415) 252-3887



San Francisco City and County
Department of Public Health
Environmental Health Branch

London Breed, Mayor
Barbara A. Garcia, MPA, *Director of Health*

Stephanie KJ Cushing, MSPH, CHMM, REHS
Director of Environmental Health

August 7, 2018

Angela Calvillo
Clerk of the Board of Supervisors
City Hall, Room 244
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached for your review is a set of the 2018 Title XV evaluation reports for each of the San Francisco jails and detention facilities. The Title XV reports are required to be submitted annually by the Board of State and Community Corrections under Section 459 of the California Health and Safety Code.

A team of professionals from the San Francisco Department of Public Health that includes a Registered Dietician, Senior Environmental Health Inspectors, and Regulatory Affairs Specialists performed the inspections and had completed the attached reports. Administrators of all of the inspected facilities were given the opportunity to review the content of their report, make corrections, and comment on their progress. Corrections were included on the final draft of the report.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara A. Garcia".

Barbara A. Garcia, MPH
Director of Health

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | | |
|--|---------|-----------------------------------|-----------|----------|
| FACILITY NAME: County Jails 1, 2, & 4 | | COUNTY: San Francisco | | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): County Jail 1 & 2: 425-7 th Street, San Francisco, CA 94103 (415) 575-4394 County Jail 4: 850 Bryant Street, San Francisco, CA 94103 (415) 575-4395 | | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | TYPE I: | TYPE II: X | TYPE III: | TYPE IV: |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: February 20, 2018 | | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Nader Shatara, REHS, Senior Environmental Health Inspector (415) 252-3887 Kevin Eng, REHS, Senior Environmental Health Inspector (415) 252-3968 Joanna Pong, REHS Trainee (415) 252-3858 Patrick Wood, REHS Trainee (415) 252-3915 | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Lt. John Caramucci (415) 575-4394 Sgt. Jennifer Collins (415) 575-4460 Lt. Gary Noda (CJ 4) Mitchell Vincent, Kitchen Manager | | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: | | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: | | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |

This checklist is to be completed pursuant to the attached instructions.

I. ENVIRONMENTAL HEALTH EVALUATION
Adult Type I, II, III and IV Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|--|----|-----|--|
| Article 12. Food | | | | |
| Approach for Providing Food Service <i>California Retail Food Code "CalCode" (HSC Division 104, Part 7, Chapter 1-13, Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i> Food served in the facility is prepared in the facility. If "No," respond to items 1 and 2 below prior to continuing with the checklist. | X | | | |
| 1. Food is prepared at another city or county detention facility. | | X | | |
| 2. Food is contracted through a private vendor who had been inspected and complies with provisions of CalCode. | X | | | Food service at this jail is contracted with Aramark. |
| 1230 Food Handlers <i>(Note: Title 15, § 1230 is in Article 11, MMH, but inspected under Environmental Health due to CalCode reference.)</i> Policy and procedures have been developed and implemented for medical screening of inmate food handlers prior to working in the facility. | X | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| There are procedures for education, ongoing monitoring, and cleanliness of food handlers in accordance with CalCode. | X | | | |
| 1243 Food Service Plan There is a food services plan that complies with applicable California Retail Food Code (CalCode). Facilities with an average daily population of 100 or more have a trained and experienced food service manager to prepare and implement a food services plan. The plan includes: planning menus; purchasing food; storage and inventory control; food preparation; food serving; transporting food; orientation and ongoing training; personnel supervision; budgets and food cost accounting; documentation and record keeping; emergency feeding plan; waste management; and, maintenance and repair. | Do not identify compliance with this section here. See comments. | | | The Nutrition Inspector retains primary responsibility to determine compliance with Section 1243. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| In facilities with less than 100 average daily population that do not employ or have access to a food services manager, the facility administrator has prepared a food services plan that addresses the applicable elements listed above. | | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1245 Kitchen Facilities, Sanitation and Food Service | | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1245. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. | X | | | |
| In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to HSC §114381 is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation in these situations.)</i> | | | X | |
| HSC §114130-114141. | X | | | |
| HSC § 114099.6, 114095-114099.5, 114101-114109, 114123 and 114125 if a domestic or commercial dishwasher, capable of providing heat to the surface of utensils of at least 165 degrees Fahrenheit, is used to clean and sanitize multi-service utensils and multi-service consumer utensils; | X | | | |
| HSC § 114149-114149.3, except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | X | | | |
| HSC § 114268-114269 | X | | | |
| HSC § 114279-114282 | X | | | |
| 1246 Food Serving and Supervision | | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1246. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Policies and procedures ensure that appropriate work assignments are made and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | X | | | |
| Article 13. Inmate Clothing and Personal Hygiene | | | | |
| 1260 Standard Institutional Clothing Issue | | | | Inmates do not have outdoor work assignments. |
| <i>Personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation; however, the facility has the primary responsibility to provide these items.</i> | | | | |
| There is a standard issue of climatically suitable clothing for inmates held after arraignment in Type I, II and III facilities, which includes, but is not limited to: | | | | |
| Clean socks and footwear; | X | | | |
| Clean outer garments; and, | X | | | |
| Clean undergarments, including shorts and tee shirt for males; or, bra and two pairs of panties for females. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| Clothing is reasonably fitted, durable, easily laundered and repaired. | X | | | |
| 1261 Special Clothing | | | | |
| Provision is made to issue suitable additional clothing essential for inmates to perform special work assignments (e.g., food service, medical, farm, sanitation, mechanical and other specified work). | X | | | |
| 1262 Clothing Exchange | | | | |
| There are policies and procedures for the scheduled exchange of clothing. | X | | | |
| Unless work, climatic conditions, illness, or the CalCode necessitates more frequent exchange, outer garments, except footwear, are exchanged at least once each week. Undergarments and socks are exchanged twice each week. | X | | | |
| 1263 Clothing Supply | | | | |
| There is a quantity of clothing, bedding, and linen available for actual use and replacement needs of the inmate population. | X | | | |
| There are policies and procedures for the handling of laundry that is known or suspected to be contaminated with infectious material. | X | | | Policy was located after this inspection. See below. |
| 1264 Control of Vermin in Inmates Personal Clothing | | | | |
| There are policies and procedures to control the contamination and/or spread of vermin in all inmate personal clothing. | X | | | |
| Infested clothing is cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin. | X | | | |
| 1265 Issue of Personal Care Items | | | | |
| There are policies and procedures for issuing personal hygiene items. | X | | | |
| Each female inmate is issued sanitary napkins and/or tampons as needed. | X | | | |
| Each inmate to be held over 24 hours who is unable to supply himself/herself with personal care items, is issued the following personal care items: | X | | | |
| Toothbrush; | | | | |
| Dentifrice; | X | | | |
| Soap; | X | | | |
| Comb; and, | X | | | |
| Shaving implements. | X | | | |
| With the possible exception of shaving implements, inmates are not required to share any personal care items listed above. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Inmates do not share disposable razors. Double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates are disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in § 979 and 980, Division 9, Title 16, CCR. | X | | | |
| 1266 Personal Hygiene | | | | |
| There are policies and procedures for inmate showering/bathing. | X | | | Inmates are allowed to shower any time when reasonable. Policy/Procedure #02-16, section V on Hygiene. |
| Inmates are permitted to shower/bathe upon assignment to a housing unit and, thereafter, at least every other day or more often if possible. | X | | | |
| 1267 Hair Care Services | | | | |
| Hair care services are available. | X | | | |
| Except for those inmates who may not shave for court identification reasons, or those who have had their shaving privileges suspended by the facility administrator because they are a danger to themselves or others, inmates are allowed to shave daily and receive hair care services at least once a month. | X | | | |
| Equipment is disinfected after each use by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, § 979 and 980, CCR. | X | | | |
| Article 14. Bedding and Linens | | | | |
| 1270 Standard Bedding and Linen Issue | | | | |
| For each inmate entering a living unit and expected to remain overnight, the standard issue of clean suitable bedding and linens includes, but is not limited to: | | | | |
| One serviceable mattress which meets the requirements of § 1272 of these regulations; | X | | | |
| One mattress cover or one sheet; | X | | | |
| One towel; and, | X | | | |
| One blanket or more, depending upon climatic conditions. | X | | | |
| 1271 Bedding and Linen Exchange | | | | |
| There are policies and procedures for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each inmate housed. | X | | | |
| Washable items such as sheets, mattress covers, and towels are exchanged for clean replacement at least once each week. | X | | | |
| Where a top sheet is not issued, blankets are laundered or dry cleaned at least once a month. When a top sheet is issued, blankets are laundered or dry cleaned at least once every three months. | X | | | |
| 1272 Mattresses | | | | |
| Mattresses are enclosed in an easily cleaned, non-absorbent ticking and conform to the size of the bunk as referenced in Title 24, Section 470A.3.5 Beds (at least 30" wide X 76" long). | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings for penal mattresses at the time of purchase. | X | | | |
| Article 15. Facility Sanitation and Safety | | | | |
| 1280 Facility Sanitation, Safety and Maintenance | X | | | |
| There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | | | | |
| The plan provides for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. | X | | | |
| Medical care housing as described in Title 24, Part 2, § 470A.2.14 is cleaned and sanitized according to policies and procedures established by the health authority. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code – Plumbing | X | | | |
| Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | | | | |
| Title 24, Uniform Building Code – Cleanliness and Repair | X | | | |
| Floors, walls, windows, grillwork and ceilings are clean and in good repair. | | | | |
| Title 24, Part 1, 13-102(c)6 – Heating and Cooling | X | | | |
| There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements of Part 6, Title 24, CCR. | | | | |
| Title 24, Uniform Plumbing Code – Floor Drains | X | | | |
| Floor drains are flushed at least weekly. | | | | |
| Traps contain water to prevent escape of sewer gas. | X | | | |
| Grids and grates are present. | X | | | |
| Title 24, Part 2, 470A.3.6 – Lighting | X | | | |
| Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision. | | | | |
| 20 foot candles light are provided at desk level and in the grooming area. (<i>Applicable to facilities constructed after 1980.</i>) | X | | | |
| Lighting is centrally controlled or occupant controlled in housing cells or rooms. | X | | | |
| Night lighting provides good vision for supervision. (<i>Applicable to facilities constructed after 1980.</i>) | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| CA Safe Drinking Water Act | | | | |
| Potable water is supplied from an approved source in satisfactory compliance with this Act. | X | | | |
| Local Ordinances | | | | |
| Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | X | | | |
| HSC § 1803 | | | | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | X | | | |
| General Industry Safety Order, Title 8-3362 | | | | |
| The facility is free of structural and other safety hazards. | X | | | |

Summary of environmental health evaluation:

General conditions were very well maintained in these jails with the exception of the following:

1. The walk-in refrigerators in the main kitchen of CJ4 requires cleaning around fan box. Lint build up was noted.
2. Soap and paper towels need to be maintained in the dispensers in the CJ2 kitchen.
3. More thorough cleaning is required below the shelves of the clothing storage area of CJ1. Lint accumulation was building up in insect monitors below shelves. It is recommended that shelves be raised to facilitate better cleaning.
4. Policies and procedures for the handling of laundry that is known or suspected to be contaminated with infectious material per section 1263 could not be found at the time of the evaluation but were forwarded on March 5, 2018.

According to information received via email on March 5, 2018, the above items on this report were corrected, and a copy of the policy for handling contaminated laundry was received.

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | | |
|--|---------|--------------------------|-----------|----------|
| FACILITY NAME: County Jail 5 | | COUNTY: San Francisco | | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 1 Moreland Dr., San Bruno, CA 94066 Phone: 650-266-7523 | | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | TYPE I: | TYPE II: x | TYPE III: | TYPE IV: |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: 2/21/18 | | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Kevin Eng, REHS, Sr. Environmental Health Inspector. 415-252-3968 Nader Shatara, REHS, Sr. Environmental Health Inspector. 415-252-3887 Joanna Pong, REHS Trainee. 415-252-3858 Patrick Wood, REHS Trainee. 415-252-3915 | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Kevin Thaddeus Paulson, Captain. 650-266-7523 Kevin Winch, Sargent Michael Mann, Sargent Jennifer Collins, Sargent Wayne Chan, Deputy Magnolia Martinez, Food Safety Director (650) 266-7505 | | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: | | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: | | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |

This checklist is to be completed pursuant to the attached instructions.

I. ENVIRONMENTAL HEALTH EVALUATION
Adult Type I, II, III and IV Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|---|----|-----|--|
| Article 12. Food | | | | |
| Approach for Providing Food Service <i>California Retail Food Code "CalCode" (HSC Division 104, Part 7, Chapter 1-13, Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i> Food served in the facility is prepared in the facility. If "No," respond to items 1 and 2 below prior to continuing with the checklist. | X | | | |
| 1. Food is prepared at another city or county detention facility. | | X | | |
| 2. Food is contracted through a private vendor who had been inspected and complies with provisions of CalCode. | X | | | Food service at this jail is contracted with Aramark. |
| 1230 Food Handlers <i>(Note: Title 15, § 1230 is in Article 11, MMH, but inspected under Environmental Health due to CalCode reference.)</i> Policy and procedures have been developed and implemented for medical screening of inmate food handlers prior to working in the facility. | X | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| There are procedures for education, ongoing monitoring, and cleanliness of food handlers in accordance with CalCode. | X | | | |
| 1243 Food Service Plan There is a food services plan that complies with applicable California Retail Food Code (CalCode). Facilities with an average daily population of 100 or more have a trained and experienced food service manager to prepare and implement a food services plan. The plan includes: planning menus; purchasing food; storage and inventory control; food preparation; food serving; transporting food; orientation and ongoing training; personnel supervision; budgets and food cost accounting; documentation and record keeping; emergency feeding plan; waste management; and, maintenance and repair. In facilities with less than 100 average daily population that do not employ or have access to a food services manager, the facility administrator has prepared a food services plan that addresses the applicable elements listed above. | Do not identify compliance with this section here. See comments. | | | The Nutrition Inspector retains primary responsibility to determine compliance with Section 1243. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1245 Kitchen Facilities, Sanitation and Food Service | | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1245. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. | X | | | |
| In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to HSC §114381 is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation in these situations.)</i> | | X | | |
| HSC §114130-114141. | X | | | |
| HSC § 114099.6, 114095-114099.5, 114101-114109, 114123 and 114125 if a domestic or commercial dishwasher, capable of providing heat to the surface of utensils of at least 165 degrees Fahrenheit, is used to clean and sanitize multi-service utensils and multi-service consumer utensils; | X | | | |
| HSC § 114149-114149.3, except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | X | | | |
| HSC § 114268-114269 | X | | | |
| HSC § 114279-114282 | X | | | |
| 1246 Food Serving and Supervision | | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1246. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Policies and procedures ensure that appropriate work assignments are made and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | X | | | |
| Article 13. Inmate Clothing and Personal Hygiene | | | | |
| 1260 Standard Institutional Clothing Issue | | | | Inmates do not have outdoor work assignments. |
| <i>Personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation; however, the facility has the primary responsibility to provide these items.</i> | x | | | |
| There is a standard issue of climatically suitable clothing for inmates held after arraignment in Type I, II and III facilities, which includes, but is not limited to: | | | | |
| Clean socks and footwear; | X | | | |
| Clean outer garments; and, | X | | | |
| Clean undergarments, including shorts and tee shirt for males; or, bra and two pairs of panties for females. | X | | | No female inmates |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| Clothing is reasonably fitted, durable, easily laundered and repaired. | X | | | |
| 1261 Special Clothing | | | | |
| Provision is made to issue suitable additional clothing essential for inmates to perform special work assignments (e.g., food service, medical, farm, sanitation, mechanical and other specified work). | X | | | |
| 1262 Clothing Exchange | | | | |
| There are policies and procedures for the scheduled exchange of clothing. | X | | | |
| Unless work, climatic conditions, illness, or the CalCode necessitates more frequent exchange, outer garments, except footwear, are exchanged at least once each week. Undergarments and socks are exchanged twice each week. | X | | | |
| 1263 Clothing Supply | | | | |
| There is a quantity of clothing, bedding, and linen available for actual use and replacement needs of the inmate population. | X | | | |
| There are policies and procedures for the handling of laundry that is known or suspected to be contaminated with infectious material. | X | | | |
| 1264 Control of Vermin in Inmates Personal Clothing | | | | |
| There are policies and procedures to control the contamination and/or spread of vermin in all inmate personal clothing. | X | | | |
| Infested clothing is cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin. | X | | | Personal clothing is stored at County Jail 1 |
| 1265 Issue of Personal Care Items | | | | |
| There are policies and procedures for issuing personal hygiene items. | X | | | |
| Each female inmate is issued sanitary napkins and/or tampons as needed. | | | X | No female inmates |
| Each inmate to be held over 24 hours who is unable to supply himself/herself with personal care items, is issued the following personal care items: | X | | | |
| Toothbrush; | | | | |
| Dentifrice; | X | | | |
| Soap; | X | | | |
| Comb; and, | X | | | |
| Shaving implements. | X | | | |
| With the possible exception of shaving implements, inmates are not required to share any personal care items listed above. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Inmates do not share disposable razors. Double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates are disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in § 979 and 980, Division 9, Title 16, CCR. | X | | | |
| 1266 Personal Hygiene | | | | |
| There are policies and procedures for inmate showering/bathing. | X | | | Inmates are allowed to shower any time when reasonable. Policy/Procedure #02-16, section V on Hygiene. |
| Inmates are permitted to shower/bathe upon assignment to a housing unit and, thereafter, at least every other day or more often if possible. | X | | | |
| 1267 Hair Care Services | | | | |
| Hair care services are available. | X | | | |
| Except for those inmates who may not shave for court identification reasons, or those who have had their shaving privileges suspended by the facility administrator because they are a danger to themselves or others, inmates are allowed to shave daily and receive hair care services at least once a month. | X | | | |
| Equipment is disinfected after each use by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, § 979 and 980, CCR. | X | | | |
| Article 14. Bedding and Linens | | | | |
| 1270 Standard Bedding and Linen Issue | | | | |
| For each inmate entering a living unit and expected to remain overnight, the standard issue of clean suitable bedding and linens includes, but is not limited to: | | | | |
| One serviceable mattress which meets the requirements of § 1272 of these regulations; | X | | | |
| One mattress cover or one sheet; | X | | | |
| One towel; and, | X | | | |
| One blanket or more, depending upon climatic conditions. | X | | | |
| 1271 Bedding and Linen Exchange | | | | |
| There are policies and procedures for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each inmate housed. | X | | | |
| Washable items such as sheets, mattress covers, and towels are exchanged for clean replacement at least once each week. | X | | | |
| Where a top sheet is not issued, blankets are laundered or dry cleaned at least once a month. When a top sheet is issued, blankets are laundered or dry cleaned at least once every three months. | X | | | |
| 1272 Mattresses | | | | |
| Mattresses are enclosed in an easily cleaned, non-absorbent ticking and conform to the size of the bunk as referenced in Title 24, Section 470A.3.5 Beds (at least 30" wide X 76" long). | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings for penal mattresses at the time of purchase. | X | | | |
| Article 15. Facility Sanitation and Safety | | | | |
| 1280 Facility Sanitation, Safety and Maintenance | X | | | |
| There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | X | | | |
| The plan provides for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. | X | | | |
| Medical care housing as described in Title 24, Part 2, § 470A.2.14 is cleaned and sanitized according to policies and procedures established by the health authority. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code – Plumbing | X | | | |
| Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | X | | | |
| Title 24, Uniform Building Code – Cleanliness and Repair | | X | | Some shower walls and floors need refinishing. There are plans to resurface walls with plastic panels as was done with other showers in this facility. The condition of the resurfaced showers was satisfactory for environmental health purposes. |
| Floors, walls, windows, grillwork and ceilings are clean and in good repair. | | X | | |
| Title 24, Part 1, 13-102(c)6 – Heating and Cooling | X | | | |
| There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements of Part 6, Title 24, CCR. | X | | | |
| Title 24, Uniform Plumbing Code – Floor Drains | X | | | |
| Floor drains are flushed at least weekly. | X | | | |
| Traps contain water to prevent escape of sewer gas. | X | | | |
| Grids and grates are present. | X | | | |
| Title 24, Part 2, 470A.3.6 – Lighting | X | | | |
| Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision. | X | | | |
| 20 foot candles light are provided at desk level and in the grooming area. (<i>Applicable to facilities constructed after 1980.</i>) | X | | | |
| Lighting is centrally controlled or occupant controlled in housing cells or rooms. | X | | | |
| Night lighting provides good vision for supervision. (<i>Applicable to facilities constructed after 1980.</i>) | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| CA Safe Drinking Water Act | | | | |
| Potable water is supplied from an approved source in satisfactory compliance with this Act. | X | | | |
| Local Ordinances | | | | |
| Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | X | | | |
| HSC § 1803 | | | | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | X | | | Supply room adjacent to loading dock needs rodent proofing and rodent droppings observed |
| General Industry Safety Order, Title 8-3362 | | | | |
| The facility is free of structural and other safety hazards. | X | | | |

Summary of environmental health evaluation:

General conditions were very well maintained in these jails with the exception of the following:

1. Provide a grease receptacle for the kitchen ventilation system above the cooker.
2. Repair walk-in refrigerator gaskets for walk-in units #3 & 4.
3. Rodent-proof loading dock door to prevent the entry of mice.
4. Check for and remove mouse droppings in the storage room adjacent the loading dock.
5. Resurface or refinish the floor and walls in the showers where needed. These surfaces must be smooth, durable, nonabsorbent, easily cleanable, and free of any sharp areas.
6. Restrict hair cutting to non-carpeted areas where there is a smooth, hard floor that could be mopped if needed.

On March 2, 2018, an email was received from CJ5 stating that the rodent proofing for the storage room door was completed, however, other items are pending correction. Work orders were placed for the correction of the remaining items.

On April 9, 2018, an email with attached photos was received from CJ5 stating that the grease receptacle for the kitchen ventilation system was provided.

On April 20, 2018, an email with attached photos was received from CJ5 stating that the door gaskets and frames for the walk-in refrigerators were repaired.

ADULT COURT AND TEMPORARY HOLDING FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | |
|--|--|---------------------------------------|--|
| FACILITY NAME: 1. CCSF Court Holding Cells 2. Civic Center Court Holding Cells 3. Community Justice Center Court Holding Cells | | COUNTY: San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 1. 850 Bryant Street, San Francisco CA, 94103 – (415) 551 – 4000 2. 400 McAllister Street, San Francisco, CA 94102 – (415) 551 – 4000 3. 575 Polk Street, San Francisco, CA 94102 – (415) 551 - 4000 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | | COURT HOLDING FACILITY: x | |
| TEMPORARY HOLDING FACILITY: | | | |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: April 18, 2018 | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Kevin Eng, REHS Senior Environmental health Inspector (415) 252-3968 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Felicia Jamison, Lieutenant (415) 551 – 7535 Joan Scannell, Captain (415) 734 – 2318 Mark Conti, Sergeant (415) 551 - 7536 | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |

This checklist is to be completed pursuant to the attached instructions.

I. ENVIRONMENTAL HEALTH EVALUATION
Adult Court and Temporary Holding Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| Article 12. Food | | | | |
| Approach for Providing Food Service <i>(Not applicable for CH.)</i> <i>The California Retail Food Code, CalCode (HSC Division 104, Part 7, Chapter 1-13 Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i> Food served in the facility is prepared in the facility. If "No," respond to items 1 and 2 below prior to continuing with the checklist. | | X | | |
| 1. Food is prepared at another city or county detention facility. | | X | | |
| 2. Food is contracted through a private vendor who had been inspected and complies with provisions of CalCode. | X | | | |
| 1245 Kitchen Facilities, Sanitation and Food Service <i>(Not applicable for CH.)</i> Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. | | | X | |
| In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to HSC §114381 is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation in these situations.)</i> | | | X | |
| HSC § ; 114130-114141 | | | X | |
| HSC § 114099.6, 114095-114099.5, 114101-114109, 114123 and 114125 if a domestic or commercial dishwasher, capable of providing heat to the surface of utensils of at least 165 degrees Fahrenheit, is used to clean and sanitize multi-service utensils and multi-service consumer utensils; | | | X | |
| HSC §114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | | | X | |
| HSC § 114268-114269 | | | X | |
| HSC §. 114279-114282 | | | X | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| 1246 Food Serving and Supervision | | | | |
| Policies and procedures ensure that appropriate work assignments are made and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | | | X | |
| Article 14. Bedding and Linens | | | | |
| 1270 Standard Bedding and Linen Issue (Not applicable for CH.) | | | | |
| The standard issue of clean suitable bedding and linens, for each inmate held for longer than 12 hours includes: | | | X | |
| One serviceable mattress which meets the requirements of Title 15 § 1272; | | | X | |
| One mattress cover or one sheet, or two blankets or sleep bag; | | | X | |
| One blanket, or more, depending upon climatic conditions. | | | X | |
| 1272 Mattresses (Not applicable for CH.) | | | | |
| Mattresses are enclosed in an easily cleaned, non-absorbent ticking and conform to the size of the bunk as referenced in Title 24, Section 470 A.3.5 Beds (at least 30" wide X 76" long). | | | X | |
| Any mattress purchased for issue to an inmate in a facility, which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings for penal mattresses at the time of purchase. | | | X | |
| Article 115. Facility Sanitation and Safety | | | | |
| 1280 Facility Sanitation, Safety and Maintenance | | | | |
| There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | X | | | |
| The plan provides for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code – Plumbing | | | | 575 Polk Street – Cell #1 – Repair toilet |
| Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | | X | | |
| Title 24, Uniform Building Code – Cleanliness and Repair | | | | |
| Floors, walls, windows, grillwork and ceilings are clean and in good repair. | X | | | |

Courts 2018

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| Title 24, Part 1, 13-102(c)6 – Heating and Cooling | | | | |
| There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements of Part 6, Title 24, CCR. | x | | | |
| Title 24, Uniform Plumbing Code – Floor Drains | | | | |
| Floor drains are flushed at least weekly. | x | | | |
| Traps contain water to prevent escape of sewer gas. | x | | | |
| Grids and grates are present. | x | | | |
| Title 24, Part 2, 470A.3.6 – Lighting | | | | |
| Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision. | x | | | |
| 20 foot candles light are provided at desk level and in the grooming area. <i>(Applicable to facilities constructed after 1980.)</i> | x | | | |
| Lighting is centrally controlled or occupant controlled in housing cells or rooms. | x | | | |
| Night lighting provides good vision for supervision. <i>(Applicable to facilities constructed after 1980.)</i> | x | | | |
| CA Safe Drinking Water Act | | | | |
| Potable water is supplied from an approved source in satisfactory compliance with this Act. | x | | | |
| Local Ordinances | | | | |
| Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | x | | | |
| HSC § 114244-114245.8 | | | | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | x | | | |
| General Industry Safety Order, Title 8-3362 | | | | |
| The facility is free of structural and other safety hazards. | x | | | |

Summary of environmental health evaluation:

General conditions of the three temporary holding facility sites were very good with the exception of the toilet at 575 Polk Street as noted in the checklist.

I. ENVIRONMENTAL HEALTH EVALUATION
Juvenile Halls, Special Purpose Juvenile Halls and Camps

| | | | |
|--|--|---|----------------------------------|
| FACILITY NAME: Juvenile Justice Center | | COUNTY: San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 375 Woodside Avenue San Francisco, CA 94127 (415) 753-7502 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302: | JUVENILE HALL <input checked="" type="checkbox"/> | SPECIAL PURPOSE JUVENILE HALL <input type="checkbox"/> | CAMP <input type="checkbox"/> |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: February 13, 2018 DEFICIENCIES OR NON COMPLIANCE ISSUES NOTED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Nader Shatara, REHS, Senior Environmental Health Inspector (415) 252-3887 Kevin Eng, REHS, Senior Environmental Health Inspector (415) 252-3968 Joanna Pong, REHS Trainee (415) 252-3858 Patrick Wood, REHS Trainee (415) 252-3915 Kristen Valle, Environmental Health Intern | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Luis Recinos, Director (415) 753-7502 Christopher M. Lai, Director of Food Service (415) 753-7508 Kingman Ma, Chief Engineer (415) 753-7789 Chuck Eisenhower, Engineer (415) 753-7789 | | | |

Purpose

Pursuant to Title 15, California Code of Regulations, Article 2, Section 1313, Subsection (c) "On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the local health officer, inspection in accordance with Health and Safety Code Section 101045."

Per California Health and Safety Code 101045, the county health officer shall annually investigate health and sanitary conditions in every operated detention facility in the county. He or she may make additional investigations of any county jail or other detention facility of the county as he or she determines necessary. He or she shall submit a report to the Board of State and Community Corrections (BSCC), to the person in charge of the detention facility and to the County Board of Supervisors.

Instructions

To complete the evaluation, assess each element listed and document the findings on the checklist. Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). If the evaluator assessing the Environmental Health of the facility "checks" a column to indicate that a facility is either out of compliance with all or part of a regulation or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction.

Evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC's Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the BSCC website (http://www.bscc.ca.gov/s_fsoresources). Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site.

Board of State and Community Corrections; FSO Division
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; <http://www.bscc.ca.gov/>

ENVIRONMENTAL HEALTH EVALUATION

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|--|----|-----|--|
| Article 9. Food | | | | |
| 1464 Food Services Plan Facilities shall have a written site specific food service plan that shall comply with the applicable California Retail Food Code (Cal Code). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food services manager to prepare a written food service plan. In facilities of less than an average daily population of 50, that do not employ or have a food services manager available, the facility administrator shall prepare a written food service plan. The plan includes, but is not limited to the following policies and procedures: menu planning; purchasing; storage and inventory control; food preparation; food serving; transporting food; orientation and on-going training; personnel supervision; budgets and food costs accounting; documentation and record keeping; emergency feeding plan; waste management; and, maintenance and repair. | Do not identify compliance with this section here. See comments. | | | The Nutrition Inspector retains primary responsibility to determine compliance with Section 1464. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1465 Food Handlers Education and Monitoring The facility administrator, in cooperation with the food services manager, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with § 113947 of the Health and Safety Code, Cal Code. The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements. | X | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1465. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| 1466 Kitchen Facilities, Sanitation, and Food Storage Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, §113700 et seq. Cal Code. In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code § 114381) are (re)heated and served, the following applicable Cal Code standards may be waived by the local health officer: <i>(Note: While the regulation uses the word “waived,” the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation.)</i> | | | X | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1466. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| (a) HSC § 114130-114141; | X | | | |
| (b) HSC § 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125; | | X | | Main kitchen dishwasher requires maintenance. A 3-compartment sink is available in lieu of the dishwasher in the meantime. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| (c) HSC § 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | X | | | |
| (d) HSC § 114268-114269; and, | X | | | |
| (e) HSC § 114279-114282. | X | | | |
| 1467 Food Serving and Supervision Policies and site specific procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member. | X | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Article 10. Clothing and Personal Hygiene | | | | |
| 1480 Standard Facility Clothing Issue The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provided clothing and footwear. Clothing provisions ensure that: | | | | |
| (a) clothing is clean, reasonably fitted, durable, easily laundered, and in good repair; and, | X | | | |
| (b) the standard issue of climatically suitable clothing for youth consist of but not be limited to: | X | | | |
| (1) socks and serviceable footwear; | X | | | |
| (2) outer garments; and, | X | | | |
| (3) undergarments, are freshly laundered and free of stains, including shorts and tee shirt for males; and, bra and panties for females. | X | | | |
| (c) clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer. | X | | | |
| 1481 Special Clothing Provision shall be made to issue suitable additional clothing essential for minors to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate. | X | | | |
| 1482 Clothing Exchange The facility administrator shall develop and implement written policies and site specific procedures for the cleaning and schedule exchange of clothing. | X | | | |
| Unless work, climatic conditions or illness necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged daily. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| 1483 Clothing, Bedding and Linen Supply There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Each facility shall have a written procedure for acquisition, handling, storage, transportation and processing of clothing, bedding and linen in a clean and sanitary manner. | X | | | |
| 1484 Control of Vermin in Minors' Personal Clothing There shall be written policies and site specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin in all youths' personal clothing. | X | | | |
| Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin. | X | | | |
| 1485 Issue of Personal Care Items There shall be written policies and site specific procedures developed and implemented by the facility administrator for the availability of personal hygiene items. | X | | | |
| Each female youth shall be provided with sanitary napkins and/or tampons as needed. | X | | | |
| Each youth to be held over 24 hours shall be provided with the following personal care items: | | | | |
| (a) toothbrush; | X | | | |
| (b) dentifrice; | X | | | |
| (c) soap; | X | | | |
| (d) comb; and, | X | | | |
| (e) shaving implements. | X | | | |
| Youth shall not be required to share any personal care items listed in items (a) through (d). Liquid soap provided through a common dispenser is permitted. | X | | | |
| Youth shall not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, CCR. | X | | | |
| 1486 Personal Hygiene There shall be written policies and site specific procedures developed and implemented by the facility administrator for showering/bathing and brushing of teeth. | X | | | |
| Youth shall be permitted to shower/bathe upon assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal. | X | | | |
| 1487 Shaving Male youth shall be allowed to shave their faces daily, unless their appearance must be maintained for reasons of identification in Court. Female youth shall be allowed to shave their underarms and legs once per week. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| 1488 Hair Care Services Written policies and site specific procedures shall be developed and implemented by the facility administrator to comply with Title 16, Chapter 9, Sections 979 and 980, CCR. Hair care services shall be available in all juvenile facilities. Youth shall receive hair care services monthly. | X | | | |
| Equipment shall be cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology. | X | | | |
| Article 11. Bedding and Linens | | | | |
| 1500 Standard Bedding and Linen Issue Clean laundered, suitable bedding and linens, in good repair, shall be provided for each minor entering a living area who is expected to remain overnight, shall include, but not be limited to: | X | | | |
| (a) one mattress or mattress-pillow combination which meets the requirements of Title 15 § 1502; | X | | | |
| (b) one pillow and a pillow case unless provided for in (a) above; | X | | | |
| (c) one mattress cover and a sheet or two sheets; | X | | | |
| (d) one towel; and, | X | | | |
| (e) one blanket or more depending upon climatic conditions. | X | | | |
| 1501 Bedding and Linen Exchange The facility administrator shall develop and implement site specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. | X | | | |
| Washable items such as sheets, mattress covers, pillowcases and towels shall be exchanged for a clean replacement at least once each week. | X | | | |
| The covering blanket shall be cleaned or laundered once a month. | X | | | |
| 1502 Mattresses Any mattress issued to a youth in any facility shall conform to the size of the bed as referenced in Title 24, Section 1230.2.5 and be enclosed in an easily cleaned, non-absorbent ticking. | X | | | |
| Any mattress purchased for issue to a youth in a facility, which is locked to prevent unimpeded access to the outdoors, shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses at the time of purchase. | X | | | |
| Article 12. Facility Sanitation and Safety | | | | |
| 1510 Facility Sanitation, Safety and Maintenance The facility administrator shall develop and implement written policies and site specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | X | | | |
| The plan shall provide for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance, and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Medical care housing as described in Title 24, Part 1 § 13-201(c)6 shall be cleaned and sanitized according to policies and procedures as established by the health administrator. | X | | | |
| 1511 Smoke Free Environment The facility administrator shall develop policies and procedures to assure that State laws prohibiting minors from smoking are enforced in all juvenile facilities, related work details, and other programs. Policies and procedures shall assure that minors are not exposed to second-hand smoke while in the facility or in the custody of staff. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | | X | | Specified pod sinks require more water pressure. The floor drain in shower 1 in Pod 7 requires cleaning. Fruit flies noted. |
| Title 24, Uniform Building Code Floors, walls, windows, grillwork and ceilings are clean and in good repair. | X | | | |
| Title 24, Part 1, 13-201(c)6 There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements, of Part 6, Title 24, CCR. | X | | | |
| Title 24, Uniform Plumbing Code Floor drains are flushed at least weekly. | X | | | |
| Traps contain water to prevent escape of sewer gas. | X | | | |
| Grids and grates are present. | X | | | |
| CA Safe Drinking Water Act Potable water is supplied from an approved source in satisfactory compliance with this Act. | X | | | |
| Local Ordinances Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | X | | | |
| HSC and CCR Titles 22 and 24 Relating to Public Pools Swimming pools are designed, constructed, operated, and maintained in accordance with state and local laws and regulations | | | X | |
| Health and Safety Code, § 1803 and 2271 (Farms, petting zoos, etc.) All animal operations are removed from the immediate living area, designed, constructed, and maintained to minimize odor, vermin, and physical hazards. | | | X | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | X | | | |
| General Industry Safety Order, Title 8-3362 The facility is free of structural and other safety hazards. | X | | | |

Summary of environmental evaluation:

The following deficiencies were noted at the time of this visit:

1. Walk-in refrigerator #1 in the main kitchen requires repair. The use of other refrigeration for thawing frozen raw meats increased the chance for contamination.
2. Damaged main kitchen ceiling requires repair.
3. The final rinse thermometer for the main kitchen dishwasher requires checking and calibration.
4. Water pressure for sinks inside cells should be sufficient enough so that youth can drink out of the sink without putting their mouth on the faucet. See cells #611, 619, 704, 708, and others.
5. Repair the hand sink in the pantry of Pod 6 so that it drains properly.

6. Clean the drain of Shower #1 in Pod 7. Fruit flies were noted in this shower.

On June 12, 2018, an additional routine inspection was made at the kitchen of this facility. Walk-in refrigerator #1 is no longer in use. The facility had ordered a 3-door reach-in refrigerator to take its place. There were no issues regarding the mechanical dishwasher at the time of this visit. Information was also received stating that the water pressure in the pods was adjusted as specified, the hand sink in the Pod 6 pantry properly drains, and the drain in Shower #1 of Pod 7 was cleared.

I. ENVIRONMENTAL HEALTH EVALUATION
Juvenile Halls, Special Purpose Juvenile Halls and Camps

| | | | |
|---|---|---|---|
| FACILITY NAME: Log Cabin Ranch | | COUNTY: San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 500 Log Cabin Ranch Road La Honda, CA 94020 (650) 747-0257 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302: | JUVENILE HALL <input type="checkbox"/> | SPECIAL PURPOSE JUVENILE HALL <input type="checkbox"/> | CAMP <input checked="" type="checkbox"/> |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: February 12, 2018 DEFICIENCIES OR NON COMPLIANCE ISSUES NOTED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Nader Shatara, REHS, Senior Environmental Health Inspector (415) 252-3887 Kevin Eng, REHS, Senior Environmental Health Inspector (415) 252-3968 Joanna Pong, REHS Trainee (415) 252-3858 Patrick Wood, REHS Trainee (415) 252-3915 June 11, 2018 pool and kitchen inspection: Jonathan Rubingh, REHS, Senior Environmental Health Inspector (415) 252-3965 Danny Lee, REHS Trainee (415) 252-3826 Jesus Zapien, REHS Trainee (415) 252-3814 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Marc Humphries, Director (650) 747-0257 x1801 Tim Diestle, Assistant Director (650) 747-0257 x1823 <div style="text-align: right;">Christopher M. Lai, Director of Food Service (415) 753-7508</div> | | | |

Purpose

Pursuant to Title 15, California Code of Regulations, Article 2, Section 1313, Subsection (c) "On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the local health officer, inspection in accordance with Health and Safety Code Section 101045."

Per California Health and Safety Code 101045, the county health officer shall annually investigate health and sanitary conditions in every operated detention facility in the county. He or she may make additional investigations of any county jail or other detention facility of the county as he or she determines necessary. He or she shall submit a report to the Board of State and Community Corrections (BSCC), to the person in charge of the detention facility and to the County Board of Supervisors.

Instructions

To complete the evaluation, assess each element listed and document the findings on the checklist. Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). If the evaluator assessing the Environmental Health of the facility "checks" a column to indicate that a facility is either out of compliance with all or part of a regulation or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction.

Evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC's Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

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Board of State and Community Corrections; FSO Division
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; <http://www.bscc.ca.gov/>

ENVIRONMENTAL HEALTH EVALUATION

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|---|----|-----|--|
| Article 9. Food | | | | |
| <p>1464 Food Services Plan Facilities shall have a written site specific food service plan that shall comply with the applicable California Retail Food Code (Cal Code). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food services manager to prepare a written food service plan. In facilities of less than an average daily population of 50, that do not employ or have a food services manager available, the facility administrator shall prepare a written food service plan.</p> <p>The plan includes, but is not limited to the following policies and procedures: menu planning; purchasing; storage and inventory control; food preparation; food serving; transporting food; orientation and on-going training; personnel supervision; budgets and food costs accounting; documentation and record keeping; emergency feeding plan; waste management; and, maintenance and repair.</p> | Do not identify compliance with this section here. See comments. | | | The Nutrition Inspector retains primary responsibility to determine compliance with Section 1464. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| <p>1465 Food Handlers Education and Monitoring The facility administrator, in cooperation with the food services manager, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with § 113947 of the Health and Safety Code, Cal Code.</p> <p>The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.</p> | X | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1465. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| <p>1466 Kitchen Facilities, Sanitation, and Food Storage Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, §113700 et seq. Cal Code.</p> <p>In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code § 114381) are (re)heated and served, the following applicable Cal Code standards may be waived by the local health officer: <i>(Note: While the regulation uses the word “waived,” the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation.)</i></p> | | | X | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1466. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| (a) HSC § 114130-114141; | X | | | |
| (b) HSC § 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125; | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| (c) HSC § 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | X | | | |
| (d) HSC § 114268-114269; and, | X | | | |
| (e) HSC § 114279-114282. | X | | | |
| 1467 Food Serving and Supervision Policies and site specific procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member. | X | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Article 10. Clothing and Personal Hygiene | | | | |
| 1480 Standard Facility Clothing Issue The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provided clothing and footwear. Clothing provisions ensure that: | | | | |
| (a) clothing is clean, reasonably fitted, durable, easily laundered, and in good repair; and, | X | | | |
| (b) the standard issue of climatically suitable clothing for youth consist of but not be limited to: | X | | | |
| (1) socks and serviceable footwear; | X | | | |
| (2) outer garments; and, | X | | | |
| (3) undergarments, are freshly laundered and free of stains, including shorts and tee shirt for males; and, bra and panties for females. | X | | | |
| (c) clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer. | X | | | |
| 1481 Special Clothing Provision shall be made to issue suitable additional clothing essential for minors to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate. | X | | | |
| 1482 Clothing Exchange The facility administrator shall develop and implement written policies and site specific procedures for the cleaning and schedule exchange of clothing. | X | | | |
| Unless work, climatic conditions or illness necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged daily. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1483 Clothing, Bedding and Linen Supply There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Each facility shall have a written procedure for acquisition, handling, storage, transportation and processing of clothing, bedding and linen in a clean and sanitary manner. | X | | | |
| 1484 Control of Vermin in Minors' Personal Clothing There shall be written policies and site specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin in all youths' personal clothing. | X | | | |
| Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin. | | | X | The policy requires infested clothing to be discarded. |
| 1485 Issue of Personal Care Items There shall be written policies and site specific procedures developed and implemented by the facility administrator for the availability of personal hygiene items. | X | | | |
| Each female youth shall be provided with sanitary napkins and/or tampons as needed. | | | X | There are no female youth at this facility. |
| Each youth to be held over 24 hours shall be provided with the following personal care items: | | | | |
| (a) toothbrush; | X | | | |
| (b) dentifrice; | X | | | |
| (c) soap; | X | | | |
| (d) comb; and, | X | | | |
| (e) shaving implements. | X | | | |
| Youth shall not be required to share any personal care items listed in items (a) through (d). Liquid soap provided through a common dispenser is permitted. | X | | | |
| Youth shall not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, CCR. | X | | | |
| 1486 Personal Hygiene There shall be written policies and site specific procedures developed and implemented by the facility administrator for showering/bathing and brushing of teeth. | X | | | |
| Youth shall be permitted to shower/bathe upon assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal. | X | | | |
| 1487 Shaving Male youth shall be allowed to shave their faces daily, unless their appearance must be maintained for reasons of identification in Court. Female youth shall be allowed to shave their underarms and legs once per week. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| 1488 Hair Care Services Written policies and site specific procedures shall be developed and implemented by the facility administrator to comply with Title 16, Chapter 9, Sections 979 and 980, CCR. Hair care services shall be available in all juvenile facilities. Youth shall receive hair care services monthly. | X | | | |
| Equipment shall be cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology. | X | | | |
| Article 11. Bedding and Linens | | | | |
| 1500 Standard Bedding and Linen Issue Clean laundered, suitable bedding and linens, in good repair, shall be provided for each minor entering a living area who is expected to remain overnight, shall include, but not be limited to: | X | | | |
| (a) one mattress or mattress-pillow combination which meets the requirements of Title 15 § 1502; | X | | | |
| (b) one pillow and a pillow case unless provided for in (a) above; | X | | | |
| (c) one mattress cover and a sheet or two sheets; | X | | | |
| (d) one towel; and, | X | | | |
| (e) one blanket or more depending upon climatic conditions. | X | | | |
| 1501 Bedding and Linen Exchange The facility administrator shall develop and implement site specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. | X | | | |
| Washable items such as sheets, mattress covers, pillowcases and towels shall be exchanged for a clean replacement at least once each week. | X | | | |
| The covering blanket shall be cleaned or laundered once a month. | X | | | |
| 1502 Mattresses Any mattress issued to a youth in any facility shall conform to the size of the bed as referenced in Title 24, Section 1230.2.5 and be enclosed in an easily cleaned, non-absorbent ticking. | X | | | |
| Any mattress purchased for issue to a youth in a facility, which is locked to prevent unimpeded access to the outdoors, shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses at the time of purchase. | X | | | |
| Article 12. Facility Sanitation and Safety | | | | |
| 1510 Facility Sanitation, Safety and Maintenance The facility administrator shall develop and implement written policies and site specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | X | | | |
| The plan shall provide for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance, and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Medical care housing as described in Title 24, Part 1 § 13-201(c)6 shall be cleaned and sanitized according to policies and procedures as established by the health administrator. | X | | | |
| 1511 Smoke Free Environment The facility administrator shall develop policies and procedures to assure that State laws prohibiting minors from smoking are enforced in all juvenile facilities, related work details, and other programs. Policies and procedures shall assure that minors are not exposed to second-hand smoke while in the facility or in the custody of staff. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | | X | | |
| Title 24, Uniform Building Code Floors, walls, windows, grillwork and ceilings are clean and in good repair. | X | | | |
| Title 24, Part 1, 13-201(c)6 There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements, of Part 6, Title 24, CCR. | X | | | |
| Title 24, Uniform Plumbing Code Floor drains are flushed at least weekly. | X | | | |
| Traps contain water to prevent escape of sewer gas. | X | | | |
| Grids and grates are present. | X | | | |
| CA Safe Drinking Water Act Potable water is supplied from an approved source in satisfactory compliance with this Act. | X | | | |
| Local Ordinances Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | X | | | |
| HSC and CCR Titles 22 and 24 Relating to Public Pools Swimming pools are designed, constructed, operated, and maintained in accordance with state and local laws and regulations | X | | | Inspected on June 11, 2018 by Senior Inspector Jonathan Rubingh & REHS Trainees Jesus Zapien and Danny Lee. |
| Health and Safety Code, § 1803 and 2271 (Farms, petting zoos, etc.) All animal operations are removed from the immediate living area, designed, constructed, and maintained to minimize odor, vermin, and physical hazards. | | | X | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | X | | | |
| General Industry Safety Order, Title 8-3362 The facility is free of structural and other safety hazards. | X | | | |

Summary of environmental evaluation:

On February 12, 2018, the cafeteria, laundry room, housing, storage room, and lavatories were inspected. All areas were adequately maintained with the exception of the shower room and outdoor bathroom to the class room. The following conditions were noted and require repair:

1. Repair urinals and toilets so that they properly flush without overflow onto the floor or obstruction.
2. Have plumbing lines check and repaired as needed.
3. Replace cracked tile so that restroom wall surfaces are smooth, durable, waterproof, easy to clean, and pose no hazard to individuals using the facilities.
4. Secure the floor grate over the restroom floor drain in the outdoor restroom.

5. Secure and repair faucet handles of the sinks of the shower room.

On June 11, 2018 Senior Inspector Jonathan Rubingh as well as Danny Lee & Jesus Zapien inspected the swimming pool and kitchen and noted adequate conditions.

ADULT COURT AND TEMPORARY HOLDING FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | |
|--|----------------------------|----------------------------------|
| FACILITY NAME: San Francisco General Hospital Kitchen, Ward 7D/7L, Holding Cell and Sheriff's Substation | | COUNTY: San Francisco |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 1001 Potrero Avenue, San Francisco 94110, (415) 206-8261 | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | COURT HOLDING FACILITY: | TEMPORARY HOLDING FACILITY: X |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: March 7, 2018 |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Nader Shatara, REHS Senior Environmental Health Inspector (415) 252-3887 Patrick Wood, REHS Trainee (415) 252-3915 | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Ramon Aguas, Sergeant (415) 206-3476 Matt Haskell, Lieutenant | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | |

This checklist is to be completed pursuant to the attached instructions.

I. ENVIRONMENTAL HEALTH EVALUATION
Adult Court and Temporary Holding Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Article 12. Food | | | | |
| Approach for Providing Food Service <i>(Not applicable for CH.)</i> <i>The California Retail Food Code, CalCode (HSC Division 104, Part 7, Chapter 1-13 Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i> Food served in the facility is prepared in the facility. If "No," respond to items 1 and 2 below prior to continuing with the checklist. | X | | | |
| 1. Food is prepared at another city or county detention facility. | | X | | |
| 2. Food is contracted through a private vendor who had been inspected and complies with provisions of CalCode. | X | | | A private vendor (Aramark) runs the kitchen at San Francisco General Hospital. |
| 1245 Kitchen Facilities, Sanitation and Food Service <i>(Not applicable for CH.)</i> Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. | X | | | |
| In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to HSC §114381 is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation in these situations.)</i> | | | X | |
| HSC § ; 114130-114141 | X | | | |
| HSC § 114099.6, 114095-114099.5, 114101-114109, 114123 and 114125 if a domestic or commercial dishwasher, capable of providing heat to the surface of utensils of at least 165 degrees Fahrenheit, is used to clean and sanitize multi-service utensils and multi-service consumer utensils; | X | | | |
| HSC §114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | X | | | |
| HSC § 114268-114269 | X | | | |
| HSC §. 114279-114282 | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| 1246 Food Serving and Supervision Policies and procedures ensure that appropriate work assignments are made and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | | | X | There are no work assignments for inmates. |
| Article 14. Bedding and Linens | | | | |
| 1270 Standard Bedding and Linen Issue <i>(Not applicable for CH.)</i> The standard issue of clean suitable bedding and linens, for each inmate held for longer than 12 hours includes: | | | | |
| One serviceable mattress which meets the requirements of Title 15 § 1272; | X | | | |
| One mattress cover or one sheet; | X | | | |
| One blanket, or more, depending upon climatic conditions. | X | | | |
| 1272 Mattresses <i>(Not applicable for CH.)</i> Mattresses are enclosed in an easily cleaned, non-absorbent ticking and conform to the size of the bunk as referenced in Title 24, Section 470 A.3.5 Beds (at least 30" wide X 76" long). | X | | | |
| Any mattress purchased for issue to an inmate in a facility, which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings for penal mattresses at the time of purchase. | X | | | |
| Article 115. Facility Sanitation and Safety | | | | |
| 1280 Facility Sanitation, Safety and Maintenance There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | X | | | The Housekeeping Department manages the cleanliness of the facility. Sheriff's Department places a work order. |
| The plan provides for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code – Plumbing Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | | X | | Toilet flusher leaks. Water pressure is too low for inmates to properly drink from the sinks. Noted in 7L12. |
| Title 24, Uniform Building Code – Cleanliness and Repair Floors, walls, windows, grillwork and ceilings are clean and in good repair. | X | | | |
| Title 24, Part 1, 13-102(c)6 – Heating and Cooling There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements of Part 6, Title 24, CCR. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| Title 24, Uniform Plumbing Code – Floor Drains | X | | | |
| Floor drains are flushed at least weekly. | | | | |
| Traps contain water to prevent escape of sewer gas. | X | | | |
| Grids and grates are present. | X | | | |
| Title 24, Part 2, 470A.3.6 – Lighting | | | | |
| Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision. | X | | | |
| 20 foot candles light are provided at desk level and in the grooming area. <i>(Applicable to facilities constructed after 1980.)</i> | X | | | |
| Lighting is centrally controlled or occupant controlled in housing cells or rooms. | X | | | |
| Night lighting provides good vision for supervision. <i>(Applicable to facilities constructed after 1980.)</i> | X | | | |
| CA Safe Drinking Water Act | | | | |
| Potable water is supplied from an approved source in satisfactory compliance with this Act. | X | | | |
| Local Ordinances | | | | |
| Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | X | | | |
| HSC § 114244-114245.8 | | | | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | X | | | |
| General Industry Safety Order, Title 8-3362 | | | | |
| The facility is free of structural and other safety hazards. | X | | | |

Summary of environmental health evaluation:

March 6, 2018:

The hospital main kitchen provides meals to inmate for these holding cells. The conditions in the main kitchen were satisfactory at the time of this visit.

The conditions noted on this report pertain to the Psychiatric side of the holding facility. The Forensic side of the holding facility was not utilized at the time of this visit.

Conditions in the Sheriff's Substation IE12 & 13 were good at the time of inspection.

ADULT COURT AND TEMPORARY HOLDING FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | |
|--|--|--|--|
| FACILITY NAME: | | COUNTY: | |
| <u>INSPECTED May 15, 2018</u> 1. Tenderloin 4. Northern 7. Taraval 2. Ingleside 5. Mission 8. Richmond 3. Bayview 6. Park 9. Southern | | San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): | | | |
| 1. 301 Eddy Street, San Francisco, 94102 (415) 345-7300 6. 1899 Waller St, SF 94117 (415) 242-3000 2. #1 Sgt. John V. Young Lane, SF 94122 (415) 404-4000 7. 2345-24 th Ave, SF 94116 (415) 759-3100 3. 201 Williams St, San Francisco, 94124 (415) 671-2300 8. 461-6 th Ave, SF 94118 (415) 666-8000 4. 1125 Fillmore St, San Francisco, 94115 (415) 614-3400 9. 1251-3 rd Street, SF 94158 (415) 575-6000 5. 630 Valencia St, SF 94110 (415) 558-5400 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | | COURT HOLDING FACILITY: | |
| | | TEMPORARY HOLDING FACILITY: X | |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: May 15 2018, and May 16, 2018 | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| Nader Shatara, REHS Senior Environmental Health Inspector (415) 252-3887 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |
| Officer Ivan Sequeira, SFPD Facilities Manager (415) 553-1076 Sophia Barcena, Facility Coordinator, Southern Station (415) 361-3599 Thomas Martina, Facility Coordinator, Taraval Station Jonathan Rivera, Facility Coordinator, Richmond Station | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |

This checklist is to be completed pursuant to the attached instructions.

I. ENVIRONMENTAL HEALTH EVALUATION
Adult Court and Temporary Holding Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Article 12. Food | | | | |
| Approach for Providing Food Service <i>(Not applicable for CH.)</i> <i>The California Retail Food Code, CalCode (HSC Division 104, Part 7, Chapter 1-13 Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i> Food served in the facility is prepared in the facility. If "No," respond to items 1 and 2 below prior to continuing with the checklist. | | x | | Inmates typically spend less than four hours in cells. Prepackaged, nonperishable snacks are provided if inmates request food. |
| 1. Food is prepared at another city or county detention facility. | | | x | |
| 2. Food is contracted through a private vendor who had been inspected and complies with provisions of CalCode. | | | x | |
| 1245 Kitchen Facilities, Sanitation and Food Service <i>(Not applicable for CH.)</i> Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. | | | x | |
| In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to HSC §114381 is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation in these situations.)</i> | | | x | |
| HSC § ; 114130-114141 | | | x | |
| HSC § 114099.6, 114095-114099.5, 114101-114109, 114123 and 114125 if a domestic or commercial dishwasher, capable of providing heat to the surface of utensils of at least 165 degrees Fahrenheit, is used to clean and sanitize multi-service utensils and multi-service consumer utensils; | | | x | |
| HSC §114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | | | x | |
| HSC § 114268-114269 | | | x | |
| HSC §. 114279-114282 | | | x | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| 1246 Food Serving and Supervision | | | | |
| Policies and procedures ensure that appropriate work assignments are made and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | | | X | |
| Article 14. Bedding and Linens | | | | |
| 1270 Standard Bedding and Linen Issue (Not applicable for CH.) | | | | Inmates typically spend 4 hours or less in cells. |
| The standard issue of clean suitable bedding and linens, for each inmate held for longer than 12 hours includes: | | | X | |
| One serviceable mattress which meets the requirements of Title 15 § 1272; | | | X | |
| One mattress cover or one sheet; | | | X | |
| One blanket, or more, depending upon climatic conditions. | | | X | |
| 1272 Mattresses (Not applicable for CH.) | | | | |
| Mattresses are enclosed in an easily cleaned, non-absorbent ticking and conform to the size of the bunk as referenced in Title 24, Section 470 A.3.5 Beds (at least 30" wide X 76" long). | | | X | |
| Any mattress purchased for issue to an inmate in a facility, which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings for penal mattresses at the time of purchase. | | | X | |
| Article 115. Facility Sanitation and Safety | | | | |
| 1280 Facility Sanitation, Safety and Maintenance | | | | Maintenance and cleanliness are conducted by the Department of Real Estate. |
| There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. | X | | | |
| The plan provides for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. | X | | | |
| Other Applicable Codes | | | | |
| Title 24, Uniform Building Code – Plumbing | | | | See summary. |
| Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair. | X | | | |
| Title 24, Uniform Building Code – Cleanliness and Repair | | | | |
| Floors, walls, windows, grillwork and ceilings are clean and in good repair. | X | | | |
| Title 24, Part 1, 13-102(c)6 – Heating and Cooling | | | | |
| There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements of Part 6, Title 24, CCR. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| Title 24, Uniform Plumbing Code – Floor Drains | | | | |
| Floor drains are flushed at least weekly. | x | | | |
| Traps contain water to prevent escape of sewer gas. | x | | | |
| Grids and grates are present. | x | | | |
| Title 24, Part 2, 470A.3.6 – Lighting | | | | |
| Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision. | x | | | |
| 20 foot candles light are provided at desk level and in the grooming area. <i>(Applicable to facilities constructed after 1980.)</i> | x | | | |
| Lighting is centrally controlled or occupant controlled in housing cells or rooms. | x | | | |
| Night lighting provides good vision for supervision. <i>(Applicable to facilities constructed after 1980.)</i> | x | | | |
| CA Safe Drinking Water Act | | | | |
| Potable water is supplied from an approved source in satisfactory compliance with this Act. | x | | | |
| Local Ordinances | | | | |
| Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations. | x | | | |
| HSC § 114244-114245.8 | | | | |
| The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory. | x | | | |
| General Industry Safety Order, Title 8-3362 | | | | |
| The facility is free of structural and other safety hazards. | x | | | |

Summary of environmental health evaluation:

Due to time constraints, these inspections were conducted in two consecutive workdays.

1. Northern Station: Cell #1 toilet does not flush properly. Adjustment is required.
2. Richmond Station: Increase the water pressure in the sink within Cell 2. Water must ark so as to facilitate drinking.
3. Park Station: Several moth flies were noted in Drunk Tank #3. Eliminate flies, and remove the build-up in the floor drain in this cell. Flush the floor drain once a week.

Otherwise, general conditions were satisfactory at the other police stations at the time of the visits.

On August 3, 2018, an email was received confirming that the above items were corrected.

ADULT COURT AND TEMPORARY HOLDING FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | |
|---|--|--|
| FACILITY NAME: Hall of Justice, Superior Court of California, 850 Bryant Street, San Francisco, CA. 94103 Civic Center Courts, 400 McAllister Street, San Francisco, CA, 94102 Community Justice Center, 575 Polk Street, San Francisco, CA. 94102 | | COUNTY: City and County of San Francisco, California |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): Hall of Justice, Superior Court of California, 850 Bryant Street, San Francisco, CA. 94103, 415-551-4000 Civic Center Courts, 400 McAllister Street, San Francisco, CA, 94102, 415-551-5737 Community Justice Center, 575 Polk Street, San Francisco, CA. 94102, 415-202-2810 | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | COURT HOLDING FACILITY: <input checked="" type="checkbox"/> | TEMPORARY HOLDING FACILITY: |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: June 19, 2018 |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Carol Bird, RN, BSN, Quality Management Division, Regulatory Division, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave. San Francisco, Ca 415-206-5125 Jacquelyne Caesar, Registered Nurse, Quality Management Division, Regulatory Division, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave. San Francisco, Ca 415-206-5125 | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Sgt S. James, Sheriff's Department 415-551-7531 LT. L Jamison, Sheriff's Department 415-551-7531 | | |

This checklist is to be completed pursuant to the attached instructions.

III. MEDICAL/MENTAL HEALTH EVALUATION

Adult Court and Temporary Holding Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Article 11. Health Services | | | | |
| 1200 Responsibility For Health Care Services | | | | Medical Director for Health Care Services in the San Francisco City and County Court Services is Dr. Lisa Pratt. |
| The facility administrator has developed a plan to ensure provision of emergency and basic health care services to all inmates. | x | | | |
| 1207 Medical Receiving Screening (Not applicable for CH.) | | | | All inmates and or arrestees have received a medical screening exam in County Jail #1 prior to court proceedings. |
| A receiving screening is performed on all inmates at the time of intake. (See regulation for exception.) | x | | | |
| This screening is completed in accordance with written procedures established by the facility administrator. | x | | | |
| The screening includes, but is not limited to, medical, mental health, developmental disabilities, tuberculosis and other and communicable diseases, including, TB and other airborne diseases. | x | | | |
| The screening is performed by licensed health care staff or by trained facility staff, with documentation of staff training regarding site specific forms with disposition based on responses to questions and observations. Training depends on staff's role in the receiving screening process. | x | | | |
| There is a written plan for compliance with PC§ 2656, which allows prisoners to keep prescribed orthopedic or prosthetic appliances unless an immediate risk to security has been determined. | x | | | All bailiffs and Deputy Sheriffs attend a training program to identify medical emergencies that may occur during the court proceedings |
| There is a written plan to provide medical care for any inmate who appears in the need of or requests medical, mental health or developmental disability treatment. | x | | | |
| 1209 Transfer to a Treatment Facility (Not applicable CH.) | | | | The health care treatment requirements are reviewed, medications administered, and treatment plans developed prior to arrestees/inmates court appearances as needed. Inmates are provided medical and mental health treatment as prescribed by the Medical Director and the Medical/Mental Health team. |
| There are policies and procedures to provide mental health services that include but are not limited to: | x | | | Inmates are transported to Zuckerberg San Francisco General Hospital for emergency medical/mental health treatment as prescribed by policy and procedures and Medical Director input. |
| | | | | Behavioral Health Staff are available for all inmates during the intake process at County Jail #1. |
| Identification and referral of inmates with mental health needs; | x | | | |
| Mental health treatment programs provided by qualified staff, including telehealth. | x | | | |
| Crisis intervention services; | x | | | |
| Basic mental health services provided, as clinically indicated; | x | | | |
| Medication support services; and, | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| Coordinated health services so that care is integrated, medical and mental health needs are met, and the impact of any of these on each other is adequately addressed. | x | | | |
| Provision is made to evaluate or transfer mentally disordered inmates to a Lanterman Petris Short treatment facility for further evaluation as provided in PC § 4011.6 or 4011.8, unless the jail contains a designated LPS treatment facility. | x | | | |
| 1212 Vermin Control <i>(Not applicable for CH.)</i> There is a written plan for the control and treatment of vermin infested inmates, including medical protocols, for treating persons suspected of being infested or having contact with vermin-infested inmates. | x | | | There is a Contracted Service hired to provide vermin control through out the jail and courts on a monthly basis. Access for more urgent requests can be obtained. The management of Inmates/arrestees suspected of being infested with vermin is managed during the intake process by written order prior to court appearances |
| 1213 Detoxification Treatment <i>(Not applicable for CH.)</i> Medical policies on detoxification include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility, and, procedures and symptoms necessitating immediate transfer to a hospital or other medical facility. | x | | | The health care treatment requirements are reviewed, medications administered, and treatment plans developed prior to arrestees/inmates court appearances as needed Inmates that are attending court proceedings have been screened for Intoxication prior to being sent to the courtrooms. All detoxifications procedures are documented in the inmate's medical record managed by the County Jail System. . Referrals for acute intoxication requiring medical emergency care would have been transferred to Zuckerberg San Francisco General prior to the court proceedings. |
| When medically licensed personnel are not in attendance, inmates undergoing withdrawal reactions, judged or defined as not readily controllable with available medical treatment, are transferred to an appropriate medical facility. | x | | | |
| 1220 First Aid Kits One or more first aid kits are available in the facility. | x | | | There are First aid Kits and Defibrillators available in each area around the courts. The Sheriff deputies have been trained on the use of this equipment. There is also assistance provided by the Medical Team in the 850 Bryant Street courts. The First Aid Kits contain eyewash solutions which become outdated because of the infrequency of use. It is suggested that a review of all first aid kits for eyewash solution be reviewed. |
| The facility administrator has approved the contents, number, location and procedure for periodic inspection of the kit(s). | x | | | Previously an ambubag was selected to be included in the Man down supplies. This is no longer included. Perhaps a review to assist in continuous ventilations could be reconsidered. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| 1046 Death in Custody | | | | |
| Written policy and procedures ensure that there is an initial review of each in-custody death within 30 days. The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident. | x | | | |
| The review determines the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study. | x | | | |
| When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board with a copy of the death in custody report that is submitted to the Attorney General under Government Code Section 12525, within 10 days of the death. | x | | | Juvenile Cases are not held in these courts. On the occasion that a juvenile is brought to this area to testify, he is accompanied by Juvenile Justice Probation Officer. |
| 1051 Communicable Diseases | | | | |
| Upon identification, all inmates with suspected communicable diseases are segregated until a medical evaluation can be completed. | x | | | Communicable disease management is handled by the Medical Director and Medical Staff. Prior to the Inmates/arrestees appearance in court. |
| In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problems identified by the health authority. | x | | | This is managed prior to court proceedings in the intake area of County Jail #1. |
| The inmate's response is noted on the booking form and/or screening device. | x | | | |
| 1052 Mentally Disordered Inmates | | | | |
| There are policies and procedures to identify and evaluate all mentally disordered inmates via telehealth or other means, with segregation provided, if necessary to protect the safety of the inmate or others. | x | | | This is managed prior to court proceedings in the intake area of County Jail #1. Behavioral Health Services involvement are request during intake or anytime the inmate is in need of these services. |
| A physician's opinion is secured within 24 hours of identification or at the next daily sick call, whichever is earliest. | x | | | |
| 1055 Use of Safety Cell <i>(Not applicable for CH)</i> | | | | |
| A safety cell, specified in Title 24, Part II, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others. | x | | | This is managed prior to court proceedings in the intake area of County Jail #1. Behavioral Health Services involvement are request during intake or anytime the inmate is in need of these services |
| There are policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use. | x | | | |
| Safety cells are not used for punishment or as a substitute for treatment. | x | | | |
| Placement requires the approval of the facility manager or designee, or responsible health care staff delegated by the facility manager. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| There are procedures that assure necessary nutrition and fluids are administered. | x | | | |
| Continued retention of the inmate is reviewed a minimum of every four hours. | x | | | |
| Inmates are allowed to retain sufficient clothing, or are provided with a "safety garment" to provide for personal privacy unless risks to the inmate's safety or facility security are documented. | x | | | |
| Direct visual observation is conducted at least twice every 30 minutes and is documented. | x | | | |
| A medical assessment is secured within 12 hours of placement in this cell or at the next daily sick call, whichever is earliest, and medical clearance for continued retention is secured every 24 hours thereafter. | x | | | |
| Facility designee or responsible health care staff obtains a mental health opinion/consultation with responsible health care staff on placement and retention within 12 hours of placement. | x | | | |
| 1056 Use of Sobering Cell (<i>Not applicable for CH</i>) Pursuant to policies and procedures, a sobering cell, specified in Title 24, Part II, Section 1231.2.4, is used only for housing inmates who are a threat to their own safety or the safety of others due to their state of intoxication. There are policies and procedures for managing the sobering cell, including handling both males and females. | x | | | This is managed prior to court proceedings in the intake area of County Jail #1. Behavioral Health Services involvement are request during intake or anytime the inmate is in need of these services. |
| Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour. | x | | | |
| An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours. | x | | | |
| At 12 hours from time of placement, inmates receive an evaluation by health care staff. | xx | | | |
| Inmates are removed from the sobering cell when they are able to continue with processing. | | | | |
| 1057 Developmentally Disabled Inmates There are procedures for the identification and evaluation of all developmentally disabled inmates which include identification and evaluation; classification and housing; protection; and, nondiscrimination. (<i>Note: Appropriate housing is based on T-15 § 1050, Classification.</i>) | x | | | This is managed prior to court proceedings in the intake area of County Jail #1. Behavioral Health Services involvement are request during intake or anytime the inmate is in need of these services. |
| A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled. (<i>Applicable only in facilities holding inmates in excess of 24 hours.</i>) | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1058 Use of Restraint Devices <i>(Note: The regulation distinguishes "use of force" from use of restraints. The provisions of this regulation do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain minors for movement or transportation. Health inspectors should familiarize themselves with this discussion in the Medical-Mental Health Guidelines and contact their CSA Field Representative if there are questions regarding applicability to a particular facility.)</i> Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others. | x | | | The Deputy Sheriff's department maintains a secured lock down system in the event of an escape. They maintain a Court Hearings attendance list of inmates to assure deputy and courtroom staff safety. Restraints are utilized only during transportation from the Jail Services to the Holding Cells in the Courts. |
| Restraints are not used as discipline or as a substitute for treatment. | x | | | |
| There are policies and procedures for the use of restraint devices including acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of CPR equipment; protective housing of restrained persons; provisions for hydration and sanitation needs; and exercising of extremities. | x | | | |
| Inmates are placed in restraints only with approval of the facility manager, watch commander, or if delegated, health care staff. | x | | | |
| All inmates in restraints are housed alone or in a specified area for restrained inmates. | x | | | |
| Direct visual observation is conducted and logged at least twice every 30 minutes. | x | | | |
| Continued retention in such restraints is reviewed every hour. | x | | | |
| A medical opinion on placement and retention is secured within one hour from the time of placement. | x | | | |
| A medical assessment is completed within four hours of placement. | x | | | |
| If the facility designee, in consultation with health care staff, determines that an inmate cannot be safely removed from restraints after eight hours, the inmate is taken to a medical facility for further evaluation. | x | | | |
| 1058.5 RESTRAINTS AND PREGNANT INMATES Policies and procedures for the use of restraint devices on pregnant inmates address: | x | | | |
| 1) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. | x | | | |
| 2) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| 3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary. | x | | | |
| 4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates. | x | | | |

Summary of medical/mental health evaluation:

Title XV Medical and Mental Health Inspections were completed on June 19, 2018.

The bailiffs for the courts inspect the rooms used for holding cells each day for cleanliness and safety.

The Deputy Sheriff's Department maintain a contracted service to provide each area with daily cleaning.

The Court Room Holding cells were clean and without clutter. We observed only one room that required the vents in need of cleaning.

The First Aid Kits contain eyewash solutions which become outdated because of the infrequency of use. It is suggested that a review of all first aid kits for eyewash solution be reviewed.

Perhaps a review of the use of AmbuBags could be considered as an assist for continuous ventilations by the Sheriff's Deputies until Medical Team arrival.

If an emergency situation should occur, the Deputy Sheriffs are in contact with Zuckerberg San Francisco General hospital for transfer requiring a higher level of care then can be provided with the medical/mental health care team.

The CCTV visualization system provides them with increase ability to monitor the hallways and all entrances and exits.

There is one room at the Civic Center Court area that has a pipe extension in the room. Sheriff staff are aware of this and do not leave any person in that room unattended.

The Title XV Inspection for 2018 was successful for the Court Systems. They were found to be in compliance with the guidelines of Title XV.

Submitted by:

Jacquelyne Caesar, RN

Carol Bird, RN, BSN.

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | | |
|--|---------|--|-----------|----------|
| FACILITY NAME: City and County jail Services of San Francisco, CA. | | COUNTY: San Francisco, California. | | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): San Francisco County Jail #1 425 7 th Street, San Francisco, California 94103 Telephone (415) 553-1430 San Francisco County Jail #2, 425 7 th Street, San Francisco, California 94103 Telephone (415) 553-1430 San Francisco county Jail #4, 850 Bryant street, San Francisco, California 94103 Telephone (415) 553-1430 San Francisco County Jail #5-1 Moreland Drive, San Bruno, California 94066 Telephone (415) 553-1430 | | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | TYPE I: | TYPE II: | TYPE III: | TYPE IV: |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: | | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: | | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: May 30, 2018, June 15, 2018. | | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Carol bird, RN, BSN, Quality Management Division, Regulatory Division, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave. San Francisco, Ca 415-206-5125 Jacquelyne Caesar, Registered Nurse, Quality Management Division, Regulatory Division, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave. San Francisco, Ca 415-206-5125 | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Christian Kitchin, Acting Director of Nursing, County Jail #1 415.575.4351 Terri Ellenberg, Nurse Manager, County Jail #5, 650.266.7579 Imelda Prado, Nurse Manager, County Jail #2, #4, 415.575.4330 | | | | |

This checklist is to be completed pursuant to the attached instructions.

III. MEDICAL/MENTAL HEALTH EVALUATION 2018
San Francisco City and County Jail System, Adult Type I, II, III and IV Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Article 11. Health Services | | | | |
| 1200 Responsibility For Health Care Services | | | | Dr. Lisa Pratt is the Medical Administrator for the County Jail System. Her supervision also includes the Nurse Practitioners. The Acting Nursing Director is Christian Kitchin. |
| The facility administrator has developed a plan to ensure provision of emergency and basic health care services to all inmates. | X | | | |
| Clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or psychologist, respectively. | X | | | |
| Security regulations are applicable to facility staff and health care personnel. | X | | | Security entrances for staff are managed by the San Francisco Sheriff's Department. |
| At least one physician is available. | X | | | |
| In Type IV facilities where routine health services are provided by access to the community, there is a written plan for the treatment, transfer, or referral of emergencies. <i>(When Type IV facilities provide health services within the facility, they must meet applicable regulations, as do other facilities.)</i> | X | | | |
| 1202 Health Service Audits <i>(Applicable to facilities with on-site health care staff)</i> | | | | |
| There is a written plan for annual statistical summaries of health care and pharmaceutical services that are provided. | X | | | |
| There is a mechanism to assure that the quality and adequacy of health care services are assessed annually. | X | | | |
| There is a process for correcting identified deficiencies in the health care and pharmaceutical services delivered. | X | | | |
| Based on information from these audits, the health authority provides the facility administrator with an annual written report on health care and pharmaceutical services delivered. | X | | | |
| 1203 Health Care Staff Qualifications <i>(Applicable to facilities with on-site health care staff)</i> | | | | Annual Staff Evaluations are performed for each staff member including specific competencies for the jail. These competencies include Halogen Computer Online Courses, BLS, and continuing educational classes. Staff consist of Registered Nurses, LVNs, and Nurse Practitioners. |
| There are policies and procedures to assure that state licensing, certification, or registration requirements and restrictions, including those defining the recognized scope of practice specific to the profession, apply in the community, also apply to health care personnel in the facility. | X | | | |
| Health care staff credentials are on file at the facility or another central location where they are available for review. | X | | | The annual staff evaluations are maintained at Department of Public Health, 101 Grove Street, San Francisco, CA so were not available to us during this inspection |
| 1204 Health Care Procedures <i>(Applicable to facilities with on-site health care staff)</i> | | | | Standardize Procedures are established for Nurse Practitioners and Nursing staff to manage patient care We would like to recommend that the standardize procedures and staff privileges be available for staff to review by computer in order to verify approval to perform specific procedures. |
| Health care performed by personnel other than a physician, is performed pursuant to written protocol or order of the responsible health care staff. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| 1205 Health Care Records (<i>Applicable to facilities with on-site health care staff</i>) | | | | The health Records are maintained on a secure computer online access system. Inmate health records are accessed utilizing system secure passcodes |
| Individual, complete and dated health records in compliance with state statute are maintained and include, but are not limited to: | X | | | |
| (1) Receiving screening form/history (<i>Note: The intake receiving screening form may also be included in the custody file. See Guidelines for discussion.</i>); | X | | | |
| (2) Health evaluation reports; | X | | | |
| (3) Complaints of illness or injury; | X | | | |
| (4) Names of personnel who treat prescribe, and/or administer/deliver prescription medication; | X | | | |
| (5) Location where treatment is provided; and, | X | | | |
| (6) Medication records in conformance with Title 15 § 1216. | X | | | |
| Physician-patient confidentiality privilege is applied to the health record; the health authority controls access; health record files (paper or electronic) are maintained separately from other inmate jail records. | | | | |
| Within provisions of HIPAA, the responsible physician or designee communicates information obtained in the course of health screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, management of the jail, or maintenance of jail security and order. | X | | | |
| The inmate's written authorization is necessary for transfer of health record information unless otherwise provided by law or regulation. | X | | | |
| Inmates are not used for health care record keeping. | X | | | Access to the health records are by Medical and Mental Health Employees only. |
| 1206 Health Care Procedures Manual (<i>Applicable to facilities with on-site health care staff</i>) | | | | All Policies and Procedures are online for easy access to all staff. |
| There is a health services manual, with policies and procedures that conform to applicable state and federal law. The manual is reviewed and updated at least every two years. | X | | | |
| The health care manual includes, but is not limited to: | | | | |
| a) Summoning and application of proper medical aid; | X | | | |
| b) Contact and consultation with other treating health care professionals; | X | | | |
| c) Emergency and non-emergency medical and dental services, including transportation; | X | | | All inmates requiring an increase in level of care treatment are transported by EMS to ZSFG. |
| d) Provision for medically required dental and medical prostheses and eyeglasses; | X | | | |
| e) Notification of next of kin or legal guardian in case of serious illness which may result in death; | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| f) Provision for screening and care of pregnant and lactating women, including prenatal and postpartum information and health care, including but not limited to access to necessary vitamins as recommended by a doctor, information pertaining to childbirth education and infant care; | X | | | Every Female inmate is screened on admission. If found to be pregnant or to have delivered shortly before admission to County jail #1, they are referred to a Nurse Practitioner for follow-up. |
| g) Screening, referral and care of mentally disordered and developmentally disabled inmates; | X | | | Upon completing screening, inmates requiring mental health follow-up are referred to Behavioral Health Staff |
| h) Implementation of special medical programs; | X | | | |
| i) Management of inmates suspected of or confirmed to have communicable diseases; | X | | | |
| j) The procurement, storage, repackaging, labeling, dispensing, administration-delivery to inmates, and disposal of pharmaceuticals; | X | | | |
| k) Use of non-physician personnel in providing medical care; | X | | | |
| l) Provision of medical diets; | X | | | |
| m) Patient confidentiality and its exceptions; | X | | | |
| n) Transfer of pertinent individualized health care information (or documentation that no health care information is available), to the health authority of another correctional system, medical facility or mental health facility at the time each inmate is transferred and prior to notification to HSC Sections 121361 and 121362 for inmates with known or suspected active tuberculosis disease; | X | | | Inmate health information is placed into a sealed envelope for inter-facility transfer. The information provides for continuity of care. The outside of the envelope allows for the transport team to know only issues that may influence the health of the transport team. |
| Procedures for notifying facility health care staff of a pending transfer allow sufficient time to prepare the summary. | X | | | |
| The summary information identifies the sending facility, is in a consistent format that includes the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems and other information that is necessary to provide for continuity of health care. | X | | | |
| Necessary inmate medication and health care information are provided to the transporting staff, together with precautions necessary to protect staff and inmate passengers from disease transmission during transport. | X | | | |
| o) Forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution are not be performed by medical personnel responsible for providing ongoing health care to the inmates. | X | | | Forensic collection of evidence is not performed by the Nursing Staff at the county jail |
| p) Provisions for application and removal of restraints on pregnant inmates (PC 3407). | X | | | |
| q) Other services mandated by statute. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| 1206.5 Management of Communicable Diseases | | | | Inmates suspected of any communicable diseases are transferred for evaluation and examination to ZSFG. Once a diagnosis has been established, and the inmate has been cleared to be housed at the county jails. They are returned to custody. Medication administration is then managed by the Medical Director. |
| There is a written plan that addresses the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan reflects the current local incidence of communicable diseases which threaten the health of inmates and staff and includes: | X | | | |
| Intake health screening procedures; | X | | | |
| Identification of relevant symptoms; | X | | | |
| Referral for medical evaluation; | X | | | Medication administration and other treatments are managed by the Medical Director and administered by County Jail Staff. |
| Treatment responsibilities during incarceration; and, | X | | | |
| Coordination with public and private community-based resources for follow-up treatment. | X | | | |
| Consistent with the plan, there are policies and procedures that conform with applicable state and federal law, which include but are not limited to: | X | | | |
| The types of communicable diseases to be reported; | X | | | |
| The persons who must receive the medical reports; | X | | | |
| Sharing of medical information with inmates and custody staff; | X | | | The information to be shared with custody staff is that which will prevent them harm only. |
| Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others; | X | | | |
| Medical confidentiality requirements; | X | | | |
| Housing considerations based upon behavior, medical needs, and safety of the affected inmates; | X | | | |
| Provision for inmates consent that address the limits of confidentiality; and, | X | | | |
| Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease. | X | | | |
| 1207 Medical Receiving Screening | | | | Each arrestee receives a screening upon entrance to County Jail #1. . This information is utilized in the Treatment plan for the individual throughout their incarceration in the County Jail system. |
| A receiving screening is performed on all inmates at the time of intake. <i>(See regulation for exception.)</i> | X | | | |
| This screening is completed in accordance with procedures established by the responsible physician in cooperation with the facility administrator. | X | | | |
| The screening includes, but is not limited to, medical, mental health, developmental disabilities, tuberculosis and other communicable diseases, including, TB and other airborne diseases. | X | | | |
| The screening is performed by licensed health care staff or by trained facility staff, with documentation of staff training regarding site specific forms with disposition based on responses to questions and observations. Training depends on staff's role in the receiving screening process. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| There is a written plan for compliance with PC§ 2656, which allows prisoners to keep prescribed orthopedic or prosthetic appliances unless an immediate risk to security has been determined. | X | | | |
| There is a written plan to provide medical care for any inmate who appears in the need of or requests medical, mental health or developmental disability treatment. | X | | | |
| 1207.5 Special Mental Disorder Assessment <i>(Not applicable Type I & IV. Type I facilities are expected to transfer these women to an appropriate facility where the assessment can occur.)</i> There are written procedures for the mental health screening of women who have given birth within the past year and are charged with murder or attempted murder of their infant. Screening occurs at intake and, if postpartum psychosis is indicated, a referral for further evaluation is made. | X | | | Women who are pregnant, just recently given birth or are in custody due to the death are referred to a NP/PA for follow-up within 24 hours. Those with are charge with infant trauma, murder, or attempted murder are also referred to Behavioral Health Staff. |
| 1208 Access to Treatment A written plan has been developed and implemented for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during incarceration. | X | | | |
| The written plan shall include the assessment and treatment of inmates as described in Title 15 § 1207. | X | | | |
| Licensed health care personnel or persons operating under the authority and/or direction of licensed health personnel shall perform the assessment and treatment. | X | | | Each inmate is screened upon entrance into the County jail system. A questionnaire is utilized to access the inmate's knowledge of medications and treatments they may require or are currently receiving. |
| 1208.5. Health Care Maintenance For inmates undergoing prolonged incarceration, an age appropriate and risk factor based health maintenance visit takes place within the inmate's second anniversary of incarceration. | X | | | There is a Care Plan developed for each inmate. This is utilized to prepare daily care for the inmate throughout their custody. |
| The specific components of the health maintenance examinations are determined by the responsible physician based on the age, gender, and health of the inmate. | X | | | |
| Thereafter, the health maintenance examinations are repeated at reasonable intervals as determined by the responsible physician. | X | | | |
| 1209 Transfer to a Treatment Facility <i>(Not applicable Type I and IV.)</i> a) There are policies and procedures to provide mental health services that include but are not limited to: | X | | | Behavioral Health Team are available for follow-up treatment of all inmates who have been assessed in need of mental health care. |
| 1) Identification and referral of inmates with mental health needs; | X | | | |
| 2) Mental health treatment programs provided by qualified staff, including telehealth. | X | | | |
| 3) Crisis intervention services; | X | | | |
| 4) Basic mental health services provided, as clinically indicated; | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 5) Medication support services; and, | X | | | |
| 6) Coordinated health services so that care is integrated, medical and mental health needs are met, and the impact of any of these on each other is adequately addressed. | X | | | |
| b) Provision is made to evaluate or transfer mentally disordered inmates to a Lanterman Petris Short treatment facility for further evaluation as provided in PC § 4011.6 or 4011.8, unless the jail contains a designated LPS treatment facility, or has implemented PC § 1369.1. | X | | | Inmates requiring this service within their treatment plan are sent to Zuckerberg San Francisco General Hospital as the designated treatment center. |
| c) The facility provides onsite treatment of incompetent inmate/patients pursuant to Penal Code Section 1369.1. <i>(If yes, please complete the following)</i> | X | | | |
| Written policies and procedures for the involuntary administration of medications are developed by the health authority, in cooperation with the facility administrator and include, but are not limited to: | X | | | |
| Designation of licensed personnel authorized to order and administer involuntary medication. | X | | | |
| Designation of appropriate setting for involuntary administration of medication. | X | | | |
| Designation of restraint procedures and/or devices that may be used to maintain safety of the inmate and facility staff. | X | | | |
| Development of a written plan to monitor the inmate's medical condition following the initial involuntary administration of a medication, until the inmate is cleared as a result of an evaluation by, or consultation with, a psychiatrist. | X | | | |
| Development of a written plan to provide a minimum level of ongoing monitoring of the inmate following return to facility housing. | X | | | |
| If monitoring is performed by custody staff, they must be trained to recognize signs of possible medical problems and alert medical staff when indicated. | X | | | |
| Documentation of the administration of involuntary medication in the inmate's medical record. | X | | | |
| 1210 Individualized Treatment Plans | | | | |
| Responsible health care staff develops a written individualized plan for each inmate treated by health care staff for health conditions for which additional treatment, special accommodations and/or a schedule of follow-up care is needed during incarceration. | X | | | There is a Care Plan developed for each inmate. This is utilized to prepare daily care for the inmate throughout their custody. |
| Custody staff is informed of the treatment plan when necessary to ensure coordination and cooperation in the ongoing care of the inmate. | X | | | |
| Where recommended by treatment staff, the plan includes referral to treatment after release from the facility. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| 1211 Sick Call | | | | Inmates are able to contact staff through a MCR (Medical Care Request) form. They are also able to notify staff during medication administration if they want to bring it personally to medical care attention. |
| There are policies and procedures for daily sick call for all inmates. | X | | | |
| Any inmate requesting health care is provided that attention. | X | | | |
| 1212 Vermin Control | | | | The Sheriff's department maintain a monthly contract for vermin control. The service is also available for any urgent requests. |
| There is a written plan for the control and treatment of vermin infested inmates, including medical protocols, for treating persons suspected of being infested or having contact with vermin-infested inmates. | X | | | |
| 1213 Detoxification Treatment (Not applicable Type IV.) | | | | Inmates requiring detoxification may be transferred to ZSFG for an increase in level of care. A coordinated effort is maintained for continued treatment already established in the community. |
| Medical policies on detoxification which a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility, and, procedures and symptoms necessitating immediate transfer to a hospital or other medical facility. | X | | | |
| When medically licensed personnel are not in attendance, inmates undergoing withdrawal reactions, judged or defined as not readily controllable with available medical treatment, are transferred to an appropriate medical facility. | X | | | |
| 1214 Informed Consent | | | | |
| There is a written plan to assure informed consent of inmates in a language understood by the inmate. | X | | | |
| Except in emergencies, as defined in Business and Professional Code § 2397 and Title 15 § 1217, all examination, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. | X | | | Informed consent is obtained for all procedures that are also required by community standards. |
| For minors and conservatees, the informed consent of parent, guardian, or legal custodian applies when the law requires it. Absent informed consent in non-emergency situations, a court order is required before involuntary treatment is done. | X | | | There are no minors in the county jail system. |
| Any inmate who has not been adjudicated to be incompetent may refuse non-emergency health care. | X | | | |
| 1215 Dental Care | | | | Dental care is arranged within the County Jail System. Inmates in need of treatment are sent for examinations at the established dental clinics. |
| Policies and procedures ensure that emergency and medically required dental care is provided to inmates, upon request. | X | | | Dental Clinic was not observed for medications administration or supplies utilized while providing this service. . |
| 1216 Pharmaceutical Management | | | | |
| Pharmaceutical policies, procedures, space and accessories include, but are not limited to: | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Securely lockable cabinets, closets and refrigeration units: | X | | | All cabinets, medicine carts, and refrigerators are locked. There is documentation for temperature control for the refrigerators. These logs indicate normal range requirements and out of range documentation for management of medications. Staff are aware of how to manage temperatures not within range. |
| A means for the positive identification of the recipient of the prescribed medication; | X | | | |
| Administration/delivery of medicines to minors as prescribed; | | | X | There are no minors within the County Jail System. |
| Confirmation that the recipient has ingested the medication or accounting for medication under self-administration procedures outlined in Title 15, § 1216; | X | | | |
| Documenting that prescribed medications have or have not been administered, by whom, and if not, for what reason; | X | | | There are computerized documentation of all medications administered. The administration and waste of medications are monitored by Pharmacy personnel. |
| Prohibiting delivery of drugs by inmates; | X | | | |
| Limitation to the length of time medication may be administered without further medical evaluation; | X | | | |
| Limitation to the length of time allowable for a physician's signature on verbal orders, and, | X | | | |
| An annual written report is prepared by a pharmacist on the status of pharmacy services, and provided to the health authority and facility administrator. | X | | | |
| There are written protocols that are consistent with pharmacy laws and regulations, and limit the following functions to being performed by the identified personnel: | X | | | |
| Procurement is done only by a physician, dentist, pharmacist, or other person authorized by law. | X | | | |
| Medication storage assures that stock supplies of legend medications are accessed only by licensed health care personnel. Supplies of legend medications that have been properly dispensed and supplies of over-the-counter medications may be accessed by both licensed and non-licensed staff. | X | | | |
| Repackaging is done only by a physician, dentist, pharmacist, or other persons authorized by law. | X | | | If re-packaging occurs it is prepared by the pharmacist of the County Jail System. |
| Labels are prepared by either licensed or non-licensed personnel, provided the label is checked and affixed to the container by the physician, dentist, or pharmacist before administration or delivery to the inmate. Labels are prepared in accordance with Business and Professions Code § 4076. | X | | | |
| Dispensing is only done by a physician, dentist, pharmacist, or persons authorized by law. | X | | | |
| Administration of medication is only done by authorized and licensed health care personnel acting on the order of a prescriber. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| Licensed and non-licensed personnel may deliver medication acting on the order of a prescriber. | X | | | Medications are administered by licensed personnel only. |
| Disposal of legend medication is done accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or reregistered nurse. Controlled substances are disposed of in accordance with Drug Enforcement Administration disposal procedures. | X | | | |
| There are written procedures for managing and providing over-the-counter medications, which include but are not limited to how they are made available, documentation when delivered by staff and precautions against hoarding large quantities. | X | | | Over the counter medications are administered by Standardize Procedures only. The medication provided is documented in the inmate's medical record. . |
| Policy and procedures may allow inmate self-administration of prescribed medication under limited circumstances (<i>see regulation text</i>). If self-administration of prescription drugs is not allowed, this subsection is "not applicable." When allowed, policies and procedures must include but are not limited to: | X | | | There is an established policy for Inmates who may be allowed to do self-administration of medications. The prescription is written for 90 day supply, but they are provided for the inmate on an every two week bases only. Random checks have been developed for follow-up on compliance. |
| Medications permitted for self-administration are limited to those with no recognized abuse potential. Medication for treating tuberculosis, psychotropic medication, controlled substances, injectables and any medications for which documentation of ingestion is essential, are excluded from self-administration. | X | | | |
| Inmates with histories of frequent rule violations of any type, or those who are found to be in violation of rules regarding self-administration, cannot participate. | X | | | |
| Prescribing health care staff must document that each inmate participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use. | X | | | |
| Provisions are made for the secure storage of the prescribed medication when it is not on the inmate's person. | X | | | |
| Provisions are made for consistent enforcement of self-medication rules by both custody and health care staff, with systems of communication among them when either one finds that an inmate is in violation of rules regarding the program. | X | | | |
| Health care staff performs documented assessments of inmate compliance with self-administration medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate's health. | X | | | A random review of the medications the inmate has for self-administration is periodically performed. |
| 1217 Psychotropic Medications (<i>Not applicable Type IV.</i>) | X | | | |
| There are policies and procedures governing the use of psychotropic medications. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Involuntary administration of psychotropic medication is limited to emergencies. (<i>See Business and Professional Code § 2397 and the text of Title 15 § 1217 for definition of an emergency.</i>) | X | | | |
| If psychotropic medication is administered in an emergency, such medication is only that which is required to treat the emergency condition. | X | | | |
| Medication is prescribed by a physician following a clinical evaluation. | X | | | |
| There is a protocol for supervising and monitoring inmates who are involuntarily receiving psychotropic medication. | X | | | |
| Psychotropic medication is not administered to an inmate absent an emergency unless: (1) the inmate has given his or her informed consent in accordance with WIC § 5326.2; or, (2) has been found to lack the capacity to give consent pursuant to the county's hearing procedures under the Lanterman-Petris-Short (LPS) Act for handling capacity determinations and subsequent reviews. (<i>Note: Inspectors need to be aware of differing consent requirements for juveniles held in adult facilities.</i>) | X | | | The inmate signs an informed consent form for all psychotropic medications . |
| Policies limit the length of time both voluntary and involuntary psychotropic medications may be administered. | X | | | |
| There is a plan for monitoring and re-evaluating all inmates receiving psychotropic medications, including a review of all emergency situations. | X | | | Behavioral Health Staff prescribe and review all medications administered, at a maximum of every 90 days. Specific rules apply to emergency administration of medications. |
| The administration of psychotropic medication is not allowed for disciplinary reasons. | X | | | |
| 1220 First Aid Kits | | | | |
| One or more first aid kits are available in the facility. | X | | | The staff have medical First aid kits on every unit. A "Man-Down" kit is maintained for all emergencies. The Man Down Pack is reviewed daily. The Man Down Pack is consistent in all county jail sites. |
| The responsible physician has approved the contents, number, location and procedure for periodic inspection of the kit(s). | X | | | |

ARTICLE 4, RECORDS AND PUBLIC INFORMATION

| | | | | |
|--|---|--|---|---|
| 1046 Death in Custody | | | | |
| Written policy and procedures ensure that there is an initial review of each in-custody death within 30 days. The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident. | X | | | |
| The review determines the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study. | X | | | The management and custody teams throughout the County Jail System review all cases of "death in custody". They review their practice, their performance and improve their treatment plans. |
| When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board with a copy of the death in custody report that is submitted to the Attorney General under Government Code Section 12525, within 10 days of the death. | | | X | There are no minors in the County Jail System. |

ARTICLE 5, CLASSIFICATION AND SEGREGATION

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1051 Communicable Diseases | | | | Inmates suspected of having any communicable disease, especially, tuberculous, are sent to ZSFG for further evaluation and treatment. Medications required for continued care is reviewed and administered per the County Jail Medical Director. |
| Upon identification, all inmates with suspected communicable diseases are segregated until a medical evaluation can be completed. | X | | | |
| In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problems identified by the health authority. | X | | | |
| The inmate's response is noted on the booking form and/or screening device. | X | | | |
| 1052 Mentally Disordered Inmates | | | | |
| There are policies and procedures to identify and evaluate all mentally disordered inmates via telehealth or other means, with segregation provided, if necessary to protect the safety of the inmate or others. | X | | | |
| A physician's opinion is secured within 24 hours of identification or at the next daily sick call, whichever is earliest. | X | | | |
| 1055 Use of Safety Cell | | | | |
| A safety cell, specified in Title 24, Part II, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others. | X | | | |
| There are policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use. | X | | | |
| Safety cells are not used for punishment or as a substitute for treatment. | X | | | |
| Placement requires the approval of the facility manager or designee, or responsible health care staff. | X | | | |
| There are procedures that assure necessary nutrition and fluids are administered. | X | | | |
| Continued retention of the inmate is reviewed a minimum of every four hours. | X | | | |
| Inmates are allowed to retain sufficient clothing, or are provided with a "safety garment" to provide for personal privacy unless risks to the inmate's safety or facility security are documented. | X | | | |
| Direct visual observation is conducted at least twice every 30 minutes and is documented. | X | | | Activities and behavior of the inmate are documented twice in every thirty minutes. |
| A medical assessment is secured within 12 hours of placement in this cell or at the next daily sick call, whichever is earliest, and medical clearance for continued retention is secured every 24 hours thereafter. | X | | | |
| Facility designee or responsible health care staff obtains a mental health opinion/consultation with responsible health care staff on placement and retention within 12 hours of placement. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| 1056 Use of Sobering Cell | | | | |
| Pursuant to policies and procedures, a sobering cell, specified in Title 24, Part II, Section 1231.2.4, is used only for housing inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Policies and procedures for managing the sobering cell, include handling both males and females. | X | | | |
| Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour. | X | | | Activities and behavior of the inmate are documented twice in every thirty minutes. Access to medical and nursing staff is readily available. |
| An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours. | X | | | |
| At 12 hours from time of placement, inmates receive an evaluation by health care staff. | X | | | |
| Inmates are removed from the sobering cell when they are able to continue with processing. | X | | | |
| 1057 Developmentally Disabled Inmates | | | | Developmentally disabled inmates are housed on County Jail #2 for safety. |
| There are procedures to identify and evaluate all developmentally disabled inmates which include identification and evaluation; classification and housing; protection; and, nondiscrimination. <i>(Note: Appropriate housing is based on T-15 § 1050, Classification.)</i> | X | | | |
| A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled. <i>(Applicable only in facilities holding inmates in excess of 24 hours.)</i> | X | | | |
| 1058 Use of Restraint Devices | | | | |
| <i>(Note: The regulation distinguishes "use of force" from use of restraints. The provisions of this regulation do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain minors for movement or transportation. Health inspectors should familiarize themselves with this discussion in the Medical-Mental Health Guidelines and contact their CSA Field Representative if there are questions regarding applicability to a particular facility.)</i> | X | | | |
| Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others. | | | | |
| Restraints are not used as a discipline or as a substitute for treatment. | X | | | |
| There are policies and procedures for the use of restraint devices including acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of CPR equipment; protective housing of restrained persons; provisions for hydration and sanitation needs; and exercising of extremities. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Inmates are placed in restraints only with approval of the facility manager, watch commander, or if delegated, health care staff. | X | | | |
| All inmates in restraints are housed alone or in a specified area for restrained inmates. | X | | | |
| Direct visual observation is conducted and logged at least twice every 30 minutes. | X | | | Activities and behavior of the inmate are documented twice in every thirty minutes |
| Continued retention in such restraints is reviewed every hour. | X | | | |
| A medical opinion on placement and retention is secured within one hour from the time of placement. | X | | | |
| A medical assessment is completed within four hours of placement. | X | | | |
| If the facility designee, in consultation with health care staff, determines that an inmate cannot be safely removed from restraints after eight hours, the inmate is taken to a medical facility for further evaluation. | X | | | |
| 1058.5 RESTRAINTS AND PREGNANT INMATES | X | | | |
| Policies and procedures for the use of restraint devices on pregnant inmates address: | | | | |
| 1) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. | X | | | |
| 2) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. | X | | | |
| 3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary. | X | | | |
| 4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates. | X | | | |
| ARTICLE 8, MINORS IN JAILS | | | | |
| 1121 HEALTH EDUCATION FOR MINORS IN JAILS | | | X | This section only applies to Type II facilities that held adjudicated minors during the 12 months prior to the date of this inspection. |
| Written policy and procedures assure that age- and sex-appropriate health education and disease prevention programs are offered to minors. | | | | There are no minors in the City and County Jail System |
| The health education programs are updated as necessary to reflect current health priorities and meet the needs of the confined population. | | | X | There are no minors in the City and County Jail System |
| 1122 REPRODUCTIVE INFORMATION AND SERVICES FOR MINORS IN JAILS | | | X | This section only applies to Type II facilities that held adjudicated minors during the 12 months prior to the date of this inspection. |
| Written policy and procedures assure that reproductive health services are available to both male and female minors. | | | | There are no minors in the City and County Jail System |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| Reproductive services shall include but not be limited to those prescribed in WIC § 220, 221 and 222, and HSC § 123450. | | | X | There are no minors in the City and County Jail System |
| 1122.5 PREGNANT MINORS | | | X | There are no minors in the City and County Jail System |
| Policies and procedures pertaining to pregnant minors address a diet, vitamins and education. | | | X | There are no minors in the City and County Jail System |
| Policies and procedures for the use of restraint devices on pregnant minors address: | | | X | There are no minors in the City and County Jail System |
| 1) A minor known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. | | | X | There are no minors in the City and County Jail System |
| 2) A pregnant minor in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public. | | | X | There are no minors in the City and County Jail System |
| 3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary. | | | X | There are no minors in the City and County Jail System |
| 4) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors. | | | X | There are no minors in the City and County Jail System |
| 1123 HEALTH APPRAISALS/MEDICAL EXAMINATIONS FOR MINORS IN JAILS | | | X | This section only applies to Type II facilities that held adjudicated minors during the 12 months prior to the date of this inspection. |
| For minors who are transferred to jails, policy and procedures assure that the health appraisal/medical examination: | | | X | There are no minors in the City and County Jail System |
| is received from the sending facility; | | | X | There are no minors in the City and County Jail System |
| is reviewed by designated health care staff at the receiving facility; and, | | | X | There are no minors in the City and County Jail System |
| absent a previous appraisal/examination or receipt of the record, a health appraisal/medical examination, as outlined in Minimum Standards for Juvenile Facilities, Section 1432, is completed on the minor within 96 hours of admission. | | | X | There are no minors in the City and County Jail System |
| 1124 PROSTHESES AND ORTHOPEDIC DEVICES | | | | This section only applies to Type II facilities that held adjudicated minors during the 12 months prior to the date of this inspection. |
| There are written policy and procedures regarding the provision, retention and removal of medical and dental prostheses, including eyeglasses and hearing aids. | X | | | |
| Prostheses are provided when the health of the minor would otherwise be adversely affected, as determined by the responsible physician. | X | | | There are no minors in the City and County Jail System |
| Procedures for the retention and removal of prostheses shall comply with the requirements of Penal Code § 2656. | X | | | There are no minors in the City and County Jail System |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1125 PSYCHOTROPIC MEDICATIONS <i>The impact for Type II facilities is that, in addition to being in compliance with Title 15, Section 1214 (Consent) and Section 1217 (Psychotropic Medications). The following additional policies and procedures must be implemented for juveniles held in custody:</i> (a; 4) provision that minors who are on psychotropic medications prescribed in the community are continued on their medications pending re-evaluation and further determination by a physician; | | | X | This section only applies to Type II facilities that held adjudicated minors during the 12 months prior to the date of this inspection. There are no minors in the City and County Jail System |
| (a; 5) provision that the necessity for continuation on psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program; and, | | | X | |
| (b; 1) minors are informed of the expected benefits, potential side effects and alternatives to psychotropic medications. | | | X | There are no minors in the City and County Jail System |
| Other Applicable Codes | X | | | |
| Title 24 Part 2 § 470.2.12 – Medical Exam Room Availability | X | | | The Facilities Standards and Operations inspector retains primary responsibility to determine compliance with Section 470.2.12. |
| Title 24 Part 2, § 470A.2.13 – Pharmaceutical Storage Space | X | | | The Facilities Standards and Operations inspector retains primary responsibility to determine compliance with Section 470.2.13. |
| Title 24 Part 2 § 470A.2.14 – Medical Care Housing | X | | | The Facilities Standards and Operations inspector retains primary responsibility to determine compliance with Section 470.2.14. |
| Title 24 Part 2 § 470.2.25– Confidential Interview Rooms | X | | | The Facilities Standards and Operations inspector retains primary responsibility to determine compliance with Section 470.2.25. |
| HSC 11222 and 11877 Addicted Arrestee Care Where there is reasonable cause to believe an arrestee is addicted to a controlled substance, there is provision for medical aid to relieve symptoms. | X | | | Inmates who inform staff of their current enrollment in an authorized Addiction Treatment program are verified with the program and treatment process is continued. All other inmates are evaluated and the treatment plan is determined by the Physician. |
| In accordance with statute, persons on methadone maintenance are allowed to continue until conviction, at the direction of the licensed methadone program director. | X | | | |
| PC 4023.6 Female Inmates' Physician | X | | | There are Nurse Practitioners also available for Pregnant Women treatment plans. |
| Reasonable procedures are established to allow a female prisoner to summon and receive the services of any physician of choice to determine pregnancy. | X | | | |
| Procedures allow female inmates to receive needed medical services. | X | | | |
| These procedures are posted in at least one conspicuous place in which all female inmates have access. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| PC 4023.5 Female Inmate – Personal Care | | | | |
| At their request, female inmates are allowed to continue use of materials for: | X | | | |
| Personal hygiene regarding menstrual cycle; and, | X | | | |
| Birth control measures as prescribed by their physician. | X | | | |
| The county furnishes females who are confined in the facility with information and education regarding the availability of family planning services. | X | | | |
| Family planning services are offered to each female inmate at least 60 days prior to a scheduled release date and services of a licensed physician are available to meet her family planning needs at the time of release. | X | | | |
| PC 4028 Abortions | | | | |
| Pregnant inmates, if eligible, are permitted to obtain an abortion pursuant to law. Such rights are posted in at least one conspicuous place accessed by all female inmates. | X | | | |

Summary of medical/mental health evaluation:

The Title XV Medical and Mental inspections were conducted on May 30, 2018 and June 15, 2018.

Staff demonstrated knowledge of the process for inmate admissions, medications, treatments and the documentations required by each individual jail area.

Annual Staff Evaluations are performed for each staff member including specific competencies for the jail. These competencies include Halogen Computer Online Courses, BLS, and continuing educational classes. Staff consist of Registered Nurses, LVNs, and Nurse Practitioners..

Med Pass was observed. Staff member followed all the guidelines in the policy and procedure. She identified each individual inmate by asking for name and birthdate and checking the identification band. After administering the medication she observed that the medication was swallowed. Documentation off the administration was done on a password secure medical record of the inmate.

Nurse Practitioners are credentialed through the Medical Staff Offices at Zuckerberg San Francisco General Hospital. We would suggest that the privileges of the NP/PA and physicians be placed online for staff access so that all are aware of what each credentialed staff is allowed to do within their standardized procedure and practice.

Dental Clinic was not observed for medications administration or supplies utilized while providing service.

The supply storage area was not observed to determine compliance with expiration dates of materials stored. ,

The management and custody teams throughout the County Jail System review all cases of "death in custody". They review their practice, their performance and improvement plans they have determined are necessary.

The County Jail Services for Medical and Mental Health Inspections were found to be in compliance with Title XV Standards.

Jacquelyne Caesar, RN,

Carol Bird, RN, BSN.

2018 ADULT COURT AND TEMPORARY HOLDING FACILITIES
San Francisco Police Department District Station Holding Cell Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | |
|--|----------------------------|--|--|
| FACILITY NAME: San Francisco Police Department District Stations | | COUNTY: City and County of San Francisco, California | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): San Francisco Police Department, Richmond Station, 461 6 th Avenue, San Francisco, CA. 94118 San Francisco Police Department, Northern Station, 1125 Fillmore Street, San Francisco, CA. 94115 San Francisco Police Department, Bayview Station, 201 Williams Street, San Francisco CA. 941 San Francisco Police Department, Park Station, 1899 Waller Street, San Francisco, Ca. 94117 San Francisco Police Department, Mission Station, 630 Valencia Street, San Francisco, CA.94110 San Francisco Police Department, Taraval Station, 2345 24 th Avenue, San Francisco CA. 94116 San Francisco Police Department, Southern Station, 1251 3 rd Street, San Francisco, 94158 San Francisco Police Department, Ingleside Station, San Francisco, CA.94112 San Francisco Police Department, Tenderloin Station, 301 Eddy Street, San Francisco, CA. 94102 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | COURT HOLDING FACILITY: | TEMPORARY HOLDING FACILITY: | |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: May 16, 17, 18, 2018 | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Jacquelyne Caesar, Registered Nurse, Quality Management Division, Regulatory Division, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave. San Francisco, Ca 415-206-5125 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Officer Ivan Sequeira, Facilities Manager, 415-553-1076 | | | |

This checklist is to be completed pursuant to the attached instructions.

III. MEDICAL/MENTAL HEALTH EVALUATION

Adult Court and Temporary Holding Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Article 11. Health Services | | | | |
| 1200 Responsibility For Health Care Services | | | | |
| The facility administrator has developed a plan to ensure provision of emergency and basic health care services to all inmates. | x | | | The Medical Director for the San Francisco County Jail Services determines the policies and procedures for all arrestees/inmates. The San Francisco Police department contact staff at the County Jail 31 regarding all medical/ mental health arrestees. |
| 1207 Medical Receiving Screening (Not applicable for CH.) | | | | |
| A receiving screening is performed on all inmates at the time of intake. (See regulation for exception.) | x | | | The station Keeper manages all medical screening forms for the Police department. The arresting officers ask medical screening questions, documenting the arrestee's responses or refusal to respond on the form. There are demonstrated incidences when the completion of the form did not reflect the appropriate signatures upon disposition of the arrestee. |
| This screening is completed in accordance with written procedures established by the facility administrator. | x | | | There are established policies and procedures for completing the form. Each question is circled to indicate that they have been individually asked. |
| The screening includes, but is not limited to, medical, mental health, developmental disabilities, tuberculosis and other and communicable diseases, including, TB and other airborne diseases. | x | | | |
| The screening is performed by licensed health care staff or by trained facility staff, with documentation of staff training regarding site specific forms with disposition based on responses to questions and observations. Training depends on staff's role in the receiving screening process. | x | | | The SF Police staff asking the questions of the individual arrestees have attended an educational seminar on how to administer the form They receive instructions on how to contact medical staff at the county Jail for all questions regarding the health care of the arrestee.. |
| There is a written plan for compliance with PC§ 2656, which allows prisoners to keep prescribed orthopedic or prosthetic appliances unless an immediate risk to security has been determined. | x | | | The sf Police Department staff transfer arrestees with medical appliance to go directly to County Jail #1 for evaluation and booking. |
| There is a written plan to provide medical care for any inmate who appears in the need of or requests medical, mental health or developmental disability treatment. | x | | | |
| 1209 Transfer to a Treatment Facility (Not applicable CH.) | | | | |
| There are policies and procedures to provide mental health services that include but are not limited to: | | | | The medical Director of the County Jail system has developed policies and procedures for arrestees to be transported to Zuckerberg San Francisco General for necessary medical and mental health requirements that can not be met by the County Jail staff. Transportation to a medical facility is conducted by E MTs and Fire Department services. Police Officers' accompany all arrestees to the hospital who are transported via ambulance. No arrestee is held in SF Police temporary holding Facilities. locations who are in need of medical attention All other arrestees are transported to County Jail #1 for intake medical and mental health screening. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| Identification and referral of inmates with mental health needs; | x | | | |
| Mental health treatment programs provided by qualified staff, including telehealth. | x | | | |
| Crisis intervention services; | x | | | |
| Basic mental health services provided, as clinically indicated; | x | | | |
| Medication support services; and, | x | | | |
| Coordinated health services so that care is integrated, medical and mental health needs are met, and the impact of any of these on each other is adequately addressed. | x | | | Arrestees receive supported health care upon entrance into the County Jail #1 Facility. Medical Staff, Behavioral health staff and Nursing staff are available to assess, evaluate and treat at this time. |
| Provision is made to evaluate or transfer mentally disordered inmates to a Lanterman Petris Short treatment facility for further evaluation as provided in PC § 4011.6 or 4011.8, unless the jail contains a designated LPS treatment facility. | x | | | Arrestees requiring mental health issues are transferred to Zuckerberg San Francisco General Hospital |
| 1212 Vermin Control <i>(Not applicable for CH.)</i> There is a written plan for the control and treatment of vermin infested inmates, including medical protocols, for treating persons suspected of being infested or having contact with vermin-infested inmates. | x | | | There is a contract service utilized for managing the cleanliness, and vermin in the SF Police Temporary holding facilities. All Arrestees who are suspected of having infestations are managed at the County Jail #1 during the intake process upon receiving physician written orders. The cell in which they were housed during admission at the Temporary facilities is closed to all new arrestees, Contracted services are called to clean the rooms appropriately. |
| 1213 Detoxification Treatment <i>(Not applicable for CH.)</i> Medical policies on detoxification include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility, and, procedures and symptoms necessitating immediate transfer to a hospital or other medical facility. | x | | | As needed those that are intoxicated are transferred via ambulance to the Medical Facility at ZSFG. Until transfer the station manager or designated staff maintain a every 30 minute check on the patients safety and health situation. |
| When medically licensed personnel are not in attendance, inmates undergoing withdrawal reactions, judged or defined as not readily controllable with available medical treatment, are transferred to an appropriate medical facility. | x | | | Medical Screening Exam performed by the Station Keeper identifies information that will assist in determining the arrestee's level of intoxication. As needed those that are intoxicated are transferred via ambulance to the Medical Facility at the ZSFGH.. |
| 1220 First Aid Kits One or more first aid kits are available in the facility. | x | | | A general first aid kit is available for use by the station keeper or designee. The kit is reviewed frequently to ascertain if any item has reached its expiration date. |
| The facility administrator has approved the contents, number, location and procedure for periodic inspection of the kit(s). | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| 1046 Death in Custody Written policy and procedures ensure that there is an initial review of each in-custody death within 30 days. The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident. | x | | | There have been no Deaths while in custody at any of the SF Police temporary Holding facilities. |
| The review determines the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study. | x | | | |
| When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board with a copy of the death in custody report that is submitted to the Attorney General under Government Code Section 12525, within 10 days of the death. | x | | | |
| 1051 Communicable Diseases Upon identification, all inmates with suspected communicable diseases are segregated until a medical evaluation can be completed. | x | | | Screening process consistently asks specific questions to ascertain communicable disease history. Those who report having a positive screen are transferred to the County Jail #1 to ascertain appropriate treatment and placement. |
| In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problems identified by the health authority. | x | | | |
| The inmate's response is noted on the booking form and/or screening device. | x | | | |
| 1052 Mentally Disordered Inmates There are policies and procedures to identify and evaluate all mentally disordered inmates via telehealth or other means, with segregation provided, if necessary to protect the safety of the inmate or others. | x | | | At the temporary holding facilities, arrestees are sent directly to County Jail #1. The arrestee is transported to County Jail #1 or if advised by the Behavioral Health Service the arrestee is transferred to ZSFG. |
| A physician's opinion is secured within 24 hours of identification or at the next daily sick call, whichever is earliest. | x | | | |
| 1055 Use of Safety Cell (Not applicable for CH) A safety cell, specified in Title 24, Part II, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others. | | | x | . Safety Cells are not utilized in the Temporary holding areas. These area's are designated as Sobering cells |
| There are policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use. | | | x | |
| Safety cells are not used for punishment or as a substitute for treatment. | | | x | |
| Placement requires the approval of the facility manager or designee, or responsible health care staff delegated by the facility manager. | | | x | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| There are procedures that assure necessary nutrition and fluids are administered. | | | x | |
| Continued retention of the inmate is reviewed a minimum of every four hours. | | | x | |
| Inmates are allowed to retain sufficient clothing, or are provided with a "safety garment" to provide for personal privacy unless risks to the inmate's safety or facility security are documented. | | | x | |
| Direct visual observation is conducted at least twice every 30 minutes and is documented. | | | x | The thirty minute checks were documented but several showed a discrepancy of 1-2 minute, invalidating the 30 minute requirements. |
| A medical assessment is secured within 12 hours of placement in this cell or at the next daily sick call, whichever is earliest, and medical clearance for continued retention is secured every 24 hours thereafter. | | | x | |
| Facility designee or responsible health care staff obtains a mental health opinion/consultation with responsible health care staff on placement and retention within 12 hours of placement. | | | x | |
| 1056 Use of Sobering Cell <i>(Not applicable for CH)</i> Pursuant to policies and procedures, a sobering cell, specified in Title 24, Part II, Section 1231.2.4, is used only for housing inmates who are a threat to their own safety or the safety of others due to their state of intoxication. There are policies and procedures for managing the sobering cell, including handling both males and females. | x | | | There is a system for Cell Check Logs that maintains that each area be observed twice in every 30 minutes. Cells that are not in use are designated as "E" and all others are indicted as "O: occupied." Sobering cells are observed twice within every 30 minutes. Arrestees are directly observed and also observed by video feed. |
| Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour. | x | | | |
| An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours. | x | | | |
| At 12 hours from time of placement, inmates receive an evaluation by health care staff. | x | | | |
| Inmates are removed from the sobering cell when they are able to continue with processing. | x | | | |
| 1057 Developmentally Disabled Inmates There are procedures for the identification and evaluation of all developmentally disabled inmates which include identification and evaluation; classification and housing; protection; and, nondiscrimination. <i>(Note: Appropriate housing is based on T-15 § 1050, Classification.)</i> | x | | | Arrestees fitting this category are directly transferred by ambulance or paratransit to county jail #1. |
| A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled. <i>(Applicable only in facilities holding inmates in excess of 24 hours.)</i> | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| 1058 Use of Restraint Devices <i>(Note: The regulation distinguishes "use of force" from use of restraints. The provisions of this regulation do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain minors for movement or transportation. Health inspectors should familiarize themselves with this discussion in the Medical-Mental Health Guidelines and contact their CSA Field Representative if there are questions regarding applicability to a particular facility.)</i> Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others. | x | | | The restraints devices utilized in the temporary holding facility are handcuffs only. |
| Restraints are not used as discipline or as a substitute for treatment. | x | | | |
| There are policies and procedures for the use of restraint devices including acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of CPR equipment; protective housing of restrained persons; provisions for hydration and sanitation needs; and exercising of extremities. | x | | | Arrestees requiring restraints are transferred to the County Jail #1 as soon as possible. |
| Inmates are placed in restraints only with approval of the facility manager, watch commander, or if delegated, health care staff. | x | | | |
| All inmates in restraints are housed alone or in a specified area for restrained inmates. | x | | | |
| Direct visual observation is conducted and logged at least twice every 30 minutes. | x | | | |
| Continued retention in such restraints is reviewed every hour. | x | | | |
| A medical opinion on placement and retention is secured within one hour from the time of placement. | x | | | |
| A medical assessment is completed within four hours of placement. | x | | | |
| If the facility designee, in consultation with health care staff, determines that an inmate cannot be safely removed from restraints after eight hours, the inmate is taken to a medical facility for further evaluation. | x | | | |
| 1058.5 RESTRAINTS AND PREGNANT INMATES Policies and procedures for the use of restraint devices on pregnant inmates address: | | | | |
| 1) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. | x | | | Women who indicate they are pregnant or who have recently given birth are not held at the temporary facility. They are transported by the arresting officers to County Jail #1. |
| 2) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. | x | | | Women who present in labor, are transported to ZSFG for immediate medical assessment and treatment. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| 3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary. | x | | | |
| 4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates. | x | | | |

Summary of medical/mental health evaluation:

The Temporary Facilities maintained by the San Francisco Police Department were clean and free of clutter.

Signs notifying all arrestees and visitors of the use of language services availability were posted.

The First Aid Kits were up to date without any expired supplies. Special attention was paid to the expiration dates of the eye wash solutions. All were found to be unexpired. .

The Station Keepers maintained the records for easy access. Most areas maintained all records on a monthly status for easy irretrievability.

On occasion the cell check logs reflected a one-two minute check that did not fit within the two checks every 30 minutes. This discrepancy could be accounted for by individual watch setting but created an issue because it did not support the SF Police Policies and Procedures

Transportation of Arrestee's is managed by the San Francisco Sheriff's department. The four hour blocks of time may cause arrestees to remain at the Temporary facilities longer than the recommended 4 hour stay. Every effort is made to transport the arrestee within the policy and procedure guidelines.

All Temporary Facilities were participating in community programs. Each had areas designated for medication waste disposal.

All Police Officers and staff were polite, courteous and willingly assisted during this inspection

Compliments to all the Station Keepers for demonstrating their knowledge of the Policy and Procedures and maintaining the records for an active 24 hour service.

III. MEDICAL/MENTAL HEALTH EVALUATION
Juvenile Halls, Special Purpose Juvenile Halls and Camps

| | | | |
|---|--|--|---|
| FACILITY NAME: Special Programs for Youth (SPY) Log Cabin Ranch | | COUNTY: City and County of San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 375 Woodside Avenue, San Francisco, CA 94127 415.753.7807. </div> <div style="width: 45%;"> 500 Log Cabin Ranch Rd La Honda, CA 94020 </div> </div> | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302: | JUVENILE HALL <input type="checkbox"/> | SPECIAL PURPOSE JUVENILE HALL <input checked="" type="checkbox"/> | CAMP <input checked="" type="checkbox"/> |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: June 5, 2018 DEFICIENCIES OR NON COMPLIANCE ISSUES NOTED: YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Carol Bird, RN, BSN Zuckerberg San Francisco General Hospital, Quality Management Division, Unit 23, 1001 Potrero Ave. San Francisco, California 94110 Jacquelyne Caesar, RN, Zuckerberg San Francisco General Hospital, Quality Management Division, Unit 23, 1001 Potrero Ave. San Francisco, California 94110 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Mona Tahsini, Director Behavioral Health, Special Program for Youth, Juvenile Justice System, Debi Hines, RN, Nurse Manager, Special Program for Youth Madanika Srirama, MD, Medical Director, Special Program for Youth Marc Humphries, Director of Log Cabin Ranch | | | |

Purpose

Pursuant to Title 15, California Code of Regulations, Article 2, Section 1313, Subsection (c) "On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the local health officer, inspection in accordance with Health and Safety Code Section 101045."

Per California Health and Safety Code 101045, the county health officer shall annually investigate health and sanitary conditions in every operated detention facility in the county. He or she may make additional investigations of any county jail or other detention facility of the county as he or she determines necessary. He or she shall submit a report to the Board of State and Community Corrections (BSCC), to the person in charge of the detention facility and to the County Board of Supervisors.

Instructions

To complete the evaluation, assess each element listed and document the findings on the checklist. Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). If the evaluator assessing the Medical and Mental Health of the facility "checks" a column to indicate that a facility is either out of compliance with all or part of a regulation or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction.

Evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC's Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the BSCC website (http://www.bscc.ca.gov/s_fsoresources). Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site.

Board of State and Community Corrections; FSO Division
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; <http://www.bscc.ca.gov/>

MEDICAL/MENTAL HEALTH EVALUATION

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| Article 8. Health Services | | | | |
| 1400 Responsibility For Health Care Services | | | | |
| The facility administrator shall ensure that health care services are provided to all minors. | x | | | There have been recent Administrative changes within the facility. The Organizational Chart requires updating to reflect the changes that have occurred in the recent months. |
| The facility shall have a designated health administrator who, in cooperation with the mental health director and facility administrator and pursuant to a written agreement, contract or job description, is administratively responsible to: | x | | | |
| (a) develop policy for health care administration; | x | | | |
| (b) identify health care providers for the defined scope of services; | x | | | |
| (c) establish written agreements as necessary to provide access to health care; | x | | | |
| (d) develop mechanisms to assure that those agreements are properly monitored; and, | x | | | |
| (e) establish systems for coordination among health care service providers. | x | | | |
| When the health administrator is not a physician, there shall be a designated responsible physician who shall develop policy in health care matters involving clinical judgments. | x | | | |
| 1401 Patient Treatment Decisions | | | | |
| Clinical decisions about the treatment of individual youth are the sole province of licensed health care professionals operating within the scope of their license and within facility policy defining health care services. | x | | | All youth assigned to Log Cabin Ranch are screened for medical and mental health compliance, including Allergies prior to being transferred to the facility. |
| Security policies and procedures that are applicable to child supervision staff also apply to health care personnel. | x | | | |
| 1402 Scope of Health Care | | | | |
| (a) The health administrator, in cooperation with the facility administrator, shall develop and implement written policy and procedures to define the extent to which health care shall be provided within the facility and delineate those services that shall be available through community providers. Each facility shall provide: | x | | | The policies and procedures for the health care of the youth are reviewed every two years which include all the divisions responsible for the supervision and health care of the youth. The reorganization presents an opportunity for the management staff to review all policies and procedures so that they may reflect current practice. |
| (1) at least one physician to provide treatment; and, | x | | | |
| (2) health care services which meet the minimum requirements of these regulations and be at a level to address acute symptoms and/or conditions and avoid preventable deterioration of health while in confinement. | x | | | There are Nurse Practitioners assigned to SPY and Log Cabin to provide care for youth. The Nurse Practitioners are supervised by the Medical Director. The credentialing process for the Physicians and Nurse Practitioners is performed by the Medical Staff offices at ZSFG. |
| (b) When health services are delivered within the juvenile facility, staff, space, equipment, supplies, materials, and resource manuals shall be adequate to the level of care provided. | x | | | Policies and procedures are accessible to all staff online. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| (c) Consistent with security requirements and public safety, written policy and procedures for juvenile facilities shall provide for parents, guardians, or other legal custodians, at their own expense, to authorize and arrange for medical, surgical, dental, mental health or other remedial treatment of youth that is permitted under law. | x | | | Families are informed of their ability to seek health care for youth beyond the services of the SPY program and with the approval of Juvenile Justice System. |
| 1403 Health Care Monitoring and Audits (Applicable to facilities with on-site health care staff) | | | | |
| (a) In juvenile facilities with on-site health care staff, the health administrator, in cooperation with the facility administrator, shall develop and implement written policy and procedures to collect statistical data and submit at least annual summaries of health care services to the facility administrator. | x | | | Annual Reports were accessible for review. An annual report is submitted to the Juvenile Justice authorities and to the City and County of San Francisco. |
| (b) The health administrator, in cooperation with the responsible physician and the facility administrator, shall establish policies and procedures to assure that the quality and adequacy of health care services are assessed at least annually. | x | | | |
| (1) Policy and procedures shall identify a process for correcting identified deficiencies in the medical, dental, mental health and pharmaceutical services delivered. | x | | | |
| (2) Based on information from these assessments, the health administrator shall provide the facility administrator with an annual written report on medical, dental, mental health and pharmaceutical services. <i>(Inspectors are requested to verify existence of these reports.)</i> | x | | | |
| (c) Medical, mental and dental services shall be reviewed at least quarterly, at documented administrative meetings between the health and facility administrators and other staff, as appropriate. | x | | | |
| 1404 Health Care Staff Qualifications (Applicable to facilities with on-site health care staff) | | | | |
| (a) The health administrator shall, at the time of recruitment for health care positions, develop education and experience requirements that are consistent with the community standard and the needs of the facility population. | x | | | Nursing Staff maintain state certification for Licensing, annual educational requirements are met, and Basic Life Support certification is performed every two years. The staff receive yearly performance appraisals. |
| (b) In all juvenile facilities providing on-site health care services, the health administrator, in cooperation with the facility administrator, shall establish policy and procedures to assure that State licensure, certification, or registration requirements and restrictions that apply in the community, also apply to health care personnel who provide services to minors. | x | | | |
| (c) Appropriate credentials shall be on file at the facility, or in another central location where they are available for review. Policy and procedures shall provide that these credentials are periodically reviewed and remain current. | x | | | We would suggest that Nurse Practitioner, Physician, and Dentist privileges be accessible for all staff online for verification of standardized procedures they are able to perform. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| (d) The health administrator shall assure that position descriptions and health care practices require that health care staff receive the supervision required by their license and operate within their scope of practice. | x | | | |
| 1405 Health Care Procedures (<i>Applicable to facilities with on-site health care staff</i>) The responsible physician for each facility providing on-site health care may determine that a clinical function or service can be safely and legally delegated to health care staff other than a physician. When this is done, the function or service shall be performed by staff operating within their scope of practice pursuant to written protocol, standardized procedures or direct medical order. | x | | | |
| 1406 Health Care Records (<i>Applicable to facilities with on-site health care staff</i>) In juvenile facilities providing on-site health care, the health administrator, in cooperation with the facility administrator, shall maintain complete individual and dated health records that include, but are not limited to: | x | | | Admission Assessments and follow-up appointments are provided for each youth that is housed at SPY. A medical record is maintained, with current treatment options.. |
| (a) intake health screening form; (<i>Note: The intake screening form may also be included in the probation file as a non-confidential document. See guidelines for discussion.</i>); | x | | | |
| (b) Health appraisals/medical examinations; | x | | | |
| (c) health service reports (e.g., emergency department, dental, psychiatric, and other consultations); | x | | | |
| (d) Complaints of illness or injury; | x | | | Each youth has access to the nursing staff to request appointments to see the medical provider. There is also a written format for each youth can request to be seen. |
| (e) names of personnel who treat, prescribe, and/or administer/deliver prescription medication; | x | | | |
| (f) location where treatment is provided; | x | | | |
| (g) medication records in conformance with Title 15 § 1438; | x | | | Medication administration is documented on each youths chart as it is administered. There is a written order for each medication prescribed. A review of the medication list is done every 90 days. or the medication is discontinued as it is prescribed. |
| (h) progress notes; | x | | | |
| (i) consent forms; | x | | | Consent forms are obtain from the legal guardian in all efforts to maintain communications with the family. |
| (j) authorization for release of information; | x | | | |
| (k) copies of previous health records; | x | | | |
| (l) immunization records; and, | x | | | |
| (m) laboratory reports. | x | | | |
| Written policy and procedures shall provide for maintenance of the health record in a locked area separate from the confinement record. | x | | | Medical Records are secured behind locked clinical area doors. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| Access to the medical/mental health record shall be controlled by the health administrator and shall assure that all confidentiality laws related to the provider-patient privilege apply to the health record. Minors shall not be used to translate confidential medical information for other non-English speaking minors. | x | | | |
| Health care records shall be retained in accordance with community standards. | x | | | |
| 1407 Confidentiality | | | | |
| (a) For each juvenile facility that provides on-site health services, the health administrator, in cooperation with the facility administrator, shall establish policy and procedures, consistent with applicable laws, for the multi-disciplinary sharing of health information. These policies and procedures shall address the provision for providing information to the court, child supervision staff and to probation. Information in the minor's case file shall be shared with the health care staff when relevant. The nature and extent of information shared shall be appropriate to treatment planning, program needs, protection of the minor or others, management of the facility, maintenance of security, and preservation of safety and order. | x | | | |
| (b) Medical and mental health services shall be conducted in a private manner such that information can be communicated confidentially. | x | | | Individualized examinations rooms are provided for patient confidentiality. |
| 1408 Transfer of Health Care Summary Records | | | | |
| The health administrator, in cooperation with the facility administrator, shall establish written policy and procedures to assure that a health care summary and relevant records are forwarded to health care staff in the receiving facility when a minor is transferred to another jurisdiction, and to the local health officer, when applicable. Policies shall include: | x | | | |
| (a) a summary of the health record, or documentation that no record exists at the facility, is sent in an established format, prior to or at the time of transfer; | x | | | |
| (b) relevant health records are forwarded to the health care staff of the receiving facility; | x | | | |
| (c) advance notification is provided to the local health officer in the sending jurisdiction and responsible physician of the receiving facility prior to the release or transfer of minors with known or suspected active tuberculosis disease; | x | | | |
| (d) written authorization from the minor and/or parent-legal guardian is obtained prior to transferring copies of actual health records, unless otherwise provided by court order, statute or regulation having the force and effect of law; and, | x | | | |
| (e) confidentiality of health records is maintained. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| After minors are released to the community, health record information shall be transmitted to specific physicians or health care facilities in the community, upon request and with the written authorization of the minor and/or parent/guardian. | x | | | |
| In special purpose juvenile halls and other facilities that do not have on-site health care staff, policy and procedures shall assure that child supervision staff forward non-confidential information on medications and other treatment orders prior to or at the time of transfer. | x | | | |
| 1409 Health Care Procedures Manual (<i>Applicable to facilities with on-site health care staff</i>) For juvenile facilities with on-site health care staff, the health administrator, in cooperation with the facility administrator, shall develop, implement and maintain a facility-specific health services manual of written policies and procedures that address, at a minimum, all health care related standards that are applicable to the facility. (<i>Note: "Facility specific" means that policies and procedures for that facility are included. In multi-facility systems policies and procedures for more than one facility in that system may be included in the same manual.</i>) | x | | | |
| Health care policy and procedure manuals shall be available to all health care staff, to the facility administrator, the facility manager, and other individuals as appropriate to ensure effective service delivery. | x | | | |
| Each policy and procedure for the health care delivery system shall be reviewed at least every two years and revised as necessary under the direction of the health administrator. The health administrator shall develop a system to document that this review occurs. | x | | | |
| The facility administrator, facility manager, health administrator and responsible physician shall designate their approval by signing the manual. | x | | | |
| 1410 Management of Communicable Diseases The health administrator/responsible physician, in cooperation with the facility administrator and the local health officer, shall develop written policies and procedures to address the identification, treatment, control and follow-up management of communicable diseases. The policies and procedures shall address, but not be limited to: | x | | | Youths requiring communicable diseases treatment and medications are examined at Zuckerberg San Francisco General Hospital. |
| (a) intake health screening procedures; | x | | | |
| (b) identification of relevant symptoms; | x | | | |
| (c) referral for medical evaluation; | x | | | |
| (d) treatment responsibilities during detention; | x | | | |
| (e) coordination with public and private community-based resources for follow-up treatment; | x | | | |
| (f) applicable reporting requirements, and, | x | | | |
| (g) strategies for handling disease outbreaks. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health officer and currently recommended public health interventions. | x | | | |
| 1411 Access to Treatment | | | | Youth are transferred for Medical Care to Zuckerberg San Francisco General Hospital .Mental Health Care, when unable to manage at the facility are transferred. Youth over the age of 18 are sent to Psychiatric Emergency Services at ZSFG. Youth under the age of eighteen are managed by the Child Crisis Service.. |
| The health administrator, in cooperation with the facility administrator, shall develop written policy and procedures to provide unimpeded access to health care. | x | | | |
| 1412 First Aid and Emergency Response | | | | |
| The health administrator/responsible physician, in cooperation with the facility administrator, shall establish facility-specific policies and procedures to assure access to first aid and emergency services. | x | | | |
| (a) First aid kits shall be available in designated areas of each juvenile facility. | x | | | One piece of medical equipment had outdated biomedical service sticker. A referral for service needs to be be sent.. |
| (b) The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kits. | x | | | |
| Child supervision and health care staff shall be trained and written policies and procedures established to respond appropriately to emergencies requiring first aid. | x | | | |
| 1413 Individualized Treatment Plans (<i>Excluding Special Purpose Juvenile Halls</i>) | | | | |
| With the exception of special purpose juvenile halls, the health administrator/responsible physician, in cooperation with the facility administrator, shall develop and implement policy and procedures to assure that health care treatment plans are developed for all youth who have received services for significant health care concerns. | x | | | |
| (a) Policies and procedures shall assure that health care treatment plans are considered in facility program planning. | x | | | |
| (b) Health care restrictions shall not limit participation of a youth in school, work assignments, exercise and other programs, beyond that which is necessary to protect the health of the youth or others. | x | | | |
| (c) Medical and mental health information shall be shared with youth supervision staff in accordance with Section 1407 for purposes of programming, treatment planning and implementation. | x | | | |
| (d) Program planning shall include pre-release arrangements for continuing medical and mental health care, together with participation in relevant programs upon return into the community. | x | | | Counseling sessions are provided for individuals youth for educational, health and work opportunities in the community. |
| (d) Program planning shall include pre-release arrangements for continuing medical and mental health care, together with participation in relevant programs upon return into the community. | x | | | Every effort is put forth to have youth attend an outside facility upon discharge. Appointments are made, medications are given, and written discharge instructions are provided for the youth and their gaudians. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| (e) Policies and procedures shall address accommodations for youth who may have special needs when using showers and toilets and dressing/undressing. | x | | | |
| Policy and procedures shall require that any youth who is suspected or confirmed to be developmentally disabled is referred to the local Regional Center for the Developmentally Disabled for purposes of diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends. | x | | | |
| 1414 Health Clearance for in-Custody Work and Program Assignments The health administrator/responsible physician, in cooperation with the facility administrator, shall develop health screening and monitoring procedures for work and program assignments that have health care implications, including, but not limited to, food handlers. <i>(See also Title 15 § 1465.)</i> | x | | | |
| 1415 Health Education <i>(Excluding Special Purpose Juvenile Halls)</i> With the exception of special purpose juvenile halls, the health administrator for each juvenile facility, in cooperation with the facility administrator and the local health officer, shall develop written policies and procedures to assure that age- and sex-appropriate health education and disease prevention programs are offered to minors. | x | | | |
| The education program shall be updated as necessary to address current health priorities and meet the needs of the confined population. | x | | | Communications with the Unified School district is maintained for the youths educational development . |
| 1416 Reproductive Services For all juvenile facilities, the health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure that reproductive health services are available to both male and female minors. | x | | | |
| Such services shall include but not be limited to those prescribed by Welfare and Institutions Code Sections 220, 221 and 222 and Health and Safety Code Section 123450. | x | | | |
| Section 1417. Pregnant Minors. With the exception of special purpose juvenile halls, the health administrator for each juvenile facility, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the following: a diet, vitamins and education as required by Penal Code Section 6030(e) and limitations on the use of restraints in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222. | x | | | Nurse Practitioners and SPY staff maintain the policies and procedure for pregnant minors regarding medications, appointments and dietary requirements. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| 1430 Intake Health Screening | | | | |
| The health administrator/responsible physician, in cooperation with the facility administrator and mental health director shall establish policies and procedures defining when a health evaluation and/or treatment shall be obtained prior to acceptance for booking. Policies and procedures shall also establish a documented intake health screening procedure to be conducted immediately upon entry to the facility. | x | | | |
| (a) The responsible physician shall establish criteria defining the types of apparent health conditions that would preclude acceptance of a minor into the facility without a documented medical clearance. The criteria shall be consistent with the facility's resources to safely hold the minor. At a minimum, such criteria shall provide: | x | | | There are established screening criteria that is reviewed with each youth prior to the admission to the facility. Nursing staff communicate with the Juvenile Justice staff and the Police for necessary follow-up and transfer to another facility, when the criteria for admission is not met. |
| (1) a minor who is unconscious shall not be accepted into a facility; | x | | | An unconscious youth, prior to admission, is diverted to Zuckerberg San Francisco General Hospital prior to coming to SPY |
| (2) minors who are known to have ingested or who appear to be under the influence of intoxicating substances shall be cleared in accordance with Section 1431; | x | | | |
| (3) written documentation of the circumstances and reasons for requiring a medical clearance whenever a minor is not accepted for booking; and, | x | | | |
| (4) written medical clearance shall be received prior to accepting any minor referred for a pre-booking treatment and clearance. | x | | | |
| (b) Procedures for an intake health screening shall consist of a defined, systematic inquiry and observation of every minor booked into the juvenile facility. The screening shall be conducted immediately upon entry to the facility and may be performed by either health care personnel or trained child supervision staff. | x | | | Each youth is screened by a registered Nurse upon admission. Consultation with a physician is available 24 hours a day. |
| (1) Screening procedures shall address medical, dental and mental health concerns that may pose a hazard to the minor or others in the facility, as well as health conditions that require treatment while the minor is in the facility. | x | | | |
| (2) Any minor suspected to have a communicable disease that could pose a significant risk to others in the facility shall be separated from the general population pending the outcome of an evaluation by health care staff. | x | | | Screening of youth with suspected communicable disease are transferred to Zuckerberg San Francisco General Hospital for verification and treatment. |
| (3) Procedures shall require timely referral for health care commensurate with the nature of any problems or complaint identified during the screening process. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| 1431 Intoxicated and Substance Abusing Minors | | | | |
| (a) The responsible physician, in cooperation with the health administrator and the facility administrator, shall develop and implement written policy and procedures that address the identification and management of alcohol and other drug intoxication in accordance with Section 1430. | x | | | |
| (b) Policy and procedures shall address: | x | | | |
| (1) designated housing, including use of any protective environment for placement of intoxicated youth; | x | | | Youth who are suspected of intoxication are observed every 15 minutes by the Juvenile Justice staff. These observations are documented to reflect the youths activity. |
| (2) symptoms or known history of ingestion that should prompt immediate referral for medical evaluation and treatment; | x | | | |
| (3) determining when the youth is no longer considered intoxicated and documenting when the monitoring requirements of this regulation are discontinued; | x | | | |
| (4) medical responses to youth experiencing intoxication or withdrawal reactions; | x | | | |
| (5) management of pregnant youth who use alcohol or other drugs; | x | | | |
| (6) initiation of substance abuse counseling during confinement and referral procedures for continuation upon release to the community consistent with Section 1413 and Section 1355; and, | x | | | |
| (7) coordination with mental health services in cases of substance abusing youth with known or suspected mental illness. | x | | | Behavioral Health Team members are involved with counseling of all youth having substance abuse issues. |
| (c) A medical clearance shall be obtained prior to booking any youth who is intoxicated to the extent that they are a threat to their own safety or the safety of others. Supervision of intoxicated youth who are cleared to be booked into a facility shall include monitoring by personal observation no less than once every 15 minutes until resolution of the intoxicated state. | x | | | Upon triage into SPY a youth who is intoxicated or who show signs of substance use are transported to ZSFG. When a youth has been admitted to SPY the Juvenile Probation staff observe and document the youths behavior and reactions twice in every 30 minutes. |
| These observations shall be documented, with actual time of occurrence recorded. | x | | | |
| Medical staff, or child supervision staff operating pursuant to medical protocols, shall conduct a medical evaluation for all youth whose intoxicated behavior persists beyond six hours from the time of admission. | x | | | |
| 1432 Health Appraisals/Medical Examinations | | | | |
| The health administrator/responsible physician, in cooperation with the facility administrator for each juvenile hall, shall develop and implement written policy and procedures for a health appraisal/medical examination of youth and for the timely identification of conditions necessary to safeguard the health of the youth. | x | | | All policies and procedures are currently in need of review. Several administrative changes have occurred. Prompt attention to completing this review is necessary. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| (a) The health appraisal/medical examination shall be completed within 96 hours of admission, excluding holidays, to the facility and result in a compilation of identified problems to be considered in classification, treatment, and the multi-disciplinary management of the youth while in custody and in pre-release planning. It shall be conducted in a location that protects the privacy of the youth and conducted by a physician, or other licensed or certified health professional working within his/her scope of practice and under the direction of a physician. | x | | | |
| (1) At a minimum, the health evaluation shall include a health history, examination, laboratory and diagnostic testing, and necessary immunizations as outlined below: | x | | | |
| (A) The health history includes: Review of the intake health screening, history of illnesses, operations, injuries, medications, allergies, immunizations, systems review, exposure to communicable diseases, family health history, habits (e.g., tobacco, alcohol and other drugs), developmental history (e.g., school, home, and peer relations), sexual activity, contraceptive methods, reproductive history, physical and sexual abuse, neglect, history of mental illness, self-injury, and suicidal ideation. | x | | | |
| (B) The examination includes: Temperature, height, weight, pulse, blood pressure, appearance, gait, head and neck, a preliminary dental and visual acuity screening, gross hearing test, lymph nodes, chest and cardiovascular, breasts, abdomen, genital (pelvic and rectal examination, with consent, if clinically indicated), musculoskeletal, neurologic. | x | | | |
| (C) Laboratory and diagnostic testing includes: Tuberculosis screening and testing for sexually transmitted diseases for sexually active youth. Additional testing should be available as clinically indicated, including pregnancy testing, pap smears, urinalysis, hemoglobin or hematocrit. | x | | | |
| (D) Immunizations shall be verified and, within two weeks of the health appraisal/medical examination, a program shall be started to bring the youth's immunizations up-to-date in accordance with current public health guidelines. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| (2) The health examination may be modified by the responsible physician, for youth admitted with an adequate examination done within the last 12 months, provided there is reason to believe that no substantial change would be expected since the last full evaluation. When this occurs, health care staff shall review the intake health screening form and conduct a face-to-face interview with the youth. | x | | | |
| (b) For adjudicated youth who are confined in any juvenile facility for successive stays, each of which totals less than 96 hours, the responsible physician shall establish a policy for a medical evaluation and clearance. If this evaluation and clearance cannot be completed at the facility during the initial stay, it shall be completed prior to acceptance at the facility. This evaluation and clearance shall include screening for tuberculosis. | x | | | |
| (c) For youth who are transferred to juvenile facilities outside their detention system, the health administrator, in cooperation with the facility administrator, shall develop and implement policy and procedures to assure that a health appraisal/medical examination: | x | | | |
| (1) is received from the sending facility at or prior to the time of transfer; | x | | | |
| (2) is reviewed by designated health care staff at the receiving facility; and, | x | | | |
| (3) absent a previous appraisal/examination or receipt of the record, a health appraisal/medical examination, as outlined in this regulation, is completed on the youth within 96 hours of admission, excluding holidays. | x | | | |
| (d) The responsible physician shall develop policy and procedures to assure that youth who are transferred among juvenile facilities within the same detention system, receive a written health care clearance. The health appraisal/medical examination shall be reviewed and updated prior to transfer and forwarded to facilities that have licensed on-site health care staff. | x | | | |
| 1433 Requests for Health Care Services The health administrator, in cooperation with the facility administrator, shall develop policy and procedures to establish a daily routine for youth to convey requests for emergency and non-emergency health care services. | x | | | Youth may access RN staff during medication administration or through written medical request forms that they give to the nursing staff. This information for health care services is kept confidential.. |
| (a) There shall be opportunities for both written and verbal communications, including provision for youth who have language or literacy barriers. | x | | | |
| (b) Child supervision staff shall relay requests from the youth, initiate referrals when a need for health care services is observed, and advocate for the youth when the need for services appears to be urgent. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| (c) Staff shall inquire and make observations regarding the health of each youth on a daily basis and in the event of possible injury. | x | | | |
| (d) There shall be opportunities available on a twenty-four hour per day basis for youth and staff to communicate the need for emergency health care services. | x | | | |
| (e) Provision shall be made for any youth requesting health care attention, or observed to be in need of health care, to be given that attention by licensed or certified health care personnel. | x | | | |
| (f) All health care requests shall be documented and maintained. | x | | | |
| 1434 Consent for Health Care The health administrator, in cooperation with the facility administrator, shall establish written policy and procedures to obtain informed consent for health care examinations and treatment. | x | | | Every effort is made to include the legal gaurdian or parent in all medical occasions requiring a consent for the youth at SPY. |
| (a) All examinations, treatments, and procedures requiring verbal or written informed consent in the community also require that consent for confined youth. | x | | | |
| (b) There shall be provision for obtaining parental consent and obtaining authorization for health care services from the court when there is no parent/guardian or other person standing in loco parentis, including the requirements in Welfare and Institutions Code Section 739. | x | | | |
| (c) Policy and procedures shall be consistent with applicable statutes in those instances where the youth's consent for testing or treatment is sufficient or specifically required. | x | | | |
| (d) Conservators can provide consent only within limits of their court authorization. | x | | | |
| Youth may refuse, verbally or in writing, non-emergency medical and mental healthcare. | x | | | It was noted that staff consistently document the refusal of a youth to take medications or treatment. |
| 1435 Dental Care The health administrator, in cooperation with the facility administrator, shall develop and implement written policy and procedures to require that dental treatment be provided to youth as necessary to respond to acute conditions and to avert adverse effects on the youth's health and require preventive services as recommended by a dentist. Treatment shall not be limited to extractions. | x | | | Dental Services are available twice a week. |
| Annual dental exams shall be provided to any youth detained for longer than one year. | x | | | |
| 1436 Prostheses and Orthopedic Devices (a) The health administrator, in cooperation with the facility administrator and the responsible physician shall develop written policy and procedures regarding the provision, retention and removal of medical and dental prostheses, including eyeglasses and hearing aids. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| (b) Prostheses shall be provided when the health of the minor would otherwise be adversely affected, as determined by the responsible physician. | x | | | |
| (c) Procedures for retention and removal of prostheses shall comply with the requirements of Penal Code Section 2656. | x | | | |
| 1437 Mental Health Services and Transfer to a Treatment Facility The health administrator/responsible physician, in cooperation with the mental health director and the facility administrator, shall establish policies and procedures to provide mental health services. These services shall include, but not be limited to: | x | | | |
| (a) screening for mental health problems at intake; | x | | | Triage staff complete a mental health review of all youth entering the facility. Medications are reviewed and a referral is made to Behavioral health staff. A scheduled appointment is made with Behavioral Health for the next day or within 72 hours if the youth is admitted on the weekend. |
| (b) crisis intervention and the management of acute psychiatric episodes; | x | | | |
| (c) stabilization of persons with mental disorders and the prevention of psychiatric deterioration in the facility setting; | x | | | |
| (d) elective therapy services and preventive treatment where resources permit; | x | | | |
| (e) medication support services; | x | | | |
| (f) provision for timely referral, transportation, and admission to licensed mental health facilities, and follow-up for youth whose psychiatric needs exceed the treatment capability of the facility; and, | x | | | |
| (g) assurance that any youth who displays significant symptoms of severe depression, suicidal ideation, irrational, violent or self destructive behaviors, or who is receiving psychotropic medication shall be provided a mental status assessment by a licensed mental health clinician, psychologist, or psychiatrist. | x | | | |
| (h) transition planning for youth undergoing mental health treatment, including arrangements for continuation of medication and therapeutic services. | x | | | |
| Mentally disordered youth who appear to be a danger to themselves or others, or to be gravely disabled, shall be evaluated either pursuant to applicable statute or by on-site licensed health personnel to determine if treatment can be initiated at the juvenile facility. | x | | | |
| Absent an emergency, unless the juvenile facility has been designated as a Lanterman-Petris-Short (LPS) facility, and youth meet the criteria for involuntary commitment under the LPS Act in Welfare and Institutions Code Section 5000 et seq., all services shall be provided on a voluntary basis. Voluntary mental health admissions may be sought pursuant to Penal Code Section 4011.8 or Welfare and Institutions Code Section 6552. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| 1438 Pharmaceutical Management | | | | Medications are delivered by a contracted service to SPY and Log Cabin Ranch.. Strict adherence to the policy and procedure are maintained. |
| For all juvenile facilities, the health administrator, in consultation with a pharmacist and in cooperation with the facility administrator, shall develop and implement written policy, establish procedures, and provide space and accessories for the secure storage, controlled administration, and disposal of all legally obtained drugs. | x | | | |
| (a) Such policies, procedures, space and accessories shall include, but not be limited to, the following: | x | | | |
| (1) securely lockable cabinets, closets, and refrigeration units; | x | | | |
| (2) a means for the positive identification of the recipient of the prescribed medication; | x | | | |
| (3) administration/delivery of medicines to youth as prescribed; | x | | | |
| (4) confirmation that the recipient has ingested the medication; | x | | | |
| (5) documenting that prescribed medications have or have not been administered, by whom, and if not, for what reason; | x | | | |
| (6) prohibition of the delivery of medication from one youth to another; | x | | | |
| (7) limitation to the length of time medication may be administered without further medical evaluation; | x | | | There is a medication review of 90 days for each youth receiving medications. |
| (8) the length of time allowable for a physician's signature on verbal orders, not to exceed seven (7) days; | x | | | Physician orders are completed electronically per youths medical record. The orders are electronically signed with the physicians signature at the time of prescribing. |
| (9) training for non-licensed personnel which includes, but is not limited to: delivery procedures and documentation; recognizing common symptoms and side-effects that should result in contacting health care staff for evaluation; procedures for consultation for confirming ingestion of medication; and, consultation with health care staff for monitoring the youth's response to medication; and, | x | | | Log Cabin Ranch provides the youth to receive medications from the Juvenile Probation staff. Training has occurred for each person giving the medication to the youth. Documentation is maintained and reviewed by the Registered Nurse within 24 hours of Medication having been dispensed |
| (10) a written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator. | x | | | |
| (11) transition planning. | x | | | |
| (b) Consistent with pharmacy laws and regulations, the health administrator shall establish written protocols that limit the following functions to being performed by the identified personnel: | x | | | |
| (1) Procurement shall be done only by a physician, dentist, pharmacist, or other persons authorized by law. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| (2) Storage of medications shall assure that stock supplies of legend medications shall only be accessed by licensed health personnel. Supplies of legend medications that have been properly dispensed and supplies of over-the-counter medications may be accessed by both licensed and trained non-licensed personnel. | x | | | |
| (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law. | x | | | |
| (4) Preparation of labels can be done by a physician, dentist, pharmacist or other personnel, both licensed and trained non-licensed, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the youth. Labels shall be prepared in accordance with Section 4047.5 of the Business and Professions Code. | x | | | |
| (5) Dispensing shall only be done by a physician, dentist, pharmacist, or other person authorized by law. | x | | | |
| (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication and acting on the order of a prescriber. | x | | | |
| (7) Licensed health care personnel and trained non-licensed personnel may deliver medication acting on the order of a prescriber. | x | | | |
| (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with Drug Enforcement Administration disposal procedures. | x | | | |
| (c) The responsible physician shall establish policies and procedures for managing and providing over -the-counter medications to youth. | x | | | |
| 1439 Psychotropic Medications The health administrator/responsible physician, in cooperation with the mental health director and the facility administrator, shall develop and implement written policies and procedures governing the use of voluntary and involuntary psychotropic medications. (a) These policies and procedures shall include, but not be limited to: | x | | | |
| (1) protocols for physicians' written and verbal orders for psychotropic medications in dosages appropriate to the youth's need; | x | | | |
| (2) the length of time voluntary and involuntary medications may be ordered and administered before re-evaluation by a physician; | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| (3) provision that youth who are on psychotropic medications prescribed in the community are continued on their medications pending re-evaluation and further determination by a physician; | x | | | |
| (4) provision that the necessity for continuation on psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program; and, | x | | | |
| (5) provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation. | x | | | |
| (b) Psychotropic medications shall not be administered to a youth absent an emergency unless informed consent has been given by the legally authorized person or entity. | x | | | Consents are obtain from a parent or legal gaurdian in regards to psychotropic medications. |
| (1) Youth shall be informed of the expected benefits, potential side effects and alternatives to psychotropic medications. | x | | | |
| (2) Absent an emergency, youth may refuse treatment. | x | | | |
| (c) Youth found by a physician to be a danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of serious bodily harm, and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment. | x | | | |
| (d) Assessment and diagnosis must support the administration of psychotropic medications. Administration of psychotropic medication is not allowed for coercion, discipline, convenience or retaliation. | x | | | |
| 1452 Collection of Forensic Evidence The health administrator, in cooperation with the facility administrator, shall establish policies and procedures assuring that forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution are collected by appropriately trained medical personnel who are not responsible for providing ongoing health care to the minor. | x | | | Staff are restricted from participating in evidence gathering. |
| 1453 Sexual Assaults The health administrator, in cooperation with the facility administrator, shall develop and implement policy and procedures for treating victims of sexual assaults and for reporting such incidents to local law enforcement when they occur in the facility. | x | | | All youth who have been sexually abused ae referred to CASARC, for consultation and evidence collection. |
| The evidentiary examination and initial treatment of victims of sexual assault shall be conducted at a health facility that is separate from the custodial facility and is properly equipped and staffed with personnel trained and experienced in such procedures. | x | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| 1454 Participation in Research The health administrator, in cooperation with the facility administrator, shall develop site specific policy and procedures governing biomedical or behavioral research involving youth. Such research shall occur only when ethical, medical and legal standards for human research are met. Written policy and procedure shall require assurances for the safety of the youth and informed consent. | x | | | |
| Participation shall not be a condition for obtaining privileges or other rewards in the facility. This regulation does not preclude the collection and analysis of routine facility data or use of Investigational New Drug protocols that are available in the community. Neither does it prohibit blind studies of disease prevalence performed under the auspices of the local health officer. The court, health administrator, and facility administrator shall be informed of all such proposed actions. | x | | | |
| 1358 Use of Physical Restraints (a) The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. | | | x | Youth are not placed in physical restraints. Handcuffs may be used for a thirty minutes or less period while efforts are made to calm the individual. |
| (b) Physical restraints may be used only for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. The circumstances leading to the application of restraints must be documented. | | | x | |
| (c) Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior. | | | x | |
| (d) In addition to the areas specifically outlined in this regulation, as a minimum, the policy shall address the following areas: known medical conditions that would contraindicate certain restraint devices and/or techniques; acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained youth; provision for hydration and sanitation needs; and exercising of extremities. | | | x | |
| (e) Youth shall be placed in restraints only with the approval of the facility manager or designee. The facility manager may delegate authority to place a youth in restraints to a physician. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour. | | | x | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| (f) A medical opinion on the safety of placement and retention shall be secured as soon as possible, but no later than two hours from the time of placement. The youth shall be medically cleared for continued retention at least every three hours thereafter. | x | | | |
| (g) A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment. | x | | | |
| (h) Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed, and to ensure the safety and well-being of the youth. Observations of the youth's behavior and any staff interventions shall be documented at least every 15 minutes, with actual time of the documentation recorded. While in restraint devices all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse. In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. Additionally, the affixing of hands and feet together behind the back (hogtying) is prohibited. | x | | | |
| (i) The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation reasons. | x | | | |
| (j) The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222. | | | x | |
| 1359 Safety Room Procedures The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures governing the use of safety rooms, as described in Title 24, Part 2, Section 1230.1.13. | x | | | Youth are given a respite from others in their individual rooms. There is no safety cell use in the facility. |
| The room shall be used to hold only those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. A safety room shall not be used for punishment or discipline, or as a substitute for treatment. Policies and procedures shall: | | | x | |
| The safety room is not to be used for punishment, discipline, or as a substitute for treatment. Policies and procedures: | | | x | |
| (a) include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy; | | | x | |
| (b) provide for approval of the facility manager, or designee, before a youth is placed into a safety room; | | | x | |
| (c) provide for continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 15 minutes, with actual time recorded; | | | x | |
| (d) provide that the youth shall be evaluated by the facility manager, or designee, every four hours; | | | x | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|----------|
| (e) provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call; | | | x | |
| (f) provide that a youth shall be medically cleared for continued retention every 24 hours; | | | x | |
| (g) provide that a mental health opinion is secured within 24 hours; and, | | | x | |
| (h) provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement. | | | x | |

Summary of medical/mental health evaluation:

The Medical and Mental Health Inspection for Title XV was held on June 5, 2018.

Discussions with the Medical and Mental Health Care team demonstrated the many managerial changes that have occurred in 2018. This has presented a challenge to the staff for updating, reviewing and changing current policies and the Organizational Chart. We recommend that this be set as a high priority.

A description of the program was provided, with specifics around medication administration, immunization, and waive testing capabilities.

Staff receive annual evaluations with skills verification yearly. These records are maintained at 101 Grove Street, Department of Public Health, San Francisco, CA. Therefore they were not available for our review.

Records for daily documentation prescribed narcotic was maintained. Suggest that the documentation of dispensing narcotic medications and the recording of the supply amount be separate formats for easier identification of the process and accountability.

The establishment of the Nurse Practitioner/Physician Assistant credentials and standardize procedures verifiable by all staff prior to procedures being implemented.

The Medical and Mental Health Inspections for 2018 were a success.

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II. NUTRITIONAL HEALTH EVALUATION

Juvenile Halls, Special Purpose Juvenile Halls and Camps

| | | | |
|--|---|---|---|
| FACILITY NAME: Log Cabin Ranch | | COUNTY: City and County of San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): PO Box 220 La Honda, CA 94020 650-747-0257 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302: | JUVENILE HALL <input type="checkbox"/> | SPECIAL PURPOSE JUVENILE HALL <input type="checkbox"/> | CAMP <input checked="" type="checkbox"/> |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: May 18 th 2018 DEFICIENCIES OR NON COMPLIANCE ISSUES NOTED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Priti Rane MS, RD, IBCLC Director of Nutrition Services, SFDPH 30 Van Ness, suite 260 San Francisco, CA 94102 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Christopher Lai Food Services Manager, Juvenile Probation, CCSF 415-753-7508 John Ngo, Cook Log Cabin Ranch 650-747-0257 Tim Diestel Assistant Director, Log Cabin ranch 650) 747-0257 ex. 1823 | | | |

Purpose

Pursuant to Title 15, California Code of Regulations, Article 2, Section 1313, Subsection (c) "On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the local health officer, inspection in accordance with Health and Safety Code Section 101045."

Per California Health and Safety Code 101045, the county health officer shall annually investigate health and sanitary conditions in every operated detention facility in the county. He or she may make additional investigations of any county jail or other detention facility of the county as he or she determines necessary. He or she shall submit a report to the Board of State and Community Corrections (BSCC), to the person in charge of the detention facility and to the County Board of Supervisors.

Instructions

To complete the evaluation, assess each element listed and document the findings on the checklist. Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). If the evaluator assessing the Nutritional Health of the facility "checks" a column to indicate that a facility is either out of compliance with all or part of a regulation or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction.

Evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC's Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the BSCC website (http://www.bscc.ca.gov/s_fsoresources). Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site.

Board of State and Community Corrections; FSO Division
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; <http://www.bscc.ca.gov/>

NUTRITIONAL HEALTH EVALUATION

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| Article 9. Food | | | | |
| 1460 Frequency of Serving Food shall be served three times in any 24-hour period. | | | | Breakfast is at 8:00 AM Lunch is at 12 PM, Dinner is at 5:15 PM and snack is at 8 PM |
| At least one of these meals shall include hot food. | x | | | All meals include hot food including soups. |
| Supplemental food shall be offered to minors at the time of initial intake; | x | | | If the youth come in near lunch they get this meal. If the youth come after lunch, they've usually eaten this meal at YGC or if needed a bag lunch is provided from YGC. Always ensure to check for allergies and medical orders |
| Supplemental food shall be served to minors if more than 14 hours pass between meals; | x | | | |
| Supplemental food shall be served to minors on medical diets as prescribed by the attending physician. | x | | | Medical orders signed off by NP, physicans or dentist are always given to kitchen staff upon arrival of the youth or when changes are made |
| A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those minors on medical diets where the responsible physician has prescribed additional time. | x | | | About 30-45 minutes are allowed for meals. |
| Minors who miss a regularly scheduled facility meal, shall be provided with a substitute meal and beverage. | x | | | When they have sports teams and these are off-site bag lunches consisting of a sandwich, nutrition bar, water, apple and chips are provided for the youth when they are missing regular meal times |
| Minors on medical diets shall be provided with their prescribed meal. | x | | | The diet order sheets were reviewed. These included vegetarian, vegan diets, no lactose diet and dental-soft diet Only medical diets such as those eliminating allergic foods or lactose are offered at LCR. If they need a Diabetic or other medically indicated diet, the youth are kept at YGC. |
| 1461 Minimum Diet <i>Note: See regulations for equivalencies and serving requirements. Snacks may be included as part of the minimum diet. A wide variety of foods should be served and spices should be used to improve the taste and eye appeal of food that is served.</i> The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 2008 California Food Guide; and, the 2010 Dietary Guidelines for Americans. | x | | | Menu cycles and averaged nutritional analysis have been analyzed using Nutrikids and evaluated by Monvipa San Pietro RD, Consulting Nutritionist |
| Facilities electing to provide vegetarian diets, and facilities that provide religious diets, shall also conform to these nutrition standards. | x | | | An effort is made to offer more servings of fruits and vegetables to these youth and they also receive vegetarian sources of protein. Religious prefrence were considered however there was no religious diet menu |
| Snacks may be included as part of the minimum diet; a wide variety of foods should be served. | x | | | |
| (a) <u>Protein Group</u> . The daily requirement shall equal two servings (one serving equals 14 grams; total of 196 grams per week) | x | | | Typically, 4-6 servings of protein food are offered to the youth, not including access to second helpings at meals. |
| There shall be a requirement to serve a third serving from the legumes three days a week. | x | | | Bean soups, bean salads and bean side dishes are served. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| (b) <u>Dairy Group</u> . For persons 9-18 years of age, including pregnant and lactating women, the daily requirement is four servings (a serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium). | x | | | There are no women at this facility. |
| All milk products shall be pasteurized and fortified with vitamins A and D. | x | | | Currently lactose intolerant individuals get lactose free milk. |
| (c) <u>Vegetable-Fruit Group</u> . The daily requirement shall be at least six servings (one serving equals: ½ cup vegetables or fruit; 6 oz. of 100% juice); at least one serving per day, or seven servings per week, shall be from each of the following three categories: | x | | | Typically, 6-9 servings of vegetables and fruit are offered to the youth, not including access to second helpings at meals. |
| (1) One serving of a fresh fruit or vegetable. | x | | | |
| (2) One serving of a Vitamin C source containing 30 mg. or more. | x | | | The daily diet contains almost 5 times this amount of vitamin C. |
| (3) One serving of a Vitamin A source fruit or vegetable containing at least 200 micrograms Retinol Equivalents (RE). | x | | | The daily diet contains over 46 times this amount. |
| (d) <u>Grain Group</u> . The daily requirement for youth shall be a minimum of six servings, or 42 servings per week (At least four servings from this group must be made with some whole grains). | x | | | All bread served (with the exception of hamburger/hoagie and hotdog buns and dinner rolls is all or partially whole grain. In addition cold and hot cereals served are whole grain at least three times a week. The dietary fiber content of the daily diet is over 34 grams per day, which is amply adequate. |
| (e) <u>Calories</u> . <i>Note: Providing only the minimum serving is not sufficient to meet the youths' caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal (grain) groups shall be provided to meet caloric requirements. Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code Section 6030(e) and a supplemental snack, if medically indicated.</i> | x | | | Enough food is provided so that those who request it can get second servings of at least some of the foods. The average caloric intake if a youth consumes everything on their tray is 2894 calories per day, based on analysis with NutriKids software. |
| The average daily caloric allowances shall be based on the level of physical activities and shall be: 1800-2000 calories for females 11 to 18 years of age; 2000-2800 calories for males 11 to 18 years of age. | | | | |
| Total dietary fat does not exceed 30% of total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. | x | | | The percentage of calories from fat is 25% on a weekly basis. |
| (f) <u>Sodium</u> . Facilities shall reduce the sodium content of menus. Herbs and spices may be used to improve the taste and eye appeal of food served. | x | | | Condiments were a huge contributor to the sodium content in the past. Youth are no longer allowed to self serve |
| 1462 Medical Diets Only the attending physician shall prescribe a medical diet. | x | | | |
| The medical diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian. | x | | | The 2018 Medical Diets Manual was reviewed and approved by Monvipa San Pietro RD, prior to its adoption. |
| The facility manager shall comply with any medical diet prescribed for a minor. | x | | | The only medical diets offered are for lactose intolerance where lactose free milk is offered instead, as well as modifications to allow for allergies to items such as bananas . |
| Diet orders shall be maintained on file for at least one year. | x | | | These were reviewed and were in order. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|--|
| The facility manager and responsible physician shall ensure that the medical diet manual, with sample menus for medical diets, shall be available in both the medical unit and the food service office for reference and information. | x | | | The current Therapeutic Diet Manual was revised and updated in 2017 by Christopher Lai. It was reviewed by Monviva San Pietro RD prior to adoption and again in 2018. |
| A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis. | x | | | The current Therapeutic Diet Manual was revised and updated in 2017 by Christopher Lai. It was reviewed by Monviva San Pietro RD prior to adoption. and again in 2018 |
| 1463 Menus Menus shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus, preventing repetitive meals. | x | | | |
| Menus shall be approved by a registered dietitian before being used. | x | | | The current menus were planned and tested by Mr. Christopher Lai, to meet CDE requirements and reviewed in June 2018 by Monviva San Pietro RD. |
| If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. | x | | | These were reviewed and were in order. |
| Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually. | x | | | These were reviewed and were in order. |
| 1464 Food Services Plan Facilities shall have a written site specific food service plan that shall comply with the applicable California Retail Food Code (Cal Code). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food services manager to prepare a written food service plan. In facilities of less than an average daily population of 50, that do not employ or have a food services manager available, the facility administrator shall prepare a written food service plan. The plan shall include, but not be limited to the following policies and procedures: | x | | | Food Service Manager, Christopher Lai has adopted the Food Services Plan created by Bob Eggleston without any modifications |
| (a) menu planning; | x | | | |
| (b) purchasing; | x | | | Purchase records are kept- Standard operations manual |
| (c) storage and inventory control; | x | | | Access to inventory is controlled. |
| (d) food preparation; | x | | | |
| (e) food serving; | x | | | The units, where the food is served have the menus, plastic gloves and other tools needed to do portion control. |
| (f) transporting food; | | | x | This takes place in a central cafeteria, so there is no need to transport food. |
| (g) orientation and on-going training; | x | | | Staff is trained and certification of this is kept on file. Every staff's status is reviewed monthly and they are then scheduled as needed to be Safe Certified. Curenly all staff is serve-safe certified |
| (h) personnel supervision; | x | | | Personnel records are kept. |
| (i) budgets and food costs accounting; | x | | | This is taking place- Cysco accounting |
| (j) documentation and record keeping; | x | | | This is taking place. |
| (k) emergency feeding plan; | x | | | Copy of the plan provided. Satff have also been trained |
| (l) waste management; and, | x | | | This is taking place. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|---|----|-----|---|
| (m) maintenance and repair. | x | | | Requests for maintenance are kept. |
| 1465 Food Handlers Education and Monitoring The facility administrator, in cooperation with the food services manager, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with § 113947 of the Health and Safety Code, Cal Code. The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1465. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1466 Kitchen Facilities, Sanitation, and Food Storage Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, §113700 et seq. Cal Code. In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code § 114381) are (re)heated and served, the following applicable Cal Code standards may be waived by the local health officer: <i>(Note: While the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation.)</i> | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1466. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| (a) HSC § 114130-114141; | | | | |
| (b) HSC § 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125; | | | | |
| (c) HSC § 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | | | | |
| (d) HSC § 114268-114269; and, | | | | |
| (e) HSC § 114279-114282. | | | | |
| 1467 Food Serving and Supervision Policies and site specific procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflection the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |

Summary of nutritional evaluation:

The food served in this facility meets Title 15 requirements, verified by a nutritional analysis of the menu served. Cook John Ngo, under the guidance of Marc Humphries Log Cabin Ranch Director and Food Service manager Christopher Lai has been very committed to offering a varied, well-prepared and amply portioned menu to the youth at Log Cabin Ranch.

Observations and Comments:

During this visit there was 1 youth at LCR who was observing food restrictions for Ramadan. Food Service staff did not have a clear understanding of how to modify meal times to ensure the nutrition needs were adequately met. Staff allowed youth to refrigerate additional meal portions during dinner to be consumed in the morning before sunrise. They also sought guidance from family members regarding dietary needs. Although religious diets are not common in this facility, it is strongly recommended to include religious diet menus in special diet orders.

The Assistant Director Tim Diestel showed their garden that the Youth were involved in growing a variety of fresh fruit and vegetables. The garden is used as an outdoor class and the food is incorporated into their meals.

Youth help cook and serve meals in the kitchen. They also assist in cleaning dishes after meals. This is an excellent learning opportunity especially when combined with the farm to table program. It is recommended that all youth that help out in the kitchen be trained in safe and sanitary cooking methods and dish washing procedures.

II. NUTRITIONAL HEALTH EVALUATION

Juvenile Halls, Special Purpose Juvenile Halls and Camps

| | | | |
|---|--|--|----------------------------------|
| FACILITY NAME: Youth Guidance Center | | COUNTY: City and County of San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 375 Woodside Ave San Francisco, CA 94127 415-753-7508 | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302: | JUVENILE HALL <input checked="" type="checkbox"/> | SPECIAL PURPOSE JUVENILE HALL <input type="checkbox"/> | CAMP <input type="checkbox"/> |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: June 15 th , 2018 DEFICIENCIES OR NON COMPLIANCE ISSUES NOTED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Priti Rane MS, RD, IBCLC Director of Nutrition Servicesr, SFDPH 30 Van Ness, suite 260 San Francisco, CA 94102 | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Christopher Lai Food Services Manager, Juvenile Probation, CCSF 415-753-7508 | | | |

Purpose

Pursuant to Title 15, California Code of Regulations, Article 2, Section 1313, Subsection (c) "On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the local health officer, inspection in accordance with Health and Safety Code Section 101045."

Per California Health and Safety Code 101045, the county health officer shall annually investigate health and sanitary conditions in every operated detention facility in the county. He or she may make additional investigations of any county jail or other detention facility of the county as he or she determines necessary. He or she shall submit a report to the Board of State and Community Corrections (BSCC), to the person in charge of the detention facility and to the County Board of Supervisors.

Instructions

To complete the evaluation, assess each element listed and document the findings on the checklist. Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). If the evaluator assessing the Nutritional Health of the facility "checks" a column to indicate that a facility is either out of compliance with all or part of a regulation or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction.

Evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC's Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the BSCC website (http://www.bscc.ca.gov/s_fsoresources). Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site.

Board of State and Community Corrections; FSO Division
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; <http://www.bscc.ca.gov/>

NUTRITIONAL HEALTH EVALUATION

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| Article 9. Food | | | | |
| 1460 Frequency of Serving Food shall be served three times in any 24-hour period. | x | | | |
| At least one of these meals shall include hot food. | x | | | All Meals are hot. Sometime serve sandwich for lunch |
| Supplemental food shall be offered to minors at the time of initial intake; | x | | | Typically this is a sandwich with milk and fruit, either turkey filling if the kitchen is open or peanut butter and jelly - sack lunches |
| Supplemental food shall be served to minors if more than 14 hours pass between meals; | x | | | Breakfast is at 7:30 to 7:45 AM Lunch is at 12 PM, Dinner is at 5:30 PM and snack is between 7 and 9 PM |
| Supplemental food shall be served to minors on medical diets as prescribed by the attending physician. | x | | | See text 1462 |
| A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those minors on medical diets where the responsible physician has prescribed additional time. | x | | | About 30 minutes are allowed for meals. |
| Minors who miss a regularly scheduled facility meal, shall be provided with a substitute meal and beverage. | x | | | Upon written request by the unit counselor or the medical services staff. |
| Minors on medical diets shall be provided with their prescribed meal. | x | | | The diet order sheets were reviewed. Most diet orders were for additional juice |
| 1461 Minimum Diet <i>Note: See regulations for equivalencies and serving requirements. Snacks may be included as part of the minimum diet. A wide variety of foods should be served and spices should be used to improve the taste and eye appeal of food that is served.</i> The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 2008 California Food Guide; and, the 2010 Dietary Guidelines for Americans. | x | | | Menu cycles and averaged nutritional analysis have been analyzed using Nutrikids and evaluated by Monvipa San Pietro RD, a Consulting Nutritionist, prior to this inspection on June 2018. |
| Facilities electing to provide vegetarian diets, and facilities that provide religious diets, shall also conform to these nutrition standards. | x | | | vegetarian and religious meals are offered per medical orders |
| Snacks may be included as part of the minimum diet; a wide variety of foods should be served. | x | | | |
| (a) Protein Group. The daily requirement shall equal two servings (one serving equals 14 grams; total of 196 grams per week) | x | | | Typically, 4-6 servings of protein food are offered to the youth, not including access to second helpings at meals. |
| There shall be a requirement to serve a third serving from the legumes three days a week. | x | | | Bean soups, bean salads and bean side dishes are served often. |
| (b) Dairy Group. For persons 9-18 years of age, including pregnant and lactating women, the daily requirement is four servings (a serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium). | x | | | Will provide additional servings for counselors to serve |
| All milk products shall be pasteurized and fortified with vitamins A and D. | x | | | Currently lactose intolerant individuals get lactose free milk. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| (c) <u>Vegetable-Fruit Group</u> . The daily requirement shall be at least six servings (one serving equals: ½ cup vegetables or fruit; 6 oz. of 100% juice); at least one serving per day, or seven servings per week, shall be from each of the following three categories: | x | | | Typically, 6-9 servings of vegetables and fruit are offered to the youth, not including access to second helpings at meals. |
| (1) One serving of a fresh fruit or vegetable. | x | | | |
| (2) One serving of a Vitamin C source containing 30 mg. or more. | x | | | The daily diet contains almost 5 times this amount of vitamin C. |
| (3) One serving of a Vitamin A source fruit or vegetable containing at least 200 micrograms Retinol Equivalents (RE). | x | | | The daily diet contains over 46 times this amount. |
| (d) <u>Grain Group</u> . The daily requirement for youth shall be a minimum of six servings, or 42 servings per week (At least four servings from this group must be made with some whole grains). | x | | | All bread served (with the exception of hamburger/hoagie and hotdog buns and dinner rolls is all or partially whole grain. In addition cold and hot cereals served are whole grain at least three times a week. The dietary fiber content of the daily diet is over 34 grams per day, which is amply adequate. |
| (e) <u>Calories</u> . <i>Note: Providing only the minimum serving is not sufficient to meet the youths' caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal (grain) groups shall be provided to meet caloric requirements. Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code Section 6030(e) and a supplemental snack, if medically indicated.</i> | x | | | Enough food is provided so that those who request it can get second servings of at least some of the foods. Pregnant Girls receive a brown bag meal with an additional sandwich and fruit. Milk and juice are always available on the units. The average caloric intake if a youth consumes everything on their tray is 2894 calories per day. |
| The average daily caloric allowances shall be based on the level of physical activities and shall be: 1800-2000 calories for females 11 to 18 years of age; 2000-2800 calories for males 11 to 18 years of age. | | | | |
| Total dietary fat does not exceed 30% of total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. | x | | | The percentage of calories from fat is 25% on a weekly basis. |
| (f) <u>Sodium</u> . Facilities shall reduce the sodium content of menus. Herbs and spices may be used to improve the taste and eye appeal of food served. | x | | | Pre packaged condiments are counted before serving. Also almost all meals are coked at the facility to limit sodium and fat content |
| 1462 Medical Diets Only the attending physician shall prescribe a medical diet. | x | | | Only licensed physicians, dentist and nurse practitioners may order medical diets. All orders for medical diets must be supported by a written order in the patient's medical record. –per pg. 6 2018 Med. Diets Manual. |
| The medical diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian. | x | | | The 2018 Medical Diets Manual was reviewed and approved by Monvipa San Pietro RD, prior to its adoption. |
| The facility manager shall comply with any medical diet prescribed for a minor. | x | | | |
| Diet orders shall be maintained on file for at least one year. | x | | | These were reviewed and were in order. |
| The facility manager and responsible physician shall ensure that the medical diet manual, with sample menus for medical diets, shall be available in both the medical unit and the food service office for reference and information. | x | | | The current Therapeutic Diet Manual was revised and updated in 2018 by Christopher Lai. It was reviewed by Monvipa San Pietro RD prior to adoption. |
| A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis. | x | | | The current Therapeutic Diet Manual was reviewed by Monvipa San Pietro RD in 2018 |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| 1463 Menus Menus shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus, preventing repetitive meals. | x | | | |
| Menus shall be approved by a registered dietitian before being used. | x | | | The current menus were planned and tested by Mr. Christopher Lai, to meet CDE requirements and reviewed in June 2018 by Monvipa San Pietro RD. |
| If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. | x | | | These were reviewed and were in order. |
| Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually. | x | | | These were reviewed and were in order. |
| 1464 Food Services Plan Facilities shall have a written site specific food service plan that shall comply with the applicable California Retail Food Code (Cal Code). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food services manager to prepare a written food service plan. In facilities of less than an average daily population of 50, that do not employ or have a food services manager available, the facility administrator shall prepare a written food service plan. The plan shall include, but not be limited to the following policies and procedures: | x | | | Mr. Lai hshared yearly traing log covering a variety of topics including Food saftey and Nutrition Standards and Wellness |
| (a) menu planning; | x | | | |
| (b) purchasing; | x | | | Purchase records are kept. |
| (c) storage and inventory control; | x | | | Access to inventory is controlled. |
| (d) food preparation; | x | | | There are written recipes, |
| (e) food serving; | x | | | The units, where the food is served have the menus, plastic gloves and other tools needed to do portion control. |
| (f) transporting food; | x | | | The process is written and food service staff portions the orders. |
| (g) orientation and on-going training; | x | | | Staff is trained and certification of this is kept on file. Every staff's status is reviewed bi-monthly and they are then scheduled as needed to be Safe Certified. |
| (h) personnel supervision; | x | | | Personnel records are kept. |
| (i) budgets and food costs accounting; | x | | | This is taking place. |
| (j) documentation and record keeping; | x | | | This is taking place. |
| (k) emergency feeding plan; | x | | | They are now able to keep a 10 day food supply in case of emergencies. See note at end of report. |
| (l) waste management; and, | x | | | This is taking place. |
| (m) maintenance and repair. | x | | | The engineer keeps requests for maintenance. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|---|----|-----|---|
| 1465 Food Handlers Education and Monitoring The facility administrator, in cooperation with the food services manager, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with § 113947 of the Health and Safety Code, Cal Code. The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1465. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1466 Kitchen Facilities, Sanitation, and Food Storage Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, §113700 et seq. Cal Code. In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code § 114381) are (re)heated and served, the following applicable Cal Code standards may be waived by the local health officer: <i>(Note: While the regulation uses the word “waived,” the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation.)</i> | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1466. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| (a) HSC § 114130-114141; | | | | |
| (b) HSC § 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125; | | | | |
| (c) HSC § 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen; | | | | |
| (d) HSC § 114268-114269; and, | | | | |
| (e) HSC § 114279-114282. | | | | |
| 1467 Food Serving and Supervision Policies and site specific procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflection the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |

Summary of nutritional evaluation:

The food served at this facility meets and exceeds Title 15 requirements, providing well-prepared, ample portions of nutritionally adequate food to the detained youth. The only milk now offered is 1% fat, with lactose free milk as the second choice. Successfully implement changes to the menu to include only fruits for snacks eliminating food containing high fructose corn syrup.

Mr. Lai they have instituted and maintained numerous positive changes to the menus , as well as continued to engage youth residents in providing input on the menu selections and used this information to modify the menu while maintaining all nutritional standards. Mr. Lai has been fully committed to providing nutritionally adequate, well received food and to coordinating this function with Log Cabin Ranch. Both facilities have benefitted from

their able oversight. Mr Lai now conducts monthly huddles with LCR kitchen staff to review changes made to the menus and also for training and guidance

The communication between the Medical Services and the Kitchen is working smoothly. However review of the diet orders indicated most oreders were for additional juice. This adds additional calirories and suguars into the diets. Although medications were not reviwed at this visit, most medication can be taken with water as the default beverage with juice prescription only when necessary

It is recommened that transferred checklist /orders are provided in a written form.

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

CSA #: _____

| | | | | |
|---|---------|----------|------------------------------|----------|
| FACILITY NAME: County Jail 5 | | | COUNTY: San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 1 Moorland Drive San Bruno, CA 94060 | | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | TYPE I: | TYPE II: | TYPE III: | TYPE IV: |
| ENVIRONMENTAL HEALTH EVALUATION | | | DATE INSPECTED: | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| NUTRITIONAL EVALUATION | | | DATE INSPECTED: 5/18/18 | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Priti Rane MS, RD, IBCLC Director of Nutrition Services Department of Public Health (415) 575-5716 | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Vincent Mitchell, Food Service Director, San Francisco Hall of Justice, 415-255-9301 Jennifer Collins, Sergeant, Sheriff's Department (415) 575-4460 | | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | | DATE INSPECTED: | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |

This checklist is to be completed pursuant to the attached instructions.

II. NUTRITIONAL HEALTH EVALUATION

Adult Type I, II, III and IV Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|---|----|-----|--|
| Article 12. Food | | | | |
| 1230 Food Handlers <i>(Note: Title 15, § 1230 is in Article 11, MMH, but inspected under Environmental Health due to CalCode reference.)</i> Policy and procedures have been developed and implemented for medical screening of (inmate) food handlers prior to working in the facility. There are procedures for education, supervision and cleanliness of food handlers in accordance with standards set forth in California Retail Food Code (CalCode). | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1240 Frequency of Serving | X | | | |
| Food is served three times in any 24-hour period. | | | | |
| At least one meal includes hot food. | X | | | 2 hot (Breakfast & Dinner) and 1 cold (Lunch) each day |
| If more than 14 hours passes between these meals, supplemental food is served. | X | | | |
| Supplemental food is served in less than the 14-hour period for inmates on medical diets, if prescribed by the responsible physician.. | X | | | |
| A minimum of fifteen minutes is allowed for the actual consumption of each meal except for those inmates on therapeutic diets where the responsible physician has prescribed additional time. | X | | | 30 minutes allocated for consumption of meal. Additional time allowed per physician orders. |
| Inmates who miss or may miss a regularly scheduled facility meal, are provided with a beverage and a sandwich or a substitute meal. | X | | | |
| Inmates on therapeutic diets who miss a regularly scheduled meal, are provided with their prescribed meal. | X | | | |
| 1241 Minimum Diet <i>(See regulation and guidelines for equivalencies and serving requirements.)</i> The minimum diet in every 24-hour period consists of the full number of servings specified from each of the food groups below. Facilities electing to provide vegetarian diets for any reason also conform to the dietary guidelines. | | | | |
| Protein Group. One serving equals 14 grams or more of protein. The daily requirement is equal to three servings (a total of 42 grams per day or 294 grams per week). | X | | | |
| There is an additional, fourth serving of legumes three days per week. | X | | | Legumes in the form of Pinto beans, white beans on the menu |
| Dairy Group. The daily requirement for milk or milk equivalents is three servings. | X | | | |
| A serving is equivalent to 8 fluid ounces of milk and provides at least 250 mg. of calcium. | X | | | 1 serving of milk is served at breakfast and lunch. Fruit drink fortified with Calcium is provided at dinner. |
| The requirement for persons who are 15-17 years of age and for pregnant and lactating women is four servings of milk or milk products. | | | X | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| All milk is fortified with Vitamin A and D. | X | | | 1% milk fortified with Vit A & D. Provides 40% DV of calcium |
| One serving can be from a fortified food containing at least 250 mg. of calcium. | X | | | Orange fortified beverage juice mix. Contains 25% DV of calcium (250mg) |
| <u>Vegetable-Fruit Group.</u> The daily requirement is at least five servings. At least one serving is from each of the following categories. | X | | | |
| One serving of a fresh fruit or vegetable per day, or seven servings per week. | X | | | 1 serving for lunch; most dinners have both fruit and vegetable |
| One serving of a Vitamin C source containing 30 mg. or more per day or seven servings per week. | X | | | |
| One serving of a Vitamin A source containing 200 micrograms Retinol Equivalents (RE) or more per day, or seven servings per week. | X | | | Carrots served 7 days/wk; Milk fortified with Vit A |
| <u>Grain Group.</u> The daily requirement is at least six servings. At least three servings from this group are made with some whole grain products. | X | | | Wheat bread served at lunch 7 days a week |
| Additional servings from the dairy, vegetable-fruit, and grain groups are provided in amounts to assure caloric supply is at the required levels. (<i>See RDA for recommended caloric intakes.</i>) | X | | | |
| Fat is added only in minimum amounts necessary to make the diet palatable. Total dietary fat does not exceed 30 percent of total calories on a weekly basis. | X | | | |
| 1242 Menus (<i>Applicable in Type II and III facilities and in those Type IV facilities where food is served.</i>) | X | | | 6 week cycle menu |
| Menus are planned at least one month in advance of their use. Menus are planned to provide a variety of foods, thus preventing repetitive meals. | | | | |
| A registered dietitian approves menus before they are used. | X | | | The menus are reviewed by Aramark dietitian and approved by consultant dietitian with the Sheriff's department |
| If any meal served varies from the planned menu, the change is noted in writing on the menu and/or production sheet. | X | | | Quality control logs are maintained with the listed changes to the menu |
| A registered dietitian evaluates menus, as planned and including changes, at least annually. | X | | | |
| 1243 Food Service Plan | | | | The Nutrition Health Inspector retains primary responsibility to determine compliance with Section 1243. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. |
| There is a food services plan that complies with applicable CalCode. Facilities with an average daily population of 100 or more have a trained and experienced food service manager to prepare and implement a food services plan that includes: | | | | |
| Planning menus; | X | | | |
| Purchasing food; | X | | | |
| Storage and inventory control; | X | | | |
| Food preparation; | X | | | |
| Food serving; | X | | | |
| Transporting food; | | | X | |
| Orientation and ongoing training; | X | | | Weekly staff in-service, RD with Sheriff's Department provides monthly staff training |
| Personnel supervision; | X | | | |
| Budgets and food cost accounting; | X | | | |
| Documentation and record keeping; | X | | | |
| Emergency feeding plan; | X | | | 3 days worth of emergency food |
| Waste management; and, | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|---|----|-----|--|
| Maintenance and repair. | X | | | Contracted technician includes quarterly repair and maintained |
| In facilities of less than 100 average daily population that do not employ or have access to a food services manager, the facility administrator has prepared a food services plan that addresses the applicable elements listed above. | | | X | |
| 1245 Kitchen Facilities, Sanitation and Food Service Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to CalCode is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that that provide for food safety and sanitation in these situations.)</i> | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1245. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| CalCode requirements for new or replacement equipment. | | | | |
| CalCode requirements for cleaning and sanitizing consumer utensils. | | | | |
| CalCode§ 114149-114149.3, except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen. | | | | |
| CalCode requirements for floors. | | | | |
| CalCode requirements for storage area(s) for cleaning equipment and supplies. | | | | |
| 1246 Food Serving and Supervision Policies and procedures ensure that work assignments are appropriate and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1247 Disciplinary Isolation Diet No inmate receiving a prescribed medical diet is placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a plan approved by the physician. | | | X | |
| The disciplinary isolation diet is an exception to the three-meal-a-day standard and is served twice in each 24-hour period. Each serving consists of one-half of the loaf (or a minimum of 19 ounces cooked loaf) described in the regulation or, if approved by the Corrections Standards Authority, another equally nutritious diet. Additionally the inmate receives two slices of whole wheat bread and at least one quart of drinking water, if the cell does not have a water supply. | | | X | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| 1248 Medical Diets | | | | |
| Policies identify who is authorized to prescribe medical diets. | X | | | |
| Therapeutic diets utilized by a facility are planned, prepared and served with consultation from a registered dietitian. | X | | | Aramark dietitian develops the therapeutic diets. Dietitian with the Sheriff's department reviews and provides consultation to ensures all diet prescriptions and needs are adequately met |
| The facility manager complies with providing any medical diet prescribed for an inmate. | X | | | |
| There is a medical diet manual that includes sample menus. It is available to in-facility medical personnel and food service staff for reference and information. | X | | | |
| A registered dietitian reviews, and the responsible physician approves, the diet manual on an annual basis. | X | | | Diet manual was approved on January 2018 |
| Pregnant women are provided a balanced, nutritious diet approved by a doctor. | X | | | |

Summary of nutritional evaluation:

- County Jail 5 a full 6 week cycle menu. All meals are prepared within the correctional facility by trained inmates and cooks under the supervision of dietary managers. The 6 week cycle menu meets Title 15 requirements for nutrient content
- Diets are reviewed annually by registered dietitian and meet the nutritional guidelines of the American Correctional Association which is based upon the current DRIs for males and females 19-50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Special diets served include 2500 Diabetic, dental soft, kosher, vegan and diets to accommodate food allergies including dairy, fish, soy and peanut.
- Food service staff at this facility are trained on a regular basis on proper food handling and food safety procedures.
- Dietary and nutrition needs of inmates on religious and renal diets are adequately met.

Recommendations:

- Replace menus posted in the kitchen with currently approved menus.
- Limit sodium content.

The 2015–2020 Dietary Guidelines for Americans recommends that Americans consume less than 2,300 mg of sodium per day as part of a healthy eating pattern.

Serve seasonally available fruits and vegetables including greens when feasible.

Have emergency feeding plan on site for staff reference

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

CSA #: _____

| | | | | |
|---|---------|----------|------------------------------|----------|
| FACILITY NAME: County Jail 1, 2, 4 | | | COUNTY: San Francisco | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 850 Bryant St. 6 th & 7 th Floors San Francisco, CA 94103 | | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | TYPE I: | TYPE II: | TYPE III: | TYPE IV: |
| ENVIRONMENTAL HEALTH EVALUATION | | | DATE INSPECTED: | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| NUTRITIONAL EVALUATION | | | DATE INSPECTED: 5/11/18 | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Priti Rane MS, RD, IBCLC Director of Nutrition Services Department of Public Health (415) 575-5716 | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Vincent Mitchell, Food Service Director, San Francisco Hall of Justice, 415-255-9301 Jennifer Collins, Sergeant, Sheriff's Department (415) 575-4460 | | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | | DATE INSPECTED: | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |

This checklist is to be completed pursuant to the attached instructions.

II. NUTRITIONAL HEALTH EVALUATION

Adult Type I, II, III and IV Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|--|----|-----|--|
| Article 12. Food | | | | |
| 1230 Food Handlers <i>(Note: Title 15, § 1230 is in Article 11, MMH, but inspected under Environmental Health due to CalCode reference.)</i> Policy and procedures have been developed and implemented for medical screening of (inmate) food handlers prior to working in the facility. There are procedures for education, supervision and cleanliness of food handlers in accordance with standards set forth in California Retail Food Code (CalCode). | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1240 Frequency of Serving | | | | Breakfast, lunch and dinner |
| Food is served three times in any 24-hour period. | X | | | |
| At least one meal includes hot food. | X | | | 2 hot (breakfast and dinner) and 1 cold (lunch), Snacks for diabetics |
| If more than 14 hours passes between these meals, supplemental food is served. | X | | | Bagged meals for supplemental |
| Supplemental food is served in less than the 14-hour period for inmates on medical diets, if prescribed by the responsible physician.. | X | | | Includes pregnancy diet and snacks for pregnancy and diabetes |
| A minimum of fifteen minutes is allowed for the actual consumption of each meal except for those inmates on therapeutic diets where the responsible physician has prescribed additional time. | X | | | 30 minutes allocated for consumption of meal. Additional time allowed per physician orders |
| Inmates who miss or may miss a regularly scheduled facility meal, are provided with a beverage and a sandwich or a substitute meal. | X | | | Extra lunches are always available to meet this need |
| Inmates on therapeutic diets who miss a regularly scheduled meal, are provided with their prescribed meal. | X | | | All meals for the day including meals for inmates on therapeutic diet are prepared daily regardless of their presence in jail. |
| 1241 Minimum Diet <i>(See regulation and guidelines for equivalencies and serving requirements.)</i> The minimum diet in every 24-hour period consists of the full number of servings specified from each of the food groups below. Facilities electing to provide vegetarian diets for any reason also conform to the dietary guidelines. | | | | |
| <u>Protein Group.</u> One serving equals 14 grams or more of protein. The daily requirement is equal to three servings (a total of 42 grams per day or 294 grams per week). | X | | | Sources- soy, beans and meat |
| There is an additional, fourth serving of legumes three days per week. | X | | | Legumes in the form of Pinto beans, white beans on the menu |
| <u>Dairy Group.</u> The daily requirement for milk or milk equivalents is three servings. | X | | | |
| A serving is equivalent to 8 fluid ounces of milk and provides at least 250 mg. of calcium. | X | | | 1 serving of milk is served at breakfast and lunch. Fruit drink fortified with Calcium is provided at dinner.. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| The requirement for persons who are 15-17 years of age and for pregnant and lactating women is four servings of milk or milk products. | X | | | Only applicable for pregnant and lactating women. MD or the RD prescribes the diet changes to meet additional nutritional needs. Juveniles- N/A |
| All milk is fortified with Vitamin A and D. | X | | | 1% milk fortified with Vit A & D. Provides 40% DV of calcium |
| One serving can be from a fortified food containing at least 250 mg. of calcium. | X | | | Orange fortified beverage juice mix. Contains 25% DV of calcium (250mg) |
| <u>Vegetable-Fruit Group.</u> The daily requirement is at least five servings. At least one serving is from each of the following categories. | X | | | |
| One serving of a fresh fruit or vegetable per day, or seven servings per week. | X | | | 1 serving for lunch; most dinners have both fruit and vegetable |
| One serving of a Vitamin C source containing 30 mg. or more per day or seven servings per week. | X | | | |
| One serving of a Vitamin A source containing 200 micrograms Retinol Equivalents (RE) or more per day, or seven servings per week. | X | | | Carrots served 3-4 times days/wk; Milk fortified with Vit A |
| <u>Grain Group.</u> The daily requirement is at least six servings. At least three servings from this group are made with some whole grain products. | X | | | Wheat bread served at lunch 7 days a week |
| Additional servings from the dairy, vegetable-fruit, and grain groups are provided in amounts to assure caloric supply is at the required levels. (<i>See RDA for recommended caloric intakes.</i>) | X | | | |
| Fat is added only in minimum amounts necessary to make the diet palatable. Total dietary fat does not exceed 30 percent of total calories on a weekly basis. | X | | | |
| 1242 Menus (<i>Applicable in Type II and III facilities and in those Type IV facilities where food is served.</i>) Menus are planned at least one month in advance of their use. Menus are planned to provide a variety of foods, thus preventing repetitive meals. | X | | | 6 week cycle menu- Has not changes since 1/2016 |
| A registered dietitian approves menus before they are used. | X | | | The menus are reviewed by Aramark dietitian and approved by consultant dietitian with the Sheriff's department |
| If any meal served varies from the planned menu, the change is noted in writing on the menu and/or production sheet. | X | | | |
| A registered dietitian evaluates menus, as planned and including changes, at least annually. | X | | | Consultant dietitian reviews menus/ diets including any changes made several times throughout the year |
| 1243 Food Service Plan There is a food services plan that complies with applicable CalCode. Facilities with an average daily population of 100 or more have a trained and experienced food service manager to prepare and implement a food services plan that includes: | | | | The Nutrition Health Inspector retains primary responsibility to determine compliance with Section 1243. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. |
| Planning menus; | X | | | |
| Purchasing food; | X | | | |
| Storage and inventory control; | X | | | |
| Food preparation; | X | | | |
| Food serving; | X | | | |
| Transporting food; | X | | | From one jail to another |
| Orientation and ongoing training; | X | | | Once/ month. Topics include safety, policy, special diets |
| Personnel supervision; | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|---|----|-----|--|
| Budgets and food cost accounting; | X | | | |
| Documentation and record keeping; | X | | | |
| Emergency feeding plan; | X | | | |
| Waste management; and, | X | | | |
| Maintenance and repair. | X | | | Contracted technician comes once/quarter |
| In facilities of less than 100 average daily population that do not employ or have access to a food services manager, the facility administrator has prepared a food services plan that addresses the applicable elements listed above. | | | X | |
| 1245 Kitchen Facilities, Sanitation and Food Service Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to CalCode is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that that provide for food safety and sanitation in these situations.)</i> | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1245. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| CalCode requirements for new or replacement equipment. | | | | |
| CalCode requirements for cleaning and sanitizing consumer utensils. | | | | |
| CalCode§ 114149-114149.3, except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen. | | | | |
| CalCode requirements for floors. | | | | |
| CalCode requirements for storage area(s) for cleaning equipment and supplies. | | | | |
| 1246 Food Serving and Supervision Policies and procedures ensure that work assignments are appropriate and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1247 Disciplinary Isolation Diet No inmate receiving a prescribed medical diet is placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a plan approved by the physician. | | | X | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|---|
| The disciplinary isolation diet is an exception to the three-meal-a-day standard and is served twice in each 24-hour period. Each serving consists of one-half of the loaf (or a minimum of 19 ounces cooked loaf) described in the regulation or, if approved by the Corrections Standards Authority, another equally nutritious diet. Additionally the inmate receives two slices of whole wheat bread and at least one quart of drinking water, if the cell does not have a water supply. | | | X | Staff interviewed reported that no inmate has been served the isolation diet in the recent past. |
| 1248 Medical Diets | | | | |
| Policies identify who is authorized to prescribe medical diets. | X | | | |
| Therapeutic diets utilized by a facility are planned, prepared and served with consultation from a registered dietitian. | X | | | Aramark dietitian develops the therapeutic diets. Dietitian with the Sheriff's department reviews and provides consultation to ensure all diet prescriptions and needs and prescription are adequately met. |
| The facility manager complies with providing any medical diet prescribed for an inmate. | X | | | |
| There is a medical diet manual that includes sample menus. It is available to in-facility medical personnel and food service staff for reference and information. | X | | | |
| A registered dietitian reviews, and the responsible physician approves, the diet manual on an annual basis. | X | | | Date diet manual approved- January 2018 |
| Pregnant women are provided a balanced, nutritious diet approved by a doctor. | X | | | |

Summary of nutritional evaluation:

•County Jail 1, 2 and 4 execute a full 6 week cycle menu. All meals are prepared within the correctional facility by trained inmates and cooks under the supervision of dietary managers. The 6 week cycle menu meets Title 15 requirements for nutrient content

•Diets are reviewed annually by registered dietitian and meet the nutritional guidelines of the American Correctional Association which is based upon the current DRIs for males and females 19-50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Special diets served include 2500 Diabetic, dental soft, kosher, vegan and diets to accommodate food allergies including dairy, fish, soy and peanut

•Food service staff at this facility are trained on a regular basis on proper food handling and food safety procedures.

Recommendations:

- Replace menus posted in the kitchen with most currently approved menus.
- Have emergency feeding plan on site for staff reference
- Limit sodium content.

The 2015–2020 Dietary Guidelines for Americans recommends that Americans consume less than 2,300 mg of sodium per day as part of a healthy eating pattern.

•Serve seasonally available fruits and vegetables including greens when feasible.

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

| | | | | |
|--|---------|------------------------------|-----------|----------|
| FACILITY NAME: ZSFG Ward 7L | | COUNTY: San Francisco | | |
| FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): Zuckerberg San Francisco General Hospital 1001 Potrero Avenue San Francisco, CA 94110 | | | | |
| CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006: | TYPE I: | TYPE II: | TYPE III: | TYPE IV: |
| ENVIRONMENTAL HEALTH EVALUATION | | DATE INSPECTED: | | |
| ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |
| NUTRITIONAL EVALUATION | | DATE INSPECTED: 6/07/2018 | | |
| NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Priti Rane MS, RD, IBCLC Director of Nutrition Services Department of Public Health (415) 575-5716 | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Christine Struble RD CNSC, Chief Clinical Dietitian, Food and Nutrition Services, Food and Nutrition Services (628) 206-0132 | | | | |
| MEDICAL/MENTAL HEALTH EVALUATION | | DATE INSPECTED: | | |
| MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): | | | | |
| FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): | | | | |

This checklist is to be completed pursuant to the attached instructions.

II. NUTRITIONAL HEALTH EVALUATION

Adult Type I, II, III and IV Facilities

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|---|----|-----|--|
| Article 12. Food | | | | |
| 1230 Food Handlers <i>(Note: Title 15, § 1230 is in Article 11, MMH, but inspected under Environmental Health due to CalCode reference.)</i> Policy and procedures have been developed and implemented for medical screening of (inmate) food handlers prior to working in the facility. There are procedures for education, supervision and cleanliness of food handlers in accordance with standards set forth in California Retail Food Code (CalCode). | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1240 Frequency of Serving | X | | | |
| Food is served three times in any 24-hour period. | | | | |
| At least one meal includes hot food. | X | | | 3 hot meals, same as hospital patients |
| If more than 14 hours passes between these meals, supplemental food is served. | X | | | |
| Supplemental food is served in less than the 14-hour period for inmates on medical diets, if prescribed by the responsible physician.. | X | | | Nourishment Center is located in Jail Health Services receives low fat milk, juices, and sandwiches daily. |
| A minimum of fifteen minutes is allowed for the actual consumption of each meal except for those inmates on therapeutic diets where the responsible physician has prescribed additional time. | X | | | |
| Inmates who miss or may miss a regularly scheduled facility meal, are provided with a beverage and a sandwich or a substitute meal. | X | | | Staff can order a late tray or obtain foods and beverage from Nourishment Center. |
| Inmates on therapeutic diets who miss a regularly scheduled meal, are provided with their prescribed meal. | X | | | |
| 1241 Minimum Diet <i>(See regulation and guidelines for equivalencies and serving requirements.)</i> The minimum diet in every 24-hour period consists of the full number of servings specified from each of the food groups below. Facilities electing to provide vegetarian diets for any reason also conform to the dietary guidelines. | | | | |
| Protein Group. One serving equals 14 grams or more of protein. The daily requirement is equal to three servings (a total of 42 grams per day or 294 grams per week). | X | | | The Regular diet provides 106 grams of protein. There is approximately 25 grams protein at Breakfast, 30-40 grams at Lunch and 30-40 grams protein at Dinner. |
| There is an additional, fourth serving of legumes three days per week. | X | | | Legumes in the form of salad (Garbanzo, Tuscan Bean, Broccoli and White Bean) and soup (Lentil Soup, Split Peas) are on the menu 4 times per week. |
| Dairy Group. The daily requirement for milk or milk equivalents is three servings. | X | | | 8 oz. fluid milk is on the menu for breakfast, lunch and dinner. There is also dairy with yogurt or foods with other dairy products, such as lasagna, cheese stuffed shell, macaroni and cheese, custards and pudding (tapioca, chocolate pudding) |
| A serving is equivalent to 8 fluid ounces of milk and provides at least 250 mg. of calcium. | X | | | The regular menu provides on average 1,643 mg calcium per day. |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|---|
| The requirement for persons who are 15-17 years of age and for pregnant and lactating women is four servings of milk or milk products. | X | | | |
| All milk is fortified with Vitamin A and D. | X | | | Berkeley Farms milk is fortified with Vit. A and D |
| One serving can be from a fortified food containing at least 250 mg. of calcium. | X | | | Non-dairy alternatives are available in the form of calcium fortified soy milk and rice milk |
| <u>Vegetable-Fruit Group.</u> The daily requirement is at least five servings. At least one serving is from each of the following categories. | X | | | |
| One serving of a fresh fruit or vegetable per day, or seven servings per week. | X | | | Fresh fruit or vegetable provided daily. |
| One serving of a Vitamin C source containing 30 mg. or more per day or seven servings per week. | X | | | 4 ounces of orange Juice is provided daily at breakfast. |
| One serving of a Vitamin A source containing 200 micrograms Retinol Equivalents (RE) or more per day, or seven servings per week. | X | | | The regular menu provides on average 1315 RAE of Vitamin A per day. |
| <u>Grain Group.</u> The daily requirement is at least six servings. At least three servings from this group are made with some whole grain products. | X | | | Includes whole wheat pasta, brown rice, oatmeal, whole wheat roll. |
| Additional servings from the dairy, vegetable-fruit, and grain groups are provided in amounts to assure caloric supply is at the required levels. (<i>See RDA for recommended caloric intakes.</i>) | X | | | The regular diet at SFGH provides 2321 Kcal to meet nutrient requirements of our population. |
| Fat is added only in minimum amounts necessary to make the diet palatable. Total dietary fat does not exceed 30 percent of total calories on a weekly basis. | X | | | Regular diet provides 29% percent of total calories from fat. |
| 1242 Menus (<i>Applicable in Type II and III facilities and in those Type IV facilities where food is served.</i>) | X | | | Uses a 2 week menu cycle. |
| Menus are planned at least one month in advance of their use. Menus are planned to provide a variety of foods, thus preventing repetitive meals. | | | | |
| A registered dietitian approves menus before they are used. | X | | | |
| If any meal served varies from the planned menu, the change is noted in writing on the menu and/or production sheet. | X | | | Patient services substitution log binder kept in the diet office and signed by an RD. |
| A registered dietitian evaluates menus, as planned and including changes, at least annually. | X | | | |
| 1243 Food Service Plan | | | | The Nutrition Health Inspector retains primary responsibility to determine compliance with Section 1243. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. |
| There is a food services plan that complies with applicable CalCode. Facilities with an average daily population of 100 or more have a trained and experienced food service manager to prepare and implement a food services plan that includes: | | | | |
| Planning menus; | X | | | |
| Purchasing food; | X | | | Food provided by US Foods |
| Storage and inventory control; | X | | | |
| Food preparation; | X | | | Cook –chill blast chiller |
| Food serving; | X | | | |
| Transporting food; | X | | | Thermal-Air dinex carts delivery |
| Orientation and ongoing training; | X | | | |
| Personnel supervision; | X | | | |
| Budgets and food cost accounting; | X | | | |
| Documentation and record keeping; | X | | | |
| Emergency feeding plan; | X | | | Meals, 1.5 gallons of water per patient x 7 days |
| Waste management; and, | X | | | |
| Maintenance and repair. | X | | | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|--|---|----|-----|--|
| In facilities of less than 100 average daily population that do not employ or have access to a food services manager, the facility administrator has prepared a food services plan that addresses the applicable elements listed above. | | | X | Patients in the holding cell are provided with the same meals and services as hospital in-patients. |
| 1245 Kitchen Facilities, Sanitation and Food Service Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode. In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to CalCode is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that provide for food safety and sanitation in these situations.)</i> | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1245. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| CalCode requirements for new or replacement equipment. | | | | |
| CalCode requirements for cleaning and sanitizing consumer utensils. | | | | |
| CalCode§ 114149-114149.3, except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen. | | | | |
| CalCode requirements for floors. | | | | |
| CalCode requirements for storage area(s) for cleaning equipment and supplies. | | | | |
| 1246 Food Serving and Supervision Policies and procedures ensure that work assignments are appropriate and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member. | Do not identify compliance with this regulation here. See comments. | | | The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only. |
| 1247 Disciplinary Isolation Diet No inmate receiving a prescribed medical diet is placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a plan approved by the physician. | | | X | |
| The disciplinary isolation diet is an exception to the three-meal-a-day standard and is served twice in each 24-hour period. Each serving consists of one-half of the loaf (or a minimum of 19 ounces cooked loaf) described in the regulation or, if approved by the Corrections Standards Authority, another equally nutritious diet. Additionally the inmate receives two slices of whole wheat bread and at least one quart of drinking water, if the cell does not have a water supply. | | | X | |

| ARTICLE/SECTION | YES | NO | N/A | COMMENTS |
|---|-----|----|-----|--|
| 1248 Medical Diets | | | | Diet order is prescribed by physician. |
| Policies identify who is authorized to prescribe medical diets. | X | | | |
| Therapeutic diets utilized by a facility are planned, prepared and served with consultation from a registered dietitian. | X | | | |
| The facility manager complies with providing any medical diet prescribed for an inmate. | X | | | |
| There is a medical diet manual that includes sample menus. It is available to in-facility medical personnel and food service staff for reference and information. | X | | | Available on the SFGH intranet |
| A registered dietitian reviews, and the responsible physician approves, the diet manual on an annual basis. | X | | | Diet manual updated by dietitian and approved by medical staff in August 2016- Updated every 3 years, revised 2/2018 |
| Pregnant women are provided a balanced, nutritious diet approved by a doctor. | X | | | |

Summary of nutritional evaluation:

- The San Francisco General Hospital and Trauma Center provides food and nutrition services for Jail Health Services.
- The food served in this facility meets Title 15 requirements.
- Jail Health inmates receive the same food as hospital in-patients.
- This facility has a two week cycle menu which has adequate variety of healthy foods.
- It offers choices that promote intake of whole grains, fresh fruits, and vegetables, soups, fish and poultry and small portions of red meat, and low fat milk.

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Tse, John \(BOS\)](#); [Jalipa, Brent \(BOS\)](#)
Subject: Bill Propositions from the State Legislation Committee
Date: Thursday, August 16, 2018 5:05:00 PM
Attachments: [Bill Propositions from State Legislation Committee.pdf](#)

Hello,

The Office of the Clerk of the Board is in receipt of the attached Bill Positions from the State Legislation Committee's August 8, 2018 meeting.

Regards,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Edward McCaffrey, Office of Mayor London N. Breed
RE: State Legislation Committee Bill Positions August 8, 2018 Meeting
DATE: Wednesday, August 8, 2018

Dear Madam Clerk:

Please be advised that the State Legislation Committee approved the following positions on legislation pending before the California State Legislature:

| AB/SB | Bill # | Author | Title | Adopted Position |
|-------|--------|----------|---|------------------|
| AB | 1698 | Daly | Driver records: points: distracted driving | Support |
| SB | 1132 | Hill | Vehicles: right turn violations | Oppose |
| AB | 2138 | Chiu | Licensing boards: denial of application: revocation or suspension of licensure: criminal conviction | Support |
| SB | 1025 | Skinner | Probation: eligibility: crimes relating to controlled substances | Support |
| SB | 1393 | Mitchell | Sentencing | Support |
| SB | 906 | Beall | Medi-Cal: mental health services: peer support specialist certification | Support |

Present at the meeting were representatives from the Mayor's Office, Office of Supervisor Cohen, City Attorney's Office, Treasurer's Office, and Controller's Office.

Absent were representatives from Supervisor Stefani's Office and the Assessor-Recorder's Office. In addition, please find attached the approved minutes from the June 14, 2018 meeting.

Should the Board of Supervisors wish to find more information on these matters, they may do so at the following link: <http://sfgov.org/slc/>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edward McCaffrey".

Edward McCaffrey
Manager of State and Federal Legislative Affairs
Office of Mayor London N. Breed

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG -8 PM 4:34
LC



**STATE LEGISLATION COMMITTEE
MINUTES**

Thursday, June 14, 2018

10:30am – 12:30pm

City Hall, Room 201

MEMBERS:

Mayor's Office (Chair) – Kathryn Angotti
President Breed – Andrea Bruss
Supervisor Stefani – Jack Gallagher (Sharon Chung)
City Attorney's Office – Mary Jane Winslow
Treasurer's Office – Jacob Dumez
Assessor's Office – Vacant
Controller's Office – Michelle Allersma (Theresa Kao)

AGENDA

I. ROLL CALL

Present: Kathryn Angotti, Sharon Chung, Mary Jane Winslow, Jacob Dumez, Theresa Kao

Absent: Andrea Bruss, Assessor's Office - Vacant

II. APPROVAL OF MEETING MINUTES (Action Item). Discussion and possible action to approve the minutes from the meeting of May 23, 2018.

No public comment.

Motion to approve: Kathryn Angotti

Seconded by: Mary Jane Winslow

Approved: 5-0

III. STATE LOBBYIST OVERVIEW AND UPDATE (Discussion Item). The City's state lobbyist will present to the Committee an update on State legislative matters.

IV. PROPOSED LEGISLATION (Discussion and Action). Discussion and possible action item: the Committee will review and discuss state legislation affecting the City and County of San Francisco. Items are listed by Department, then by bill number.

Department of the Environment

Presenters: Peter Gallotta

a. AB 2195 (Chau)

Recommended Position: Support

This bill requires the Air Resources Board (ARB), by January 1, 2020, to use the best available science to quantify and report the amount of greenhouse gas (GHG) emissions from natural gas imports to the state.

b. AB 2570 (Nazarian)

Recommended Position: Support

This bill establishes the Clean and Healthy Schools Act, requiring school districts and schools by the 2021-22 school year to purchase exclusively environmentally preferable cleaning products.

c. SB 1477 (Stern)

Recommended Position: Support

This bill requires the California Energy Commission (CEC) to develop a statewide initiative to transform the state's market for low-emission space and water heating equipment to develop an incentive program to fund near-zero emission technology for new buildings.

d. SB 212 (Jackson)

Recommended Position: Support

This bill defines "home-generated pharmaceutical waste" as a prescription or over-the-counter human or veterinary home-generated pharmaceutical that is a waste derived from a household.

No public comment.

Motion to approve: Jacob Dumez

Seconded by: Theresa Kao

Approved: 5-0

Treasurer and Tax Collector

Presenters: Jacob Dumez and Christa Brown

a. AB 1785 (Nazarian)

Recommended Position: Support

This bill requires the principal and interest of a 529 savings plan to be excluded from consideration to determine eligibility for Medi-Cal benefits for an applicant or beneficiary whose eligibility is determined using non-Modified Adjusted Gross Income-based financial methods.

b. AB 2825 (Jones-Sawyer)

Recommended Position: Support

Applies the protections of the Rosenthal Fair Debt Collection Practices Act and Fair Debt Buying Practices to collections of unpaid parking penalties, past due residential rent, and charges underlying a lien created by operation of law, including towing and storage charges.

No public comment.
Motion to table: Kathryn Angotti
Seconded by: Sharon Chung
Approved: 5-0

c. AB 3010 (Limón)

Recommended Position: Support

This bill makes changes to the California Deferred Deposit Transaction Law (CDDTL) limiting borrowers to one deferred deposit transaction (payday loan) at a time and authorizes the Department of Business Oversight (DBO) to track and enforce this provision.

No public comment.
Motion to continue: Kathryn Angotti
Seconded by: Sharon Chung
Approved: 5-0

d. AB 3207 (Limón)

Recommended Position: Support

This bill revises the definition of "broker" under California Financing Law (CFL) and adds additional requirements for lenders when using a broker.

e. SB 823 (Hill)

Recommended Position: Support

This bill provides consumers a more expedient and accessible process for placing a security freeze on their credit report through consumer credit reporting agencies.

f. SB 898 (Hertzberg)

Recommended Position: Support

This bill requires bail agents to translate their contracts into five non-English languages and requires them to post the English version and translations online, and requires bail agents and bail companies to submit specified information and documents to the California Department of Insurance (CDI), Judicial Council, and Attorney General.

g. SB 1055 (Skinner)

Recommended Position: Support

This bill authorizes state- and federally-chartered banks and credit unions to offer prize-linked savings accounts in California, as specified.

No public comment.
Motion to approve: Theresa Kao
Seconded by: Mary Jane Winslow
Approved: 5-0

IV. GENERAL PUBLIC COMMENT

Members of the public may address the Committee on items of interest that are within the Committee's subject matter jurisdiction and that do not appear on the agenda.

No public comment.

V. ADJOURNMENT

Disability Access

Room 201 of City Hall is located at 1 Dr. Carlton B. Goodlett Place, and is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible Muni lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness, as well as Muni Metro stations at Van Ness and Civic Center. For more information about Muni accessible services, call 923-6142. There is accessible parking at the Civic Center Plaza garage.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Donna Hall at Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, by phone at 415-554-7724, by fax at 415-554-7854, or email the Sunshine Ordinance Taskforce Administrator at sotf@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by contacting the Task Force, or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at www.sfgov.org/sunshine.htm.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Sec. 2.100 -2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone 415-581-2300, fax 415-581-2317, Internet website: www.sfgov.org/ethics.

Cell Phones and Pagers

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or

use of a cell phone, pager, or other similar sound-producing electronic devices.

Public Comment

Public Comment will be taken on each item on the agenda before or during consideration of that item.

Document Review

Documents that may have been provided to members of the State Legislation Committee in connection with the items on the agenda include proposed state legislation, consultant reports, correspondence and reports from City departments, and public correspondence. These may be inspected by contacting Kathryn Angotti, Deputy Director of Legislative & Government Affairs, Mayor's Office at: (415) 554-6971.

Health Considerations

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

From: [Reports, Controller \(CON\)](#)
To: [Calvillo, Angela \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#); [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Elliott, Jason \(MYR\)](#); [Leung, Sally \(POL\)](#); [Kirkpatrick, Kelly \(MYR\)](#); [Hussey, Deirdre \(MYR\)](#); [Canale, Ellen \(ECN\)](#); [Tugbenyoh, Mawuli \(MYR\)](#); [pkilkenny@sftc.org](#); [Campbell, Severin \(BUD\)](#); [Newman, Debra \(BUD\)](#); [Rose, Harvey \(BUD\)](#); [Docs, SF \(LIB\)](#); [CON-EVERYONE](#); [Kelly, Naomi \(ADM\)](#); [Bukowski, Kenneth \(ADM\)](#); [Nguyen, Adam \(ADM\)](#); [Fung, Tom \(ADM\)](#); [Kelly, Jr. Harlan \(PUC\)](#); [Hom, Nancy \(PUC\)](#); [Sandler, Eric \(PUC\)](#); [Andersson, Christina \(PUC\)](#); [Koutney, Lenore \(PUC\)](#); [Campbell, Napoleon \(PUC\)](#); [Garcia, Barbara \(DPH\)](#); [Wagner, Greg \(DPH\)](#); [Jung, Kathy \(DPH\)](#); [Rizzolo, David \(DPH\)](#); [Denver, Jessie \(ENV\)](#); [Tang, Katy \(BOS\)](#); [Summers, Ashley \(BOS\)](#)
Subject: Issued: GSA – Fleet Management Must Be Repositioned in the Procurement Process to Right-Size the City's Fleet and Implement the ZEV Ordinance
Date: Wednesday, July 25, 2018 12:34:01 PM

The Office of the Controller's City Services Auditor (CSA) today issued a report on its audit to assess whether the City effectively manages the life cycle of its fleet, specifically acquisition, utilization, maintenance, and disposal. The audit found that Fleet Management/Central Shops has successfully implemented many key strategic initiatives aimed at optimizing the City's fleet but is not positioned to carry out its mission to cost effectively and sustainably manage the City's fleet. Also, to effectively implement the Zero Emission Vehicle (ZEV) ordinance, the City should first clarify the statute, right-size its fleet, and identify where city vehicles are parked.

To view the report, please visit our website at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=2608>

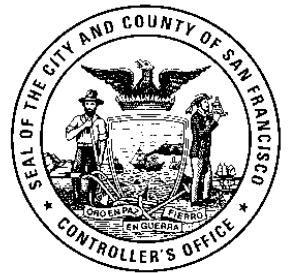
This is a send-only e-mail address. For questions about the report, please contact Chief Audit Executive Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393 or the CSA Audits Division at 415-554-7469.

Follow us on Twitter @SFController.

Fleet Management Must Be Repositioned in the Vehicle Procurement Process to Right-Size the City's Fleet and Maximize the Benefits of the Zero Emission Vehicle Ordinance

GENERAL SERVICES AGENCY – FLEET MANAGEMENT/CENTRAL SHOPS

Fleet Management has successfully implemented many key strategic initiatives aimed at optimizing the City's fleet but is not empowered to carry out its mission to cost-effectively and sustainably manage the City's fleet. Also, to effectively implement the Zero Emission Vehicle (ZEV) ordinance, the City should first clarify the statute, right-size its fleet, and identify where city vehicles are parked.



July 25, 2018

City & County of San Francisco
Office of the Controller
City Services Auditor

About the Audits Division

The City Services Auditor (CSA) was created in the Office of the Controller through an amendment to the San Francisco Charter that voters approved in November 2003. Within CSA, the Audits Division ensures the City's financial integrity and promotes efficient, effective, and accountable government by:

- Conducting performance audits of city departments, contractors, and functions to assess efficiency and effectiveness of service delivery and business processes.
- Investigating reports received through its whistleblower hotline of fraud, waste, and abuse of city resources.
- Providing actionable recommendations to city leaders to promote and enhance accountability and improve the overall performance and efficiency of city government.

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Audit Authority

CSA conducted this audit under the authority of the Charter of the City and County of San Francisco, Section 3.105 and Appendix F, which requires that CSA conduct periodic, comprehensive financial and performance audits of city departments, services and activities.

Statement of Auditing Standards

This performance audit was conducted in accordance with generally accepted government auditing standards. These standards require planning and performing the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. CSA believes that the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

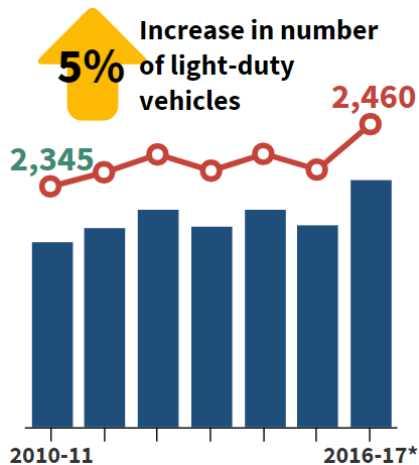
Executive Summary

The General Services Agency – Fleet Management/Central Shops Department (Fleet Management) is mandated to minimize the size and utilization of the City's light-duty fleet through right-size analyses.

Right-sizing is the process of analyzing and understanding how vehicles are used to minimize fleet costs and eliminate unneeded vehicles. The objective of the audit was to assess whether the City effectively manages the life cycle of its fleet, specifically acquisition, utilization, maintenance, and disposal.

WHAT WE FOUND

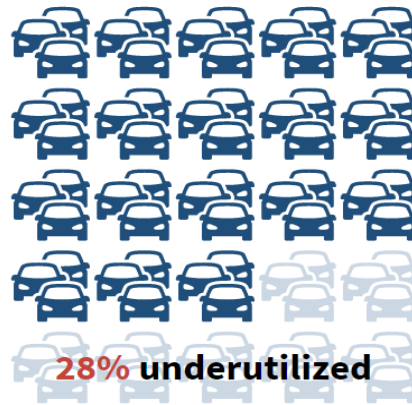
Without first right-sizing its fleet, the City may continue to own more light-duty vehicles than it needs. Fleet Management has successfully implemented many key strategic initiatives but has not been empowered to carry out its mission to manage the City's fleet in a cost-effective and sustainable manner. The City spent \$229,100 in fiscal year July 1, 2016 through June 30, 2017 maintaining 232 old, high-mileage, and underused vehicles and does not have an optimal or adequate process for deciding when or if to dispose of a vehicle.



The number of light-duty city vehicles in the City's fleet increased by 5 percent from July 1, 2010, to June 1, 2017.

*Period ended June 1, 2017.

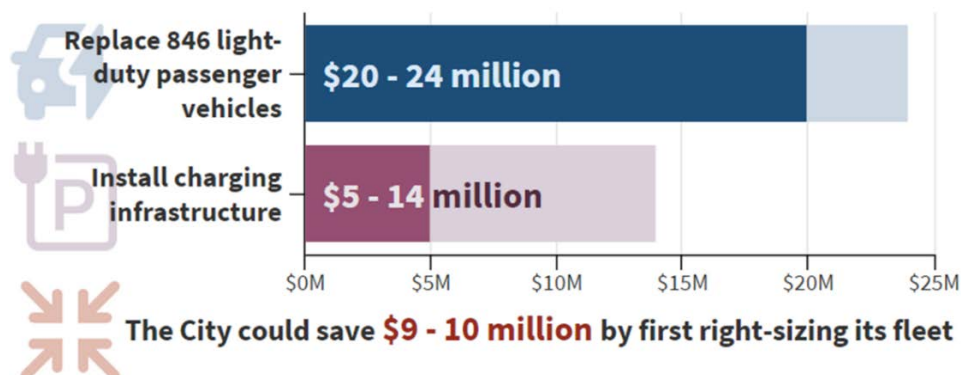
1,533 light-duty vehicles



28% underutilized

28% of light-duty vehicles with telematics installed were considered underused from January through June 2017.

Also, to effectively implement the Zero Emission Vehicle (ZEV) ordinance, the City must first clarify the statute, right-size its fleet, determine the order in which vehicles are replaced, and identify where city vehicles are parked. The City may have to replace 846 light-duty passenger vehicles, of which 227 (27 percent) are underused, and install electric vehicle charging infrastructure to achieve the targets set by the ZEV ordinance.



WHAT WE RECOMMEND

The report includes 11 recommendations to improve the overall management of the City's fleet. Key recommendations include that the General Services Agency should:

- Work with the Mayor's Office of Public Policy and Finance to position Fleet Management's review and recommendations of vehicle purchases before the Mayor's Office of Public Policy and Finance approves departmental budgets.
- Develop formal policies on Zero Emission Vehicles and vehicle disposal, utilization, and idling and communicate them to departments.
- Consider disposing of and not replacing the 232 underused vehicles that are at least ten years old or have traveled more than 100,000 miles.
- Before implementing the Zero Emission Vehicle Ordinance and in consultation with policymakers, including the Office of Supervisor Tang and the Department of the Environment, the General Services Agency – Office of the City Administrator should:
 - Define "primarily," "most common," and "regular" in the waiver requirements of the Zero Emission Vehicle ordinance.
 - Right-size the City's fleet first to avoid replacing vehicles that are not yet at the end of their useful life or that are underused.
 - Require Fleet Management and the Real Estate Division to identify the location where the City's light-duty passenger vehicles are regularly stationed when not in use and whether the property is owned or leased by the City. This information should be used in considering whether to approve waivers from departments and in determining locations for electric vehicle charging stations.



OFFICE OF THE CONTROLLER

CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

July 25, 2018

Ms. Naomi Kelly
City Administrator
Office of the City Administrator
1 Dr. Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

Dear Ms. Kelly,

The Office of the Controller's City Services Auditor Division (CSA) presents its audit report of citywide fleet management. The audit had as its objective to assess whether the City and County of San Francisco (City) effectively manages the life cycle of its fleet: acquisition, utilization, maintenance, and disposal.

The audit concluded that the General Services Agency – Fleet Management/Central Shops Department (Fleet Management) has successfully implemented many key strategic initiatives to optimize the City's fleet, such as installing telematics systems and implementing a centrally managed vehicle pool and electronic reservation system. However, changes to the vehicle procurement process in advance of the budget cycle can ensure that this information is available to policymakers in efforts to optimize the fleet and minimize costs and, thus, further Fleet Management's impact on the effective and strategic deployment of city vehicles. The City also lacks formal policies and procedures surrounding vehicle utilization, fuel economy, idling, and disposal to guide departments in purchasing decisions and regulating vehicle use. Consequently, the City may own more light-duty vehicles than it needs.

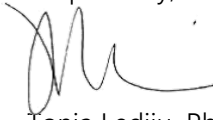
The audit found that 429 (28 percent) of 1,533 light-duty vehicles met Fleet Management's informal underutilization criteria at least once during January through June 2017, and more than half of these vehicles were at least ten years old or had traveled at least 100,000 miles. By having Fleet Management involved at an earlier stage in the procurement process, it could use this analysis and similar future analyses to recommend to departments which vehicles are candidates to be disposed of, added to a citywide pool, or transferred to another department that has too few vehicles to meet its needs.

The audit also concluded that to maximize the benefits of its Zero Emission Vehicle ordinance, the City must clarify the statute, right-size its fleet, determine the order in which vehicles are replaced, and identify where city vehicles are parked. Without doing so, the City could spend \$20 to \$24 million to replace all 846 light-duty passenger vehicles, including vehicles that may be retired prematurely or that are underused, and an additional \$5 to \$14 million to install electric charging infrastructure to support them.

The report includes 11 recommendations to help Fleet Management more effectively manage the City's fleet. The responses of the General Services Agency, Department of Public Health, San Francisco Public Utilities Commission, and the Office of Supervisor Tang are attached in the appendices. CSA will work with the General Services Agency to follow up every six months on the status of the open recommendations made in this report.

CSA appreciates the assistance and cooperation of all staff involved in this citywide audit. For questions about the report, please contact me at Tonia.Lediju@sfgov.org or 415-554-5393 or CSA at 415-554-7469.

Respectfully,



Tonia Lediju, PhD
Chief Audit Executive

cc: Office of Supervisor Tang
Supervisor Katy Tang
Department of Public Health
Barbara A. Garcia
San Francisco Public Utilities Commission
Harlan L. Kelly, Jr.

Board of Supervisors
Budget Analyst
Citizens Audit Review Board
City Attorney
Civil Grand Jury
Mayor
Public Library

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Glossary

| | |
|-------------------------------|---|
| City | City and County of San Francisco |
| City Administrator | City Administrator's Office, within the General Services Agency |
| CSA | City Services Auditor |
| FDS | Fuel Data Systems, Inc. |
| Fleet Management | Fleet Management/Central Shops Department, within the General Services Agency |
| GPS | Global Positioning System |
| HACTO | Healthy Air and Clean Transportation Ordinance |
| Hybrid Vehicle | Traditional hybrid vehicles powered by gasoline or diesel and an electric, battery-powered motor that uses regenerative braking and an internal combustion engine to charge the battery |
| Light-duty vehicles | Cars, sport-utility vehicles, small pickup trucks, and passenger vans used primarily to carry passengers |
| Light-duty passenger vehicles | Includes all sedans, coupes, and station wagons used primarily to carry passengers and having no more than five seats in addition to the driver's seat |
| OCA | Office of Contract Administration, within the General Services Agency |
| Plug-in Hybrid Vehicle | Hybrid vehicles that use an electric battery as the primary energy source by relying on battery power before switching to an internal combustion engine when the battery runs out of charge |
| Public Health | Department of Public Health |
| Public Works | Department of Public Works |
| SFMTA | San Francisco Municipal Transportation Agency |
| SFPUC | San Francisco Public Utilities Commission |
| Telematics | A system used to track the location of and mileage traveled by Global Positioning System-enabled vehicles; Fleet management uses a telematics system developed by USA Fleet Solutions |
| TZEV | Transitional Zero Emission Vehicle |
| VoDS | Automated online vehicle monitoring and booking system; provided by ZipCar, Inc. |
| ZEV | Zero Emission Vehicle |

Introduction

FLEET MANAGEMENT OVERVIEW

Vehicles support city departments in their daily operations and in the provision of public services. The General Services Agency – Fleet Management/Central Shops Department (Fleet Management) has as its mission to provide high quality, cost-effective, and sustainable fleet management and maintenance services to the City and County of San Francisco (City). Fleet Management supports its customer departments by providing fleet services, such as asset management, maintenance and repair, vehicle leasing, the vehicle pool program, fueling services, vehicle acquisitions and dispositions, equipment specifications, and the City's alternative fuel program.

In fiscal year 2016-17 Fleet Management had 99 full-time employees and a budget of \$32.8 million, which was entirely funded by work order recoveries from other departments. Fleet Management operates five maintenance and repair facilities, which are staffed by automotive craft workers, machinists, welders, materials specialists, and others. Its main facility includes an administrative office, repair shop, and a maintenance/fabrication shop for use by all city departments.

The four other facilities are largely dedicated to the Department of Public Works (Public Works), the Parking and Enforcement Unit of the San Francisco Municipal Transportation Agency (SFMTA), Police Department, Port Commission, and the Recreation and Park Department. In the summer of 2018, Fleet Management will be moving its main location, which encompasses 6 acres, to two smaller facilities encompassing 4 acres. Fleet Management recognizes the importance of a successful move to provide continuous service to the City's fleet, especially for its provision of fleet services to city departments vehicles, especially those required for public safety.

Fleet Management is part of the General Services Agency, which is headed by the city administrator. According to the City's Administrative Code, the City Administrator's Office (City Administrator) has primary authority over all vehicles the City owns, leases, or rents. The Administrative Code also gives the City Administrator the authority to adopt rules and regulations necessary to implement the City's vehicle fleet management program, including rules covering terms, conditions, usage, training, fees for assignment of vehicles, vehicle maintenance programs, and replacement plans.¹

FLEET MANAGEMENT SYSTEMS USED

Fleet Management uses the following systems to conduct its activities:

- AssetWorks – for fleet inventory, work order billing, and maintenance scheduling
- Fuel Data Systems, Inc., (FDS) – for fuel purchase and consumption data
- Telematics – to track the location and mileage traveled of vehicles equipped with Global Positioning System (GPS) telematics; developed by USA Fleet Solutions

¹ Provided that the City Administrator shall not approve the purchase of any motor vehicle that does not comply with the City Environment Code, Section 404.

- Vehicle on Demand System (VoDS) – Automated online vehicle monitoring and booking system; provided by ZipCar, Inc.
- Financial System Project – the asset management module of the City's new financial system; administered by the Office of the Controller

OBJECTIVE

The objective of this audit was to assess whether the City effectively manages the life cycle of its fleet, specifically acquisition, utilization, maintenance, and disposal.

SCOPE AND METHODOLOGY

The audit focused on fleet management, operations, and activities at the General Services Agency's Fleet Management/Central Shops Department and two sample departments that are its customers, the Department of Public Health (Public Health) and Public Utilities Commission (SFPUC) as of June 2017. The audit also incorporated feedback from fleet managers in all departments.

The audit focused on all city-owned or leased light-duty vehicles, belonging to both general fund and enterprise departments, primarily used for passenger transport and excluded all equipment, revenue-generating vehicles, and public safety use vehicles.

To conduct the audit, the audit team:

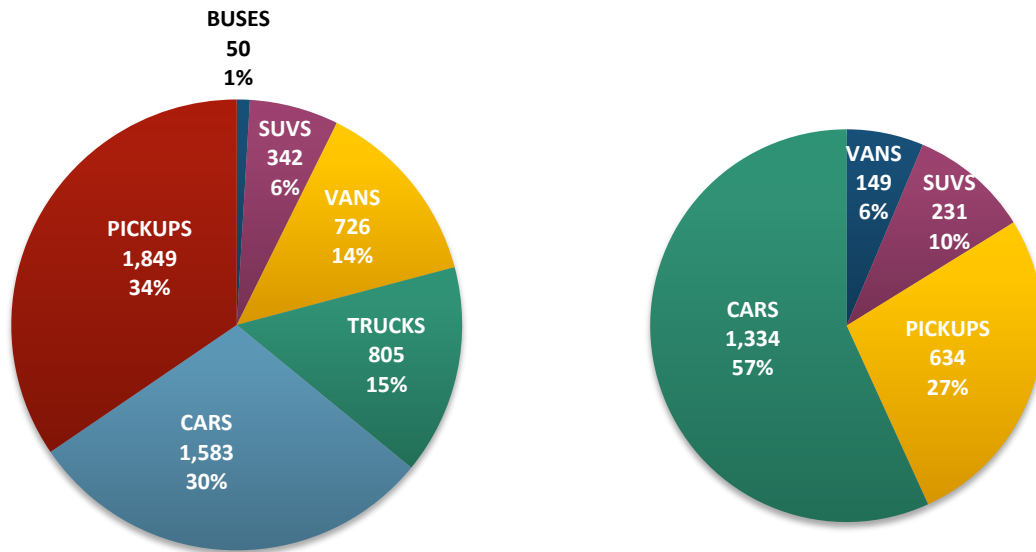
- Reviewed applicable laws, regulations, policies, and procedures regarding fleet management.
- Interviewed key Fleet Management staff regarding fleet management practices.
- Analyzed the written fleet inventory from AssetWorks and reconciled vehicle counts in AssetWorks to those based on telematics data, VoDS data, department records, and physical observations conducted by CSA.
- Analyzed data from vehicle telematics systems on vehicle utilization, fuel consumption, and idling behaviors.
- Analyzed the Zero Emission Vehicle legislation and assessed its impact on the City's fleet.
- Analyzed AssetWorks maintenance data.
- Analyzed detailed fuel transaction data from FDS and compared it to the estimated fuel consumption data in telematics.
- Developed a survey regarding fleet management practices, administered it to 47 fleet managers at 29 city departments and agencies, and analyzed the responses.

FLEET INVENTORY

As of June 1, 2017, the City's fleet inventory included 5,355 vehicles, of which, 2,348 (44 percent) were light-duty vehicles. Fleet Management defines light-duty vehicles as cars, sport-utility vehicles (SUVs), small pickup trucks (pickups), and passenger vans whose primary purpose is to carry passengers. Of the 2,348 light-duty vehicles in the City's inventory, 1,533 has telematics utilization data from January through June 2017. Exhibit 1 details the composition of the City's fleet in June 2017 by vehicle type.

Exhibit 1: Number of City Vehicles, by Department, as of June 2017

The chart on the left illustrates the vehicle types that make up the City's entire fleet of 5,355 vehicles. The chart on the right illustrates the vehicles types that make up the City's 2,348 light-duty vehicles.



Source: CSA analysis based on AssetWorks data.

Chapter 1

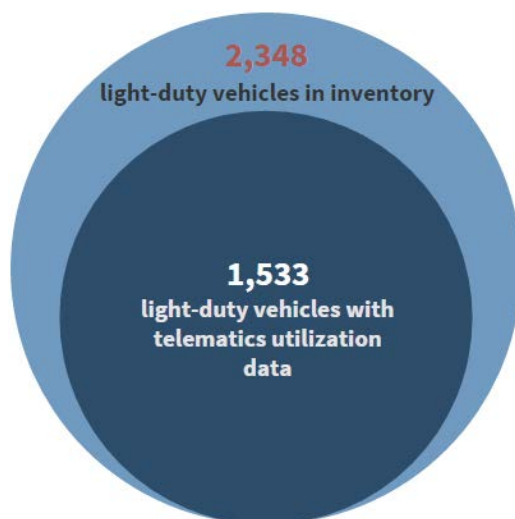
Fleet Management must be repositioned in the vehicle procurement process to carry out its mission to manage the City's fleet in a cost-effective and sustainable manner.

SUMMARY

Fleet Management has successfully implemented many strategic initiatives aimed at optimizing the City's fleet, such as installing telematics and implementing a centrally managed vehicle pool and electronic reservation system. However, changes to the vehicle procurement process in advance of the budget cycle can ensure that this information is available to policymakers in efforts to optimize the fleet and minimize costs and, thus, further Fleet Management's impact on the effective and strategic deployment of city vehicles. The City also still lacks formal policies and procedures surrounding vehicle utilization, fuel economy, idling, and disposal that would guide departments in purchasing decisions and regulating vehicle use. Consequently, the City may own more light-duty vehicles than it needs.

The City could own fewer passenger cars and trucks and instead use much more affordable transportation alternatives, including public transit and bicycles, for the relatively few trips for which it uses its 157 consistently underused light-duty vehicles. Exhibit 2 summarizes the number of light-duty vehicles in the City's inventory and the number that had telematics installed on June 1, 2017.

Exhibit 2: Number of Light-Duty Vehicles in the City's Inventory With Telematics Utilization Data



Note: Vehicles that are exempt from the installation of telematics include vehicles used by the Police, the Sheriff, Adult Probation and Juvenile Probation for law enforcement, and the City and District Attorneys for investigations.

Source: CSA analysis based on AssetWorks data provided by Fleet Management and telematics data retrieved from USA Fleet Solutions.

Utilization

Telematics was successfully installed in 100 percent of applicable city vehicles by January 1, 2017. Although Fleet Management analyzes utilization and maintenance costs across departments, its position in the vehicle procurement process prevents it from using this information to help reduce the City's fleet size and optimize its utilization, which the San Francisco Environment Code requires it to do. Consequently, not only has the City's fleet size continued to increase, the City also spent \$229,100 maintaining 232 old, high-mileage, and underused vehicles in fiscal year 2016-17. Partly due to its work on these vehicles, Fleet Management cannot meet its performance measure of completing maintenance work in a timely manner. Further, departments often do not bring in their vehicles for preventive maintenance

when they should, despite Fleet Management reminding them monthly.

Although formal citywide policies on underuse of light-duty vehicles have not been established, Fleet Management has developed informal guidelines to identify potentially underused vehicles and analyze usage on a citywide level. The audit found that 429 (28 percent) of 1,533 light-duty vehicles met the informal underutilization criteria at least once during January through June 2017, and more than half of these vehicles were at least ten years old or had traveled at least 100,000 miles. By moving Fleet Management's role to an earlier stage in the procurement process, it and its stakeholders would be able to use this analysis and similar future analyses to recommend to departments which vehicles are candidates to be disposed of, added to a citywide pool, or transferred to another department that has too few vehicles to meet its needs.

Fueling, Idling, and Disposal

Fleet Management could yield additional savings (or receive additional revenue), improve its services, and further the City's environmental goals by changing some processes. First, Fleet Management assigns fuel keys to individual vehicles but not to pieces of equipment, resulting in inaccurately high per-vehicle fuel data. Also, light-duty vehicles that idled for more than five minutes at a time wasted more than 15,000 gallons of fuel, or over \$38,000 during January through June 2017. Finally, Fleet Management is responsible for overseeing the vehicle disposal process, which was transferred from the City's Office of Contract Administration (OCA), but OCA continues to receive a portion of the proceeds from the disposal of certain vehicles. Under the oversight of Fleet Management, 684 vehicles were disposed of in fiscal years 2009-10 through 2016-17, but OCA received \$501,578 of the sale proceeds.

Finding 1.1: Fleet Management has successfully implemented many strategic initiatives aimed at optimizing the City's fleet.

Fleet Management's notable achievements have enabled the City to collect important fleet data.

Fleet Management has made significant improvements that have modernized and standardized business processes, many of which were in response to citywide initiatives or a 2009 best practices assessment.² Exhibit 3 summarizes some of these accomplishments.

² Conducted by Mercury Associates, Inc., *Final Report on Fleet Management Best Practices Assessment for the General Services Agency*, February 2009.

Exhibit 3: Significant Improvements Have Been Made to Fleet Management Business Processes and Operations

Source: Mayor's Executive Directive 16-03: Vision Zero

| Requirement | Accomplishment | Benefits |
|---|---|---|
| Direct the installation of telematic vehicle tracking systems in all motor vehicles the City owns or leases, as appropriate, no later than January 1, 2017. ^{1,2} | As of January 1, 2017, 3,981 vehicles (100 percent of applicable vehicles) had telematics installed. ² | Using telematics, departments can monitor vehicle status and obtain historical data for analysis. Fleet Management can use telematics to assess how the City's fleet is used. |
| Require all employees who drive city-owned or leased vehicles to complete the online, interactive safety training administered by the City Administrator's Office as soon as practicable. | Fleet Management has developed the defensive driving training and is working with the Office of the Controller to roll it out citywide in the Employee Learning Portal of the City's new system starting March 1, 2018. | Providing a defensive driving training program improves driver safety and reduces potential driving incidents. |

Source: Best Practices Assessment (2009)

| | | |
|--|--|--|
| Implement a citywide fleet management information system. | AssetWorks was implemented in 2010. | An updated management information system provides enhanced reporting and monitoring capabilities. Also, the system provides more accurate and usable information in a more user-friendly environment. |
| Develop an updated and expanded fleet policy manual. | Citywide Vehicle Use Policy became effective in October 2014. | Having a city policy on vehicle use helps ensure consistency in practices among departments. Departments may refer to the Vehicle Use Policy to develop their own policies and procedures. |
| Develop a comprehensive, documented operating cost charge-back rate model. | A charge-back rate model was implemented in 2014. | Accurate charge-back rates allow Fleet Management to recover the full cost of providing its services to other departments, which helps prevent it (and the general fund) from incurring material revenue losses. |
| Create a centrally managed pool program for the City that provides an on-line reservations system with unique employee ID numbers to indicate the organization that will be charged for the use. | As of August 2017, five departments have implemented VoDS for 91 vehicles. | Departments using VoDS report that it made reserving vehicles more efficient. The VoDS system allows fleet managers to monitor vehicle usage. |

Notes:

¹ This Vision Zero requirement is in the Administrative Code, Section 4.10-2.

² This applies to all city vehicles except those used for law enforcement and investigations purposes. This exemption applied to 1,817 vehicles in the City's fleet on January 1, 2017.

Sources:

Mayor's Executive Directive 16-03, Achieving Vision Zero: Bicycle & Pedestrian Safety. Also adopted in the Administrative Code, Section 4.10-2. Telematic Vehicle Tracking Systems, effective July 24, 2016.

Mercury Associates, Inc., *Final Report on Fleet Management Best Practices Assessment for the General Services Agency*, February 2009.

Improvements ushered in by Fleet Management are reflected in the reconciliation of fleet inventories and in responses from a citywide fleet manager survey.







Vehicle inventory records for the General Services Agency, SFPUC, and Public Health reconcile to both AssetWorks and telematics data. Also, the audit team's physical observation of 72 city vehicles in use throughout the City determined that those vehicles were properly included in both AssetWorks and telematics records.

The initiatives successfully implemented by Fleet Management are also reflected in responses from the citywide fleet manager survey conducted for this audit. The survey, developed by CSA, was sent to 47 fleet managers³ at 29 city agencies. The survey's 30 questions addressed policies and procedures, staffing, inventory, telematics, acquisition, utilization, reservations, maintenance, and working with Fleet Management.



The survey responses were generally positive. Exhibit 4 highlights some of the survey responses by topic. The full list of questions and aggregated responses are in Appendix A.

Exhibit 4: Highlights of Results From the Citywide Fleet Manager Survey

Survey responses highlight several positive areas of Fleet Management's performance.

| Survey Topic | | Highlights of Responses* |
|-------------------------|---|--|
| Policies and Procedures |  | 70 percent report that their department or division had fleet management policies and procedures. |
| Inventory |  | 83 percent report that their department maintains an inventory list of fleet vehicles. |
| Telematics |  | 64 percent believe that telematics reports may assist them in managing their operations, such as reports regarding vehicle location, mileage, driving safety (e.g., speed, incidents), and utilization. |
| Acquisition |  | 91 percent report that they do not make vehicle acquisition or disposal decisions without first consulting Fleet Management. |
| Utilization |  | 62 percent indicate that the department would benefit from having access to a pool of general-use vehicles. |
| Reservations |  | 60 percent who have vehicles in the VoDS program report that it has improved their vehicle reservation process. 100 percent of departments that have vehicles in the VoDS program indicate that they are likely or somewhat likely to recommend VoDS to other departments. 57 percent who do not use VoDS indicate that they are interested in using it in the future. |

³ The survey resulted in a 100 percent response from all 47 fleet managers.

| Survey Topic | Highlights of Responses* |
|--|---|
| Maintenance  | 74 percent report satisfaction with their overall experience receiving maintenance from Fleet Management. 83 percent report satisfaction with the quality of maintenance work by Fleet Management. |
| Working With GSA  | 64 percent report satisfaction with the overall support and services provided by of Fleet Management. 55 percent report satisfaction with the vehicle purchasing process 72 percent report satisfaction with the in-servicing process. 89 percent report satisfaction with Fleet Management's communication. |

Note: *Percentages are of respondents (fleet managers), not departments, unless indicated otherwise.
Source: Department responses to CSA's August 2017 citywide fleet manager survey.

Finding 1.2: Fleet Management cannot effectively manage the size of the City's fleet because it is not positioned in the vehicle procurement process to create and enforce policies aimed at controlling fleet costs through right-sizing.

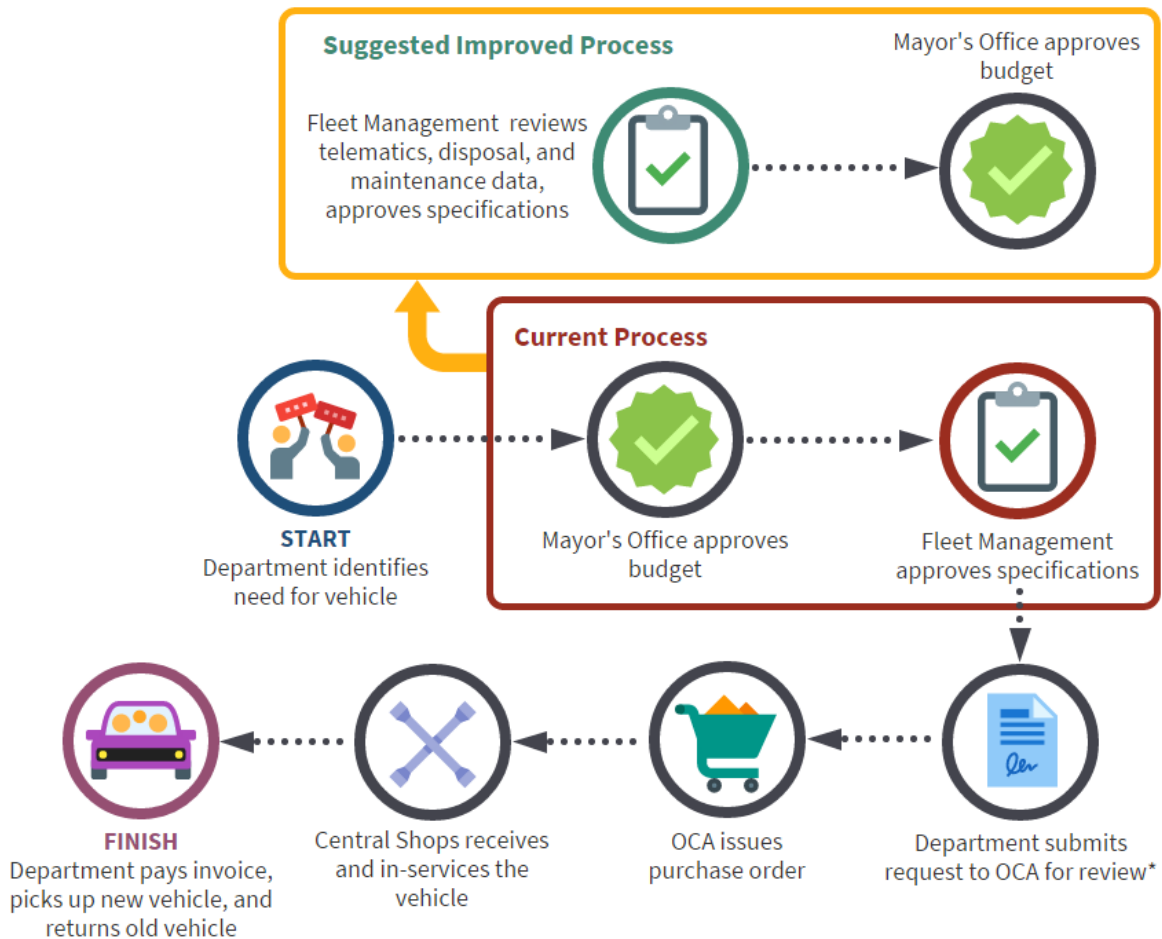
Fleet Management has been directed to minimize the size and utilization of the City's light-duty fleet but has not been empowered to do so. The San Francisco Environment Code⁴ mandates Fleet Management, which is part of the General Services Agency and headed by the city administrator, to minimize the size and utilization of the City's light-duty vehicle fleet. Fleet Management's internal performance measure is to control citywide vehicle costs by reducing the number of vehicles assigned to departments. The City's Healthy Air and Clean Transportation Ordinance (HACTO) also required departments to reduce their fleet size by 5 percent annually, for a total reduction of 20 percent from November 18, 2010, to July 1, 2015.

Although Fleet Management analyzes utilization and maintenance costs across departments, its position in the vehicle procurement process prevents it from using this information to help reduce the City's fleet size and overall vehicle utilization. Fleet Management's role in the City's vehicle procurement process is to review and approve vehicle specifications, including promoting the purchase of alternative-fuel vehicles from the vehicle selector list developed in consultation with the Department of the Environment. However, its review happens after the Mayor's Office of Public Policy and Finance approves the purchase request as part of the department's budget. This limits Fleet Management's ability to review fleet requisitions in the larger context of citywide fleet optimization and right-sizing.

Exhibit 5 summarizes the City's vehicle acquisition process.

⁴ San Francisco Environment Code Section 403(b)(1).

Exhibit 5: Fleet Management Cannot Review Vehicle Purchase Requests Before Department Vehicle Acquisition Budgets Are Approved



Note: Information applies only to vehicles purchased under a term contract.

Source: CSA analysis based on interviews of staff of Fleet Management and the Mayor's Office of Public Policy and Finance.

In its study of leading practices for federal vehicle fleets, the U.S. Government Accountability Office explains that a key goal of the fleet optimization process is to determine what fleet size and composition would best meet an organization's mission while also adhering to requirements for alternative fuel and fuel-efficient vehicles.⁵ The Environment Code also addresses the importance of optimizing fleet management through right-size analysis to minimize the size and utilization of the City's fleet.⁶

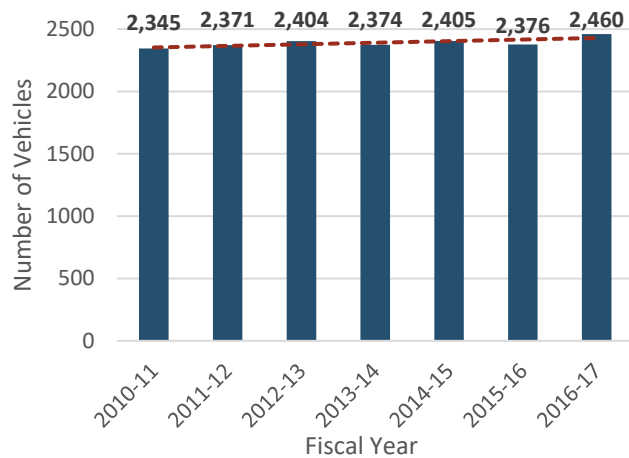
⁵ U.S. Government Accountability Office, *Federal Vehicle Fleets: Adopting Leading Practices Could Improve Management*, July 2013.

⁶ San Francisco Environment Code, Section 403(b)(1).

Due to Fleet Management's placement and limited role in the City's vehicle procurement process, the number of light-duty vehicles in the City's fleet has increased over the years. In fact, the number of light-duty city vehicles increased by 5 percent during the seven years from July 1, 2010, to June 1, 2017. Exhibit 6 shows the yearly change in light-duty vehicles during this period.

Also, vehicles with high maintenance costs may remain in the City's fleet rather than being disposed or replaced with a vehicle from another department that has a vehicle available for use. For instance, the City purchased 117 new light-duty vehicles during January through May 2017 although 317 light-duty city vehicles were considered underused during this period according to Fleet Management's criteria discussed later in the finding. As of June 1, 2017, 434 light-duty vehicles had lifetime maintenance costs that exceeded their purchase price, totaling almost \$5.9 million.

Exhibit 6: Number of Light-Duty Vehicles in the City's Fleet in Fiscal Years 2010-11 Through 2016-17



Note: Excludes vehicles purchased after June 1, 2017.

Source: CSA analysis based on AssetWorks data provided by Fleet Management.

Involving Fleet Management earlier in the vehicle procurement process will allow it to review data for an existing vehicle's utilization, age, mileage, and maintenance costs to determine whether the City should dispose of a vehicle, purchase a replacement, or instead pursue other suitable alternatives, if they exist. Fleet Management will also be able to perform ongoing monitoring of the City's fleet to eliminate or reallocate vehicles as needed. The Mayor's Office of Public Policy and Finance has acknowledged that Fleet Management should be involved sooner in the vehicle procurement process, and both entities are working together to make this change effective by the next city budget cycle.

More than one-quarter of the City's light-duty vehicles may be underused.

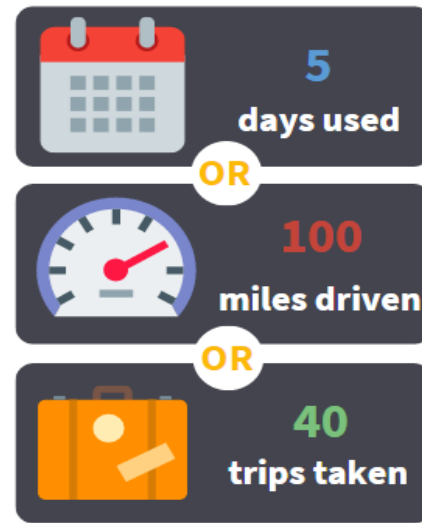
No formal citywide policies on vehicle underutilization exist. Even so, Fleet Management has developed informal guidelines to identify potentially underused vehicles and analyzes usage and fuel economy on a citywide level. However, this information is not communicated to departments, and Fleet Management cannot use this information to inform departments' vehicle purchase requests.

Most fleet managers do not use telematics data to monitor vehicle use and optimization. Telematics data, which includes vehicle use data, is critical to enabling the effective management of a vehicle fleet, yet, according to the audit's citywide survey, 36 percent of responding fleet managers only review the data on an ad hoc basis and 43 percent never review such data.

Fleet Management's three criteria for assessing vehicle underuse are illustrated in Exhibit 7. According to these guidelines, if a vehicle does not exceed any of three criteria in any month for three consecutive months it is considered underused. Although it may be unrealistic to expect every department to fully use all of its vehicles every month, Fleet Management can apply these criteria to evaluate how well city departments use their vehicles to support their operations and to identify opportunities to reassign, replace, or eliminate vehicles.

At least 157 vehicles are consistently underused. Based on telematics data from January through June 2017, more than one-quarter (429, or 28 percent) of the 1,533 light-duty vehicles met the informal underutilization criteria at least once during the six-month period. Of these 429 light-duty vehicles, 157 (10 percent of 1,533) were underused in each of the six months.

Exhibit 7: Fleet Management's Informal Underutilization Criteria

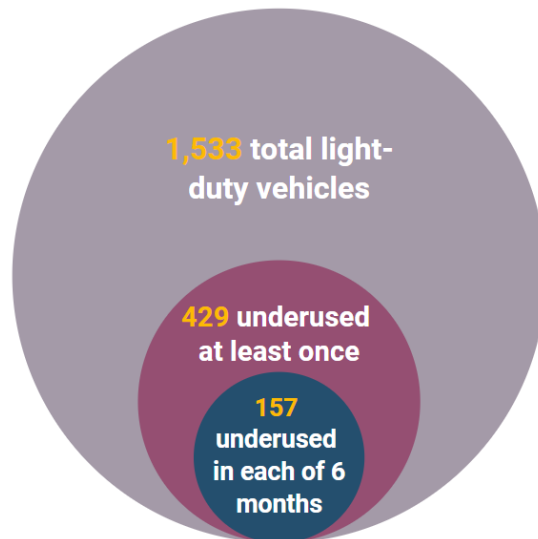


Note: Vehicles may meet any of these three criteria in each month of three consecutive months.

Source: CSA analysis based on interviews of Fleet Management staff.

Exhibit 8 illustrates the number of the City's light-duty vehicles that may have been underused in January through June 2017.

Exhibit 8: Light-Duty Vehicles That Met Fleet Management's Informal Underutilization Criteria During January Through June 2017



Note: 429 vehicles met the criteria in any three consecutive months from January through June 2017, and 157 met the criteria in all six months.

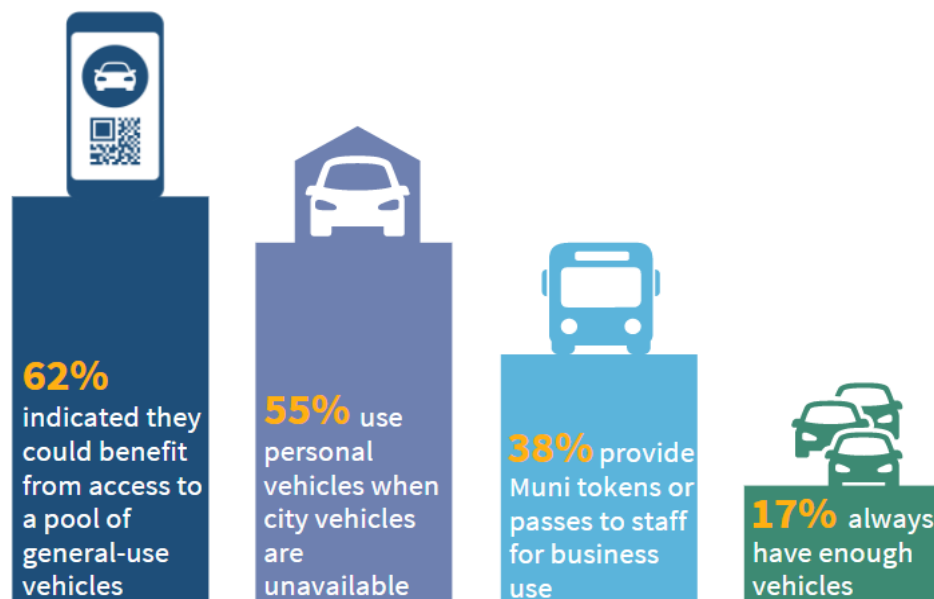
Source: CSA analysis based on AssetWorks data provided by Fleet Management as of June 1, 2017, and telematics data retrieved from USA Fleet Solutions for January 1 through June 30, 2017.

Analysis of fleet utilization is a key component of right-sizing the City's fleet to improve fleet optimization.⁷ Determining the number of vehicles needed by considering certain factors, such as mission needs and vehicle utilization, can provide a basis for downsizing fleets and reducing costs. Buying, maintaining, and, in some cases, parking vehicles that are used infrequently wastes city funds. The City may be able to own fewer passenger cars and trucks and instead use much more affordable transportation alternatives, including public transit and bicycles, for the trips taken by underused light-duty vehicles

Putting underused cars into the pool program may result in cost savings. The vehicle pool program allows city employees to reserve vehicles on-line and pick them up at a central location, all at no cost to the user departments. Reliance on the vehicle pool program is consistent with the City's goal to reduce costs by reducing its fleet size. Cost savings could be realized by moving some or all underused vehicles into the City's vehicle pool program or to other departments. This is not to suggest that these vehicles would not be required to comply with the Zero Emission Vehicle ordinance, which is discussed in Chapter 2.

Almost two-thirds (62 percent) of respondents to the citywide fleet manager survey indicate they could benefit from access to a pool of general-use vehicles, and only 17 percent indicate they always have enough vehicles to meet their needs. Exhibit 9 illustrates these responses and the frequency with which departments use personal vehicles and provide Muni tokens or passes for city business.

Exhibit 9: Only 17 Percent of Surveyed Fleet Managers Indicate Their Departments Always Have Enough Vehicles



Source: Departments' responses to CSA's August 2017 citywide fleet manager survey.

⁷ U.S. Government Accountability Office, *Federal Vehicle Fleets: Adopting Leading Practices Could Improve Management*, July 2013.

In fiscal year 2016-17 the City spent at least \$390,498 on the reimbursement of personal vehicle use. These expenses could be reduced by expanding the use of the citywide vehicle pool program or taking public transportation or other forms of transportation. The City also may be able to realize cost savings from reducing the number of underused vehicles by implementing an internally-managed citywide vehicle-leasing program.

The Environment Code states that the City Administrator may adopt rules covering vehicle usage and therefore should establish formal utilization criteria, which then should be communicated to departments. Specifically, the code states that the City Administrator will adopt and implement policies to:

Minimize the size and utilization of the City's general purpose, light-duty fleet through right-size analyses that accurately incorporates the City's Transit-First policy and associated infrastructure investments towards eliminated unnecessary vehicles and vehicle trips.⁸

Clear utilization criteria are essential to fleet optimization. Jurisdictions such as the cities of Palo Alto and New Orleans and the City and County of Denver have formal processes for reviewing vehicle utilization from an agency-wide fleet perspective. San Francisco has thousands of vehicles, some of which are used for specific functions, so validating that these assets are used sufficiently and appropriately is important to ensure that money is not wasted maintaining or replacing underused vehicles. In the absence of such rules or policies, departments may be unlikely to do their part to reduce the size of the City's fleet.

The City spent \$229,100 in fiscal year 2016-17 maintaining 232 old, high-mileage and underused vehicles and does not have an adequate process for deciding when or if to dispose of a vehicle.

Although some departments may have their own disposal policies, Fleet Management does not have formal vehicle disposal policies for the City's fleet or in the larger context of citywide fleet optimization and right-sizing. Thus, vehicles may be operating past their useful life and, in turn, may have maintenance costs that far exceed their purchase price. On June 1, 2017, 434 of the City's light-duty vehicles⁹ had maintenance costs that exceeded their purchase price, totaling nearly \$5.9 million. For these vehicles, the ongoing cost of continued maintenance may outweigh the cost of replacement with a new model.

Fleet Management informally tracks certain metrics for vehicle disposal, including age, but does not communicate its recommendations for disposal to city departments. Moreover, it does not have established criteria for vehicle disposal and does not have guidance on what departments should do when a vehicle meets the criteria for disposal or replacement.

According to the Environment Code, departments shall make their best efforts to replace vehicles in order of age, such that the oldest light-duty vehicles in a department's fleet are replaced when the department purchases replacement light-duty vehicles, unless compelling reasons such as wear and

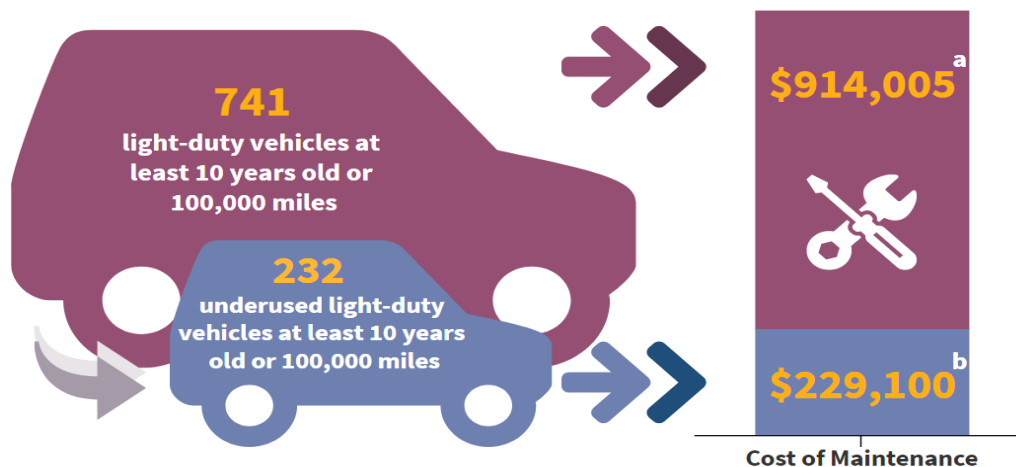
⁸ San Francisco Environment Code, Section 403(b)1.

⁹ Vehicles reviewed for life-cycle costs include vehicles that were turned in through June 1, 2017.

tear, mileage, and safety concerns warrant a deviation from strict compliance with the policy to replace the oldest vehicles first.¹⁰

Using an industry standard of ten years or 100,000 miles,¹¹ CSA found that 741 light-duty vehicles (48 percent of the City's light-duty fleet) met this standard in fiscal year 2016-17. Of these 741 vehicles, nearly one-third (232, or 31 percent) met Fleet Management's informal underutilization criteria at least once during January through June 2017. This may indicate that some vehicles may be underused due to their age and physical condition. Also, based on disposal data from July 2008 through June 2017, the average disposal age of the City's light-duty passenger vehicles was 13 years, or 3 years beyond the industry standard. Exhibit 10 illustrates the maintenance costs the City incurred to maintain its old, high-mileage vehicles in fiscal year 2016-17.

Exhibit 10: Cost of Maintaining Old, High-Mileage Vehicles in Fiscal Year 2016-17



Notes:

^a Maintenance costs of \$914,005 were incurred by 438 of 741 light-duty vehicles that were at least 10 years old or had at least 100,000 miles.

^b Maintenance costs of \$229,100 were incurred by 132 of 232 underused light-duty vehicles that were at least 10 years old or had at least 100,000 miles.

Source: CSA analysis based on AssetWorks data provided by Fleet Management and telematics data retrieved from USA Fleet Solutions for January 1 through June 30, 2017.

¹⁰ San Francisco Environment Code, Section 403(c).

¹¹ San Francisco's relatively small land area, just under 47 square miles, increases the chance that some city vehicles kept past the ten-year industry standard may not reach or even approach the 100,000-mile mark because they are not driven as many miles per year as they might be in a larger jurisdiction.

Finding 1.3: Fleet Management cannot meet its performance measure of completing two-thirds of maintenance work within three days, and departments often do not bring in their vehicles for preventive maintenance when it is due, both of which may result from the City's fleet being larger than needed.

Fleet Management has difficulty completing work orders in a timely manner, partly because it spends a significant amount of time maintaining and repairing older and high-mileage vehicles.

Fleet Management set an internal performance measure for itself to complete 67 percent of maintenance work in less than three days. However, in fiscal year 2016-17 it completed only 40 percent of work orders for light-duty vehicles in less than three days. Of the 4,669 work orders for light-duty vehicles completed in fiscal year 2016-17, 1,416 (30 percent) were for those that were at least ten years old or had at least 100,000 miles. Further, of the 2,527 work orders for light-duty vehicles completed in January through June 2017, 371 (15 percent) were for vehicles that were considered underused during the same period. Nine respondents to the citywide fleet manager survey suggested improving the speed of maintenance performed by Fleet Management, specifically, decreasing turnaround times by increasing staffing levels and hours of operation. Removing rather than replacing these underused vehicles will free up Fleet Management resources that instead can be used to maintain the City's most-needed vehicles more quickly.

Many departments often fail to bring in their vehicles when due for regular preventive maintenance, which can cause higher maintenance costs over time. Also, departments often fail to pick up their vehicles promptly, filling the facility with stored vehicles and delaying the arrival of more vehicles that need service.

Regular preventive maintenance is a requirement to ensure the safety and durability of vehicles. However, departments do not always keep up with maintenance even after being reminded by Fleet Management. Each month Fleet Management notifies departments when their vehicles are due for service based on vehicle mileage forecasts and the time that has elapsed since that vehicle's last service. However, departments often do not bring in their vehicles for service when they should, resulting in vehicles being driven beyond recommended preventive maintenance intervals. Further, according to Fleet Management, departments often do not pick up their vehicles within a reasonable time after the departments have been notified that the service is complete, which can cause the facility to have no space to accommodate the arrival of more vehicles and, thus, delays their maintenance or repair.

With Fleet Management's move from one location to two smaller facilities, it will have even less space to store vehicles whose maintenance or repair has been completed. However, Fleet Management plans to implement a new system in the new facilities that will allow departments to make reservations to bring in their vehicles, which should ease the space problem and help Fleet Management better track its maintenance completion time. Although it tracks completion time (measured from when work requested by a maintenance work order starts), Fleet Management does not track the time from when departments drop off vehicles to when the work is completed. Consequently, Fleet Management cannot accurately report results for its performance measure on work order completion time.

Departments that delayed bringing vehicles in for maintenance cited reasons including the length of time Fleet Management takes to complete maintenance, maintenance cost, time-consuming process of picking up and dropping off vehicles, and high demand for existing vehicles. Only 38 percent of citywide fleet manager survey respondents stated that they always kept up with regularly-scheduled preventive maintenance. Based on overdue preventive maintenance reports for two departments¹² in June 2017, 758 light-duty vehicles were overdue for 935 preventive services and were an *average* of 1,140 days (3.1 years) late for service.

On average, preventive maintenance and scheduled services cost **25 percent more** for older vehicles, while repairs cost **38 percent more**.

Delaying regularly scheduled vehicle maintenance can be costly and lead to unneeded repairs. According to automobile industry literature, delaying an oil change can eventually lead to engine failure, which could lead to repairs costing \$4,000 to \$5,000 per vehicle, and delaying brake maintenance could lead to repair costs of \$300 to \$1,200 per vehicle. Delaying maintenance can also exacerbate existing maintenance issues, causing eventual repairs to become more costly and time-consuming than if the vehicle had been repaired on schedule.

Cities such as San Jose, and Palo Alto have established formal vehicle replacement guidelines based on age and the mileage or hours for each type of fleet unit. The policies also require vehicles scheduled for replacement to be reviewed and analyzed for condition, cost, usage, safety history, and operating performance.

Finding 1.4: Fleet Management could realize additional savings, improve its services, and further the City's environmental goals by changing some of its processes.

Fuel consumption by city vehicles has decreased despite an increase in fleet size.

Although the City's fleet size increased by 11 percent from fiscal year 2010-11 to 2016-17, overall fuel consumption for the City's fleet decreased by 7 percent in that period. Fuel consumption by light-duty vehicles decreased 17 percent, despite a 5 percent increase in the number of light-duty vehicles over the same period. However, the City has not increased the number of alternative fuel vehicles¹³ in its fleet. Specifically, the number of alternative fuel vehicles in the City's fleet decreased 24 percent, which was driven by the 49 percent reduction in compressed natural gas (CNG) vehicles. Meanwhile, gasoline vehicles also decreased by 11 percent from fiscal year 2010-11 to 2016-17. The increase in the size of the City's light-duty fleet is attributed mostly to the increased number of hybrid vehicles by 122 percent from fiscal year 2010-11 to 2016-17. However, due to the Zero Emission Vehicle Ordinance discussed in

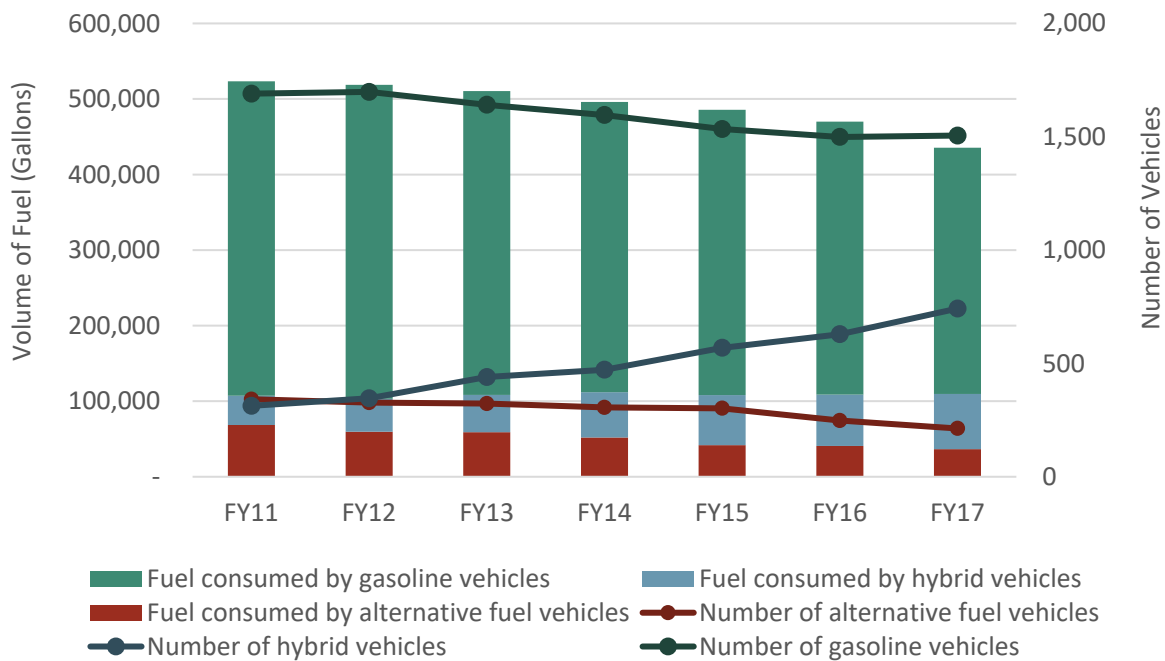
¹² Public Health and SFPUC.

¹³ Alternative fuel vehicles are defined in the Environment Code, Section 401, as any motor vehicle powered by a fuel that is less polluting than gasoline. Hybrids are not considered alternative fuel vehicles. Although hybrid vehicles were purchased as a more environmentally-friendly option than gasoline vehicles, they are no longer the most fuel-efficient vehicles on the market.

Chapter 2, the City should see an increase in the number of alternative fuel vehicles in the City's fleet, specifically electric vehicles.

Exhibit 11 summarizes fuel consumption and fleet size from fiscal year 2010-11 to 2016-17.

Exhibit 11: Fuel Consumption and Fleet Size of Light-Duty Vehicles for Fiscal Years 2010-11 Through 2016-17



Notes:

- Alternative fuel vehicles include CNG, plug-in hybrid, and electric vehicles.
- This chart excludes 2,769 gallons of fuel purchased in fiscal year 2016-17 by 6 light-duty vehicles at Laguna Honda Hospital's fuel station and 96,239 gallons of fuel purchased in fiscal year 2016-17 by 484 vehicles at San Francisco International Airport's fuel station.

Source: CSA analysis based on fuel and inventory data from AssetWorks.

Although city vehicles are consuming less fuel than in the past, one way to further reduce fuel consumption is to limit idling, as discussed next in this finding.

Light-duty vehicles that idled for more than five minutes at a time wasted more than 15,000 gallons of fuel worth over \$38,000 during January through June 2017.

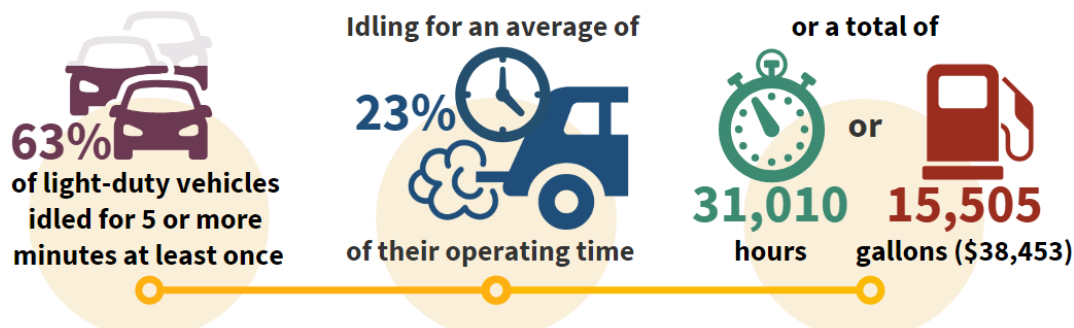
Other than a statement included in Fleet Management's Citywide Vehicle Use Policy stating that vehicles should not idle for more than five minutes at a time, formal citywide policies for monitoring and enforcing anti-idling compliance have not been developed. Idling occurs when a vehicle's engine is running but the vehicle is not moving, most commonly done when drivers are waiting to pick up passengers or to power accessories.

The Environment Code, Section 403(b) states that the City Administrator will adopt and implement policies to use telematics to minimize environmentally harmful practices such as excessive vehicle idling.

Anti-idling policies limit the amount of time certain vehicles can idle their engines. Idling vehicles also wastes fuel and increases wear and tear on the vehicle.

CSA found that from January through June 2017, 63 percent of light-duty vehicles idled for five or more minutes at least once. Exhibit 12 shows the total hours light-duty vehicles spent idling for five or more minutes at least once during the period and the associated cost and volume of fuel wasted.

Exhibit 12: Cost and Volume of Fuel Wasted by Light-Duty Vehicles That Idled



Source: CSA analysis based on telematics data retrieved from USA Fleet Solutions for January 1 through June 30, 2017.

Although Fleet Management analyzes telematics data for excessive idling citywide, occurrences of excessive idling are not communicated back to departments or to vehicle users.

Other jurisdictions such as the City of New York and the City and County of Denver have established formal anti-idling policies in their municipal codes that include language for enforcing compliance or penalizing noncompliance. For example, the City and County of Denver's municipal code includes a fine of up to \$150 for a driver's first offense and up to \$999 for subsequent offenses. Anti-idling campaigns can be also used to promote better driving habits of fleet users across the City. The U.S. Department of Energy provides a toolkit that organizations can use to help engage and educate drivers about idling.

Fuel key assignment weaknesses result in inaccurate fuel data.

Although many different types of city assets such as vehicles or equipment require fuel, according to Fleet Management, fuel keys are only assigned to vehicles. Consequently, a fuel key assigned to a vehicle may also be used to fuel a piece of equipment. For example, a city employee might drive a pickup truck to a fuel station for fueling, and subsequently obtain fuel for a lawn mower or generator they brought in the back of the truck. Thus, conclusions drawn from fuel data may not accurately reflect fuel consumption by vehicles because a portion of that fuel may have been put in equipment. For example, CSA compared fuel transaction data against telematics to examine how much fuel was consumed by a vehicle versus the amount of fuel that was obtained using the fuel key for that vehicle. The audit found that 83 vehicles consumed less than half of the fuel that was purchased with an associated fuel key over a six-month period. Some of these exceptions may be explained by vehicle fuel keys being used to purchase fuel for various items of equipment. Without accurate information to tie fuel obtained to specific vehicles, as opposed to equipment, this data cannot be used for any conclusive analyses of fuel use, such as potential misappropriation of fuel. Thus, without consistent and accurate fuel data, decision-makers from cannot realize potential efficiency gains and ensure progress towards the City's environmental goals.

The Office of Contract Administration continues to receive a portion of the proceeds from the sale of certain vehicles, although it is no longer involved in the disposal process.

OCA continues to receive 49 percent of net sale proceeds from the disposal of certain departments' vehicles, although the responsibility to oversee the process was transferred to Fleet Management in August 2008, according to Fleet Management. In fiscal years 2008-09 through 2016-17, OCA received \$501,723 in sale proceeds for 686 vehicles disposed of under the oversight of Fleet Management.

As part of the City's vehicle disposal process, vehicles turned into Fleet Management are stripped of city seals and license plates before they are sent to be auctioned off. Proceeds from the sale of vehicles belonging to general fund departments are deposited in the general fund. Proceeds from the sale of vehicles belonging to other select departments (including some enterprise departments) are deposited in the respective department's fund. However, OCA continues to receive 49 percent of those proceeds although Fleet Management now administers this process.

According to OCA, no written policy exists regarding the vehicle auction process or distribution of auction proceeds. Regardless of the origin of the revenue-sharing practice, it should no longer apply to the present arrangement because OCA is no longer involved in the City's disposal process, which Fleet Management now manages in its entirety. If the net auction proceeds were directed to Fleet Management instead of OCA, it could help Fleet Management implement expanded use of the citywide vehicle pool program.

RECOMMENDATIONS

The General Services Agency – Fleet Management/Central Shops Department should:

1. Work with the Mayor's Office of Public Policy and Finance to position Fleet Management's review and recommendations of vehicle purchases before the Mayor's Office of Public Policy and Finance approves departmental budgets.
2. Develop formal criteria and policies on vehicle disposal and using telematics to monitor utilization, fuel economy, and idling and communicate them to departments.
3. Once its point of involvement is moved up in the vehicle procurement process, review disposal and utilization data to inform decisions on whether to approve vehicle purchases.
4. Consider disposing of the 232 underused vehicles that are at least ten years old or have traveled at least 100,000 miles.
5. Track the duration from when departments drop off to when they pick up vehicles for maintenance work and require departments to pick up vehicles promptly after service is completed.

6. Work with the Office of Contract Administration to consider reallocating net sales proceeds from auctioned vehicles used by select departments to the General Services Agency's Fleet Management division.
7. Assign individual fuel keys to all inventory items that require fuel, not just to vehicles, to enable improved monitoring of fuel consumption by fleet vehicles.

Chapter 2

To maximize the benefits of the Zero Emission Vehicle ordinance, the City must first clarify the statute, right-size its fleet, and identify where city vehicles are parked.

SUMMARY

The City's Zero Emission Vehicle (ZEV) ordinance,¹⁴ authored by Supervisor Katy Tang and signed into law in June 2017, requires that all of the City's light-duty passenger vehicles¹⁵ be ZEVs¹⁶ by December 31, 2022. The intent of the ordinance is to advance the City's commitment to reducing greenhouse gas emissions from light-duty passenger vehicles while improving electric vehicle charging infrastructure at municipal facilities. Before implementing this ordinance, the City must first clarify ordinance language, develop policies and procedures, right-size its fleet, determine the order in which vehicles are replaced, and identify parking locations for all city vehicles. Without doing so, the City could spend \$20 to \$24 million to replace all 846 light-duty passenger vehicles,¹⁷ including vehicles that may be retired prematurely or that are underused, and an additional \$5 to \$14 million to install electric charging infrastructure to support them.

Policies and procedures to support deployment of the ZEV ordinance have not yet been developed. Although the ordinance allows the City Administrator to waive the ZEV requirements based on any of six stated criteria, certain key aspects of the waiver requirements have not been clearly defined. The waiver process also relies on knowing whether vehicles are parked on city-owned or leased properties, but this information is not centralized or readily available. Exhibit 13 summarizes the cost estimates for replacing light-duty passenger vehicles under the ZEV legislation as described in this Chapter.

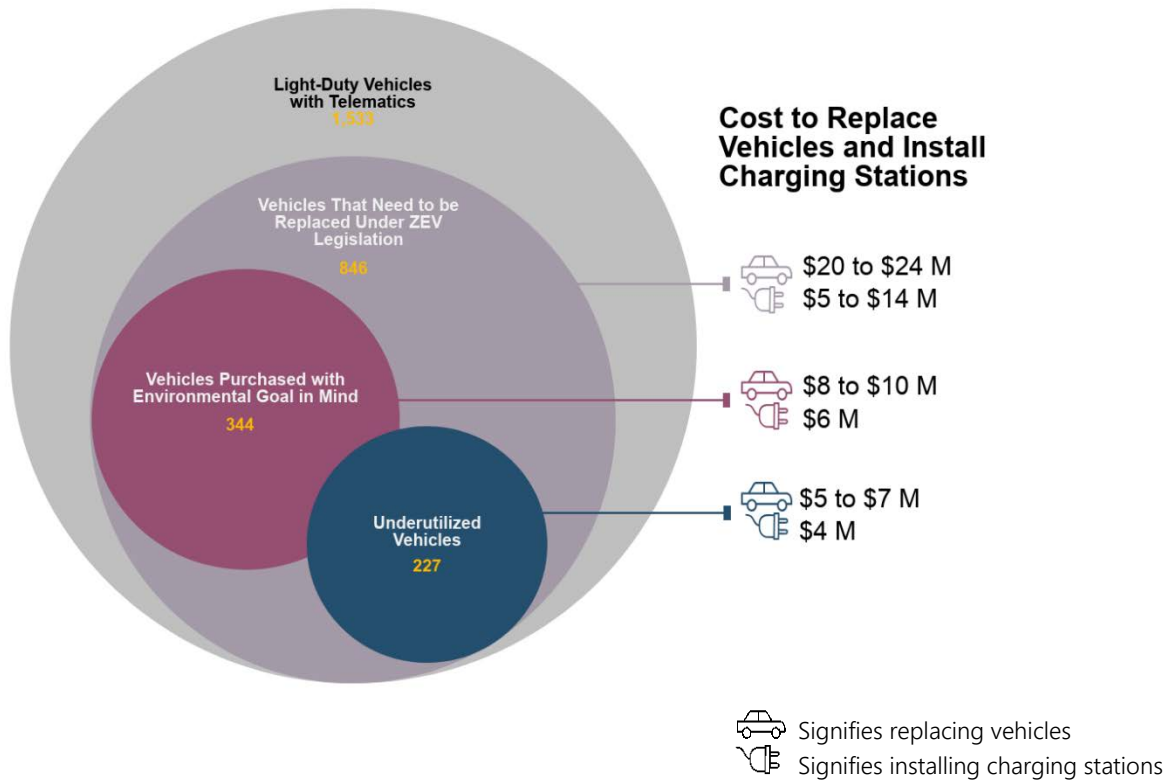
¹⁴ Ordinance File 170210, effective July 2, 2017, amended San Francisco Administrative Code, Section 4.10-1, and Environment Code, sections 401, 403, and 404.

¹⁵ Light-duty passenger vehicles include all sedans, coupes, and station wagons used primarily to carry passengers and having no more than five seats in addition to the driver's seat.

¹⁶ ZEVs are vehicles that do not produce emissions through their on-board source of power, also referred to as electric vehicles.

¹⁷ Excluding 35 electric vehicles in the City's light-duty passenger fleet as of June 1, 2017, that already meet the ZEV ordinance requirements.

Exhibit 13: Cost Estimates to Replace Light-Duty Passenger Vehicles and Install Electric Charging Stations



Notes:

- Of the 1,533 light-duty vehicles with Telematics installed, 846 are light-duty passenger vehicles that meet the ZEV ordinance criteria. These costs only include purchasing costs for vehicles and installation costs for charging stations. Vehicle costs do not account for available incentives or operating and maintenance costs.
- The 344 vehicles purchased with an environmental goal in mind are not yet five years old, and will not meet the industry standard for replacement of ten years and 100,000 miles by the replacement deadline.

Source: CSA analysis based on base prices from alternative fuel vehicle term contracts.

Finding 2.1: Key terms must be defined and policies must be developed to enable departments to comply with the City's Zero Emission Vehicle ordinance.

The ZEV ordinance allows the City Administrator to grant waivers based on six distinct criteria, but it fails to define certain key aspects of the waiver requirements. Specifically, the terms "primarily," "most common," and "regular" are not clearly defined. Exhibit 14 summarizes the six kinds of waivers that departments may request and notes the terms that have not been clearly defined in bold.

Exhibit 14: Zero Emission Vehicles Ordinance Waiver Requirements

Waiver 1



No approved vehicle meets safety standards and other requirements for intended use.

Waiver 2



Travel is used **primarily** outside San Francisco in locations that lack required fueling or other infrastructure.

Waiver 3



Most common intended use will require **regular** travel distances of more than 100 miles without being able to use a charging station.

Waiver 4



For light-duty passenger vehicles regularly stationed on city-owned property, each of the following conditions must be met:

- Operational challenges, such as lack of charging infrastructure.
 - A plug-in hybrid vehicle will be purchased instead of a ZEV.
 - At least 75 percent of light-duty passenger vehicles that are regularly stationed (when not in use) on city-owned property are ZEV.
-

Waiver 5



For light-duty passenger vehicles regularly stationed on leased property, each of the following conditions must be met:

- Operational challenges, such as lack of charging infrastructure.
 - A plug-in hybrid vehicle will be purchased instead of a ZEV.
-

Waiver 6



Adequate funds have not been appropriated in the department's budget to purchase a ZEV.

Source: CSA analysis based on San Francisco Environment Code, Section 404.

Without defining certain terms used in the law's description of waivers, departments may find it difficult to implement and comply with the waiver requirements, and waiver requests may be approved or denied based on an inconsistent set of criteria, which may minimize the environmental benefits intended by the legislation.

The ordinance also directs the City Administrator to develop policies by July 1, 2017, to require that departments with vehicles parked on land leased by the City acquire vehicles from other city departments, but according to the Office of the City Administrator these policies have not yet been developed.

Finding 2.2: The City must right-size its fleet to avoid spending more than \$9 million to replace 227 underutilized vehicles.

As of June 2017, 846 light-duty passenger vehicles¹⁸ will need to be replaced by 2022 to comply with the ZEV ordinance, excluding 35 electric vehicles that already meet the ordinance requirements. During January 1 through June 30, 2017, 227¹⁹ light-duty passenger vehicles met at least one of Fleet Management's three, informal underutilization criteria²⁰ in each of three consecutive months in a six-month period, and 78 met one of the three criteria in all six months.

The City has an ambitious goal to reduce greenhouse gases by 40 percent levels by 2025 and 80 percent by 2050 compared to 1990 levels. The ZEV ordinance should lead to a significant reduction of greenhouse gases emitted by the City's fleet. According to the Department of Environment, the transition to electric vehicles will reduce the greenhouse gas emissions of the City's light-duty fleet by 80 percent and eliminate the light-duty fleet's local air pollution by 100 percent.²¹ To meet this goal, the City should first identify unneeded vehicles in the City's fleet and use this information in making purchasing decisions required by the ZEV Ordinance. Right-sizing by removing underused vehicles and then replacing remaining vehicles with ZEVs may not reduce the number of miles driven by the City's fleet but will ensure that fewer vehicles are taking trips, which will produce less emissions. Although driving mileage may not change, the type of vehicle driven will.

Further, if the City elected to remove and not to replace these 227 underused vehicles, it could save \$9 to \$10 million in vehicle acquisition and related electric charging infrastructure costs. The City could also save on maintenance costs if it disposed of its underused vehicles. In fiscal year 2016-17 the City spent more than \$200,000 on maintenance costs for the 227 underused vehicles we identified. However, the 227 underused vehicles may not be the 227 vehicles that should be disposed of. Rather, as discussed in Finding 1.2, factors such as age, mileage, and maintenance cost should be considered when deciding which vehicles to dispose of.

Finding 2.3: The City must prematurely replace up to 408 vehicles, although most were purchased with an environmental goal in mind.

Industry standards recommend replacing vehicles at ten years of age or 100,000 miles. Given the ordinance's replacement deadline of December 31, 2022, 408 light-duty passenger vehicles that were less than five years old as of June 2017 will have to be replaced, at a cost of up to \$12 million, before they are ten years old. Further, of these 408 vehicles 344 (84 percent) are hybrid or plug-in hybrid and may have been purchased with an environmental goal in mind.²²

¹⁸ The Zero Emission Vehicle Ordinance excludes any light-duty passenger vehicles used by public safety departments, specifically the Police, the Sheriff, the Fire Department, Office of the Chief Medical Examiner, and Animal Care and Control. As of June 2017 this applied to 846 vehicles, excluding 35 electric vehicles.

¹⁹ The 227 vehicles are not a distinct group from the 408 vehicles mentioned above.

²⁰ If a vehicle does not meet or exceed any of three criteria (introduced in Exhibit 7)—five days used, 100 miles driven, or 40 trips taken per month for three consecutive months—it is considered underutilized.

²¹ Further, the electricity used to fuel these vehicles will be renewable electricity from CleanPowerSF, lowering emissions further and increasing environmental benefits.

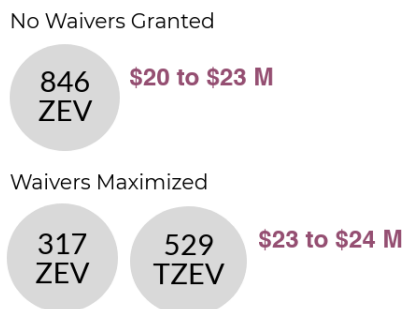
²² The environmental impacts of electric vehicles and plug-in hybrid vehicles are quite different than hybrid vehicles, as these vehicles are still powered by gasoline. Of the entire City's fleet, existing hybrid and plug-in hybrid vehicles have a

The ZEV Ordinance requires the City to make its best effort to replace the oldest vehicles first. However, other factors should be considered, such as mileage and maintenance costs. Further, more than half of the vehicles that will need to be replaced were purchased with an environmental goal in mind. Because they have lower emissions, these vehicles should be replaced only after gasoline vehicles are replaced. To maximize the environmental benefits of the ZEV ordinance, the City should first identify the vehicles in the City's fleet that need to be right-sized and then develop a policy that identifies the order in which vehicles are to be replaced.

Finding 2.4: The ZEV Ordinance mandates the City to replace 846 vehicles and install charging infrastructure that may cost up to \$24 million and \$14 million, respectively.

The City could spend \$20 to \$24 million²³ to replace all 846 light-duty passenger vehicles²⁴ and an additional \$5 to \$14 million to install electric charging infrastructure. If the City does not replace its underused vehicles, it could save \$9 to \$10 million in the cost of vehicles and installing charging infrastructure. The City's proposed budget for fiscal years 2017-18 and 2018-19 has allocated \$2 million for the purchase of battery-electric and plug-in hybrid vehicles and to install charging infrastructure at city-owned parking lots for the city fleet. According to Fleet Management, \$1 million has been allocated for the current fiscal year, \$500,000 of which would be directly for charging infrastructure and \$500,000 to assist departments in purchasing vehicles.

Exhibit 15: Cost Estimates to Replace All 846 Light-Duty Passenger Vehicles



Source: CSA analysis based on base prices from alternative fuel vehicle term contracts.

Four vehicle models available for the City to purchase under a citywide term contract meet the requirements of the ZEV ordinance, three of which are ZEV, and one of which is a Transitional Zero Emission Vehicle (TZEV) or a plug-in hybrid. The four models have base costs ranging from \$23,713 to \$29,539. Thus, if all 846 light-duty passenger vehicles must be replaced with ZEVs, the City would spend an estimated \$20 to \$23 million. However, if the City were to grant the maximum number of waivers 4 and 5, the City would have to replace 317 vehicles with ZEVs and 529 with TZEVs, so would spend an estimated \$23 to \$24 million. Exhibit 15 summarizes these costs.

The 35 electric, light-duty passenger vehicles in the City's fleet on June 1, 2017 are different makes, models, and years, with the shortest possible full-charging time among them being five hours. Based on this charging time, there likely will need to be one charging station per vehicle because vehicles will

higher average fuel economy than compressed natural gas (CNG) and gasoline vehicles. The average fuel economy for a plug-in hybrid vehicle is 37.90 MPG and 34.81 MPG for a hybrid vehicle, whereas the average fuel economy for a gasoline vehicle is 16.15 MPG and 14.49 MPG for a CNG vehicle.

²³ The cost estimate for replacing vehicles does not include available incentives or operating and maintenance costs.

²⁴ CSA's analysis of the ordinance's impact is based on the ordinance's statement that it applies to all (846) light-duty passenger vehicles and on Fleet Management's estimate that half of vehicles are parked on city-owned land when not in use.

have to charge overnight. If the City were to grant the maximum number of waivers 4 and 5, the City would have to replace at least 317 vehicles with ZEVs²⁵ and would need to purchase charging stations to support them. Based on purchase and installation estimates from the Department of Public Works of \$16,000 per charging station, it would cost the City an estimated \$5 million to install these 317 stations. Assuming no waivers were granted and the City would need to install charging stations for all 846 light-duty passenger vehicles, the installation would cost the City an estimated \$14 million.

Finding 2.5: Fleet Management must identify the number of vehicles parked on city-owned property to accurately implement two of the waivers and to identify locations for charging stations.

The ZEV ordinance allows for two types of waivers to be received, depending on whether vehicles are regularly stationed on city-owned or leased property. However, the City has not identified parking locations for all of the vehicles in the City's fleet or the proportion of the fleet that is parked on city-owned property.



Although the Office of the City Administrator – Real Estate Division maintains the City's Facility System of Record, which distinguishes between city-owned and leased properties, it does not indicate whether the properties have parking spaces that are allocated for city vehicles. The document *Costs of Implementing Zero Emission Vehicle Requirements for City Fleet Ordinance*²⁶ assumes half of city light-duty passenger vehicles are parked on city-owned property and half are parked on leased property. However, according to the Office of the City Administrator this estimate is based on an incomplete sample of self-reported department responses.

Exhibit 16 details the waiver requirements and their potential impact on the City's fleet using the estimate that half are parked on leased property. Waivers 4 and 5 will require replacing at least 317 vehicles in the City's fleet with ZEVs and up to 529 vehicles with TZEVs.

²⁵ If the City were to grant the maximum number of waivers 4 and 5, it would have to purchase 317 ZEVs (75 percent of the estimated number of vehicles parked on city-owned land) and 529 TZEVs (estimated number of vehicles parked on city-leased land and 25 percent of vehicles parked on city-leased land).

²⁶ Office of Supervisor Katy Tang, May 5, 2017.

Exhibit 16: Requirements of ZEV Ordinance Waivers 4 & 5 and Their Potential Impact

| ZEV Waiver Requirements | | Potential Impact |
|---|--|---|
|  Waiver 4: For light-duty passenger vehicles regularly stationed on city-owned property, each of the following conditions must be met: <ul style="list-style-type: none">• Operational challenges exist, such as lack of charging infrastructure.• A plug-in hybrid vehicle will be purchased instead of a ZEV.• At least 75 percent of light-duty passenger vehicles that are regularly stationed on city-owned property are ZEVs. | | Because all three conditions must be met, no department will be able to qualify for this waiver until at least 317 ^a the City's light-duty vehicles are ZEVs. |
|  Waiver 5: For light-duty passenger vehicles regularly stationed on leased property, each of the following conditions must be met: <ul style="list-style-type: none">• Operational challenges, such as lack of charging infrastructure.• A plug-in hybrid vehicle will be purchased instead of a ZEV. | | Because both conditions must be met, 423 ^b vehicles may qualify for this waiver if they are replaced with plug-in hybrid vehicles and if the charging infrastructure does not exist. |

Notes:

^a Based on 75 percent of half (based on Fleet Management's estimate that half of vehicles are parked on city-owned land) of the 846 light-duty passenger vehicles.

^b Based on Fleet Management's estimate that half of the 846 light-duty passenger vehicles are parked on city-leased land.

Source: CSA analysis based on San Francisco Environment Code, Section 404.

Until all parking locations are known for the City's fleet, Fleet Management cannot accurately estimate how many vehicles will need to be replaced with ZEVs and will have difficulty implementing the waiver program, as it will be unable to confirm whether a vehicle is parked on city-owned or leased land.

As discussed earlier in this chapter, the ZEV Ordinance requires the City Administrator to develop a policy by July 1, 2017, that mandates that departments acquiring new vehicles regularly stationed on land leased by the City acquire them from other departments. Even after the policy is written, Fleet Management would still need to know all departments' parking locations to enforce the policy.

Infrastructure is essential for the successful deployment of ZEVs ordinance requirements. Without charging stations, electric vehicles will not function. The City must add charging stations to prepare for the increasing number of ZEVs. Although the City approved an ordinance addressing electric vehicle charging infrastructure,²⁷ it is separate from the ZEV ordinance and only applies to residential, commercial, or municipal buildings being built or undergoing major renovation.

Other jurisdictions such as the cities of Portland (Oregon) and Seattle (Washington) and the State of California have developed comprehensive implementation plans that recognize the importance of charging infrastructure identifying it as a primary step in building a green fleet and have made the plans part of their ZEV ordinances. Until the City knows where its vehicles are parked, it cannot determine where charging stations will need to be installed to support its growing ZEV fleet.

²⁷ Ordinance File No. 170202, effective April 27, 2017 – Requirements for Installation of Electric Vehicle Chargers, amending the Green Building and Environment codes.

RECOMMENDATIONS

Before implementing the Zero Emission Vehicle Ordinance and in consultation with policymakers, including the Office of Supervisor Tang and the Department of the Environment, the General Services Agency – Office of the City Administrator should:

8. Define “primarily,” “most common,” and “regular” in the waiver requirements of the Zero Emission Vehicle ordinance.
9. Develop Zero Emission Vehicle policies and procedures and communicate them to departments. At a minimum, policies should include the waiver implementation process and the order in which vehicles should be replaced.
10. Right-size the City's fleet to avoid replacing vehicles that are not yet at the end of their useful life or that are underused.
11. Require its Fleet Management/Central Shops Department and Real Estate Division to identify the locations where the City's light-duty passenger vehicles are regularly stationed when not in use and whether the property is owned or leased by the City. This information should be used to approve waivers from departments and in determining locations for electric charging stations.

Appendix A

CITYWIDE FLEET MANAGER SURVEY RESULTS

CSA developed a citywide fleet manager survey and administered it to 47 fleet managers at 29 city agencies. All 47 fleet managers responded to the survey. The survey's 30 questions addressed policies and procedures, staffing, inventory, telematics, acquisition, utilization, reservations, maintenance, and working with Fleet Management. The full list of questions and aggregated responses are presented below.

POLICIES AND PROCEDURES

- 1. Does your department/division have fleet management policies and procedures (i.e., management of department fleet vehicles in areas such as acquisition, maintenance, vehicle tracking, reservations, driver training, etc.)?**

| | |
|-----|-----|
| 70% | Yes |
| 30% | No |

STAFFING

- 2. Are you a full-time fleet manager?**

| | |
|-----|-----|
| 21% | Yes |
| 79% | No |

If no, please specify what percentage of your time on average per week is spent on fleet management tasks. (n=37)*

| | |
|-----|---------|
| 13% | Average |
| 50% | Maximum |

* Number of respondents who answered "No" to "Are you a full-time fleet manager?"

- 3. For the fleet for which you are responsible, please describe which department/division(s) it belongs to. (For example, the Department of Public Health's Environmental Health Branch.)**

| | |
|----|--------------------|
| 47 | Respondents |
| 29 | Unique departments |

4. How many staff, including yourself, are assigned fleet management tasks?

| | |
|---|---------|
| 2 | Average |
|---|---------|

INVENTORY

5. Does your department maintain an inventory list of the fleet (vehicles and equipment) used by your department?

| | |
|-----|-----|
| 83% | Yes |
| 17% | No |

6. Approximately how many people in your department use fleet vehicles?

| | |
|--------|-----------------------------|
| 295 | Average* |
| 13,866 | Total number of fleet users |

* Based on total number of fleet users, divided by number of respondents

7. Does your fleet include any vehicle outfitted for specific uses (for example, a van that has been equipped to be wheelchair-accessible or a sedan carrying special equipment)?

| | |
|-------|--|
| 57% | Yes |
| 43% | No |
| 3,292 | Approximate total number of vehicles outfitted for specific uses |

TELEMATICS

8. Does your department review telematics data? If yes, how often? (Choose all that apply.)

| | |
|-----|--------------|
| 36% | Ad hoc |
| 15% | Weekly |
| 11% | Monthly |
| 4% | Quarterly |
| 0% | Twice a year |
| 2% | Yearly |
| 43% | Never |

9. What telematics information or reports might be helpful to your department in managing its operations?*

| 30 | Responses |
|-----|-----------------------|
| 7% | Abuse |
| 3% | Anomalies |
| 10% | Diagnostics |
| 10% | Efficiency |
| 3% | Incidents |
| 50% | Location |
| 10% | Maintenance |
| 23% | Mileage |
| 3% | Non-reporting devices |
| 30% | Safe driving |
| 3% | Users |
| 37% | Utilization |

* Out of 30 respondents who provided suggestions to this question.

ACQUISITION AND DISPOSITION

10. In what situations might a vehicle acquisition/disposal decision be made without consulting Fleet Management/Central Shops first? How often does this occur?

| | |
|-----|---------------------|
| 9% | Yes – May occur |
| 91% | No – Does not occur |

Reasons a department might acquire or dispose a vehicle without consulting Fleet Management:

- Age/mileage
- Unsafe conditions
- Department-specific decals and equipment

11. Do all newly acquired fleet vehicles go to Fleet Management/Central Shops for in-servicing?

| | |
|-----|-----|
| 94% | Yes |
| 6% | No |

Reasons a department might not in-service newly acquired vehicles at Fleet Management:

- Vehicles are serviced at the department's own shops.
- Vehicles are delivered to the department's location, which may be geographically far from Fleet Management.

12. In what situations might your department choose to lease a vehicle instead of proceeding with the vehicle acquisition process?

| 18 | Responses |
|-----|---|
| 17% | Insufficient vehicles available for use |
| 17% | Vehicle is needed immediately |
| 6% | Seasonal needs |
| 17% | Finances |
| 6% | If advised by Fleet Management |
| 17% | Acquisition process is too long |
| 6% | Maintenance costs |
| 6% | No purchase approval |
| 28% | Short-term use |
| 11% | Specialty vehicles |
| 11% | Exact vehicle specifications are not always available |

* Out of 18 respondents who answered this question.

UTILIZATION

13. What do you do when your department does not have enough vehicles available to meet its needs?

| | |
|-----|--|
| 21% | Ask Fleet Management/Central Shops if it has vehicles we can borrow |
| 21% | Ask other department fleet managers if they have vehicles we can borrow |
| 38% | Provide Muni tokens or Fast Passes |
| 55% | Use personal vehicles |
| 21% | Encourage staff to use ridesharing options for reimbursement |
| 17% | Not applicable; my department always has enough vehicles to meet its needs |

Other solutions respondents employ when they do not have enough vehicles available:

- AirTrain
- Bicycle
- Borrows or shares vehicles from within the department (e.g., between divisions)
- CarShare program
- City Hall vehicle pool
- Plan vehicle usage around available vehicles
- Rental vehicles
- Vehicles are assigned, but unused cars are pooled for other staff to use
- Walk

14. Would your department benefit from having access to a pool of general-use vehicles for multiple city departments?

| | |
|-----|-----|
| 62% | Yes |
| 38% | No |

FLEET RESERVATIONS

15. Does your department have any vehicles in the vehicle on-demand service (VoDS) pilot program from Zipcar/Local Motion?

| | |
|-----|-----|
| 11% | Yes |
| 89% | No |

16. Do you find that VoDS has improved reservation efficiency when using fleet vehicles? (n = 5)

| | |
|-----|---|
| 60% | Yes |
| 0% | No |
| 40% | I do not have enough information to evaluate. |

17. How likely are you to recommend VoDS to other departments with fleets? (n = 5)

| | |
|-----|-------------------|
| 80% | Likely |
| 20% | Somewhat likely |
| 0% | Undecided |
| 0% | Somewhat unlikely |
| 0% | Unlikely |

18. Overall, how would you rate your satisfaction with the use of VoDS? (n = 5)

| | |
|-----|---|
| 20% | Highly satisfied |
| 20% | Somewhat satisfied |
| 60% | I do not have enough information to evaluate. |
| 0% | Somewhat dissatisfied |
| 0% | Highly dissatisfied |

19. For all or other vehicles not in the VoDS pilot program, what methods does your department use to reserve fleet vehicles?

| | |
|-----|--------------------|
| 13% | Shared spreadsheet |
| 19% | Paper forms |
| 23% | No process |
| 53% | Other (see below) |

- **Other reservations methods used by respondents:**
 - Access database
 - Agile Fleet Commander
 - Assigned vehicles
 - CarPoint vehicle reservation system
 - City Hall Pool
 - Contact other department fleet managers for replacement vehicles
 - Email
 - Internal online process
 - Key watcher system
 - Outlook
 - Planned/coordinated usage
 - Prior approval
 - Reservation program
 - SharePoint
 - Sign-up sheet
 - Vehicles are assigned specific routes
 - Whiteboard

20. Would you be interested in using or expanding use of VoDS in the future?
(n = 42)

| | |
|-----|-----|
| 57% | Yes |
| 43% | No |

Note: Only includes departments that do not have vehicles in the VoDS pilot program.

MAINTENANCE

21. After receiving the preventive maintenance reports/reminders from Fleet Management/Central Shops, within what timeframe is your staff typically able to bring in the vehicle for service given your current workload and competing priorities?

| | |
|-----|---------------|
| 41% | Within a week |
| 38% | 2-3 weeks |
| 6% | 1 month |
| 11% | 2-3 months |
| 4% | 4+ months |

22. How would you rate your experience receiving maintenance from Fleet Management/Central Shops?

| | Highly satisfied | Somewhat satisfied | Somewhat dissatisfied | Highly dissatisfied | I do not have enough information to evaluate | Total |
|-----------------------------------|------------------|--------------------|-----------------------|---------------------|--|-------|
| Overall | 39% | 36% | 17% | 4% | 4% | 100% |
| Quality of work done | 53% | 30% | 9% | 2% | 6% | 100% |
| How quickly the work is completed | 28% | 34% | 8% | 26% | 4% | 100% |

Additional Comments about Maintenance

| Strengths | Improvements |
|---|--|
| <ul style="list-style-type: none"> • All areas • Courteous • Customer-focused • Efficient • Good relationship with staff at Central Shops • Helpful • Hours of availability • It is helpful to establish personal connections with various parts of Central Shops • Pleasant • Responsive • Staffing the department's own maintenance shop with Central Shops mechanics aids in timely maintenance turnaround and improves communications for prioritizing repairs • Substitute vehicles • Turnaround • User-friendly | <ul style="list-style-type: none"> • Ability to review work order/maintenance history • Combine upcoming service requests into one appointment • Cost • Faster turnaround • Guidance for how to navigate the organization • Increase staffing • Loaner/substitute vehicles • Longer hours • More accurate vehicle return dates • More parking space at Central Shops • Online service appointment scheduling • Prevent recurring trips for the same issue • Prioritizing certain vehicles for maintenance |

23. Do you bring your vehicles to any maintenance/repair shop other than Fleet Management/Central Shops?

| | |
|-----|-----|
| 28% | Yes |
| 72% | No |

Reasons a respondent might bring their vehicles to another maintenance shop:

- They have their own maintenance shops.
- They have specialized or leased vehicles.
- Vehicles are sometimes taken to the dealership for service for recalls or replacement of specialty parts.
- They have Fleet Management's permission or were recommended by Fleet Management to take their vehicle to a private shop due to lack of capacity.
- Wait times at Fleet Management are too long.

24. What are the primary factors that affect your ability to keep up with regular preventive maintenance?

| | |
|-----|--|
| 38% | None; I always keep up with regular preventative maintenance |
| 34% | Process of delivering to and picking up vehicles from Fleet Management/Central Shops is too time-consuming |
| 34% | Maintenance turnaround times are too long |
| 9% | Maintenance is too costly |
| 32% | Other |

Other reasons for delaying maintenance:

- Additional coordination required for completion of all preventative maintenance
- High demand or heavy workload of existing vehicles
- Insufficient staffing at Central Shops
- Lack of availability of alternative or replacement vehicles
- Lack of parking space at Central Shops
- Long turnaround times
- Staff hesitates to report issues due to long turnaround times
- Turning vehicles in for maintenance would result in service interruption
- Vehicle is in use

25. Would it help your department if Fleet Management/Central Shops could pick up and drop off your vehicles for maintenance?

| | |
|-----|-----|
| 85% | Yes |
| 15% | No |

WORKING WITH GSA FLEET MANAGEMENT/CENTRAL SHOPS

26. Please rate your department's satisfaction with Fleet Management/Central Shops in the following areas:

| | Highly satisfied | Somewhat satisfied | Somewhat dissatisfied | Highly dissatisfied | I do not have enough information to evaluate | Total |
|--|------------------|--------------------|-----------------------|---------------------|--|-------|
| Vehicle purchasing process | 26% | 30% | 17% | 6% | 21% | 100% |
| Vehicle in-servicing | 36% | 36% | 17% | 2% | 9% | 100% |
| Vehicle disposal | 28% | 34% | 6% | 6% | 26% | 100% |
| General management (examples: telematics and VoDS installation and support, other assistance managing fleet) | 26% | 38% | 13% | 0% | 23% | 100% |
| Communication | 34% | 55% | 7% | 4% | 0% | 100% |

27. Please indicate how your experience with Fleet Management/Central Shops has changed in the following areas in the past five years:

| | Improved | No change | Worsened | I do not have enough information to evaluate | Total |
|---|----------|-----------|----------|--|-------|
| Vehicle purchasing process | 21% | 24% | 2% | 53% | 100% |
| Vehicle in-servicing | 15% | 53% | 6% | 26% | 100% |
| Vehicle disposal | 11% | 38% | 2% | 49% | 100% |
| General management (for example, telematics and VoDS installation and support, other assistance managing fleet) | 26% | 36% | 0% | 38% | 100% |
| Communication | 28% | 53% | 2% | 17% | 100% |

28. Would it assist your department if Fleet Management/Central Shops assigned/embedded staff in your department to help coordinate fleet activities and serve as a liaison? (n = 37)*

| | |
|-----|-----|
| 41% | Yes |
| 59% | No |

*Part-time fleet managers only

29. Would it assist your department if Fleet Management/Central Shops provided a Defensive Driving Training Program† for your fleet users?

| | |
|-----|-----|
| 74% | Yes |
| 26% | No |

† The Citywide Vehicle Use Policy requires departments to provide a Defensive Driving Training Program to all employees, supervisors, and managers who drive on city business. The training should be provided for new employees before assignment and every two years for regular drivers.

30. Is there anything Fleet Management/Central Shops does that your department has found helpful? Is there anything Fleet Management/Central Shops could change to better serve your department?

| Strengths | Suggested Improvements |
|--|---|
| <ul style="list-style-type: none"> • Accommodating • Appointment scheduling • Borrowing vehicles • Communication • Courteous • Customer service • Dashboard • Developing specifications for unique vehicles • Expediting sublets • Flexible • Helpful • Maintenance turnaround • Modernization • Preventative maintenance reports • Professional • Responsive • Vehicle pickup notice | <ul style="list-style-type: none"> • Availability of accessible vehicles • Car wash vouchers • Central contact person • Combining multiple services into one appointment • Communication • Compressed natural gas vehicle testing • Develop a service level agreement for all their services • Improve maintenance turnaround • Increase staffing and shop hours • More assistance with developing vehicle specifications • More efficient fueling for rentals • More efficient purchasing process • More involvement in purchasing and outfitting vehicles • Online forms, resources, and scheduling |

| Strengths | Suggested Improvements |
|--|---|
| <ul style="list-style-type: none">• Vehicle use subcommittee | <ul style="list-style-type: none">• Parking space• Prioritize emergency vehicles• Updates• Vehicle pickup/delivery |

31. If you have any further comments regarding fleet management or need to elaborate on any of your answers, please enter your comments below.

- Central Shops should be a 24-hour facility and should increase staffing
- Departments should have the option to send vehicle to outside vendors if Fleet Management does not have the capacity
- Assistance acquiring an accessible van
- Emergency vehicles must be repaired as soon as possible
- Fleet Management is doing an excellent job despite the circumstances
- Positive experience working with Central Shops
- Fleet Management resolves issues quickly
- Fleet Management should consult with city agencies/departments before purchasing and assigning vehicles so certain features/specifications are considered

Appendix B

RESPONSES

General Services Agency – Fleet Management/Central Shops:



Mark E. Farrell, Mayor
Naomi M. Kelly, City Administrator

OFFICE OF THE CITY ADMINISTRATOR



May 1, 2018

Tonia Lediju
Chief Audit Executive
City Hall, Room 476
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Ms. Lediju,

Thank you for the opportunity to review and respond to the draft report: "Fleet Management Must Be Empowered to Right-Size the City's Fleet and Effectively Implement the Zero Emission Vehicle Ordinance." Attached, please find ADM's response to the audit recommendations.

A handwritten signature in blue ink that reads "Naomi M. Kelly".

Naomi Kelly
City Administrator

Cc: Ken Bukowski, Deputy City Administrator
Jaci Fong, Purchaser and Director, Office of Contract Administration
Tom Fung, Director, Fleet Management
Adam Nguyen, Finance and Planning Director

Department of Public Health:



City and County of San Francisco
Mark E. Farrell, Mayor

Department of Public Health
Barbara A. Garcia, MPA
Director of Health

April 30, 2018

Tonia Lediju
Director of City Audits
Office of the Controller, City Services Auditor
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Subject: Management's Response to CSA Audit Report, Fleet Management Must Be Empowered to Right-Size the City's Fleet and Effectively Implement the Zero Emission Vehicle Ordinance.

Dear Ms. Lediju,

Thank you for providing us the opportunity to review the results of the report, Fleet Management Must Be Empowered to Right-Size the City's Fleet and Effectively Implement the Zero Emission Vehicle Ordinance, prepared by the Controller's Office, City Services Auditor.

We appreciate the time your staff dedicated to this audit, and are pleased that there are no findings. If you have any questions or need additional information, please do not hesitate to contact me at (415) 554-2525.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara A. Garcia".

Barbara A. Garcia, MPA
Director, Department of Public Health

San Francisco Public Utilities Commission:



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

Assurance and Internal Controls Bureau
525 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
T 415.934.5707
F 415.554.1877

April 30, 2018

Tonia Lediju
Director of City Audits
Office of the Controller, City Services Auditor
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Subject: Management's Response to CSA Audit Report, Fleet
Management Must Be Empowered to Right-Size the City's Fleet
and Effectively Implement the Zero Emission Vehicle Ordinance.

Dear Ms. Lediju,

Thank you for providing us the opportunity to review the results of the report, *Fleet Management Must Be Empowered to Right-Size the City's Fleet and Effectively Implement the Zero Emission Vehicle Ordinance*, prepared by the Controller's Office, City Services Auditor.

We appreciate the time your staff dedicated to this audit, and are pleased that there are no findings.

If you have any questions or need additional information, please do not hesitate to contact me at (415) 554-1600.

Sincerely,


Harlan L. Kelly, Jr.
General Manager

cc: Michael Carlin, Deputy General Manager
Eric Sandler, AGM Business Services and Chief Financial Officer
Nancy L. Hom, Deputy Chief Financial Officer
Napoleon Campbell, Fleet Management and Operations Manager

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

Mark Farrell
Mayor

Ike Kwon
President

Vince Courtney
Vice President

Ann Moller Caen
Commissioner

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager



Office of Supervisor Tang:

**Member, Board of Supervisors
District 4**



City and County of San Francisco

KATY TANG

April 17, 2018

Tonia Lediju
Director of City Audits
City Hall, Room 476
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Subject: Citywide Fleet Management Performance Audit Report

Thank you and your staff for conducting an audit on our citywide fleet management performance. After reviewing the draft report, I find it to be a thorough analysis capturing information that it is helpful in pushing the City to work towards achieving our zero emission goals.

I welcome the opportunity to further collaborate with other relevant city departments in carrying out the goals set forth in legislation I sponsored in 2017 regarding the City's light-duty vehicle fleet.

Sincerely,

A handwritten signature in black ink, appearing to read "Katy Tang".

Katy Tang
District 4 Supervisor
San Francisco Board of Supervisors

RECOMMENDATIONS AND RESPONSES

For each recommendation, the responsible agency should indicate in the column labeled **Agency Response** whether it concurs, does not concur, or partially concurs and provide a brief explanation. If it concurs with the recommendation, it should indicate the expected implementation date and implementation plan. If the responsible agency does not concur or partially concurs, it should provide an explanation and an alternate plan of action to address the identified issue.

| Recommendation | Agency Response | CSA Use Only Status Determination ¹ |
|---|---|---|
| The General Services Agency – Fleet Management/Central Shops Division should: | | |
| 1. Work with the Mayor's Office of Public Policy and Finance to require that Fleet Management's approval of vehicle purchases occur before the Mayor's Office of Public Policy and Finance approves departmental budgets. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur By request from the Mayor's Office of Public Policy and Finance and Board of Supervisors, beginning with the FY18-20 budget cycle, Fleet Management is analyzing departmental vehicle budget requests and providing related recommendations for approvals. | <input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 2. Develop formal criteria and policies on vehicle disposal and using telematics to monitor utilization, fuel economy, and idling and communicate them to departments. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur Fleet Management now provides monthly dashboard reports to departments on telematics to monitor utilization, idling, and safety. | <input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 3. Once its point of involvement is moved up in the vehicle procurement process, review disposal and utilization data to inform decisions on whether to approve vehicle purchases. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur For the current budget cycle, Fleet Management used vehicle inventory and telematics utilization data to inform its recommendations on departmental vehicle requests. | <input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 4. Consider disposing of the 232 underused vehicles that are at least ten years old or have traveled at least 100,000 miles. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur For the FY18-19 budget, Fleet Management recommended retirement or replacement of 354 vehicles and equipment, based on vehicle age, mileage, and repair costs history. | <input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Contested |

¹ Status Determination based on audit team's review of the agency's response and proposed corrective action.

| Recommendation | Agency Response | CSA Use Only Status Determination ¹ |
|--|---|---|
| 5. Track the duration from when departments drop off to when they pick up vehicles for maintenance work and require departments to pick up vehicles promptly after service is completed. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur Fleet Management is developing its systems and processes to track and report on the duration from when departments drop off to when the vehicle maintenance is complete and available for pick-up. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 6. Work with the Office of Contract Administration to consider reallocating net sales proceeds from auctioned vehicles used by select departments to the General Services Agency's Fleet Management division. | <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input checked="" type="checkbox"/> Partially Concur The suggested policy change to budget and record revenues (and related expenditure authority) from auctioned vehicles to Fleet Management is a policy decision made by the Mayor's Office of Public Policy and Finance and the Board of Supervisors. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 7. Assign individual fuel keys to all inventory items that require fuel, not just to vehicles, to enable improved monitoring of fuel consumption by fleet vehicles. | <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input checked="" type="checkbox"/> Partially Concur To the extent practical, this may be done at a later time in conjunction with the replacement of the fuel key system. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| Before implementing the Zero Emission Vehicle Ordinance and in consultation with policymakers, including the Office of Supervisor Tang and the Department of the Environment, the General Services Agency – Office of the City Administrator should: | | |
| 8. Define "primarily," "most common," and "regular" in the waiver requirements of the Zero Emission Vehicle ordinance. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur Fleet Management will work with policymakers to provide guidance to departments on the waiver requirements for the Zero Emission Vehicle ordinance. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 9. Develop Zero Emission Vehicle policies and procedures and communicate them to departments. At a minimum, policies should include the waiver implementation process and the order in which vehicles should be replaced. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur Fleet Management makes vehicle budgeting recommendations to the Mayor's Office and Board of Supervisors in conformance with the Administrative Code and departmental operational needs; vehicles are recommended for replacement or reassignment based on age, mileage, repair cost history, and departmental needs. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |

¹ Status Determination based on audit team's review of the agency's response and proposed corrective action.

| Recommendation | Agency Response | <u>CSA Use Only</u> Status Determination ¹ |
|---|---|---|
| 10. Right-size the City's fleet to avoid replacing vehicles that are not yet at the end of their useful life or that are underused. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur In conformance with the Healthy Air and Clean Transportation Ordinance, Fleet management will recommend replacement and retirement of vehicles, prioritizing vehicles that are older and have high maintenance costs. Vehicles will be recommended for pooling or reassignment in order to right-size the City's general fund and enterprise fleets. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 11. Require its Fleet Management/Central Shops Department and Real Estate Division to identify the locations where the City's light-duty passenger vehicles are regularly stationed when not in use and whether the property is owned or leased by the City. This information should be used to approve waivers from departments and in determining locations for electric charging stations. | <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input checked="" type="checkbox"/> Partially Concur Fleet Management and Real Estate will again make best efforts to obtain this information from user departments. | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |

¹ Status Determination based on audit team's review of the agency's response and proposed corrective action.

From: [Reports, Controller \(CON\)](#)
To: [Calvillo, Angela \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#); [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Elliott, Jason \(MYR\)](#); [Bruss, Andrea \(MYR\)](#); [Power, Andres \(MYR\)](#); [Kirkpatrick, Kelly \(MYR\)](#); [Hussey, Deirdre \(MYR\)](#); [Quetone, Tal \(ADM\)](#); [Cheng, Kanishka \(MYR\)](#); [pkilkenny@sftc.org](#); [Campbell, Severin \(BUD\)](#); [Newman, Debra \(BUD\)](#); [Rose, Harvey \(BUD\)](#); [Docs, SF \(LIB\)](#); [CON-EVERYONE](#); [Alfaro, Nancy \(ADM\)](#); [Johnston, Jennifer \(ADM\)](#); [Maimoni, Andy \(ADM\)](#); [Dyer, Kevin \(ADM\)](#); [Kelly, Naomi \(ADM\)](#); [Bukowski, Kenneth \(ADM\)](#)
Subject: Issued – San Francisco 311: New Technology, Stronger Departmental Partnerships, and Robust Internal Controls Will Improve Customer Service
Date: Thursday, August 09, 2018 2:24:37 PM

The Office of the Controller's City Services Auditor (CSA) today issued a report on its audit of San Francisco 311. The audit found that San Francisco 311 can improve its customer service by strengthening business relationships with its stakeholders, improving internal controls, and considering new technologies.

To view the report, please visit our website at:

<http://openbook.sfgov.org/webreports/details3.aspx?id=2615>

This is a send-only e-mail address. For questions about the report, please contact Chief Audit Executive Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393 or the CSA Audits Division at 415-554-7469.

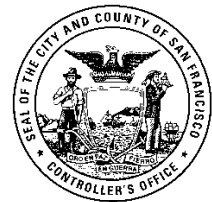
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City and County of San Francisco

Office of the Controller – City Services Auditor

SAN FRANCISCO 311:

**New Technology, Stronger
Departmental Partnerships, and
Robust Internal Controls Will
Improve Customer Service**



August 9, 2018

**OFFICE OF THE CONTROLLER
CITY SERVICES AUDITOR**

The City Services Auditor (CSA) was created in the Office of the Controller through an amendment to the Charter of the City and County of San Francisco (City) that voters approved in November 2003. Charter Appendix F grants CSA broad authority to:

- Report on the level and effectiveness of San Francisco's public services and benchmark the City to other public agencies and jurisdictions.
- Conduct financial and performance audits of city departments, contractors, and functions to assess efficiency and effectiveness of processes and services.
- Operate a whistleblower hotline and website and investigate reports of waste, fraud, and abuse of city resources.
- Ensure the financial integrity and improve the overall performance and efficiency of city government.

CSA may conduct financial audits, attestation engagements, and performance audits. Financial audits address the financial integrity of both city departments and contractors and provide reasonable assurance about whether financial statements are presented fairly in all material aspects in conformity with generally accepted accounting principles. Attestation engagements examine, review, or perform procedures on a broad range of subjects such as internal controls; compliance with requirements of specified laws, regulations, rules, contracts, or grants; and the reliability of performance measures. Performance audits focus primarily on assessment of city services and processes, providing recommendations to improve department operations.

CSA conducts audits in accordance with the Government Auditing Standards published by the U.S. Government Accountability Office. These standards require:

- Independence of audit staff and the audit organization.
- Objectivity of the auditors performing the work.
- Competent staff, including continuing professional education.
- Quality control procedures to provide reasonable assurance of compliance with the auditing standards.

For questions regarding the report, please contact Chief Audit Executive Tonia Lediju at Tonia.Lediju@sfgov.org or 415-554-5393 or CSA at 415-554-7469.

Audit Team: Mamadou Gning, Principal Auditor
Massanda D'Johns, Lead Supervising Auditor
Joanna Zywno, Senior Auditor
Michael Bahler, Staff Auditor
William Zhou, Staff Auditor
Emily Lao, Audits Intern
Matthew Thomas, Audits Intern



City and County of San Francisco

Office of the Controller - City Services Auditor

San Francisco 311: New Technology, Stronger Departmental Partnerships, and Robust Quality Assurance Controls Will Improve Customer Service

August 9, 2018

Why We Conducted the Audit

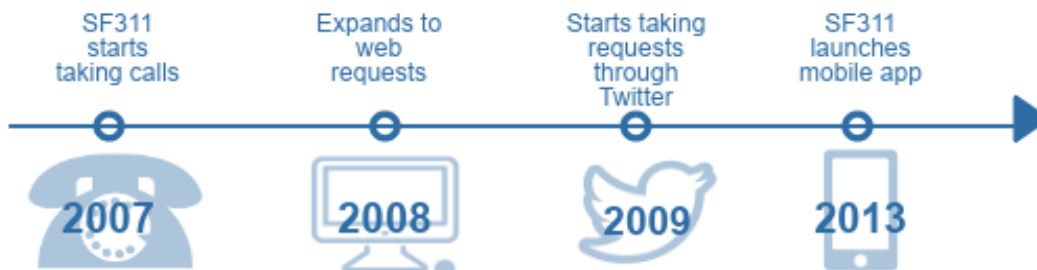
The Office of the Controller's City Services Auditor Division (CSA) audited San Francisco 311 (SF311), which is the single point of entry for—and resolution of—requests made by residents of and visitors to the City and County of San Francisco (City).

Given the growing demand for government services and the ever-evolving business technology landscape, CSA audited SF311 to assess how it uses human and technological resources and to identify opportunities to optimize performance and provide a better public experience.

What We Found

OPERATIONS

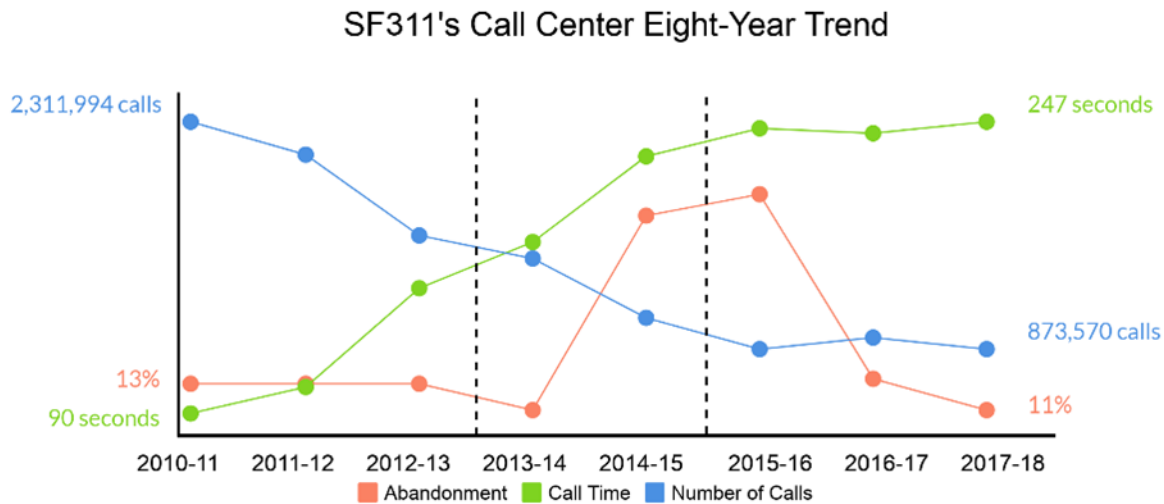
Since inception, SF311 has expanded its operations to respond to the growing demand for its services. The extent of government services and contact methods available to customers continues to evolve.



Customers can submit an array of requests to SF311 for services, which are fulfilled by responding city departments, and for answers about government information. In 2015 SF311 routed 335,242 service requests and accessed 309,977 articles to answer or transfer information requests. These requests ranged across many categories.



The Call Center—which operates 24 hours a day, 7 days a week, answering calls for information and service requests—is SF311’s largest contact channel. In recent years, the variety and complexity of requests the Call Center receives has demanded more of customer service representatives’ time, creating a challenge for SF311 to effectively respond to growing demands. SF311 call volume dropped significantly from fiscal year 2010-11 through 2014-15, from 2.31 million to 1.09 million calls, and remained relatively constant through fiscal year 2017-18.¹



Note: The area between the dashed lines represents the audit period.

Call volume in fiscal year 2014-15 dropped to less than half the level of fiscal year 2010-11, while the average call time increased by 120 percent (90 to 198 seconds). The abandonment rate—the rate at which callers hang up before the Call Center answers—also increased in the same period, from 13 to 19 percent. These changes in key Call Center performance measures are directly linked to the significant drop in call volume, which is due to the growing demand on customer service representatives’ time. The increased demand requires new technological solutions to further optimize Call Center operations.

BUSINESS PARTNERSHIPS

SF311 has built and sustains strong business relationships with its stakeholders, especially those city departments that provide most of the services offered through SF311. These key partnerships have generally been successful, with contributions from both SF311 and other city departments, but opportunities exist to enhance these partnerships and improve the customer experience.

INTERNAL CONTROLS

SF311 has weak internal controls over how it reports performance data that is used for management decisions and shared publicly, jeopardizing performance results. Although SF311 management has implemented controls to produce reports on performance data, it does not reconcile between different reports containing similar information, increasing the risk that decisions will be made with incomplete or inaccurate data.

Despite its operational risks and weak internal controls over reporting performance data, SF311 remains committed to identifying and implementing improvement strategies, including working collaboratively with other city departments to further optimize its operations and achieve its mission.

¹ Audited trend data is for 2013 through 2015, as shown in the illustration above.

What We Recommend

The report includes seven recommendations to help SF311 optimize performance and create a better experience for the public. Specifically, SF311 should:

- Consider implementing Integrated Voice Response capability or other automation technologies to align Call Center capacity with demand.
- Regularly communicate with all departments to ensure the accuracy of requests and to boost departmental and customer satisfaction.
- Implement policies and procedures to ensure that its performance results data is consistent, accurate, and complete.

Copies of the full report may be obtained at:

*Office of the Controller • City Hall, Room 316 • 1 Dr. Carlton B. Goodlett Place • San Francisco, CA 94102 • 415.554.7500
or on the Internet at <http://www.sfgov.org/controller>*



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

August 9, 2018

Ms. Nancy Alfaro
Director
San Francisco 311
One South Van Ness Avenue, 2nd Floor
San Francisco, CA 94103

Dear Ms. Alfaro:

The Office of the Controller's City Services Auditor Division (CSA) presents its audit report of San Francisco 311 (SF311). The audit had as its objectives to determine how SF311 uses technological and human resources to manage operations efficiently and effectively and to identify opportunities to optimize performance and create a better experience for the public. To do so, the audit assessed:

- Whether SF311's technological solutions optimize Call Center performance.
- The efficiency and effectiveness of SF311's collaboration with city departments to accurately fulfill service and information requests.
- The effectiveness of SF311's staff management model to optimize performance.

The audit found that SF311 should improve technological solutions with enhanced system capabilities and expand self-service options—including considering the implementation of an interactive voice response system—to improve its Call Center performance, which declined substantially from 2013 to 2015. The audit also found that SF311 has effective operating procedures and effective relationships with city departments to answer information requests and route service requests to responding departments but can enhance its communications with its stakeholders to boost the satisfaction of other departments and the public. Last, the audit found that SF311 should improve internal controls to ensure requests are accurately addressed and to rely on information in key reports used for management decisions and shared with the public.

The report includes seven recommendations for SF311 to improve customer service through enhanced system capabilities, more automated features, continued strong partnerships with key city departments, and extending partnerships to all city departments. SF311 also needs more robust internal controls to enhance service delivery and aid in management decisions. SF311's response to the report is attached as Appendix C. CSA will work with SF311 to follow up on the status of the recommendations made in this report.

CSA appreciates the assistance and cooperation of SF311 staff during the audit. For questions about the report, please contact me at Tonia.Lediju@sfgov.org or 415-554-5393 or CSA at 415-554-7469.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tonia Lediju', with a stylized flourish at the end.

Tonia Lediju, PhD
Chief Audit Executive

cc: Board of Supervisors
Budget Analyst
Citizens Audit Review Board
City Attorney
Civil Grand Jury
Mayor
Public Library

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GLOSSARY OF TERMS

| | |
|--------------------------|--|
| ASA | Average Speed of Answer—the average duration a caller waited to speak to a customer service representative |
| Avaya | Phone system used by San Francisco 311 |
| Average Call-Handle Time | The amount of work time related to calls, including average talk time and average after-call work time, divided by the number of calls handled. |
| Call Center | The Call Center operates 24 hours a day, 7 days a week, answers calls, provides information, and initiates service requests for customers. |
| Calls Offered | The number of calls that come to SF311, excluding calls in which the customer hangs up before making all the necessary selections in the call tree |
| City | City and County of San Francisco |
| CRM | Customer Relationship Management |
| Controller | Office of the Controller |
| CSA | City Services Auditor Division |
| DataSF | The website used to search hundreds of datasets of the City and County of San Francisco |
| FTE | Full-Time Equivalent |
| Public Works | San Francisco Public Works (formerly Department of Public Works) |
| IVR | Interactive Voice Response |
| LAGAN | Customer Relations Management software used by San Francisco 311 to house the knowledge base and create service requests and distribute them to the appropriate city department. |
| MOU | Memorandum of Understanding |
| Muni | San Francisco's network of buses, light rail trains, streetcars, and cable cars |
| PG&E | Pacific Gas and Electric Company |
| SF311 | San Francisco 311 |
| SFMTA | San Francisco Municipal Transportation Agency |
| SFPD | San Francisco Police Department |
| SFPUC | San Francisco Public Utilities Commission |
| Treasurer | Treasurer-Tax Collector, Office of the |

INTRODUCTION

Audit Authority

This audit was conducted under the authority of the Charter of the City and County of San Francisco (City), Section 3.105 and Appendix F, which requires that the City Services Auditor (CSA) of the Office of the Controller (Controller) conduct periodic, comprehensive financial and performance audits of city departments, services, and activities.

Background

SF311 provides information and allows customers to report problems or submit service requests to the City via a Call Center, website, a mobile application (mobile app), and Twitter. SF311's mission is to provide a prompt, courteous, and professional customer service experience 24 hours a day to San Francisco residents, visitors, and businesses seeking general information, enabling the government to be transparent, responsive, effective, and efficient. This includes:

- Serving as a single point of entry for—and resolution of—information and service requests.
- Continually integrating and updating information from across the government.
- Enabling improved government service delivery through performance reporting and analysis.
- Supporting emergency response for the government and community through information and communications.

SF311 launched its Call Center in 2007 and added an online portal in 2008 and a mobile app in 2013.

SF311 launched its Call Center in 2007. In 2008 it launched an online portal that allows users to make service requests. In 2009 it began taking requests via Twitter. In 2013 SF311 introduced a mobile app. These efforts give users additional options for obtaining information and tracking service requests. According to SF311 management, most requests submitted via the online portal and mobile app are routed directly to the responding departments without SF311 staff needing to handle them, saving the Call Center (and users) time.

In 2016 SF311 revamped its website to create a more user-friendly navigation experience.

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The website now offers:

- Quick links to the most common request forms.
- A search feature that allows customers to check the status of a request.
- Updates on items of interest, such as upcoming events and traffic advisories, which may address customer questions without requiring a phone call.

SF311 has repeatedly expanded the types of calls it takes to meet the needs of customer departments and the public. For example, in 2012 it began taking calls for the Office of the Treasurer and Tax Collector (Treasurer), and in 2015 it launched a centralized process for taking noise complaints. According to management, some of the new types of calls SF311 is taking are more complex and have caused the average call duration to increase.

As shown in Exhibit 1, SF311's operations have evolved since the organization's inception.

| | |
|------------------|--|
| EXHIBIT 1 | Since Its 2007 Inception, SF311 Has Expanded Operations and Begun Taking Fewer But Longer Calls |
|------------------|--|

| | | Fiscal Year 2007-08 | Fiscal Year 2014-15 |
|--|---|--|---|
| Contact Channels | |   Phone, Web ^a |     Phone, Web, Mobile Application, Twitter |
| Total Contact Volume |  | 2,707,737 | 1,280,571 ^b |
| Average Call-Handle Time ^c |  | 2 minutes 27 seconds | 3 minutes 16 seconds |
| Budget |  | \$9.8 million | \$12.3 million |
| Number of Full-Time Equivalent Positions |  | 89 | 91 |

Notes:

^a SF311 first began receiving web requests in April 2008.

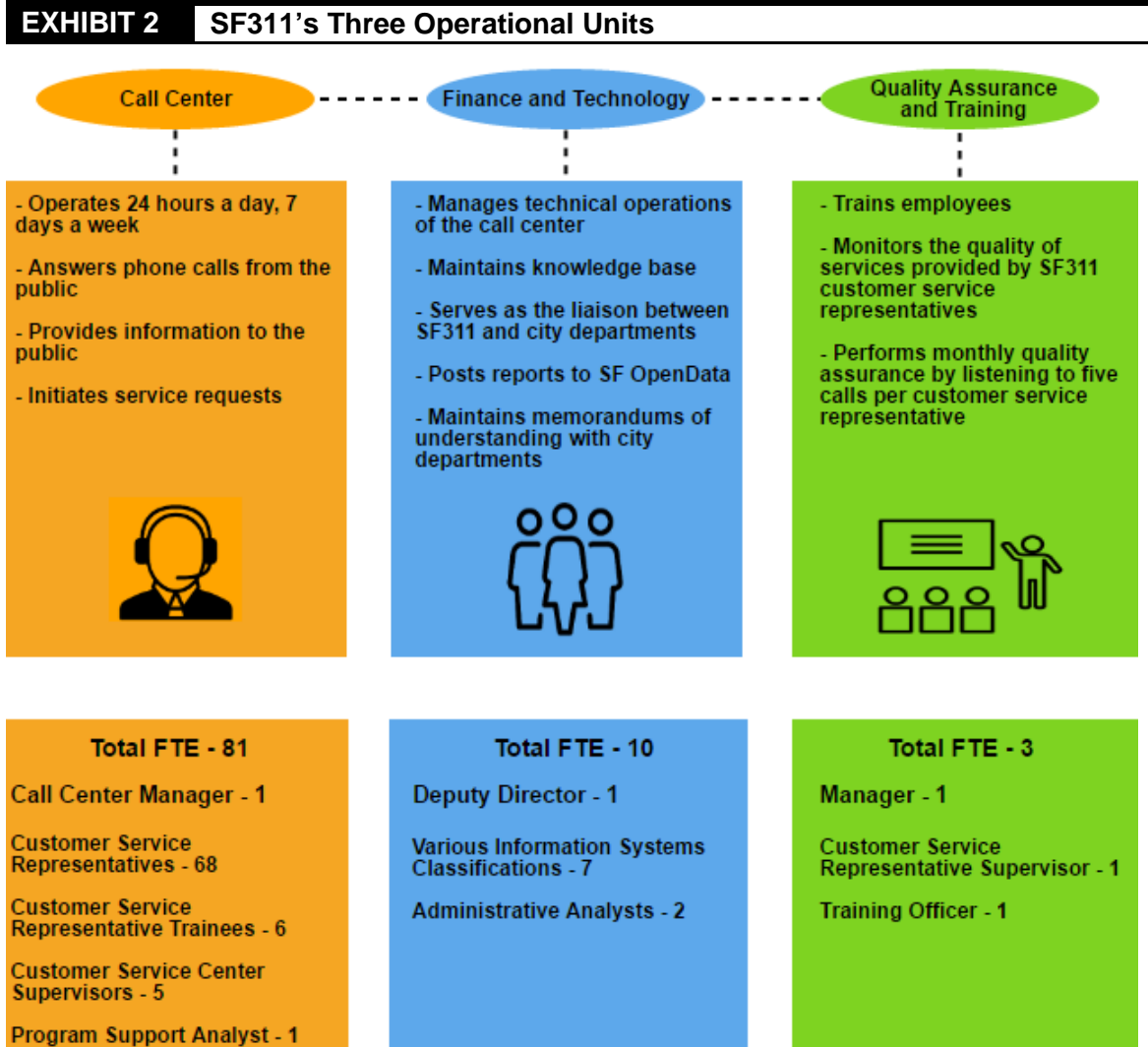
^b SF311's system capabilities during the audit period hindered SF311 from including in total contact volume, mobile and web contacts that did not result in a service request and phone contacts where information was provided without accessing the knowledge base.

^c Average call-handle time is the total work time related to calls, including average talk time and average after-call work time, divided by the number of calls handled.

Source: Auditor's summary of information from SF311 and the City's Approved Budget Book.

SF311 Organizational Structure and Staffing

SF311 is organized into three units: the Call Center, Finance and Technology unit, and Quality Assurance and Training (Quality Assurance) unit, all of which report to SF311's director. Exhibit 2 shows the organizational structure of SF311 and the number and function of full-time equivalent (FTE) positions in each unit for fiscal year 2015-16.



Note: The director of SF311 is excluded from this exhibit but oversees the three units.

Source: Auditor's summary of information from SF311 for fiscal year 2015-16. Auditor relied on data from fiscal year 2015-16 due to difficulties in obtaining a complete organization chart for fiscal year 2014-15.

Call Center staff work in 68 FTE customer service representative² positions and 5 customer service representative supervisor FTE positions^{3, 4}. A temporary customer service representative trainee classification is also used to staff the Call Center.

Permanent customer service representatives are assigned shifts in advance every six months via a shift-bid.

Scheduling for the permanent representatives occurs twice a year, in June and November, via a shift-bidding process. Customer service representative trainees work on an as-needed basis, and full-time customer service representatives work the shifts assigned to them via the shift-bidding process. Staff are scheduled to work staggered shifts covering the 24-hour period on each day of the week.

The Finance and Technology unit maintains the knowledge base that contains scripts for customer service representatives to follow in answering callers' questions, updates the SF311 website, posts SF311's data onto the DataSF website, maintains SF311's computers, builds and distributes reports, manages purchasing and contracting, and generally assists with all the business functions of the center, according to management.

Finance and Technology also is the liaison between SF311 and other city departments and business partners such as Clear Channel Outdoor, Inc.,⁵ Pacific Gas and Electric Company (PG&E), Recology,⁶ and the U.S. Postal Service. To fulfill its liaison role, the unit:

- Informs SF311 of changes to information or new information from city departments.
- Collaborates with city departments to obtain answers to information requests that SF311's knowledge base does not address and updates it with the new information.

² In the budget these positions are referred to as customer service agents. However, to be consistent with the terminology SF311 uses, this report refers to them as customer service representatives.

³ Six customer service representative supervisor positions exist, five in the Call Center and one in the Quality Assurance and Training unit.

⁴ According to the GSA budget analyst, these were the numbers of adopted budgeted positions for fiscal year 2015-16.

⁵ Clear Channel Outdoor, Inc., contracts with the City to provide billboard and outdoor advertising throughout San Francisco.

⁶ The City's contracted solid waste disposal and recycling provider.

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- Maintains memorandums of understanding between SF311 and certain departments.
- Creates and manages service level agreements for special projects requested by city departments.

The Quality Assurance unit trains employees and monitors the quality of services provided by customer service representatives.

The Quality Assurance unit runs a training program for customer service representative trainees that lasts up to 19 weeks and includes modules covering San Francisco Municipal Transportation Agency (SFMTA) calls, telephone training, and how to handle various service requests, as well as supervised call-taking, according to management.

According to its management, the Quality Assurance unit also provides ongoing quality assurance by monitoring calls. The customer service representative supervisor in the Quality Assurance unit listens to five calls for each customer service representative per month for the following skills:

- Opening skills - *use of appropriate greeting and acknowledging the caller's request.*
- Communication skills - *using a courteous tone, staying engaged in the conversation and listening to the caller.*
- Call handling skills - *appropriate handling of transfer calls.*
- Service request procedure - *verifying the caller's contact information, checking for duplicate service requests, and appropriately documenting the request.*
- Closing skills - *conveying appreciation for the call.*

These scores are provided to the customer service representatives for coaching purposes. The unit also provides customer service training to other departments that have requested such training.

SF311 Systems

Of the four systems used by SF311, two systems relevant to this audit are: the Avaya system, which handles telephone and call metrics, and LAGAN, which houses the knowledge base and tracks and routes service requests, according to management.

According to management the Avaya system:

- Splits incoming calls into queues for Treasurer, Muni, and all other calls.
- Records and routes calls to available Call Center representatives.
- Tracks a variety of call metrics, including call volumes, and answer and abandonment rates.

LAGAN contains the knowledge base and is used to log service requests and route them to departments.

LAGAN, the customer relationship management (CRM) system, houses the knowledge base, which contains information on over 4,000 topics. According to management, the knowledge base was populated with information at SF311's inception and is now updated by Finance and Technology when the unit learns of new or revised information.

LAGAN is also used to create service requests and relay them to the appropriate departments. It has mapping features that allow Call Center representatives to accurately determine where service is needed. For example, it contains a map of every street tree in San Francisco with information about who is responsible for maintaining that tree, so that Call Center representatives can route the request appropriately.

SF311's Relationships With Departments

SF311 has liaisons in 79 departments, units of departments, and city agencies.

According to SF311 management, the information in the knowledge base is provided by departments or found on department websites. SF311 has 121 liaisons in 79 departments, units of departments, city agencies and offices. According to management, SF311 has formal relationships under a Memorandum of Understanding (MOU) or Standard Operating Procedure (SOP) with seven departments and works with several others on special projects, such as taking noise complaints or homeless shelter reservations.

The types of collaboration with departments described by management can be grouped into three general categories, which vary in the degree of formality, frequency and regularity of contact:

- Outlining formal service commitments by SF311 in memorandums of understanding with departments.

- Meeting with departments on a regular basis to coordinate services and receive updates.
- Corresponding with departments via email and phone on an ad hoc basis to obtain new information and update the knowledge base.

According to management, SF311 meets with some departments on a routine basis, while with others, contacts occur only as needed, for example when a question is posed for which SF311 does not have an answer in its database or sometimes if SF311 notices that service requests have not been addressed.

SF311 Contact Channels

SF311 can be contacted via phone, mobile, web and Twitter

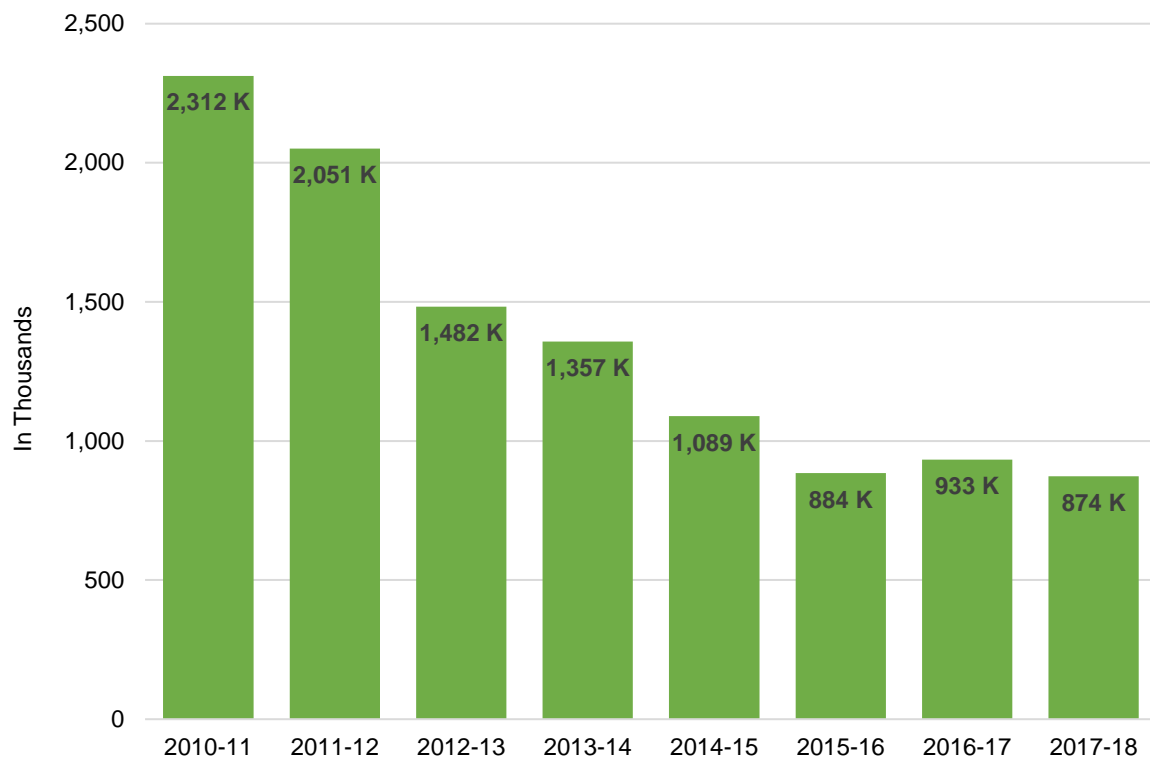
Customers can reach SF311 via four channels: phone, mobile app, web, and Twitter, however the Call Center is by far the most frequently used method. In fiscal year 2014-15 the Call Center received 84 percent (1,089,133) of requests made via phone, with 9 percent (99,635) coming in via mobile app and 6 percent (87,989) coming in via web⁷. Mobile app requests are increasing by an average of 31,612 per fiscal year over the audit period, while web requests increased by an average of 7,230 per fiscal year during the audit period

Total and annual phone contacts are decreasing faster than the increase in mobile app and website requests.

Total SF311 contacts have steadily decreased year over year starting in fiscal year 2010-11. Although requests via unassisted channels—the mobile app and website—are increasing, total annual phone contacts, which are representative-assisted, are decreasing. Exhibit 3 shows that call contacts have shown a downward trend starting in fiscal year 2010-11.

⁷ Less than one percent of contacts per year are received via Twitter.

EXHIBIT 3 SF311 Phone Contact Volumes Have Declined



Note: Twitter accounts for less than one percent of all contacts each fiscal year.

Source: Auditor's analysis of data from SF311.

According to management, SF311 receives two types of requests: service requests and requests for information.

Service Requests

SF311 takes service requests and forwards them to city departments to be fulfilled.

According to management, SF311 Call Center staff takes service requests, provides case numbers, and enters the information into LAGAN, which forwards the requests to servicing departments who fulfill the requests. Requests also come in via web, mobile app, and Twitter. Per management, most web and mobile app requests are routed automatically through LAGAN to the departments that will address the requests and do not require customer service representatives to handle them. Management also stated that a few categories of requests, which may be handled by a variety of departments, may require customer service representatives to route them appropriately. Also,

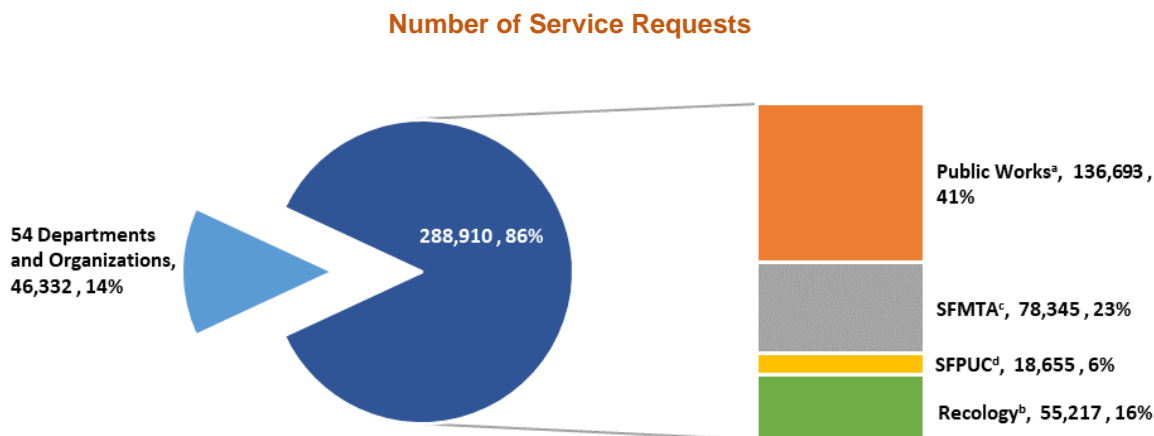
requests made via Twitter, which represent less than 1 percent of requests (1,650 in 2015), are manual and require SF311's customer service representatives to check the Twitter feed and log any requests into LAGAN.

SF311 posts reports showing whether each request is open or closed on the City's open data website. According to management, the servicing department is responsible for closing out the request in LAGAN.

In 2015 SF311 received service requests that fell into 1,852 categories.

In 2015, SF311 received service requests that fell into 1,852 categories. Exhibit 4 shows the departments that received the majority of service requests in 2015, which totaled 335,242 and averages 918 requests per day.

EXHIBIT 4 86 Percent of Service Requests in 2015 Concerned Three Departments and the City's Solid Waste Contractor



Notes:

^a Public Works – San Francisco Public Works

^b Recology – Recology Sunset Scavenger, Recology Golden Gate, and Recology San Francisco

^c SFMTA – San Francisco Municipal Transportation Agency

^d SFPUC – San Francisco Public Utilities Commission

Source: Auditor's analysis of SF311's data publicly available on DataSF.

As shown in Exhibit 4, 41 percent of the service requests in 2015 were for services provided by Public Works. That year, Public Works received requests for 223 types of services, for example general cleaning, sidewalk repair, and tree landscaping.

Exhibit 5 summarizes the common types of requests across all servicing departments.

EXHIBIT 5

Most Frequently Requested Service Categories



Source: Auditor's analysis of SF311's 2015 data publicly available on DataSF.

Requests for Information

Since 2012, SF311 customer service representatives have accessed information on 4,088 topics, in the SF311 knowledge base.

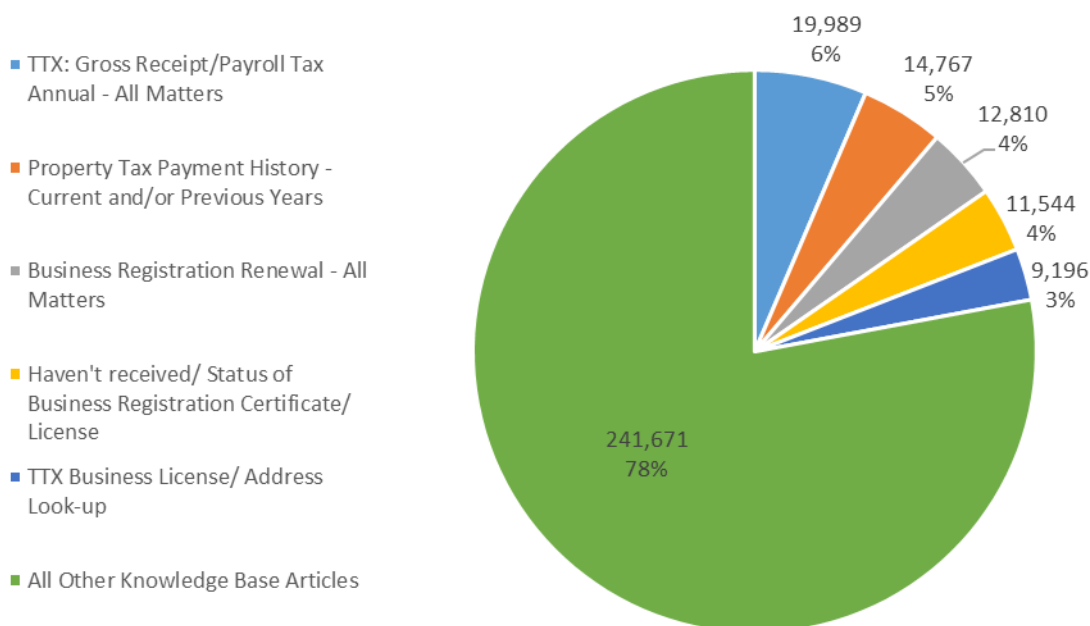
SF311 customer service representatives provide information to callers on a wide variety of topics. Between fiscal year 2012-13 and 2015-16, SF311 Call Center staff has accessed information on 4,088 topics⁸ in the SF311 knowledge base in the LAGAN CRM system. The knowledge base contains answers and information about all topics that have been requested previously, according to management. If an information request comes in with no known answer, the Finance and Technology unit researches the issue and posts the answer in the knowledge base. Some questions are also answered using tools outside of the database, according to management. For example, for calls pertaining to Muni⁹ departures, customer service representatives use an application outside of LAGAN.

⁸ SF311's can count the times a topic is accessed but is unable to count the times a question is answered without accessing the knowledge base.

⁹ Muni, San Francisco's network of buses, light rail trains, streetcars, and cable cars.

Exhibit 6 shows the five most popular information requests of 2015, as measured by the number of times each knowledge base article was accessed. As the Exhibit shows, staff accessed 309,977 articles of information on a wide variety of topics.

EXHIBIT 6 The Top Five Knowledge Base Articles Accessed by Staff in 2015 to Address Callers' Questions



Note: TTX is the abbreviation that SF311 uses in its systems for the Office of the Treasurer-Tax Collector.

Source: Auditor's analysis of SF311's data publicly available on DataSF.

SF311 receives questions on numerous topics infrequently.

As shown in Exhibit 6, the most commonly accessed knowledge base articles pertain to gross receipts and payroll tax, property tax payments, business registrations, and birth certificates. Many articles were accessed infrequently, that is, less than once a week. 501 articles were accessed only once in 2015. These less-common questions were on topics such as trolley cars, the wild parrots of Telegraph Hill, volunteering at the Opera House, the Arts Commission store, and many others.

SF311 is handling longer, more complex calls.

The types of information requests SF311 handles have evolved over time. To serve the needs of city departments and the public, SF311 reports taking on a variety of new call types, such as Treasurer calls, noise complaints and homeless shelter reservations. According to management, some of these calls, particularly those related to the Treasurer are more complex, and require more of the customer service representative's time to handle.

SF311 Performance Data

SF311 monitors their performance using several performance metrics

SF311 monitors several call metrics to determine the overall performance of the Call Center. In the Government Barometer¹⁰ report, which was published by the Office of the Controller on a quarterly basis through fiscal year 2014-15, SF311 reported trends in the average daily number of contacts via all channels, and the percentage of SF311 calls answered by customer service representatives within 60 seconds. The fiscal year 2014-15 4th Quarter Government Barometer showed declines in both metrics both compared to the previous quarter and to the same quarter one-year prior.

SF311's target service level is to answer 60 percent of calls within 60 seconds.

SF311 tracks the following metrics:

- The number of calls answered.
- The percentage of calls answered within 60 seconds, also known as service level.
- The average amount of time a caller waits on hold before the call is answered by a customer service representative, also known as the average speed of answer.
- The percentage of calls transferred to another agency.

According to management, SF311's target service level is to answer 60 percent of calls within 60 seconds (excluding Treasurer calls).

In 2015 SF311 received a B+ grade for its customer service.

Overall customer satisfaction with SF311 is also evaluated in the biennial City Survey. The survey, which is administered to a random sample of city residents,

¹⁰ The final Government Barometer Report was issued in November 2015 by the Office of the Controller.

inquired about respondents' ease of requesting services, and ease of obtaining information via phone or using the website or mobile app. In 2015 SF311 received a grade of B+ on the survey.

SF311 publishes numerous datasets on the DataSF website and includes such information as the dates and times of service requests, whether these requests are open or closed, which department the request was assigned to, and the location of the request. Data regarding which knowledge base articles are being accessed by customer service representatives is also available.

Objectives

The audit objective was to determine how SF311 uses technological and human resources to manage operations efficiently and effectively and identify opportunities to optimize performance and create a better experience for the public. To do so, the audit assessed:

1. Whether SF311's technological solutions, including its customer relationship management system's capabilities, optimize Call Center performance.
2. The efficiency and effectiveness of SF311's collaboration with city departments to accurately fulfill service and information requests.
3. The effectiveness of SF311's staff management model to optimize performance.

Because SF311 was implementing a new staffing model after the audit period, the audit focused on evaluating SF311's use of technological solutions and evaluated staffing at a very high level. Further, because SF311 has significantly more city departments than business partners and the business partners have contractual obligations with SF311, the audit focused on SF311's collaboration with city departments and not its business partners.

Scope and Methodology

The audit scope included SF311 operations during 2013 through 2015. To perform the audit, the audit team:

What we did.

- Determined whether SF311's current call wait times and abandonment rates are acceptable given historical performance, industry benchmarks, and performance goals.
- Surveyed a sample of four jurisdictions regarding their use of technology and its impact on their operations to determine whether SF311 has fully utilized system solutions and self-service options to improve Call Center efficiency and effectiveness.
- Administered ten cold call information requests via SF311 and determined whether the answers provided were accurate. The questions were conceived by the team and the topics were chosen to span departments that have varying relationships with SF311 and that account for varying information and service request volumes.
- Made a sample of ten typical service requests representing a variety of departments, and business partners and determined whether the requests were routed and addressed appropriately.
- Selected a judgmental sample of nine departments and business partners, representing small, medium, and high volumes of SF311's service requests and call volumes, and surveyed these departments to determine whether they feel that SF311 communicates with them effectively and with sufficient frequency to meet their needs.

Statement of Auditing Standards

This performance audit was conducted in accordance with generally accepted government auditing standards. These standards require planning and performing the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. CSA believes that the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

CHAPTER 1 – Increased Use of Technological Solutions Can Optimize Call Center Performance

Summary

SF311 implemented several strategies to align the Call Center's resources with increased demand for its services. However, despite these efforts, call wait time (average speed to answer) and the rate at which callers hang up before speaking to a representative (abandonment rate) have increased significantly. In fiscal year 2014-15 callers waited an average of one minute and 45 seconds to have their call answered and almost one-quarter of them hung up before reaching a customer service representative¹¹. These negative impacts jeopardize SF311's customer's experience.

SF311 uses human and technological resources to implement strategies in managing operations, and it has implemented self-service methods for customers to obtain information and make service requests via the web or a mobile app. This is a step in the right direction, however has not diverted enough call volume to bring down wait times. SF311 needs to continue to implement technological solutions to improve Call Center performance. Integrated voice response (IVR), which SF311 has not implemented, has been credited by several jurisdictions for helping to manage call volumes and achieve wait times significantly lower than SF311's.

SF311 management has also deployed various other strategies to align Call Center capacity with demand by limiting the types of calls it takes, experimenting with shortening some types of calls, and hiring more staff. However, these efforts were very limited or not timely, and such options are usually constrained by factors outside of SF311's control.

¹¹ In April 2017, after the audit period and after more customer service representatives were hired, SF311 management reported that its call abandonment rate had decreased to 10 percent.

Finding 1

SF311 Call Center resources do not match the growing demand for its services, resulting in long wait times.

SF311 has expanded the types of requests the Call Center handles, which has resulted in longer calls and more demand for customer service representatives' time. SF311 has implemented several strategies to align the Call Center's resources with this increased demand, however, despite these efforts, average speed to answer and the call abandonment rate have increased significantly, which runs contrary to SF311's mission to provide prompt service.

SF311 can do more, particularly by using technology, to better align resources with demand.

New services require longer calls, slowing Call Center performance.

SF311 management states that in recent years SF311 has received requests from departments and the Board of Supervisors to offer new services and expand the type of information it provides, which has increased the demands on the Call Center. For example, SF311 expanded its services to include:

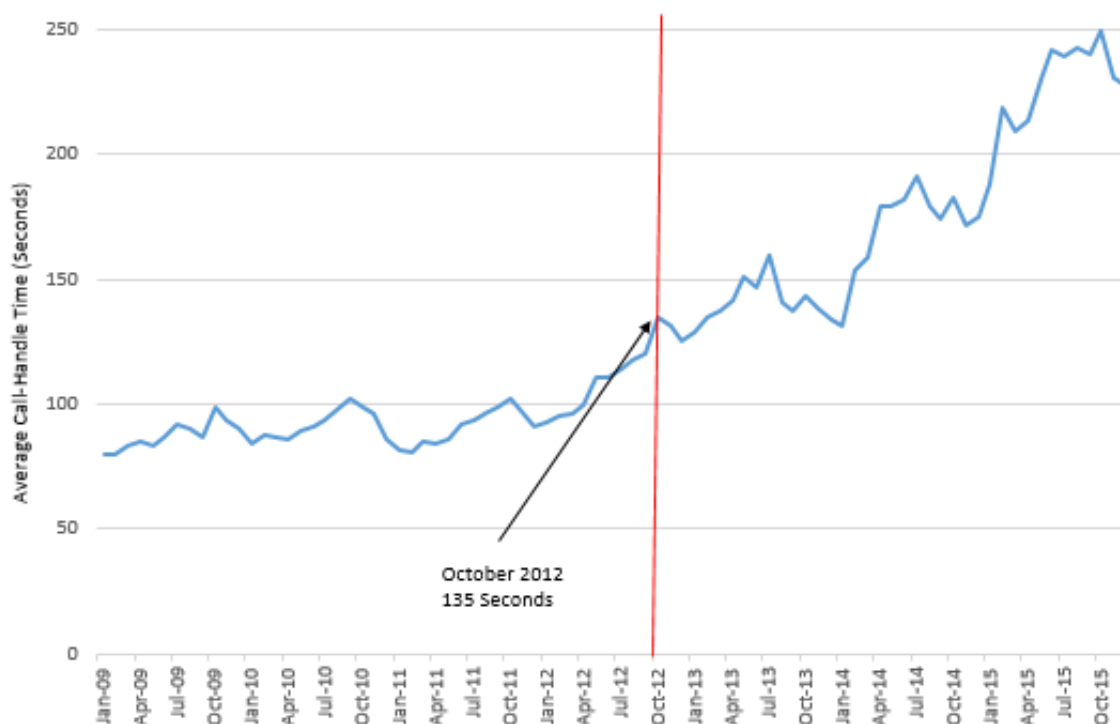
- Answering calls for the Treasurer and Tax Collector (Treasurer).
- Taking noise complaints.
- Taking requests for homeless shelter reservations.
- Handling calls to the County Clerk's main line.
- Launching an events calendar that departments can populate with public events.

The new call types SF311 is handling take more time, on average, for customer service representatives than did the previous call mix.

According to management, Treasurer calls, added in October 2012, are amongst the complex types of calls handled by SF311. Exhibit 7 shows that since these calls

were added, average call-handle time¹² increased significantly, from 2 minutes and 15 seconds in October 2012 to 4 minutes and 5 seconds in August 2015¹³.

EXHIBIT 7 SF311's Average Call-Handle Time Increased During the Audit Period



Note: SF311 began taking Treasurer calls in October 2012

Source: Auditor's analysis of performance data compiled by SF311 based on reports from Avaya.

However, as shown in the graph above, the upward trend started in 2011, before SF311 took over the Treasurer calls, indicating that other factors also contributed to increasing call lengths. Non-Treasurer average call-handle time increased by 1 minute and 8 seconds from 1 minute 52 seconds in August 2013 to 3 minutes in August 2015. The five-year upward trend from 2010-11 to 2014-15, which includes the period before SF311 began taking Treasurer calls shows average call-handle

¹² Defined as the amount of time a customer service representative spends on a call, including speaking with the caller and any activities related to the call after the caller hangs up or is put on hold by the customer service representative.

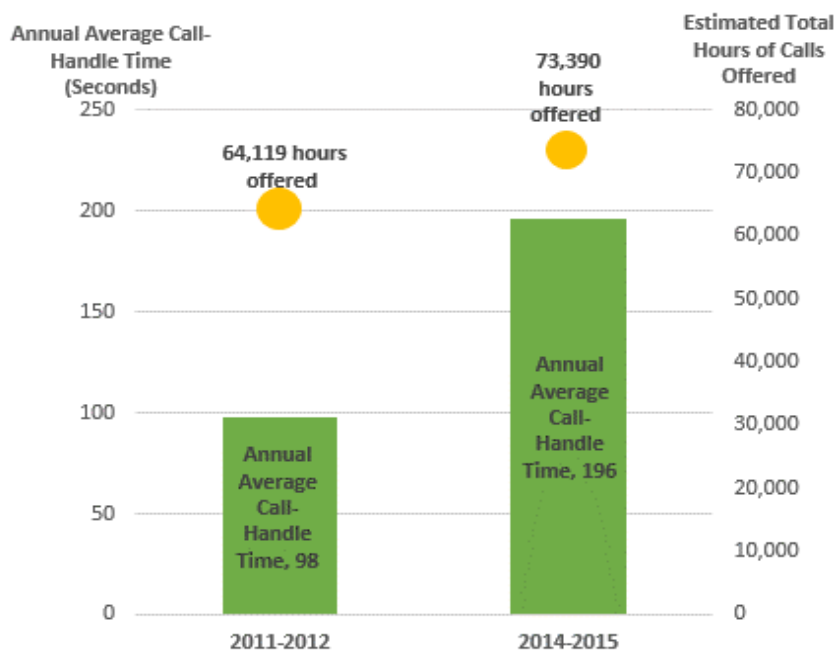
¹³ Auditor randomly selected August as the sample for 2015.

time increased 120 percent (1 minute and 30 seconds to 3 minutes and 18 seconds). The abandonment rate—the rate at which callers hang up before the Call Center answers—also increased in the same five-year period from 13 to 19 percent.

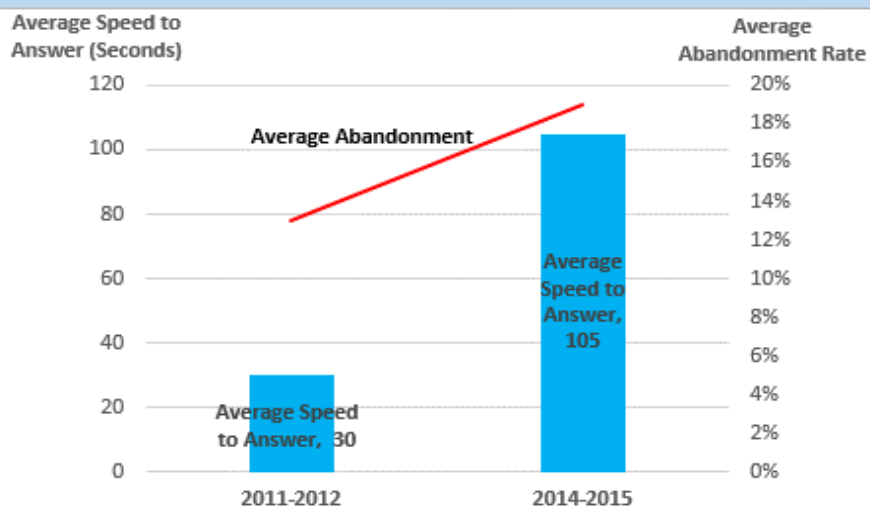
Although the number of budgeted customer service representatives has remained largely the same, the estimated hours of calls coming into the Call Center have increased by over 9,000 from fiscal year 2011-12 to 2014-15. Exhibit 8 shows how the increases in the average call-handle time (AHT) from fiscal year 2011-12 through 2014-15 have affected the overall demand on customer service representatives' time. Average speed to answer (ASA) and the call abandonment rate have both increased.

EXHIBIT 8 SF311's Increased Average Call-Handle¹ Times Mean Greater Demand for Customer Service Representatives' Time

The **Average Call-Handle Time** increased from 2011-12 to 2014-15, leading to an increase in the **total hours of calls offered¹ into the Call Center**



As calls became longer and staffing stayed constant, the **ASA²** and **Abandonment³** rates **Increased**



Notes:

¹ Average Call-Handle Time is the amount of work time related to calls, including average talk time and average after-call work time, divided by the number of calls handled.

² ASA stands for Average Speed of Answer.

³ Call abandonment rate is the percentage of calls that are disconnected by the caller before the call is answered divided by the total number of calls offered.

Source: Auditor's analysis of performance data compiled by SF311 based on reports from Avaya.

The increases to some key Call Center performance measures—AHT, ASA, and Call Abandonment Rate—can be directly linked to the 46 percent drop in Call Center contacts during fiscal years 2011-12 through 2014-15¹⁴, as was shown in Exhibit 3. In addition to human resources, technology solutions are needed to reduce overall demand on customer service representatives' time and to optimize Call Center operations.

Technological solutions beyond those SF311 has already implemented are needed to handle growing demand.

SF311 uses human and technological resources to implement strategies for managing operations.

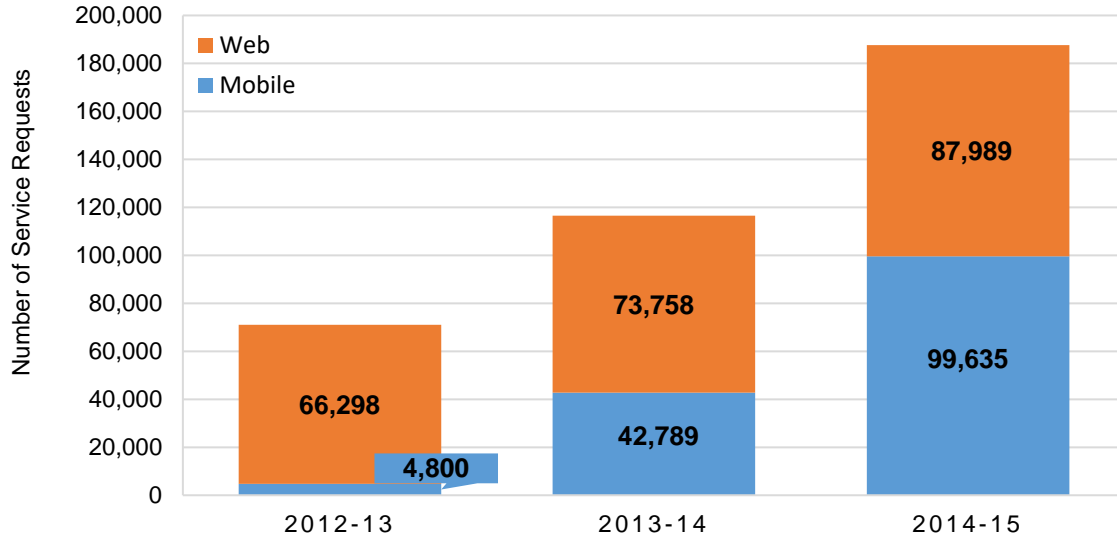
According to management, implementing technologies that divert calls away from the Call Center by giving customers self-service options has been a leading strategy for diverting call volume. The 2013 launch of the mobile app and the 2016 launch of a redesigned, more user-friendly website are the two most significant examples. SF311 continues to expand and improve these options. For example, according to management, an interface was created between LAGAN and a San Francisco Police Department (SFPD) system so that certain cases coming in via SF311 can be seen by SFPD without SF311 staff intervention.

Although a step in the right direction, these solutions have not been enough to absorb excess demand on the Call Center, and do not incorporate some leading practices. Exhibit 9 shows the current volume of diverted contacts in addition to estimated excess demand on the Call Center and total calls potentially diverted with self-service technologies.

¹⁴ Since the audit period the AHT has continued to rise through fiscal year 2017-18, increasing to 247 seconds, and the ASA spiked to 161 seconds in 2015-16 but fell to 72 seconds in 2016-17 and 2017-18. However, the call abandonment rate (11 percent in 2017-18) has decreased, which could be attributed to staff being added and the increasing use of self-service options. The audit's findings and recommendations are based on trend data for 2013 through 2015.

EXHIBIT 9 **SF311 Has Been Able to Divert a Large Quantity of Calls, Saving Thousands of Hours of Staff Time Annually**

Total Calls Diverted



| | 2012-13 | 2013-14 | 2014-15 |
|--|---------------|----------------|----------------|
| Total Calls Diverted | 71,098 | 116,547 | 187,624 |
| Annual Calls Abandoned | 220,311 | 179,462 | 250,448 |
| <i>Based on the Information Above and Average Call Durations, CSA Projects the Following Call Hours Diverted and Abandoned</i> | | | |
| Estimated Hours of Calls Abandoned | 8,078 | 7,577 | 13,636 |
| Estimated Hours Diverted | 2,607 | 4,921 | 10,215 |

Note: This exhibit does not include Twitter numbers as all cases that come in via Twitter require a supervisor to manually enter all service requests.

Source: Auditor's analysis of August 2015 data from SF311.

Exhibit 9 shows that the technology implemented by SF311 has had a measurable positive impact; however, more can and needs to be done. SF311 needs to continue to implement technological solutions to improve Call Center performance. SF311 has not implemented integrated voice response (IVR) or fully optimized its phone tree to divert callers from needing to speak with a customer service representative. Also, its customer relationship management system (CRM) lacks some useful features.

**Office of the Controller, City Services Auditor
New Technology, Stronger Departmental Partnerships, and
Robust Quality Assurance Controls Will Improve Customer Service**

As shown in Exhibit 10, other jurisdictions found that using IVR had a high impact in diverting significant call volumes from their Call Centers. Also, most jurisdictions with IVR showed higher performance levels and lower abandonment rates than those without IVR. Two of the jurisdictions also had “service level” goals of answering a certain percentage of their calls within 30 seconds instead of 60, which is San Francisco’s target.

| EXHIBIT 10 Three of Four Sampled Jurisdictions Use IVR to Manage Calls and Report Positive Impacts on Call Handling | | | |
|---|------------------------------------|-----------------------|--|
| Jurisdiction | 2015 Service Level | 2015 Abandonment Rate | Impact of IVR |
| Without IVR | | | |
| City and County of San Francisco | 29%-56% ^c in 60 seconds | 24% | Not Applicable |
| City and County of Denver (Colorado) | 41% in 60 seconds | 25% ^a | Not Applicable |
| With IVR | | | |
| City of Charlotte and Mecklenburg County (North Carolina) | 90% in 30 seconds | 1% | <ul style="list-style-type: none"> Met or exceeded all operational metrics for past 65 months. Since 2011 inception, IVR has accepted over 2 million calls with a completion rate of more than 82%. Reduced need for representatives by nearly 20 FTE positions annually. |
| City of New York (New York) | 86% in 30 seconds | Not Available | <ul style="list-style-type: none"> IVR resolves approximately 10 million calls, or 50% of total call volume to 311 annually. Interactive speech resolves more than 10% of transactional call types in IVR, reducing the load on call service representatives and resulting in a positive customer satisfaction ranking. IVR can resolve up to 80% of all calls during citywide emergencies. |
| City of Sacramento | 33% in 60 seconds | 19% ^b | <ul style="list-style-type: none"> IVR handles average call volumes in the high 40,000s per month. Management estimates that IVR diverted approximately 10 percent of calls when it was first implemented, which increased to approximately 20% when the information available through IVR was refined. Queue times would be unmanageable without IVR. |

Notes:

^a Denver 311 did not specify the timeframe to which this metric pertains. The document referenced (City and County of Denver Mayor’s 2016 Budget) reported 2014 actual performance and 2015 estimated performance.

^b Sacramento 311’s Abandonment Rate reported is for fiscal year 2014.

^c Monthly averages for 2015.

Source: Auditor’s analysis of survey data submitted by each jurisdiction and of August 2015 data from SF311.

These jurisdictions, which vary in size, services offered, and operating budget, use both human and technology resources in their operations. Appendix A shows key data factors of SF311 and other surveyed jurisdictions that contribute to overall performance.

The jurisdictions surveyed that use IVR do so in a variety of ways, depending on the needs of their operations. For many call types, the jurisdictions reported significant call diversion and positive impacts on their call centers. Exhibit 11 shows examples cited by other jurisdictions of particular tasks for which they use their IVR and describes work performed by SF311's customer service representatives that may be similar.

EXHIBIT 11 Examples of How SF311 Could Use IVR

| Examples of How Other Jurisdictions Use IVR | Jurisdictions* | Similar Work Performed by SF311's Customer Service Representatives | SF311 Call Volume in 2015 |
|---|--|--|---------------------------|
| Transferring calls to other departments for call types that are not handled by 311 | Sacramento 311 New York 311 | SFMTA blocked sidewalk complaints | 1,856 |
| Resolving calls during citywide emergencies, such as blizzards, or short-term events, such as water boil advisories | Sacramento 311 New York 311 | Taking calls during citywide emergencies | No data available |
| Providing the location of animal shelters (which led to a large decrease in calls about shelter locations, according to Sacramento 311) | Sacramento 311 | • Animal Care and Control – General Information | 786 |
| | | • Parking Meter Hours and Rates | 885 |
| | | • Parking Holiday Enforcement Schedule | 1,022 |
| Building inspection scheduling | Sacramento 311 | • Scheduling Passport Appointments | 3,782 |
| | | • SF City ID Card | 3,152 |
| Providing access to customers' water accounts 24 hours a day, seven days a week; allowing callers to receive account information, make a payment, report water and sewer issues, and transfer to customer service representatives | City of Charlotte and Mecklenburg County 311 | Property Tax Payment History – Current and/or Previous Year | 14,767 |
| Handling parking citation and utility bill payments | Sacramento 311 | "Parking Citation– Fine Amounts – Pay a Citation" | 1,878 |

Note: *Refer to Exhibit 10 for complete names of jurisdictions.

Source: Auditor's analysis survey results provided by each jurisdiction and of August 2015 data from SF311.

SF311 management stated that it does not use IVR because at SF311's inception in 2007, according to management, city leaders expressed a desire to have calls reach customer service representatives directly in the shortest possible time to promote human interaction and connect callers with a live individual. However, as shown later in Exhibit 14, callers wait times increased each year between 2013 through 2015. Also, 41 percent are hanging up while waiting. With increasing wait times, SF311 is not enabling callers to connect with live call-takers promptly.

SF311 management also explained that SF311 continually reviews its processes for automation but has not found a large volume of simple requests suitable for IVR to handle.

SF311 also has not implemented some automated solutions in its phone tree that could achieve part of what IVR would with less up-front investment. SF311's existing phone tree allows customers to select their language and then presents the caller with three options to select from: 1) Muni calls¹⁵, 2) Treasurer calls, and 3) All other calls.

SF311 could enhance its phone tree by:

- Expanding phone tree options for call types SF311 normally transfers out.
- Offering a call back service so customers do not have to wait on hold.
- Providing an announcement to callers waiting for a customer service representative of alternate contact methods (web, mobile app, and Twitter) immediately after language selection.

Also, SF311's LAGAN customer relationship management system does not have features other jurisdictions have found useful. One significant limitation of LAGAN is that it does not interface with the phone system, Avaya, so cannot track the length of calls by topic, which impedes SF311's ability to strategically decide what types of calls to prioritize for diversion

¹⁵ Muni calls are the only SFMTA calls under option one in the phone tree.

efforts through self-service methods. Appendix B shows the CRM systems surveyed jurisdictions use and the features they find most useful.

Although SF311 uses its phone system to track the average length of Treasurer and SFMTA calls, management states that it does not have data to determine how long its customer service representatives are spending on any other type of call. This limits SF311's ability to make strategic decisions about what types of calls to prioritize for diversion efforts. Management mentioned that SF311 is considering ways to integrate the two systems.

SF311 should continue to employ non-technological strategies to the extent possible; however, these options are often constrained by factors beyond SF311's control.

Other strategies available to SF311 for aligning resources to demand include limiting the types of calls it takes, shortening some types of calls, and hiring more staff. SF311 has made some effort to align Call Center resources using these strategies; however, these efforts were very limited or came too late, and these options are often constrained by factors outside of SF311's control.

SF311 limits taking some new service types but added others despite resource shortages.

According to management, SF311 turned down at least one request to begin providing a new type of service, but did add others to its workload, including answering all calls for the Office of the City Clerk and taking all noise complaints. This occurred in 2015, when call wait times and abandonment rates were increasing. However, management explained that adding these services streamlined processes for the City and allowed it to increase service to the public, which helps SF311 achieve its mission. Also, SF311 does not believe that it can always postpone or deny requests for new service, particularly if these are requested by stakeholders such as the Board of Supervisors or if the benefit of taking the new service will better serve the public.

SF311 has been unable to limit complex call times to the same degree that other jurisdictions have.

SF311 also experimented with limiting the average length of Treasurer calls by transferring calls of more than five minutes to the Treasurer. However, SF311 found that this led to customer dissatisfaction, as reflected by more caller complaints, according to management.

Based on our survey of four other jurisdictions, they can answer their Treasurer calls in an average of approximately 1 to 2 minutes more quickly than can SF311. For example, SF311's average call-handle time for a Treasurer call is 5.5 minutes¹⁶, while New York City reported it only takes its staff an average of 4.6 minutes and Denver reported it takes its staff an average of 3.5 minutes to handle tax calls¹⁷. Both jurisdictions also noted that tax calls were among their most complex calls¹⁸.

Although SF311 has made strong efforts to ensure that it answers calls courteously and addresses questions appropriately, the increasing duration of calls has caused almost one-quarter of callers to wait so long for a customer service representative that they hang up, which is unacceptably high.

Adding staff to meet fluctuating demand on the Call Center may not be sufficient.

SF311 management states that in July 2016 the Call Center added 8.57 FTE positions for Treasurer calls, and one part-time position for San Francisco Public Utilities Commission calls, (a 9 percent increase in Call Center staffing), which improved its performance metrics. According to management, as of April 2017, the ASA across all call types was 55 seconds (138 seconds faster than the ASA of 193 seconds in April 2015) and the average abandonment rate had dropped to 10 percent, indicating that the additional staffing has helped.

¹⁶ CSA used August 2015 data to calculate the time SF311 takes to resolve Treasurer calls.

¹⁷ Both New York City and Denver times were calculated from 2015 data, with no month specified.

¹⁸ New York City also noted that service requests, social services inquiries, and language-assisted calls are among their most complex.

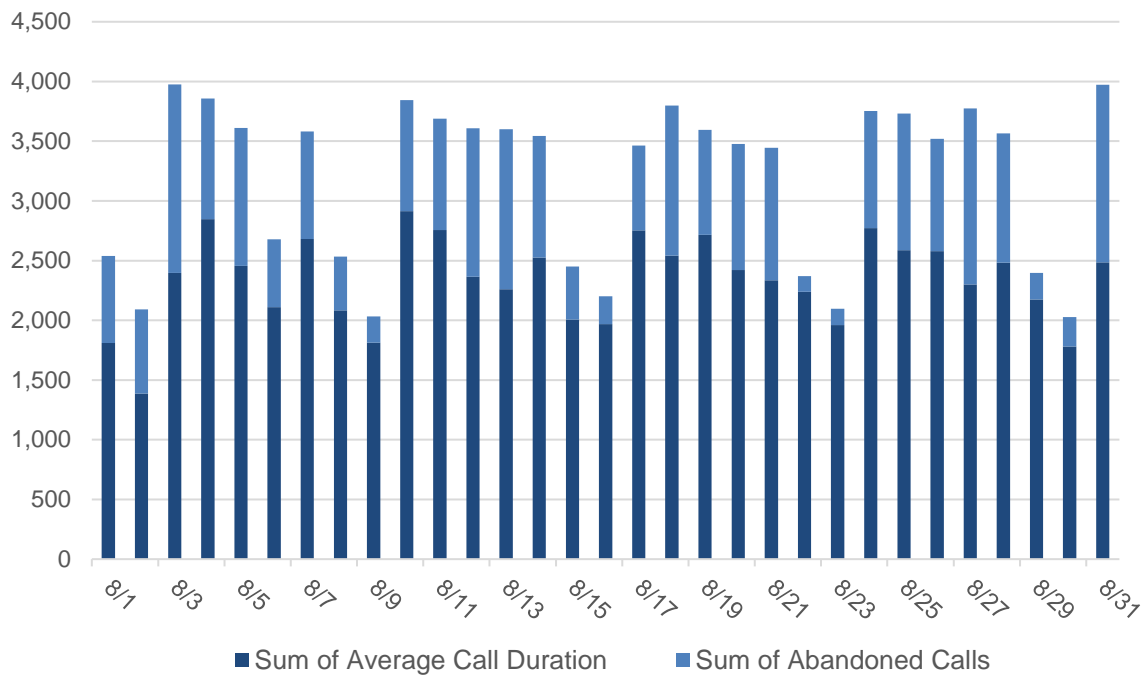
While a positive development, this was done only after several years of declining performance. Managing Call Center performance through staffing alone may not be possible due to budget constraints, call volume fluctuations, and obligations to schedule staff six months in advance.

According to SF311, additional staff were requested before 2016, but the requests were not approved despite the Call Center's long wait times. Also, because demand for the Call Center fluctuates significantly from one day to the next and can be unpredictable, managing the fluctuations through staffing alone can be challenging, particularly because the shift-bid process requires that all permanent staff be scheduled six months in advance.

Exhibits 12 and 13 show that call volumes can vary by day each month and by day of the week, with unpredictable spikes and ebbs.

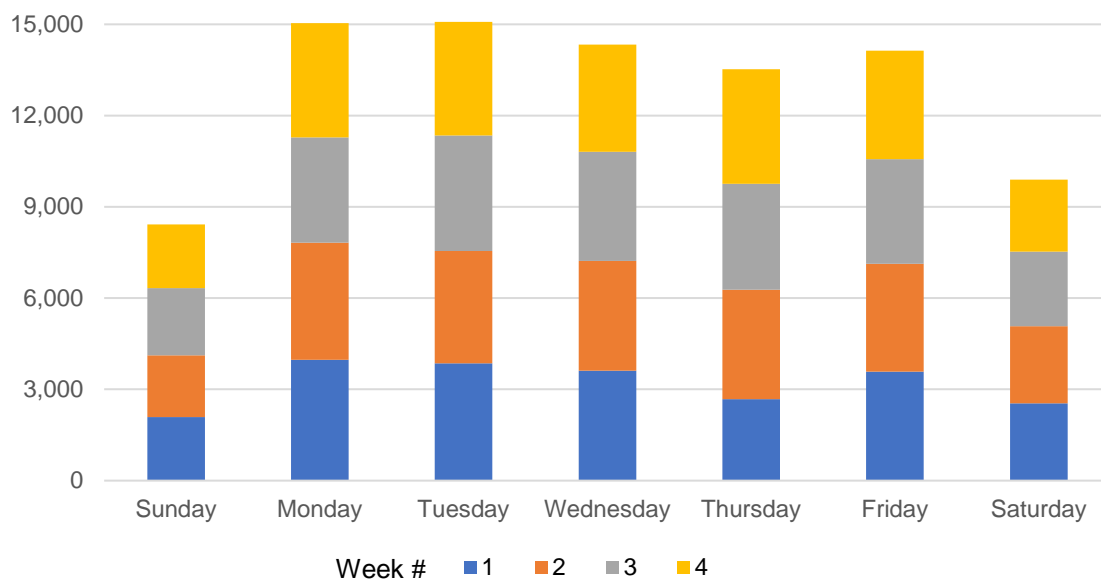
EXHIBIT 12 Daily Call Volumes Can Fluctuate Significantly

Daily Call Volumes in August 2015



Source: Auditor's analysis of August 2015 data from SF311.

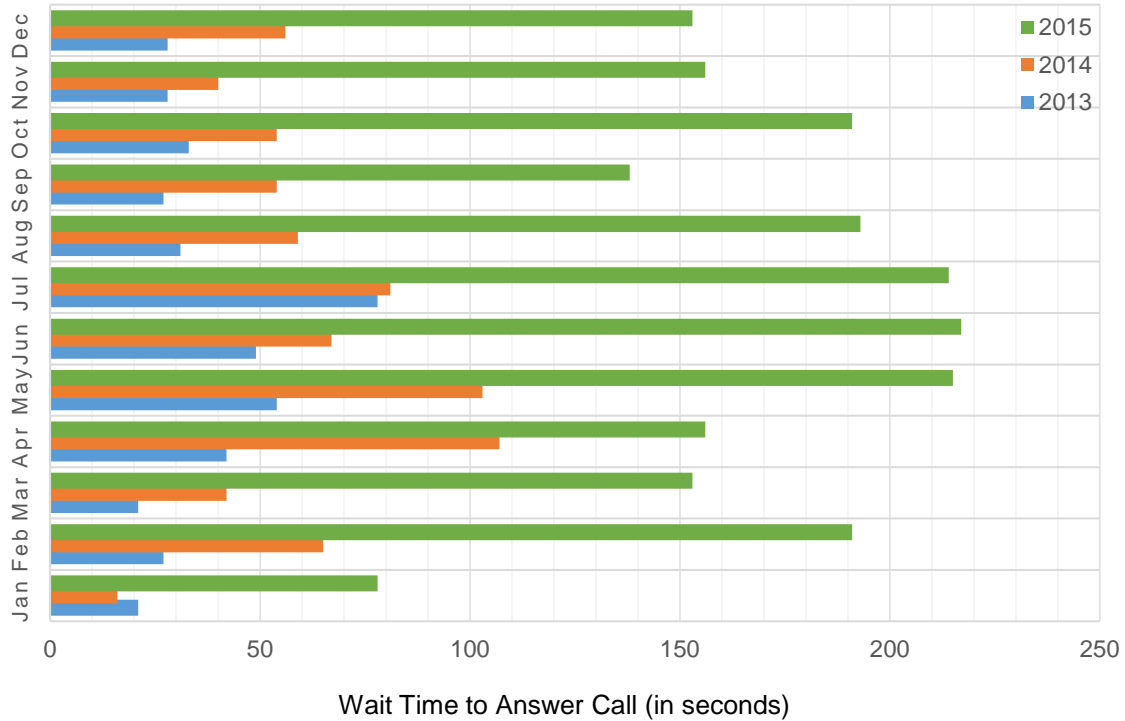
EXHIBIT 13 Call Volumes Fluctuate Significantly by Day of the Week



Source: Auditor's analysis of August 2015 data from SF311.

Managing the Call Center through staffing alone could lead to inefficient operations. As shown in Exhibit 14, SF311's ASA was longer in every month of 2015 than it was in the same month of 2014 and 2013. For example, a month-on-month comparison indicates that, from August 2013 to August 2015, ASA increased 2.75 minutes: from 28 seconds in August 2013 to 3.22 minutes in August 2015.

EXHIBIT 14 **SF311's Wait Time to Answer Calls Was Longer in Every Month of 2015 Than in the Same Month of the Two Previous Years**



Source: Auditor's analysis of data from SF311.

At the peak hour of 10 to 11 a.m. during the sample month of August 2015, callers had to wait an average of 7.7 minutes, and 41 percent hung up before speaking to a customer service representative.

Finally, as Exhibit 15 shows, the number of employees needed to meet Call Center demand could continue to significantly escalate if SF311 continues to take on more complex work to serve departments.

EXHIBIT 15 Increasing Call-Handle Times Impact the Number of Customer Service Representatives Needed to Handle 100,000 Calls Per Month

| Average Call Duration (minutes) | Notes on Average Call Duration | Total Monthly Hours of Call Time if 100,000 Calls Offered ^a | Hours of Calls Taken in August 2015 | Estimated Call Hours Above August 2015 Volume | Estimated FTE Positions Needed Above August 2015 Levels |
|--|---|--|-------------------------------------|---|---|
| 2.5 | Approximate average length of call that 2015 staffing levels can handle | 4,167 | 3,887 | 280 | 2.0 |
| 3.22 ^b | Average Call Handle Time for August 2015 | 5,361 | 3,887 | 1,474 | 10.6 |
| 4.23 | Projected Average Call-Handle Time if Treasurer or similarly complex calls were half of total call volume | 7,067 | 3,887 | 3,180 | 22.9 |
| Notes: ^a 100,000 monthly hours of call time is an estimate of the average monthly number of calls offered. In 2015 an average of 104,059 calls per month were offered into the Call Center. ^b This average call duration is based on the actual call volume the Call Center was able to handle in 2015, given staff levels at that time. | | | | | |

Source: Auditor's analysis of SF311 data.

According to the U.S. Government Accountability Office, "management (should establish) processes to evaluate performance against the entity's expected standards of conduct and address any deviations in a timely manner." SF311's inability to align its resources with increasing and fluctuating demand is jeopardizing customer's experience.

Recommendation

1. SF311 should ensure that its Call Center capacity is aligned with demand. Specifically:
 - a. Continue expanding its efforts to automate services. As part of this effort, determine a frequency (at least annually) at which to evaluate what call types could be diverted to an integrated voice response system and consider the costs and benefits of implementing such a system.
 - b. As part of implementing a new customer relationship management system, include features that allow integration with the phone system to

permit the tracking of the average duration of calls related to various topics.

- c. Analyze average call length by topic and determine whether some calls may be shortened through enhanced staff training or leveraging self-service options to place requests.
- d. Develop a systematic approach to manage growing demand and optimize Call Center capacity. Include analysis of Call Center demand and project how much additional volume the Call Center can absorb (while sustaining or enhancing performance) before taking on more work.

CHAPTER 2 – SF311 Effectively Manages Its Operations but Should Enhance Internal Controls

Summary

SF311 generally provided appropriate service to its external customers (the public) and its internal customers (city departments). SF311 also has effective operating procedures and communicates appropriately with city departments, which are its key stakeholders, to answer information requests and route service requests to responding departments. However, additional opportunities exist for SF311 to optimize its operations through improved internal controls over information and service requests.

SF311 also does not have controls over the quality of its data, which is used for management decision-making and reported to the public. This has led to significant discrepancies between datasets that SF311 could not fully explain, indicating that SF311 management and public stakeholders may be using incomplete or inconsistent data for decision-making and analysis.

Finding 2.1

SF311 effectively responds to requests but can improve its internal controls.

SF311 generally responded to sample information questions and service requests appropriately, indicating its effective operating processes. SF311 also has effective approaches to communicating and partnering with city departments, which are its key stakeholders, to answer information requests and fulfill service requests. However, additional opportunities exist for SF311 to optimize performance and provide a better public experience by strong partnerships with city departments.

SF311 addressed most sample information requests accurately but puts accuracy of information at risk by how it communicates with departments.

CSA made ten sample information requests to SF311 to determine the accuracy of information provided by the Call Center. Of the ten questions CSA posed, SF311 answered five accurately, appropriately referred four calls to other departments or agencies, and answered one question inaccurately.

Exhibit 16 shows that SF311 generally answered questions accurately when they pertained to departments linked to high or medium call volume¹⁹. For departments associated with a low call volume, SF311 typically referred the caller to contact the department or agency directly and, in one case, gave an incorrect answer.

¹⁹ CSA used the following scale to categorize departments by their call volume: Low = up to 5,000 calls per year, Medium = 5,001 to 49,999 calls per year, High = 50,000 or more calls per year.

| EXHIBIT 16 | | SF311's Accuracy Is Highly Driven by Its Typical Method of Coordinating With City Departments and Their Call Volume | | |
|---|---|---|---|------------------------|
| Department Linked to the Question | Typical Method of Coordinating With Department | Topic Questions | SF311 Call Volume for Department ^{b,c} | # of Calls About Topic |
| Questions Answered Accurately | | | | |
| Office of the Treasurer and Tax Collector | Weekly meetings | Tax history for a specific property | High | 5 |
| San Francisco Municipal Transportation Agency | Monthly meetings | Price of a neighborhood parking permit | High | |
| Office of the Controller | Ad hoc communications | Process to file claim against City | Low | |
| Office of the County Clerk | Ad hoc communications | Process for a wedding at City Hall | Medium | |
| Department of Public Health | Ad hoc communications | Closest free clinic | Low | |
| Questions Transferred to Other Departments | | | | |
| San Francisco Municipal Transportation Agency | Monthly meetings | Chartering a cable car | High | 4 |
| Department of Building Inspection | Ad hoc communications | Permit for a home remodel | Low | |
| City College of San Francisco | None | Cost of SF City College for city residents | Low | |
| Recreation and Park Department | Semiannual meetings | Outside Lands Festival | Low | |
| Questions Answered Inaccurately | | | | |
| Human Services Agency | Memorandum of understanding for homeless shelter reservations | Homeless shelters that allow dogs ^a | Medium | 1 |
| Total Calls | | | | 10 |
| Notes: | | | | |
| ^a SF311 responded inaccurately to a question that pertained to homeless shelters that allow dogs as pets. The customer service representative stated they were unaware of any shelter that accepts dogs but provided the phone numbers of two shelters, so the caller could determine whether they accommodate dogs. However, the Navigation Center does allow dogs, according to its website. | | | | |
| ^b Based on fiscal year 2014-15. | | | | |
| ^c Departmental call volumes categories used are: Low = up to 5,000 calls yearly, Medium = 5,001 to 49,999 calls yearly, and High = 50,000 or more calls yearly. | | | | |

Source: Auditor's analysis of SF311 data and auditor's cold call results.

SF311's approach to updating its knowledge base, which is used to answer information requests, requires significant contributions from city departments to ensure information given to customers will be accurate.

SF311 expects departments to update the knowledge base with revised and additional information.

SF311 management explained that it is the department's responsibility to let SF311 know when information needs to be updated. SF311 reaches out to departments if a caller asks a question for which there is no answer in the database but relies on the department liaison to take the initiative to inform SF311 of new information or changes to existing information in the knowledge base.

Communications between SF311 and other departments vary, partly depending on the volume of requests SF311 receives related to a given department. SF311 communicates routinely with the few departments that represent the majority of requests SF311 receives and communicates only as needed with other city departments that represent a lower volume and frequency of requests. It is unclear whether SF311 informs other departments through these communications that they must provide updated information to SF311 to ensure the knowledge base is current.

Six of the seven city departments surveyed were satisfied with SF311's services.

CSA surveyed city departments to assess their level of overall satisfaction and communication methods with SF311. Six of the seven departments that responded were satisfied with their level of services and communication from SF311. One department, the Public Library (Library), reported being dissatisfied with its level of communication with SF311 because it believed SF311 provides inaccurate information about the department's operations.

The Library stated that it found its level of communication with SF311 unsatisfactory because SF311 did not understand that law librarians cannot give legal advice to the public. According to the Library and SF311, the Library does not have regular contact with SF311. Management of SF311 explained that it is up to all departments to provide SF311 any information or updates regarding department's operations. The reportedly infrequent communication between SF311 and the Library may have contributed to the Library's lower satisfaction with SF311's services and created the perception that SF311 often provides inaccurate information about the Library.

The example of the Library illustrates the risks to customer satisfaction and accuracy of information SF311 provides. These risks can be mitigated as SF311 and its stakeholders collaborate better to ensure customer satisfaction and accuracy of information, especially for those departments that do not routinely communicate with SF311.

SF311 routed all sample service requests correctly, but servicing departments are ultimately responsible for fulfilling and closing requests.

CSA made nine sample service requests, covering different topics, fulfilled by five service-providing departments. SF311 correctly routed each sample request to the appropriate service-providing department, although one sample request was inaccurately closed by the servicing department.

Of the nine sample service requests, four were fulfilled by the service providing department accurately and within the timeframe indicated by SF311. Four others were resolved²⁰.

One request of nine—asking that a damaged parking meter be repaired—was not fulfilled in the timeframe provided by SF311. SFMTA did not fix the damaged parking meter we reported within the timeframe specified, although SFMTA closed the ticket in LAGAN, erroneously indicating that the service request had been fulfilled and making the erroneous information available to the public.

Exhibit 17 summarizes the nature and outcome of the nine sample service requests the audit team made through SF311.

²⁰ Due to the nature of the issues reported (car blocking a sidewalk, dead animal pickup), it was impossible to determine whether these issues were resolved by the servicing department or a member of the public.

EXHIBIT 17 Service Requests Are Generally Accurately Fulfilled, but One Request Was Inaccurately Closed Before It Was Resolved

| Department or Outside Organization Providing Service | Service Requested | Number of Sample Requests | % of Total Requests |
|--|------------------------|---------------------------|---------------------|
| Request Fulfilled Accurately | | | |
| Recology | General Cleaning | 4 | 44% |
| Recology | Bulky Items | | |
| PG&E | Streetlight | | |
| Recology | Overflowing Receptacle | | |
| Unknown Who Resolved the Issue ^a | | | |
| Recreation and Park | General Cleaning | 4 | 44% |
| SFMTA | Blocked Sidewalk | | |
| SFMTA | Blocked Sidewalk | | |
| Public Works | Dead Animal Pickup | | |
| Request Inaccurately Closed by SF311 Before Being Resolved | | | |
| SFMTA | Damaged Parking Meter | 1 | 11% |
| Total Questions | | 9 | 100% ^b |

Notes:

^a The issue was resolved in the timeframe expected, but due to the nature of the request, CSA could not determine whether it was resolved by a city department or a member of the public.

^b Numbers above do not total to 100 percent due to rounding.

Source: Auditor's analysis of data from SF 311.

Also, SFMTA provided poor customer service for two of the calls. SF311 routed calls regarding blocked sidewalks to SFMTA, which answered them in a rude, unpleasant tone, and provided no expected response time or an incident number, contrary to SF311's standards of customer service.

SF311 management explained that it is the responding departments' responsibility to ensure that accurate information regarding estimated time to close, updating the status of requests, and fulfilling service requests is communicated. However, although the servicing department may be the source of the inaccurate information, providing such information to the public and routing calls to a department whose call takers do not exhibit adequate customer service could reflect poorly on SF311's (and the City's) reputation.

SF311 does some monitoring of whether services requested through SF311 are provided and may follow up with departments if requests are not being closed. The five surveyed departments that fulfill service requests reported receiving updates on open requests from SF311, so departments can address and close the requests.

Like other city departments, SF311 recognizes the importance of partnering with its key stakeholders to achieve its mission. Equally important, city departments are also invested in the partnership with SF311 to provide their government services to customers. For example, a 2016 Controller's report on the City's management process for Muni-related complaints identified opportunities for SFMTA to improve operations and the customer experience, in cooperation with SF311²¹.

Specifically, the report stated that SFMTA could:

- Set up more comprehensive feedback mechanisms to communicate to SF311 about missing information needed to fulfill requests.
- Establish two-way communication between SF311 and SFMTA information systems.
- Create customizable e-mail scripts for all frequent types of Passenger Service Reports to close the loop with customers.

This example is one way that SF311 and other city departments can partner to identify opportunities to optimize operations and improve the customer experience.

According to the U.S. Government Accountability Office, management should design control activities in response to the entity's objectives and risks to achieve an effective internal control system.

Given that SF311's mission includes providing a prompt, courteous, and professional customer service experience and enabling the government to be transparent,

²¹ Office of the Controller, *SFMTA: As-Is Review of the Passenger Service Report Process*, 2016, pp. 25-39.

responsive, and effective, additional internal controls could address these objectives as part of a comprehensive internal control system.

Recommendations

SF311 should:

2. Continue to effectively partner with other city departments, its primary stakeholders, to achieve its mission.
3. Establish a comprehensive process to proactively and regularly communicate with all other city departments to verify that information in the knowledge base is accurate, confirm whether any new information should be added and communicate expected timelines to update the knowledge base.
4. Identify and assess the costs and benefits to developing a systematic and comprehensive process to track whether all service requests are appropriately closed and systematically communicate any delinquent open requests to department management.

Finding 2.2

SF311 needs to improve internal controls to ensure data it uses and provides to the public is complete, consistent, and readily understood.

SF311's data lacks consistency from report to report.

SF311 does not have appropriate controls over the data it uses for management decision-making and shares publicly because it does not document the nature of its report queries or have a process for checking its reports for completeness and accuracy.

This has led to significant inconsistencies between its public and internal reports, which management cannot fully reconcile indicating that SF311 may be using incomplete data for management purposes, is providing filtered data to the public, or both.

As shown in Exhibit 18, public reports differ from internal reports generated by SF311 regarding the number of

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service requests, total calls received by SF311, and total number of informational requests by up to 34 percent.

| EXHIBIT 18 SF311 Call-Related Performance Measures Vary Between Internal and Public Reports | | | | |
|---|--|--|--|--|
| Publicly Available Report | Report Description | Comparable Internal Report | Discrepancy | SF311's Explanation of Discrepancy |
| DataSF 2015 – Case Data from SF311 | List of service requests made during 2015 | CSC51 - All Contact Metrics: Cases by Department | DataSF: 349,614 records CSC51 Cases: 414,046 records Variance: 64,432 records (18%) | SF311 stated that both reports are filtered, but was unable to explain what was filtered out in each |
| DataSF 2015 – SF311 Information Requests by Month 311_Information_Requests_by_Month | Data that documents the number of times each knowledge base article was accessed | CSC51 - All Contact Metrics: Knowledge Used | DataSF: 309,977 records CSC51 Knowledge Used: 331,675 records Variance: 21,698 records (7%) | SF311 stated that both reports are filtered, but was unable to explain what was filtered out in each |
| DataSF 2015 - SF311 Cases by Channel | Number of cases SF311 received each month by request channel | Cases by Channel | No Variance: 467,511 records | Not Applicable |
| DataSF 2015 - Case_Data_from_San_Francisco_311_2015_Calendarv2 | Total number of service requests received in 2015 | Cases by Channel | DataSF: 349,614 Cases Cases by Channel: 467,511 cases Variance: 117,897 cases or 34% | SF311 was unable to explain the variance |

Note: Cases represent service requests and channels represent contact methods (phone, web, mobile app, and Twitter).

Source: Auditor's analysis of data from SF311.

Upon request, SF311 management was able to reconcile most of the variances from the CSC51 and Cases by Channel reports for the period under audit but does not have a documented process for checking its reports for completeness and accuracy. According to management data made public on DataSF intentionally excludes information that pertains solely to an individual. For example, calls from taxpayers wanting to get specific

information about their business taxes or someone making a shelter reservation are not included. But when departments request performance data on their services, SF311 can generate the relevant information to support data-driven management decisions. Still, SF311 recognizes that more can be done to develop a process that is documented and applied consistently for reporting performance data.

According to the U.S. Government Accountability Office, management should use quality information to support the internal control system. Effective information and communication are vital for an entity to achieve its objectives. To ensure it relies on quality information, management should evaluate both internal and external sources of data for reliability. Quality information is appropriate, current, complete, accurate, accessible, and provided on a timely basis. Management uses the quality information to make informed decisions and evaluate the entity's performance in achieving key objectives and addressing risks.

By not having a consistent process that is documented for how data is filtered from reports used for internal decision-making and shared publicly, SF311 risks relying on incomplete or inconsistent information for management decisions and providing incomplete information to the public without disclaimer.

Recommendations

SF311 should:

5. Implement policies and procedures to regularly check that data used for management purposes or reported to the public is consistent, accurate, and complete, and, where incomplete, that the omissions are documented and communicated.
6. Maintain documentation of what is included in and excluded from each of its reports containing similar information and reconcile between data sets.
7. Document and make publicly available a guide that describes what information is included in and omitted from public datasets to facilitate appropriate understanding of the data.

APPENDIX A: PERFORMANCE DATA FACTORS OF 311 JURISDICTIONS

CSA performed simple quantitative analyses on key performance data factors for SF311 and the surveyed 311 jurisdictions. Exhibit A shows call volume, contacts, operating budget, and staff all affect 311 operations across jurisdictions. However, it's unclear to what extent the data factors individually or together contribute to the efficiency and effectiveness of 311 operations.

| EXHIBIT A Key Performance Data Factors of 311 Jurisdictions | | | | | |
|---|---|-----------------------------|--------------------------------|----------------|---------------------------------|
| Jurisdiction | Year Metrics Were Reported ^a | Total Contacts ^b | Total Call Volume ^b | Adopted Budget | 2015 FTE Positions ^c |
| San Francisco | FY 2014-15 | 1,280,571 ^d | 1,089,133 ^d | \$12,273,735 | 91 |
| Charlotte-Mecklenburg | FY 2014-15 | 1,674,403 ^e | 1,153,426 ^e | 10,636,041 | 113 |
| Sacramento | FY 2014-15 | 403,000 ^{ef} | 342,000 ^{e,f} | 1,869,374 | 26 |
| Denver | 2015 | 531,098 ^e | 498,629 ^e | 1,976,900 | 32 |
| New York City | FY 2014-15 | 31,615,000 ^g | 21,079,000 ^g | 44,100,000 | 337 |

Notes:

^a Year can be the calendar or fiscal year, depending on the jurisdictions' operating cycle.

^b The point at which each jurisdiction counts a *contact* may vary across jurisdictions surveyed and impact the total of *contacts and call volumes*. Also, not all jurisdictions have the same contact channels, and certain contact channels require more CSR involvement. SF311 defines a *contact* as a phone call where the caller has passed through the initial phone tree, or any request made via web, mobile app, or Twitter.

^c The full-time equivalent (FTE) count is a total for each 311 jurisdictions listed. The body of work can vary greatly across jurisdictions. San Francisco count excludes part-time and temporary staff. The 2017 Charlotte-Mecklenburg FTE count is approximate.

^d SF311's *total contacts* and *call volume* were calculated by CSA based on reports provided by SF311.

^e Charlotte-Mecklenburg, Denver, and Sacramento call volume and total contact numbers are self-reported via survey.

^f City of Sacramento and New York City call volume and total contacts were rounded to the nearest thousand.

^g New York City publishes its metrics in the Mayor's Management Report.

Source: Contacts, calls, and budget numbers available closest to the end of the audit period for each jurisdiction from survey responses and adopted budgets and, for San Francisco only, from the salary ordinance. Denver's 2015 budget was appropriated and not adopted.

APPENDIX B: OTHER JURISDICTIONS' CUSTOMER RELATIONSHIP MANAGEMENT SYSTEMS AND FEATURES

| EXHIBIT B CRM Systems Used by Other Jurisdictions Have Various Useful Features | | | | |
|--|------------------------|---|--|--|
| Phone Call Volume FY2014-15 (Approximately) | Time With System | Most Useful System Features and/or Attributes | Comments on System Features | Impact on Call Performance |
| City of Charlotte and Mecklenburg County: City-Owned Proprietary System | | | | |
| 1,150,000 | >20 years | <ol style="list-style-type: none"> 1. Strong knowledge base 2. Easy to use and learn 3. Integration with several department work order systems 4. Solid complaint management process 5. Integrates well with customer service representative processes 6. System stability 7. Relatively easy to modify existing needs | Although the reporting and search capabilities are somewhat limited, we have used the system for more than 20 years. It is stable and easy to use and learn. The knowledge base is robust, and request entry easy to follow. The system was built for and maintained by the City of Charlotte staff, so it was built with city operations in mind. | Don't know; it has been used for more than 20 years. |
| City and County of Denver: Salesforce | | | | |
| 500,000 | One year | <ol style="list-style-type: none"> 1. Case intake 2. Auto-routing: limited but expanding 3. Ease of use 4. Easy to make changes/updates 5. Integration with other applications | So easy and intuitive to use. | Improved call-handling time and agent availability. |

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| Phone Call Volume FY2014-15 (Approximately) | Time With System | Most Useful System Features and/or Attributes | Comments on System Features | Impact on Call Performance |
|---|---------------------------|--|--|--|
| City of New York: Oracle/Siebel | | | | |
| 20 million | 13 years ²² | <ol style="list-style-type: none"> 1. Search 2. Next steps navigation 3. Radio-dial buttons for transactions 4. Content presentation 5. Activity recording (for reporting) | <p>The system and top features are designed to support the 311 Call Center customer experience baseline. Agents engage with customers by probing and dialogue to determine the customer need, use the search tool to obtain relevant topics (aka "services") based on the keywords, and then use the content dialogue boxes to comprehend the material and relay it to the customer.</p> <p>The "next steps" navigation is critical. It allows the content to determine the outcome, so the agent does not have to decide or even know the decision path. Transactions such as transfers or conference bridging are easily accessed by the radio-dial buttons. As part of the design, a data capture and reporting function was included to capture pertinent information (date, time, phone number, agent ID, services offered, outcome) on every call and then format for handoff to a business intelligence platform.</p> | Don't know; all features were implemented at the launch of the 311 program and CRM platform in 2003. |
| City of Sacramento: Oracle Cloud Service | | | | |
| 340,000 | Since May 2016 | <ol style="list-style-type: none"> 1. Configurability 2. E-mail automation 3. Integration with other systems 4. Multiple workspaces 5. Simple reporting tools 6. E-mail integration 7. Included customer portal 8. Included online reporting tools | I like being able to easily test system changes with a group of agents in the production environment. As a non-developer, I can change business rules, workspace rules, and workspace layout very easily, and test those changes in a production environment, while limiting who sees the changes. | Still too early to know for certain. |

²² City of New York has started the process to replace its Customer Relationship Management System.

APPENDIX C: DEPARTMENT RESPONSE



Nancy Alfaro
Director

311 Customer Service Center City and County of San Francisco

June 25, 2018

Tonia Lediju
Director of City Audits
City Hall, Room 476
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Response to the Audit on San Francisco 311

Dear Ms. Lediju,

Thank you for the opportunity to respond to your draft report, "SAN FRANCISCO 311: New Technology, Stronger Departmental Partnerships, and Robust Internal Controls Will Improve Customer Service."

We know your team dedicated many hours reviewing and analyzing our reports and spent a lot of time interviewing members of our team, other departments, and other municipalities. We greatly appreciated the time you and your team offered our department to generate this report.

Attached, please find SF311's response to the audit's recommendations. Please do not hesitate to contact me should you have any additional questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Nancy Alfaro".

Nancy Alfaro
Director

cc: Naomi Kelly, City Administrator

Mark Farrell, Mayor
Naomi M. Kelly, City Administrator



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For each recommendation, the responsible agency should indicate whether it concurs, does not concur, or partially concurs. If it concurs with the recommendation, it should indicate the expected implementation date and implementation plan. If the responsible agency does not concur or partially concurs, it should provide an explanation and an alternate plan of action to address the identified issue.

RECOMMENDATIONS AND RESPONSES

| Recommendation | Agency Response | <i>CSA Use Only</i> Status Determination* |
|---|--|--|
| The San Francisco 311 should: | | |
| <p>1. Ensure that its Call Center capacity is aligned with demand. Specifically:</p> <ul style="list-style-type: none"> a. Continue expanding its efforts to automate services. As part of this effort, determine a frequency (at least annually) at which to evaluate what call types could be diverted to an integrated voice response system and consider the costs and benefits of implementing such a system. b. As part of implementing a new customer relationship management system, include features that allow integration with the phone system to permit the tracking of the average duration of calls related to various topics. c. Analyze average call length by topic and determine whether some calls may be shortened through enhanced staff training or leveraging self-service options to place requests. d. Develop a systematic approach to manage growing demand and optimize Call Center capacity. Include analysis of Call Center demand and project how much additional volume the Call Center can absorb (while sustaining or enhancing performance) before taking on more work. | <p><input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input checked="" type="checkbox"/> Partially Concur</p> <p>Incorporating an integrated response system (IVR) requires callers to navigate complex phone trees and is contrary to the Mayor's directive given to SF311 upon launch. SF311's guiding principle is to connect people to government services by offering them the ability to reach a "live" representative who can assist callers with their issues. Live representatives can also connect callers to a language translation service with over 170+ language options; in comparison, IVRs do not offer such accommodation.</p> <p>SF311 has averaged a monthly service level of 66.85% for the last 2 years, which exceeds our goal of answering 60% of calls within 60 seconds. Our current telephone system has allowed us to create dedicated vectors and announcements to divert callers to representatives with a specific skill through a short list of phone tree options. Options which represent at least 20% of our call volumes have discrete entry points. The telephone system can</p> | <p><input checked="" type="checkbox"/> Open</p> <p><input type="checkbox"/> Closed</p> <p><input type="checkbox"/> Contested</p> |

* Status Determination based on audit team's review of the agency's response and proposed corrective action

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| Recommendation | Agency Response | <i>CSA Use Only</i> Status Determination* |
|----------------|--|---|
| | <p>provide us with critical call metrics for these entry points, including length of call.</p> <p>Therefore, SF311 disagrees with implementing a costly IVR system for the small percentage of calls that CSA identified as it would make it harder for the majority of callers to reach a live person. Ultimately, the decision to redirect callers to machines rather than people is a Mayoral policy decision.</p> <p>On an ongoing basis, SF311 considers adding options to the SF311 app and web for existing services offered via phone and agrees that this should continue. Over 60% of our service requests are now done via self-service options, which exceeds any other 311 center in the nation. SF311 also agrees that we should continue to analyze length of call for various topics and services and enhance training or expand on self-service options where applicable. 90% of our services offered by phone are also available via self-service options, and SF311 continues to look for ways of expanding this. As an example, blocked driveways and illegal parking was recently added to the service options on our SF311 app and web.</p> <p>SF311 agrees that we need to have a better systematic approach to anticipate growing demand for our services, which should include impacts on performance. However, this is not always possible due to lack of data available from departments. Departments tend to underreport call volumes, since they are unable to report abandoned calls, so call volumes are often much higher than what departments report to SF311 when taking on a service. However, we are incorporating self-service options as part</p> | |

* Status Determination based on audit team's review of the agency's response and proposed corrective action

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| Recommendation | Agency Response | <i>CSA Use Only</i> Status Determination* |
|---|---|---|
| | of the plan when implementing any new service. Furthermore, there are times, when the decision and directive to transfer a function to 311 has been made by the Mayor or other Executive City leaders without much notice to SF311. | |
| 2. Continue to effectively partner with other city departments, its primary stakeholders, to achieve its mission. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 3. Establish a comprehensive process to proactively and regularly communicate with all other city departments to verify that information in the knowledge base is accurate, confirm whether any new information should be added, and communicate expected timelines to update the knowledge base. | <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input checked="" type="checkbox"/> Partially Concur As of July 31, 2017, SF311 began holding quarterly meetings for all 311 Liaisons and CRM users, allowing a platform for participants to provide feedback, raise concerns, learn of new system changes, and to provide an opportunity to notify SF311 of changes within their departments. Since SF311's knowledge base links directly to department websites, SF311 believes that departments are responsible for maintaining the accuracy of that information. | <input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 4. Identify and assess the costs and benefits to developing a systematic and comprehensive process to track whether all service requests are appropriately closed and systematically communicate any delinquent open requests to department management. | <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input checked="" type="checkbox"/> Partially Concur SF311 already provides a weekly report to departmental 311 liaisons showing open requests. Additionally, we design custom reports and/or provide training on accessing reports to department managers so that they can manage 311 requests. SF311 also regularly meets with the larger departments so they can raise issues and provide feedback for process improvements. SF311 strongly believes it is the responsibility of departments to verify if requests were appropriately closed and investigate and act on delinquent requests. SF311 | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |

* Status Determination based on audit team's review of the agency's response and proposed corrective action

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| Recommendation | Agency Response | <i>CSA Use Only</i> Status Determination* |
|--|--|---|
| | escalates and raises awareness to department supervisors and managers when receiving complaints via phone or if requests are not addressed. However, SF311 does not have dedicated staffing to verify if someone replaced a streetlight or removed an encampment, for example. Departments do not report to SF311; therefore, SF311 does not believe this responsibility should fall on SF311. | |
| 5. Implement policies and procedures to regularly check that data used for management purposes or reported to the public is consistent, accurate, and complete, and, where incomplete, that the omissions are documented and communicated. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 6. Maintain documentation of what is included in and excluded from each of its reports containing similar information and reconcile between data sets. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |
| 7. Document and make publicly available a guide that describes what information is included in and omitted from public datasets to facilitate appropriate understanding of the data. | <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur <input type="checkbox"/> Partially Concur | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Contested |

* Status Determination based on audit team's review of the agency's response and proposed corrective action

From: [Reports, Controller \(CON\)](#)
To: [Calvillo, Angela \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#); [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Elliott, Jason \(MYR\)](#); [Leung, Sally \(POL\)](#); [Kirkpatrick, Kelly \(MYR\)](#); [Campbell, Severin \(BUD\)](#); [Newman, Debra \(BUD\)](#); [Rose, Harvey \(BUD\)](#); [Docs, SF \(LIB\)](#); [CON-EVERYONE](#); [DeCaigny, Tom \(ART\)](#); [Krell, Rebekah \(ART\)](#); [Su, Maria \(CHF\)](#); [Chyi, Leo \(CHF\)](#); [Garcia, Barbara \(DPH\)](#); [Wagner, Greg \(DPH\)](#); [Kelly, Naomi \(ADM\)](#); [Bukowski, Kenneth \(ADM\)](#); [Sesay, Nadia \(CII\)](#); [Pascual, Merrick \(ECN\)](#); [Whitehouse, Melissa \(MYR\)](#); [Kelly, Jr, Harlan \(PUC\)](#); [Hom, Nancy \(PUC\)](#); [Hennessy, Sheriff Vicki \(SHF\)](#); [Hollings, Crispin \(SHF\)](#); [lien@secteam.com](#); [eugene.yano@yanocpa.com](#); [Rufo, Todd \(ECN\)](#)
Subject: Issued: All Ten Selected Organizations Complied With City Law by Not Using City Funds for Political Activity
Date: Thursday, August 02, 2018 11:40:26 AM

The Office of the Controller's City Services Auditor (CSA) today issued its assessment of ten organizations' compliance with the San Francisco Administrative Code, Chapter 12G, which prohibits the use of city funds for political activity. The assessment found that none of the ten organizations assessed used funds they received under city grants, contracts, or loans in fiscal year 2015-16 for political activity.

To view the full report, please visit our website at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=2610>

This is a send-only e-mail address. For questions about the report, please contact Chief Audit Executive Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393 or the CSA Audits Unit at 415-554-7469.

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OFFICE OF THE CONTROLLER


CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

MEMORANDUM

TO: Mayor and Board of Supervisors

FROM: Tonia Lediju, PhD, Chief Audit Executive
Audits Division, City Services Auditor 

DATE: August 2, 2018

SUBJECT: All Ten Selected Organizations Complied With the San Francisco Administrative Code, Chapter 12G, by Not Using City Funds for Political Activity for Fiscal Year 2015-16

The Office of the Controller's (Controller) City Services Auditor Division (CSA) presents its assessment of ten organizations' compliance with the San Francisco Administrative Code, Chapter 12G, which prohibits the use of city funds for political activity. CSA engaged Sjoberg Evashenk Consulting, Inc., (SEC) to conduct this assessment to meet the Administrative Code's requirement that the Controller annually review at least ten persons or entities that enter contract, grant, or loan agreements with the City and County of San Francisco to ensure that the selected entities complied with the prohibition. The assessment found that none of the ten organizations assessed used city funds they received under city grants, contracts, or loans in fiscal year 2015-16 for political activity.

CSA appreciates the assistance and cooperation of the city departments and city vendors with whom it and SEC worked during the assessment. For questions about the memorandum, please contact me at tonia.lediju@sfgov.org or 415-554-5393 or CSA at 415-554-7469.

Attachment

cc: Ben Rosenfield
Todd Rydstrom
Tom DeCaigny, Arts Commission
Rebekah Krell, Arts Commission
Maria Su, Department of Children, Youth and Their Families
Leo Chyi, Department of Children, Youth and Their Families
Barbara Garcia, Department of Public Health
Greg Wagner, Department of Public Health
Naomi Kelly, General Services Agency, Office of the City Administrator
Kenneth Bukowski, General Services Agency, Office of the City Administrator
Nadia Sesay, Office of Community Investment and Infrastructure

Todd Rufo, Office of Economic and Workforce Development
Merrick Pascual, Office of Economic and Workforce Development
Kelly Kirkpatrick, Office of the Mayor
Harlan Kelly, Jr., Public Utilities Commission
Nancy Hom, Public Utilities Commission
Vicki Hennessy, Sheriff's Department
Crispin Hollings, Sheriff's Department
Lien Luu, SEC
Eugene Yano, Yano Accountancy

Budget Analyst
Citizens Audit Review Board
City Attorney
Civil Grand Jury
Mayor's Office
Public Library



ENGAGEMENT MEMORANDUM

DATE: July 26, 2018

TO: Tonia Lediju, Chief Audit Executive
Office of the Controller, City Services Auditor Division

FROM: Lien Luu, Manager
Sjoberg Evashenk Consulting, Inc.

SUBJECT: All Ten Selected Organizations Complied with the San Francisco Administrative Code, Chapter 12G, by Not Using City Funds for Political Activity

EXECUTIVE SUMMARY

The City and County of San Francisco (City), Office of the Controller (Controller), City Services Auditor Division (CSA), engaged Sjoberg Evashenk Consulting (SEC) to assess the compliance of ten organizations, nine nonprofit and one for-profit, with Chapter 12G of the San Francisco Administrative Code (Administrative Code), which prohibits the use of city funds for political activity. CSA engaged SEC to conduct this assessment to meet the Administrative Code's requirement that the Controller annually review at least ten persons or entities that enter into contract, grant, or loan agreements with the City to ensure that the selected entities complied with the prohibition. The Administrative Code defines political activity as participating in, supporting, or attempting to influence a political campaign for any candidate or ballot measure. All ten organizations assessed did not use city funds they received under city grants, contracts, or loans in fiscal year 2015-16 for any political activities.

BACKGROUND, OBJECTIVES & METHODOLOGY

Background

To ensure compliance with the prohibition on the use of city funds for political activity, Chapter 12G of the Administrative Code requires the Controller to annually review at least ten persons or entities that enter into contract, grant, or loan agreements with the City. San Francisco voters supported this prohibition to become city law when they passed Proposition Q in November 2002. The law defines political activity as participating in, supporting, or attempting to influence a political campaign for any candidate or ballot measure, and requires that all city contract, grant, and loan agreements disclose the prohibition.

The Controller's rules for implementing the Administrative Code's prohibition require the City to demand repayment of any city funds used for political purposes. Moreover, the rules specify penalties for recipients of city funds that use them for political purposes.

Objective

The assessment's primary purpose was to determine whether any of the ten selected organizations unlawfully expended city funds to participate in, support, or attempt to influence a political campaign for any candidate or ballot measure.

Methodology

Using the City's financial system records, SEC selected ten organizations from among those that received city funds under contracts, grants, or loan agreements during city fiscal year 2015-16 (July 1, 2015 through June 30, 2016). Exhibit 1 summarizes amounts the City paid to organizations under *all* contracts, grants, and loans. SEC also obtained data from the City's campaign finance database to identify those organizations who made contributions to political groups.

EXHIBIT 1. CITY CONTRACT, GRANT, LOAN, AND OTHER PAYMENTS – FISCAL YEAR 2015-2016

| Payment Category | Total Payments |
|------------------|------------------------|
| Contracts | \$1,578,169,615 |
| Grants | \$358,009,969 |
| Loans | \$160,752,999 |
| Other* | \$129,532,229 |
| Total | \$2,226,464,812 |

Source: Auditor's analysis of data from City's financial system.

Note: *The "Other" payment category includes non-professional services such as equipment and building maintenance.

SEC then matched the names and addresses of organizations receiving city funds and the names and addresses of organizations that made contributions to political groups to serve as the universe of organizations selected for this assessment. The selection methodology considered and included various types of organizations and agreements, the amount of political contribution made by the organizations, and whether the organization had been selected for a previous Proposition Q assessment. Exhibit 2 lists all the organizations SEC selected for the assessment.

EXHIBIT 2. TEN ORGANIZATIONS SELECTED FOR POLITICAL ACTIVITY ASSESSMENT – FISCAL YEAR 2015-2016

| Organization | Type | Category | City Funding Received |
|----------------------------------|------------|-----------|-----------------------|
| Alcohol Justice | Nonprofit | Grants | \$5,000 |
| Alfred Williams Consultancy, LLC | For profit | Contracts | \$20,979 |
| Asian Neighborhood Design | Nonprofit | Grants | \$749,673 |
| Jamestown Community Center | Nonprofit | Grants | \$295,270 |
| MyPath | Nonprofit | Grants | \$387,174 |
| Roxie Theater | Nonprofit | Grants | \$36,763 |
| Root Division | Nonprofit | Grants | \$162,850 |
| SFJAZZ | Nonprofit | Grants | \$148,450 |
| Shanti Project | Nonprofit | Contracts | \$1,385,407 |
| Yerba Buena Center for the Arts | Nonprofit | Grants | \$3,330,000 |
| Total | | | \$6,521,566 |

Source: Auditor's analysis of data from City's financial system.

As part of the assessment, we verified that the selected organizations' agreements with the City included prohibitions on using city funds for political activity. We reviewed invoices submitted by the organizations, inspected tax returns, reviewed financial statements and accounting records, and verified certain payments the City made to each organization during fiscal year 2015-16. Further, we inquired of the organizations' officers whether they had spent city or other funds for purposes related to political activity. We also obtained written management representation from each organization certifying that no city funds were used for political activity.

Generally accepted government auditing standards do not cover the conduct of nonaudit services, which are defined as professional services other than audits or attestation engagements. Therefore, SEC is not responsible for the substantive outcomes of the work performed during this assessment. Rather, management of the city departments that engaged the assessed organizations is responsible to be in a position, in fact and appearance, to make an informed judgment on the results of the nonaudit service.

RESULTS

All ten organizations assessed complied with the prohibition on using city funds received under grants, contracts, and loans from or with city departments for political activity. The organizations did not use city funds to participate in, support, or attempt to influence a political campaign for any candidate or ballot measure during fiscal year 2015-16.

From: [Reports, Controller \(CON\)](#)
To: [Calvillo, Angela \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#); [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Elliott, Jason \(MYR\)](#); [Leung, Sally \(MYR\)](#); [Whitehouse, Melissa \(MYR\)](#); [Kirkpatrick, Kelly \(MYR\)](#); [Hussey, Deirdre \(MYR\)](#); [pkilkenny@sftc.org](#); [Campbell, Severin \(BUD\)](#); [Newman, Debra \(BUD\)](#); [Rose, Harvey \(BUD\)](#); [Docs, SF \(LIB\)](#); [CON-EVERYONE](#); [MYR-ALL Department Heads](#); [CON-Finance Officers](#)
Subject: Issued: Office of the Controller: City Services Auditor Annual Work Plan Fiscal Year 2018-19
Date: Tuesday, July 24, 2018 1:39:07 PM

The Office of the Controller's City Services Auditor (CSA) today issued its annual work plan for fiscal year 2018-19. The work plan highlights the division's accomplishments during fiscal year 2017-18, describes audits, projects, and programs planned for fiscal year 2018-19, and is pending feedback from the Citizens Audit Review Board.

To view the full report, please visit our website at:

<http://openbook.sfgov.org/webreports/details3.aspx?id=2606>

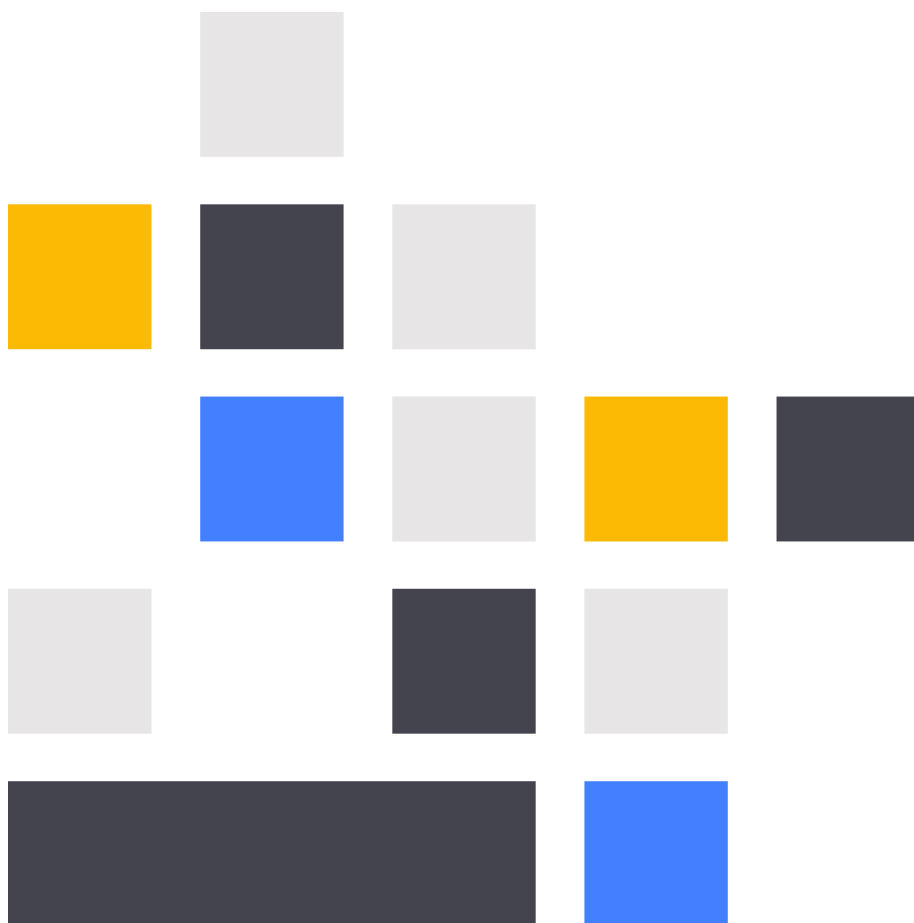
This is a send-only e-mail address. For questions about the work plan, please contact Director of City Performance Peg Stevenson at peg.stevenson@sfgov.org or 415-554-7522 or Chief Audit Executive Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393.

Follow us on Twitter @SFController.

City Services Auditor Annual Work Plan

Fiscal Year 2018-19

The work plan highlights the division's accomplishments during fiscal year 2017-18 and describes audits, projects, and programs planned for fiscal year 2018-19.



July 24, 2018

City & County of San Francisco
Office of the Controller
City Services Auditor

About the City Services Auditor

The City Services Auditor (CSA) was created in the Office of the Controller through an amendment to the Charter of the City and County of San Francisco (City) that voters approved in 2003. Charter Appendix F grants CSA broad authority to:

- Report on the level and effectiveness of San Francisco's public services and benchmark the City to other public agencies and jurisdictions.
- Conduct financial and performance audits of city departments, contractors, and functions to assess efficiency and effectiveness of processes and services.
- Operate a whistleblower hotline and website and investigate reports of waste, fraud, and abuse of city resources.
- Ensure the financial integrity and improve the overall performance and efficiency of city government.

Throughout the fiscal year, CSA publishes its audit reports, performance reports, and technical assistance project summaries on the Controller's website. The public is invited to subscribe to CSA's reports, search the database of reports, and use publicly available financial and performance data on the CSA website.

City Performance Division:

Peg Stevenson, Director

Audits Division:

Tonia Lediju, Chief Audit Executive

For more information, please contact:

Office of the Controller
City and County of San Francisco
City Hall, Room 316
1 Dr. Carlton B. Goodlett Place
(415) 554-7500 | controller@sfgov.org

Or visit:

<http://www.sfcontroller.org>

 [@sfcontroller](https://twitter.com/sfcontroller)

Our Organization

MISSION

The City Services Auditor (CSA) seeks to improve public service delivery and promote efficient, effective, and accountable government.

WORK

CSA performs many important services for city government. CSA's Audits Division provides an independent, risk-based assessment of the City's \$11 billion budget for its host of major public service offerings, infrastructure, suppliers, contractors and community-based organizations. Audits staff has expertise in capital project and contractor auditing, data analytics, investigations, evaluating network and system security, and auditing compliance with financial and operational requirements and leading practices. CSA's City Performance Division provides financial and operational analysis, process mapping, program evaluation, and other work to help city agencies improve public services. City Performance procures expert professional services where needed and manages technical and consultant contracts efficiently on behalf of other city departments.

GOALS

Audits Division

- Conduct performance audits of city departments, contractors, and functions to improve efficiency and effectiveness of service delivery and business processes.
- Investigate complaints of fraud, waste, or abuse of city resources received through the whistleblower hotline and website.
- Provide actionable audit recommendations to city leaders to promote and enhance accountability and improve the overall performance and efficiency of city government.

City Performance Division

- Support city departments in making transparent, data-driven decisions in policy development and operational management.
- Guide city departments in aligning programming with resources for greater efficiency and impact.
- Provide city departments with the tools they need to innovate, test, and learn.

RESOURCES

CSA is funded through a commitment of two-tenths of one percent of the City's annual budget. In fiscal year 2018-19 approximately \$19 million is budgeted for CSA's functions under this Charter requirement, plus an additional \$2 million from bond sales linked to multiyear capital programs. CSA has approximately 68 full-time equivalent staff, including auditors, performance analysts, project managers, and operations staff.

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Our 2017-18 Accomplishments

AUDITS DIVISION

In July 2017 CSA Audits passed the triennial peer review required U.S. Government Accountability Office with no findings based on an evaluation from the [Association of Local Government Auditors](#). This accomplishment validates the strength of CSA Audits' robust quality assurance program, its staff's independence, competence, professionalism, and diligence to ensure adherence to generally accepted government auditing standards.

CSA Audits continued to provide critical information to city leaders and promote best practices and accountability through best-in-class audit services by:

- ✓ Enhancing Transparency of Construction Projects and Capital Programs Citywide: Completed audits of the 2008 and [2012 Clean & Safe Parks](#) bond expenditures, pre-construction procedures for the 2014 Earthquake Safety and Sewer System Improvement bond programs, and construction contract close-outs at the Port of San Francisco (Port) and San Francisco Public Works (Public Works).
- ✓ Proactively Assessing Information Technology (IT) Systems and Computing Environments to Improve Cybersecurity and IT Governance: Conducted IT penetration tests, a meaningful use assessment regarding health information, and payment card security compliance services. Completed audits of [IT governance at the Sheriff's Department](#), San Francisco Municipal Transportation Agency (SFMTA), and San Francisco Public Library (Public Library).
- ✓ Recommending Measures to Strengthen Key Business Processes Through Risk-Based Audit Programs: Completed audits and assessments involving multiple departments on [cash transactions](#), contract compliance, nonprofit organizations that contract with the City, program eligibility, and procurement card transactions. With the July 2017 implementation of the City's new financial system, CSA Audits also provided audit-related services after go-live.

In February 2018 the California Society of Municipal Finance Officers awarded CSA Audits' Whistleblower Program the prestigious Innovation Award for its excellence in fraud hotline outreach and education. The program hosted four webinars on best practices for jurisdictions across North America.

The value of audit work is not only in the findings and conclusions reported, but also in the corrective actions implemented by departments to address audit recommendations. City departments implemented 98 percent of CSA Audits' recommendations within two years of when they were issued. Highlights of actions taken by departments in fiscal year 2017-18 include increased oversight of SFMTA's [cable car fare collection](#), the Sheriff's Department's request for a chief information officer position as part of budget deliberations, and implementation of improved procedures over general obligation bond expenditure documentation.

In addition to audit services, CSA Audits also successfully assisted city leaders and stakeholders by pre-auditing mutual aid reimbursement requests as part of the North Bay Fires response, assisting the [San Francisco Housing Authority](#) in identifying improvements to its financial management controls, and completing a benchmarking assessment on bond oversight best practices.

CITY PERFORMANCE DIVISION

For the third year in a row, the International City/County Management Association's Center for Performance Analytics awarded the City Performance Division the Certificate of Excellence, which recognizes local governments for demonstrating excellence in analysis, public transparency, training, and support to staff and decision makers. In fiscal year 2017-18 City Performance:

- ✓ Continued to manage the [Data Academy](#) to provide training in analytical software, information design, process analysis, and other quantitative tools for city staff. Over 25 city employees taught 61 workshops during the fiscal year, providing training to [1,171 attendees](#).
- ✓ Completed the development of numerous metrics and dashboards for the network of care delivery of the Department of Public Health (DPH), implementing 35 best practice metrics, training 60 DPH users as dashboard developers, and putting into place other processes and governance structures to support over 900 DPH Tableau data visualization users.
- ✓ The City Performance Lean Program taught nine half-day Lean 101 process improvement workshops to over 150 city staff and completed a Lean partnership with the Structural Maintenance Yard of the Recreation and Park Department to improve processes for capital projects blueprint review, repair work requests, and [layout and storage](#) at the Yard.
- ✓ Convened SFMTA staff to [improve the process](#) for responding to customer feedback and complaints about SFMTA employees, which make up approximately 60 percent of all feedback submitted to the agency. The cross-divisional project team created guidelines for processing feedback, key questions for SF311 call center operators taking complaints, and templates to make responding to the public quicker and easier.
- ✓ Supported the City's new Healthy Streets Operations Center, which coordinates the City's response to homeless encampments, drug use and sales on the streets, and street cleaning. City Performance analyzed weekly operational data to show results and facilitated discussions to develop process maps, plans, and performance measures for coordinated interventions used by multiple departments in prioritized zones of San Francisco.
- ✓ In May 2018 City Performance and the San Francisco Police Department (SFPD) completed a year-long effort to develop SFPD's first Community Policing Strategic Plan. The working group, composed of community members, service providers, SFPD sworn staff from all ranks and civilian personnel, and representatives of other city agencies, developed goals, objectives, and measurable outcomes to ensure that community policing values are integrated into all SFPD practices.
- ✓ City Performance also worked with the SFPD to conduct a [sector car patrol staffing analysis](#), measuring the amount of officer hours consumed by responding to calls for service. Setting standards for sector car workload will help determine how the SFPD does community policing and how many officers are needed to cover the City and respond to citizen needs.
- ✓ City Performance's Performance Program added [citywide benchmarking dashboards](#) to the San Francisco [Performance Scorecards](#) website and also worked with all city departments to revise performance measures to align with strategic goals for the [Mayor's budget book](#).

Our Plans for 2018-19



PUBLIC HEALTH & HUMAN SERVICES

San Francisco has a strong commitment to public health and human services and strives for the best, most effective delivery of health care and safety net programs. The City must continually work to match its public health services to changing demographics, conditions, funding, and mandates. CSA assists DPH, the Department of Homelessness and Supportive Housing (HOM), Human Services Agency (HSA), and others by providing analytical services, contracting assistance, audits, and support for departmental process and system improvements in high-priority areas. In fiscal year 2018-19 CSA will:

- Complete an audit of DPH's Environmental Health Division.
- Audit DPH's City Option Program to assess compliance with the Health Care Security Ordinance and evaluate program operations' effectiveness and efficiency.
- Audit homeless shelter operations to evaluate compliance with contract terms and assess operational effectiveness.
- Audit departments' protocols for monitoring nonprofit organizations' compliance and performance under city contracts.
- Based on risk assessment results, audit nonprofit organizations providing human services.
- Manage expert consultants who are helping DPH plan and implement managed care contracts and other strategies in the changing care environment.
- Work with DPH and HOM to support continuity of funding for "Whole Person Care," a five-year pilot program that allows providers to bill Medicaid for non-medical behavioral health, case management, and related services to homeless adults enrolled in Medicaid.
- Help HOM evaluate a redesign of how families access housing services.
- Continue analytical support for the Healthy Streets Operations Center, an interdepartmental problem-solving group to take in, triage, and respond to calls related to homelessness, tent encampments, and street conditions.
- Assist HSA to appropriately and securely share data with both HOM and the Office of Economic and Workforce Development, so that the City offers well-coordinated services to its clients.
- Develop a funding model to help the Office of Early Care and Education use new voter-approved funding to assist middle-income San Franciscans who struggle to afford childcare but do not qualify for existing subsidies.



TRANSPORTATION & STREETS

To improve responsiveness and efficiency, CSA provides transportation-related auditing and consulting services. In fiscal year 2018-19 CSA will:

- Work with SFMTA to improve customer satisfaction with the agency's public outreach process for small to medium-sized projects.
- Evaluate the operational, revenue, and customer service impacts of the cable car pre-payment program.
- Use Lean process improvement methods in a partnership with SFMTA's Human Resources unit on improving the transit operator hiring process.
- Work with Public Works to update and refine the methodology and standards that are used to evaluate the condition of the City's streets and sidewalks.
- Complete a performance audit of SFMTA's Capital Programs and Construction Division.
- Audit aspects of SFMTA's operations, including contracting, cash handling, workers' compensation, and eligibility programs.



INFRASTRUCTURE, CAPITAL, & FACILITIES

To promote fiscal sustainability, government efficiency, and interdepartmental collaboration, CSA provides audit, oversight, and technical assistance services related to the City's capital improvement programs and bond expenditures. In fiscal year 2018-19 CSA will:

- Continue work to improve permitting and other customer processes and performed by the 12 city departments and divisions moving into the new municipal building under construction at 49 South Van Ness Avenue. The majority of the City's "brick and mortar" permitting services will be consolidated at this site.
- Develop the annual General Obligation Bond Program report, which provides a high-level overview of the scope, schedule, and budget status of the City's nine active general obligation bond programs in the City's \$3.5 billion general obligation bond portfolio.
- Support the City's effort to move departments and inmates out of the seismically-deficient Hall of Justice as soon as possible.
- Develop standard information and data visualizations of the City's real estate portfolio to inform decision-making related to space planning and capital asset management.
- Partner City Performance's Lean Program with Public Works' Bureau of Building Repair to improve the layout of the Bureau's shops and yard through better inventory control, shorter dispatch times, and freed-up physical storage space.
- Audit general obligation bond expenditures from the 2014 Earthquake Safety and Emergency Response, 2014 Transportation and Road Repaving, and 2015 Affordable Housing bond programs.
- Audit construction contract close-out and capital bond program close-out procedures.

- Assess the effectiveness and efficiency of the Real Estate Services Division of the San Francisco Public Utilities Commission.
- Audit various inspection programs, including at the Department of Building Inspection and Planning Department.



PROCUREMENT & CONTRACT OVERSIGHT

To improve government efficiency and responsiveness and promote affordability, CSA performs work on the City's contracting and procurement efforts. In fiscal year 2018-19

CSA will:

- Work with the staffs of the Controller and Office of Contract Administration to maximize the efficiency and reporting of—and document best practices and procedures for—the contracting and procurement tools in the City's new financial system.
- Analyze the potential adoption of the City's DocuSign agreement across a larger array of city departments to further streamline the signature process.
- Administer a competitive solicitation (request for qualifications) to procure technical assistance for nonprofit organizations that contract with the City.
- Continue implementing the purchase card (P-card) continuous audit program and develop the procure-to-pay continuous audit program.
- Audit the information technology procurement process and contracting practices of the Public Library.



PUBLIC SAFETY

To ensure government efficiency and effective collaboration with public safety agencies, CSA has done a variety of work. In fiscal year 2018-19 CSA will:

- Develop business intelligence dashboards to enable SFPD management to better understand trends in officer workload, utilization, and response times. Consistent data and analyses in these areas will better inform SFPD's budgeting, staffing and deployment decisions.
- Continue to support efforts to safely reduce the City's jail population.
- Continue working with SFPD to build the capacity of its Crime Data Warehouse to manage traffic collision reports and provide analysis for the City's Vision Zero goals of reducing and eventually eliminating pedestrian deaths and injuries
- Participate on a task force on strategic police staffing.
- Provide audit-related services to SFPD and the Department of Police Accountability, including auditing SFPD's use-of-force data.
- Audit staffing practices at the Sheriff's Department, including assessing what drives overtime.



INFORMATION TECHNOLOGY & CYBERSECURITY

CSA continues to assist departments in minimizing security breaches and risks to city systems and applications and helps to develop solutions to the City's information technology needs. To further improve the City's information technology structure, in fiscal year 2018-19 CSA will:

- Continue to conduct thorough network vulnerability and penetration tests to determine the effectiveness of departments' security measures.
- Continuously collaborate with the Department of Technology to address important cybersecurity issues, share insights on and mitigate emerging threats and vulnerabilities, and ensure compliance with cybersecurity frameworks and regulations.
- Audit and review work to ensure that departments align with the Committee on Information Technology's governance, risk, and compliance policies.
- Continue to provide post-implementation audit services related to the City's new financial system.



PERFORMANCE PROGRAM

To enhance government responsiveness, City Performance's Performance Program continues to improve the City's performance reporting programs and products. In fiscal year 2018-19 CSA will:

- Create and facilitate a process with key stakeholders to discuss and address city performance, using the Performance Scorecards results to focus attention on improving low-performing measures and to ensure measures are relevant, timely, and cover key city services and processes.
- Continue to work with city departments to collect performance data, revise measures as needed, and publish results on the Performance Scorecards website and in the Annual Performance Measurement Report and Mayor's budget book.
- Update the benchmarking dashboards on the Performance Scorecards website with the most recent annual data and develop new benchmarking results for selected policy areas.
- Administer and publish the 2019 City Survey. The bi-annual survey collects and analyzes citizen opinion on the quality and effectiveness of San Francisco's public services.



WHISTLEBLOWER PROGRAM

To promote government efficiency, responsiveness, and interdepartmental collaboration, CSA operates the Charter-mandated Whistleblower Program. In fiscal year 2018-19 CSA will continue to provide:

- A best-in-class Whistleblower Program that effectively resolves complaints to support government efficiencies.
- Hotline webinars that promote innovative operational leading practices.
- Resources and training materials that educate employees and the public about fraud prevention and other matters related to the Whistleblower Program.

MAJOR PLANNED PROJECTS & AUDITS

Listed below is a variety of the audits and projects planned for fiscal year 2018-19. CSA's complete work plan includes many other smaller initiatives and continuous programs. Additional detail is available upon request.

| Department | Project or Audit Title |
|--|--|
| Airport | Inventory Audit |
| Citywide | Audit Follow-up Program |
| Citywide | Benchmarking Dashboards |
| Citywide | City Survey 2019 |
| Citywide | Crime Data Warehouse Collision Reporting – Phase II |
| Citywide | Data Academy |
| Citywide | Data Reliability Risk Assessment |
| Citywide | Development Impact Fees Collection and Distribution Assessment |
| Citywide | Disaster Preparedness Policy Compliance Review |
| Citywide | Emergency Cost Recovery Program |
| Citywide | Enterprise Risk Assessment Program |
| Citywide | Financial System Project – Audit & Technical Assistance Services |
| Citywide | Inspection Programs Audit (Multiple Departments) |
| Citywide | IT and Cybersecurity Audit Program |
| Citywide | IT Cybersecurity Risk Assessment |
| Citywide | Lean Program |
| Citywide | Management Employment Practices Program |
| Citywide | Network Architecture and Security Review |
| Citywide | Nonprofit Contract Monitoring Audit |
| Citywide | Nonprofit Monitoring and Capacity Building Program |
| Citywide | P-Card Usage Continuous Audit Program |
| Citywide | Performance Program |
| Citywide | Permit Center Implementation |
| Citywide | Procure-to-Pay Continuous Audit Program |
| Citywide | Response to Street Homelessness |
| Citywide | Whistleblower Program |
| Health Service System | Lean Partnership |
| Homelessness & Supportive Housing | Nonprofit Compliance and Operations Audit |
| Homelessness & Supportive Housing | Shelter Operations Audit |
| Human Services | County Adult Assistance Programs Time and Motion Study |

| Department | Project or Audit Title |
|--------------------------|--|
| Human Services | Early Learning Scholarship Moderate Income Pilot Analysis |
| Human Services | Elderly Residential Care (RCFE) Options |
| Human Services | Eligibility Audit of Early Care & Education Programs |
| Mayor | Eligibility Audit of Below Market Rate Housing Program |
| Municipal Transportation | Cable Car Pre-payment Program Evaluation |
| Municipal Transportation | Capital Program and Construction Division Audit |
| Municipal Transportation | Community Service Program Audit |
| Municipal Transportation | Transit Economic Benefit Indicator |
| Municipal Transportation | Transit Operator Hiring Lean Partnership |
| Police | Audit Assistance |
| Police | Staffing Management Dashboards |
| Police Accountability | Audit Assistance |
| Port | Dashboards for Operational Management Decision-Making |
| Public Health | City Option Program Operations Audit |
| Public Health | Implementation of SharePoint for Contract Tracking and Workflows |
| Public Health | Managed Care Strategy and Contracting |
| Public Health | UCSF Compliance/Separation of Funds Audit |
| Public Health | Whole Person Care Financial Sustainability Support |
| Public Library | Alignment of Patron Data Collection |
| Public Library | IT Procurement and Inventory Audit |
| Public Utilities | Agency-wide Community Impact Dashboard |
| Public Utilities | Real Estate Division Audit |
| Public Works | Lean Partnership With Bureau of Building Repair |
| Public Works | Street and Sidewalk Maintenance Standards |
| Recreation and Park | Park Maintenance Standards |
| Sheriff | Staffing Audit |

From: [Reports, Controller \(CON\)](#)
To: [Calvillo, Angela \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#); [Elliott, Jason \(MYR\)](#); [Kirkpatrick, Kelly \(MYR\)](#); [Heller, Nereida \(MYR\)](#); [Johnson, Jillian \(MYR\)](#); [Docs, SF \(LIB\)](#); [CON-EVERYONE](#); [Fletcher, Karen \(ADP\)](#); [Fudym, Bella \(ADP\)](#); [Lim, Diane \(ADP\)](#); [Green, Heather \(ADM\)](#); [Penick, Andrico](#); [Gorham, Claudia \(ADM\)](#); [Giovannelli, Lesley \(ADM\)](#); [Brussow, Gordon \(POL\)](#); [Khan, Rahoof \(POL\)](#); [Gregoratos, Nick \(SHF\)](#); [O'Connor, Brian \(ADM\)](#); [Garcia, Lourdes \(DPW\)](#); [Aquino, Irene \(DPW\)](#); [Yamasaki, Ted \(HRD\)](#); [Howard, Kate \(HRD\)](#); [O'Sullivan, Robert \(POL\)](#); [Ramirez, John \(SHF\)](#); [marios; amejia@counties.org](#)
Subject: Issued: Space-Saving Analysis of 945 Bryant Street
Date: Tuesday, August 28, 2018 2:29:28 PM

This memorandum analyzes the proposal to move the headquarters of the Adult Probation Department (APD) out of the Hall of Justice and into the building located at 945 Bryant Street. The memorandum also provides an evaluation of whether the San Francisco Police Department's Identification Bureau or the Sheriff Department's Prisoner Legal Services could share 945 Bryant with APD.

Although APD leadership strongly believes that the department should be the sole tenants of 945 Bryant, City Performance's analysis indicates that APD could share the space, provided that their security protocols and programming objectives are not compromised. City Performance does not recommend APD share the space at 945 Bryant with the Identification Bureau due to its large size; however, City Performance has identified opportunities for space-saving that would allow co-location with a smaller division, such as Prisoner Legal Services. City Performance recommendations would result in a decrease of between approximately 1,984 and 2,434 square feet from the test fit originally submitted by San Francisco Public Works.

To view the full memorandum, please visit our Web site at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=2617>

This is a send-only e-mail address.

For questions about the memorandum, please contact Alice Kassinger at alice.c.kassinger@sfgov.org.

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CITY PERFORMANCE UNIT

CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

MEMORANDUM

TO: Heather Green, Office of Resilience and Capital Planning, City Administrator's Office
Andrico Penick, Real Estate Division, City Administrator's Office
Claudia Gorham, Real Estate Division, City Administrator's Office

FROM: Alice Kassinger, City Performance Unit, Office of the Controller
Jessie Rubin, City Performance Unit, Office of the Controller
Peg Stevenson, City Performance Unit, Office of the Controller

DATE: August 28, 2018

SUBJECT: Space-Saving Analysis of 945 Bryant Street

1. EXECUTIVE SUMMARY

The Office of Resilience and Capital Planning and the Real Estate Division ("Project Sponsors") asked the City Performance Unit of the Office of the Controller (CON) to conduct an analysis of the proposal to move the headquarters of the Adult Probation Department (APD) out of the Hall of Justice (HOJ) and into the building located at 945 Bryant Street. Project Sponsors also requested an evaluation of whether the San Francisco Police Department's Identification (ID) Bureau or the Sheriff Department's Prisoner Legal Services (PLS) could share 945 Bryant with APD. The ID Bureau and PLS are also currently housed in the HOJ.

Although APD leadership strongly believes that the department should be the sole tenants of 945 Bryant, City Performance's analysis indicates that APD could share the space, provided that their security protocols and programming objectives are not compromised. City Performance does not recommend APD share the space at 945 Bryant with the ID Bureau due to the bureau's large size; however, City Performance has identified opportunities for space-saving that would allow co-location with a smaller division, such as PLS.

More specifically, City Performance recommends approving the following space requests from APD:

- Addition of interviews rooms that increase safety for probation officers
- Addition of evidence storage that increases security of seized evidence
- Addition of staff firearm storage that increases safety of staff and clients
- Addition of enclosed offices for administrative staff that ensure staff confidentiality

San Francisco Public Works created a test fit from the space requests of APD. Based on an analysis of the test fit, City Performance worked closely with Real Estate to identify several rooms which could be reduced in square footage to allow for another tenant in 945 Bryant. Those reductions include:

- Reduction in square footage for training and meeting rooms
- Reduction in square footage for the Learning Center
- Reduction in square footage for the records room
- Reduction in square footage for the IT server room
- Removal of men's and women's locker rooms

The table below outlines the square footage City Performance recommends, highlighting the difference between what APD currently operates with and what was included in the test fit. City Performance recommendations would result in a decrease of between approximately 1,984 and 2,434 square feet from the test fit. Please see Appendix A for more detailed calculations.

Table 1: Current and Proposed Square Footage of Relevant Space

| | HOJ | Test Fit | CON* | CON-Test Fit Difference |
|-----------------------|-------|----------|----------------|-------------------------|
| Records Room | 1,351 | 1,105 | 800 | -305 |
| IT Server Room | 180 | 512 | 320 | -192 |
| IT Telecom | 180 | 316 | 316 | 0 |
| Conference & Training | 763 | 2,230 | 1,300 | -930 |
| Locker Rooms | 0 | 300 | 0 | -300 |
| Evidence Storage | 0 | 100 | 100 | 0 |
| Learning Center | 383 | 580 | 383 | -197 |
| Interview Rooms | 0 | 1,320 | 810 to 1,260** | -510 to -60 |
| Staff Firearm Storage | 0 | 210 | 210 | 0 |
| Total Saved | | | | -1,984 to -2,434 |

* All CON numbers are estimates due to budgetary restraints.

** A range is provided for the square footage recommended for interview rooms, as an exact number could not be recommended based on the information provided. Please see the Interview Room section on page 4 for more information.

Additionally, City Performance calculated the amount of square footage that would be saved if tenant improvements at 945 Bryant included reducing the office spaces as they exist in the building now to two standard sizes (120 and 240 square feet). The total space savings from the test fit for administrative offices would be 1,520 square feet. However, due to budgetary constraints, Real Estate plans to use the offices in the building as they currently stand; it is for this reason that City Performance did not add this additional 1,520 square feet of potential space savings to Table 1 above.

In conducting this analysis, City Performance found that the current processes, tools, and communication pathways used by Real Estate and Public Works for coordinating moves out of the HOJ has resulted in unnecessary confusion and frustration. City Performance recommends that Real Estate and Public Works determine a common set of goals for moving departments safely out of the HOJ. City Performance also strongly recommends that the two departments create a standardized process to determine department space needs, to communicate timelines, budget, and expectations to all parties involved, and to create realistic and accurate test fits. These processes could be used for the current

moves out of the HOJ, as well as any future moves involving necessary collaboration between Real Estate and Public Works.

The memo that follows summarizes the results of City Performance's analysis and the reasons behind its conclusions.

2. PROJECT BACKGROUND

As the Hall of Justice (HOJ) is seismically deficient and suffers from other facility hazards, the City and County of San Francisco ("the City") has undertaken a Justice Facilities Improvement Program to provide adequate facilities for all current occupants. This program includes moving current tenants in the HOJ to other locations in the City, including the Adult Probation Department (APD). City Administrator Naomi Kelly mandated the Office of Resilience and Capital Planning and the Real Estate Division ("Project Sponsors") prioritize moving employees out of the HOJ as soon as possible to ensure their safety.

APD submitted a list of room requests and a headcount of employees to Public Works. Using this request, Public Works created a "test fit" to determine whether it was physically possible to implement all space requests. The test fit contained some incorrect space labels and sizes and was designed around a blueprint of the building provided by the landlord that had some minor errors. The test fit was able to include many of the department's requests, but not all. APD believes that not including those rooms, or not dedicating the appropriate amount of space to those rooms, would result in an unsafe environment or an ineffective workplace. Real Estate, however, finds some of the square footage and room types that were requested are non-essential and fiscally unsound if their inclusion prohibits co-locating other units in the building.

The Board of Supervisors (BOS) approved a lease of 41,744 rentable square feet at 945 Bryant for APD, with a projected move-in date in early in calendar year 2019.^{1, 2} The BOS mandated that the Project Sponsors work with the City Performance Unit of the Controller's Office (CON) to analyze the space utilization needs of APD and to determine the efficacy of co-locating another current tenant from the HOJ in the same space. Project Sponsors also asked City Performance to assess the feasibility of co-locating APD with the ID Bureau or PLS at 945 Bryant.

To determine which space requests were appropriate and where square-footage savings could be achieved, City Performance conducted interviews with staff from APD, Real Estate, Public Works, the Department of Human Resources, the Superior Court of California, the Sheriff's Department, the Juvenile Probation Department, and the San Francisco Police Department. City Performance also conducted research with help from the California State Association of Counties, the Pew-MacArthur Results First Initiative, the Massachusetts Probation Service, and the Probation Departments of Napa, Mono, Kings, Solano, Contra Costa, Plumas, Butte, Stanislaus, Santa Cruz, San Diego and Yuba counties in California.

¹ Real Estate estimates the building has 33,500 usable square feet.

² The lease for 945 Bryant begins with the first two floors of the building in August 2018; the third floor could be available in October 2019 at the earliest, though half may not be available until October 2020.

3. ANALYSIS AND RESULTS

A. APD: Space Needs

APD contributes to public safety through its court services, evidence-based supervision, treatment referral functions, and delivery of treatment services. APD supervises approximately 6,300 probationers who are on a variety of court-ordered supervision and diversion programs. One-hundred fifty-eight employees will be moving from the HOJ to 945 Bryant. These 158 staff members include 94 deputy probation officers ("officers") and probation assistants ("assistants"), 14 supervising probation officers ("supervisors"), nine probation aides ("aides") and 41 non-officer staff members in other roles supporting the department.

APD currently occupies 22,451 usable square feet in the HOJ. Real Estate estimates the total usable square footage at 945 Bryant to be approximately 33,500, an increase of approximately 49 percent in usable square feet over the space that APD currently occupies.

City Performance finds that APD is currently operating in space that risks confidentiality breaches and the physical security of both staff and clients. The following section outlines City Performance's recommendations concerning the requests APD made to address safety and confidentiality concerns.

- **Interview Rooms**

Request. APD requests 26 interview rooms on the first floor of 945 Bryant for officers to meet with clients in a confidential and safe space.

Currently, APD has no rooms in which to conduct client interviews. Such interviews are conducted at the desks of probation officers, and as many as four officers are co-located in a single office. This leaves officers without a panic button nearby and places the client in front of the door, the single exit from the room. As such, APD reports that there is currently no suitable escape route for officers affecting arrests, preventing physical altercations with other clients, or protecting themselves from volatile clients. Further, when more than one client interview occurs at the same time in an office, a client's right to confidentiality is compromised.

APD requested 26 interview rooms, each with a capacity for three people and a dual-monitor desk computer. The calculations that APD performed to justify this number are not available. The Project Sponsors requested that City Performance perform an independent calculation of the number of interview rooms required.

Each client is, at a minimum, seen for twenty minutes, while some clients preparing for pre-sentence investigations must be interviewed for one to two hours. According to the department's front desk log, 15,989 clients and 149 associated visitors met with officers in fiscal year 2017-18. There were 250 working business days (excluding weekends and public holidays) in fiscal year 2017-18. Therefore, on average, approximately 65 clients and visitors were interviewed per working business day.

Assuming that APD interviews 65 clients and visitors every day and each interview lasts an hour, a minimum of nine interview rooms would be required. However, APD does not interview a maximum of 65 clients and visitors every day – the number of client and visitor interviews fluctuates from day to day. Officers do not schedule their meetings equally throughout the week; officers must schedule meetings with clients on an individual basis according to the schedule, preference, and availability of the officer and the client. Additionally, clients may drop in without a scheduled meeting.

To acknowledge this reality, City Performance adjusted its calculation to account for more than 65 clients and visitors every day. City Performance found that if client interviews took an hour and *only* occurred on three of the five working days of the week (bringing the total number of working days in fiscal year 2017-18 down to 148 from 250 and the total number of clients and visitors interviewed per day up to 109 from 65), APD would require 14 interview rooms.

At 90 square feet each (to allow for one computer, one officer, and up to two clients), City Performance calculates that APD would require between 810 square feet for nine interview rooms and 1,260 square feet for 14 interview rooms.

Best practice research completed by consulting firm JLL for the State of Oregon recommends designing government workspaces to include multi-purpose rooms that may fit various needs (as long as such a design does not compromise workplace effectiveness).³ Using this as guidance, additional interview rooms could be designed as multi-purpose rooms and potentially used as spaces for two to three APD staff to meet. APD has voiced concerns about the idea of designing interview rooms as multi-purpose spaces; the department has indicated that the layout, equipment, and small square footage of safe interview rooms would not be appropriate for conference room use.

Recommendation: City Performance supports APD's request to include interview rooms on the first floor of 945 Bryant.

Without information on the daily and weekly flow of clients and visitors to APD, City Performance cannot recommend an exact number of interview rooms to include in the new building; however, based on the calculations described above on page five, City Performance does recommend including between nine and 14 interview rooms total at 945 Bryant. This recommendation equates to dedicating a range of 810 to 1,260 square feet to interview rooms.

For a more precise analysis on the number of interview rooms required, City Performance suggests Real Estate and APD analyze daily visitor logs. The number of rooms should be

³ Jones Lang LaSalle. (December 2015). "Portfolio Workplace and Space Optimization Study for The State of Oregon." <https://www.oregon.gov/das/Financial/Facplan/Documents/Space%20Guideline%20Study.pdf>. It should be noted that this report does not include specific recommendations for client-facing spaces used by law enforcement agencies in their report. Therefore, this space study may be considered as a starting point for space decisions but should not be the only relevant source of information considered.

guided by the maximum number of clients and visitors that could be reasonably expected to meet with officers on a single day.

City Performance also suggests designing interview rooms to allow for multi-purpose use, such as informal staff meetings of three or fewer. City Performance does not find that the safe design of these rooms would prohibit their use for some staff meeting purposes.

■ Evidence Storage

Request. APD requests a secure 10' x 10' room in which to store evidence seized from clients by officers.

There is no dedicated, secure storage area for seized evidence at APD's current location. As a result, officers must either: ask staff at Police District Stations to agree to hold seized evidence, including narcotics and firearms, or leave seized evidence in an unsecured area, such as at their desks, administrative offices, or in equipment storage rooms.

The San Francisco Police Department (SFPD) reports their current evidence storage protocols do not include processing and storing evidence seized by APD unless it becomes evidence in an active SFPD investigation. Neither department recommends instituting a protocol in which SFPD would store evidence seized by APD officers that does not result in a new case or trial, citing the importance of minimizing hand-offs in the chain of custody. Additional investigation would be required to explore the possibility of introducing a new protocol for sharing evidence between the two departments instead of including an evidence storage locker in the plans for 945 Bryant.

In addition to lacking enough evidence storage space to meet their current needs, APD predicts that the volume of firearms seized by the department will increase due to Proposition 63,⁴ though the magnitude of the expected increase is unknown. A small increase in staff dedicated to processing seized firearms is expected in the coming two fiscal years.

City Performance coordinated with the Pew-MacArthur Results First Initiative (a partnership between the Pew Charitable Trusts, the John D. and Catherine T. MacArthur Foundation) and the California State Association of Counties to research evidence storage methods used by adult probation departments in other California counties. The probation departments in Yuba County, Kings County, and Napa County all report that they store items confiscated from clients onsite.⁵

⁴ Under California Proposition 63, individuals prohibited from owning a firearm must turn their firearms over to local law enforcement, sell their firearms to a licensed dealer, or give their firearms to a dealer for storage. Proposition 63 also requires probation officers to check and report on what affected individuals have done with their firearms.

⁵ Kings County and Napa County request that their local law enforcement agencies store the firearms seized from Proposition 63 because their evidence storage lockers, built before the passage of the new legislation, do not meet Department of Justice standards for firearm storage; Yuba County reports that they employ an evidence officer responsible for cataloging and disposing of seized firearms once legal proceedings have concluded.

Recommendation: City Performance recommends complying with the request from APD for a 10' x 10' secure evidence storage room.

- **Staff Firearm Storage**

Request: APD requests a secure room in which to store officer firearms and to allow officers to safely arm themselves.

At the HOJ, APD officers store their firearms in a series of small lockers facing a glass service counter; the open cubicles of most of APD's administrative staff are located directly behind this counter. Officers currently arm themselves and put on protective gear at their lockers, directly in front of administrative staff. In addition, more APD officers are beginning to carry firearms, as APD now requires that *all* new sworn staff be trained and armed with firearms.

Recommendation: Given the current unsafe environment in which officers arm themselves and the plan to increase the number of officers certified to use firearms, City Performance supports APD's request to include a secure room for staff firearm storage at 945 Bryant. City Performance was unable to find industry standards to compare against the size request for this room (210 square feet); nonetheless, the size requested by APD seems reasonable.

- **Administrative Offices: Human Resources**

Request: APD requests locating all Human Resources (HR) personnel in an enclosed suite to ensure confidentiality.

APD's HR analysts routinely work with staff on accommodation requests, workers' compensation claims, and obtaining appropriate doctors' notes. Most staff on the Administrative Services team (which includes the HR team) are currently housed together in one room of open cubicles. Conversations between staff and HR personnel routinely occur in this setting, which is not appropriate for ensuring privacy and confidentiality.

At Real Estate's request, City Performance researched the possibility of moving the department's HR staff to the Department of Human Resources (DHR) located at 1 South Van Ness. DHR Managing Deputy Director Ted Yamasaki did not recommend this course of action for two reasons: one, DHR lacks requisite space at its current location to house the six employees from APD; and two, industry standards recommend housing a department's HR staff onsite.

The test fit does not currently identify which administrative offices or cubicles are reserved specifically for HR staff. Therefore, total square footage allocated for housing HR staff cannot be determined.

Recommendation: City Performance recommends that the City increase the privacy afforded to HR staff by housing the six employees in an enclosed suite.

B. APD: Space-Saving Opportunities

City Performance determined areas of possible space-savings that would allow for an additional tenant from the HOJ to occupy 945 Bryant while ensuring that APD's safety and confidentiality concerns are adequately addressed. If all recommendations are implemented, a total of between 1,984 to 2,434 square feet would be available for an additional tenant. This square footage savings would be sufficient for co-locating the Sheriff Department's Prisoner Legal Services (PLS)⁶ with APD at 945 Bryant; however, it would not be sufficient to fit the Police ID Bureau.

The San Francisco Supervising Probation Officers Association (SPOA) and the Deputy Probation Officers Association (DPOA) both published memorandums responding to several of the space-saving recommendations outlined below. Their memos are attached as Appendix D and E, respectively.

City Performance's space-saving recommendations are as follows:

- **Sole Tenancy**

Request: APD has requested to be the sole tenant of 945 Bryant for three reasons: one, to maintain control over which clients are in the building for safety reasons; two, to maintain control over both entrance and exits to the building for safely managing the transfer of clients; and three, to ensure legal compliance with the use of the California Law Enforcement Telecommunication System (CLETS).

The 945 Bryant building has two entrances: the main entrance at the back of the building and a small stairway entrance from Bryant Street. APD requests full access to both entrances to ensure one client may exit the building safely if another client entering the building presents a safety risk. APD reports that it is important for the department to have unrestricted and unshared access to both building entrances. The department does not believe entrances could not be reasonably secured if they were shared with another department.

APD is also concerned that it could not ensure the absolute confidentiality of criminal justice information obtained from CLETS. Pursuant to the DOJ, "access" to CLETS is defined as the ability to hear or view any information provided through CLETS. The department reports that the DOJ requires all persons with access to areas containing CLETS equipment or information to undergo a background and fingerprint-based criminal records check. If this records check reveals a felony conviction of any kind, access to areas in which CLETS information could be heard or seen must be denied.

APD, SPOA, and DPOA have concerns about sharing 945 Bryant both with the staff and with clients of another department. APD reports that walls would have to completely prevent

⁶ PLS offers limited legal advice, access to legal resources, and filing assistance to inmates housed in San Francisco's jails and runs specific religious programming for inmates.

access of the other department's staff to APD's section of the third floor to ensure confidential CLETS, financial, and HR information are not at risk of being seen or heard by non-APD staff. Moreover, due to the concern about non-APD staff overhearing APD client and officer interactions, APD reports that another department's staff could not enter the first floor with clients and use the interview rooms like APD staff. In addition, to ensure safety on the elevators and to maintain confidentiality, APD reports that non-APD staff could not enter the second or third floor with clients.

If another department were to also occupy 945 Bryant, APD remains fully convinced that the other department's staff, interns, or clients would have improper access to the secure system.

PLS' four full-time employees are approved for access to CLETS. The unit's additional staffing is comprised of approximately eight full-time law school interns and three public service trainees.⁷ Currently, the department's CLETS computers and systems are kept in a secured area behind locked doors so PLS clients and unapproved PLS staff does not illegally access the information. This physical set-up appropriately addresses the privacy requirements of CLETS.

Real Estate reports that it is confident in its ability to address APD's safety concerns appropriately without limiting the building to a single department. Real Estate cites the location of secured elevators in stairwell entryways and in the lobby at the main entrance as examples of how clients could be prohibited from entering secured areas without an approved staff escort from either department.

Recommendation: City Performance does not recommend complying with APD's request to be the sole occupants of 945 Bryant. City Performance recommends APD and Real Estate work together to determine how to properly plan the space to maximize safety and confidentiality while co-locating with a unit that would fit within the square footage range recommended for space savings in this memo and which would not present undue security concerns.

City Performance tentatively recommends PLS as the unit which could co-locate. PLS is a reasonable candidate given its small size, low volume of client visits, and history of sharing IT space with other public safety departments. Nonetheless, before deciding whether PLS should share 945 Bryant with APD, City Performance recommends that PLS and APD meet and discuss how to balance the business needs of PLS with the safety and confidentiality concerns of APD and any extra security measures that would be necessary. Real Estate should consider the results of this discussion before making a final determination as to whether PLS should co-locate with APD at 945 Bryant.

- **Records Room**

⁷ It should be noted that PLS is currently phasing out their use of public service trainees, which will further decrease the number of PLS staff members without approved CLETS access.

Request. APD requests a records room to store open case files and locate approximately nine part-time probation aides.

The current size of the records room at the HOJ is 1,351 square feet. The 945 Bryant test fit includes a records and reception room (with a reception desk) sized at 1,105 square feet. APD confirmed with City Performance that the department does not require a reception area adjoining the records room; without the reception area, the square footage of the records room in the test fit is approximately 800 square feet.

Real Estate requested that City Performance research whether physical case files could remain stored at the HOJ and be digitized before the demolition of the building. APD currently follows best practices by storing all terminated, expired, or closed case files offsite. That leaves an estimated 1,000 open case files stored in paper jackets onsite that are not assigned to individual probation officers. The department currently stores these open files in a total of two Kardex cabinets (carousel filing cabinets that greatly increase the number of files stored per square foot). The department currently has a five-year contract with a private vendor to first build a new digital case management system and then digitize the physical case files to integrate correctly with the new system. As such, complete digitization of APD's physical case files before the move to 945 Bryant is not possible.

Currently, eight of the nine probation aides mostly work at four desks within the records room. Aides work approximately 19 hours per week and have overlapping schedules to ensure their presence during the busiest times of the day. As a result, aides often share desks in the office with other aides and also with full-time probation assistants.

Recommendation. APD's current records room is 1,351 square feet, and the test fit for the room at 945 Bryant is 1,105 square feet. City Performance recommends reducing the size of the records room further to approximately 800 square feet. This decrease would result in a savings of approximately 300 square feet from the test fit.

City Performance recommends locating fewer desks than the total number of probation aides within the records room to accommodate this decrease in square footage. City Performance recognizes that this recommendation may result in aides continuing to occasionally share desks.

■ Training and Conference Rooms

Request: In the documentation submitted to Public Works for the test fit, APD requested one large training room to fit 100 people, one large conference room to fit 100 people, two medium-sized conference rooms to fit 50 people each, and four small conference rooms to fit 20 people each.

Public Works included the following in the test fit: three conference rooms with an estimated capacity of eight to ten people each and one large training/conference room that could fit up to 60 people or be split by foldable walls into three rooms that fit 30, 20, and 10 people each. The test fit layout dedicates 2,230 square feet total to training and conference

rooms: the three conference rooms are 200, 240, and 270 square feet in size, while the three training rooms are 840, 480, and 200 square feet in size.

At its current location, APD has one long, skinny conference room measuring 763 square feet with a heavy table that is not built to be easily moved. Department staff are often forced to hold meetings in the hallway or the staff break room to accommodate the demand for meeting space.

While the Board of State and Community Corrections mandates that all officers receive a minimum of 40 hours of training per year, APD reports that their officers receive 80 hours or more per year. The reason is that there is an increased need for training due to California's Public Safety Realignment initiative. Officer training includes, but is not limited to, defensive tactics, weapons defense, and simulation; each of these trainings require unique equipment. APD reports that trainers set maximums for most class sizes to between 25 and 30 students.

City Performance reviewed documentation on standard sizes for City department conference rooms. At the Municipal Transportation Agency (MTA), the standard size for conference rooms of four to six people is 120 square feet. For 10 to 12 people, the MTA standard is 240 square feet.⁸ MTA standards also suggest conference rooms of 360 square feet for between 14 and 16 people. City Performance used these size suggestions to determine that an additional 120 square feet should be added for each five-person increase in capacity. Therefore, for a conference room large enough to fit approximately 30 people, MTA standards would recommend a size of 720 square feet.

APD plans to use training rooms for physical combat training or advanced weapons training, which may require more space than a traditional conference room. As such, City Performance recommends complying with the 840 square feet allocated in the test fit for a training room.

APD currently conducts trainings and hiring tests at several off-site locations: 1) the Community Assessment Service Center (CASC), located nearby at 564 6th Street; 2) the City's Testing Center, located at 1740 Cesar Chavez Street; and 3) the Judicial Council of California Building, located at 455 Golden Gate Avenue. The CASC has three unassigned classrooms that are used both for client programming and APD staff trainings. APD staff reports that the classrooms are booked to maximum capacity for these purposes, though their mechanism for scheduling rooms is cumbersome and data on how often the rooms are used would be difficult to analyze.

APD reports that the department is frustrated by the need to travel off-site to conduct trainings regularly. APD argues that the benefits of allotting more physical space to on-site training and conference rooms at 945 Bryant would outweigh the costs to the City; the department emphasized the costs it endures executing off-site trainings (for example, the

⁸ Owen Adams Consulting, Laura Blake Architect. (October 2017). "2017 SFMTA Facilities Framework Addendum", page 37 https://www.sfmta.com/sites/default/files/reports-and-documents/2018/04/2017_facilities_framework_addendum.pdf

time APD staff spends traveling to-and-from the training site, ensuring cyber security, and processing reimbursements for parking costs).

Additionally, the department is concerned about the fact that there is currently no conference room in the test fit large enough to accommodate their full staff at once. APD reports they have previously attempted to use rooms large enough to fit their 100 officers, such as the auditorium in the HOJ, but the department was denied access due to previous bookings by other users. As a result, APD reports that it currently runs multiple staff meetings in shifts of 30 people at a time and repeats new policies and procedures at each gathering.

The City's other public safety agencies, including SFPD, the Sheriff's Department, and the Juvenile Probation Department, do not have a single room large enough to fit all their officers in the same space. The Sheriff's Department and SFPD both report using the HOJ auditorium if they need to fit approximately 100 people or more in the same space, although SFPD reports rarely using the space.⁹ The Sheriff's Department uses email to disseminate information on updated policies and procedures, allowing commanders to pass the information along through the chain of command or by posting the bulletins on their secure internal drive. The SFPD updates all officers on changes in policies and procedures in two ways: 1) through email, requiring officers to log in to an online system that tracks their "sign-off" on the new policies, and 2) in person when officers arrive for their shift meetings. Any necessary training associated with an update in policy and procedure occurs during this shift meeting. The Juvenile Probation Department has one training room onsite at Juvenile Hall, but it is not used for officer or all-staff meetings. Rather than gathering all officers together at once for quarterly training and policy updates in their training room, the Juvenile Probation Department chooses to conduct these updates in four repeated sessions of eight to 10 officers each.

Recommendation: City Performance does not recommend building multiple training rooms nor including one meeting space to accommodate all 158 staff members. City Performance recommends using approximately 1,300 square feet total at 945 Bryant for conference and training rooms. This allotment would allow for a 30-person training room of approximately 840 square-feet (as already provided in the test fit) and a surplus of 460 square feet to be dedicated to conference rooms. This recommendation would result in a savings of approximately 930 square feet from the test fit.

City Performance encourages APD and Real Estate to jointly determine how to use the additional 460 square feet for conference rooms of appropriate size and location. If it makes sense to provide adjoining space for conference rooms with the training room on the same floor, the rooms could each include partitions to allow for one 1,300 square-foot room. A room of 1,300 square feet could fit approximately 50 people, or half of the current

⁹ The SFPD owns one room in their facility on 17th and Tajaro that can fit approximately 100 people; they use this room for: SWAT team trainings; as a base of operations during large-scale public events in which there are public safety challenges; and to amass all SFPD lieutenants in a single room.

officers, at once.

As referenced above in the Interview Rooms section on pages four and five, industry best practices recommend designing government agency workspaces to include rooms with flexible uses. Therefore, should the City elect to build more than the minimum number of interview rooms, these additional rooms should be considered potential meeting spaces for two to three APD staff when not being used for client meetings.

- **Administrative Offices: Standard Sizes**

Request. APD made no official request for administrative offices of a certain size. Real Estate requested City Performance research industry best practices for administrative office sizes.

As noted in the Conference and Training Room section on page nine, 18 administrative offices were included in the test fit, ranging in size from 140 to 310 square feet. Thirteen of these 18 administrative offices are large enough to each include a four-person meeting table and seats on both sides of the office desk. The test fit provided APD's six-person finance team with 1,144 square feet of working space with large cubicles and no offices. As noted in the Administrative Offices: Human Resources section on pages six and seven, most staff on the Administrative Services team, including the HR and finance team, are housed together in one room of open cubicles. Therefore, confidential and sensitive materials are not appropriately secured and conversations regarding finances are not provided with appropriate privacy.

Real Estate reports that the standard size of new offices currently being constructed at 49 South Van Ness Avenue is approximately 100 square feet. The standard office size recommended for managers in space occupied by the Municipal Transportation Agency (MTA) is 120 square feet and 224 square feet for division directors.¹⁰

Should the City choose to size administrative offices at 945 Bryant based on MTA standards, the building would include 11 director-level offices that are 224 square feet in size and nine manager-level offices that are 120 square feet in size. The total square footage used for administrator offices would be 3,364 (a savings of 1,520 square feet from the 4,884 square feet of space dedicated in the test fit to administrative offices and the finance team).¹¹

This space-saving recommendation is not included in Table 1 on page two. The reason is as follows:

¹⁰ Owen Adams Consulting, Laura Blake Architect. (October 2017). "2017 SFMTA Facilities Framework Addendum", page 36. https://www.sfmta.com/sites/default/files/reports-and-documents/2018/04/2017_facilities_framework_addendum.pdf. City Performance recognizes that law enforcement agencies are not referenced in this study but maintains the similarities in duties between MTA and APD managers make this an appropriate comparison.

¹¹ These initial calculations are based solely on APD's request for 11 director-level offices and nine manager-level offices. However, Capital Planning does not consider some of the job classifications associated with this request as director-level or manager-level. As such, Capital Planning questions the appropriateness of reserving space at 945 Bryant for all the administrative offices that APD has requested. City Performance recommends that Real Estate and Capital Planning further explore this outstanding question with APD.

The offices drawn in the test fit are not reflective of the current offices at 945 Bryant; the sizes of these offices are currently unknown. Public Works does not possess a copy of the blueprint of the building in its current state. Real Estate reports the City has a limited tenant improvement budget of approximately \$1.2 million for 945 Bryant. As a result, Real Estate plans to use existing walls in the building rather than build new ones as much as possible. Therefore, City Performance space-saving recommendations for offices are only relevant if the current offices are found unsuitable due to unforeseen circumstances.

Recommendation: Should the City elect to change the existing office sizes at 945 Bryant, City Performance recommends using the standard sizes outlined in the MTA guidelines (i.e., 224 square feet for directors and 120 square feet for managers). These guidelines would apply to all new administrative offices, including those of the finance team. If all offices are renovated in conformance with these MTA standards at 945 Bryant and the number of director-level and manager-level offices that APD has requested are approved,¹² the total space-savings range shown at the bottom of Table 1 on page two would increase to be between 3,504 and 3,954 square feet.

- **Learning Center**

Request: APD requested space for a learning center, where the Five Keys Charter School (“Five Keys”)¹³ would run programming for a maximum of 25 people at a time.

The current size of APD’s learning center at the HOJ is approximately 380 usable square feet. APD also has a learning center at the CASC. Capital Planning requested that City Performance assess the need for a learning center at 945 Bryant since APD also has a learning center at the CASC.

APD and Five Keys staff both report two main benefits of operating a learning center at APD’s headquarters: one, officers walk their clients directly to the learning center after mandatory check-ins, which helps improve attendance rates; and two, APD provides a secure on-site learning space to clients who have safety concerns about running into other clients at the CASC.

APD and Five Keys staff report that no more than 15 students are in the classroom at one time, and on average, there are far fewer. The current number of students enrolled in the program is 25, and, while that number fluctuates slightly throughout the year, there is no reason to suspect that the number of enrollees will increase over time. Therefore, while APD

¹² APD’s requested 11 director-level offices and nine manager-level offices. However, Capital Planning does not consider some of the job classifications associated with this request as director-level or manager-level. As such, Capital Planning questions the appropriateness of reserving space at 945 Bryant for all of the administrative offices that APD has requested. City Performance recommends that Real Estate and Capital Planning further explore this outstanding question with APD.

¹³ Five Keys Charter School is a non-profit organization that contracts with several departments in the City to offer a range of educational services to youth and adults. The learning center at the HOJ is open Monday through Friday from 9am to 5pm and allows students to drop in at any time.

originally requested that Public Works include space for 25 students at the 945 Bryant Learning Center, APD and Five Keys staff have since concluded that no increase in square footage or computers would be necessary to serve their students.

Real Estate does not recommend including space for a learning center at 945 Bryant. Real Estate would prioritize using the space to make more room for another department to move into 945 Bryant and out of the HOJ.

Recommendation: Minimizing obstacles to important resources is considered a best practice in serving clients such as those served by APD. Considering this best practice and the relatively small amount of space required, City Performance recommends including a learning center at 945 Bryant of approximately 380 usable square feet. This recommendation would result in savings of approximately 200 square feet from the test fit.

Additionally, there are relatively few APD clients enrolled in the Five Keys program and officers already walk these clients to the learning center after meeting with them; these facts lead City Performance to conclude that a learning center at 945 Bryant could potentially be located on the second or third floor of the building, though most rooms dedicated to client interactions should be located on the first floor.

- **IT Server and Telecommunication Rooms**

Request: APD requests one telecommunications room on each floor of the building and a server room of, at minimum, 320 square feet.

Currently, APD's server room at the HOJ is approximately 180 square feet. The department requests a bigger server room at the new building to accommodate additional wiring for more interview rooms with desktop computers and conference rooms with audiovisual capabilities.

The infrastructure for a telecommunications room exists on all three floors of 945 Bryant. On the first and second floor, the two rooms that could be used for telecommunications are each approximately 120 square feet; on the third floor, the room is approximately 75 square feet. The test fit includes these three telecommunications rooms. The test fit also includes 512 square feet for an IT server room, which is more than APD requested.

Recommendation: City Performance recommends complying with the request for a server room of approximately 320 square feet. This recommendation will result in a savings of approximately 200 square feet from the test fit.

- **Locker Rooms**

Request: APD requests one locker room for men and one for women. These locker rooms would be for officers to use to change from their field work clothes into their court clothes.

The test fit includes a men's locker room and a women's locker room with ten lockers in each room. Each is approximately 150 square feet in size.

APD reports that officers are often required to change from their daily work clothes – which allow them to move easily while meeting with clients and wearing protective gear – into clothes appropriate for court appearances. They currently use bathrooms to do so, but the department requests dedicated locker rooms to allow for safe changing areas that multiple staff members can use simultaneously.

APD also requests the locker rooms so that officers have a place to store and change into their field equipment. Every sworn staff person is issued a field equipment bag (18.5-inches wide, 8-inches tall, and 12-inches deep). This bag contains an officer's required safety equipment, which includes a field jacket, handcuffs, pepper spray, a duty belt, a holster, and extra ammunition and gloves. Officers are required wear this equipment in the field and put it on before leaving the building.

APD officers do not have a required uniform and would arm themselves in the room recommended for staff firearm storage (see page seven).

Recommendation: City Performance does not recommend complying with the request for two locker rooms with ten lockers each. City Performance recognizes that, if the City does not build locker rooms at 945 Bryant, APD staff will have to continue to use bathrooms to change. Lockable office furniture would also have to be purchased for officer field equipment bags so that these bags could be stored and locked in a secure area (either under each desk or in a row of stand-alone cabinets in an office). Compliance with City Performance's recommendation would result in space-savings of approximately 300 square feet from the test fit.

City Performance cannot recommend using 300 square-foot space in the building for locker rooms over using the space to help make room for an additional tenant that also needs to move out of the HOJ as soon as possible. However, should enough square footage be saved through other opportunities, City Performance would find it reasonable to prioritize using the surplus square footage for locker rooms.

- **Staff-Only and Client-Only Bathrooms**

Request: APD requests two sets of men's and women's bathrooms on the first floor of 945 Bryant – one for use by clients only and one for use by staff only.

The test fit currently includes one set of men's and women's bathrooms on each floor, based on the bathrooms as they exist in the building currently. The test fit also includes a gender neutral, single-stall bathroom on each floor. Finally, the test fit includes two urine testing bathrooms on the first floor that would be used by APD clients who must submit to mandatory drug testing.

APD requests client-only and staff-only bathrooms on the first floor for safety reasons. The department reports that staff should not be asked to use the same bathrooms as clients and visitors, as that would present a physical safety risk to staff.

Real Estate reports that each set of bathrooms in the building at 1 South Van Ness Avenue cost approximately \$500,000 to build. Therefore, Real Estate believes it would be fiscally irresponsible to build a set of bathrooms at 945 Bryant, as the current tenant improvement budget for the building is approximately \$1.2 million. Real Estate recommends an alternative solution to building an additional set of staff-only bathrooms on the first floor. There are several possible alternatives, including: one, lock the gender-neutral bathroom on the first floor and give keys to staff so that it could be used at any time by staff and only upon request by clients; or two, convert one of the large handicap stalls in the set of bathrooms into a locked, gender-neutral stall that is also handicap accessible.

APD, SPOA, and DPOA strongly disagree with the alternatives suggested above. They propose ensuring that the set of bathrooms on the first floor would be for staff use only. This proposal would leave only one gender-neutral bathroom stall available for clients on the first floor.

Recommendation: City Performance does not recommend complying with the request to build an additional set of staff-only bathrooms on the first floor. City Performance recommends APD and Real Estate work together to implement an alternative solution.

C. Police ID Bureau

The ID Bureau employs 33 full-time staff members and is part of the Forensic Division of the SFPD, which uses technology and science to assist in the investigations and prosecution of criminal cases. The ID Bureau's duties include maintaining up-to-date information on all subjects in the criminal justice system and providing fingerprint identification services.

The ID Bureau currently occupies 12,181 usable square feet in the HOJ and operates 24 hours a day, seven days a week. ID Bureau staff perform many duties, including but not limited to:

- Providing criminal records to the public upon request;
- Processing the fingerprints and photographs of applicants for certain public safety positions, mandated registrants, recipients of citations, and others;
- Confirming positive identification matches for recipients of citations for the court system;
- Entering and creating juvenile case numbers and files;
- Identifying submitted fingerprints of live and deceased persons from public safety agencies across the State and the Medical Examiner's office;
- Monitoring and updating the protective order and restraining order databases;
- Maintaining accurate information in all internal and external criminal justice databases; and
- Testifying in court at the request of the District Attorney's Office.

There are four main sources of information which ID Bureau staff must access to complete any one of these duties: (1) the Automated Biometric Identification System (ABIS), which stores fingerprints and other biometric information; (2) the San Francisco Law Enforcement Network

(SF-LEN), which includes access to several local and national criminal justice databases; (3) LiveScan and CardScan machines, which allow users to take ink fingerprints; and (4) paper jackets that contain the most accurate and up-to-date information on individual subjects, including hard copies of fingerprints and criminal history.

The majority of the ID Bureau's current business processes require simultaneous access to paper jackets, ABIS, and SF-LEN. The square footage that the ID Bureau must occupy to accommodate its current business processes is more than the square footage available to co-locate another agency with APD at 945 Bryant.

If the ID Bureau were re-located and separated from the courts, a small section would need to remain at the HOJ. Recipients of citations can choose to appear in court to protest the citation; directly before appearing in court, the recipient is required to have their fingerprints verified by the ID Bureau to prove that the person in court is the same as the person who received the citation. Therefore, a room of no more than 200 square feet (equipped with a LiveScan machine, a CardScan machine, a computer with SF-LEN access, and a computer with ABIS access) would need to remain at the HOJ.

However, instead of splitting the ID Bureau between the HOJ and a different location, City Performance recommends that Projects Sponsors investigate the possibility of moving the entire ID Bureau to the Harriet Street side of the HOJ while the Bryant Street side is undergoing construction. This solution would allow the ID Bureau to remain close to the courts and continue to operate 24 hours a day, seven days a week.

If Project Sponsors opt to split the ID Bureau between locations that are close to the courts and farther away, please see Appendix F for the information the City would need to decide which business processes and equipment should remain at the HOJ and which could move to a new location.

D. San Francisco Public Works and the Real Estate Division

City offices from three departments will be moving out of the Bryant Street side of the HOJ in the next two years. Each move from the HOJ to a new location involves, at minimum, five relevant parties: the exiting department, the Office of Resilience and Capital Planning, the Real Estate Division, the Department of Technology, and San Francisco Public Works.

The current processes, tools, and communication pathways used to plan and execute these moves are not standardized. Real Estate and Public Works approach the exiting departments separately and communications from these departments to the exiting department may contradict each other. Information is often siloed between all participating parties: budget with Capital Planning, terms of the lease with Real Estate, test fit with Public Works, and personnel and space needs with the exiting department.

This approach results in difficulties for each of the parties involved, outlined below:

- The exiting department may not receive consistent relevant information, such as timelines, standard sizes and types of rooms and communal spaces, and the expectations for the department in the process. The department may also not be given clear direction on how to relay vital information on personnel and space needs.
- Public Works may not obtain the information necessary to complete an appropriate and realistic test fit, including correct FTE counts and room requests. The department may be working off incorrect blueprints and may not conduct a walk-through of the space to determine the as-is status. Public Works may also not be aware of changing timelines, budgets, or certain room restrictions set forth by Real Estate.
- Real Estate may not have clearly defined and accessible standards on expectations for the sizes and layouts of rooms and desks of varying functions. In addition, the division may not receive the personnel and space requests submitted to Public Works for the test fit and may not complete walkthroughs of the space prior to the test fit's creation.

City Performance recommends that Real Estate and Public Works determine a common set of goals for moving departments safely out of the HOJ. City Performance strongly recommends that the two departments create a standardized process to determine department space needs, to communicate timelines, budget, and expectations to all parties involved, and to create realistic and accurate test fits. These processes could be used for the current moves from HOJ, as well as any future moves involving necessary collaboration between Real Estate and Public Works.

4. CONCLUSION

City Performance recommends complying with the majority of requests for space meant to improve safety and confidentiality at APD. However, City Performance does not recommend complying with all of APD's requests; while City Performance recognizes that all of APD's requests are meant to help ensure the department is able to operate as efficiently as possible, they must be weighed against the importance of moving staff currently working in the unsafe conditions out of the HOJ as soon as possible. City Performance's recommendations, as outlined in Table 1 on page two, would result in a range of approximately 1,984 to 2,434 square feet saved from the test fit; this space savings should be used to move another City department out of the HOJ and into 945 Bryant.

City Performance recommends Real Estate and Public Works create or obtain blueprints reflecting 945 Bryant's current office space and conduct a cost-benefit analysis to determine whether to build new offices or leave offices as they are. Should Real Estate determine that the space-saving benefit of remodeling the offices would outweigh the cost involved, approximately 3,504 to 3,954 square feet total could be used at 945 Bryant to fit another department in the building with APD. This may allow enough space for a unit larger than PLS to move to 945 Bryant, but consideration of APD's safety and business needs would still need to occur.

City Performance recommends that the City consider co-locating PLS at 945 Bryant on the third floor with APD, as PLS would fit in the 1,984 to 2,434 square feet of space savings identified in this memo. While the recommendation to co-locate the two departments may add additional layers of security

protocol that APD and PLS staff would be expected to follow, City Performance is confident these layers would allow for safe and confidential co-location. However, this recommendation is contingent upon further conversation between APD and PLS; City Performance would rescind this recommendation if either department discovered a compelling business or safety need that should prohibit the co-location of the other department.

City Performance does not recommend that the Police ID Bureau co-locate at 945 Bryant with APD; the bureau is too big to fit alongside APD. City Performance encourages Project Sponsors to locate the Bureau on the Harriet Street side of the HOJ while the Bryant Street side is being renovated.

Finally, City Performance strongly recommends that Capital Planning, Real Estate, and Public Works work together to agree on common goals, procedures, and tools to more efficiently plan for departmental moves in the future.

Appendix A: Space Saving Table

The table below documents the current square footage of several relevant spaces in: (1) APD's location in the Hall of Justice (HOJ); (2) the test fit created by Public Works ("Test Fit"); and (3) the recommendations outlined in the memorandum above by the City Performance Unit of the Office of the Controller (CON). The amount of space saved is shown in the "CON – Test Fit Difference" column, while the amount of space added from the Test Fit and the CON recommendations are outlined in the "Test Fit – HOJ Difference" and "CON – HOJ Difference" columns, respectively.

Table 2: Space Comparison between HOJ, Test Fit, and CON Recommendations

| | HOJ | Test Fit | CON* | Test Fit-HOJ Difference | CON-HOJ Difference | CON-Test Fit Difference |
|-----------------------|-------|----------|----------------|-------------------------|--------------------|-------------------------|
| Records Room | 1,351 | 1,105 | 800 | -246 | -551 | -305 |
| IT Server | 180 | 512 | 320 | 332 | 140 | -192 |
| IT Telecom | 180 | 316 | 316 | 136 | 136 | 0 |
| Conference & Training | 763 | 2,230 | 1,300 | 1,467 | 537 | -930 |
| Locker Rooms | 0 | 300 | 0 | 300 | 0 | -300 |
| Evidence Storage | 0 | 100 | 100 | 100 | 100 | 0 |
| Learning Center | 383 | 580 | 383 | 197 | 0 | -197 |
| Interview Rooms | 0 | 1,320 | 810 to 1,260** | 1,320 | 810 to 1,260 | -60 to -510 |
| Gun Locker/Equipment | 0 | 210 | 210 | 210 | 210 | 0 |
| Total Change | | | | 3,816 | 1,382 to 1,832 | -1,984 to -2,434 |

* All CON numbers are estimates due to budgetary restraints.

** A range is provided for the square footage recommended for interview rooms, as an exact number could not be recommended based on the information provided. Please see the Interview Room section on page 4 for more information.

Appendix B: Test Fit

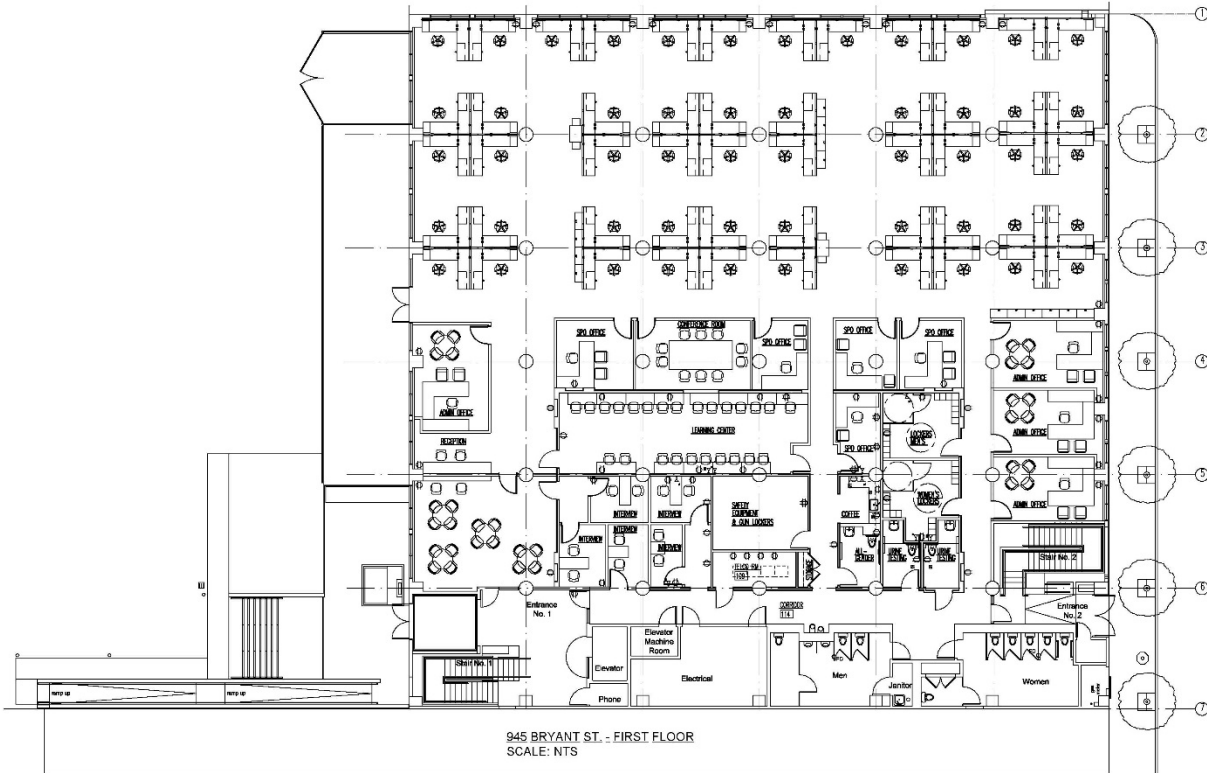
Property: 945 Bryant Street
 Tenant: Adult Probation

| Floor | Use | Approximate Square Feet | Quantity | Grand Total by Type |
|-------------|-----------------------|-------------------------|----------|---------------------|
| First Floor | Conference Room | 240 | 1 | 1 |
| | Interview Room | 90 | 1 | 4 |
| | Interview Room | 80 | 1 | |
| | Interview Room | 70 | 1 | |
| | Interview Room | 60 | 1 | |
| | Coffee | 60 | 1 | 1 |
| | Equipment/Gun Lockers | 210 | 1 | 1 |
| | Storage | 10 | 1 | 1 |
| | Lobby | 480 | 1 | 1 |
| | Learning Center | 580 | 1 | 1 |
| | SPO Office | 120 | 3 | 5 |
| | SPO Office | 110 | 1 | |
| | SPO Office | 160 | 1 | |
| | Admin Office | 230 | 3 | 4 |
| | Admin Office | 210 | 1 | |
| | Desk (6'-0" x 7'-0") | 42 | 50 | 50 |

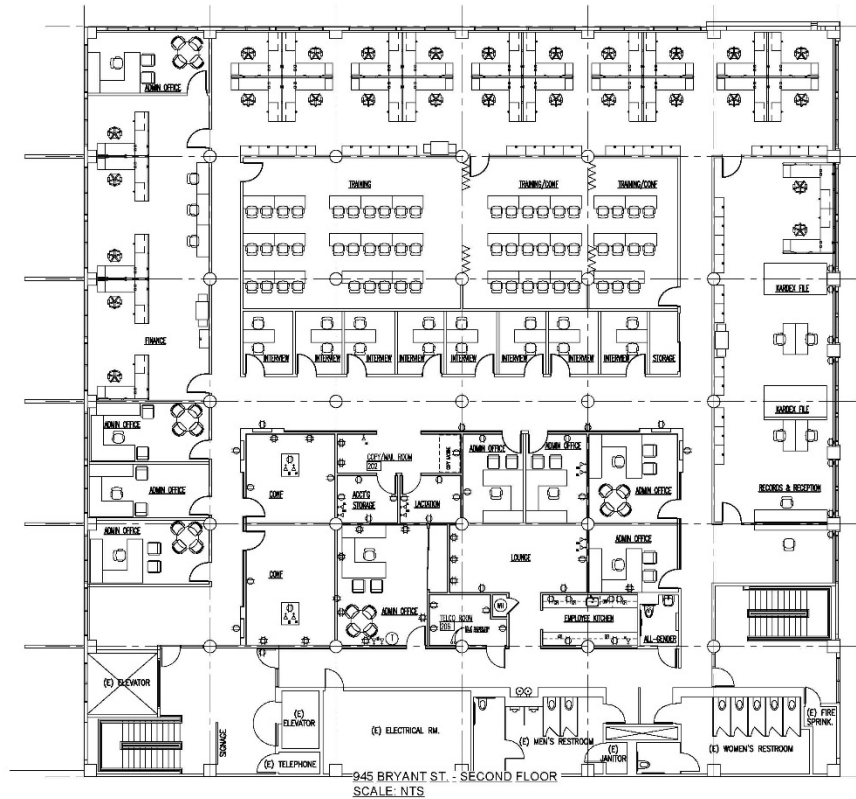
Property: 945 Bryant Street
 Tenant: Adult Probation

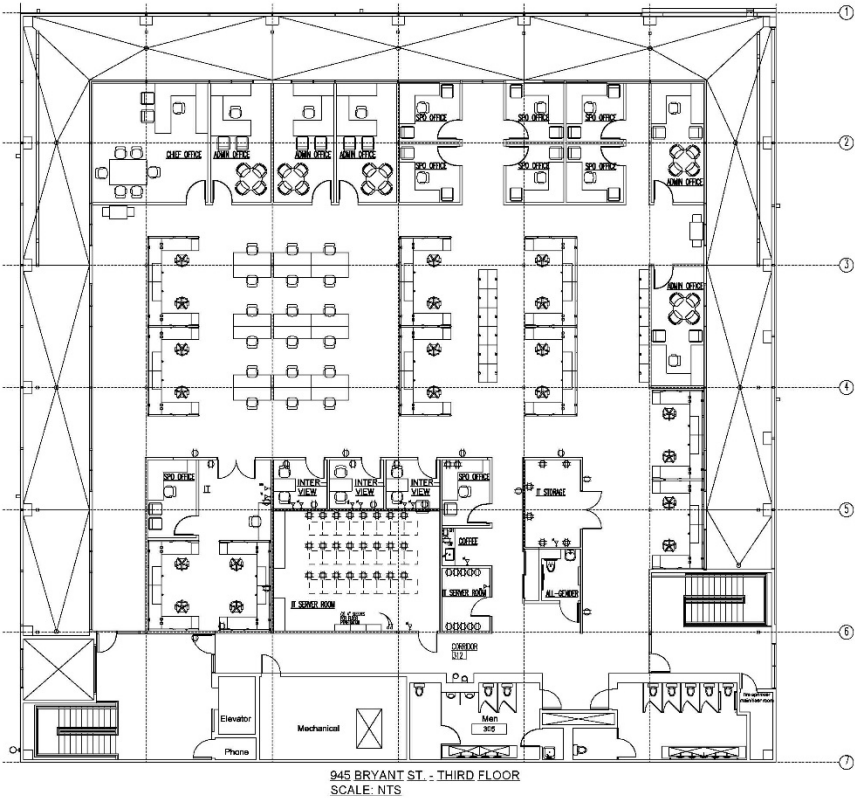
| Floor | Use | Approximate Square Feet | Quantity | Grand Total by Type |
|--------------|----------------------|-------------------------|----------|---------------------|
| Second Floor | Conference Room | 200 | 1 | 2 |
| | Conference Room | 270 | 1 | |
| | Training | 840 | 1 | 1 |
| | Training/Conf. Room | 200 | 1 | 2 |
| | Training/Conf. Room | 480 | 1 | |
| | Interview Room | 80 | 8 | 8 |
| | Break Room/Lounge | 410 | 1 | 1 |
| | Lactation | 70 | 1 | 1 |
| | Storage | 70 | 1 | 2 |
| | Storage | 50 | 1 | |
| | Training | 310 | 1 | 2 |
| | Training | 190 | 1 | |
| | Lobby | 180 | 1 | 1 |
| | Admin Office | 140 | 2 | 9 |
| | Admin Office | 190 | 2 | |
| | Admin Office | 150 | 1 | |
| | Admin Office | 200 | 1 | |
| | Admin Office | 310 | 1 | |
| | Admin Office | 180 | 2 | |
| | Desk (5'-0" x 2'-0") | 10 | 7 | 7 |
| | Desk (6'-0" x 6'-0") | 36 | 25 | 25 |

| Floor | Use | Approximate Square Feet | Quantity | Grand Total by Type |
|-------------|----------------------|-------------------------|----------|---------------------|
| Third Floor | Interview Room | 70 | 3 | 3 |
| | Private Lounge | 790 | 1 | 2 |
| | Public Lounge | 440 | 1 | |
| | Coffee | 70 | 1 | 1 |
| | Storage/Coat Room | 20 | 1 | 2 |
| | Storage/Coat Room | 120 | 1 | |
| | Chief Office | 350 | 1 | 1 |
| | SPO Office | 80 | 1 | 8 |
| | SPO Office | 100 | 1 | |
| | SPO Office | 90 | 6 | |
| | Admin Office | 180 | 3 | 5 |
| | Admin Office | 160 | 2 | |
| | Desk (6'-0" x 2'-0") | 12 | 19 | 19 |
| | Desk (6'-0" x 6'-0") | 36 | 21 | 21 |



7/19/17





Appendix C: APD Personnel

The table below documents the requests for offices and cubicles for all staff submitted by APD. APD also requested office space with cubicles for four contractors who will work full-time in the building for approximately the next five years on implementing a new case management system and digitizing the department's case files.

Table 3: APD Personnel Count and Office or Desk Requirements

| Division | Role | Total | Director Office | Manager Office | Other Office | Cubicle | Notes |
|-----------------------|-------------------------------|------------|-----------------|----------------|--------------|------------|-------------------|
| Administration | Chief | 1 | 1 | 0 | 0 | 0 | |
| Administration | Chief Deputy | 1 | 1 | 0 | 0 | 0 | |
| Administration | Executive Ass't to the Chief | 1 | 0 | 1 | 0 | 0 | |
| Administration | Research Director | 1 | 1 | 0 | 0 | 0 | |
| Administration | Statistical Analyst | 1 | 1 | 0 | 0 | 0 | |
| Administration | Training Director | 1 | 1 | 0 | 0 | 0 | |
| Administration | Project Director | 1 | 1 | 0 | 0 | 0 | |
| Administration | Division Director | 2 | 2 | 0 | 0 | 0 | |
| Administration | Aide | 1 | 0 | 1 | 0 | 0 | |
| Reentry | Reentry Director | 1 | 1 | 0 | 0 | 0 | |
| Victim Restitution | Victim Restitution Staff | 6 | 0 | 1 | 0 | 5 | |
| Human Resources | Human Resources Staff | 6 | 0 | 3 | 0 | 3 | HR Enclosed Area |
| Finance & Admin | CFO | 1 | 1 | 0 | 0 | 0 | F&A Enclosed Area |
| Finance & Admin | Contracts Manager | 1 | 0 | 1 | 0 | 0 | F&A Enclosed Area |
| Finance & Admin | Accounting | 3 | 0 | 0 | 0 | 3 | F&A Enclosed Area |
| Finance & Admin | Grant Administration | 1 | 0 | 0 | 0 | 1 | F&A Enclosed Area |
| Finance & Admin | Procurement/Facilities | 1 | 0 | 1 | 0 | 0 | F&A Enclosed Area |
| Finance & Admin | Contracts Analyst | 1 | 0 | 0 | 0 | 1 | F&A Enclosed Area |
| IT | CTO | 1 | 1 | 0 | 0 | 0 | |
| IT | IT Manager & Staff | 8 | 0 | 1 | 0 | 7 | 2 Enclosed Areas |
| Records | Chief Clerk & Probation Aides | 10 | 0 | 0 | 2 | 8 | 8 Aide Cubicles |
| Investigations | Investigations | 31 | 0 | 0 | 4 | 27 | |
| Community Services | Community Services | 49 | 0 | 0 | 6 | 43 | |
| Intensive Supervision | Intensive Supervision | 18 | 0 | 0 | 2 | 16 | |
| Proposition 63 | Proposition 63 | 6 | 0 | 0 | 1 | 5 | 1 Aide Cubicle |
| LEAD Program | LEAD Program | 4 | 0 | 0 | 0 | 4 | |
| | Total APD Staff | 158 | 11 | 9 | 15 | 123 | |

| | | | | | | | |
|--------------------------|------------------------------|---|---|---|---|---|-----------------|
| Contractor & Consultants | IT Contractors & Consultants | 4 | 0 | 0 | 0 | 4 | 1 Enclosed Area |
|--------------------------|------------------------------|---|---|---|---|---|-----------------|

Appendix D: SPOA Response

San Francisco Supervising
Probation Officers
Association
880 Bryant St. #208 San Francisco,
CA 94103

415-553-1914
415-948-3309

Gabe.Calvillo@sfgov.org

8/6/2018

Gabriel Calvillo
San Francisco Supervising Probation Officers Association
880 Bryant St. San Francisco, CA 94103

CC Block: Heather Green, Office of Resilience and Capital
Planning, Andrico Penick, Real Estate Division, Claudia
Gorham, Real Estate Division.

Good Morning; Heather, Andrico and Claudia

The SF Supervising Probation Officers Association appreciates the opportunity to provide input on this very important move and issues related to the safety, security and wellbeing of the staff and clients that will be impacted.

A. Adult Probation Space Needs

The SPOA has concerns about the reports recommendation regarding the space needs of the APD. In particular, as it relates to the interview rooms, locker rooms, training rooms and being the sole occupant of the space at 945 Bryant St.

The Adult Probation Department (APD) has grown significantly in the last 10 years. During that time we have struggled, some would say failed, to provide an adequate and safe working environment for our employees. As noted in the report, DPOs are doubled and in some cases tripled into small office spaces making it impossible to effectively carry out our duties. Officers must interview clients, sometimes in the presence of other clients, infringing on the clients confidentiality and basic dignity. Currently there are no interview rooms at the 850 Bryant locations. At the CASC location, there are 4 available interview rooms for approximately 14 DPOs. They routinely

have to wait for rooms to become available. It is imperative that we not significantly reduce the number of requested interview rooms. Having clients wait for interview rooms to become available increases the risk of injury to clients and staff. Fights and assaults are common when individuals from different gangs or turfs are forced together in a small environment. This requires staff to intervene to make sure the environment is safe. This exposes the City to unnecessary litigation and workman's compensation issues. Having an adequate number of interview rooms available will allow staff a safe and confidential environment that will increase the safety of the entire department. There is an old adage that is appropriate for this situation, "It's better to have it and not need it, than to need it and not have it."

B. Locker Rooms

The current situation is untenable and surprisingly has been free of grievances or class action lawsuits. Staff, both men and women are sometimes forced to change their clothes in the offices they share with their opposite gender co-workers. Other public safety agencies, e.g. SFPD, SFSD and SFFD all provide their employees appropriate locker room space complete with showers and restroom facilities. Probation Officers are peace officers pursuant to California Penal Code Section 830.5, which affords them the same authority as police officers and sheriff's deputies. All probation officers are provided ballistic vests, duty belts which contain; PIC radios, firearms, ammunition pouch, OC spray, handcuffs, key holders, safety gloves etc.

Requiring staff to change in restrooms shared with the public creates significant officer and community safety issue, for what seems to be fairly obvious reasons. Leaving guns exposed in shared restrooms runs the risk of officers having

their firearms taken or mistakenly leaving them in the restroom upon leaving. There are countless stories of officers around the country mistakenly leaving their department issued firearms in public restrooms. See links below.

<https://www.abc15.com/news/region-southeast-valley/chandler/gun-found-on-campus-at-hamilton-high-school-friday>

https://www.mlive.com/news/saginaw/index.ssf/2018/03/police_gun_found_in_middle_sch.html

<https://wtfflorida.com/news/madness/school-resource-officer-leaves-gun-bathroom/>

C. Training Room

With the implementation of AB 109 in 2011, the Adult Probation Department has developed an in house training program for officer safety. This program includes, Weaponless Defense, Defensive Tactics, Force Options simulator training, Field Training Officer and Force on Force training. These trainings are in addition to all other training mandated by statute and policy.

Officer Safety training requires space large enough to have students demonstrate and practice skills that involve "take-downs", handcuffing and grappling. This type of training requires an ample amount of space in order for it to be done in a safe manner. Injuries occur when staff does not have sufficient room to execute the skills in an appropriate space. Anecdotal evidence of staff falling on other staff, hitting heads and spraining ankles and knees are common when conducting these classes in small spaces.

The recommendation to enlist the assistance of SFPD for training space has already been attempted as we were building our own program. SFPD routinely denied our requests for training space and when they did offer space it was after business hours creating issues with the different unions.

SFPD, SFSD and SFFD all have their own training facilities and are not required to seek out adequate space to train their staff. That should be afforded to APD as well.

We currently share training facilities with City Wide at the Community Assessment and Service Center (CASC). We frequently have scheduling conflicts due to the large number of treatment programs provided by City Wide. Additional training facilities would prevent classes from being double booked and or cancelled.

D. Sole Occupancy of 945 Bryant St.

The SFAPD has specific roles and responsibilities as an integral member of San Francisco's Law Enforcement community. Those roles and responsibilities include but are not limited to; the apprehension of individuals on warrant status, the arrest of clients in violation of probation and the investigation of individuals through the use of the California Law Enforcement Telecommunications System (CLETS).

Sharing a work space with another agency with different or opposing responsibilities, duties and missions can have adverse consequences. Arrests are often made in the office. The goal of any arrest is to secure the client as quickly and as safely possible to avoid injuries. Having an outside 3rd party involved can cause unnecessary problems.

The second more concerning issue, is the sight and sound requirements of the DOJ as it regards to CLETS information. DOJ forbids access of CLETS information to unauthorized individuals. Currently APD office spaces are inaccessible to the public or outside agencies. The addition of unauthorized outside agency staff or their clients creates a violation of those requirements and can jeopardize SFAPD's access to the CLETS system.

I encourage the parties responsible for making these important decisions to think about the staff and the clients we serve here at the Adult Probation Department. For far too long the staff at APD have suffered with an inadequate work environment. Now is the opportunity to do it right the first time. I sincerely hope you take into account the issues raised in this memo. Thank You

Gabriel Calvillo #185 Supervising Probation Officer
SPOA
San Francisco Supervising Probation Officers Association

Appendix E: DPOA Response

San Francisco Probation Officers Association
PO Box 77842 San Francisco, CA 94102
Email: SFDPOA@icloud.com



August 8, 2018

Thank you for providing the Deputy Probation Officers Association ("Association") the opportunity to have an input on 945 Bryant. This is important for our members because the proposed recommendations are related to working conditions under, Article IV (A) Section 279 of our MOU:

"The City acknowledges its responsibility to provide safe and healthy work environments for City employees. Every employee has the right to safe and healthy working conditions...."

The Association consists of all deputy probation officers in Juvenile and Adult Probation Department. It is the Association's duty to advocate for its member's health, safety, and other matters concerning working conditions. The Association understands that there will continue to be issues even after the move to 945 Bryant. However, based on the current recommendations, we are compelled to address important issues that are now before us.

First, is the recommendation that Adult Probation share 945 Bryant with another agency. While the Association support the spirit of collaboration, having another agency in 945 Bryant is not feasible considering the type of work performed by deputy probation officers.

Under California Penal Code Section 830.5, deputy probation officers are considered sworn "peace officers" just like San Francisco police officers. As such, the nature of our work, along with our rights to safety and privacy, requires that we have our own building.

Deputy probation officers are granted *access to CLETS* by the California Department of Justice. CLETS have sensitive information from statewide police agencies, Federal Bureau of Investigations (FBI), California Department of Motor Vehicles, National Law Enforcement Telecommunications System, Department of Justice, etc. Having another agency in the same building as Adult Probation - an agency with employees who have no access to CLETS, or does not have the same training and level of access as deputy probation officers - can possibly compromise sensitive information. This is very concerning because it exposes



our members to possible liability. Equally important, it exposes our clients and members of the public to possible danger.

In addition, a violation of CLETS policy and procedure will result on an investigation and probability of decertification. This will hinder deputy probation officers from doing their jobs. Deputy probation officers have a unique and effective role in the community. We wear different hats – peace officers, social workers, court officers, mentors, etc. Having access to CLETS is vital to our job.

The Association is also concern about the *safety and privacy* of its members. When we go to and from work; eat lunch; store our personal belongings; safeguard our duty weapons and equipment; discuss field plan; or just talk to each other about our personal lives - we expect that those daily routines be kept from the public.

In addition, deputy probation officers supervise organized crime members and other violent offenders. Often, we must to make an arrest and ask the Court to take drastic actions. In fact, it is not unusual when clients threaten or stalk a probation officer. As such, it is important that our daily routines and work schedule/plan are made private as much as possible.

Having another agency at 945 Bryant will likely compromise our rights to privacy and safety. It may even prevent us from doing our jobs. After all, many of the areas at 945 Bryant are not enclosed areas.

Our Recommendation: We are asking that the Adult Probation Department be the sole occupant at 945 Bryant.

Second, the Association strongly believes in fostering *the health and well-being* of its members. As such, we disagree with the recommendation of having to use the same bathroom as the public.

The current recommendation does not recommend an additional “staff-only” set of bathrooms to be built on the first floor. Deputy probation officers deal with a wide range of clients from different walks of life. Many of our clients have mental health (diagnosed and undiagnosed) and substance abuse issues. Some are sex offenders, while others have a long history of violence. Sharing bathrooms with our clients is not conducive. It will place deputy probation officers in the scope of danger, or an uncompromising situation.

The recommendation also stated that as a possible alternative, probation staff can use the bathrooms on the second floor, or the gender-neutral bathroom on the first floor. We find this unreasonable. Probation staff should not have to climb a floor just to use a bathroom. Most people use bathrooms because there is an urgent need.

In addition, the recommendation that staff be given the “keys” to the gender-neutral bathrooms, could only imply that this is a private bathroom. People have the right to use gender-neutral bathrooms without having to ask staff for the keys. Again, probation staff should not be sharing bathrooms with their clients.

Our Recommendation: We are asking that a separate staff only bathroom be placed in the first floor.

The Association is also asking for *adequate locker room size* for men and women officers. Deputy probation officers, like San Francisco police officers, work in the field. Probation officers wear specific safety equipment like OC spray, ballistic vests, handcuffs, firearms, etc. Often, officers bring a change of clothes for the field and office. Deputy probation officers are field officers.

As such, it is only reasonable that officers be given adequate size locker rooms. Providing a small locker room for officers is not reasonable. Locker rooms will be used by all deputy probation officers.

Our Recommendation: We are asking for adequate size locker rooms for men and female officers

Conclusion

The Association is asking for reasonable, safe, and secure accommodation at 945 Bryant. The role and duties of deputy probation officers have increased over recent years. We are now supervising clients who are on PRCS (Post Release Community Supervision) and Mandatory Supervision – because of Assembly Bill 109 (AB 109). Basically, AB 109 transferred the responsibility for some state prisoner population from CDCR to California counties, like San Francisco. We also have a Sex Offender Unit, Transitional Aged Youth (TAY) Unit, Domestic Violence Unit, Community Services, and a Pre-Sentence Report Unit (Investigations). Deputy probation officers are also part of Collaborative Courts like: Community Justice Court, Veterans Court, and Drug Court. These are only some of the many roles that Adult Probation Officers have in today’s criminal justice system. It is a large group with a big impact in the San Francisco Community.

The Association is respectfully asking City Performance, Capital Planning, the Real Estate Division, and Public Works to work together to help deputy probation officers acquire a work environment where safety, security and privacy will not be compromised. Allowing Adult Probation to be the sole occupant at 945 Bryant; providing staff bathrooms in the first floor; and allowing for an adequate size locker rooms is a big step towards alleviating what we foresee as, major problems and fundamental rights issues.

Thank you,

Nixon Lazaro

Nixon P. Lazaro, Esq.

SFDPOA President

SF Adult and Juvenile Probation

Appendix F: Police ID Bureau

The table below documents the tasks the Identification Technicians ("ID Techs") and Identification Clerks ("ID Clerks") perform for the Police ID Bureau, as well as the mandatory electronic and physical records systems needed for each task.

Please note ID Technicians also encompasses the CSI Latent Technicians who perform similar tasks, but on fingerprints and evidence submitted from crime scenes.

| ID | Task | Subject Type | Task Description |
|----|----------------------------|---------------------|--|
| 1A | On-Site Subject Processing | Records Request | Verify identity, interview subject, process fingerprints, photograph |
| 1B | On-Site Subject Processing | Permit Applicants | Verify identity, interview subject, process fingerprints, photograph |
| 1C | On-Site Subject Processing | Job Applicants | Verify identity, interview subject, process fingerprints, photograph |
| 1D | On-Site Subject Processing | Registrants | Verify identity, interview subject, process fingerprints, photograph |
| 1E | On-Site Subject Processing | Citation Processing | Verify identity, interview subject, process fingerprints, photograph |
| 2A | Data Management | Citation Processing | Enter and update misdemeanor citations |
| 2B | Data Management | All Subjects | Standardize information across multiple INTERNAL data sources |
| 2C | Data Management | All Subjects | Update INTERNAL SFPD records from EXTERNAL data sources |
| 2D | Data Management | All Subjects | Update EXTERNAL SFPD records from INTERNAL data sources |
| 2E | Data Management | Juvenile | Create case numbers and update subject files |
| 2F | Data Management | Deceased Persons | Manage and store subject files |
| 3A | Biometric Identification | Deceased Persons | Identify prints from molded casts |
| 3B | Biometric Identification | All Subjects | Complete three-step blind matching process for submitted prints |
| 4A | Protective Orders | P.O. Subjects | Provide information on existing Protective Orders to SFPD officers |
| 4B | Protective Orders | P.O. Subjects | Manage Emergency Protective Orders submitted from the Court |
| 4C | Protective Orders | P.O. Subjects | Print and file Protective Orders submitted electronically overnight |
| 4D | Protective Orders | P.O. Subjects | Update the California Courts Protective Order Registry |
| 4E | Protective Orders | P.O. Subjects | Comply with monthly Department of Justice Protective Order audits |
| 5A | Court Appearances | All Subjects | Testify in court to the veracity of the fingerprint identifications |

| ID | Staff | LiveScan/CardScan | ABIS Network | SF-LEN Network | Paper Jackets | Protective Order Files |
|----|----------------------|-------------------|--------------|----------------|---------------|------------------------|
| 1A | ID Techs & ID Clerks | | | Y | Y | |
| 1B | ID Techs & ID Clerks | Y | Y | Y | Y | |
| 1C | ID Techs & ID Clerks | Y | Y | Y | Y | |
| 1D | ID Techs & ID Clerks | Y | Y | Y | Y | |
| 1E | ID Techs & ID Clerks | Y | Y | Y | Y | |
| 2A | ID Techs & ID Clerks | | | Y | Y | |
| 2B | ID Techs | | Y | Y | Y | |
| 2C | ID Techs | | Y | Y | Y | |
| 2D | ID Techs | | Y | Y | Y | |
| 2E | ID Clerks | | Y | Y | Y | |
| 2F | ID Techs | | Y | Y | Y | |
| 3A | ID Techs | Y | Y | Y | Y | |
| 3B | ID Techs | Y | Y | Y | Y | |
| 4A | ID Clerks | | | Y | Y | Y |
| 4B | ID Clerks | | | Y | Y | Y |
| 4C | ID Clerks | | | Y | Y | Y |
| 4D | ID Clerks | | | Y | | Y |
| 4E | ID Clerks | | | Y | | Y |
| 5A | ID Techs | Y | Y | Y | Y | |

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: San Francisco Police Department - Admin Code Chapter 96A Report Requirement
Date: Tuesday, August 07, 2018 2:51:00 PM
Attachments: [2nd Qtr 2018 96A Full Report Final.pdf](#)
[2nd QTR 2018 EXEC SUMMARY Final.pdf](#)
[2nd QTR COVER LETTER.PDF](#)

From: Fountain, Christine (POL) **On Behalf Of** Scott, William Chief (POL)
Sent: Tuesday, August 07, 2018 2:05 PM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>
Cc: Sawyer, Georgia (POL) <Georgia.Sawyer@sfgov.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>
Subject: San Francisco Police Department - Admin Code Chapter 96A Report Requirement

Angela/Alisa,

Attached is the 2018 second quarter report to satisfy the requirement of the San Francisco Police Department under Admin Code Section Chapter 96A

Could you please provide copies to the Board of Supervisors as required by this code.

We truly appreciate your assistance.

Thank you.

Christine Fountain
Office of the Chief of Police
San Francisco Police Department
1245 3rd Street
San Francisco CA 94158
415.837.7000
christine.fountain@sfgov.org

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LONDON N. BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



WILLIAM SCOTT
CHIEF OF POLICE

August 7, 2018

The Honorable London N. Breed
Mayor, City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

The Honorable Malia Cohen
President, Board of Supervisors
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

The Honorable Thomas Mazzucco
Vice President, Police Commission
1245 3rd Street
San Francisco, CA 94158

Director Sheryl Davis
San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102

Dear Mayor Breed, Supervisor Cohen, Commissioner Mazzucco and Director Davis:

RE: Second Quarter of 2018 Report in Compliance with Administrative Code 96A

In compliance with the current Administrative Code Sec. 96A, Law Enforcement Reporting Requirements, the attached report includes the following information:

Sec. 96A.3.

(a) For Encounters:

1. The total number;
2. The total number broken down by race or ethnicity, age, and sex;
3. The total number of searches performed broken down by race or ethnicity, age, and sex;
4. The total number of each type of search performed;
5. For each type of search performed, the total number broken down by race or ethnicity, age, and sex;
6. The total number of each type of disposition, and the total number for each disposition broken down by race or ethnicity, age, and sex; and
7. The data for Encounters required to be reported by this subsection (a) shall be reported separately for Detentions and Traffic Stops;

(b) Use of Force

1. The total number of Uses of Force;
2. The total number of Uses of Force that resulted in death to the person on whom an Officer used force; and
3. The total number of Uses of Force broken down by race or ethnicity, age, and sex.

(c) Arrests:

1. The total number; and
2. The total number broken down by race or ethnicity, age, and sex.

(d) Reason for Encounters.

(f) Department of Police Accountability:

- The total number of complaints received during the reporting period that it characterizes as allegations of bias based on race/ethnicity, gender or gender identity.
- The total number of complaints closed during the reporting period that were characterized as allegations of bias based on race/ethnicity, gender, or gender identity.
- The total number of each type of disposition for such complaints.

In addition to the above classifications, the data extracted is also categorized by district stations.

As part of our commitment to transparency, the Department has also reported on all bias-related complaints received by the Department, and forwarded to the Department of Human Resources, (DHR), for investigation. In addition, this report and the attached executive summary will be posted online at sanfranciscopolice.org.

Effective July 1, 2018, in compliance with Assembly Bill 953, the Racial Profiling Act of 2015, the Department implemented the Stop Data Collection System (SDCS) created by the California Department of Justice and ceased to utilize the eStop data collection system. The Department is currently working on building a new reporting environment for AB 953 regulated stop data off the DOJ system and develop a reporting format that would allow the data output be shaped into a readable report aligned with DOJ policy and reporting dataset interpretation.

The first report will be due on May 7, 2019, as per the amendment approved by the Board of Supervisors to Administrative Code Chapter 96A, effective July 1, 2018. The amendment allows two semi-annual reports of AB 953 data, with the Department reverting to quarterly reports by November 5, 2019.

If I can be of further assistance, please do not hesitate to contact me at (415) 837-7000.

Sincerely,



WILLIAM SCOTT
Chief of Police

Attachments;

Executive Summary

2018 Second Quarter Administrative Code 96A Report

Administrative Code 96A.3

2018 Quarter 2 Report



Prepared by San Francisco Police Department
Professional Standards and Principled Policing Bureau

July 2018

Contents

| | |
|---|-----|
| 2018 QUARTER 2 DATA SUMMARY | 3 |
| ENCOUNTERS | 8 |
| DETENTIONS | 11 |
| TRAFFIC STOPS | 45 |
| USES OF FORCE | 80 |
| ARRESTS | 121 |
| SEC. 96A.3 (f) DEPARTMENT OF POLICE ACCOUNTABILITY (DPA) | 129 |
| USE OF FORCE AND ARREST DATA BY POLICE DISTRICT | 131 |

Data Sources: San Francisco Police Department’s Crime Data Warehouse, accessed via Business Intelligence Tools; San Francisco Police Department’s eStops Database, accessed via Business Intelligence Tools; San Francisco Police Department Early Intervention Systems Administrative Investigative Management Database, accessed via Business Intelligence Tools; San Francisco Police Department Airport Bureau, San Francisco Police Department Human Resources; San Francisco Police Department Internal Affairs/Equal Employment Opportunity Division; San Francisco Department of Emergency Management; San Francisco Department of Police Accountability

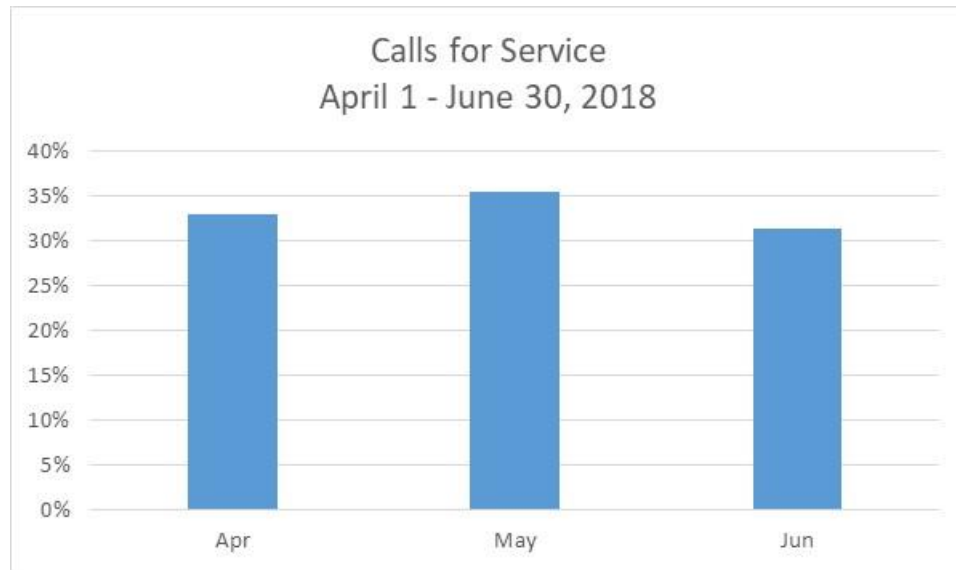
Note: Use of Force data was queried on July 16, 2018. Any incidents not entered into the EIS database (via BI Tools) on that date were not available for inclusion in this report.

2018 QUARTER 2 DATA SUMMARY

- Calls for Service: 178,285
- Calls resulting in Use of Force: 316 (0.20%)
- Suspects Observed and Reported to SFPD (CDW): 9,468
- Total Encounters: 32,977
 - Total Detentions: 13,541
 - Total Traffic Stops: 19,436
- Total Uses of Force: 601
- 359 officers used force on 371 subjects resulting in a total of 601 uses of force.
- Total Arrests: 5,538
- Total Searches: 8,295 (25% of Total Encounters)
- Department of Police Accountability bias related complaints received: 7

TOTAL CALLS FOR SERVICE

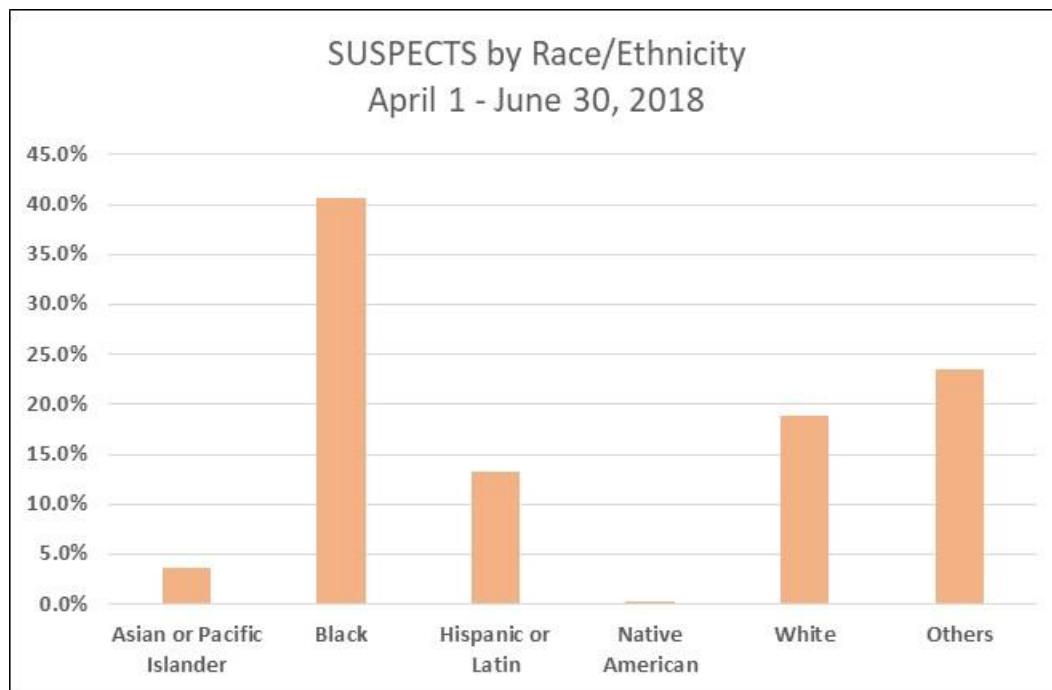
| Calls for Service April 1 - June 30, 2018 | | | |
|--|--------|--------|------------|
| Apr | May | Jun | Total - Q2 |
| 58,862 | 63,472 | 55,951 | 178,285 |



Data Source: San Francisco Department of Emergency Management

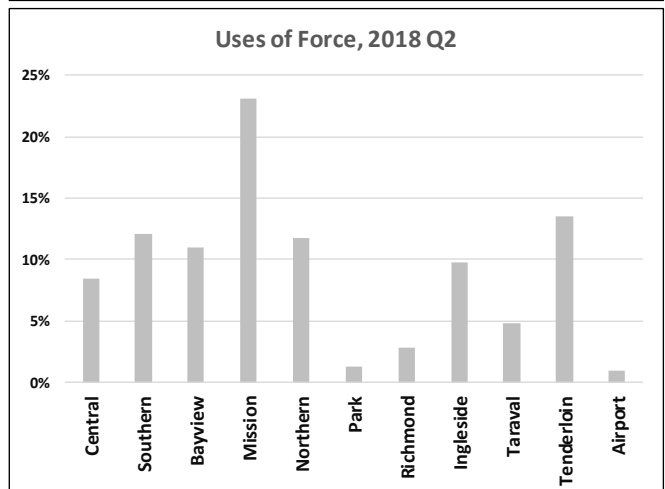
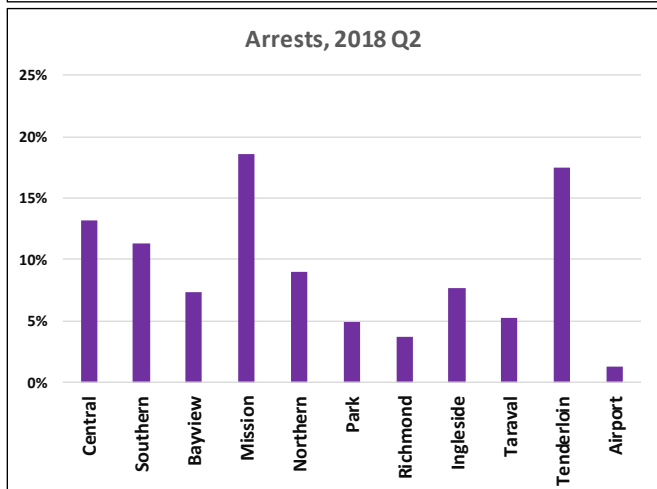
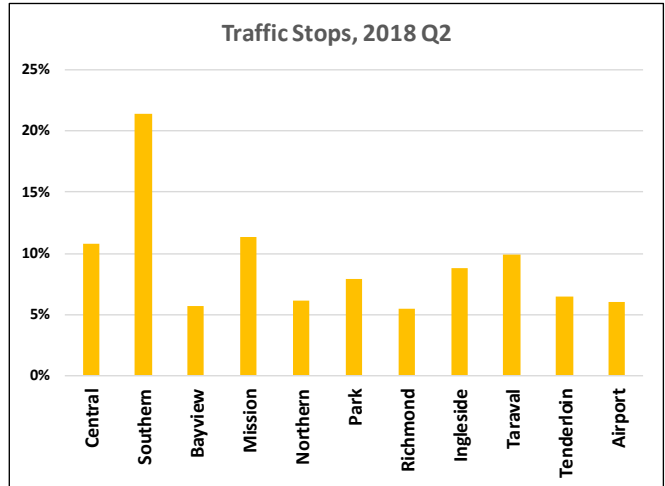
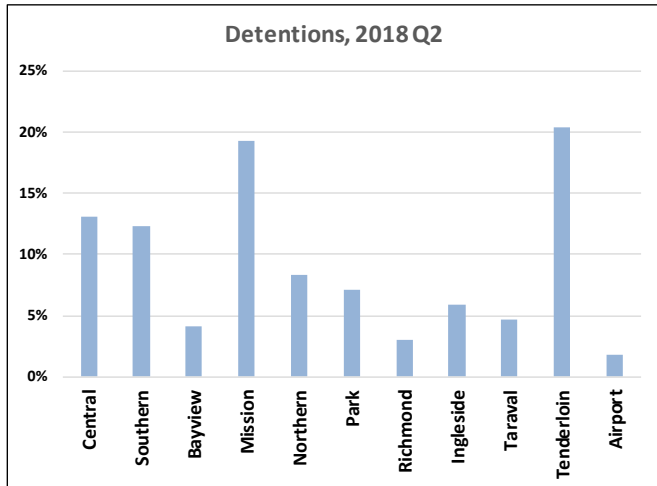
SUSPECTS OBSERVED AND REPORTED TO SAN FRANCISCO POLICE DEPARTMENT

| SUSPECTS by Race/Ethnicity | | | | | 9,468 Suspects |
|----------------------------|--------------|--------------|--------------|--------------|---------------------|
| April 1 - June 30, 2018 | | | | | |
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Total Suspects |
| Asian or Pacific Islander | 111 | 127 | 106 | 344 | 3.6% |
| Black | 1,234 | 1,267 | 1,350 | 3,851 | 40.7% |
| Hispanic or Latin | 412 | 464 | 371 | 1,247 | 13.2% |
| Native American | 16 | 5 | 4 | 25 | 0.3% |
| White | 609 | 624 | 548 | 1,781 | 18.8% |
| Others | 770 | 779 | 671 | 2,220 | 23.4% |
| Total | 3,152 | 3,266 | 3,050 | 9,468 | 100.0% |

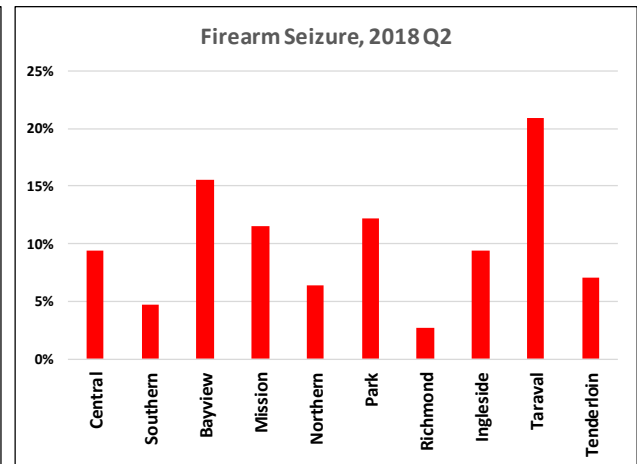
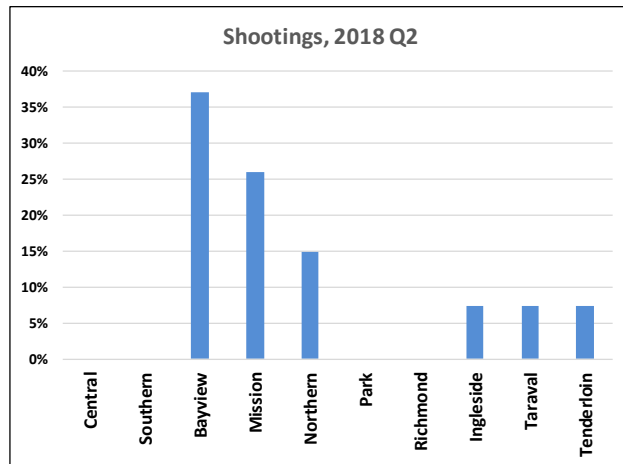
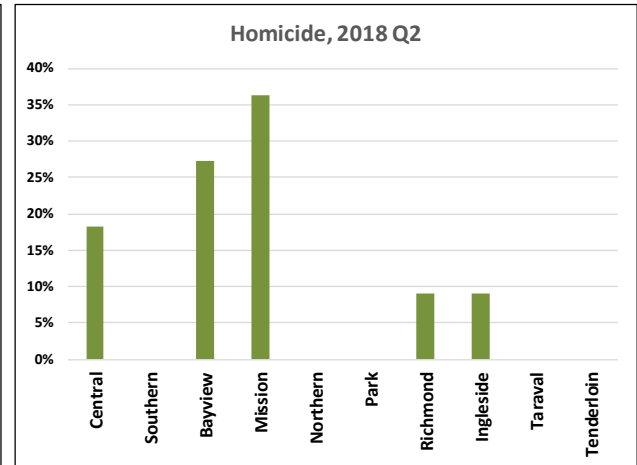
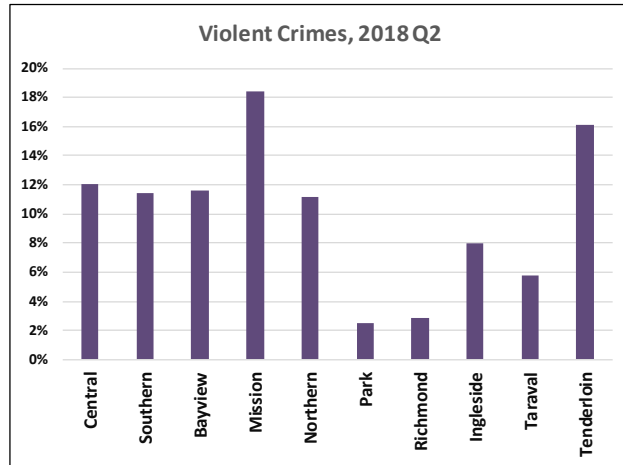


Note: Suspect data is extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Suspect." Records with Unknown Race/Ethnicity data are not included.

2018 Quarter 2 Summary Statistics by District



2018 Quarter 2 Summary Statistics by District, continued



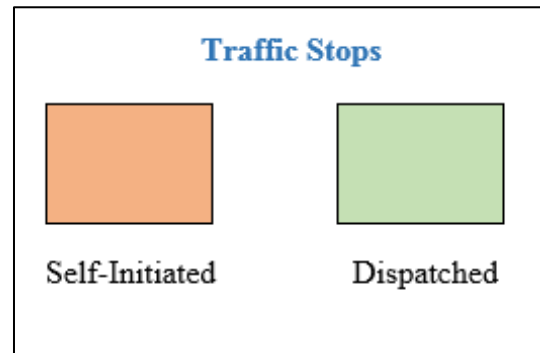
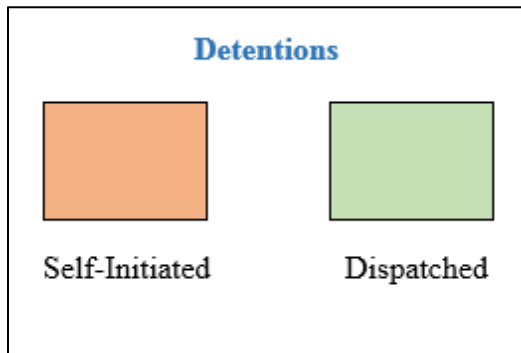
ENCOUNTERS

SAN FRANCISCO ADMINISTRATIVE CODE, CHAPTER 96A

To comply with Chapter 96A reporting requirements, the required information must be reported separately for Detentions and Traffic Stops. San Francisco Police Department is currently collecting information on all police encounters, which includes self-initiated and dispatched contacts (not a Chapter 96A requirement). In the following tables, in addition to reporting Detentions and Traffic Stops in distinct data sets, self-initiated and dispatched calls have been separated for further analysis. The eStop data collection program began January 3, 2017.

The requirements of 96A are used to organize and structure this report.

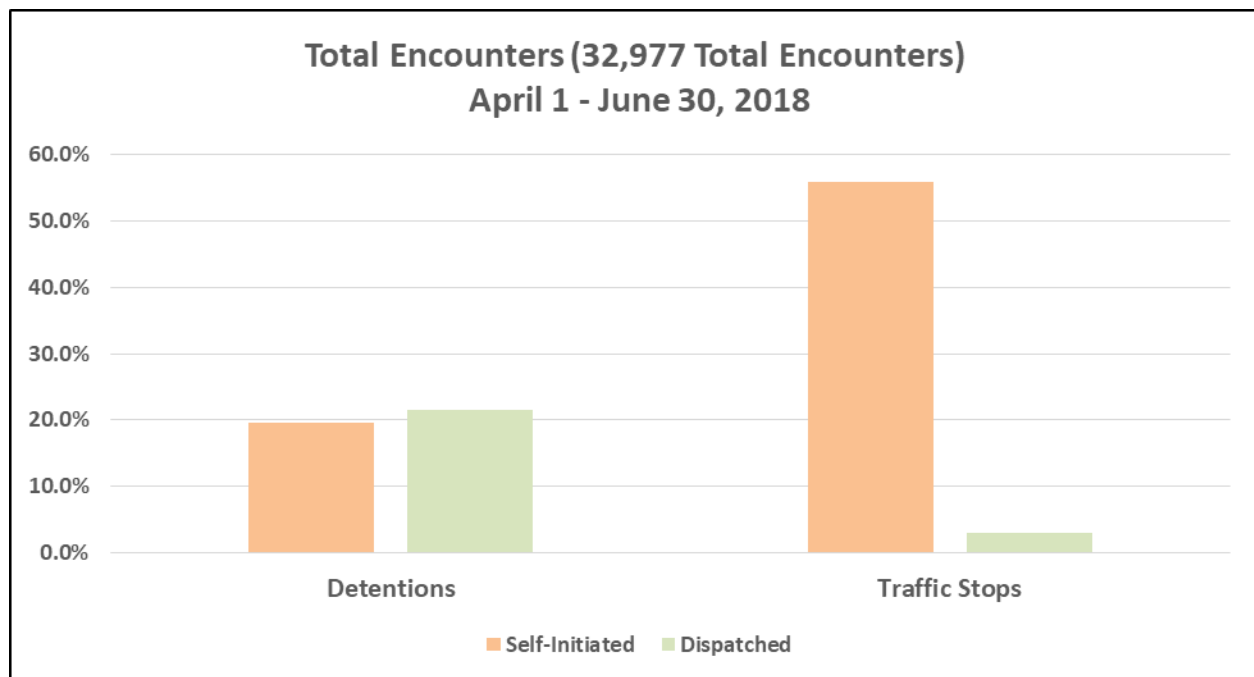
After a brief description of overall Citywide Calls for Service in Quarter 1 2018, overall totals for Detentions and Traffic Stops are presented. Next, the report is presented in two parts. First all Detentions will be reported, followed by all Traffic encounters. Both Self-Initiated and Dispatched activity is reported. Each of the required metrics are broken out by Race/ethnicity, Age and Gender. Note the color scheme used, below.



SEC. 96A.3.(a)(7) THE DATA FOR ENCOUNTERS REQUIRED TO BE REPORTED BY THIS SUBSECTION (a) SHALL BE REPORTED SEPARATELY FOR DETENTIONS AND TRAFFIC STOPS.

| Total Encounters April 1 - June 30, 2018 | | 32,977 Total Encounters | | | |
|---|---------------|-------------------------|--------------|---------------|-----------------------|
| Encounters Description | Apr | May | Jun | Q2 Total | % of Total Encounters |
| Detentions - Self-Initiated Activity | 2,230 | 2,456 | 1,752 | 6,438 | 19.5% |
| Detentions - Dispatched Call | 2,365 | 2,527 | 2,211 | 7,103 | 21.5% |
| Total Detentions | 4,595 | 4,983 | 3,963 | 13,541 | 41.1% |
| Traffic Stops - Self-Initiated Activity | 6,515 | 7,116 | 4,813 | 18,444 | 55.9% |
| Traffic Stops - Dispatched Call | 361 | 341 | 290 | 992 | 3.0% |
| Total Traffic Stops | 6,876 | 7,457 | 5,103 | 19,436 | 58.9% |
| Grand Total | 11,471 | 12,440 | 9,066 | 32,977 | 100% |

- 6% of the 19,436 Traffic Stops were passengers.

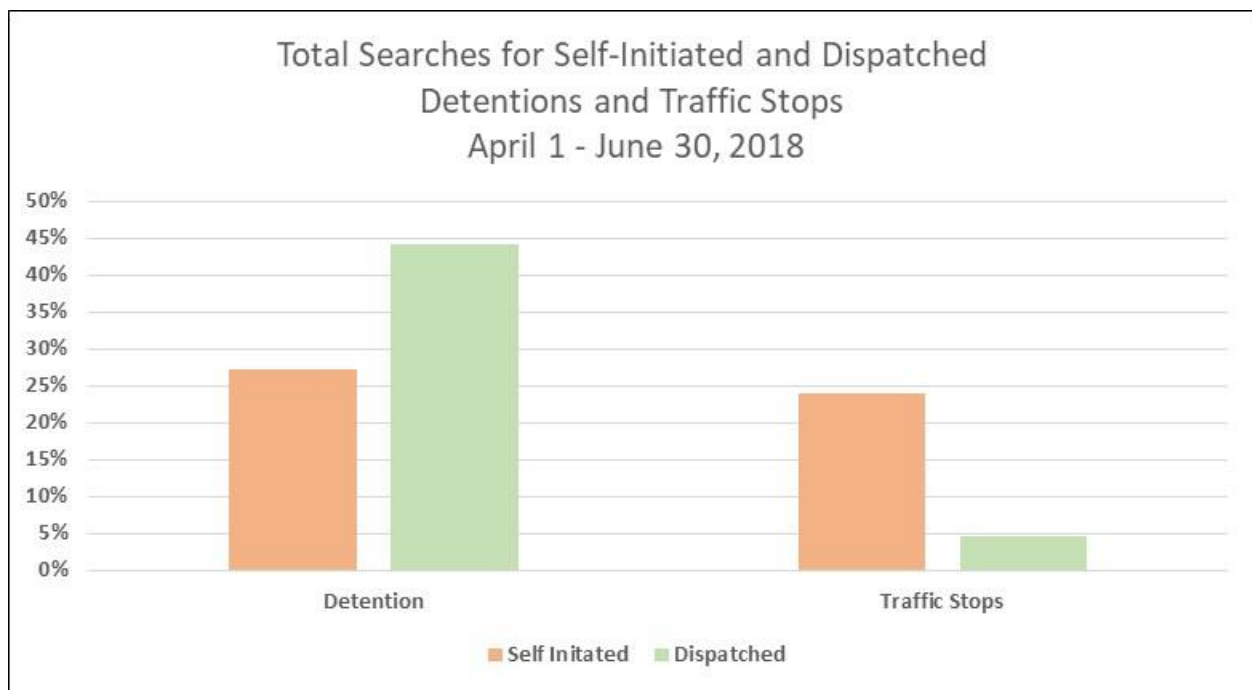


***Detention:** An interaction between an officer and an individual in which the officer detains the individual.

***Traffic Stop:** An interaction between an officer and an individual driving a vehicle, in which the Officer orders the individual to stop the vehicle. Bicyclists are also included here. Passengers may or may not be the subject of interaction.

SEC. 96A.3.(a)(7) THE DATA FOR ENCOUNTERS REQUIRED TO BE REPORTED BY THIS SUBSECTION (a) SHALL BE REPORTED SEPARATELY FOR DETENTIONS AND TRAFFIC STOPS.

| TOTAL SEARCHES | | | | | |
|--|--------------|--------------|--------------|-----------------|--------------------------|
| 8,295 Total Searches | | | | | |
| April 1 - June 30, 2018 | | | | | |
| Total Searches for Self-Initiated and Dispatched Encounters | Apr | May | Jun | Q2 Total | % of Total Search |
| Total Searches for Self-Initiated Detentions | 770 | 860 | 633 | 2,263 | 27% |
| Total Searches for Dispatched Detentions | 1,234 | 1,307 | 1,124 | 3,665 | 44% |
| Total Searches for Detentions | 2,004 | 2,167 | 1,757 | 5,928 | 71% |
| Total Searches for Self-Initiated Traffic Stops | 688 | 759 | 539 | 1,986 | 24% |
| Total Searches for Dispatched Traffic Stops | 150 | 115 | 116 | 381 | 5% |
| Total Searches for Traffic Stops | 838 | 874 | 655 | 2,367 | 29% |
| Grand Total | 2,842 | 3,041 | 2,412 | 8,295 | 100% |



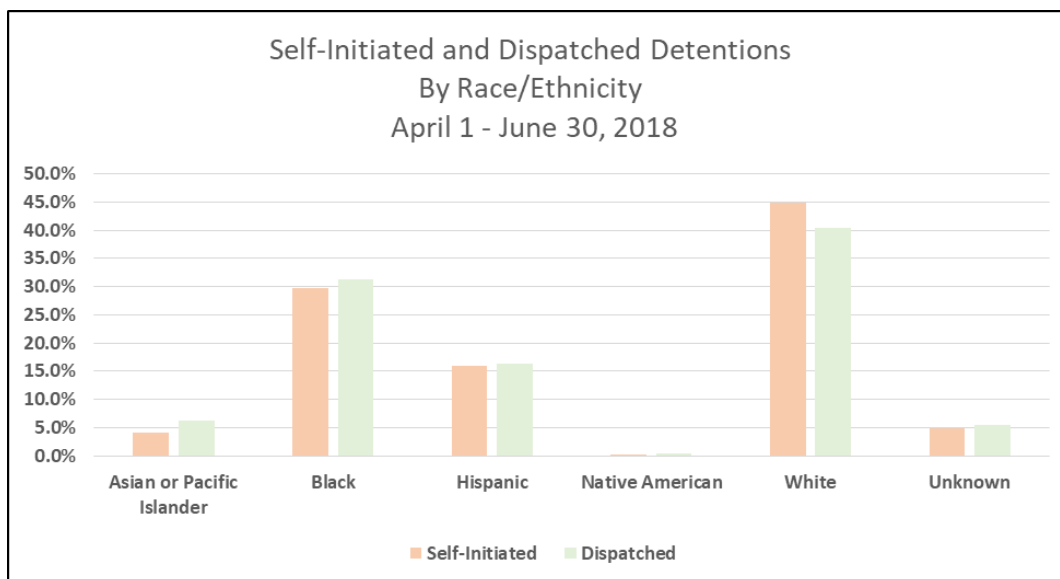
DETENTIONS

SEC. 96A.3 (a) (2) DETENTIONS BY RACE/ETHNICITY

| DETENTIONS by Race/Ethnicity - Self-Initiated | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 83 | 96 | 88 | 267 | 4.1% |
| Black | 675 | 715 | 529 | 1,919 | 29.8% |
| Hispanic | 321 | 422 | 288 | 1,031 | 16.0% |
| Native American | 5 | 5 | 3 | 13 | 0.2% |
| White | 1,051 | 1,088 | 753 | 2,892 | 44.9% |
| Unknown | 95 | 130 | 91 | 316 | 4.9% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | 100.0% |

| DETENTIONS by Race/Ethnicity - Dispatched | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 153 | 164 | 127 | 444 | 6.3% |
| Black | 728 | 756 | 738 | 2,222 | 31.3% |
| Hispanic | 362 | 411 | 386 | 1,159 | 16.3% |
| Native American | 10 | 11 | 3 | 24 | 0.3% |
| White | 975 | 1,062 | 832 | 2,869 | 40.4% |
| Unknown | 137 | 123 | 125 | 385 | 5.4% |
| Total | 2,365 | 2,527 | 2,211 | 7,103 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

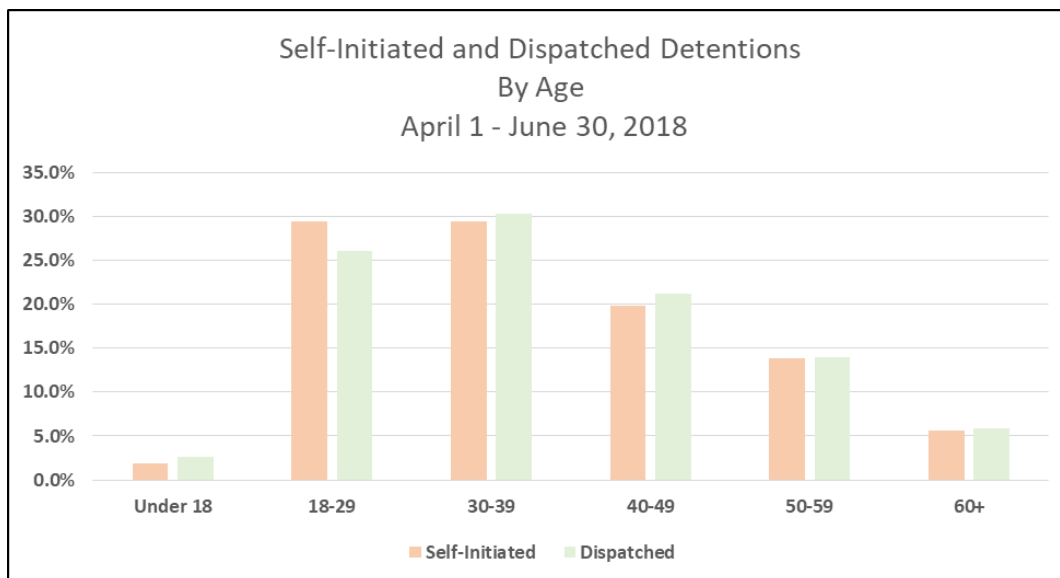


SEC. 96A.3 (a) (2) DETENTIONS BY AGE

| DETENTIONS by Age - Self-Initiated | | | | | |
|---|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 46 | 34 | 38 | 118 | 1.8% |
| 18-29 | 628 | 770 | 498 | 1,896 | 29.5% |
| 30-39 | 663 | 708 | 523 | 1,894 | 29.4% |
| 40-49 | 467 | 464 | 346 | 1,277 | 19.8% |
| 50-59 | 310 | 326 | 253 | 889 | 13.8% |
| 60+ | 116 | 154 | 94 | 364 | 5.7% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | 100.0% |

| DETENTIONS by Age - Dispatched | | | | | |
|---------------------------------------|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 57 | 61 | 65 | 183 | 2.6% |
| 18-29 | 621 | 634 | 595 | 1,850 | 26.0% |
| 30-39 | 729 | 751 | 670 | 2,150 | 30.3% |
| 40-49 | 498 | 581 | 432 | 1,511 | 21.3% |
| 50-59 | 328 | 349 | 318 | 995 | 14.0% |
| 60+ | 132 | 151 | 131 | 414 | 5.8% |
| Total | 2,365 | 2,527 | 2,211 | 7,103 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

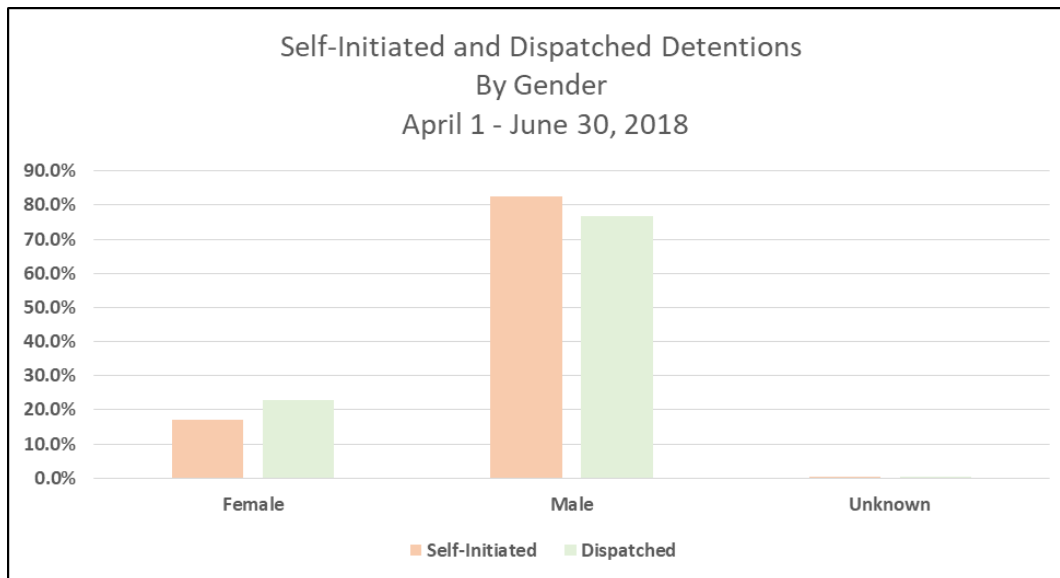


SEC. 96A.3 (a) (2) DETENTIONS BY GENDER

| DETENTIONS by Gender - Self-Initiated | | | | | |
|--|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 357 | 439 | 296 | 1,092 | 17.0% |
| MALE | 1,854 | 2,008 | 1,449 | 5,311 | 82.5% |
| UNKNOWN | 19 | 9 | 7 | 35 | 0.5% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | 100.0% |

| DETENTIONS by Gender - Dispatched | | | | | |
|--|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 544 | 596 | 490 | 1,630 | 22.9% |
| MALE | 1,809 | 1,921 | 1,711 | 5,441 | 76.6% |
| UNKNOWN | 12 | 10 | 10 | 32 | 0.5% |
| Total | 2,365 | 2,527 | 2,211 | 7,103 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

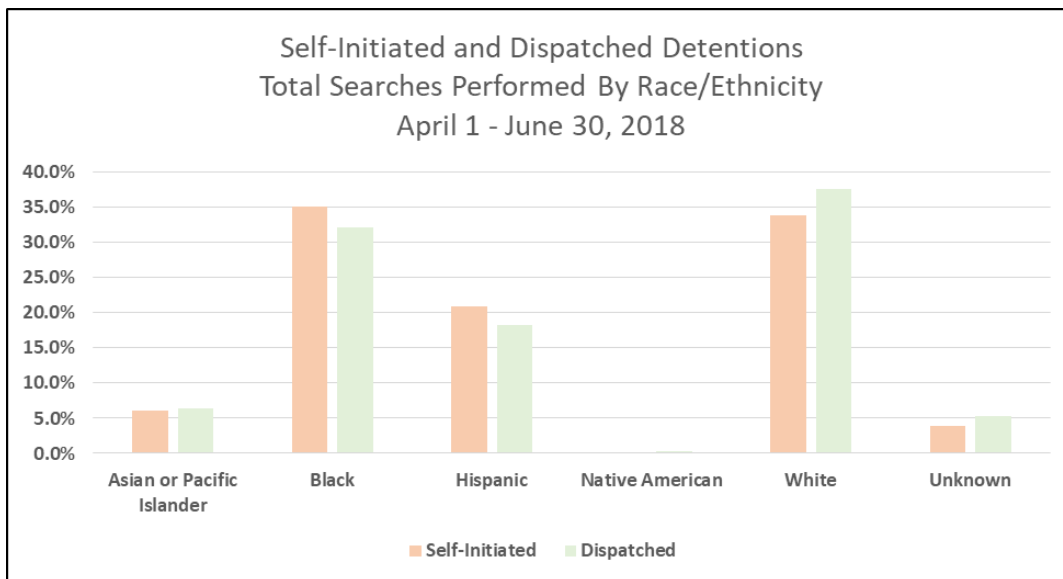


SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED BY RACE/ETHNICITY FOR DETENTIONS

| Total Searches Performed By Race/Ethnicity For Self-Initiated Detentions April 1 - June 30, 2018 | | | | | |
|---|------------|------------|------------|-------------------|-------------------|
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 36 | 56 | 47 | 139 | 6.1% |
| Black | 275 | 292 | 226 | 793 | 35.0% |
| Hispanic | 144 | 196 | 134 | 474 | 20.9% |
| Native American | 1 | 1 | 1 | 3 | 0.1% |
| White | 288 | 282 | 197 | 767 | 33.9% |
| Unknown | 26 | 33 | 28 | 87 | 3.8% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Total Searches Performed By Race/Ethnicity For Dispatched Detentions April 1 - June 30, 2018 | | | | | |
|---|--------------|--------------|--------------|-------------------|-------------------|
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 77 | 92 | 64 | 233 | 6.4% |
| Black | 380 | 393 | 403 | 1,176 | 32.1% |
| Hispanic | 228 | 243 | 200 | 671 | 18.3% |
| Native American | 4 | 7 | 1 | 12 | 0.3% |
| White | 474 | 514 | 392 | 1,380 | 37.7% |
| Unknown | 71 | 58 | 64 | 193 | 5.3% |
| Total | 1,234 | 1,307 | 1,124 | 3,665 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

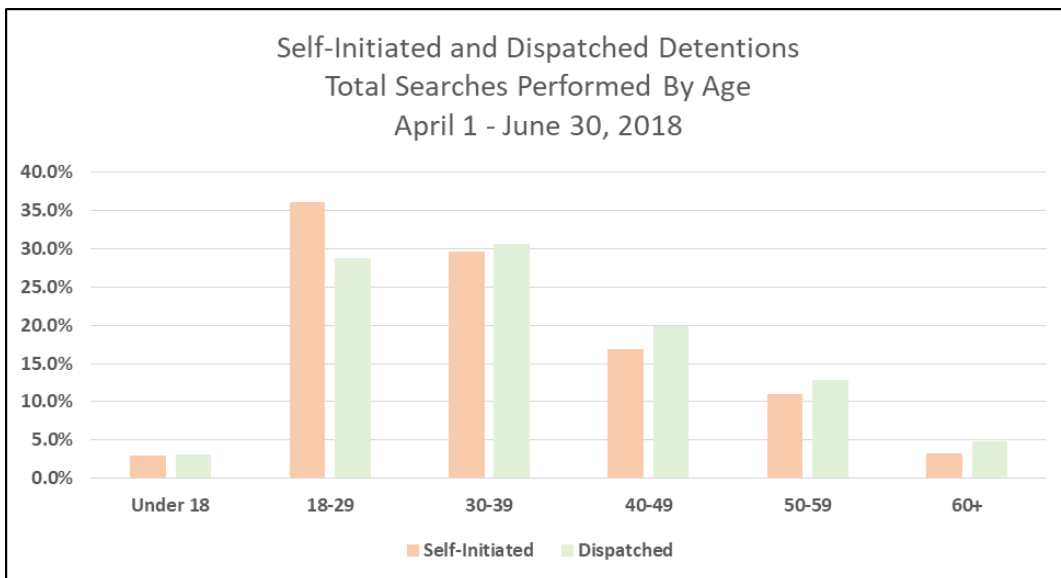


SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED BY AGE FOR DETENTIONS

| Total Searches Performed By Age For Self-Initiated Detentions April 1 - June 30, 2018 | | | | | |
|--|------------|------------|------------|--------------|---------------|
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 32 | 19 | 17 | 68 | 3.0% |
| 18-29 | 262 | 338 | 216 | 816 | 36.1% |
| 30-39 | 248 | 223 | 200 | 671 | 29.7% |
| 40-49 | 136 | 142 | 105 | 383 | 16.9% |
| 50-59 | 70 | 102 | 78 | 250 | 11.0% |
| 60+ | 22 | 36 | 17 | 75 | 3.3% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Total Searches Performed By Age For Dispatched Detentions April 1 - June 30, 2018 | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 32 | 36 | 47 | 115 | 3.1% |
| 18-29 | 353 | 362 | 337 | 1,052 | 28.7% |
| 30-39 | 394 | 389 | 337 | 1,120 | 30.6% |
| 40-49 | 244 | 274 | 212 | 730 | 19.9% |
| 50-59 | 153 | 176 | 143 | 472 | 12.9% |
| 60+ | 58 | 70 | 48 | 176 | 4.8% |
| Total | 1,234 | 1,307 | 1,124 | 3,665 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

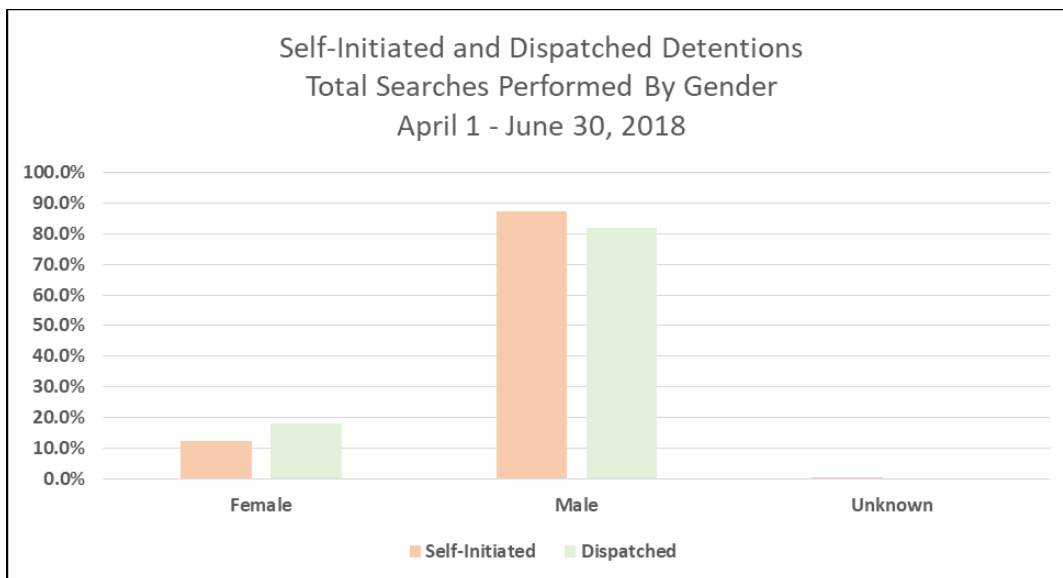


SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED BY GENDER FOR DETENTIONS

| Total Searches Performed By Gender For Self-Initiated Detentions April 1 - June 30, 2018 | | | | | |
|---|------------|------------|------------|--------------|---------------|
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 89 | 115 | 73 | 277 | 12.2% |
| MALE | 675 | 741 | 558 | 1,974 | 87.2% |
| UNKNOWN | 6 | 4 | 2 | 12 | 0.5% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Total Searches Performed By Gender For Dispatched Detentions April 1 - June 30, 2018 | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 198 | 270 | 191 | 659 | 18.0% |
| MALE | 1,029 | 1,036 | 929 | 2,994 | 81.7% |
| UNKNOWN | 7 | 1 | 4 | 12 | 0.3% |
| Total | 1,234 | 1,307 | 1,124 | 3,665 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

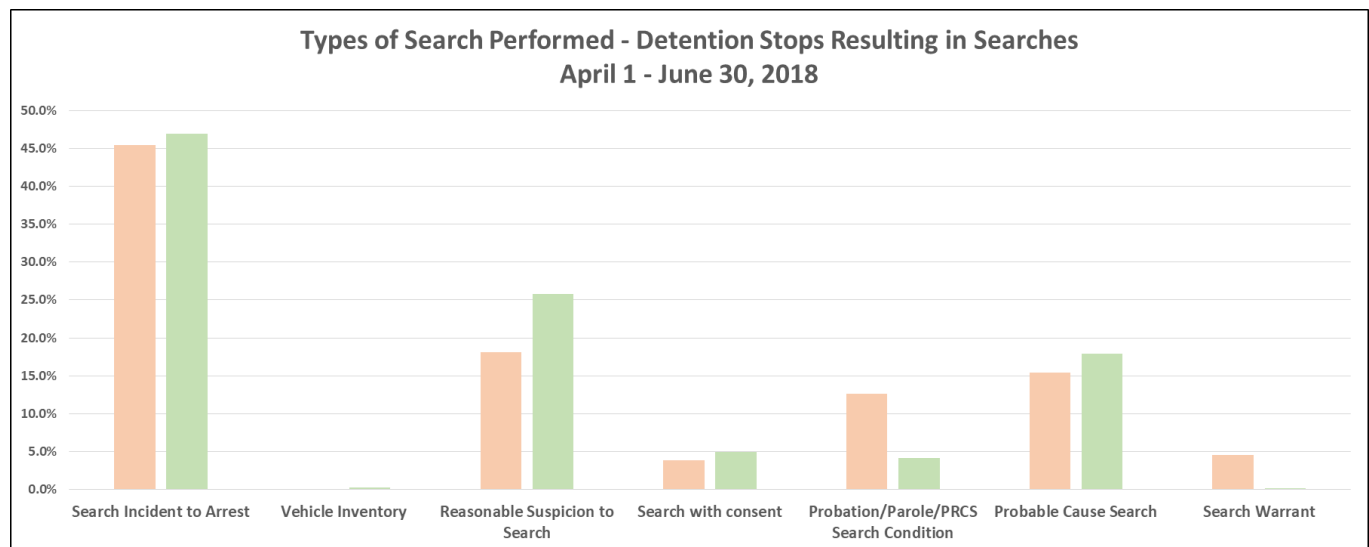


SEC. 96A.3 (a) (4) TOTAL FOR EACH TYPE OF SEARCH PERFORMED FOR DETENTIONS

| Types of Search Performed - Self-Initiated Detentions | | | | | |
|---|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| STOP SEARCH DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 45.4% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 0.1% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 18.1% |
| Search with consent | 33 | 29 | 25 | 87 | 3.8% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 12.6% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 15.5% |
| Search Warrant | 31 | 47 | 24 | 102 | 4.5% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Types of Search Performed - Dispatched Detentions | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| STOP SEARCH DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Total |
| Search Incident to Arrest | 594 | 595 | 529 | 1,718 | 46.9% |
| Vehicle Inventory | 4 | 1 | 3 | 8 | 0.2% |
| Reasonable Suspicion to Search | 317 | 348 | 279 | 944 | 25.8% |
| Search with consent | 62 | 65 | 55 | 182 | 5.0% |
| Probation/Parole/PRCS Search Condition | 49 | 56 | 47 | 152 | 4.1% |
| Probable Cause Search | 207 | 238 | 210 | 655 | 17.9% |
| Search Warrant | 1 | 4 | 1 | 6 | 0.2% |
| Total | 1,234 | 1,307 | 1,124 | 3,665 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.



SEC. 96A.3 (a) (5) TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY RACE/ETHNICITY FOR DETENTIONS

| Search Type by Race/Ethnicity for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 100.0% | 45.4% |
| Asian or Pacific Islander | 13 | 21 | 22 | 56 | 5.5% | 2.5% |
| Black | 132 | 124 | 113 | 369 | 35.9% | 16.3% |
| Hispanic | 69 | 92 | 67 | 228 | 22.2% | 10.1% |
| Native American | 1 | 1 | 1 | 3 | 0.3% | 0.1% |
| White | 135 | 110 | 79 | 324 | 31.5% | 14.3% |
| Unknown | 17 | 16 | 14 | 47 | 4.6% | 2.1% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 100.0% | 0.1% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Black | 1 | 0 | 0 | 1 | 50.0% | 0.0% |
| Hispanic | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 0 | 0 | 1 | 1 | 50.0% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 100.0% | 18.1% |
| Asian or Pacific Islander | 6 | 5 | 7 | 18 | 4.4% | 0.8% |
| Black | 31 | 49 | 33 | 113 | 27.6% | 5.0% |
| Hispanic | 27 | 48 | 21 | 96 | 23.5% | 4.2% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 65 | 59 | 44 | 168 | 41.1% | 7.4% |
| Unknown | 0 | 9 | 5 | 14 | 3.4% | 0.6% |
| Search with consent | 33 | 29 | 25 | 87 | 100.0% | 3.8% |
| Asian or Pacific Islander | 1 | 2 | 0 | 3 | 3.4% | 0.1% |
| Black | 12 | 9 | 8 | 29 | 33.3% | 1.3% |
| Hispanic | 8 | 8 | 7 | 23 | 26.4% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 9 | 7 | 9 | 25 | 28.7% | 1.1% |
| Unknown | 3 | 3 | 1 | 7 | 8.0% | 0.3% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 100.0% | 12.6% |
| Asian or Pacific Islander | 2 | 4 | 7 | 13 | 4.5% | 0.6% |
| Black | 40 | 61 | 27 | 128 | 44.8% | 5.7% |
| Hispanic | 21 | 15 | 12 | 48 | 16.8% | 2.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 29 | 43 | 21 | 93 | 32.5% | 4.1% |
| Unknown | 1 | 2 | 1 | 4 | 1.4% | 0.2% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 100.0% | 15.5% |
| Asian or Pacific Islander | 5 | 7 | 10 | 22 | 6.3% | 1.0% |
| Black | 45 | 27 | 30 | 102 | 29.1% | 4.5% |
| Hispanic | 16 | 32 | 20 | 68 | 19.4% | 3.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 46 | 56 | 42 | 144 | 41.1% | 6.4% |
| Unknown | 4 | 3 | 7 | 14 | 4.0% | 0.6% |
| Search Warrant | 31 | 47 | 24 | 102 | 100.0% | 4.5% |
| Asian or Pacific Islander | 9 | 17 | 1 | 27 | 26.5% | 1.2% |
| Black | 14 | 22 | 15 | 51 | 50.0% | 2.3% |
| Hispanic | 3 | 1 | 7 | 11 | 10.8% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 4 | 7 | 1 | 12 | 11.8% | 0.5% |
| Unknown | 1 | 0 | 0 | 1 | 1.0% | 0.0% |
| Grand Total | 770 | 860 | 633 | 2,263 | - | 100.0% |

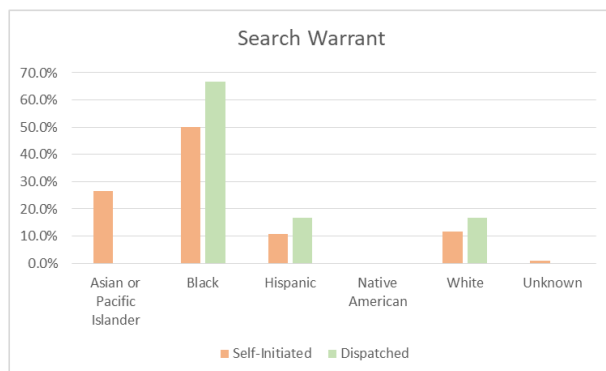
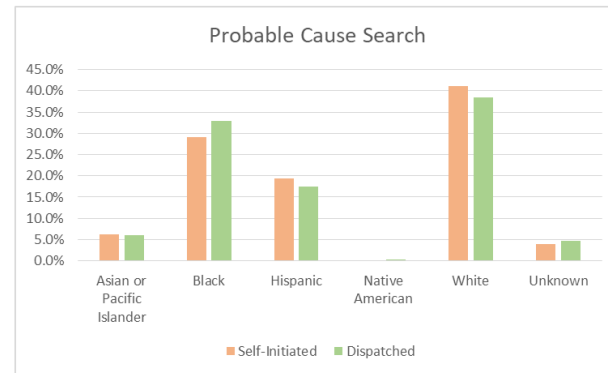
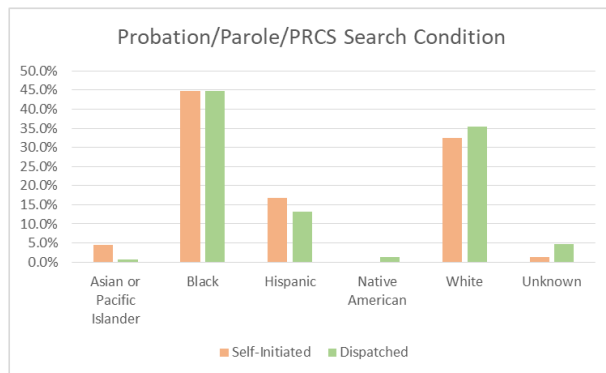
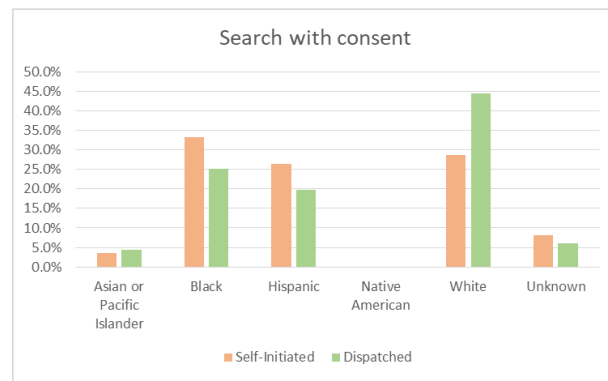
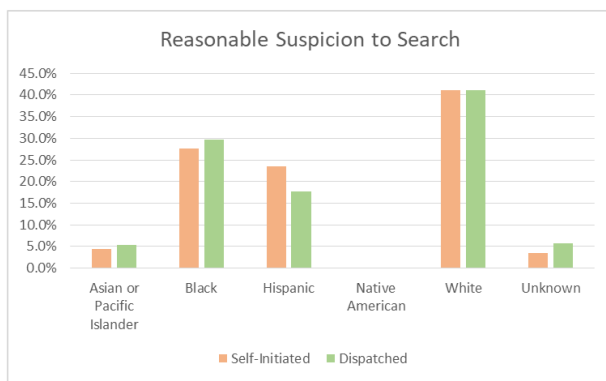
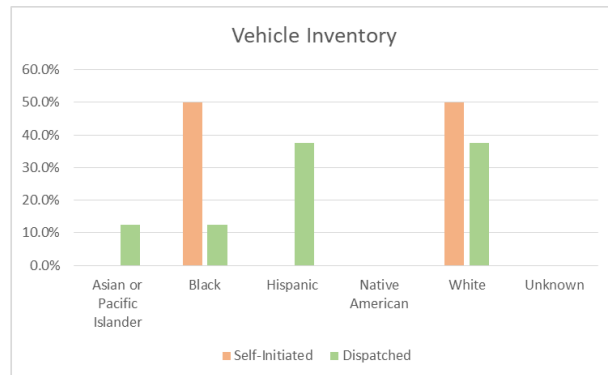
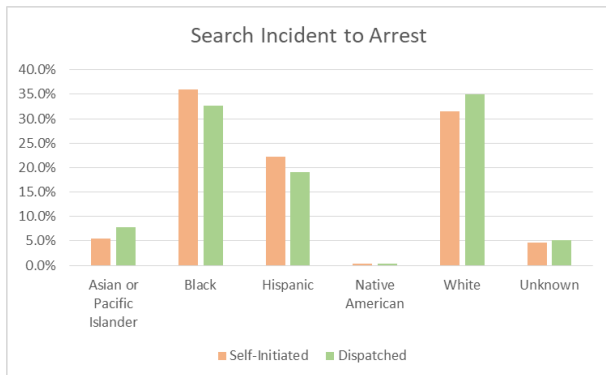
Note: Percentage totals may not add up exactly due to rounding.

**TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY RACE/ETHNICITY FOR
DETENTIONS, Contd.**

| Search Type by Race/Ethnicity for Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 594 | 595 | 529 | 1,718 | 100.0% | 46.9% |
| Asian or Pacific Islander | 43 | 49 | 41 | 133 | 7.7% | 3.6% |
| Black | 184 | 180 | 196 | 560 | 32.6% | 15.3% |
| Hispanic | 111 | 119 | 99 | 329 | 19.2% | 9.0% |
| Native American | 0 | 5 | 1 | 6 | 0.3% | 0.2% |
| White | 224 | 214 | 163 | 601 | 35.0% | 16.4% |
| Unknown | 32 | 28 | 29 | 89 | 5.2% | 2.4% |
| Vehicle Inventory | 4 | 1 | 3 | 8 | 100.0% | 0.2% |
| Asian or Pacific Islander | 0 | 1 | 0 | 1 | 12.5% | 0.0% |
| Black | 0 | 0 | 1 | 1 | 12.5% | 0.0% |
| Hispanic | 2 | 0 | 1 | 3 | 37.5% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 2 | 0 | 1 | 3 | 37.5% | 0.1% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 317 | 348 | 279 | 944 | 100.0% | 25.8% |
| Asian or Pacific Islander | 14 | 21 | 15 | 50 | 5.3% | 1.4% |
| Black | 92 | 99 | 90 | 281 | 29.8% | 7.7% |
| Hispanic | 52 | 68 | 48 | 168 | 17.8% | 4.6% |
| Native American | 2 | 0 | 0 | 2 | 0.2% | 0.1% |
| White | 135 | 144 | 109 | 388 | 41.1% | 10.6% |
| Unknown | 22 | 16 | 17 | 55 | 5.8% | 1.5% |
| Search with consent | 62 | 65 | 55 | 182 | 100.0% | 5.0% |
| Asian or Pacific Islander | 3 | 5 | 0 | 8 | 4.4% | 0.2% |
| Black | 21 | 13 | 12 | 46 | 25.3% | 1.3% |
| Hispanic | 7 | 16 | 13 | 36 | 19.8% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 28 | 28 | 25 | 81 | 44.5% | 2.2% |
| Unknown | 3 | 3 | 5 | 11 | 6.0% | 0.3% |
| Probation/Parole/PRCS Search Condition | 49 | 56 | 47 | 152 | 100.0% | 4.1% |
| Asian or Pacific Islander | 1 | 0 | 0 | 1 | 0.7% | 0.0% |
| Black | 21 | 25 | 22 | 68 | 44.7% | 1.9% |
| Hispanic | 10 | 7 | 3 | 20 | 13.2% | 0.5% |
| Native American | 2 | 0 | 0 | 2 | 1.3% | 0.1% |
| White | 12 | 21 | 21 | 54 | 35.5% | 1.5% |
| Unknown | 3 | 3 | 1 | 7 | 4.6% | 0.2% |
| Probable Cause Search | 207 | 238 | 210 | 655 | 100.0% | 17.9% |
| Asian or Pacific Islander | 16 | 16 | 8 | 40 | 6.1% | 1.1% |
| Black | 62 | 72 | 82 | 216 | 33.0% | 5.9% |
| Hispanic | 45 | 33 | 36 | 114 | 17.4% | 3.1% |
| Native American | 0 | 2 | 0 | 2 | 0.3% | 0.1% |
| White | 73 | 107 | 72 | 252 | 38.5% | 6.9% |
| Unknown | 11 | 8 | 12 | 31 | 4.7% | 0.8% |
| Search Warrant | 1 | 4 | 1 | 6 | 100.0% | 0.2% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Black | 0 | 4 | 0 | 4 | 66.7% | 0.1% |
| Hispanic | 1 | 0 | 0 | 1 | 16.7% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 0 | 0 | 1 | 1 | 16.7% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 1,234 | 1,307 | 1,124 | 3,665 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY RACE/ETHNICITY FOR DETENTIONS, Contd.



SEC. 96A.3 (a) (5) TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY AGE FOR DETENTIONS

| Search Type by Age for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 100.0% | 45.4% |
| Under 18 | 19 | 7 | 11 | 37 | 3.6% | 1.6% |
| 18-29 | 125 | 147 | 103 | 375 | 36.5% | 16.6% |
| 30-39 | 115 | 91 | 89 | 295 | 28.7% | 13.0% |
| 40-49 | 68 | 61 | 53 | 182 | 17.7% | 8.0% |
| 50-59 | 30 | 42 | 32 | 104 | 10.1% | 4.6% |
| 60+ | 10 | 16 | 8 | 34 | 3.3% | 1.5% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 100.0% | 0.1% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 0 | 0 | 1 | 50.0% | 0.0% |
| 30-39 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 40-49 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 50-59 | 0 | 0 | 1 | 1 | 50.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 100.0% | 18.1% |
| Under 18 | 0 | 4 | 0 | 4 | 1.0% | 0.2% |
| 18-29 | 44 | 64 | 37 | 145 | 35.5% | 6.4% |
| 30-39 | 49 | 45 | 35 | 129 | 31.5% | 5.7% |
| 40-49 | 21 | 31 | 15 | 67 | 16.4% | 3.0% |
| 50-59 | 12 | 22 | 22 | 56 | 13.7% | 2.5% |
| 60+ | 3 | 4 | 1 | 8 | 2.0% | 0.4% |
| Search with consent | 33 | 29 | 25 | 87 | 100.0% | 3.8% |
| Under 18 | 0 | 0 | 1 | 1 | 1.1% | 0.0% |
| 18-29 | 10 | 11 | 5 | 26 | 29.9% | 1.1% |
| 30-39 | 7 | 9 | 5 | 21 | 24.1% | 0.9% |
| 40-49 | 10 | 3 | 8 | 21 | 24.1% | 0.9% |
| 50-59 | 5 | 6 | 4 | 15 | 17.2% | 0.7% |
| 60+ | 1 | 0 | 2 | 3 | 3.4% | 0.1% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 100.0% | 12.6% |
| Under 18 | 2 | 3 | 0 | 5 | 1.7% | 0.2% |
| 18-29 | 45 | 46 | 28 | 119 | 41.6% | 5.3% |
| 30-39 | 26 | 33 | 23 | 82 | 28.7% | 3.6% |
| 40-49 | 13 | 23 | 10 | 46 | 16.1% | 2.0% |
| 50-59 | 7 | 13 | 5 | 25 | 8.7% | 1.1% |
| 60+ | 0 | 7 | 2 | 9 | 3.1% | 0.4% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 100.0% | 15.5% |
| Under 18 | 6 | 2 | 4 | 12 | 3.4% | 0.5% |
| 18-29 | 28 | 47 | 37 | 112 | 32.0% | 4.9% |
| 30-39 | 43 | 38 | 40 | 121 | 34.6% | 5.3% |
| 40-49 | 21 | 20 | 17 | 58 | 16.6% | 2.6% |
| 50-59 | 13 | 13 | 9 | 35 | 10.0% | 1.5% |
| 60+ | 5 | 5 | 2 | 12 | 3.4% | 0.5% |
| Search Warrant | 31 | 47 | 24 | 102 | 100.0% | 4.5% |
| Under 18 | 5 | 3 | 1 | 9 | 8.8% | 0.4% |
| 18-29 | 9 | 23 | 6 | 38 | 37.3% | 1.7% |
| 30-39 | 8 | 7 | 8 | 23 | 22.5% | 1.0% |
| 40-49 | 3 | 4 | 2 | 9 | 8.8% | 0.4% |
| 50-59 | 3 | 6 | 5 | 14 | 13.7% | 0.6% |
| 60+ | 3 | 4 | 2 | 9 | 8.8% | 0.4% |
| Grand Total | 770 | 860 | 633 | 2,263 | - | 100.0% |

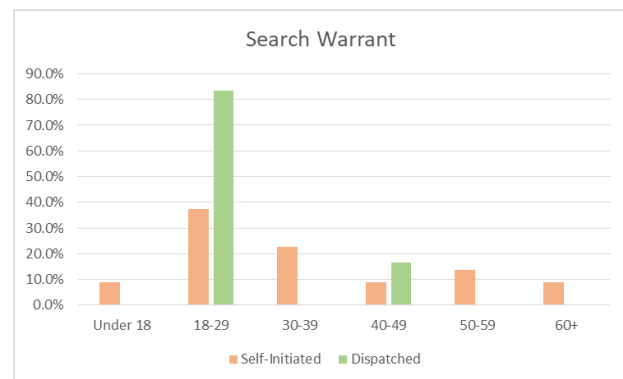
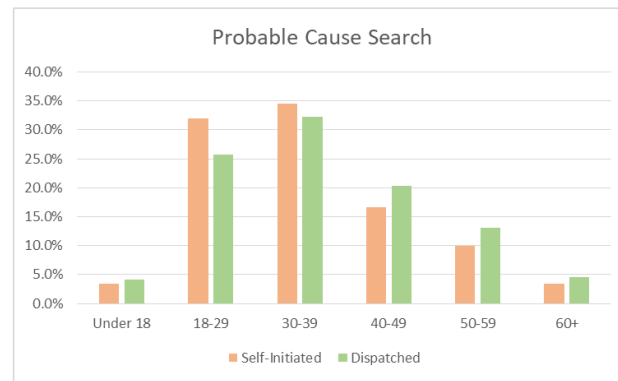
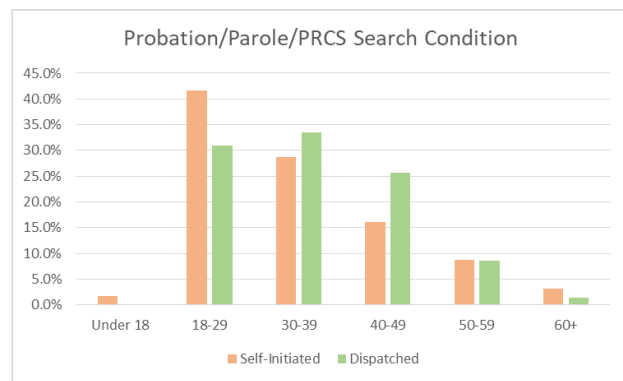
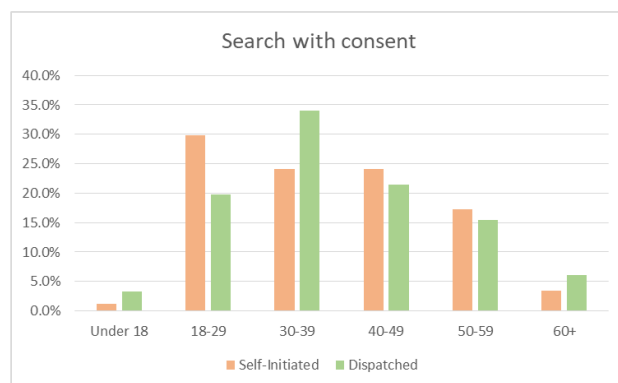
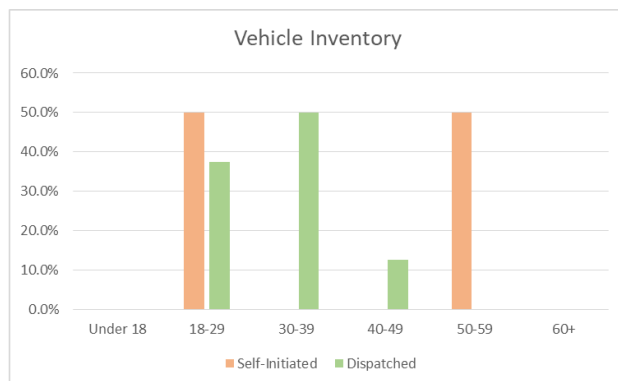
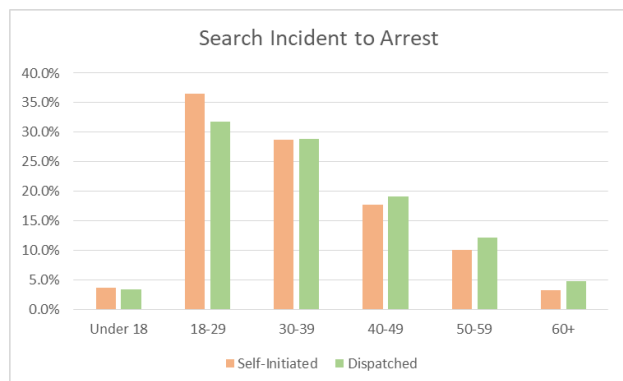
Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY AGE FOR TOTAL DETENTIONS,
Contd.

| Search Type by Age for Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 594 | 595 | 529 | 1,718 | 100.0% | 46.9% |
| Under 18 | 16 | 18 | 24 | 58 | 3.4% | 1.6% |
| 18-29 | 187 | 197 | 161 | 545 | 31.7% | 14.9% |
| 30-39 | 185 | 154 | 157 | 496 | 28.9% | 13.5% |
| 40-49 | 111 | 123 | 94 | 328 | 19.1% | 8.9% |
| 50-59 | 67 | 73 | 70 | 210 | 12.2% | 5.7% |
| 60+ | 28 | 30 | 23 | 81 | 4.7% | 2.2% |
| Vehicle Inventory | 4 | 1 | 3 | 8 | 100.0% | 0.2% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 1 | 1 | 3 | 37.5% | 0.1% |
| 30-39 | 2 | 0 | 2 | 4 | 50.0% | 0.1% |
| 40-49 | 1 | 0 | 0 | 1 | 12.5% | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 317 | 348 | 279 | 944 | 100.0% | 25.8% |
| Under 18 | 4 | 12 | 8 | 24 | 2.5% | 0.7% |
| 18-29 | 84 | 80 | 84 | 248 | 26.3% | 6.8% |
| 30-39 | 99 | 112 | 85 | 296 | 31.4% | 8.1% |
| 40-49 | 66 | 69 | 54 | 189 | 20.0% | 5.2% |
| 50-59 | 47 | 54 | 34 | 135 | 14.3% | 3.7% |
| 60+ | 17 | 21 | 14 | 52 | 5.5% | 1.4% |
| Search with consent | 62 | 65 | 55 | 182 | 100.0% | 5.0% |
| Under 18 | 2 | 3 | 1 | 6 | 3.3% | 0.2% |
| 18-29 | 11 | 11 | 14 | 36 | 19.8% | 1.0% |
| 30-39 | 28 | 19 | 15 | 62 | 34.1% | 1.7% |
| 40-49 | 9 | 16 | 14 | 39 | 21.4% | 1.1% |
| 50-59 | 9 | 11 | 8 | 28 | 15.4% | 0.8% |
| 60+ | 3 | 5 | 3 | 11 | 6.0% | 0.3% |
| Probation/Parole/PRCS Search Condition | 49 | 56 | 47 | 152 | 100.0% | 4.1% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 20 | 15 | 12 | 47 | 30.9% | 1.3% |
| 30-39 | 13 | 25 | 13 | 51 | 33.6% | 1.4% |
| 40-49 | 11 | 9 | 19 | 39 | 25.7% | 1.1% |
| 50-59 | 3 | 7 | 3 | 13 | 8.6% | 0.4% |
| 60+ | 2 | 0 | 0 | 2 | 1.3% | 0.1% |
| Probable Cause Search | 207 | 238 | 210 | 655 | 100.0% | 17.9% |
| Under 18 | 10 | 3 | 14 | 27 | 4.1% | 0.7% |
| 18-29 | 49 | 55 | 64 | 168 | 25.6% | 4.6% |
| 30-39 | 67 | 79 | 65 | 211 | 32.2% | 5.8% |
| 40-49 | 46 | 56 | 31 | 133 | 20.3% | 3.6% |
| 50-59 | 27 | 31 | 28 | 86 | 13.1% | 2.3% |
| 60+ | 8 | 14 | 8 | 30 | 4.6% | 0.8% |
| Search Warrant | 1 | 4 | 1 | 6 | 100.0% | 0.2% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 3 | 1 | 5 | 83.3% | 0.1% |
| 30-39 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 40-49 | 0 | 1 | 0 | 1 | 16.7% | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 1,234 | 1,307 | 1,124 | 3,665 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY AGE FOR TOTAL DETENTIONS, Contd.



SEC. 96A.3 (a) (5) TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY GENDER FOR DETENTIONS

| Search Types by Gender for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 100.0% | 45.4% |
| FEMALE | 45 | 51 | 31 | 127 | 12.4% | 5.6% |
| MALE | 317 | 311 | 263 | 891 | 86.8% | 39.4% |
| UNKNOWN | 5 | 2 | 2 | 9 | 0.9% | 0.4% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 100.0% | 0.1% |
| FEMALE | 1 | 0 | 0 | 1 | 50.0% | 0.0% |
| MALE | 0 | 0 | 1 | 1 | 50.0% | 0.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 100.0% | 18.1% |
| FEMALE | 10 | 16 | 9 | 35 | 8.6% | 1.5% |
| MALE | 119 | 154 | 101 | 374 | 91.4% | 16.5% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search with consent | 33 | 29 | 25 | 87 | 100.0% | 3.8% |
| FEMALE | 4 | 4 | 4 | 12 | 13.8% | 0.5% |
| MALE | 29 | 25 | 21 | 75 | 86.2% | 3.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 100.0% | 12.6% |
| FEMALE | 5 | 11 | 2 | 18 | 6.3% | 0.8% |
| MALE | 87 | 114 | 66 | 267 | 93.4% | 11.8% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.3% | 0.0% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 100.0% | 15.5% |
| FEMALE | 11 | 13 | 20 | 44 | 12.6% | 1.9% |
| MALE | 105 | 110 | 89 | 304 | 86.9% | 13.4% |
| UNKNOWN | 0 | 2 | 0 | 2 | 0.6% | 0.1% |
| Search Warrant | 31 | 47 | 24 | 102 | 100.0% | 4.5% |
| FEMALE | 13 | 20 | 7 | 40 | 39.2% | 1.8% |
| MALE | 18 | 27 | 17 | 62 | 60.8% | 2.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 770 | 860 | 633 | 2,263 | | 100.00% |

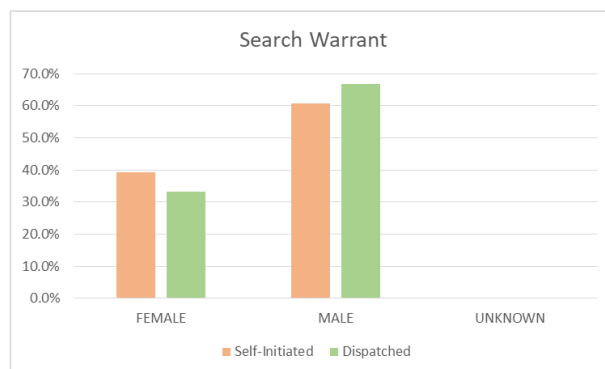
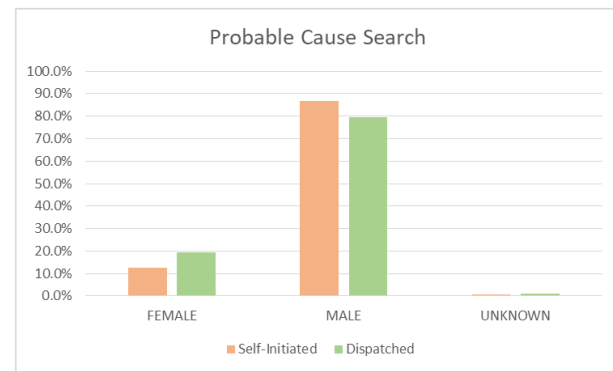
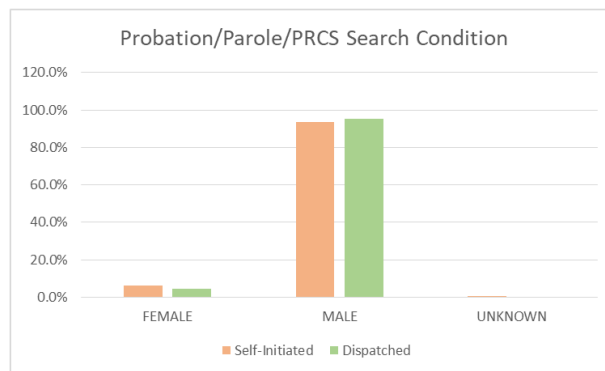
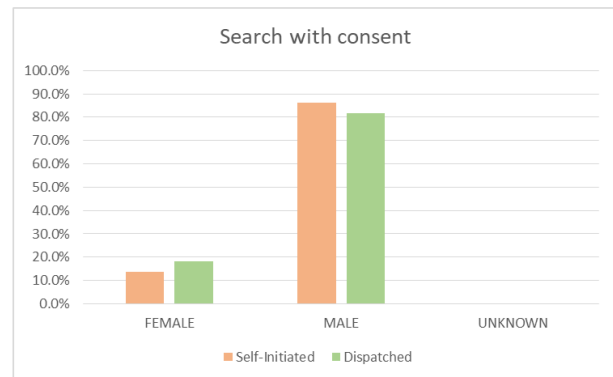
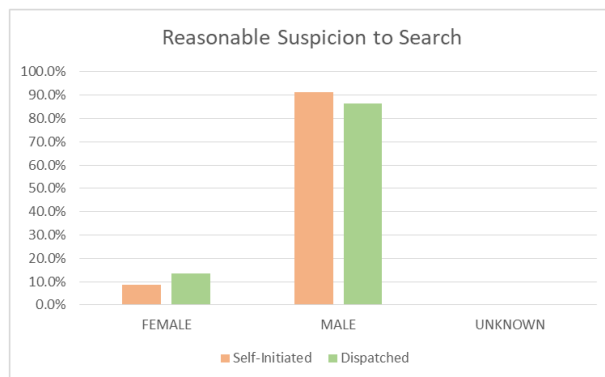
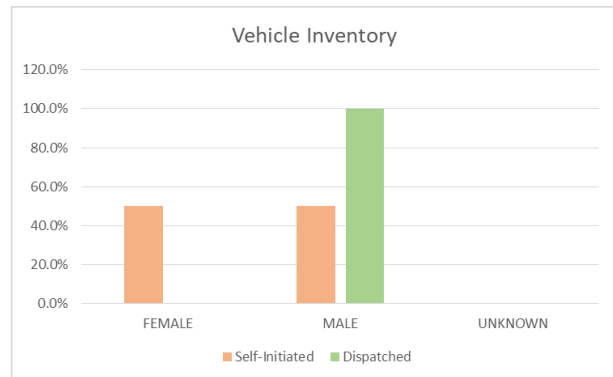
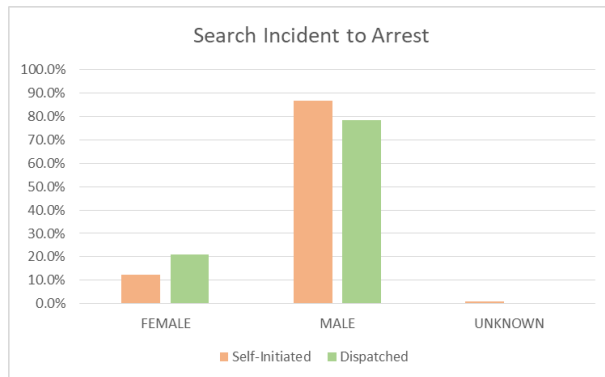
Note: Percentage totals may not add up exactly due to rounding.

**TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY GENDER FOR DETENTIONS,
Contd.**

| Search Types by Gender for Dispatched Detentions | | | | | | |
|---|--------------|--------------|--------------|-------------------|----------------------|-------------------------|
| April 1 - June 30, 2018 | | | | | | |
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 594 | 595 | 529 | 1,718 | 100.0% | 46.9% |
| FEMALE | 114 | 139 | 110 | 363 | 21.1% | 9.9% |
| MALE | 477 | 455 | 417 | 1,349 | 78.5% | 36.8% |
| UNKNOWN | 3 | 1 | 2 | 6 | 0.3% | 0.2% |
| Vehicle Inventory | 4 | 1 | 3 | 8 | 100.0% | 0.2% |
| FEMALE | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| MALE | 4 | 1 | 3 | 8 | 100.0% | 0.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 317 | 348 | 279 | 944 | 100.0% | 25.8% |
| FEMALE | 38 | 54 | 35 | 127 | 13.5% | 3.5% |
| MALE | 279 | 294 | 244 | 817 | 86.5% | 22.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search with consent | 62 | 65 | 55 | 182 | 100.0% | 5.0% |
| FEMALE | 9 | 14 | 10 | 33 | 18.1% | 0.9% |
| MALE | 53 | 51 | 45 | 149 | 81.9% | 4.1% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 49 | 56 | 47 | 152 | 100.0% | 4.1% |
| FEMALE | 4 | 2 | 1 | 7 | 4.6% | 0.2% |
| MALE | 45 | 54 | 46 | 145 | 95.4% | 4.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause Search | 207 | 238 | 210 | 655 | 100.0% | 17.9% |
| FEMALE | 33 | 60 | 34 | 127 | 19.4% | 3.5% |
| MALE | 170 | 178 | 174 | 522 | 79.7% | 14.2% |
| UNKNOWN | 4 | 0 | 2 | 6 | 0.9% | 0.2% |
| Search Warrant | 1 | 4 | 1 | 6 | 100.0% | 0.2% |
| FEMALE | 0 | 1 | 1 | 2 | 33.3% | 0.1% |
| MALE | 1 | 3 | 0 | 4 | 66.7% | 0.1% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 1,234 | 1,307 | 1,124 | 3,665 | | 100.00% |

Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY GENDER FOR DETENTIONS, Contd.



SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION BY RACE/ETHNICITY FOR DETENTIONS

| Disposition by Race/Ethnicity of Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| Description | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 841 | 829 | 607 | 2,277 | 100% | 35.4% |
| Asian or Pacific Islander | 25 | 24 | 28 | 77 | 3% | 1.2% |
| Black | 226 | 200 | 137 | 563 | 25% | 8.7% |
| Hispanic | 85 | 88 | 62 | 235 | 10% | 3.7% |
| Native American | 1 | 4 | 1 | 6 | 0% | 0.1% |
| White | 463 | 451 | 342 | 1,256 | 55% | 19.5% |
| Unknown | 41 | 62 | 37 | 140 | 6% | 2.2% |
| Field Interview | 70 | 60 | 28 | 158 | 100% | 2.5% |
| Asian or Pacific Islander | 1 | 3 | 3 | 7 | 4% | 0.1% |
| Black | 26 | 19 | 9 | 54 | 34% | 0.8% |
| Hispanic | 16 | 13 | 5 | 34 | 22% | 0.5% |
| Native American | 0 | 0 | 1 | 1 | 1% | 0.0% |
| White | 23 | 23 | 9 | 55 | 35% | 0.9% |
| Unknown | 4 | 2 | 1 | 7 | 4% | 0.1% |
| In Custody Arrest | 328 | 346 | 271 | 945 | 100% | 14.7% |
| Asian or Pacific Islander | 13 | 18 | 19 | 50 | 5% | 0.8% |
| Black | 131 | 131 | 106 | 368 | 39% | 5.7% |
| Hispanic | 58 | 87 | 58 | 203 | 21% | 3.2% |
| Native American | 0 | 1 | 1 | 2 | 0% | 0.0% |
| White | 113 | 98 | 75 | 286 | 30% | 4.4% |
| Unknown | 13 | 11 | 12 | 36 | 4% | 0.6% |
| Incident Report | 58 | 86 | 50 | 194 | 100% | 3.0% |
| Asian or Pacific Islander | 1 | 9 | 0 | 10 | 5% | 0.2% |
| Black | 26 | 33 | 22 | 81 | 42% | 1.3% |
| Hispanic | 12 | 11 | 7 | 30 | 15% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 18 | 29 | 20 | 67 | 35% | 1.0% |
| Unknown | 1 | 4 | 1 | 6 | 3% | 0.1% |
| Mental Health Detention | 23 | 21 | 41 | 85 | 100% | 1.3% |
| Asian or Pacific Islander | 1 | 0 | 4 | 5 | 6% | 0.1% |
| Black | 7 | 4 | 17 | 28 | 33% | 0.4% |
| Hispanic | 2 | 1 | 5 | 8 | 9% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 12 | 14 | 11 | 37 | 44% | 0.6% |
| Unknown | 1 | 2 | 4 | 7 | 8% | 0.1% |
| No Further Action | 207 | 303 | 197 | 707 | 100% | 11.0% |
| Asian or Pacific Islander | 10 | 8 | 12 | 30 | 4% | 0.5% |
| Black | 63 | 93 | 57 | 213 | 30% | 3.3% |
| Hispanic | 24 | 64 | 47 | 135 | 19% | 2.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 102 | 131 | 74 | 307 | 43% | 4.8% |
| Unknown | 8 | 7 | 7 | 22 | 3% | 0.3% |
| Released per PC 849(b) | 80 | 101 | 95 | 276 | 100% | 4.3% |
| Asian or Pacific Islander | 8 | 11 | 7 | 26 | 9% | 0.4% |
| Black | 26 | 38 | 47 | 111 | 40% | 1.7% |
| Hispanic | 23 | 25 | 19 | 67 | 24% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 22 | 27 | 17 | 66 | 24% | 1.0% |
| Unknown | 1 | 0 | 5 | 6 | 2% | 0.1% |
| RWS Arrest | 34 | 25 | 18 | 77 | 100% | 1.2% |
| Asian or Pacific Islander | 2 | 1 | 1 | 4 | 5% | 0.1% |
| Black | 7 | 6 | 4 | 17 | 22% | 0.3% |
| Hispanic | 12 | 9 | 7 | 28 | 36% | 0.4% |
| Native American | 1 | 0 | 0 | 1 | 1% | 0.0% |
| White | 11 | 8 | 5 | 24 | 31% | 0.4% |
| Unknown | 1 | 1 | 1 | 3 | 4% | 0.0% |
| Warning | 589 | 685 | 445 | 1,719 | 100% | 26.7% |
| Asian or Pacific Islander | 22 | 22 | 14 | 58 | 3% | 0.9% |
| Black | 163 | 191 | 130 | 484 | 28% | 7.5% |
| Hispanic | 89 | 124 | 78 | 291 | 17% | 4.5% |
| Native American | 3 | 0 | 0 | 3 | 0% | 0.0% |
| White | 287 | 307 | 200 | 794 | 46% | 12.3% |
| Unknown | 25 | 41 | 23 | 89 | 5% | 1.4% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY RACE/ETHNICITY FOR DETENTIONS,
Contd.

| Disposition by Race/ Ethnicity of Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| Description | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 241 | 291 | 252 | 784 | 100.0% | 11.04% |
| Asian or Pacific Islander | 16 | 19 | 14 | 49 | 6.3% | 0.69% |
| Black | 77 | 92 | 88 | 257 | 32.8% | 3.62% |
| Hispanic | 28 | 37 | 40 | 105 | 13.4% | 1.48% |
| Native American | 1 | 0 | 0 | 1 | 0.1% | 0.01% |
| White | 100 | 128 | 83 | 311 | 39.7% | 4.38% |
| Unknown | 19 | 15 | 27 | 61 | 7.8% | 0.86% |
| Field Interview | 60 | 62 | 44 | 166 | 100.0% | 2.34% |
| Asian or Pacific Islander | 1 | 3 | 0 | 4 | 2.4% | 0.06% |
| Black | 17 | 18 | 15 | 50 | 30.1% | 0.70% |
| Hispanic | 5 | 12 | 14 | 31 | 18.7% | 0.44% |
| Native American | 0 | 1 | 0 | 1 | 0.6% | 0.01% |
| White | 31 | 28 | 14 | 73 | 44.0% | 1.03% |
| Unknown | 6 | 0 | 1 | 7 | 4.2% | 0.10% |
| In Custody Arrest | 487 | 477 | 451 | 1,415 | 100.0% | 19.92% |
| Asian or Pacific Islander | 31 | 36 | 33 | 100 | 7.1% | 1.41% |
| Black | 161 | 162 | 177 | 500 | 35.3% | 7.04% |
| Hispanic | 94 | 88 | 81 | 263 | 18.6% | 3.70% |
| Native American | 0 | 5 | 1 | 6 | 0.4% | 0.08% |
| White | 171 | 167 | 140 | 478 | 33.8% | 6.73% |
| Unknown | 30 | 19 | 19 | 68 | 4.8% | 0.96% |
| Incident Report | 111 | 138 | 105 | 354 | 100.0% | 4.98% |
| Asian or Pacific Islander | 10 | 16 | 8 | 34 | 9.6% | 0.48% |
| Black | 36 | 38 | 36 | 110 | 31.1% | 1.55% |
| Hispanic | 13 | 26 | 17 | 56 | 15.8% | 0.79% |
| Native American | 4 | 0 | 1 | 5 | 1.4% | 0.07% |
| White | 39 | 44 | 35 | 118 | 33.3% | 1.66% |
| Unknown | 9 | 14 | 8 | 31 | 8.8% | 0.44% |
| Mental Health Detention | 222 | 270 | 214 | 706 | 100.0% | 9.94% |
| Asian or Pacific Islander | 22 | 30 | 17 | 69 | 9.8% | 0.97% |
| Black | 56 | 73 | 43 | 172 | 24.4% | 2.42% |
| Hispanic | 21 | 29 | 24 | 74 | 10.5% | 1.04% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 112 | 126 | 117 | 355 | 50.3% | 5.00% |
| Unknown | 11 | 12 | 13 | 36 | 5.1% | 0.51% |
| No Further Action | 534 | 563 | 465 | 1,562 | 100.0% | 21.99% |
| Asian or Pacific Islander | 35 | 27 | 24 | 86 | 5.5% | 1.21% |
| Black | 171 | 170 | 151 | 492 | 31.5% | 6.93% |
| Hispanic | 76 | 93 | 81 | 250 | 16.0% | 3.52% |
| Native American | 2 | 3 | 0 | 5 | 0.3% | 0.07% |
| White | 216 | 252 | 176 | 644 | 41.2% | 9.07% |
| Unknown | 34 | 18 | 33 | 85 | 5.4% | 1.20% |
| Released per PC 849(b) | 149 | 174 | 166 | 489 | 100.0% | 6.88% |
| Asian or Pacific Islander | 9 | 10 | 6 | 25 | 5.1% | 0.35% |
| Black | 52 | 46 | 69 | 167 | 34.2% | 2.35% |
| Hispanic | 29 | 35 | 39 | 103 | 21.1% | 1.45% |
| Native American | 1 | 0 | 0 | 1 | 0.2% | 0.01% |
| White | 52 | 72 | 45 | 169 | 34.6% | 2.38% |
| Unknown | 6 | 11 | 7 | 24 | 4.9% | 0.34% |
| RWS Arrest | 53 | 47 | 44 | 144 | 100.0% | 2.03% |
| Asian or Pacific Islander | 3 | 1 | 1 | 5 | 3.5% | 0.07% |
| Black | 4 | 6 | 11 | 21 | 14.6% | 0.30% |
| Hispanic | 19 | 17 | 10 | 46 | 31.9% | 0.65% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 23 | 17 | 19 | 59 | 41.0% | 0.83% |
| Unknown | 4 | 6 | 3 | 13 | 9.0% | 0.18% |
| Warning | 508 | 505 | 470 | 1,483 | 100.0% | 20.88% |
| Asian or Pacific Islander | 26 | 22 | 24 | 72 | 4.9% | 1.01% |
| Black | 154 | 151 | 148 | 453 | 30.5% | 6.38% |
| Hispanic | 77 | 74 | 80 | 231 | 15.6% | 3.25% |
| Native American | 2 | 2 | 1 | 5 | 0.3% | 0.07% |
| White | 231 | 228 | 203 | 662 | 44.6% | 9.32% |
| Unknown | 18 | 28 | 14 | 60 | 4.0% | 0.84% |
| Total | 2,365 | 2,527 | 2,211 | 7,103 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY RACE/ETHNICITY FOR DETENTIONS, Contd.



Note: RWS=Release When Sober

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION BY AGE FOR DETENTIONS

| Disposition By Age of Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 841 | 829 | 607 | 2,277 | 100.0% | 35.37% |
| Under 18 | 1 | 2 | 7 | 10 | 0.4% | 0.16% |
| 18-29 | 191 | 182 | 134 | 507 | 22.3% | 7.88% |
| 30-39 | 248 | 275 | 182 | 705 | 31.0% | 10.95% |
| 40-49 | 188 | 173 | 131 | 492 | 21.6% | 7.64% |
| 50-59 | 159 | 124 | 100 | 383 | 16.8% | 5.95% |
| 60+ | 54 | 73 | 53 | 180 | 7.9% | 2.80% |
| Field Interview | 70 | 60 | 28 | 158 | 100.0% | 2.45% |
| Under 18 | 3 | 2 | 1 | 6 | 3.8% | 0.09% |
| 18-29 | 19 | 32 | 9 | 60 | 38.0% | 0.93% |
| 30-39 | 20 | 13 | 8 | 41 | 25.9% | 0.64% |
| 40-49 | 18 | 3 | 6 | 27 | 17.1% | 0.42% |
| 50-59 | 8 | 6 | 3 | 17 | 10.8% | 0.26% |
| 60+ | 2 | 4 | 1 | 7 | 4.4% | 0.11% |
| In Custody Arrest | 328 | 346 | 271 | 945 | 100.0% | 14.68% |
| Under 18 | 20 | 6 | 9 | 35 | 3.7% | 0.54% |
| 18-29 | 110 | 137 | 98 | 345 | 36.5% | 5.36% |
| 30-39 | 103 | 90 | 88 | 281 | 29.7% | 4.36% |
| 40-49 | 61 | 59 | 42 | 162 | 17.1% | 2.52% |
| 50-59 | 26 | 37 | 28 | 91 | 9.6% | 1.41% |
| 60+ | 8 | 17 | 6 | 31 | 3.3% | 0.48% |
| Incident Report | 58 | 86 | 50 | 194 | 100.0% | 3.01% |
| Under 18 | 5 | 3 | 1 | 9 | 4.6% | 0.14% |
| 18-29 | 18 | 31 | 14 | 63 | 32.5% | 0.98% |
| 30-39 | 14 | 27 | 15 | 56 | 28.9% | 0.87% |
| 40-49 | 7 | 9 | 12 | 28 | 14.4% | 0.43% |
| 50-59 | 9 | 8 | 5 | 22 | 11.3% | 0.34% |
| 60+ | 5 | 8 | 3 | 16 | 8.2% | 0.25% |
| Mental Health Detention | 23 | 21 | 41 | 85 | 100.0% | 1.32% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 0 | 1 | 6 | 7 | 8.2% | 0.11% |
| 30-39 | 10 | 10 | 10 | 30 | 35.3% | 0.47% |
| 40-49 | 6 | 6 | 9 | 21 | 24.7% | 0.33% |
| 50-59 | 3 | 3 | 15 | 21 | 24.7% | 0.33% |
| 60+ | 4 | 1 | 1 | 6 | 7.1% | 0.09% |
| No Further Action | 207 | 303 | 197 | 707 | 100.0% | 10.98% |
| Under 18 | 4 | 4 | 7 | 15 | 2.1% | 0.23% |
| 18-29 | 51 | 81 | 59 | 191 | 27.0% | 2.97% |
| 30-39 | 71 | 88 | 54 | 213 | 30.1% | 3.31% |
| 40-49 | 43 | 67 | 42 | 152 | 21.5% | 2.36% |
| 50-59 | 25 | 41 | 25 | 91 | 12.9% | 1.41% |
| 60+ | 13 | 22 | 10 | 45 | 6.4% | 0.70% |
| Released per PC 849(b) | 80 | 101 | 95 | 276 | 100.0% | 4.29% |
| Under 18 | 6 | 7 | 8 | 21 | 7.6% | 0.33% |
| 18-29 | 26 | 50 | 34 | 110 | 39.9% | 1.71% |
| 30-39 | 23 | 19 | 25 | 67 | 24.3% | 1.04% |
| 40-49 | 12 | 12 | 11 | 35 | 12.7% | 0.54% |
| 50-59 | 9 | 10 | 12 | 31 | 11.2% | 0.48% |
| 60+ | 4 | 3 | 5 | 12 | 4.3% | 0.19% |
| RWS Arrest | 34 | 25 | 18 | 77 | 100.0% | 1.20% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 16 | 15 | 7 | 38 | 49.4% | 0.59% |
| 30-39 | 8 | 3 | 3 | 14 | 18.2% | 0.22% |
| 40-49 | 3 | 3 | 2 | 8 | 10.4% | 0.12% |
| 50-59 | 5 | 4 | 5 | 14 | 18.2% | 0.22% |
| 60+ | 2 | 0 | 1 | 3 | 3.9% | 0.05% |
| Warning | 589 | 685 | 445 | 1,719 | 100.0% | 26.70% |
| Under 18 | 7 | 10 | 5 | 22 | 1.3% | 0.34% |
| 18-29 | 197 | 241 | 137 | 575 | 33.4% | 8.93% |
| 30-39 | 166 | 183 | 138 | 487 | 28.3% | 7.56% |
| 40-49 | 129 | 132 | 91 | 352 | 20.5% | 5.47% |
| 50-59 | 66 | 93 | 60 | 219 | 12.7% | 3.40% |
| 60+ | 24 | 26 | 14 | 64 | 3.7% | 0.99% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY AGE FOR DETENTIONS, Contd.

| Disposition by Age of Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 241 | 291 | 252 | 784 | 100.0% | 11.04% |
| Under 18 | 7 | 8 | 12 | 27 | 3.4% | 0.38% |
| 18-29 | 63 | 56 | 58 | 177 | 22.6% | 2.49% |
| 30-39 | 73 | 87 | 64 | 224 | 28.6% | 3.15% |
| 40-49 | 51 | 72 | 45 | 168 | 21.4% | 2.37% |
| 50-59 | 35 | 47 | 58 | 140 | 17.9% | 1.97% |
| 60+ | 12 | 21 | 15 | 48 | 6.1% | 0.68% |
| Field Interview | 60 | 62 | 44 | 166 | 100.0% | 2.34% |
| Under 18 | 0 | 0 | 1 | 1 | 0.6% | 0.01% |
| 18-29 | 9 | 10 | 20 | 39 | 23.5% | 0.55% |
| 30-39 | 21 | 26 | 15 | 62 | 37.3% | 0.87% |
| 40-49 | 21 | 13 | 5 | 39 | 23.5% | 0.55% |
| 50-59 | 7 | 8 | 3 | 18 | 10.8% | 0.25% |
| 60+ | 2 | 5 | 0 | 7 | 4.2% | 0.10% |
| In Custody Arrest | 487 | 477 | 451 | 1,415 | 100.0% | 19.92% |
| Under 18 | 10 | 11 | 18 | 39 | 2.8% | 0.55% |
| 18-29 | 157 | 152 | 144 | 453 | 32.0% | 6.38% |
| 30-39 | 156 | 128 | 131 | 415 | 29.3% | 5.84% |
| 40-49 | 93 | 99 | 76 | 268 | 18.9% | 3.77% |
| 50-59 | 51 | 62 | 60 | 173 | 12.2% | 2.44% |
| 60+ | 20 | 25 | 22 | 67 | 4.7% | 0.94% |
| Incident Report | 111 | 138 | 105 | 354 | 100.0% | 4.98% |
| Under 18 | 8 | 14 | 8 | 30 | 8.5% | 0.42% |
| 18-29 | 30 | 38 | 35 | 103 | 29.1% | 1.45% |
| 30-39 | 34 | 35 | 27 | 96 | 27.1% | 1.35% |
| 40-49 | 19 | 25 | 17 | 61 | 17.2% | 0.86% |
| 50-59 | 14 | 16 | 10 | 40 | 11.3% | 0.56% |
| 60+ | 6 | 10 | 8 | 24 | 6.8% | 0.34% |
| Mental Health Detention | 222 | 270 | 214 | 706 | 100.0% | 9.94% |
| Under 18 | 7 | 10 | 7 | 24 | 3.4% | 0.34% |
| 18-29 | 63 | 58 | 52 | 173 | 24.5% | 2.44% |
| 30-39 | 56 | 75 | 60 | 191 | 27.1% | 2.69% |
| 40-49 | 46 | 60 | 44 | 150 | 21.2% | 2.11% |
| 50-59 | 26 | 47 | 33 | 106 | 15.0% | 1.49% |
| 60+ | 24 | 20 | 18 | 62 | 8.8% | 0.87% |
| No Further Action | 534 | 563 | 465 | 1,562 | 100.0% | 21.99% |
| Under 18 | 6 | 5 | 4 | 15 | 1.0% | 0.21% |
| 18-29 | 120 | 130 | 109 | 359 | 23.0% | 5.05% |
| 30-39 | 179 | 167 | 134 | 480 | 30.7% | 6.76% |
| 40-49 | 109 | 139 | 108 | 356 | 22.8% | 5.01% |
| 50-59 | 83 | 88 | 73 | 244 | 15.6% | 3.44% |
| 60+ | 37 | 34 | 37 | 108 | 6.9% | 1.52% |
| Released per PC 849(b) | 149 | 174 | 166 | 489 | 100.0% | 6.88% |
| Under 18 | 11 | 8 | 14 | 33 | 6.7% | 0.46% |
| 18-29 | 54 | 67 | 50 | 171 | 35.0% | 2.41% |
| 30-39 | 36 | 41 | 49 | 126 | 25.8% | 1.77% |
| 40-49 | 23 | 27 | 30 | 80 | 16.4% | 1.13% |
| 50-59 | 20 | 19 | 12 | 51 | 10.4% | 0.72% |
| 60+ | 5 | 12 | 11 | 28 | 5.7% | 0.39% |
| RWS Arrest | 53 | 47 | 44 | 144 | 100.0% | 2.03% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 18 | 22 | 18 | 58 | 40.3% | 0.82% |
| 30-39 | 17 | 9 | 16 | 42 | 29.2% | 0.59% |
| 40-49 | 9 | 9 | 8 | 26 | 18.1% | 0.37% |
| 50-59 | 8 | 4 | 2 | 14 | 9.7% | 0.20% |
| 60+ | 1 | 3 | 0 | 4 | 2.8% | 0.06% |
| Warning | 508 | 505 | 470 | 1,483 | 100.0% | 20.88% |
| Under 18 | 8 | 5 | 1 | 14 | 0.9% | 0.20% |
| 18-29 | 107 | 101 | 109 | 317 | 21.4% | 4.46% |
| 30-39 | 157 | 183 | 174 | 514 | 34.7% | 7.24% |
| 40-49 | 127 | 137 | 99 | 363 | 24.5% | 5.11% |
| 50-59 | 84 | 58 | 67 | 209 | 14.1% | 2.94% |
| 60+ | 25 | 21 | 20 | 66 | 4.5% | 0.93% |
| Total | 2,365 | 2,527 | 2,211 | 7,103 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY AGE FOR DETENTIONS, Contd.



Note: RWS=Release When Sober

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION BY GENDER

| Disposition by Gender of Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 841 | 829 | 607 | 2,277 | 100.0% | 35.4% |
| FEMALE | 140 | 147 | 107 | 394 | 17.3% | 6.1% |
| MALE | 693 | 676 | 498 | 1,867 | 82.0% | 29.0% |
| UNKNOWN | 8 | 6 | 2 | 16 | 0.7% | 0.2% |
| Field Interview | 70 | 60 | 28 | 158 | 100.0% | 2.5% |
| FEMALE | 12 | 19 | 5 | 36 | 22.8% | 0.6% |
| MALE | 56 | 41 | 23 | 120 | 75.9% | 1.9% |
| UNKNOWN | 2 | 0 | 0 | 2 | 1.3% | 0.0% |
| In Custody Arrest | 328 | 346 | 271 | 945 | 100.0% | 14.7% |
| FEMALE | 37 | 40 | 26 | 103 | 10.9% | 1.6% |
| MALE | 286 | 305 | 245 | 836 | 88.5% | 13.0% |
| UNKNOWN | 5 | 1 | 0 | 6 | 0.6% | 0.1% |
| Incident Report | 58 | 86 | 50 | 194 | 100.0% | 3.0% |
| FEMALE | 19 | 23 | 8 | 50 | 25.8% | 0.8% |
| MALE | 39 | 63 | 42 | 144 | 74.2% | 2.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Mental Health Detention | 23 | 21 | 41 | 85 | 100.0% | 1.32% |
| FEMALE | 3 | 5 | 17 | 25 | 29.4% | 0.39% |
| MALE | 20 | 16 | 24 | 60 | 70.6% | 0.93% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| No Further Action | 207 | 303 | 197 | 707 | 100.0% | 11.0% |
| FEMALE | 29 | 46 | 29 | 104 | 14.7% | 1.6% |
| MALE | 178 | 257 | 166 | 601 | 85.0% | 9.3% |
| UNKNOWN | 0 | 0 | 2 | 2 | 0.3% | 0.0% |
| Released per PC 849(b) | 80 | 101 | 95 | 276 | 100.0% | 4.3% |
| FEMALE | 15 | 21 | 25 | 61 | 22.1% | 0.9% |
| MALE | 64 | 80 | 69 | 213 | 77.2% | 3.3% |
| UNKNOWN | 1 | 0 | 1 | 2 | 0.7% | 0.0% |
| RWS Arrest | 34 | 25 | 18 | 77 | 100.0% | 1.2% |
| FEMALE | 4 | 4 | 2 | 10 | 13.0% | 0.2% |
| MALE | 30 | 20 | 16 | 66 | 85.7% | 1.0% |
| UNKNOWN | 0 | 1 | 0 | 1 | 1.3% | 0.0% |
| Warning | 589 | 685 | 445 | 1,719 | 100.0% | 26.7% |
| FEMALE | 98 | 134 | 77 | 309 | 18.0% | 4.8% |
| MALE | 488 | 550 | 366 | 1,404 | 81.7% | 21.8% |
| UNKNOWN | 3 | 1 | 2 | 6 | 0.3% | 0.1% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100.0% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY GENDER FOR DETENTIONS, Contd.

| Disposition by Gender of Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 241 | 291 | 252 | 784 | 100.0% | 11.0% |
| FEMALE | 66 | 69 | 57 | 192 | 24.5% | 2.7% |
| MALE | 170 | 220 | 191 | 581 | 74.1% | 8.2% |
| UNKNOWN | 5 | 2 | 4 | 11 | 1.4% | 0.2% |
| Field Interview | 60 | 62 | 44 | 166 | 100.0% | 2.3% |
| FEMALE | 11 | 13 | 6 | 30 | 18.1% | 0.4% |
| MALE | 49 | 48 | 38 | 135 | 81.3% | 1.9% |
| UNKNOWN | 0 | 1 | 0 | 1 | 0.6% | 0.0% |
| In Custody Arrest | 487 | 477 | 451 | 1,415 | 100.0% | 19.9% |
| FEMALE | 86 | 109 | 93 | 288 | 20.4% | 4.1% |
| MALE | 400 | 367 | 357 | 1,124 | 79.4% | 15.8% |
| UNKNOWN | 1 | 1 | 1 | 3 | 0.2% | 0.0% |
| Incident Report | 111 | 138 | 105 | 354 | 100.0% | 5.0% |
| FEMALE | 40 | 41 | 21 | 102 | 28.8% | 1.4% |
| MALE | 70 | 97 | 84 | 251 | 70.9% | 3.5% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.3% | 0.0% |
| Mental Health Detention | 222 | 270 | 214 | 706 | 100.0% | 9.9% |
| FEMALE | 73 | 100 | 68 | 241 | 34.1% | 3.4% |
| MALE | 149 | 168 | 144 | 461 | 65.3% | 6.5% |
| UNKNOWN | 0 | 2 | 2 | 4 | 0.6% | 0.1% |
| No Further Action | 534 | 563 | 465 | 1,562 | 100.0% | 22.0% |
| FEMALE | 123 | 135 | 114 | 372 | 23.8% | 5.2% |
| MALE | 408 | 427 | 350 | 1,185 | 75.9% | 16.7% |
| UNKNOWN | 3 | 1 | 1 | 5 | 0.3% | 0.1% |
| Released per PC 849(b) | 149 | 174 | 166 | 489 | 100.0% | 6.9% |
| FEMALE | 28 | 27 | 38 | 93 | 19.0% | 1.3% |
| MALE | 121 | 147 | 128 | 396 | 81.0% | 5.6% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| RWS Arrest | 53 | 47 | 44 | 144 | 100.0% | 2.0% |
| FEMALE | 14 | 8 | 4 | 26 | 18.1% | 0.4% |
| MALE | 39 | 39 | 39 | 117 | 81.3% | 1.6% |
| UNKNOWN | 0 | 0 | 1 | 1 | 0.7% | 0.0% |
| Warning | 508 | 505 | 470 | 1,483 | 100.0% | 20.9% |
| FEMALE | 103 | 94 | 89 | 286 | 19.3% | 4.0% |
| MALE | 403 | 408 | 380 | 1,191 | 80.3% | 16.8% |
| UNKNOWN | 2 | 3 | 1 | 6 | 0.4% | 0.1% |
| TOTAL | 2,365 | 2,527 | 2,211 | 7,103 | - | 100.0% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY GENDER FOR DETENTIONS, Contd.



Note: RWS=Release When Sober

SEC. 96A.3(d) REASONS FOR DETENTIONS BY RACE/ETHNICITY

| Reasons by Race/Ethnicity for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 104 | 81 | 75 | 260 | 100.0% | 4.0% |
| Asian or Pacific Islander | 3 | 2 | 7 | 12 | 4.6% | 0.2% |
| Black | 32 | 22 | 21 | 75 | 28.8% | 1.2% |
| Hispanic | 17 | 14 | 10 | 41 | 15.8% | 0.6% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 50 | 42 | 33 | 125 | 48.1% | 1.9% |
| Unknown | 2 | 1 | 4 | 7 | 2.7% | 0.1% |
| Mental Health Evaluation | 34 | 44 | 50 | 128 | 100.0% | 2.0% |
| Asian or Pacific Islander | 0 | 2 | 3 | 5 | 3.9% | 0.1% |
| Black | 11 | 10 | 17 | 38 | 29.7% | 0.6% |
| Hispanic | 5 | 4 | 5 | 14 | 10.9% | 0.2% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 18 | 25 | 19 | 62 | 48.4% | 1.0% |
| Unknown | 0 | 3 | 6 | 9 | 7.0% | 0.1% |
| Probable Cause | 1,447 | 1,506 | 1,075 | 4,028 | 100.0% | 62.6% |
| Asian or Pacific Islander | 57 | 61 | 53 | 171 | 4.2% | 2.7% |
| Black | 439 | 433 | 331 | 1,203 | 29.9% | 18.7% |
| Hispanic | 184 | 242 | 176 | 602 | 14.9% | 9.4% |
| Native American | 4 | 3 | 2 | 9 | 0.2% | 0.1% |
| White | 698 | 683 | 454 | 1,835 | 45.6% | 28.5% |
| Unknown | 65 | 84 | 59 | 208 | 5.2% | 3.2% |
| Probation or Parole | 41 | 65 | 31 | 137 | 100.0% | 2.1% |
| Asian or Pacific Islander | 1 | 1 | 5 | 7 | 5.1% | 0.1% |
| Black | 13 | 32 | 11 | 56 | 40.9% | 0.9% |
| Hispanic | 11 | 11 | 9 | 31 | 22.6% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 16 | 19 | 6 | 41 | 29.9% | 0.6% |
| Unknown | 0 | 2 | 0 | 2 | 1.5% | 0.0% |
| Reasonable Suspicion | 469 | 593 | 410 | 1,472 | 100.0% | 22.9% |
| Asian or Pacific Islander | 18 | 20 | 17 | 55 | 3.7% | 0.9% |
| Black | 143 | 165 | 114 | 422 | 28.7% | 6.6% |
| Hispanic | 81 | 122 | 73 | 276 | 18.8% | 4.3% |
| Native American | 1 | 2 | 1 | 4 | 0.3% | 0.1% |
| White | 208 | 258 | 189 | 655 | 44.5% | 10.2% |
| Unknown | 18 | 26 | 16 | 60 | 4.1% | 0.9% |
| Traffic Violation | 135 | 167 | 111 | 413 | 100.0% | 6.4% |
| Asian or Pacific Islander | 4 | 10 | 3 | 17 | 4.1% | 0.3% |
| Black | 37 | 53 | 35 | 125 | 30.3% | 1.9% |
| Hispanic | 23 | 29 | 15 | 67 | 16.2% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 61 | 61 | 52 | 174 | 42.1% | 2.7% |
| Unknown | 10 | 14 | 6 | 30 | 7.3% | 0.5% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100% |

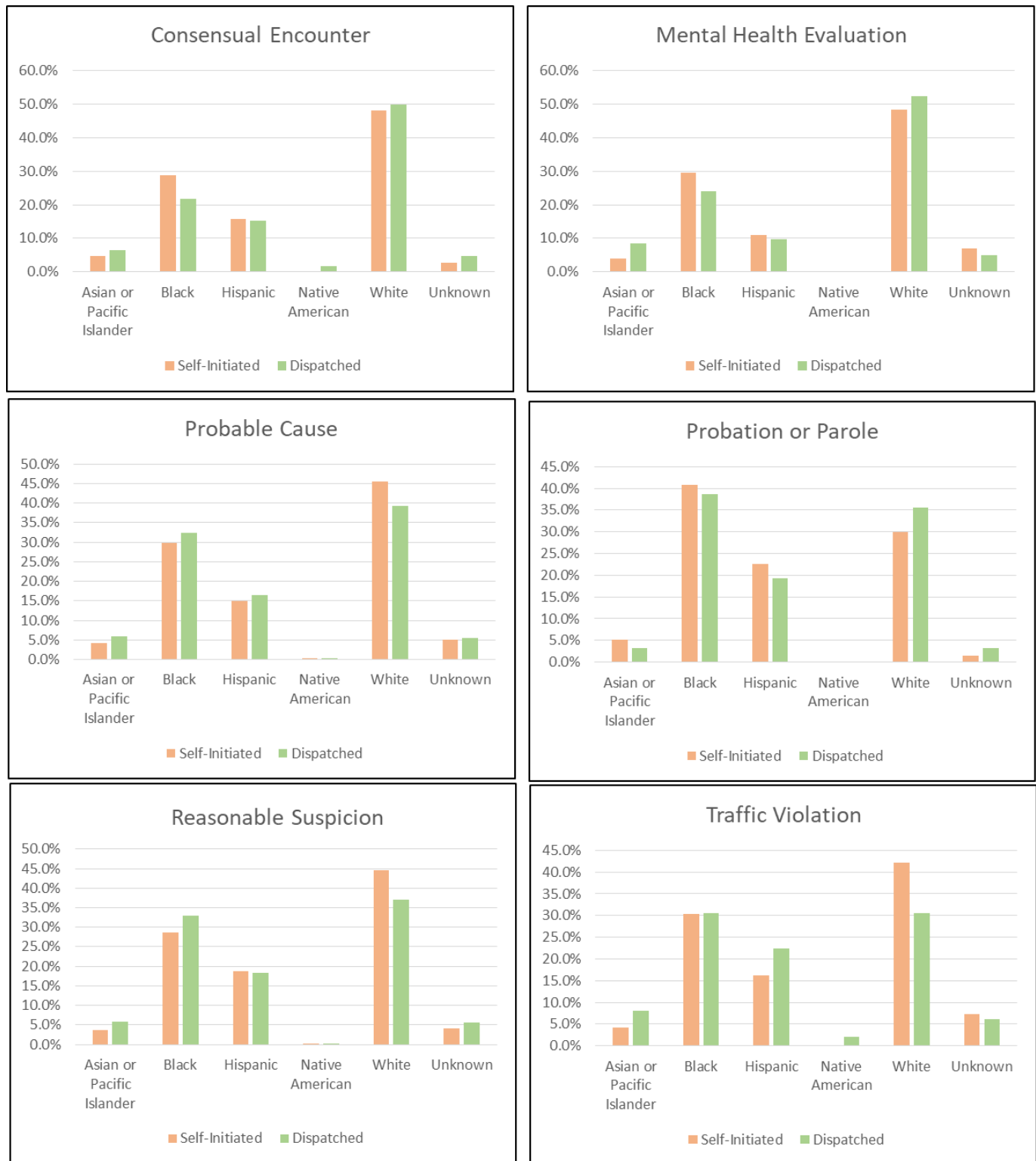
Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR DETENTIONS BY RACE/ETHNICITY, Contd.

| Reasons by Race/Ethnicity for Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 64 | 76 | 30 | 170 | 100.0% | 2.4% |
| Asian or Pacific Islander | 3 | 8 | 0 | 11 | 6.5% | 0.2% |
| Black | 15 | 19 | 3 | 37 | 21.8% | 0.5% |
| Hispanic | 10 | 10 | 6 | 26 | 15.3% | 0.4% |
| Native American | 1 | 1 | 1 | 3 | 1.8% | 0.0% |
| White | 32 | 37 | 16 | 85 | 50.0% | 1.2% |
| Unknown | 3 | 1 | 4 | 8 | 4.7% | 0.1% |
| Mental Health Evaluation | 286 | 344 | 278 | 908 | 100.0% | 12.8% |
| Asian or Pacific Islander | 27 | 28 | 21 | 76 | 8.4% | 1.1% |
| Black | 71 | 88 | 60 | 219 | 24.1% | 3.1% |
| Hispanic | 20 | 40 | 29 | 89 | 9.8% | 1.3% |
| Native American | 0 | 2 | 0 | 2 | 0.2% | 0.0% |
| White | 151 | 176 | 150 | 477 | 52.5% | 6.7% |
| Unknown | 17 | 10 | 18 | 45 | 5.0% | 0.6% |
| Probable Cause | 1,167 | 1,164 | 1,080 | 3,411 | 100.0% | 48.0% |
| Asian or Pacific Islander | 81 | 66 | 56 | 203 | 6.0% | 2.9% |
| Black | 362 | 357 | 386 | 1,105 | 32.4% | 15.6% |
| Hispanic | 187 | 181 | 194 | 562 | 16.5% | 7.9% |
| Native American | 3 | 6 | 1 | 10 | 0.3% | 0.1% |
| White | 465 | 492 | 386 | 1,343 | 39.4% | 18.9% |
| Unknown | 69 | 62 | 57 | 188 | 5.5% | 2.6% |
| Probation or Parole | 9 | 12 | 10 | 31 | 100.0% | 0.4% |
| Asian or Pacific Islander | 0 | 0 | 1 | 1 | 3.2% | 0.0% |
| Black | 3 | 4 | 5 | 12 | 38.7% | 0.2% |
| Hispanic | 0 | 3 | 3 | 6 | 19.4% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 5 | 5 | 1 | 11 | 35.5% | 0.2% |
| Unknown | 1 | 0 | 0 | 1 | 3.2% | 0.0% |
| Reasonable Suspicion | 824 | 912 | 798 | 2,534 | 100.0% | 35.7% |
| Asian or Pacific Islander | 42 | 60 | 47 | 149 | 5.9% | 2.1% |
| Black | 273 | 281 | 280 | 834 | 32.9% | 11.7% |
| Hispanic | 141 | 174 | 150 | 465 | 18.4% | 6.5% |
| Native American | 5 | 2 | 1 | 8 | 0.3% | 0.1% |
| White | 317 | 346 | 275 | 938 | 37.0% | 13.2% |
| Unknown | 46 | 49 | 45 | 140 | 5.5% | 2.0% |
| Traffic Violation | 15 | 19 | 15 | 49 | 100.0% | 0.7% |
| Asian or Pacific Islander | 0 | 2 | 2 | 4 | 8.2% | 0.1% |
| Black | 4 | 7 | 4 | 15 | 30.6% | 0.2% |
| Hispanic | 4 | 3 | 4 | 11 | 22.4% | 0.2% |
| Native American | 1 | 0 | 0 | 1 | 2.0% | 0.0% |
| White | 5 | 6 | 4 | 15 | 30.6% | 0.2% |
| Unknown | 1 | 1 | 1 | 3 | 6.1% | 0.0% |
| TOTAL | 2,365 | 2,527 | 2,211 | 7,103 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR DETENTIONS BY RACE/ETHNICITY, Contd.



SEC. 96A.3(d) REASONS FOR DETENTIONS BY AGE

| Reasons by Age for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 104 | 81 | 75 | 260 | 100.0% | 4.0% |
| Under 18 | 0 | 1 | 1 | 2 | 0.8% | 0.0% |
| 18-29 | 30 | 19 | 23 | 72 | 27.7% | 1.1% |
| 30-39 | 30 | 25 | 24 | 79 | 30.4% | 1.2% |
| 40-49 | 27 | 17 | 11 | 55 | 21.2% | 0.9% |
| 50-59 | 10 | 12 | 8 | 30 | 11.5% | 0.5% |
| 60+ | 7 | 7 | 8 | 22 | 8.5% | 0.3% |
| Mental Health Evaluation | 34 | 44 | 50 | 128 | 100.0% | 2.0% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 3 | 5 | 6 | 14 | 10.9% | 0.2% |
| 30-39 | 15 | 18 | 15 | 48 | 37.5% | 0.7% |
| 40-49 | 6 | 9 | 12 | 27 | 21.1% | 0.4% |
| 50-59 | 6 | 10 | 17 | 33 | 25.8% | 0.5% |
| 60+ | 4 | 2 | 0 | 6 | 4.7% | 0.1% |
| Probable Cause | 1,447 | 1,506 | 1,075 | 4,028 | 100.0% | 62.6% |
| Under 18 | 29 | 17 | 28 | 74 | 1.8% | 1.1% |
| 18-29 | 368 | 461 | 304 | 1,133 | 28.1% | 17.6% |
| 30-39 | 433 | 442 | 314 | 1,189 | 29.5% | 18.5% |
| 40-49 | 307 | 275 | 202 | 784 | 19.5% | 12.2% |
| 50-59 | 227 | 199 | 170 | 596 | 14.8% | 9.3% |
| 60+ | 83 | 112 | 57 | 252 | 6.3% | 3.9% |
| Probation or Parole | 41 | 65 | 31 | 137 | 100.0% | 2.1% |
| Under 18 | 1 | 3 | 0 | 4 | 2.9% | 0.1% |
| 18-29 | 22 | 27 | 6 | 55 | 40.1% | 0.9% |
| 30-39 | 10 | 8 | 14 | 32 | 23.4% | 0.5% |
| 40-49 | 7 | 17 | 9 | 33 | 24.1% | 0.5% |
| 50-59 | 1 | 6 | 1 | 8 | 5.8% | 0.1% |
| 60+ | 0 | 4 | 1 | 5 | 3.6% | 0.1% |
| Reasonable Suspicion | 469 | 593 | 410 | 1,472 | 100.0% | 22.9% |
| Under 18 | 16 | 8 | 8 | 32 | 2.2% | 0.5% |
| 18-29 | 150 | 198 | 128 | 476 | 32.3% | 7.4% |
| 30-39 | 138 | 172 | 119 | 429 | 29.1% | 6.7% |
| 40-49 | 96 | 119 | 96 | 311 | 21.1% | 4.8% |
| 50-59 | 51 | 74 | 42 | 167 | 11.3% | 2.6% |
| 60+ | 18 | 22 | 17 | 57 | 3.9% | 0.9% |
| Traffic Violation | 135 | 167 | 111 | 413 | 100.0% | 6.4% |
| Under 18 | 0 | 5 | 1 | 6 | 1.5% | 0.1% |
| 18-29 | 55 | 60 | 31 | 146 | 35.4% | 2.3% |
| 30-39 | 37 | 43 | 37 | 117 | 28.3% | 1.8% |
| 40-49 | 24 | 27 | 16 | 67 | 16.2% | 1.0% |
| 50-59 | 15 | 25 | 15 | 55 | 13.3% | 0.9% |
| 60+ | 4 | 7 | 11 | 22 | 5.3% | 0.3% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100.0% |

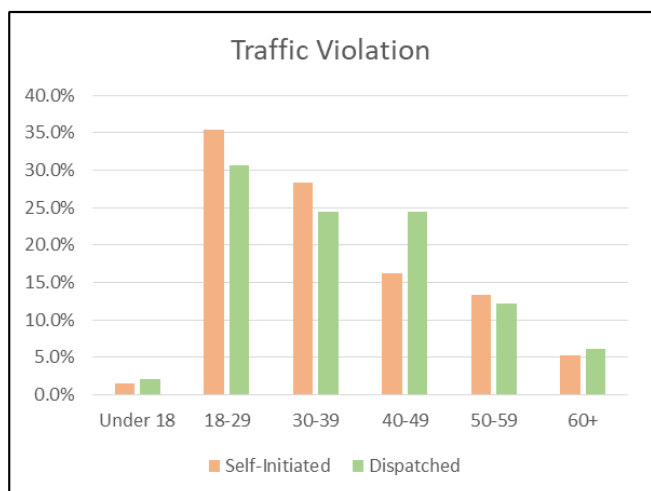
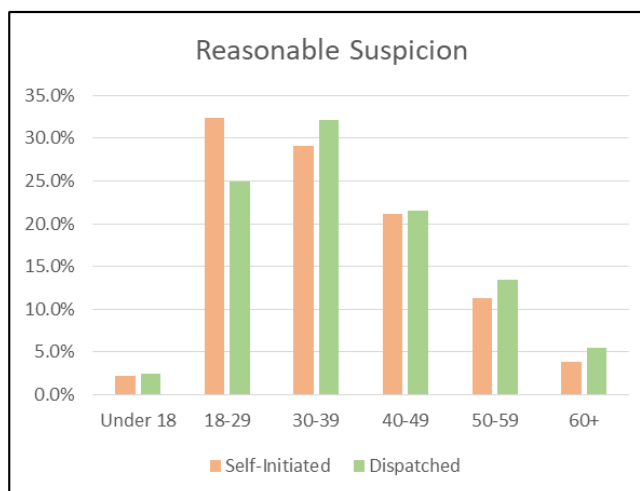
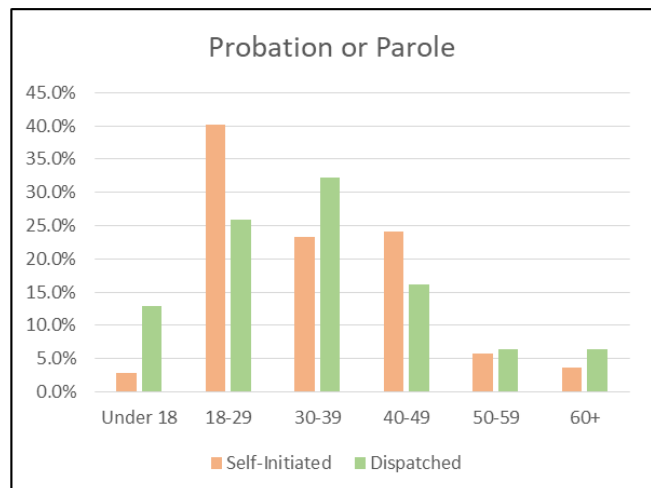
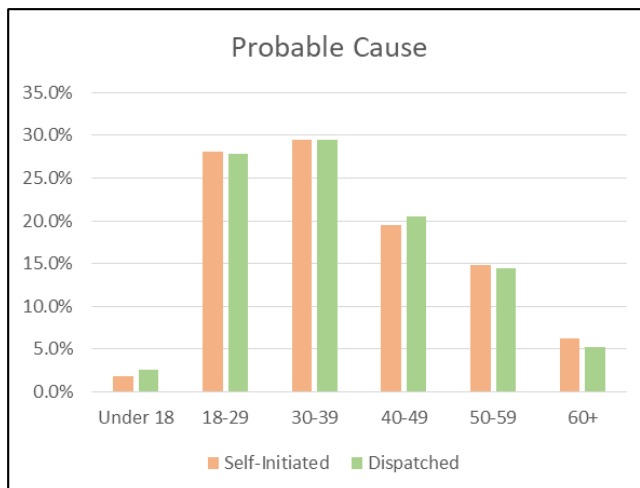
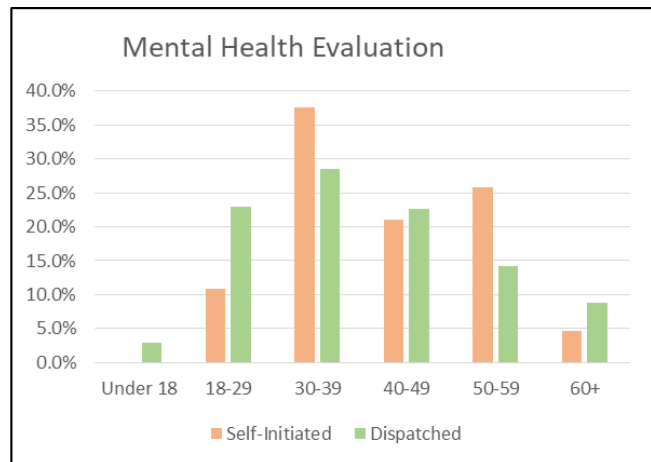
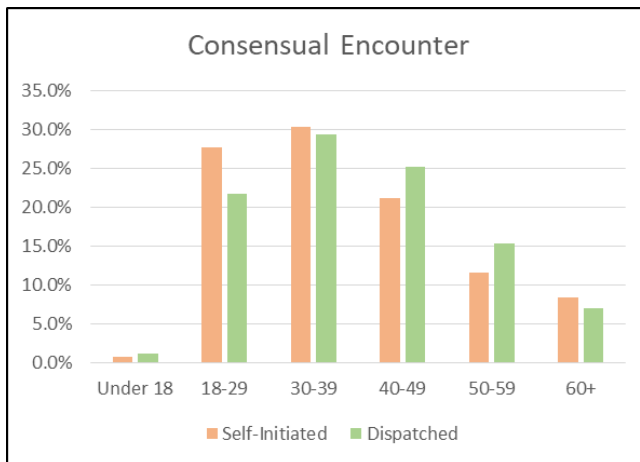
Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR DETENTIONS BY AGE, Contd.

| Reasons by Age for Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 64 | 76 | 30 | 170 | 100.0% | 2.4% |
| Under 18 | 0 | 2 | 0 | 2 | 1.2% | 0.0% |
| 18-29 | 13 | 17 | 7 | 37 | 21.8% | 0.5% |
| 30-39 | 24 | 20 | 6 | 50 | 29.4% | 0.7% |
| 40-49 | 14 | 18 | 11 | 43 | 25.3% | 0.6% |
| 50-59 | 9 | 14 | 3 | 26 | 15.3% | 0.4% |
| 60+ | 4 | 5 | 3 | 12 | 7.1% | 0.2% |
| Mental Health Evaluation | 286 | 344 | 278 | 908 | 100.0% | 12.8% |
| Under 18 | 8 | 11 | 7 | 26 | 2.9% | 0.4% |
| 18-29 | 69 | 72 | 67 | 208 | 22.9% | 2.9% |
| 30-39 | 77 | 101 | 81 | 259 | 28.5% | 3.6% |
| 40-49 | 66 | 79 | 61 | 206 | 22.7% | 2.9% |
| 50-59 | 35 | 53 | 41 | 129 | 14.2% | 1.8% |
| 60+ | 31 | 28 | 21 | 80 | 8.8% | 1.1% |
| Probable Cause | 1,167 | 1,164 | 1,080 | 3,411 | 100.0% | 48.0% |
| Under 18 | 26 | 23 | 39 | 88 | 2.6% | 1.2% |
| 18-29 | 343 | 311 | 296 | 950 | 27.9% | 13.4% |
| 30-39 | 347 | 343 | 316 | 1,006 | 29.5% | 14.2% |
| 40-49 | 227 | 272 | 200 | 699 | 20.5% | 9.8% |
| 50-59 | 170 | 152 | 169 | 491 | 14.4% | 6.9% |
| 60+ | 54 | 63 | 60 | 177 | 5.2% | 2.5% |
| Probation or Parole | 9 | 12 | 10 | 31 | 100.0% | 0.4% |
| Under 18 | 2 | 0 | 2 | 4 | 12.9% | 0.1% |
| 18-29 | 2 | 4 | 2 | 8 | 25.8% | 0.1% |
| 30-39 | 3 | 4 | 3 | 10 | 32.3% | 0.1% |
| 40-49 | 1 | 2 | 2 | 5 | 16.1% | 0.1% |
| 50-59 | 1 | 0 | 1 | 2 | 6.5% | 0.0% |
| 60+ | 0 | 2 | 0 | 2 | 6.5% | 0.0% |
| Reasonable Suspicion | 824 | 912 | 798 | 2,534 | 100.0% | 35.7% |
| Under 18 | 21 | 25 | 16 | 62 | 2.4% | 0.9% |
| 18-29 | 186 | 227 | 219 | 632 | 24.9% | 8.9% |
| 30-39 | 274 | 276 | 263 | 813 | 32.1% | 11.4% |
| 40-49 | 189 | 204 | 153 | 546 | 21.5% | 7.7% |
| 50-59 | 111 | 129 | 101 | 341 | 13.5% | 4.8% |
| 60+ | 43 | 51 | 46 | 140 | 5.5% | 2.0% |
| Traffic Violation | 15 | 19 | 15 | 49 | 100.0% | 0.7% |
| Under 18 | 0 | 0 | 1 | 1 | 2.0% | 0.0% |
| 18-29 | 8 | 3 | 4 | 15 | 30.6% | 0.2% |
| 30-39 | 4 | 7 | 1 | 12 | 24.5% | 0.2% |
| 40-49 | 1 | 6 | 5 | 12 | 24.5% | 0.2% |
| 50-59 | 2 | 1 | 3 | 6 | 12.2% | 0.1% |
| 60+ | 0 | 2 | 1 | 3 | 6.1% | 0.0% |
| TOTAL | 2,365 | 2,527 | 2,211 | 7,103 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR DETENTIONS BY AGE, Contd.



SEC. 96A.3(d) REASONS FOR DETENTIONS BY GENDER

| Reasons by Gender for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 104 | 81 | 75 | 260 | 100.0% | 4.0% |
| FEMALE | 17 | 16 | 11 | 44 | 16.9% | 0.7% |
| MALE | 86 | 65 | 63 | 214 | 82.3% | 3.3% |
| UNKNOWN | 1 | 0 | 1 | 2 | 0.8% | 0.03% |
| Mental Health Evaluation | 34 | 44 | 50 | 128 | 100.0% | 2.0% |
| FEMALE | 4 | 8 | 16 | 28 | 21.9% | 0.43% |
| MALE | 30 | 36 | 34 | 100 | 78.1% | 1.55% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 1,447 | 1,506 | 1,075 | 4,028 | 100.0% | 62.6% |
| FEMALE | 231 | 274 | 177 | 682 | 16.9% | 10.6% |
| MALE | 1,200 | 1,224 | 896 | 3,320 | 82.4% | 51.6% |
| UNKNOWN | 16 | 8 | 2 | 26 | 0.6% | 0.4% |
| Probation or Parole | 41 | 65 | 31 | 137 | 100.0% | 2.1% |
| FEMALE | 4 | 10 | 2 | 16 | 11.7% | 0.2% |
| MALE | 37 | 55 | 28 | 120 | 87.6% | 1.9% |
| UNKNOWN | 0 | 0 | 1 | 1 | 0.7% | 0.0% |
| Reasonable Suspicion | 469 | 593 | 410 | 1,472 | 100.0% | 22.9% |
| FEMALE | 81 | 103 | 71 | 255 | 17.3% | 4.0% |
| MALE | 386 | 489 | 336 | 1,211 | 82.3% | 18.8% |
| UNKNOWN | 2 | 1 | 3 | 6 | 0.4% | 0.09% |
| Traffic Violation | 135 | 167 | 111 | 413 | 100.0% | 6.4% |
| FEMALE | 20 | 28 | 19 | 67 | 16.2% | 1.0% |
| MALE | 115 | 139 | 92 | 346 | 83.8% | 5.4% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100.0% |

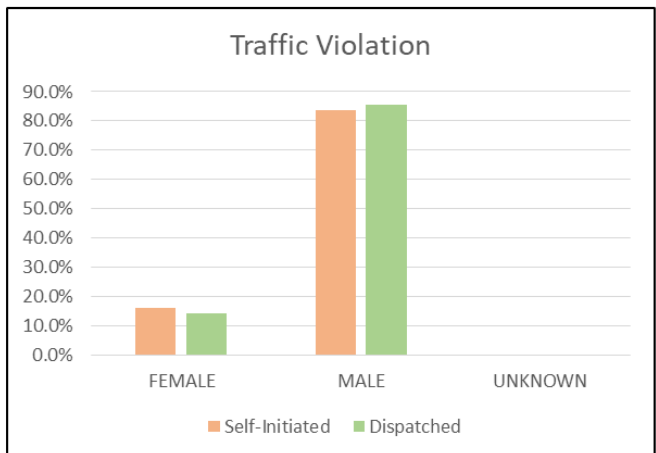
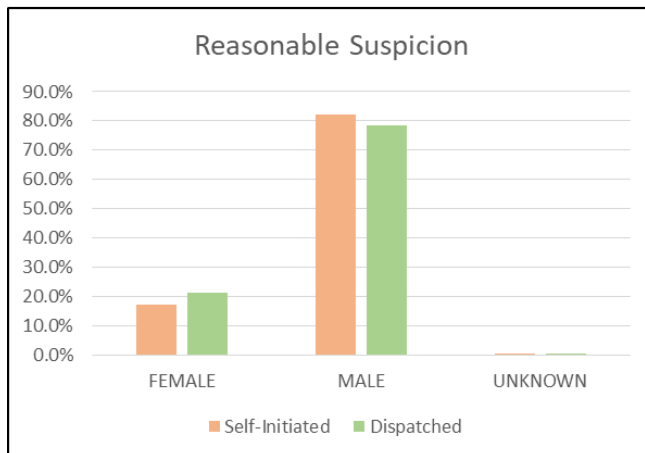
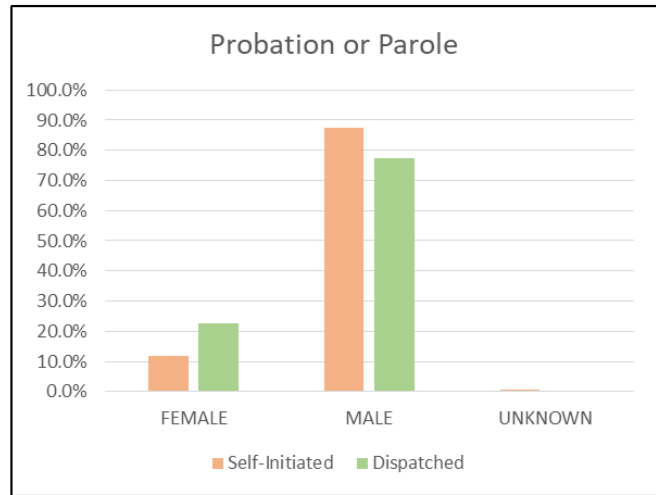
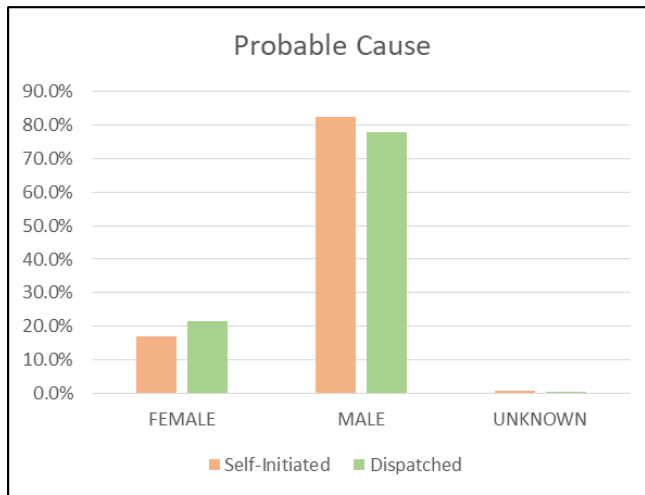
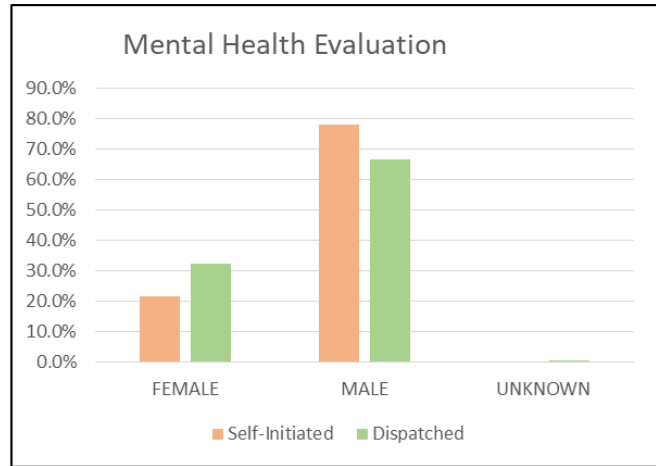
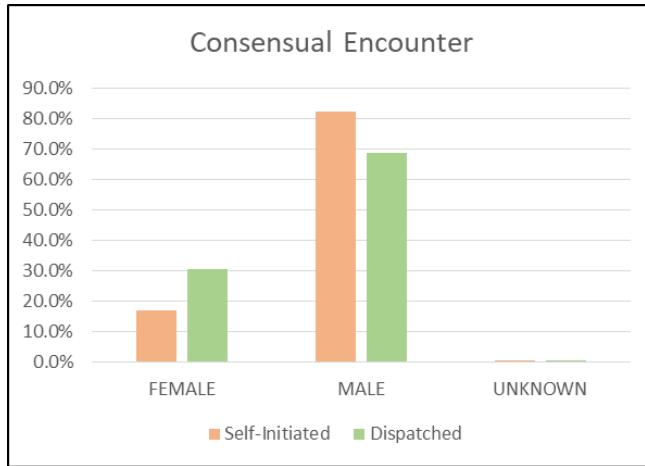
Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR DETENTIONS BY GENDER, Cont.

| Reasons by Gender for Dispatched Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 64 | 76 | 30 | 170 | 100.0% | 2.39% |
| FEMALE | 17 | 22 | 13 | 52 | 30.6% | 0.73% |
| MALE | 47 | 53 | 17 | 117 | 68.8% | 1.65% |
| UNKNOWN | 0 | 1 | 0 | 1 | 0.6% | 0.01% |
| Mental Health Evaluation | 286 | 344 | 278 | 908 | 100.0% | 12.78% |
| FEMALE | 89 | 117 | 89 | 295 | 32.5% | 4.15% |
| MALE | 196 | 225 | 186 | 607 | 66.9% | 8.55% |
| UNKNOWN | 1 | 2 | 3 | 6 | 0.7% | 0.08% |
| Probable Cause | 1,167 | 1,164 | 1,080 | 3,411 | 100.0% | 48.02% |
| FEMALE | 254 | 258 | 219 | 731 | 21.4% | 10.29% |
| MALE | 903 | 900 | 857 | 2,660 | 78.0% | 37.45% |
| UNKNOWN | 10 | 6 | 4 | 20 | 0.6% | 0.28% |
| Probation or Parole | 9 | 12 | 10 | 31 | 100.0% | 0.44% |
| FEMALE | 1 | 2 | 4 | 7 | 22.6% | 0.10% |
| MALE | 8 | 10 | 6 | 24 | 77.4% | 0.34% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Reasonable Suspicion | 824 | 912 | 798 | 2,534 | 100.0% | 35.68% |
| FEMALE | 181 | 195 | 162 | 538 | 21.2% | 7.57% |
| MALE | 642 | 716 | 633 | 1,991 | 78.6% | 28.03% |
| UNKNOWN | 1 | 1 | 3 | 5 | 0.2% | 0.07% |
| Traffic Violation | 15 | 19 | 15 | 49 | 100.0% | 0.69% |
| FEMALE | 2 | 2 | 3 | 7 | 14.3% | 0.10% |
| MALE | 13 | 17 | 12 | 42 | 85.7% | 0.59% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| TOTAL | 2,365 | 2,527 | 2,211 | 7,103 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR DETENTIONS BY GENDER, Contd.

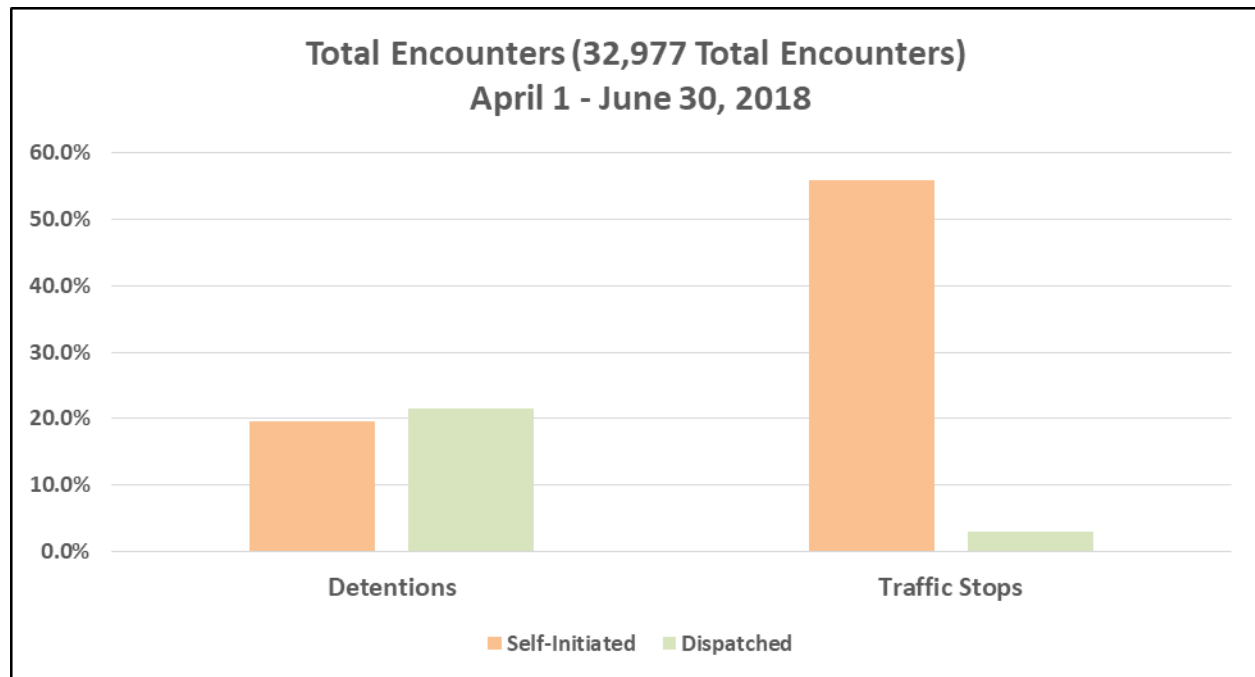


TRAFFIC STOPS

SEC. 96A.3.(a)(7) THE DATA FOR ENCOUNTERS REQUIRED TO BE REPORTED BY THIS SUBSECTION (a) SHALL BE REPORTED SEPARATELY FOR DETENTIONS AND TRAFFIC STOPS.

| Total Encounters April 1 - June 30, 2018 | | | | | |
|---|---------------|---------------|--------------|---------------|-----------------------|
| 32,977 Total Encounters | | | | | |
| Encounters Description | Apr | May | Jun | Q2 Total | % of Total Encounters |
| Detentions - Self-Initiated Activity | 2,230 | 2,456 | 1,752 | 6,438 | 19.5% |
| Detentions - Dispatched Call | 2,365 | 2,527 | 2,211 | 7,103 | 21.5% |
| Total Detentions | 4,595 | 4,983 | 3,963 | 13,541 | 41.1% |
| Traffic Stops - Self-Initiated Activity | 6,515 | 7,116 | 4,813 | 18,444 | 55.9% |
| Traffic Stops - Dispatched Call | 361 | 341 | 290 | 992 | 3.0% |
| Total Traffic Stops | 6,876 | 7,457 | 5,103 | 19,436 | 58.9% |
| Grand Total | 11,471 | 12,440 | 9,066 | 32,977 | 100% |

- 6% of the 19,436 Traffic Stops were passengers.



***Detention:** An interaction between an officer and an individual in which the officer detains the individual.

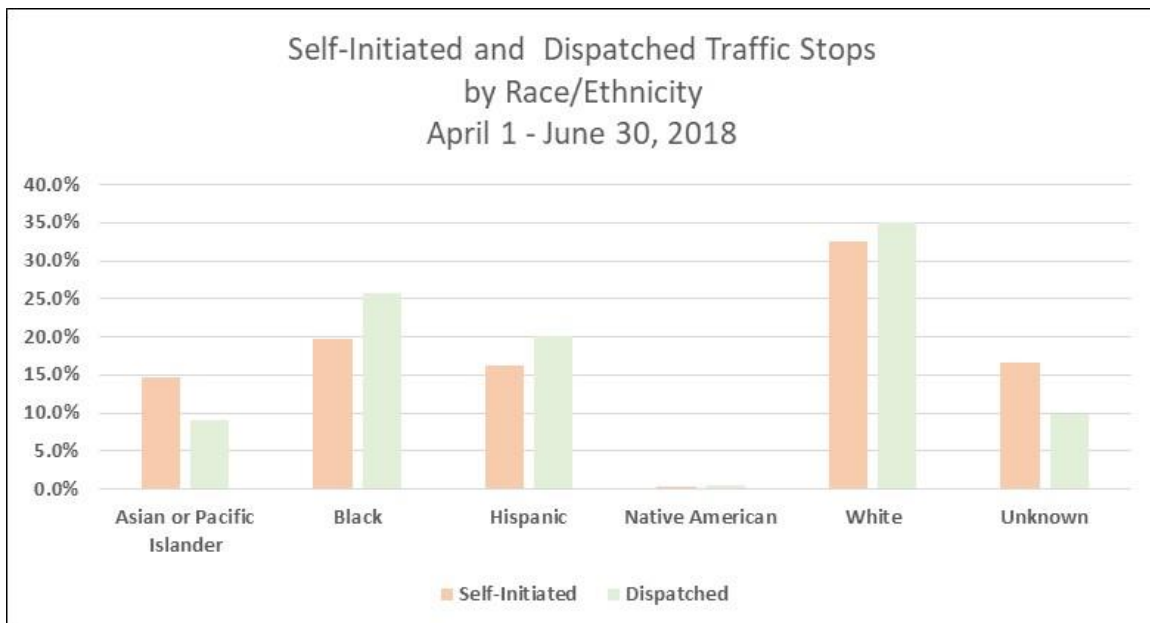
***Traffic Stop:** An interaction between an officer and an individual driving a vehicle, in which the Officer orders the individual to stop the vehicle. Bicyclists are also included here. Passengers may or may not be the subject of interaction.

SEC. 96A.3 (a) (2) TOTAL TRAFFIC STOPS BY RACE/ETHNICITY

| TRAFFIC STOPS by Race/Ethnicity - Self-Initiated | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Q2 Total | % of Total |
| Asian or Pacific Islander | 959 | 1,068 | 665 | 2,692 | 14.6% |
| Black | 1,286 | 1,320 | 1,035 | 3,641 | 19.7% |
| Hispanic | 1,063 | 1,139 | 778 | 2,980 | 16.2% |
| Native American | 16 | 26 | 7 | 49 | 0.3% |
| White | 2,158 | 2,308 | 1,536 | 6,002 | 32.5% |
| Unknown | 1,033 | 1,255 | 792 | 3,080 | 16.7% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | 100.0% |

| TRAFFIC STOPS by Race/Ethnicity - Dispatched | | | | | |
|--|------------|------------|------------|------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Q2 Total | % of Total |
| Asian or Pacific Islander | 30 | 35 | 24 | 89 | 9.0% |
| Black | 92 | 74 | 89 | 255 | 25.7% |
| Hispanic | 68 | 79 | 52 | 199 | 20.1% |
| Native American | 3 | 1 | 1 | 5 | 0.5% |
| White | 131 | 114 | 102 | 347 | 35.0% |
| Unknown | 37 | 38 | 22 | 97 | 9.8% |
| Total | 361 | 341 | 290 | 992 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

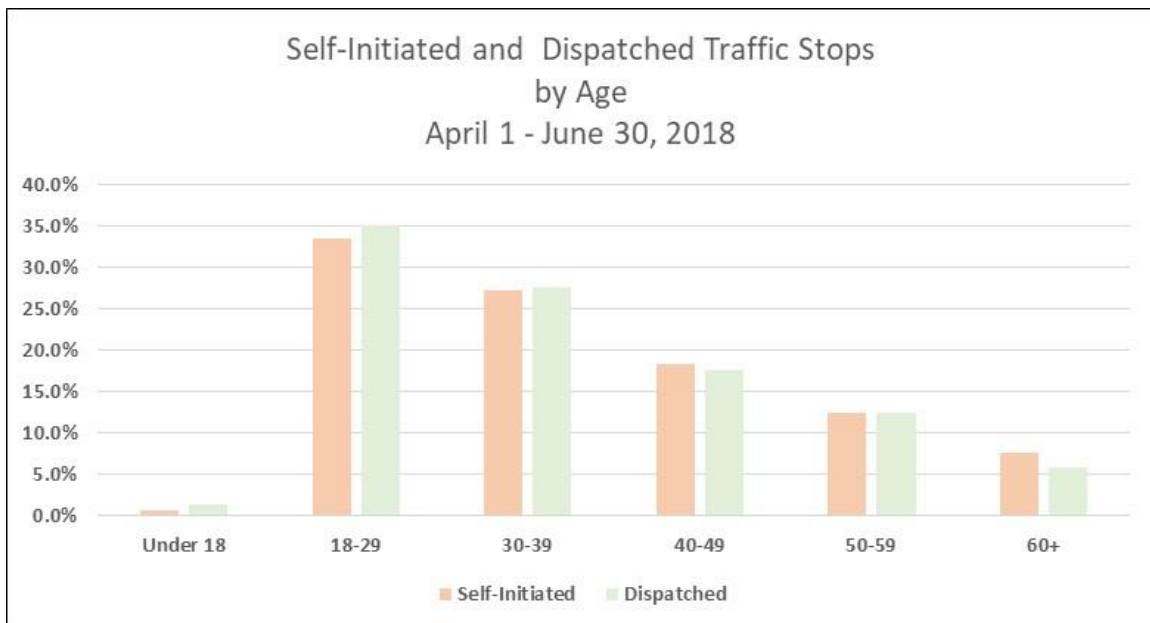


SEC. 96A.3 (a) (2) TOTAL TRAFFIC STOPS BY AGE

| TRAFFIC STOPS by Age - Self-Initiated | | | | | |
|---------------------------------------|--------------|--------------|--------------|---------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Q2 Total | % of Total |
| Under 18 | 53 | 60 | 28 | 141 | 0.8% |
| 18-29 | 2,132 | 2,400 | 1,640 | 6,172 | 33.5% |
| 30-39 | 1,805 | 1,951 | 1,282 | 5,038 | 27.3% |
| 40-49 | 1,197 | 1,284 | 891 | 3,372 | 18.3% |
| 50-59 | 797 | 910 | 608 | 2,315 | 12.6% |
| 60+ | 531 | 511 | 364 | 1,406 | 7.6% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | 100.0% |

| TRAFFIC STOPS by Age - Dispatched | | | | | |
|-----------------------------------|------------|------------|------------|------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Q2 Total | % of Total |
| Under 18 | 6 | 4 | 4 | 14 | 1.4% |
| 18-29 | 125 | 127 | 96 | 348 | 35.1% |
| 30-39 | 109 | 97 | 68 | 274 | 27.6% |
| 40-49 | 63 | 55 | 57 | 175 | 17.6% |
| 50-59 | 37 | 45 | 41 | 123 | 12.4% |
| 60+ | 21 | 13 | 24 | 58 | 5.8% |
| Total | 361 | 341 | 290 | 992 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.



SEC. 96A.3 (a) (2) TOTAL TRAFFIC STOPS BY GENDER

| TRAFFIC STOPS by Gender - Self-Initiated | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Q2 Total | % of Total |
| FEMALE | 1,621 | 1,656 | 1,117 | 4,394 | 23.8% |
| MALE | 4,882 | 5,441 | 3,692 | 14,015 | 76.0% |
| UNKNOWN | 12 | 19 | 4 | 35 | 0.2% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | 100.0% |

| TRAFFIC STOPS by Gender - Dispatched | | | | | |
|--------------------------------------|------------|------------|------------|------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Q2 Total | % of Total |
| FEMALE | 83 | 81 | 74 | 238 | 24.0% |
| MALE | 277 | 259 | 216 | 752 | 75.8% |
| UNKNOWN | 1 | 1 | 0 | 2 | 0.2% |
| Total | 361 | 341 | 290 | 992 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

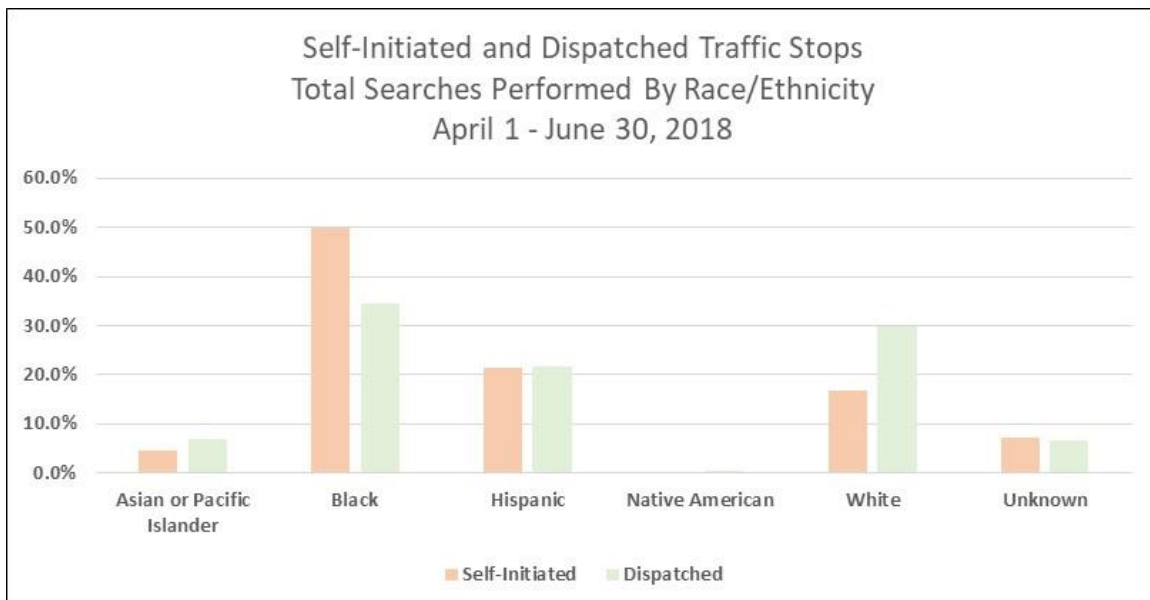


SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED BY RACE/ETHNICITY FOR TRAFFIC STOPS

| Total Searches Performed By Race/Ethnicity For Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | |
|--|------------|------------|------------|-----------------|-------------------|
| RACE | Apr | May | Jun | Q2 Total | % of Total |
| Asian or Pacific Islander | 30 | 40 | 22 | 92 | 4.6% |
| Black | 328 | 378 | 284 | 990 | 49.8% |
| Hispanic | 160 | 145 | 120 | 425 | 21.4% |
| Native American | 0 | 2 | 1 | 3 | 0.2% |
| White | 132 | 126 | 77 | 335 | 16.9% |
| Unknown | 38 | 68 | 35 | 141 | 7.1% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

| Total Searches Performed By Race/Ethnicity For Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | |
|--|------------|------------|------------|-----------------|-------------------|
| RACE | Apr | May | Jun | Q2 Total | % of Total |
| Asian or Pacific Islander | 10 | 9 | 7 | 26 | 6.8% |
| Black | 46 | 31 | 54 | 131 | 34.4% |
| Hispanic | 27 | 35 | 21 | 83 | 21.8% |
| Native American | 1 | 0 | 1 | 2 | 0.5% |
| White | 52 | 32 | 30 | 114 | 29.9% |
| Unknown | 14 | 8 | 3 | 25 | 6.6% |
| Total | 150 | 115 | 116 | 381 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

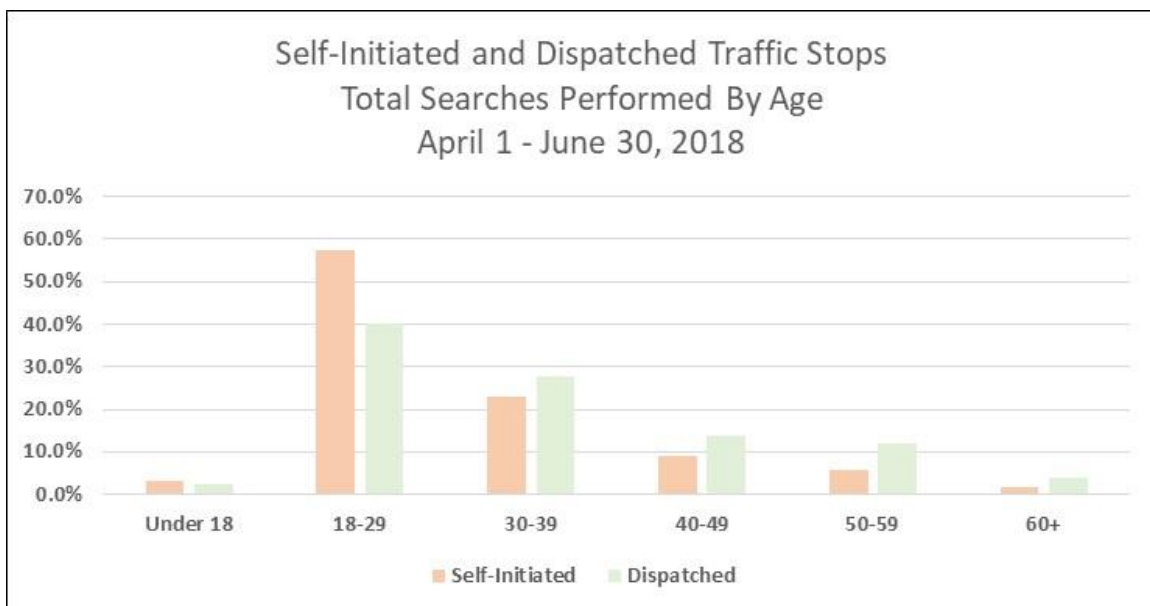


SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED BY AGE FOR TRAFFIC STOPS

| Total Searches Performed By Age For Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | |
|---|------------|------------|------------|--------------|---------------|
| AGE | Apr | May | Jun | Q2 Total | % of Total |
| Under 18 | 23 | 25 | 15 | 63 | 3.2% |
| 18-29 | 387 | 444 | 309 | 1,140 | 57.4% |
| 30-39 | 160 | 161 | 136 | 457 | 23.0% |
| 40-49 | 61 | 76 | 44 | 181 | 9.1% |
| 50-59 | 46 | 43 | 25 | 114 | 5.7% |
| 60+ | 11 | 10 | 10 | 31 | 1.6% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

| Total Searches Performed By Age For Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | |
|---|------------|------------|------------|------------|---------------|
| AGE | Apr | May | Jun | Q2 Total | % of Total |
| Under 18 | 5 | 2 | 2 | 9 | 2.4% |
| 18-29 | 58 | 47 | 48 | 153 | 40.2% |
| 30-39 | 42 | 31 | 33 | 106 | 27.8% |
| 40-49 | 18 | 18 | 17 | 53 | 13.9% |
| 50-59 | 18 | 14 | 13 | 45 | 11.8% |
| 60+ | 9 | 3 | 3 | 15 | 3.9% |
| Total | 150 | 115 | 116 | 381 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

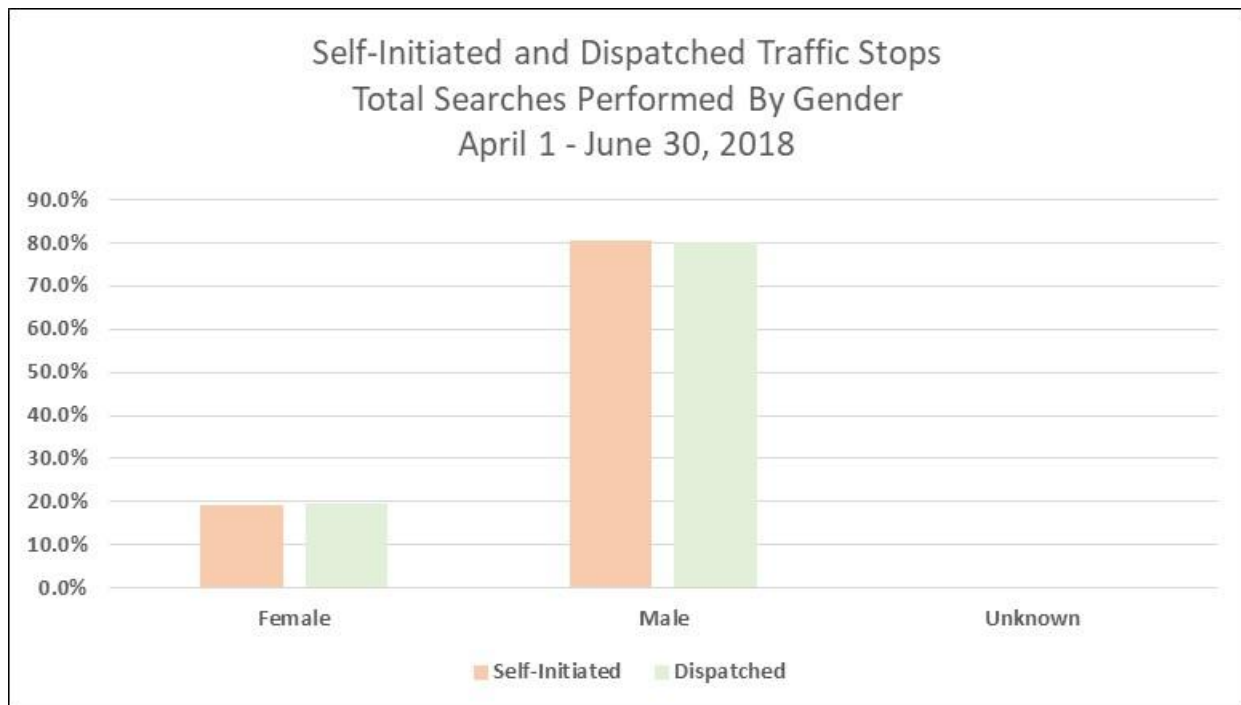


SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED BY GENDER FOR TRAFFIC STOPS

| Total Searches Performed By Gender For Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | |
|--|------------|------------|------------|--------------|---------------|
| GENDER | Apr | May | Jun | Q2 Total | % of Total |
| FEMALE | 133 | 148 | 99 | 380 | 19.1% |
| MALE | 555 | 608 | 440 | 1,603 | 80.7% |
| UNKNOWN | 0 | 3 | 0 | 3 | 0.2% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

| Total Searches Performed By Gender For Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | |
|--|------------|------------|------------|------------|---------------|
| GENDER | Apr | May | Jun | Q2 Total | % of Total |
| FEMALE | 27 | 19 | 28 | 74 | 19.4% |
| MALE | 122 | 96 | 88 | 306 | 80.3% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.3% |
| Total | 150 | 115 | 116 | 381 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.



SEC. 96A.3 (a) (4) TOTAL FOR EACH TYPE OF SEARCH PERFORMED FOR TRAFFIC STOPS

| Types of Search Performed - Self-Initiated Traffic Stops | | | | | |
|--|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| STOP SEARCH DESCRIPTION | Apr | May | Jun | Q2 Total | % of Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 15.9% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 10.1% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 11.7% |
| Search with consent | 25 | 33 | 23 | 81 | 4.1% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 34.5% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 23.4% |
| Search Warrant | 1 | 0 | 4 | 5 | 0.3% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

| Types of Search Performed - Dispatched Traffic Stops | | | | | |
|--|------------|------------|------------|------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| STOP SEARCH DESCRIPTION | Apr | May | Jun | Q2 Total | % of Total |
| Search Incident to Arrest | 59 | 65 | 49 | 173 | 45.4% |
| Vehicle Inventory | 10 | 10 | 11 | 31 | 8.1% |
| Reasonable Suspicion to Search | 42 | 14 | 20 | 76 | 19.9% |
| Search with consent | 3 | 4 | 7 | 14 | 3.7% |
| Probation/Parole/PRCS Search Condition | 10 | 7 | 9 | 26 | 6.8% |
| Probable Cause Search | 26 | 15 | 20 | 61 | 16.0% |
| Search Warrant | 0 | 0 | 0 | 0 | 0.0% |
| Total | 150 | 115 | 116 | 381 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.



SEC. 96A.3 (a) (5) TOTAL OF EACH TYPE OF SEARCH PERFORMED, BY RACE/ETHNICITY FOR ALL TRAFFIC STOPS

| Search Type by Race/Ethnicity for Self-Initiated Traffic Stops | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| April 1 - June 30, 2018 | | | | | | |
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 100.0% | 15.9% |
| Asian or Pacific Islander | 4 | 5 | 0 | 9 | 2.8% | 0.5% |
| Black | 48 | 46 | 44 | 138 | 43.7% | 6.9% |
| Hispanic | 38 | 29 | 21 | 88 | 27.8% | 4.4% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 28 | 20 | 15 | 63 | 19.9% | 3.2% |
| Unknown | 1 | 9 | 8 | 18 | 5.7% | 0.9% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 100.0% | 10.1% |
| Asian or Pacific Islander | 4 | 4 | 3 | 11 | 5.5% | 0.6% |
| Black | 33 | 41 | 20 | 94 | 46.8% | 4.7% |
| Hispanic | 16 | 18 | 13 | 47 | 23.4% | 2.4% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 13 | 16 | 6 | 35 | 17.4% | 1.8% |
| Unknown | 4 | 6 | 4 | 14 | 7.0% | 0.7% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 100.0% | 11.7% |
| Asian or Pacific Islander | 1 | 2 | 3 | 6 | 2.6% | 0.3% |
| Black | 30 | 40 | 31 | 101 | 43.5% | 5.1% |
| Hispanic | 25 | 19 | 9 | 53 | 22.8% | 2.7% |
| Native American | 0 | 1 | 0 | 1 | 0.4% | 0.1% |
| White | 13 | 22 | 10 | 45 | 19.4% | 2.3% |
| Unknown | 5 | 16 | 5 | 26 | 11.2% | 1.3% |
| Search with consent | 25 | 33 | 23 | 81 | 100.0% | 4.1% |
| Asian or Pacific Islander | 1 | 2 | 1 | 4 | 4.9% | 0.2% |
| Black | 5 | 11 | 10 | 26 | 32.1% | 1.3% |
| Hispanic | 7 | 8 | 5 | 20 | 24.7% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 9 | 9 | 4 | 22 | 27.2% | 1.1% |
| Unknown | 3 | 3 | 3 | 9 | 11.1% | 0.5% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 100.0% | 34.5% |
| Asian or Pacific Islander | 14 | 16 | 9 | 39 | 5.7% | 2.0% |
| Black | 131 | 165 | 101 | 397 | 57.9% | 20.0% |
| Hispanic | 28 | 40 | 44 | 112 | 16.3% | 5.6% |
| Native American | 0 | 0 | 1 | 1 | 0.1% | 0.1% |
| White | 34 | 40 | 24 | 98 | 14.3% | 4.9% |
| Unknown | 14 | 16 | 9 | 39 | 5.7% | 2.0% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 100.0% | 23.4% |
| Asian or Pacific Islander | 6 | 11 | 5 | 22 | 4.7% | 1.1% |
| Black | 81 | 75 | 76 | 232 | 49.9% | 11.7% |
| Hispanic | 46 | 31 | 28 | 105 | 22.6% | 5.3% |
| Native American | 0 | 1 | 0 | 1 | 0.2% | 0.1% |
| White | 34 | 19 | 18 | 71 | 15.3% | 3.6% |
| Unknown | 11 | 18 | 5 | 34 | 7.3% | 1.7% |
| Search Warrant | 1 | 0 | 4 | 5 | 100.0% | 0.3% |
| Asian or Pacific Islander | 0 | 0 | 1 | 1 | 20.0% | 0.1% |
| Black | 0 | 0 | 2 | 2 | 40.0% | 0.1% |
| Hispanic | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 1 | 0 | 0 | 1 | 20.0% | 0.1% |
| Unknown | 0 | 0 | 1 | 1 | 20.0% | 0.1% |
| Grand Total | 688 | 759 | 539 | 1,986 | - | 100.0% |

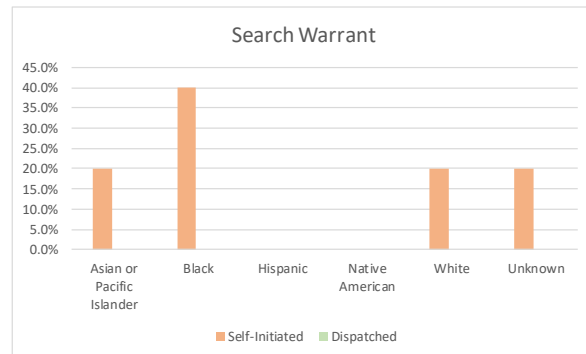
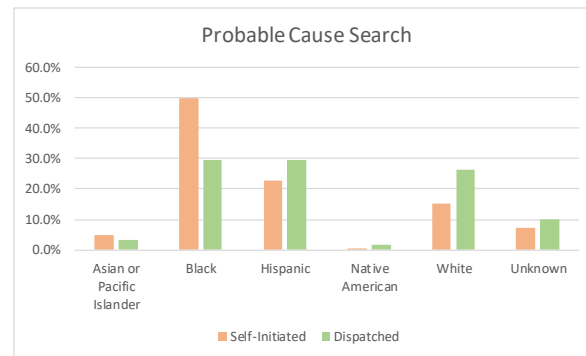
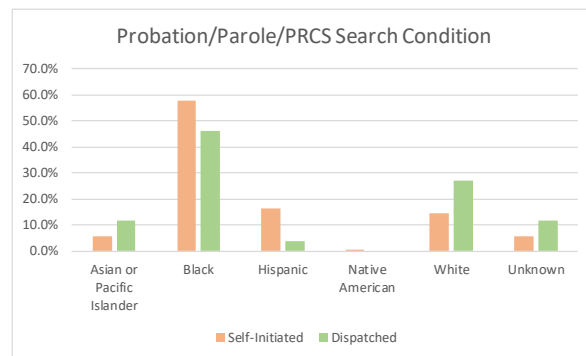
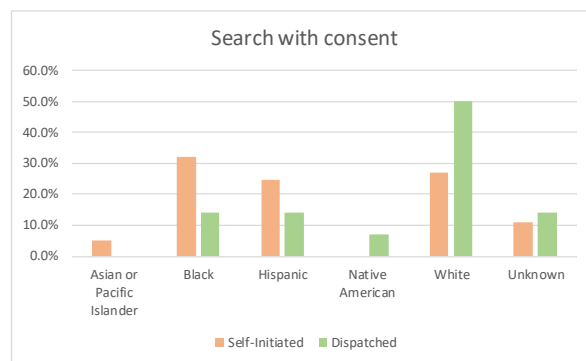
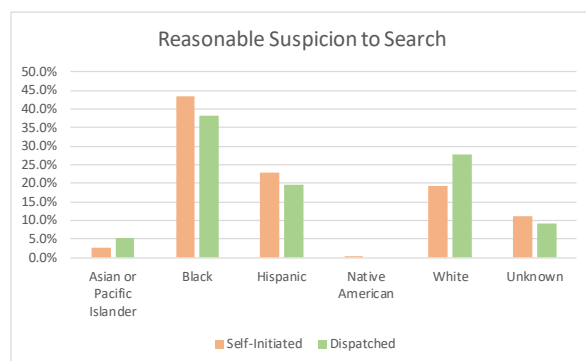
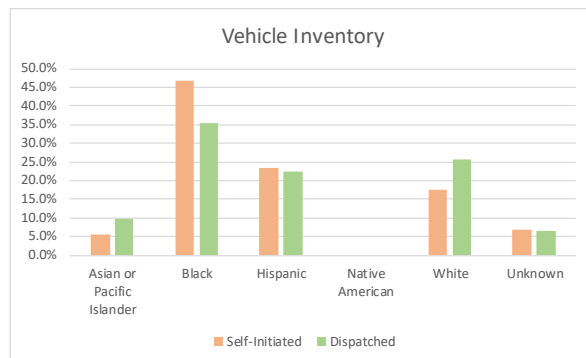
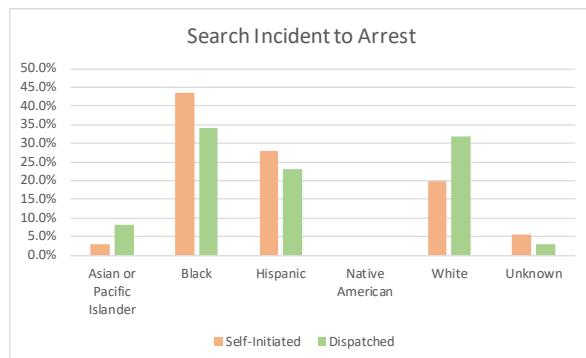
Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF SEARCH PERFORMED, BY RACE/ETHNICITY FOR ALL TRAFFIC STOPS, Contd.

| Search Type by Race/Ethnicity for Dispatched Traffic Stops | | | | | | |
|--|------------|------------|------------|------------|---------------|------------------|
| April 1 - June 30, 2018 | | | | | | |
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Search Incident to Arrest | 59 | 65 | 49 | 173 | 100.0% | 45.4% |
| Asian or Pacific Islander | 5 | 6 | 3 | 14 | 8.1% | 3.7% |
| Black | 17 | 19 | 23 | 59 | 34.1% | 15.5% |
| Hispanic | 12 | 21 | 7 | 40 | 23.1% | 10.5% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 25 | 15 | 15 | 55 | 31.8% | 14.4% |
| Unknown | 0 | 4 | 1 | 5 | 2.9% | 1.3% |
| Vehicle Inventory | 10 | 10 | 11 | 31 | 100.0% | 8.1% |
| Asian or Pacific Islander | 0 | 1 | 2 | 3 | 9.7% | 0.8% |
| Black | 1 | 6 | 4 | 11 | 35.5% | 2.9% |
| Hispanic | 3 | 2 | 2 | 7 | 22.6% | 1.8% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 6 | 0 | 2 | 8 | 25.8% | 2.1% |
| Unknown | 0 | 1 | 1 | 2 | 6.5% | 0.5% |
| Reasonable Suspicion to Search | 42 | 14 | 20 | 76 | 100.0% | 19.9% |
| Asian or Pacific Islander | 3 | 1 | 0 | 4 | 5.3% | 1.0% |
| Black | 15 | 1 | 13 | 29 | 38.2% | 7.6% |
| Hispanic | 8 | 3 | 4 | 15 | 19.7% | 3.9% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 11 | 8 | 2 | 21 | 27.6% | 5.5% |
| Unknown | 5 | 1 | 1 | 7 | 9.2% | 1.8% |
| Search with consent | 3 | 4 | 7 | 14 | 100.0% | 3.7% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Black | 1 | 0 | 1 | 2 | 14.3% | 0.5% |
| Hispanic | 0 | 1 | 1 | 2 | 14.3% | 0.5% |
| Native American | 0 | 0 | 1 | 1 | 7.1% | 0.3% |
| White | 1 | 2 | 4 | 7 | 50.0% | 1.8% |
| Unknown | 1 | 1 | 0 | 2 | 14.3% | 0.5% |
| Probation/Parole/PRCS Search Condition | 10 | 7 | 9 | 26 | 100.0% | 6.8% |
| Asian or Pacific Islander | 1 | 1 | 1 | 3 | 11.5% | 0.8% |
| Black | 4 | 2 | 6 | 12 | 46.2% | 3.1% |
| Hispanic | 0 | 1 | 0 | 1 | 3.8% | 0.3% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 2 | 3 | 2 | 7 | 26.9% | 1.8% |
| Unknown | 3 | 0 | 0 | 3 | 11.5% | 0.8% |
| Probable Cause Search | 26 | 15 | 20 | 61 | 100.0% | 16.0% |
| Asian or Pacific Islander | 1 | 0 | 1 | 2 | 3.3% | 0.5% |
| Black | 8 | 3 | 7 | 18 | 29.5% | 4.7% |
| Hispanic | 4 | 7 | 7 | 18 | 29.5% | 4.7% |
| Native American | 1 | 0 | 0 | 1 | 1.6% | 0.3% |
| White | 7 | 4 | 5 | 16 | 26.2% | 4.2% |
| Unknown | 5 | 1 | 0 | 6 | 9.8% | 1.6% |
| Search Warrant | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Black | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Hispanic | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Native American | 0 | 0 | 0 | 0 | not cal | 0.0% |
| White | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Grand Total | 150 | 115 | 116 | 381 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF SEARCH PERFORMED, BY RACE/ETHNICITY FOR ALL TRAFFIC STOPS, Contd.



SEC. 96A.3 (a) (5) TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY AGE FOR ALL TRAFFIC STOPS

| Search Type by Age for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 100.0% | 15.9% |
| Under 18 | 3 | 7 | 5 | 15 | 4.7% | 0.8% |
| 18-29 | 63 | 40 | 44 | 147 | 46.5% | 7.4% |
| 30-39 | 28 | 31 | 26 | 85 | 26.9% | 4.3% |
| 40-49 | 16 | 21 | 7 | 44 | 13.9% | 2.2% |
| 50-59 | 8 | 9 | 5 | 22 | 7.0% | 1.1% |
| 60+ | 1 | 1 | 1 | 3 | 0.9% | 0.2% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 100.0% | 10.1% |
| Under 18 | 2 | 2 | 2 | 6 | 3.0% | 0.3% |
| 18-29 | 44 | 45 | 24 | 113 | 56.2% | 5.7% |
| 30-39 | 14 | 16 | 10 | 40 | 19.9% | 2.0% |
| 40-49 | 6 | 13 | 4 | 23 | 11.4% | 1.2% |
| 50-59 | 2 | 7 | 4 | 13 | 6.5% | 0.7% |
| 60+ | 2 | 2 | 2 | 6 | 3.0% | 0.3% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 100.0% | 11.7% |
| Under 18 | 9 | 2 | 1 | 12 | 5.2% | 0.6% |
| 18-29 | 41 | 63 | 33 | 137 | 59.1% | 6.9% |
| 30-39 | 14 | 19 | 15 | 48 | 20.7% | 2.4% |
| 40-49 | 3 | 6 | 5 | 14 | 6.0% | 0.7% |
| 50-59 | 5 | 7 | 4 | 16 | 6.9% | 0.8% |
| 60+ | 2 | 3 | 0 | 5 | 2.2% | 0.3% |
| Search with consent | 25 | 33 | 23 | 81 | 100.0% | 4.1% |
| Under 18 | 1 | 1 | 0 | 2 | 2.5% | 0.1% |
| 18-29 | 6 | 20 | 16 | 42 | 51.9% | 2.1% |
| 30-39 | 6 | 4 | 3 | 13 | 16.0% | 0.7% |
| 40-49 | 10 | 5 | 3 | 18 | 22.2% | 0.9% |
| 50-59 | 2 | 2 | 0 | 4 | 4.9% | 0.2% |
| 60+ | 0 | 1 | 1 | 2 | 2.5% | 0.1% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 100.0% | 34.5% |
| Under 18 | 4 | 6 | 2 | 12 | 1.7% | 0.6% |
| 18-29 | 118 | 182 | 115 | 415 | 60.5% | 20.9% |
| 30-39 | 62 | 57 | 46 | 165 | 24.1% | 8.3% |
| 40-49 | 16 | 19 | 14 | 49 | 7.1% | 2.5% |
| 50-59 | 19 | 12 | 9 | 40 | 5.8% | 2.0% |
| 60+ | 2 | 1 | 2 | 5 | 0.7% | 0.3% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 100.0% | 23.4% |
| Under 18 | 4 | 7 | 5 | 16 | 3.4% | 0.8% |
| 18-29 | 114 | 94 | 74 | 282 | 60.6% | 14.2% |
| 30-39 | 36 | 34 | 35 | 105 | 22.6% | 5.3% |
| 40-49 | 10 | 12 | 11 | 33 | 7.1% | 1.7% |
| 50-59 | 10 | 6 | 3 | 19 | 4.1% | 1.0% |
| 60+ | 4 | 2 | 4 | 10 | 2.2% | 0.50% |
| Search Warrant | 1 | 0 | 4 | 5 | 100.0% | 0.3% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 0 | 3 | 4 | 80.0% | 0.2% |
| 30-39 | 0 | 0 | 1 | 1 | 20.0% | 0.1% |
| 40-49 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Grand Total | 688 | 759 | 539 | 1,986 | - | 100.0% |

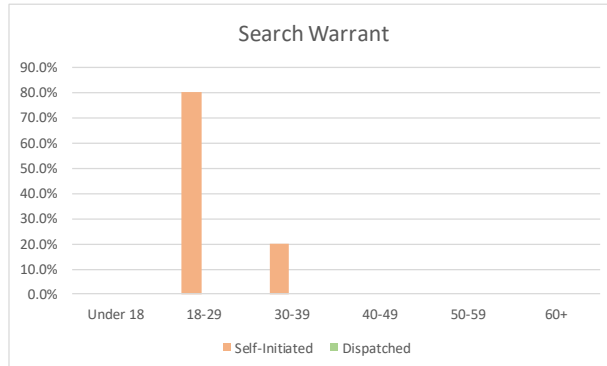
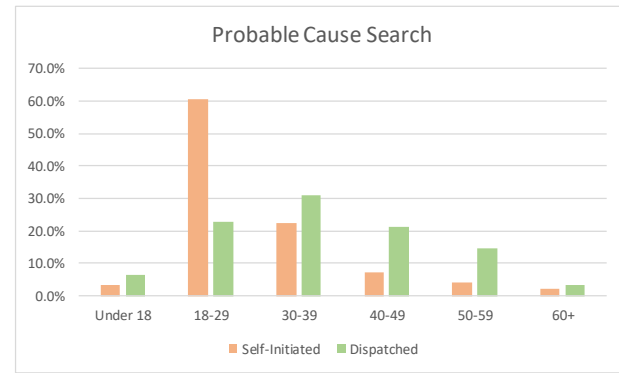
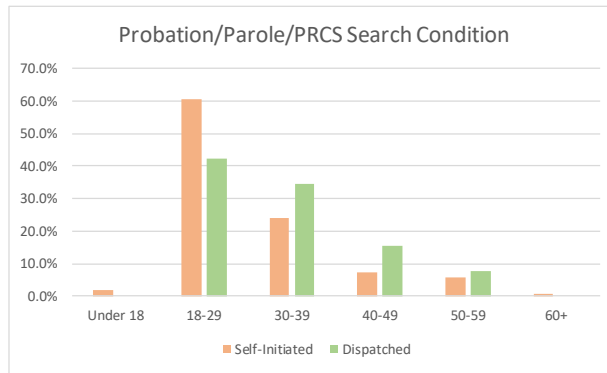
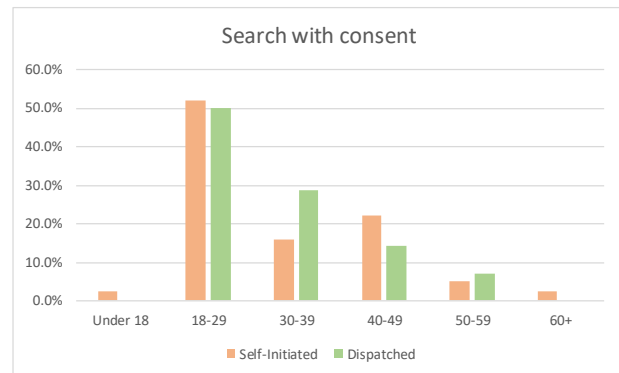
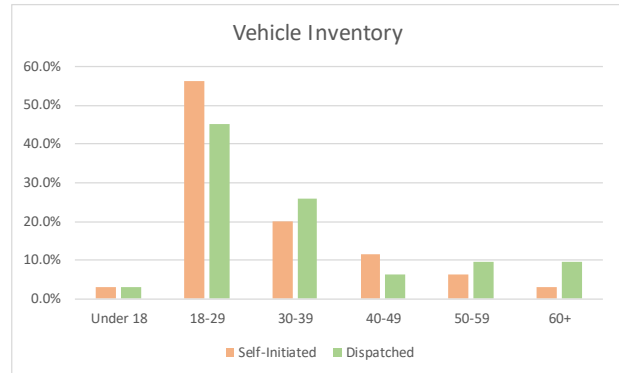
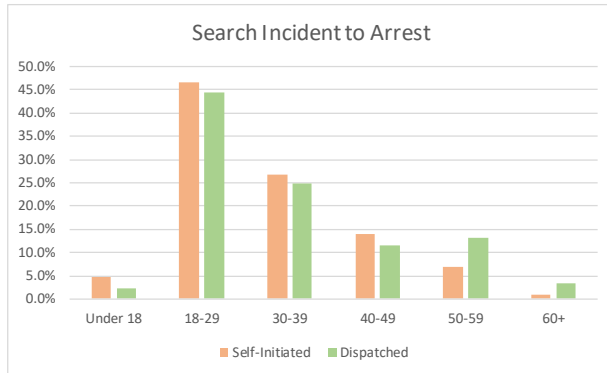
Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY AGE FOR ALL TRAFFICSTOPS,
Contd.

| Search Type by Age for Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Search Incident to Arrest | 59 | 65 | 49 | 173 | 100.0% | 45.4% |
| Under 18 | 2 | 1 | 1 | 4 | 2.3% | 1.0% |
| 18-29 | 20 | 32 | 25 | 77 | 44.5% | 20.2% |
| 30-39 | 18 | 12 | 13 | 43 | 24.9% | 11.3% |
| 40-49 | 8 | 8 | 4 | 20 | 11.6% | 5.2% |
| 50-59 | 7 | 10 | 6 | 23 | 13.3% | 6.0% |
| 60+ | 4 | 2 | 0 | 6 | 3.5% | 1.6% |
| Vehicle Inventory | 10 | 10 | 11 | 31 | 100.0% | 8.1% |
| Under 18 | 0 | 1 | 0 | 1 | 3.2% | 0.3% |
| 18-29 | 4 | 1 | 9 | 14 | 45.2% | 3.7% |
| 30-39 | 0 | 7 | 1 | 8 | 25.8% | 2.1% |
| 40-49 | 1 | 0 | 1 | 2 | 6.5% | 0.5% |
| 50-59 | 3 | 0 | 0 | 3 | 9.7% | 0.8% |
| 60+ | 2 | 1 | 0 | 3 | 9.7% | 0.8% |
| Reasonable Suspicion to Search | 42 | 14 | 20 | 76 | 100.0% | 19.9% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 19 | 7 | 4 | 30 | 39.5% | 7.9% |
| 30-39 | 13 | 4 | 6 | 23 | 30.3% | 6.0% |
| 40-49 | 3 | 2 | 7 | 12 | 15.8% | 3.1% |
| 50-59 | 5 | 1 | 1 | 7 | 9.2% | 1.8% |
| 60+ | 2 | 0 | 2 | 4 | 5.3% | 1.0% |
| Search with consent | 3 | 4 | 7 | 14 | 100.0% | 3.7% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 2 | 4 | 7 | 50.0% | 1.8% |
| 30-39 | 1 | 0 | 3 | 4 | 28.6% | 1.0% |
| 40-49 | 1 | 1 | 0 | 2 | 14.3% | 0.5% |
| 50-59 | 0 | 1 | 0 | 1 | 7.1% | 0.3% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 10 | 7 | 9 | 26 | 100.0% | 6.8% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 4 | 3 | 4 | 11 | 42.3% | 2.9% |
| 30-39 | 3 | 3 | 3 | 9 | 34.6% | 2.4% |
| 40-49 | 3 | 1 | 0 | 4 | 15.4% | 1.0% |
| 50-59 | 0 | 0 | 2 | 2 | 7.7% | 0.5% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause Search | 26 | 15 | 20 | 61 | 100.0% | 16.0% |
| Under 18 | 3 | 0 | 1 | 4 | 6.6% | 1.0% |
| 18-29 | 10 | 2 | 2 | 14 | 23.0% | 3.7% |
| 30-39 | 7 | 5 | 7 | 19 | 31.1% | 5.0% |
| 40-49 | 2 | 6 | 5 | 13 | 21.3% | 3.4% |
| 50-59 | 3 | 2 | 4 | 9 | 14.8% | 2.4% |
| 60+ | 1 | 0 | 1 | 2 | 3.3% | 0.5% |
| Search Warrant | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Under 18 | 0 | 0 | 0 | 0 | not cal | 0.0% |
| 18-29 | 0 | 0 | 0 | 0 | not cal | 0.0% |
| 30-39 | 0 | 0 | 0 | 0 | not cal | 0.0% |
| 40-49 | 0 | 0 | 0 | 0 | not cal | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | not cal | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Search Warrant | 150 | 115 | 116 | 381 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY AGE FOR ALL TRAFFIC STOPS, Contd.



SEC. 96A.3 (a) (5) TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY GENDER FOR ALL TRAFFIC STOPS

| Search Types by Gender for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 100.0% | 15.9% |
| FEMALE | 25 | 22 | 16 | 63 | 19.9% | 3.2% |
| MALE | 94 | 87 | 72 | 253 | 80.1% | 12.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 100.0% | 10.1% |
| FEMALE | 18 | 19 | 14 | 51 | 25.4% | 2.6% |
| MALE | 52 | 63 | 32 | 147 | 73.1% | 7.4% |
| UNKNOWN | 0 | 3 | 0 | 3 | 1.5% | 0.2% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 100.0% | 11.7% |
| FEMALE | 11 | 29 | 8 | 48 | 20.7% | 2.4% |
| MALE | 63 | 71 | 50 | 184 | 79.3% | 9.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search with consent | 25 | 33 | 23 | 81 | 100.0% | 4.1% |
| FEMALE | 7 | 7 | 2 | 16 | 19.8% | 0.8% |
| MALE | 18 | 26 | 21 | 65 | 80.2% | 3.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 100.0% | 34.5% |
| FEMALE | 38 | 56 | 32 | 126 | 18.4% | 6.3% |
| MALE | 183 | 221 | 156 | 560 | 81.6% | 28.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 100.0% | 23.4% |
| FEMALE | 33 | 15 | 25 | 73 | 15.7% | 3.7% |
| MALE | 145 | 140 | 107 | 392 | 84.3% | 19.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search Warrant | 1 | 0 | 4 | 5 | 100.0% | 0.3% |
| FEMALE | 1 | 0 | 2 | 3 | 60.0% | 0.2% |
| MALE | 0 | 0 | 2 | 2 | 40.0% | 0.1% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 688 | 759 | 539 | 1,986 | | 100.00% |

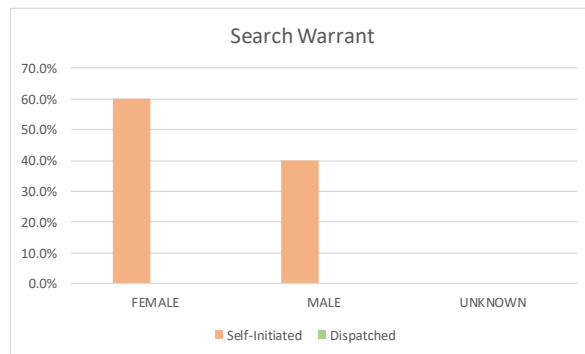
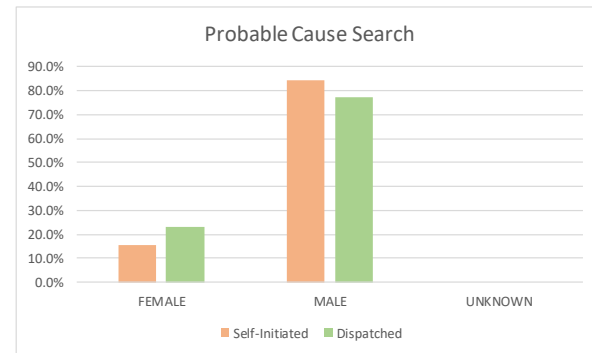
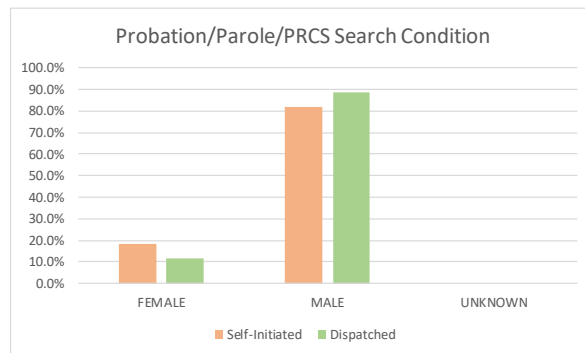
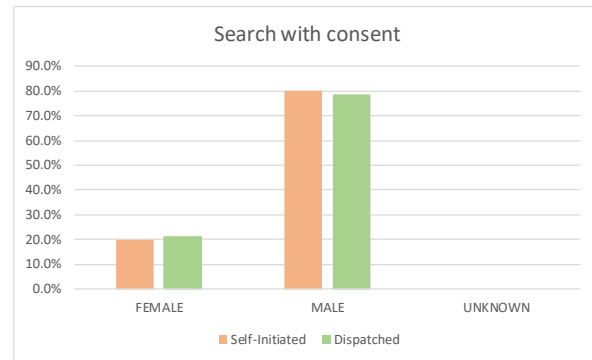
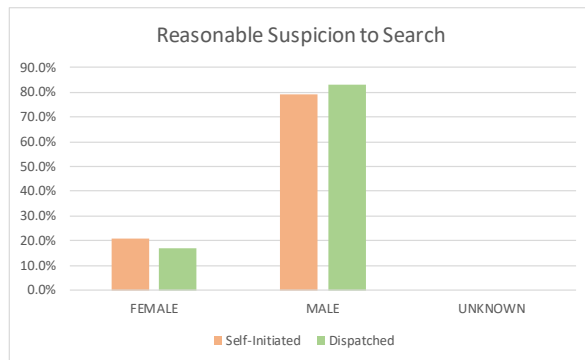
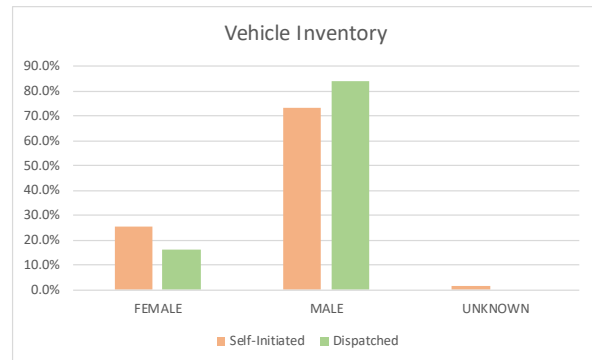
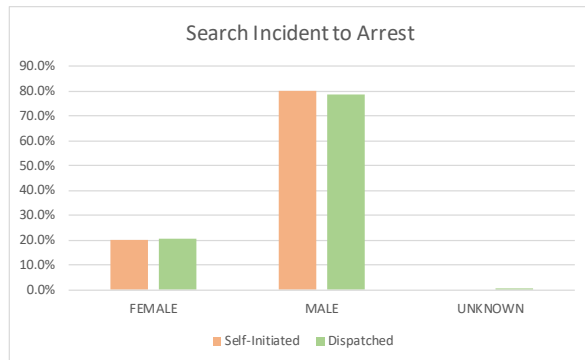
Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY GENDER FOR ALL TRAFFIC STOPS, Contd.

| Search Types by Gender for Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Search Incident to Arrest | 59 | 65 | 49 | 173 | 100.0% | 45.4% |
| FEMALE | 15 | 12 | 9 | 36 | 20.8% | 9.4% |
| MALE | 43 | 53 | 40 | 136 | 78.6% | 35.7% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.6% | 0.3% |
| Vehicle Inventory | 10 | 10 | 11 | 31 | 100.0% | 8.1% |
| FEMALE | 1 | 2 | 2 | 5 | 16.1% | 1.3% |
| MALE | 9 | 8 | 9 | 26 | 83.9% | 6.8% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 42 | 14 | 20 | 76 | 100.0% | 19.9% |
| FEMALE | 4 | 1 | 8 | 13 | 17.1% | 3.4% |
| MALE | 38 | 13 | 12 | 63 | 82.9% | 16.5% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search with consent | 3 | 4 | 7 | 14 | 100.0% | 3.7% |
| FEMALE | 0 | 0 | 3 | 3 | 21.4% | 0.8% |
| MALE | 3 | 4 | 4 | 11 | 78.6% | 2.9% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 10 | 7 | 9 | 26 | 100.0% | 6.8% |
| FEMALE | 1 | 2 | 0 | 3 | 11.5% | 0.8% |
| MALE | 9 | 5 | 9 | 23 | 88.5% | 6.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause Search | 26 | 15 | 20 | 61 | 100.0% | 16.0% |
| FEMALE | 6 | 2 | 6 | 14 | 23.0% | 3.7% |
| MALE | 20 | 13 | 14 | 47 | 77.0% | 12.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search Warrant | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| FEMALE | 0 | 0 | 0 | 0 | not cal | 0.0% |
| MALE | 0 | 0 | 0 | 0 | not cal | 0.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | not cal | 0.0% |
| Grand Total | 150 | 115 | 116 | 381 | | 100.00% |

Note: Percentage totals may not add up exactly due to rounding.

TOTAL FOR EACH TYPE OF SEARCH PERFORMED BY GENDER FOR ALL TRAFFIC STOPS, Contd.



SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION BY RACE/ETHNICITY FOR TRAFFIC STOPS

| Disposition by Race/Ethnicity of Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|------------------|
| Description | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Citation | 4,226 | 4,618 | 3,055 | 11,899 | 100% | 64.5% |
| Asian or Pacific Islander | 767 | 805 | 539 | 2,111 | 18% | 11.4% |
| Black | 488 | 472 | 348 | 1,308 | 11% | 7.1% |
| Hispanic | 583 | 633 | 423 | 1,639 | 14% | 8.9% |
| Native American | 12 | 21 | 6 | 39 | 0% | 0.2% |
| White | 1,573 | 1,696 | 1,091 | 4,360 | 37% | 23.6% |
| Unknown | 803 | 991 | 648 | 2,442 | 21% | 13.2% |
| Field Interview | 49 | 44 | 26 | 119 | 100% | 0.6% |
| Asian or Pacific Islander | 6 | 9 | 1 | 16 | 13% | 0.1% |
| Black | 30 | 18 | 13 | 61 | 51% | 0.3% |
| Hispanic | 1 | 6 | 4 | 11 | 9% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 10 | 8 | 5 | 23 | 19% | 0.1% |
| Unknown | 2 | 3 | 3 | 8 | 7% | 0.0% |
| In Custody Arrest | 153 | 146 | 103 | 402 | 100% | 2.2% |
| Asian or Pacific Islander | 3 | 9 | 1 | 13 | 3% | 0.1% |
| Black | 70 | 74 | 54 | 198 | 49% | 1.1% |
| Hispanic | 44 | 27 | 29 | 100 | 25% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 33 | 25 | 14 | 72 | 18% | 0.4% |
| Unknown | 3 | 11 | 5 | 19 | 5% | 0.1% |
| Incident Report | 36 | 31 | 21 | 88 | 100% | 0.5% |
| Asian or Pacific Islander | 3 | 1 | 0 | 4 | 5% | 0.0% |
| Black | 13 | 10 | 10 | 33 | 38% | 0.2% |
| Hispanic | 3 | 10 | 5 | 18 | 20% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 13 | 9 | 4 | 26 | 30% | 0.1% |
| Unknown | 4 | 1 | 2 | 7 | 8% | 0.0% |
| Mental Health Detention | 3 | 2 | 2 | 7 | 100% | 0.0% |
| Asian or Pacific Islander | 0 | 0 | 1 | 1 | 14% | 0.0% |
| Black | 1 | 0 | 1 | 2 | 29% | 0.0% |
| Hispanic | 1 | 0 | 0 | 1 | 14% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 0 | 2 | 0 | 2 | 29% | 0.0% |
| Unknown | 1 | 0 | 0 | 1 | 14% | 0.0% |
| No Further Action | 267 | 281 | 208 | 756 | 100% | 4.1% |
| Asian or Pacific Islander | 26 | 21 | 15 | 62 | 8% | 0.3% |
| Black | 102 | 98 | 102 | 302 | 40% | 1.6% |
| Hispanic | 59 | 72 | 27 | 158 | 21% | 0.9% |
| Native American | 1 | 0 | 0 | 1 | 0% | 0.0% |
| White | 61 | 68 | 50 | 179 | 24% | 1.0% |
| Unknown | 18 | 22 | 14 | 54 | 7% | 0.3% |
| Released per PC 849(b) | 31 | 41 | 33 | 105 | 100% | 0.6% |
| Asian or Pacific Islander | 1 | 3 | 2 | 6 | 6% | 0.0% |
| Black | 14 | 19 | 17 | 50 | 48% | 0.3% |
| Hispanic | 8 | 1 | 10 | 19 | 18% | 0.1% |
| Native American | 0 | 1 | 0 | 1 | 1% | 0.0% |
| White | 5 | 12 | 4 | 21 | 20% | 0.1% |
| Unknown | 3 | 5 | 0 | 8 | 8% | 0.0% |
| RWS Arrest | 3 | 5 | 3 | 11 | 100% | 0.1% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0% | 0.0% |
| Black | 1 | 1 | 0 | 2 | 18% | 0.0% |
| Hispanic | 1 | 2 | 2 | 5 | 45% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 1 | 2 | 1 | 4 | 36% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0% | 0.0% |
| Warning | 1,747 | 1,948 | 1,362 | 5,057 | 100% | 27.4% |
| Asian or Pacific Islander | 153 | 220 | 106 | 479 | 9% | 2.6% |
| Black | 567 | 628 | 490 | 1,685 | 33% | 9.1% |
| Hispanic | 363 | 388 | 278 | 1,029 | 20% | 5.6% |
| Native American | 3 | 4 | 1 | 8 | 0% | 0.0% |
| White | 462 | 486 | 367 | 1,315 | 26% | 7.1% |
| Unknown | 199 | 222 | 120 | 541 | 11% | 2.9% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY RACE/ETHNICITY FOR TRAFFIC STOPS, Contd.

| Disposition by Race/ Ethnicity of Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|------------|---------------|------------------|
| Description | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Citation | 84 | 97 | 83 | 264 | 100.0% | 26.61% |
| Asian or Pacific Islander | 6 | 22 | 7 | 35 | 13.3% | 3.53% |
| Black | 10 | 16 | 18 | 44 | 16.7% | 4.44% |
| Hispanic | 17 | 19 | 25 | 61 | 23.1% | 6.15% |
| Native American | 1 | 1 | 0 | 2 | 0.8% | 0.20% |
| White | 36 | 30 | 23 | 89 | 33.7% | 8.97% |
| Unknown | 14 | 9 | 10 | 33 | 12.5% | 3.33% |
| Field Interview | 14 | 14 | 4 | 32 | 100.0% | 3.23% |
| Asian or Pacific Islander | 3 | 0 | 1 | 4 | 12.5% | 0.40% |
| Black | 4 | 1 | 1 | 6 | 18.8% | 0.60% |
| Hispanic | 3 | 3 | 1 | 7 | 21.9% | 0.71% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 4 | 8 | 1 | 13 | 40.6% | 1.31% |
| Unknown | 0 | 2 | 0 | 2 | 6.3% | 0.20% |
| In Custody Arrest | 59 | 61 | 56 | 176 | 100.0% | 17.74% |
| Asian or Pacific Islander | 4 | 6 | 2 | 12 | 6.8% | 1.21% |
| Black | 16 | 18 | 27 | 61 | 34.7% | 6.15% |
| Hispanic | 9 | 19 | 9 | 37 | 21.0% | 3.73% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 27 | 12 | 15 | 54 | 30.7% | 5.44% |
| Unknown | 3 | 6 | 3 | 12 | 6.8% | 1.21% |
| Incident Report | 20 | 33 | 14 | 67 | 100.0% | 6.75% |
| Asian or Pacific Islander | 5 | 2 | 3 | 10 | 14.9% | 1.01% |
| Black | 8 | 6 | 2 | 16 | 23.9% | 1.61% |
| Hispanic | 3 | 8 | 0 | 11 | 16.4% | 1.11% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 4 | 12 | 7 | 23 | 34.3% | 2.32% |
| Unknown | 0 | 5 | 2 | 7 | 10.4% | 0.71% |
| Mental Health Detention | 10 | 6 | 7 | 23 | 100.0% | 2.32% |
| Asian or Pacific Islander | 1 | 0 | 1 | 2 | 8.7% | 0.20% |
| Black | 1 | 1 | 0 | 2 | 8.7% | 0.20% |
| Hispanic | 2 | 2 | 2 | 6 | 26.1% | 0.60% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 6 | 3 | 4 | 13 | 56.5% | 1.31% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| No Further Action | 80 | 60 | 61 | 201 | 100.0% | 20.26% |
| Asian or Pacific Islander | 5 | 3 | 8 | 16 | 8.0% | 1.61% |
| Black | 26 | 12 | 26 | 64 | 31.8% | 6.45% |
| Hispanic | 10 | 11 | 7 | 28 | 13.9% | 2.82% |
| Native American | 0 | 0 | 1 | 1 | 0.5% | 0.10% |
| White | 30 | 26 | 17 | 73 | 36.3% | 7.36% |
| Unknown | 9 | 8 | 2 | 19 | 9.5% | 1.92% |
| Released per PC 849(b) | 34 | 10 | 13 | 57 | 100.0% | 5.75% |
| Asian or Pacific Islander | 3 | 1 | 0 | 4 | 7.0% | 0.40% |
| Black | 12 | 3 | 6 | 21 | 36.8% | 2.12% |
| Hispanic | 7 | 3 | 4 | 14 | 24.6% | 1.41% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 7 | 3 | 2 | 12 | 21.1% | 1.21% |
| Unknown | 5 | 0 | 1 | 6 | 10.5% | 0.60% |
| RWS Arrest | 5 | 0 | 2 | 7 | 100.0% | 0.71% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Black | 2 | 0 | 0 | 2 | 28.6% | 0.20% |
| Hispanic | 2 | 0 | 0 | 2 | 28.6% | 0.20% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| White | 1 | 0 | 2 | 3 | 42.9% | 0.30% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Warning | 55 | 60 | 50 | 165 | 100.0% | 16.63% |
| Asian or Pacific Islander | 3 | 1 | 2 | 6 | 3.6% | 0.60% |
| Black | 13 | 17 | 9 | 39 | 23.6% | 3.93% |
| Hispanic | 15 | 14 | 4 | 33 | 20.0% | 3.33% |
| Native American | 2 | 0 | 0 | 2 | 1.2% | 0.20% |
| White | 16 | 20 | 31 | 67 | 40.6% | 6.75% |
| Unknown | 6 | 8 | 4 | 18 | 10.9% | 1.81% |
| Total | 361 | 341 | 290 | 992 | - | 100.00% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY RACE/ETHNICITY FOR TRAFFIC STOPS, Contd.



Note: RWS=Release When Sober

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION BY AGE FOR TRAFFIC STOPS

| Disposition By Age of Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Citation | 4,226 | 4,618 | 3,055 | 11,899 | 100.0% | 64.51% |
| Under 18 | 17 | 18 | 6 | 41 | 0.3% | 0.22% |
| 18-29 | 1,176 | 1,302 | 877 | 3,355 | 28.2% | 18.19% |
| 30-39 | 1,226 | 1,296 | 851 | 3,373 | 28.3% | 18.29% |
| 40-49 | 809 | 937 | 609 | 2,355 | 19.8% | 12.77% |
| 50-59 | 584 | 675 | 431 | 1,690 | 14.2% | 9.16% |
| 60+ | 414 | 390 | 281 | 1,085 | 9.1% | 5.88% |
| Field Interview | 49 | 44 | 26 | 119 | 100.0% | 0.65% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 30 | 24 | 15 | 69 | 58.0% | 0.37% |
| 30-39 | 12 | 9 | 2 | 23 | 19.3% | 0.12% |
| 40-49 | 5 | 6 | 1 | 12 | 10.1% | 0.07% |
| 50-59 | 1 | 5 | 5 | 11 | 9.2% | 0.06% |
| 60+ | 1 | 0 | 3 | 4 | 3.4% | 0.02% |
| In Custody Arrest | 153 | 146 | 103 | 402 | 100.0% | 2.18% |
| Under 18 | 1 | 5 | 3 | 9 | 2.2% | 0.05% |
| 18-29 | 84 | 68 | 49 | 201 | 50.0% | 1.09% |
| 30-39 | 39 | 40 | 38 | 117 | 29.1% | 0.63% |
| 40-49 | 20 | 20 | 6 | 46 | 11.4% | 0.25% |
| 50-59 | 7 | 11 | 6 | 24 | 6.0% | 0.13% |
| 60+ | 2 | 2 | 1 | 5 | 1.2% | 0.03% |
| Incident Report | 36 | 31 | 21 | 88 | 100.0% | 0.48% |
| Under 18 | 2 | 0 | 1 | 3 | 3.4% | 0.02% |
| 18-29 | 23 | 18 | 14 | 55 | 62.5% | 0.30% |
| 30-39 | 2 | 7 | 1 | 10 | 11.4% | 0.05% |
| 40-49 | 5 | 4 | 1 | 10 | 11.4% | 0.05% |
| 50-59 | 1 | 0 | 3 | 4 | 4.5% | 0.02% |
| 60+ | 3 | 2 | 1 | 6 | 6.8% | 0.03% |
| Mental Health Detention | 3 | 2 | 2 | 7 | 100.0% | 0.04% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 0 | 0 | 2 | 2 | 28.6% | 0.01% |
| 30-39 | 1 | 2 | 0 | 3 | 42.9% | 0.02% |
| 40-49 | 2 | 0 | 0 | 2 | 28.6% | 0.01% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| No Further Action | 267 | 281 | 208 | 756 | 100.0% | 4.10% |
| Under 18 | 12 | 5 | 1 | 18 | 2.4% | 0.10% |
| 18-29 | 122 | 130 | 99 | 351 | 46.4% | 1.90% |
| 30-39 | 66 | 65 | 40 | 171 | 22.6% | 0.93% |
| 40-49 | 33 | 36 | 46 | 115 | 15.2% | 0.62% |
| 50-59 | 29 | 30 | 16 | 75 | 9.9% | 0.41% |
| 60+ | 5 | 15 | 6 | 26 | 3.4% | 0.14% |
| Released per PC 849(b) | 31 | 41 | 33 | 105 | 100.0% | 0.57% |
| Under 18 | 7 | 4 | 5 | 16 | 15.2% | 0.09% |
| 18-29 | 13 | 19 | 15 | 47 | 44.8% | 0.25% |
| 30-39 | 6 | 11 | 10 | 27 | 25.7% | 0.15% |
| 40-49 | 1 | 4 | 0 | 5 | 4.8% | 0.03% |
| 50-59 | 4 | 3 | 2 | 9 | 8.6% | 0.05% |
| 60+ | 0 | 0 | 1 | 1 | 1.0% | 0.01% |
| RWS Arrest | 3 | 5 | 3 | 11 | 100.0% | 0.06% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 2 | 2 | 2 | 6 | 54.5% | 0.03% |
| 30-39 | 1 | 0 | 1 | 2 | 18.2% | 0.01% |
| 40-49 | 0 | 2 | 0 | 2 | 18.2% | 0.01% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 60+ | 0 | 1 | 0 | 1 | 9.1% | 0.01% |
| Warning | 1,747 | 1,948 | 1,362 | 5,057 | 100.0% | 27.42% |
| Under 18 | 14 | 28 | 12 | 54 | 1.1% | 0.29% |
| 18-29 | 682 | 837 | 567 | 2,086 | 41.2% | 11.31% |
| 30-39 | 452 | 521 | 339 | 1,312 | 25.9% | 7.11% |
| 40-49 | 322 | 275 | 228 | 825 | 16.3% | 4.47% |
| 50-59 | 171 | 186 | 145 | 502 | 9.9% | 2.72% |
| 60+ | 106 | 101 | 71 | 278 | 5.5% | 1.51% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

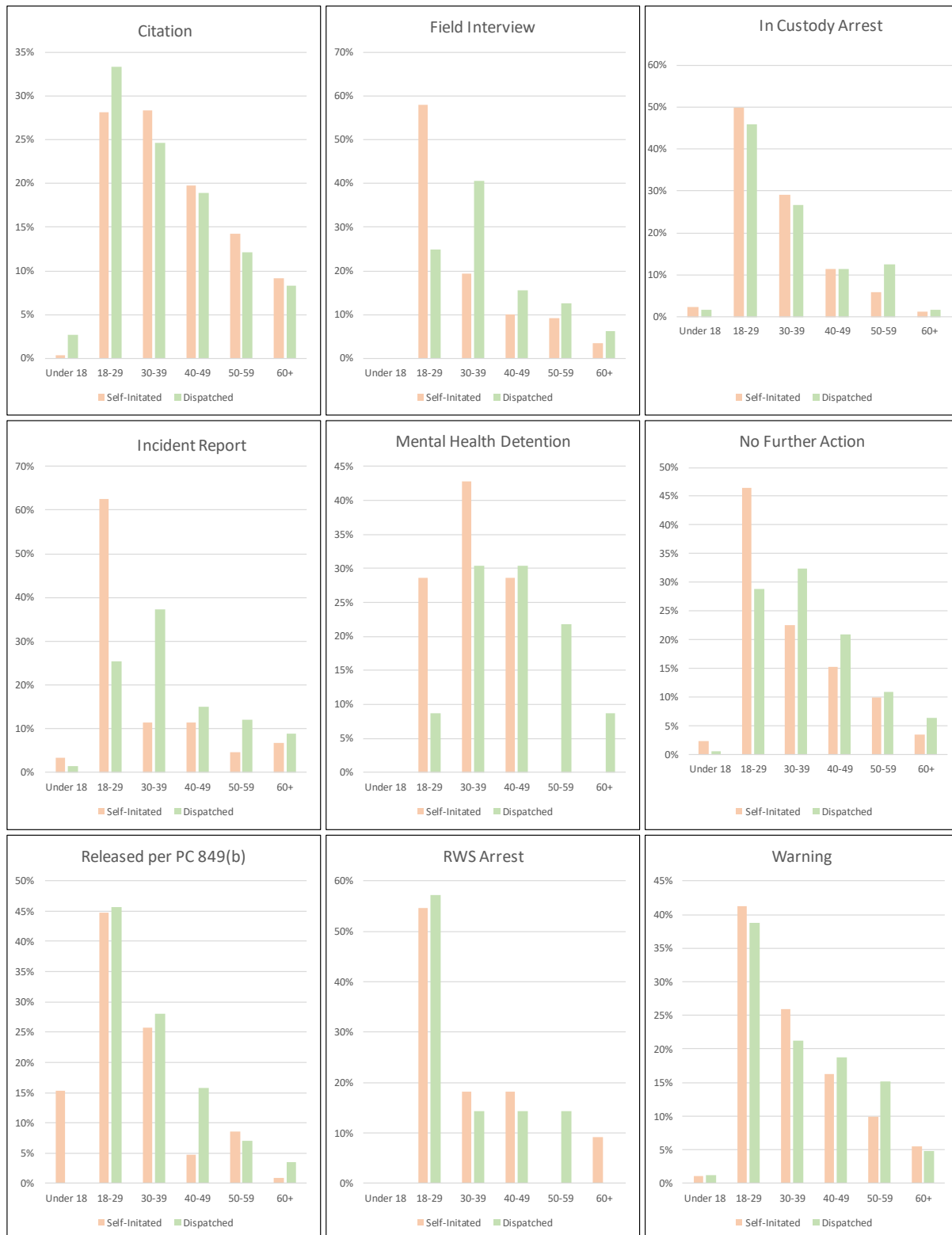
TOTAL OF EACH TYPE OF DISPOSITION BY AGE FOR TRAFFIC STOPS, Contd.

| Disposition by Age of Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Citation | 84 | 97 | 83 | 264 | 100.0% | 26.61% |
| Under 18 | 3 | 3 | 1 | 7 | 2.7% | 0.71% |
| 18-29 | 25 | 33 | 30 | 88 | 33.3% | 8.87% |
| 30-39 | 24 | 26 | 15 | 65 | 24.6% | 6.55% |
| 40-49 | 16 | 19 | 15 | 50 | 18.9% | 5.04% |
| 50-59 | 9 | 11 | 12 | 32 | 12.1% | 3.23% |
| 60+ | 7 | 5 | 10 | 22 | 8.3% | 2.22% |
| Field Interview | 14 | 14 | 4 | 32 | 100.0% | 3.23% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 3 | 4 | 1 | 8 | 25.0% | 0.81% |
| 30-39 | 7 | 5 | 1 | 13 | 40.6% | 1.31% |
| 40-49 | 1 | 3 | 1 | 5 | 15.6% | 0.50% |
| 50-59 | 1 | 2 | 1 | 4 | 12.5% | 0.40% |
| 60+ | 2 | 0 | 0 | 2 | 6.3% | 0.20% |
| In Custody Arrest | 59 | 61 | 56 | 176 | 100.0% | 17.74% |
| Under 18 | 2 | 0 | 1 | 3 | 1.7% | 0.30% |
| 18-29 | 25 | 31 | 25 | 81 | 46.0% | 8.17% |
| 30-39 | 16 | 14 | 17 | 47 | 26.7% | 4.74% |
| 40-49 | 8 | 6 | 6 | 20 | 11.4% | 2.02% |
| 50-59 | 6 | 9 | 7 | 22 | 12.5% | 2.22% |
| 60+ | 2 | 1 | 0 | 3 | 1.7% | 0.30% |
| Incident Report | 20 | 33 | 14 | 67 | 100.0% | 6.75% |
| Under 18 | 0 | 1 | 0 | 1 | 1.5% | 0.10% |
| 18-29 | 6 | 8 | 3 | 17 | 25.4% | 1.71% |
| 30-39 | 8 | 15 | 2 | 25 | 37.3% | 2.52% |
| 40-49 | 3 | 2 | 5 | 10 | 14.9% | 1.01% |
| 50-59 | 2 | 4 | 2 | 8 | 11.9% | 0.81% |
| 60+ | 1 | 3 | 2 | 6 | 9.0% | 0.60% |
| Mental Health Detention | 10 | 6 | 7 | 23 | 100.0% | 2.32% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 0 | 0 | 2 | 2 | 8.7% | 0.20% |
| 30-39 | 4 | 2 | 1 | 7 | 30.4% | 0.71% |
| 40-49 | 3 | 3 | 1 | 7 | 30.4% | 0.71% |
| 50-59 | 2 | 1 | 2 | 5 | 21.7% | 0.50% |
| 60+ | 1 | 0 | 1 | 2 | 8.7% | 0.20% |
| No Further Action | 80 | 60 | 61 | 201 | 100.0% | 20.26% |
| Under 18 | 1 | 0 | 0 | 1 | 0.5% | 0.10% |
| 18-29 | 23 | 17 | 18 | 58 | 28.9% | 5.85% |
| 30-39 | 25 | 23 | 17 | 65 | 32.3% | 6.55% |
| 40-49 | 18 | 11 | 13 | 42 | 20.9% | 4.23% |
| 50-59 | 8 | 8 | 6 | 22 | 10.9% | 2.22% |
| 60+ | 5 | 1 | 7 | 13 | 6.5% | 1.31% |
| Released per PC 849(b) | 34 | 10 | 13 | 57 | 100.0% | 5.75% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 15 | 8 | 3 | 26 | 45.6% | 2.62% |
| 30-39 | 11 | 0 | 5 | 16 | 28.1% | 1.61% |
| 40-49 | 4 | 0 | 5 | 9 | 15.8% | 0.91% |
| 50-59 | 3 | 1 | 0 | 4 | 7.0% | 0.40% |
| 60+ | 1 | 1 | 0 | 2 | 3.5% | 0.20% |
| RWS Arrest | 5 | 0 | 2 | 7 | 100.0% | 0.71% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 2 | 0 | 2 | 4 | 57.1% | 0.40% |
| 30-39 | 1 | 0 | 0 | 1 | 14.3% | 0.10% |
| 40-49 | 1 | 0 | 0 | 1 | 14.3% | 0.10% |
| 50-59 | 1 | 0 | 0 | 1 | 14.3% | 0.10% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Warning | 55 | 60 | 50 | 165 | 100.0% | 16.63% |
| Under 18 | 0 | 0 | 2 | 2 | 1.2% | 0.20% |
| 18-29 | 26 | 26 | 12 | 64 | 38.8% | 6.45% |
| 30-39 | 13 | 12 | 10 | 35 | 21.2% | 3.53% |
| 40-49 | 9 | 11 | 11 | 31 | 18.8% | 3.13% |
| 50-59 | 5 | 9 | 11 | 25 | 15.2% | 2.52% |
| 60+ | 2 | 2 | 4 | 8 | 4.8% | 0.81% |
| Total | 361 | 341 | 290 | 992 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY AGE FOR TRAFFIC STOPS, Contd.



Note: RWS=Release When Sober

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION BY GENDER FOR TRAFFIC STOPS

| Disposition by Gender of Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Citation | 4,226 | 4,618 | 3,055 | 11,899 | 100.0% | 64.5% |
| FEMALE | 1,081 | 1,035 | 695 | 2,811 | 23.6% | 15.2% |
| MALE | 3,140 | 3,572 | 2,357 | 9,069 | 76.2% | 49.2% |
| UNKNOWN | 5 | 11 | 3 | 19 | 0.2% | 0.1% |
| Field Interview | 49 | 44 | 26 | 119 | 100.0% | 0.6% |
| FEMALE | 12 | 7 | 5 | 24 | 20.2% | 0.1% |
| MALE | 37 | 36 | 21 | 94 | 79.0% | 0.5% |
| UNKNOWN | 0 | 1 | 0 | 1 | 0.8% | 0.0% |
| In Custody Arrest | 153 | 146 | 103 | 402 | 100.0% | 2.2% |
| FEMALE | 34 | 34 | 17 | 85 | 21.1% | 0.5% |
| MALE | 119 | 112 | 86 | 317 | 78.9% | 1.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Incident Report | 36 | 31 | 21 | 88 | 100.0% | 0.5% |
| FEMALE | 11 | 8 | 2 | 21 | 23.9% | 0.1% |
| MALE | 24 | 23 | 19 | 66 | 75.0% | 0.4% |
| UNKNOWN | 1 | 0 | 0 | 1 | 1.1% | 0.0% |
| Mental Health Detention | 3 | 2 | 2 | 7 | 100.0% | 0.04% |
| FEMALE | 0 | 1 | 0 | 1 | 14.3% | 0.01% |
| MALE | 3 | 1 | 2 | 6 | 85.7% | 0.03% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| No Further Action | 267 | 281 | 208 | 756 | 100.0% | 4.1% |
| FEMALE | 57 | 86 | 46 | 189 | 25.0% | 1.0% |
| MALE | 210 | 192 | 162 | 564 | 74.6% | 3.1% |
| UNKNOWN | 0 | 3 | 0 | 3 | 0.4% | 0.0% |
| Released per PC 849(b) | 31 | 41 | 33 | 105 | 100.0% | 0.6% |
| FEMALE | 12 | 10 | 15 | 37 | 35.2% | 0.2% |
| MALE | 19 | 31 | 18 | 68 | 64.8% | 0.4% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| RWS Arrest | 3 | 5 | 3 | 11 | 100.0% | 0.1% |
| FEMALE | 1 | 0 | 1 | 2 | 18.2% | 0.0% |
| MALE | 2 | 5 | 2 | 9 | 81.8% | 0.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Warning | 1,747 | 1,948 | 1,362 | 5,057 | 100.0% | 27.4% |
| FEMALE | 413 | 475 | 336 | 1,224 | 24.2% | 6.6% |
| MALE | 1,328 | 1,469 | 1,025 | 3,822 | 75.6% | 20.7% |
| UNKNOWN | 6 | 4 | 1 | 11 | 0.2% | 0.1% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100.0% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY GENDER FOR TRAFFIC STOPS, Contd.

| Disposition by Gender of Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Citation | 84 | 97 | 83 | 264 | 100.0% | 26.6% |
| FEMALE | 20 | 32 | 24 | 76 | 28.8% | 7.7% |
| MALE | 64 | 65 | 59 | 188 | 71.2% | 19.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Field Interview | 14 | 14 | 4 | 32 | 100.0% | 3.2% |
| FEMALE | 2 | 2 | 0 | 4 | 12.5% | 0.4% |
| MALE | 12 | 12 | 4 | 28 | 87.5% | 2.8% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| In Custody Arrest | 59 | 61 | 56 | 176 | 100.0% | 17.7% |
| FEMALE | 13 | 9 | 9 | 31 | 17.6% | 3.1% |
| MALE | 45 | 52 | 47 | 144 | 81.8% | 14.5% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.6% | 0.1% |
| Incident Report | 20 | 33 | 14 | 67 | 100.0% | 6.8% |
| FEMALE | 7 | 8 | 6 | 21 | 31.3% | 2.1% |
| MALE | 13 | 24 | 8 | 45 | 67.2% | 4.5% |
| UNKNOWN | 0 | 1 | 0 | 1 | 1.5% | 0.1% |
| Mental Health Detention | 10 | 6 | 7 | 23 | 100.0% | 2.3% |
| FEMALE | 3 | 1 | 3 | 7 | 30.4% | 0.7% |
| MALE | 7 | 5 | 4 | 16 | 69.6% | 1.6% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| No Further Action | 80 | 60 | 61 | 201 | 100.0% | 20.3% |
| FEMALE | 18 | 11 | 15 | 44 | 21.9% | 4.4% |
| MALE | 62 | 49 | 46 | 157 | 78.1% | 15.8% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Released per PC 849(b) | 34 | 10 | 13 | 57 | 100.0% | 5.7% |
| FEMALE | 8 | 6 | 4 | 18 | 31.6% | 1.8% |
| MALE | 26 | 4 | 9 | 39 | 68.4% | 3.9% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| RWS Arrest | 5 | 0 | 2 | 7 | 100.0% | 0.7% |
| FEMALE | 2 | 0 | 0 | 2 | 28.6% | 0.2% |
| MALE | 3 | 0 | 2 | 5 | 71.4% | 0.5% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Warning | 55 | 60 | 50 | 165 | 100.0% | 16.6% |
| FEMALE | 10 | 12 | 13 | 35 | 21.2% | 3.5% |
| MALE | 45 | 48 | 37 | 130 | 78.8% | 13.1% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 361 | 341 | 290 | 992 | - | 100.0% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

TOTAL OF EACH TYPE OF DISPOSITION BY GENDER, Contd.



Note: RWS=Release When Sober

SEC. 96A.3(d) REASONS FOR TRAFFIC STOPS BY RACE/ETHNICITY

| Reasons by Race/Ethnicity for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Consensual Encounter | 17 | 29 | 13 | 59 | 100.0% | 0.3% |
| Asian or Pacific Islander | 1 | 3 | 2 | 6 | 10.2% | 0.0% |
| Black | 7 | 5 | 2 | 14 | 23.7% | 0.1% |
| Hispanic | 3 | 7 | 1 | 11 | 18.6% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 5 | 9 | 6 | 20 | 33.9% | 0.1% |
| Unknown | 1 | 5 | 2 | 8 | 13.6% | 0.0% |
| Mental Health Evaluation | 3 | 0 | 5 | 8 | 100.0% | 0.0% |
| Asian or Pacific Islander | 0 | 0 | 2 | 2 | 25.0% | 0.0% |
| Black | 0 | 0 | 2 | 2 | 25.0% | 0.0% |
| Hispanic | 2 | 0 | 1 | 3 | 37.5% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 1 | 0 | 0 | 1 | 12.5% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 584 | 629 | 488 | 1,701 | 100.0% | 9.2% |
| Asian or Pacific Islander | 53 | 62 | 42 | 157 | 9.2% | 0.9% |
| Black | 157 | 162 | 134 | 453 | 26.6% | 2.5% |
| Hispanic | 132 | 129 | 84 | 345 | 20.3% | 1.9% |
| Native American | 1 | 2 | 1 | 4 | 0.2% | 0.0% |
| White | 144 | 129 | 108 | 381 | 22.4% | 2.1% |
| Unknown | 97 | 145 | 119 | 361 | 21.2% | 2.0% |
| Probation or Parole | 16 | 27 | 15 | 58 | 100.0% | 0.3% |
| Asian or Pacific Islander | 1 | 5 | 2 | 8 | 13.8% | 0.0% |
| Black | 7 | 15 | 10 | 32 | 55.2% | 0.2% |
| Hispanic | 3 | 3 | 2 | 8 | 13.8% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 5 | 3 | 1 | 9 | 15.5% | 0.0% |
| Unknown | 0 | 1 | 0 | 1 | 1.7% | 0.0% |
| Reasonable Suspicion | 183 | 144 | 120 | 447 | 100.0% | 2.4% |
| Asian or Pacific Islander | 18 | 14 | 7 | 39 | 8.7% | 0.2% |
| Black | 84 | 54 | 51 | 189 | 42.3% | 1.0% |
| Hispanic | 35 | 26 | 28 | 89 | 19.9% | 0.5% |
| Native American | 1 | 0 | 0 | 1 | 0.2% | 0.0% |
| White | 30 | 36 | 27 | 93 | 20.8% | 0.5% |
| Unknown | 15 | 14 | 7 | 36 | 8.1% | 0.2% |
| Traffic Violation | 5,712 | 6,287 | 4,172 | 16,171 | 100.0% | 87.7% |
| Asian or Pacific Islander | 886 | 984 | 610 | 2,480 | 15.3% | 13.4% |
| Black | 1,031 | 1,084 | 836 | 2,951 | 18.2% | 16.0% |
| Hispanic | 888 | 974 | 662 | 2,524 | 15.6% | 13.7% |
| Native American | 14 | 24 | 6 | 44 | 0.3% | 0.2% |
| White | 1,973 | 2,131 | 1,394 | 5,498 | 34.0% | 29.8% |
| Unknown | 920 | 1,090 | 664 | 2,674 | 16.5% | 14.5% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR TRAFFIC STOPS BY RACE/ETHNICITY, Contd.

| Reasons by Race/Ethnicity for Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Consensual Encounter | 9 | 2 | 5 | 16 | 100.0% | 1.6% |
| Asian or Pacific Islander | 1 | 0 | 1 | 2 | 12.5% | 0.2% |
| Black | 2 | 1 | 3 | 6 | 37.5% | 0.6% |
| Hispanic | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 6 | 1 | 0 | 7 | 43.8% | 0.7% |
| Unknown | 0 | 0 | 1 | 1 | 6.3% | 0.1% |
| Mental Health Evaluation | 10 | 6 | 9 | 25 | 100.0% | 2.5% |
| Asian or Pacific Islander | 1 | 1 | 1 | 3 | 12.0% | 0.3% |
| Black | 0 | 1 | 1 | 2 | 8.0% | 0.2% |
| Hispanic | 2 | 0 | 2 | 4 | 16.0% | 0.4% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 5 | 4 | 5 | 14 | 56.0% | 1.4% |
| Unknown | 2 | 0 | 0 | 2 | 8.0% | 0.2% |
| Probable Cause | 113 | 106 | 108 | 327 | 100.0% | 33.0% |
| Asian or Pacific Islander | 9 | 9 | 6 | 24 | 7.3% | 2.4% |
| Black | 30 | 28 | 42 | 100 | 30.6% | 10.1% |
| Hispanic | 15 | 27 | 16 | 58 | 17.7% | 5.8% |
| Native American | 2 | 0 | 0 | 2 | 0.6% | 0.2% |
| White | 48 | 29 | 36 | 113 | 34.6% | 11.4% |
| Unknown | 9 | 13 | 8 | 30 | 9.2% | 3.0% |
| Probation or Parole | 2 | 2 | 0 | 4 | 100.0% | 0.4% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Black | 2 | 0 | 0 | 2 | 50.0% | 0.2% |
| Hispanic | 0 | 1 | 0 | 1 | 25.0% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 0 | 1 | 0 | 1 | 25.0% | 0.1% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion | 133 | 109 | 92 | 334 | 100.0% | 33.7% |
| Asian or Pacific Islander | 9 | 5 | 10 | 24 | 7.2% | 2.4% |
| Black | 41 | 25 | 24 | 90 | 26.9% | 9.1% |
| Hispanic | 29 | 29 | 16 | 74 | 22.2% | 7.5% |
| Native American | 0 | 0 | 1 | 1 | 0.3% | 0.1% |
| White | 41 | 38 | 36 | 115 | 34.4% | 11.6% |
| Unknown | 13 | 12 | 5 | 30 | 9.0% | 3.0% |
| Traffic Violation | 94 | 116 | 76 | 286 | 100.0% | 28.8% |
| Asian or Pacific Islander | 10 | 20 | 6 | 36 | 12.6% | 3.6% |
| Black | 17 | 19 | 19 | 55 | 19.2% | 5.5% |
| Hispanic | 22 | 22 | 18 | 62 | 21.7% | 6.3% |
| Native American | 1 | 1 | 0 | 2 | 0.7% | 0.2% |
| White | 31 | 41 | 25 | 97 | 33.9% | 9.8% |
| Unknown | 13 | 13 | 8 | 34 | 11.9% | 3.4% |
| TOTAL | 361 | 341 | 290 | 992 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR TRAFFIC STOPS BY RACE/ETHNICITY, Contd.



SEC. 96A.3(d) REASONS FOR TRAFFIC STOPS BY AGE

| Reasons by Age for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Consensual Encounter | 17 | 29 | 13 | 59 | 100.0% | 0.3% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 7 | 11 | 3 | 21 | 35.6% | 0.1% |
| 30-39 | 5 | 10 | 2 | 17 | 28.8% | 0.1% |
| 40-49 | 3 | 4 | 5 | 12 | 20.3% | 0.1% |
| 50-59 | 2 | 4 | 2 | 8 | 13.6% | 0.0% |
| 60+ | 0 | 0 | 1 | 1 | 1.7% | 0.0% |
| Mental Health Evaluation | 3 | 0 | 5 | 8 | 100.0% | 0.0% |
| Under 18 | 1 | 0 | 0 | 1 | 12.5% | 0.0% |
| 18-29 | 1 | 0 | 2 | 3 | 37.5% | 0.0% |
| 30-39 | 1 | 0 | 2 | 3 | 37.5% | 0.0% |
| 40-49 | 0 | 0 | 1 | 1 | 12.5% | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 584 | 629 | 488 | 1,701 | 100.0% | 9.2% |
| Under 18 | 14 | 14 | 4 | 32 | 1.9% | 0.2% |
| 18-29 | 241 | 238 | 188 | 667 | 39.2% | 3.6% |
| 30-39 | 145 | 190 | 135 | 470 | 27.6% | 2.5% |
| 40-49 | 120 | 108 | 107 | 335 | 19.7% | 1.8% |
| 50-59 | 46 | 55 | 42 | 143 | 8.4% | 0.8% |
| 60+ | 18 | 24 | 12 | 54 | 3.2% | 0.3% |
| Probation or Parole | 16 | 27 | 15 | 58 | 100.0% | 0.3% |
| Under 18 | 0 | 1 | 0 | 1 | 1.7% | 0.0% |
| 18-29 | 8 | 20 | 11 | 39 | 67.2% | 0.2% |
| 30-39 | 5 | 6 | 3 | 14 | 24.1% | 0.1% |
| 40-49 | 2 | 0 | 0 | 2 | 3.4% | 0.0% |
| 50-59 | 1 | 0 | 0 | 1 | 1.7% | 0.0% |
| 60+ | 0 | 0 | 1 | 1 | 1.7% | 0.0% |
| Reasonable Suspicion | 183 | 144 | 120 | 447 | 100.0% | 2.4% |
| Under 18 | 6 | 2 | 2 | 10 | 2.2% | 0.1% |
| 18-29 | 93 | 82 | 65 | 240 | 53.7% | 1.3% |
| 30-39 | 45 | 25 | 23 | 93 | 20.8% | 0.5% |
| 40-49 | 18 | 19 | 16 | 53 | 11.9% | 0.3% |
| 50-59 | 18 | 13 | 8 | 39 | 8.7% | 0.2% |
| 60+ | 3 | 3 | 6 | 12 | 2.7% | 0.1% |
| Traffic Violation | 5,712 | 6,287 | 4,172 | 16,171 | 100.0% | 87.7% |
| Under 18 | 32 | 43 | 22 | 97 | 0.6% | 0.5% |
| 18-29 | 1,782 | 2,049 | 1,371 | 5,202 | 32.2% | 28.2% |
| 30-39 | 1,604 | 1,720 | 1,117 | 4,441 | 27.5% | 24.1% |
| 40-49 | 1,054 | 1,153 | 762 | 2,969 | 18.4% | 16.1% |
| 50-59 | 730 | 838 | 556 | 2,124 | 13.1% | 11.5% |
| 60+ | 510 | 484 | 344 | 1,338 | 8.3% | 7.3% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR TRAFFIC STOPS BY AGE, Contd.

| Reasons by Age for Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Consensual Encounter | 9 | 2 | 5 | 16 | 100.0% | 1.6% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 2 | 1 | 2 | 5 | 31.3% | 0.5% |
| 30-39 | 6 | 1 | 1 | 8 | 50.0% | 0.8% |
| 40-49 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 50-59 | 1 | 0 | 1 | 2 | 12.5% | 0.2% |
| 60+ | 0 | 0 | 1 | 1 | 6.3% | 0.1% |
| Mental Health Evaluation | 10 | 6 | 9 | 25 | 100.0% | 2.5% |
| Under 18 | 1 | 0 | 0 | 1 | 4.0% | 0.1% |
| 18-29 | 0 | 1 | 2 | 3 | 12.0% | 0.3% |
| 30-39 | 6 | 1 | 1 | 8 | 32.0% | 0.8% |
| 40-49 | 2 | 3 | 2 | 7 | 28.0% | 0.7% |
| 50-59 | 1 | 1 | 3 | 5 | 20.0% | 0.5% |
| 60+ | 0 | 0 | 1 | 1 | 4.0% | 0.1% |
| Probable Cause | 113 | 106 | 108 | 327 | 100.0% | 33.0% |
| Under 18 | 5 | 2 | 1 | 8 | 2.4% | 0.8% |
| 18-29 | 49 | 35 | 33 | 117 | 35.8% | 11.8% |
| 30-39 | 28 | 32 | 39 | 99 | 30.3% | 10.0% |
| 40-49 | 16 | 16 | 16 | 48 | 14.7% | 4.8% |
| 50-59 | 12 | 16 | 13 | 41 | 12.5% | 4.1% |
| 60+ | 3 | 5 | 6 | 14 | 4.3% | 1.4% |
| Probation or Parole | 2 | 2 | 0 | 4 | 100.0% | 0.4% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 0 | 1 | 0 | 1 | 25.0% | 0.1% |
| 30-39 | 1 | 1 | 0 | 2 | 50.0% | 0.2% |
| 40-49 | 1 | 0 | 0 | 1 | 25.0% | 0.1% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion | 133 | 109 | 92 | 334 | 100.0% | 33.7% |
| Under 18 | 0 | 0 | 1 | 1 | 0.3% | 0.1% |
| 18-29 | 51 | 41 | 32 | 124 | 37.1% | 12.5% |
| 30-39 | 42 | 31 | 15 | 88 | 26.3% | 8.9% |
| 40-49 | 22 | 20 | 24 | 66 | 19.8% | 6.7% |
| 50-59 | 11 | 16 | 13 | 40 | 12.0% | 4.0% |
| 60+ | 7 | 1 | 7 | 15 | 4.5% | 1.5% |
| Traffic Violation | 94 | 116 | 76 | 286 | 100.0% | 28.8% |
| Under 18 | 0 | 2 | 2 | 4 | 1.4% | 0.4% |
| 18-29 | 23 | 48 | 27 | 98 | 34.3% | 9.9% |
| 30-39 | 26 | 31 | 12 | 69 | 24.1% | 7.0% |
| 40-49 | 22 | 16 | 15 | 53 | 18.5% | 5.3% |
| 50-59 | 12 | 12 | 11 | 35 | 12.2% | 3.5% |
| 60+ | 11 | 7 | 9 | 27 | 9.4% | 2.7% |
| TOTAL | 361 | 341 | 290 | 992 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR TRAFFIC STOPS BY AGE, Contd.



SEC. 96A.3(d) REASONS FOR TRAFFIC STOPS BY GENDER

| Reasons by Gender for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Consensual Encounter | 17 | 29 | 13 | 59 | 100.0% | 0.3% |
| FEMALE | 6 | 6 | 1 | 13 | 22.0% | 0.1% |
| MALE | 11 | 23 | 12 | 46 | 78.0% | 0.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Mental Health Evaluation | 3 | 0 | 5 | 8 | 100.0% | 0.0% |
| FEMALE | 1 | 0 | 1 | 2 | 25.0% | 0.01% |
| MALE | 2 | 0 | 4 | 6 | 75.0% | 0.03% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 584 | 629 | 488 | 1,701 | 100.0% | 9.2% |
| FEMALE | 116 | 81 | 86 | 283 | 16.6% | 1.5% |
| MALE | 468 | 547 | 401 | 1,416 | 83.2% | 7.7% |
| UNKNOWN | 0 | 1 | 1 | 2 | 0.1% | 0.0% |
| Probation or Parole | 16 | 27 | 15 | 58 | 100.0% | 0.3% |
| FEMALE | 4 | 4 | 3 | 11 | 19.0% | 0.1% |
| MALE | 12 | 23 | 12 | 47 | 81.0% | 0.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion | 183 | 144 | 120 | 447 | 100.0% | 2.4% |
| FEMALE | 31 | 24 | 19 | 74 | 16.6% | 0.4% |
| MALE | 151 | 120 | 101 | 372 | 83.2% | 2.0% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.2% | 0.01% |
| Traffic Violation | 5,712 | 6,287 | 4,172 | 16,171 | 100.0% | 87.7% |
| FEMALE | 1,463 | 1,541 | 1,007 | 4,011 | 24.8% | 21.7% |
| MALE | 4,238 | 4,728 | 3,162 | 12,128 | 75.0% | 65.8% |
| UNKNOWN | 11 | 18 | 3 | 32 | 0.2% | 0.2% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

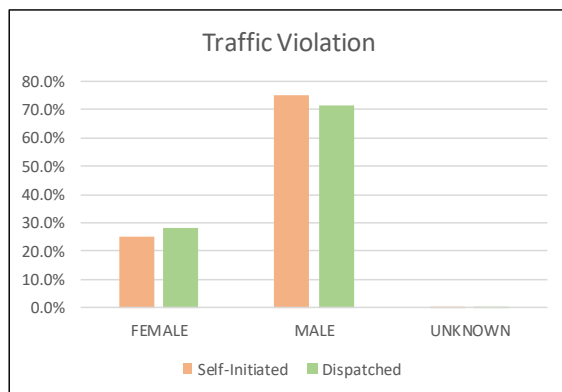
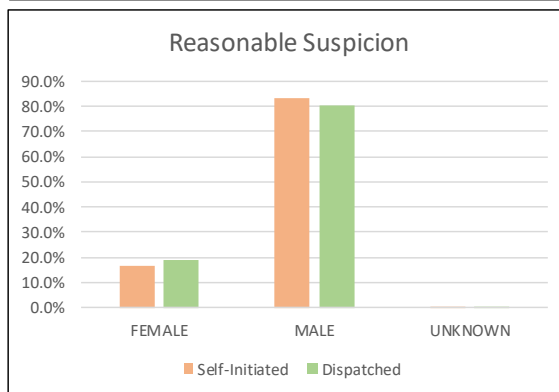
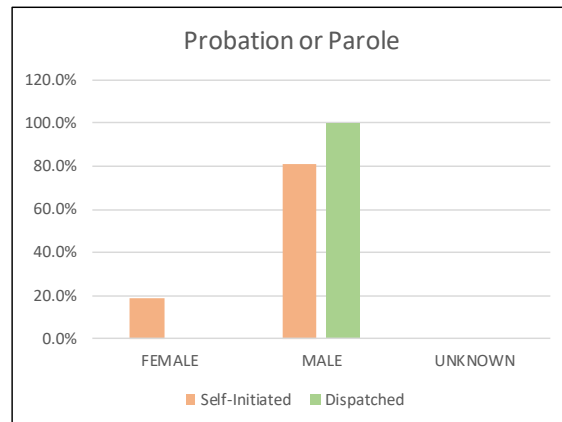
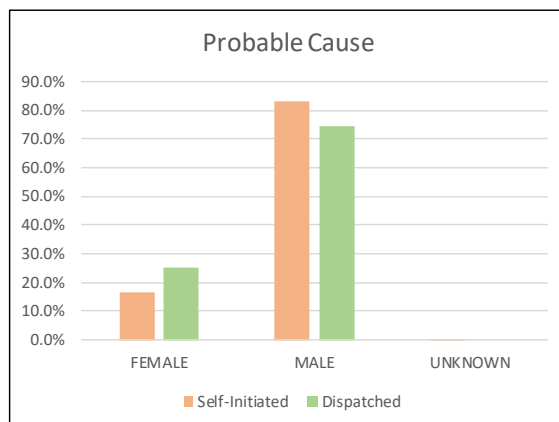
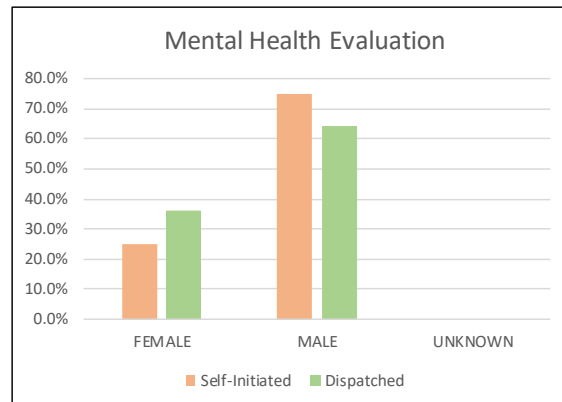
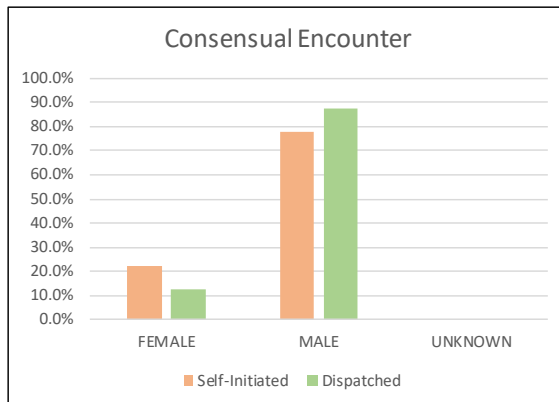
Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR TRAFFIC STOPS BY GENDER, Contd.

| Reasons by Gender for Dispatched Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Q2 Total | % of Category | % of Grand Total |
| Consensual Encounter | 9 | 2 | 5 | 16 | 100.0% | 1.61% |
| FEMALE | 1 | 0 | 1 | 2 | 12.5% | 0.20% |
| MALE | 8 | 2 | 4 | 14 | 87.5% | 1.41% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Mental Health Evaluation | 10 | 6 | 9 | 25 | 100.0% | 2.52% |
| FEMALE | 4 | 3 | 2 | 9 | 36.0% | 0.91% |
| MALE | 6 | 3 | 7 | 16 | 64.0% | 1.61% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Probable Cause | 113 | 106 | 108 | 327 | 100.0% | 32.96% |
| FEMALE | 32 | 27 | 24 | 83 | 25.4% | 8.37% |
| MALE | 81 | 79 | 84 | 244 | 74.6% | 24.60% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Probation or Parole | 2 | 2 | 0 | 4 | 100.0% | 0.40% |
| FEMALE | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| MALE | 2 | 2 | 0 | 4 | 100.0% | 0.40% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Reasonable Suspicion | 133 | 109 | 92 | 334 | 100.0% | 33.67% |
| FEMALE | 24 | 19 | 21 | 64 | 19.2% | 6.45% |
| MALE | 109 | 89 | 71 | 269 | 80.5% | 27.12% |
| UNKNOWN | 0 | 1 | 0 | 1 | 0.3% | 0.10% |
| Traffic Violation | 94 | 116 | 76 | 286 | 100.0% | 28.83% |
| FEMALE | 22 | 32 | 26 | 80 | 28.0% | 8.06% |
| MALE | 71 | 84 | 50 | 205 | 71.7% | 20.67% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.3% | 0.10% |
| TOTAL | 361 | 341 | 290 | 992 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

REASONS FOR TRAFFIC STOPS BY GENDER, Contd.

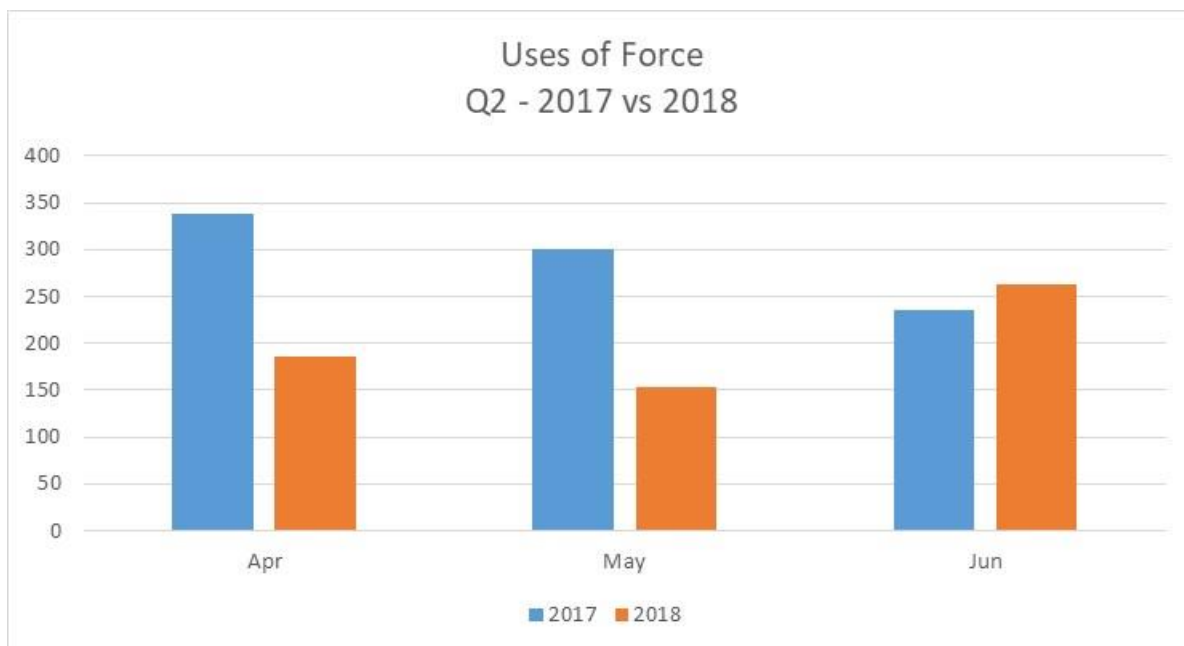


USES OF FORCE

Total Uses of Force

Second Quarter Comparison – 2017 vs. 2018

| | 2017 | 2018 | % Change |
|-----------------|------------|------------|-------------|
| Apr | 338 | 186 | -45% |
| May | 300 | 153 | -49% |
| Jun | 235 | 262 | 11% |
| Q2 Total | 873 | 601 | -31% |



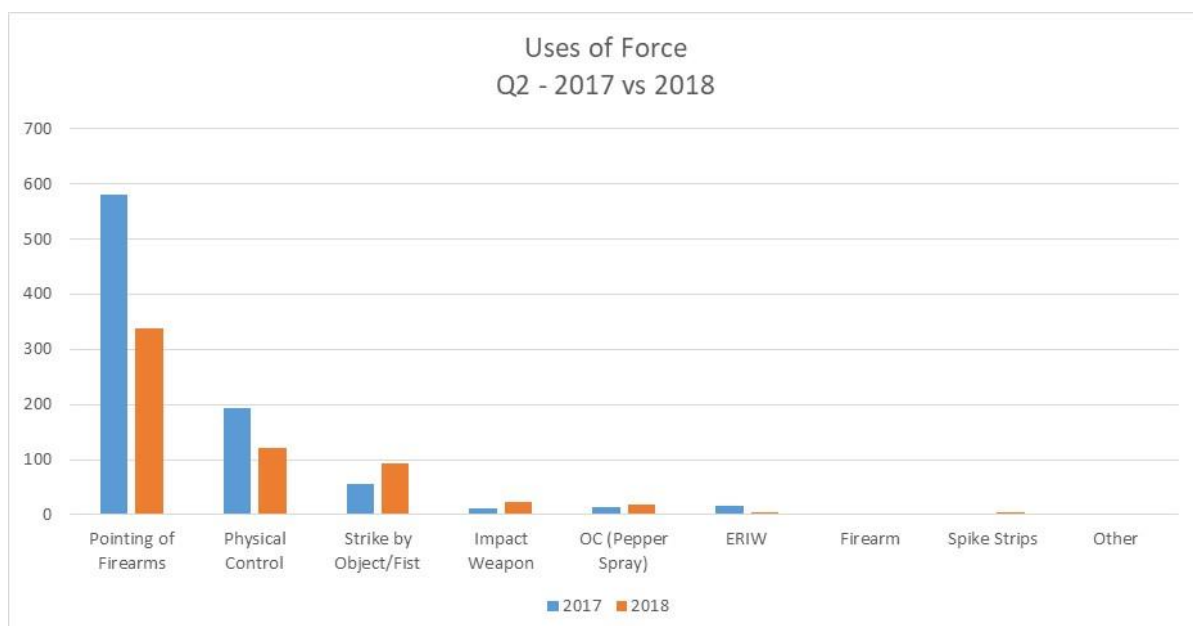
April-June, 2018 Totals

- Calls for Service: 178,285
- Calls resulting in Use of Force: 316 (0.18%)
- Suspects Observed and Reported to SFPD (CDW): 9,468
- Number of Arrests: 5,538
- TOTAL ENCOUNTERS: 32,977
 - Total Detentions: 13,541
 - Total Traffic Stops: 19,436
- Total Uses of Force: 601
- 359 Officers used force on 371 subjects resulting in a total of 601 Uses of Force.

Total Uses of Force

Second Quarter Comparison – 2017 vs. 2018

| Uses of Force | 2017 | 2018 | % Change |
|----------------------------|------------|------------|-------------|
| Pointing of Firearms | 580 | 337 | -42% |
| Physical Control | 194 | 121 | -38% |
| Strike by Object/Fist | 55 | 93 | 69% |
| Impact Weapon | 11 | 22 | 100% |
| OC (Pepper Spray) | 13 | 18 | 38% |
| ERIW | 15 | 4 | -73% |
| Firearm | 2 | 2 | 0% |
| Spike Strips | 0 | 4 | not calc |
| Other | 3 | 0 | -100% |
| Total Uses of Force | 873 | 601 | -31% |



Use of Force Resulting in Death

SEC. 96A.3 (b) (2) USE OF FORCE RESULTING IN DEATH

SEC. 96A.3 (b) (2) USE OF FORCE RESULTING IN DEATH TO THE PERSON ON WHOM AN OFFICER USED FORCE;

There were no Use of Force incidents resulting in death during the second quarter of 2018. Although not a requirement of Chapter 96A, the following officer involved shootings, which did not result in the death of a subject, were included in the interest of transparency.

Incident: Officer Involved Shooting not resulting in death

| Case # | Subject Name | Race/Sex | Date | Time | Location |
|-----------------------|---------------|----------|-----------------------------|-------|---------------------------------|
| 180-350-284 | Hale, Hershel | BM | 05/11/2018 | 00:57 | 1550 O'Farrell St |
| Original Call: | | | Officers using force | | Total # of Uses of Force |
| Theft from Vehicle | | | 3 | | 3 |

Summary of Incident: Officers responded to a vehicle alarm. One suspect was detained at that location. A second suspect entered a parked vehicle, and fled, colliding with two occupied SFPD radio cars. The suspect continued to evade police, by vehicle and on foot, but was taken into custody at Civic Center Plaza. An SFPD officer discharged a firearm during this incident, but no one was injured by firearm. One SFPD officer was injured due to the vehicle collision.

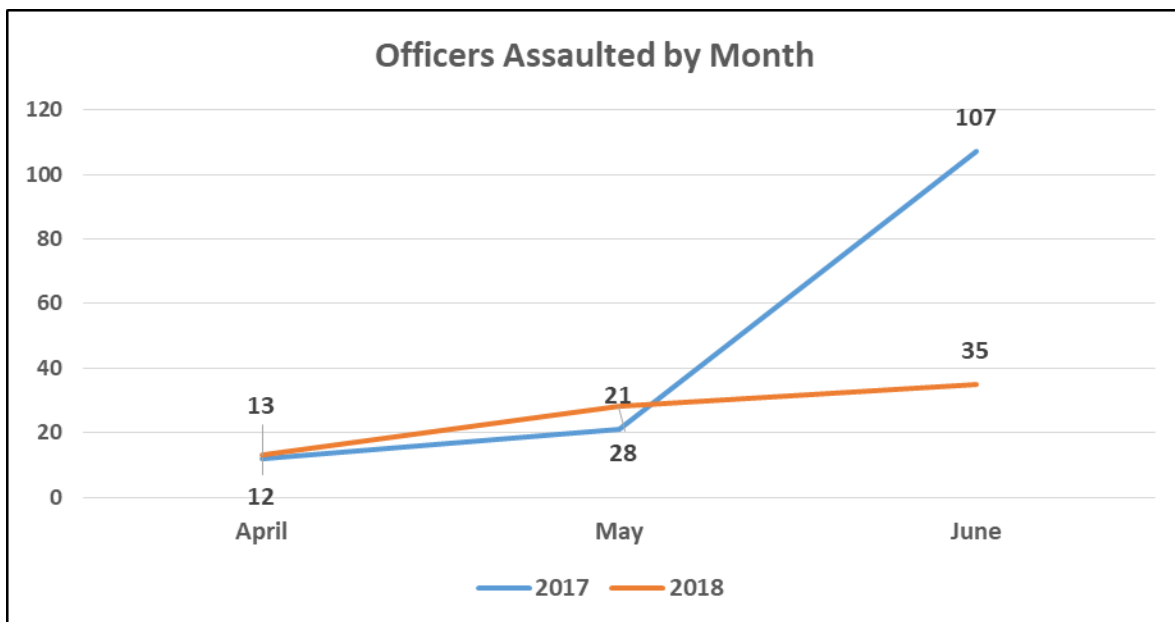
Incident: Officer Involved Shooting not resulting in death

| Case # | Subject Name | Race/Sex | Date | Time | Location |
|-----------------------|------------------|----------|-----------------------------|-------|---------------------------------|
| 180-427-269 | Barcenas, Oliver | HM | 06/09/2018 | 00:17 | 1300 Block of Grant Ave |
| Original Call: | | | Officers using force | | Total # of Uses of Force |
| Person with a Gun | | | 1 | | 1 |

Summary of Incident: SFPD officers approached and attempted to detain four individuals with open containers of alcohol. A foot pursuit ensued after one subject ran, and drew a firearm from his waistband. An SFPD Officer fired on the subject, who was treated at San Francisco General Hospital, and subsequently taken into custody.

Officers Assaulted by Month April - June 2018

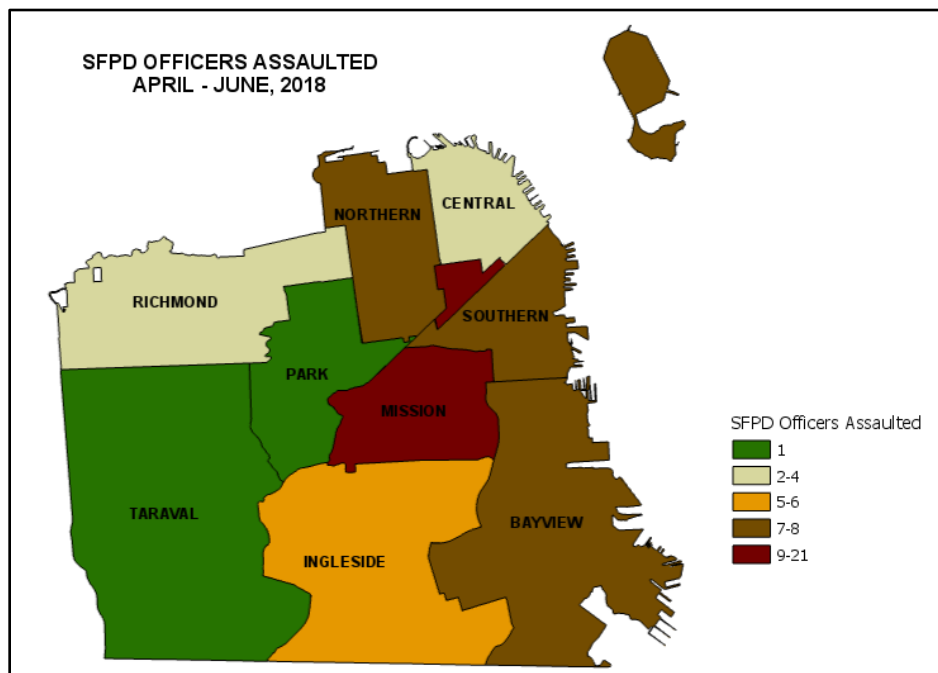
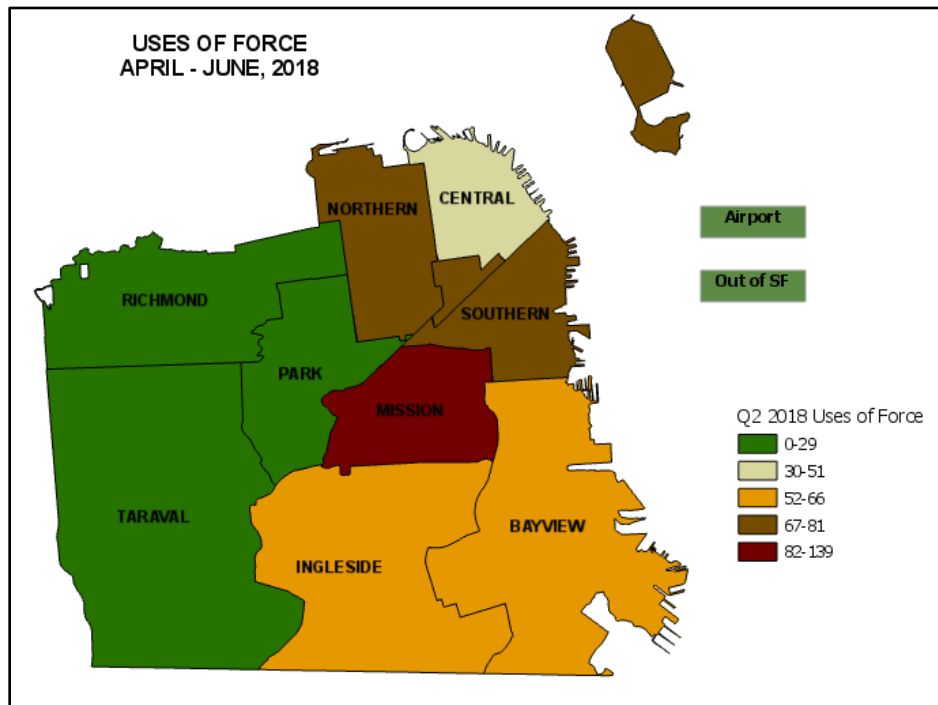
| Officers Assaulted by Month | | | |
|-----------------------------|------------|-----------|-------------|
| | 2017 | 2018 | % Change |
| April | 12 | 13 | 8% |
| May | 21 | 28 | 33% |
| June | 107 | 35 | -67% |
| Total | 140 | 76 | -46% |



Note: Increase in assaults on officers in June 2017 was due to incident 170481059, an Unlawful Assembly incident following the victory of the Golden State Warriors basketball team, during which 48 officers were assaulted; however, no injuries were reported.

April - June 2018

The Tenderloin District had the highest number of officers assaulted (21), and the Mission District had the second highest (18). The Mission District had the highest number of Uses of Force (139), followed by the Tenderloin District (81).



**SEC. 96A.3 (b) (1) TOTAL USES OF FORCE (TYPE OF FORCE) BY
RACE/ETHNICITY AND GENDER OF SUBJECT**

**Types of Force by
Race/Ethnicity and Gender of Subject
April - June 2018**

| Types of Force by Subject Race & Gender | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|--|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Asian Female | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 1% |
| Asian Male | 19 | 3 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 26 | 4% |
| Black Female | 26 | 7 | 3 | 1 | 3 | 2 | 0 | 0 | 0 | 42 | 7% |
| Black Male | 108 | 48 | 27 | 6 | 8 | 0 | 1 | 4 | 0 | 202 | 34% |
| Hispanic Female | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0% |
| Hispanic Male | 65 | 27 | 35 | 2 | 3 | 0 | 1 | 0 | 0 | 133 | 22% |
| White Female | 12 | 2 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 18 | 3% |
| White Male | 78 | 29 | 22 | 7 | 4 | 2 | 0 | 0 | 0 | 142 | 24% |
| Unknown Female | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0% |
| Unknown Male | 20 | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | 5% |
| Unknown Race & Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 337 | 121 | 93 | 18 | 22 | 4 | 2 | 4 | 0 | 601 | 100% |
| Percent | 56% | 20% | 15% | 3% | 4% | 1% | 0% | 1% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

**SEC. 96A.3 (b) (1) TOTAL USES OF FORCE (TYPE OF FORCE) BY
RACE/ETHNICITY AND GENDER OF SUBJECT**

**Types of Force by
Race/Ethnicity and Gender of Subject
April 2018**

| Types of Force by Subject Race & Gender Apr 2018 | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Asian Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Asian Male | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 | 3% |
| Black Female | 12 | 4 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 19 | 10% |
| Black Male | 37 | 12 | 6 | 3 | 2 | 0 | 0 | 3 | 0 | 63 | 34% |
| Hispanic Female | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Hispanic Male | 8 | 11 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 25 | 13% |
| White Female | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 4% |
| White Male | 31 | 12 | 9 | 2 | 1 | 0 | 0 | 0 | 0 | 55 | 30% |
| Unknown Female | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Unknown Male | 5 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 4% |
| Unknown Race & Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 108 | 40 | 23 | 7 | 5 | 0 | 0 | 3 | 0 | 186 | 100% |
| Percent | 58% | 22% | 12% | 4% | 3% | 0% | 0% | 2% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

**SEC. 96A.3 (b) (1) TOTAL USES OF FORCE (TYPE OF FORCE) BY
RACE/ETHNICITY AND GENDER OF SUBJECT**

**Types of Force by
Race/Ethnicity and Gender of Subject
May 2018**

| Types of Force by Subject Race & Gender May 2018 | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Asian Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Asian Male | 5 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 9 | 6% |
| Black Female | 4 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 | 4% |
| Black Male | 20 | 12 | 5 | 3 | 2 | 0 | 1 | 0 | 0 | 43 | 28% |
| Hispanic Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Hispanic Male | 17 | 3 | 12 | 0 | 1 | 0 | 0 | 0 | 0 | 33 | 22% |
| White Female | 4 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 7 | 5% |
| White Male | 28 | 9 | 5 | 1 | 2 | 0 | 0 | 0 | 0 | 45 | 29% |
| Unknown Female | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Unknown Male | 5 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 5% |
| Unknown Race & Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 84 | 30 | 25 | 5 | 7 | 1 | 1 | 0 | 0 | 153 | 100% |
| Percent | 55% | 20% | 16% | 3% | 5% | 1% | 1% | 0% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

**SEC. 96A.3 (b) (1) TOTAL USES OF FORCE (TYPE OF FORCE) BY
RACE/ETHNICITY AND GENDER OF SUBJECT**

**Types of Force by
Race/Ethnicity and Gender of Subject
June 2018**

| Types of Force by Subject Race & Gender Jun 2018 | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Asian Female | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2% |
| Asian Male | 10 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 12 | 5% |
| Black Female | 10 | 2 | 2 | 0 | 2 | 1 | 0 | 0 | 0 | 17 | 6% |
| Black Male | 51 | 24 | 16 | 0 | 4 | 0 | 0 | 1 | 0 | 96 | 37% |
| Hispanic Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Hispanic Male | 40 | 13 | 18 | 1 | 2 | 0 | 1 | 0 | 0 | 75 | 29% |
| White Female | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 1% |
| White Male | 19 | 8 | 8 | 4 | 1 | 2 | 0 | 0 | 0 | 42 | 16% |
| Unknown Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Unknown Male | 10 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 5% |
| Unknown Race & Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 145 | 51 | 45 | 6 | 10 | 3 | 1 | 1 | 0 | 262 | 100% |
| Percent | 55% | 19% | 17% | 2% | 4% | 1% | 0% | 0% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

SEC. 96A.3 (b) (3) TOTAL USES OF FORCE (TYPE OF FORCE) BY AGE OF SUBJECT

**Types of Force by
Age of Subject
April - June 2018**

| Types of Force by Subject Age Group | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|--|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Under 18 | 12 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 16 | 3% |
| 18-29 | 157 | 34 | 37 | 6 | 7 | 2 | 2 | 3 | 0 | 248 | 41% |
| 30-39 | 108 | 32 | 33 | 8 | 8 | 1 | 0 | 0 | 0 | 190 | 32% |
| 40-49 | 25 | 23 | 8 | 3 | 3 | 0 | 0 | 0 | 0 | 62 | 10% |
| 50-59 | 24 | 21 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 49 | 8% |
| 60+ | 11 | 7 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 23 | 4% |
| Unknown | 0 | 3 | 6 | 0 | 4 | 0 | 0 | 0 | 0 | 13 | 2% |
| Total | 337 | 121 | 93 | 18 | 22 | 4 | 2 | 4 | 0 | 601 | 100% |
| Percent | 56% | 20% | 15% | 3% | 4% | 1% | 0% | 1% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

SEC. 96A.3 (b) (3) TOTAL USES OF FORCE (TYPE OF FORCE) BY AGE OF SUBJECT

**Types of Force by
Age of Subject
April 2018**

| Types of Force by Subject Age Group Apr 2018 | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Under 18 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| 18-29 | 57 | 8 | 7 | 2 | 1 | 0 | 0 | 2 | 0 | 77 | 41% |
| 30-39 | 38 | 13 | 10 | 4 | 3 | 0 | 0 | 0 | 0 | 68 | 37% |
| 40-49 | 7 | 6 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 17 | 9% |
| 50-59 | 2 | 8 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 12 | 6% |
| 60+ | 2 | 5 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 10 | 5% |
| Unknown | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 108 | 40 | 23 | 7 | 5 | 0 | 0 | 3 | 0 | 186 | 100% |
| Percent | 58% | 22% | 12% | 4% | 3% | 0% | 0% | 2% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

SEC. 96A.3 (b) (3) TOTAL USES OF FORCE (TYPE OF FORCE) BY AGE OF SUBJECT

**Types of Force by
Age of Subject
May 2018**

| Types of Force by Subject Age Group May 2018 | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Under 18 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| 18-29 | 27 | 11 | 9 | 3 | 6 | 0 | 1 | 0 | 0 | 57 | 37% |
| 30-39 | 32 | 8 | 8 | 0 | 0 | 1 | 0 | 0 | 0 | 49 | 32% |
| 40-49 | 8 | 4 | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 18 | 12% |
| 50-59 | 13 | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 13% |
| 60+ | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 3% |
| Unknown | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Total | 84 | 30 | 25 | 5 | 7 | 1 | 1 | 0 | 0 | 153 | 100% |
| Percent | 55% | 20% | 16% | 3% | 5% | 1% | 1% | 0% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

SEC. 96A.3 (b) (3) TOTAL USES OF FORCE (TYPE OF FORCE) BY AGE OF SUBJECT

**Types of Force by
Age of Subject
June 2018**

| Types of Force by Subject Age Group Jun 2018 | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|-----------------------------|-------------------------|------------------------------|--------------------------|----------------------|-------------|----------------|---------------------|--------------|----------------------------|-------------|
| Under 18 | 8 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 12 | 5% |
| 18-29 | 73 | 15 | 21 | 1 | 0 | 2 | 1 | 1 | 0 | 114 | 44% |
| 30-39 | 38 | 11 | 15 | 4 | 5 | 0 | 0 | 0 | 0 | 73 | 28% |
| 40-49 | 10 | 13 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 27 | 10% |
| 50-59 | 9 | 7 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 6% |
| 60+ | 7 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 3% |
| Unknown | 0 | 3 | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 11 | 4% |
| Total | 145 | 51 | 45 | 6 | 10 | 3 | 1 | 1 | 0 | 262 | 100% |
| Percent | 55% | 19% | 17% | 2% | 4% | 1% | 0% | 0% | 0% | 100% | |

Note: Unknown indicates information was not documented in report for various reasons (i.e. suspect fled and demographic information was not known).

Note: Due to rounding, percentage totals may not add up to exactly 100%.

Types of Force by Call Type

April - June 2018

| Types of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Grand Total | % of Calls |
|---|----------------------|------------------|-----------------------|-----------|---------------|----------|----------|--------------|----------|-------------|-------------|
| Part I Violent | 80 | 34 | 30 | 6 | 11 | 1 | 1 | 0 | 0 | 163 | 27% |
| Part I Property | 130 | 15 | 12 | 1 | 4 | 0 | 0 | 4 | 0 | 166 | 28% |
| Person with a gun (221) | 40 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 41 | 7% |
| Person with a knife (219) | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 1% |
| Weapon, Carrying | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 1% |
| Suspicious Person (311/811/601/603/646/916/917) | 21 | 21 | 20 | 5 | 3 | 0 | 0 | 0 | 0 | 70 | 12% |
| Search Warrant/Warrant Arrest | 18 | 7 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | 5% |
| Restraining Order Violation | 1 | 0 | 4 | 1 | 2 | 0 | 0 | 0 | 0 | 8 | 1% |
| Terrorist Threats (650) | 4 | 7 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | 3% |
| Mental Health Related (5150/800/801) | 2 | 18 | 7 | 3 | 2 | 3 | 0 | 0 | 0 | 35 | 6% |
| Homeless Related Call (915/919) | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 | 1% |
| Vandalism (594/595) | 1 | 5 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 2% |
| Alarm/Check on well-being (100/910) | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 1% |
| Traffic-Related | 19 | 2 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 27 | 4% |
| Aided Case (520) | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0% |
| Narcotics Arrest | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1% |
| Person yelling for help (918) | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0% |
| Prisoner Transportation (407) | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0% |
| Total | 337 | 121 | 93 | 18 | 22 | 4 | 2 | 4 | 0 | 601 | 100% |

Types of Force by Call Type

April 2018

| Types of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Grand Total | % of Calls |
|---|----------------------|------------------|-----------------------|----------|---------------|----------|----------|--------------|----------|-------------|-------------|
| Part I Violent | 7 | 7 | 4 | 4 | 1 | 0 | 0 | 0 | 0 | 23 | 12% |
| Part I Property | 66 | 3 | 4 | 1 | 2 | 0 | 0 | 3 | 0 | 79 | 42% |
| Person with a gun (221) | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 4% |
| Person with a knife (219) | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 7 | 13 | 7 | 1 | 2 | 0 | 0 | 0 | 0 | 30 | 16% |
| Search Warrant/Warrant Arrest | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 8% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 3% |
| Mental Health Related (5150/800/801) | 0 | 9 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 12 | 6% |
| Homeless Related Call (915/919) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Vandalism (594/595) | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 3% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 3% |
| Aided Case (520) | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 108 | 40 | 23 | 7 | 5 | 0 | 0 | 3 | 0 | 186 | 100% |

Types of Force by Call Type May 2018

| Types of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Grand Total | % of Calls |
|---|----------------------|------------------|-----------------------|----------|---------------|----------|----------|--------------|----------|-------------|-------------|
| Part I Violent | 16 | 8 | 10 | 2 | 5 | 0 | 1 | 0 | 0 | 42 | 27% |
| Part I Property | 33 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 42 | 27% |
| Person with a gun (221) | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 6% |
| Person with a knife (219) | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 4% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 7 | 3 | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 18 | 12% |
| Search Warrant/Warrant Arrest | 4 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 6% |
| Restraining Order Violation | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 1% |
| Terrorist Threats (650) | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Mental Health Related (5150/800/801) | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 5 | 3% |
| Homeless Related Call (915/919) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 10 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 8% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Person yelling for help (918) | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 84 | 30 | 25 | 5 | 7 | 1 | 1 | 0 | 0 | 153 | 100% |

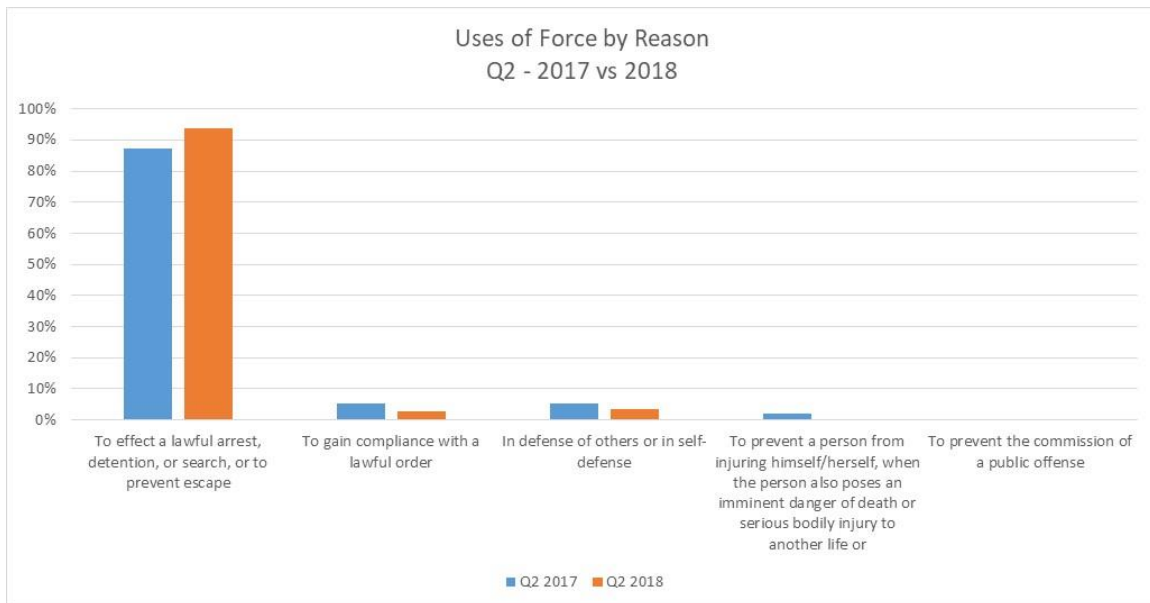
Types of Force by Call Type

June 2018

| Types of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Grand Total | % of Calls |
|---|----------------------|------------------|-----------------------|----------|---------------|----------|----------|--------------|----------|-------------|-------------|
| Part I Violent | 57 | 19 | 16 | 0 | 5 | 1 | 0 | 0 | 0 | 98 | 37% |
| Part I Property | 31 | 3 | 8 | 0 | 2 | 0 | 0 | 1 | 0 | 45 | 17% |
| Person with a gun (221) | 23 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 24 | 9% |
| Person with a knife (219) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Weapon, Carrying | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 3% |
| Suspicious Person (311/811/601/603/646/916/917) | 7 | 5 | 7 | 2 | 1 | 0 | 0 | 0 | 0 | 22 | 8% |
| Search Warrant/Warrant Arrest | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2% |
| Restraining Order Violation | 1 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 6 | 2% |
| Terrorist Threats (650) | 4 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 3% |
| Mental Health Related (5150/800/801) | 1 | 8 | 5 | 1 | 1 | 2 | 0 | 0 | 0 | 18 | 7% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0% |
| Vandalism (594/595) | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2% |
| Alarm/Check on well-being (100/910) | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 2% |
| Traffic-Related | 5 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 8 | 3% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Total | 145 | 51 | 45 | 6 | 10 | 3 | 1 | 1 | 0 | 262 | 100% |

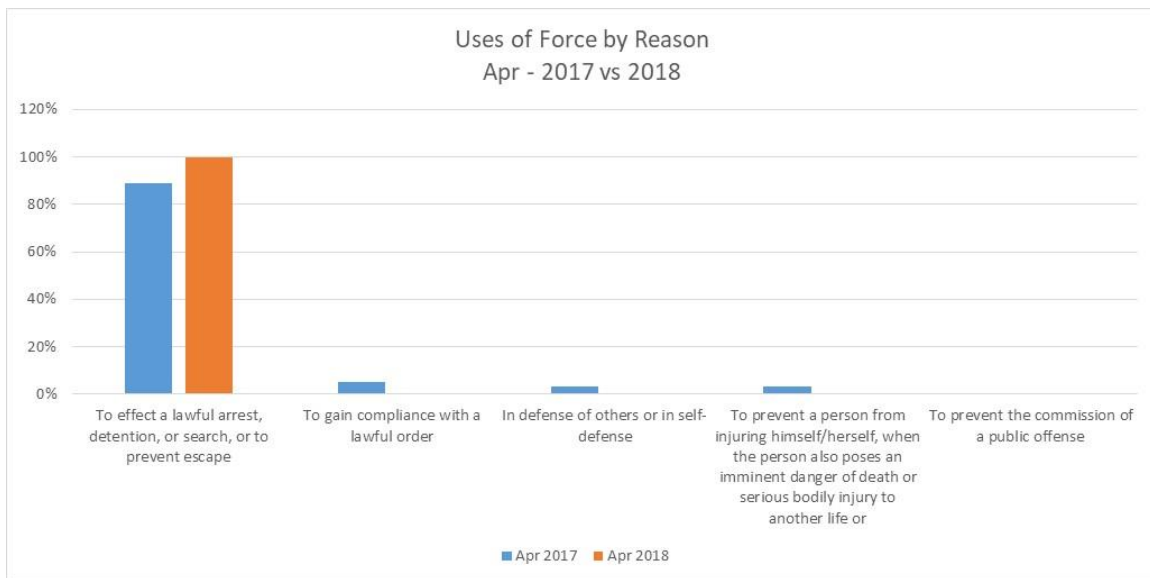
Uses of Force by Reason April - June 2018

| Reason for Use of Force | Q2 2017 | Q2 2018 | % Change |
|---|------------|------------|-------------|
| To effect a lawful arrest, detention, or search, or to prevent escape | 761 | 564 | -26% |
| To gain compliance with a lawful order | 46 | 16 | -65% |
| In defense of others or in self-defense | 46 | 20 | -57% |
| To prevent a person from injuring himself/herself, when the person also poses an imminent danger of death or serious bodily injury to another life or | 18 | 1 | -94% |
| To prevent the commission of a public offense | 2 | 0 | -100% |
| Total | 873 | 601 | -31% |



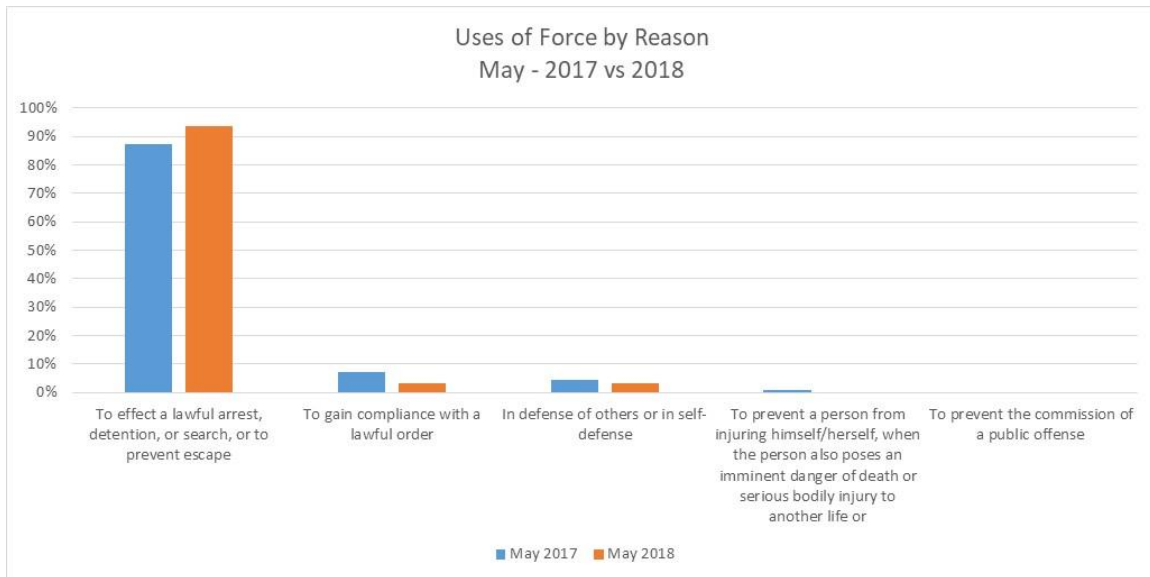
Uses of Force by Reason April 2018

| Reason for Use of Force | Apr 2017 | Apr 2018 | % Change |
|---|------------|------------|-------------|
| To effect a lawful arrest, detention, or search, or to prevent escape | 300 | 186 | -38% |
| To gain compliance with a lawful order | 17 | 0 | -100% |
| In defense of others or in self-defense | 11 | 0 | -100% |
| To prevent a person from injuring himself/herself, when the person also poses an imminent danger of death or serious bodily injury to another life or | 10 | 0 | -100% |
| To prevent the commission of a public offense | 0 | 0 | not cal |
| Total | 338 | 186 | -45% |



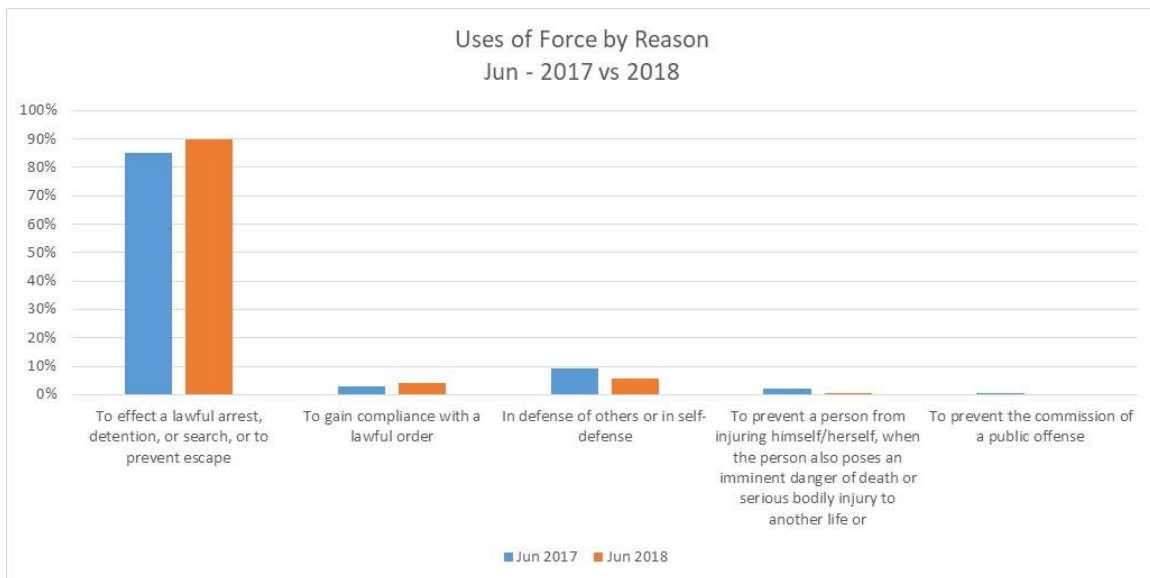
Uses of Force by Reason May 2018

| Reason for Use of Force | May 2017 | May 2018 | % Change |
|---|------------|------------|-------------|
| To effect a lawful arrest, detention, or search, or to prevent escape | 261 | 143 | -45% |
| To gain compliance with a lawful order | 22 | 5 | -77% |
| In defense of others or in self-defense | 13 | 5 | -62% |
| To prevent a person from injuring himself/herself, when the person also poses an imminent danger of death or serious bodily injury to another life or | 3 | 0 | -100% |
| To prevent the commission of a public offense | 1 | 0 | -100% |
| Total | 300 | 153 | -49% |



Uses of Force by Reason June 2018

| Reason for Use of Force | Jun 2017 | Jun 2018 | % Change |
|---|------------|------------|------------|
| To effect a lawful arrest, detention, or search, or to prevent escape | 200 | 235 | 18% |
| To gain compliance with a lawful order | 7 | 11 | 57% |
| In defense of others or in self-defense | 22 | 15 | -32% |
| To prevent a person from injuring himself/herself, when the person also poses an imminent danger of death or serious bodily injury to another life or | 5 | 1 | -80% |
| To prevent the commission of a public offense | 1 | 0 | -100% |
| Total | 235 | 262 | 11% |



**Uses of Force by
Race/Ethnicity and Gender of Officer
Q2 – 2017 vs. 2018**

| Officer Race & Gender | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|--------------------------------------|-----------------------------|----------------|-----------------|----------------------------|----------------|-----------------|-------------------------------|----------------|-----------------|
| | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female * | 6 | 6 | 0% | 15 | 10 | -33% | 49 | 47 | -4% |
| Asian Male * | 78 | 63 | -19% | 149 | 99 | -34% | 467 | 465 | 0% |
| Black Female | 5 | 7 | 40% | 10 | 14 | 40% | 46 | 45 | -2% |
| Black Male | 28 | 25 | -11% | 48 | 36 | -25% | 179 | 178 | -1% |
| Hispanic Female | 6 | 7 | 17% | 12 | 12 | 0% | 72 | 69 | -4% |
| Hispanic Male | 64 | 36 | -44% | 141 | 61 | -57% | 301 | 309 | 3% |
| White Female | 20 | 17 | -15% | 31 | 34 | 10% | 175 | 170 | -3% |
| White Male | 218 | 193 | -11% | 447 | 326 | -27% | 969 | 970 | 0% |
| Other Female ** | 2 | 1 | -50% | 3 | 1 | -67% | 8 | 8 | 0% |
| Other Male ** | 10 | 4 | -60% | 17 | 8 | -53% | 38 | 32 | -16% |
| Total | 437 | 359 | -18% | 873 | 601 | -31% | 2304 | 2293 | -0.48% |

* Asian includes Asian and Pacific Islander

** Includes race/ethnicity outside DOJ definitions and Native American

Note: Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

**Uses of Force by
Race/Ethnicity and Gender of Officer
April – 2017 vs. 2018**

| Officer Race & Gender | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|--------------------------------------|-----------------------------|-----------------|-----------------|----------------------------|-----------------|-----------------|-------------------------------|----------------|-----------------|
| | Apr 2017 | Apr 2018 | % change | Apr 2017 | Apr 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female * | 5 | 3 | -40% | 14 | 3 | -79% | 49 | 47 | -4% |
| Asian Male * | 35 | 24 | -31% | 52 | 30 | -42% | 467 | 465 | 0% |
| Black Female | 3 | 1 | -67% | 4 | 1 | -75% | 46 | 45 | -2% |
| Black Male | 7 | 12 | 71% | 13 | 17 | 31% | 179 | 178 | -1% |
| Hispanic Female | 1 | 2 | 100% | 6 | 2 | -67% | 72 | 69 | -4% |
| Hispanic Male | 28 | 13 | -54% | 54 | 18 | -67% | 301 | 309 | 3% |
| White Female | 9 | 7 | -22% | 14 | 11 | -21% | 175 | 170 | -3% |
| White Male | 93 | 77 | -17% | 176 | 102 | -42% | 969 | 970 | 0% |
| Other Female ** | 1 | 0 | -100% | 1 | 0 | -100% | 8 | 8 | 0% |
| Other Male ** | 3 | 2 | -33% | 4 | 2 | -50% | 38 | 32 | -16% |
| Total | 185 | 141 | -24% | 338 | 186 | -45% | 2304 | 2293 | -0.48% |

* Asian includes Asian and Pacific Islander

** Includes race/ethnicity outside DOJ definitions and Native American

Note: Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

**Uses of Force by
Race/Ethnicity and Gender of Officer
May – 2017 vs. 2018**

| Officer Race & Gender | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|--------------------------------------|-----------------------------|-----------------|-----------------|----------------------------|-----------------|-----------------|-------------------------------|----------------|-----------------|
| | May 2017 | May 2018 | % change | May 2017 | May 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female * | 0 | 1 | not cal | 0 | 1 | not cal | 49 | 47 | -4% |
| Asian Male * | 29 | 20 | -31% | 50 | 24 | -52% | 467 | 465 | 0% |
| Black Female | 1 | 3 | 200% | 1 | 5 | 400% | 46 | 45 | -2% |
| Black Male | 12 | 7 | -42% | 20 | 8 | -60% | 179 | 178 | -1% |
| Hispanic Female | 4 | 1 | -75% | 4 | 1 | -75% | 72 | 69 | -4% |
| Hispanic Male | 28 | 17 | -39% | 55 | 19 | -65% | 301 | 309 | 3% |
| White Female | 6 | 7 | 17% | 10 | 10 | 0% | 175 | 170 | -3% |
| White Male | 93 | 65 | -30% | 151 | 85 | -44% | 969 | 970 | 0% |
| Other Female ** | 2 | 0 | -100% | 2 | 0 | -100% | 8 | 8 | 0% |
| Other Male ** | 4 | 0 | -100% | 7 | 0 | -100% | 38 | 32 | -16% |
| Total | 179 | 121 | -32% | 300 | 153 | -49% | 2304 | 2293 | -0.48% |

* Asian includes Asian and Pacific Islander

** Includes race/ethnicity outside DOJ definitions and Native American

Note: Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

**Uses of Force by
Race/Ethnicity and Gender of Officer
June – 2017 vs. 2018**

| Officer Race & Gender | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|--------------------------------------|-----------------------------|-----------------|-----------------|----------------------------|-----------------|-----------------|-------------------------------|----------------|-----------------|
| | Jun 2017 | Jun 2018 | % change | Jun 2017 | Jun 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female * | 1 | 3 | 200% | 1 | 6 | 500% | 49 | 47 | -4% |
| Asian Male * | 35 | 36 | 3% | 47 | 45 | -4% | 467 | 465 | 0% |
| Black Female | 3 | 4 | 33% | 5 | 8 | 60% | 46 | 45 | -2% |
| Black Male | 15 | 8 | -47% | 15 | 11 | -27% | 179 | 178 | -1% |
| Hispanic Female | 2 | 4 | 100% | 2 | 9 | 350% | 72 | 69 | -4% |
| Hispanic Male | 26 | 17 | -35% | 32 | 24 | -25% | 301 | 309 | 3% |
| White Female | 7 | 10 | 43% | 7 | 13 | 86% | 175 | 170 | -3% |
| White Male | 89 | 102 | 15% | 120 | 139 | 16% | 969 | 970 | 0% |
| Other Female ** | 0 | 1 | not calc | 0 | 1 | not calc | 8 | 8 | 0% |
| Other Male ** | 5 | 4 | -20% | 6 | 6 | 0% | 38 | 32 | -16% |
| Total | 183 | 189 | 3% | 235 | 262 | 11% | 2304 | 2293 | -0.48% |

* Asian includes Asian and Pacific Islander

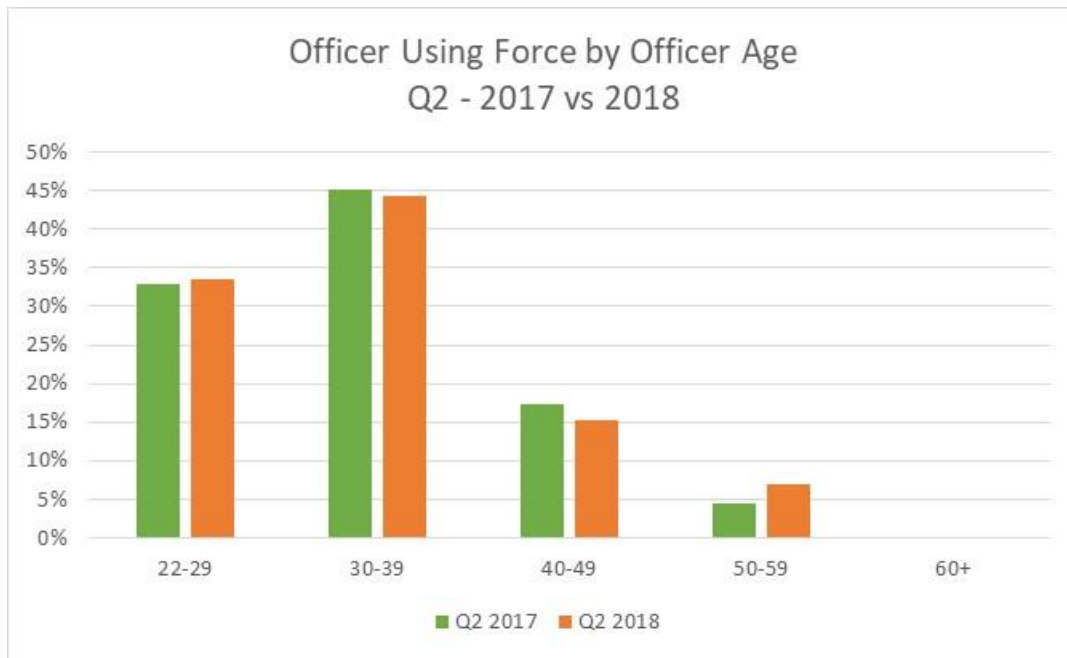
** Includes race/ethnicity outside DOJ definitions and Native American

Note: Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

Uses of Force by Age of Officer Q2 – 2017 vs. 2018

| Officer Age Group | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|----------------------|----------------------|------------|-------------|---------------------|------------|-------------|------------------------|-------------|---------------|
| | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change |
| 22-29 | 144 | 120 | -17% | 309 | 210 | -32% | 399 | 402 | 1% |
| 30-39 | 197 | 159 | -19% | 403 | 280 | -31% | 735 | 749 | 2% |
| 40-49 | 76 | 55 | -28% | 136 | 77 | -43% | 702 | 669 | -5% |
| 50-59 | 20 | 25 | 25% | 25 | 34 | 36% | 438 | 447 | 2% |
| 60+ | 0 | 0 | not cal | 0 | 0 | not cal | 30 | 26 | -13% |
| Total | 437 | 359 | -18% | 873 | 601 | -31% | 2304 | 2293 | -0.48% |

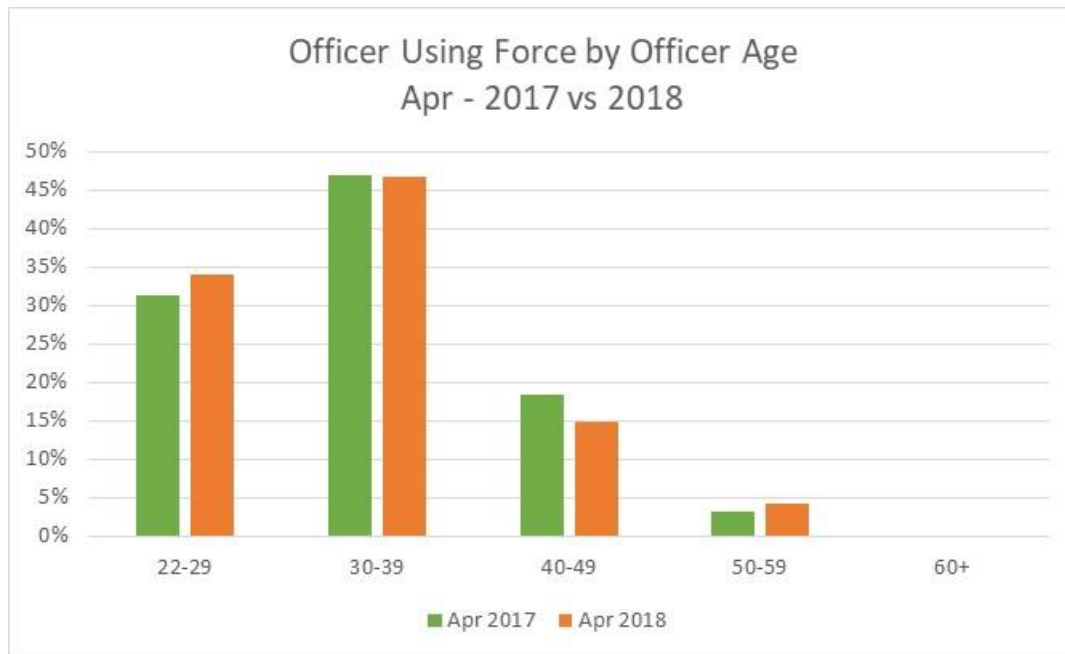
***Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.**



Uses of Force by Age of Officer April – 2017 vs. 2018

| Officer Age Group | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|----------------------|----------------------|------------|-------------|---------------------|------------|-------------|------------------------|-------------|---------------|
| | Apr 2017 | Apr 2018 | % change | Apr 2017 | Apr 2018 | % change | Q2 2017 | Q2 2018 | % change |
| 22-29 | 58 | 48 | -17% | 126 | 63 | -50% | 399 | 402 | 1% |
| 30-39 | 87 | 66 | -24% | 156 | 88 | -44% | 735 | 749 | 2% |
| 40-49 | 34 | 21 | -38% | 49 | 28 | -43% | 702 | 669 | -5% |
| 50-59 | 6 | 6 | 0% | 7 | 7 | 0% | 438 | 447 | 2% |
| 60+ | 0 | 0 | not cal | 0 | 0 | not cal | 30 | 26 | -13% |
| Total | 185 | 141 | -24% | 338 | 186 | -45% | 2304 | 2293 | -0.48% |

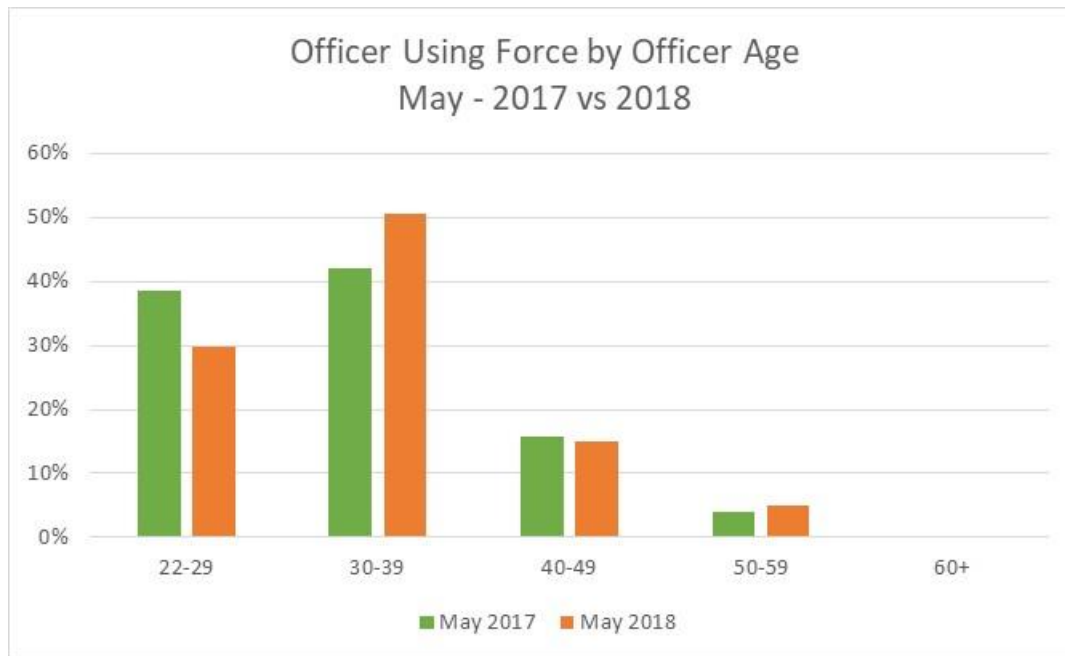
***Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.**



**Uses of Force by
Age of Officer
May – 2017 vs. 2018**

| Officer Age Group | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|-------------------|----------------------|------------|-------------|---------------------|------------|-------------|------------------------|-------------|---------------|
| | May 2017 | May 2018 | % change | May 2017 | May 2018 | % change | Q2 2017 | Q2 2018 | % change |
| 22-29 | 69 | 36 | -48% | 105 | 44 | -58% | 399 | 402 | 1% |
| 30-39 | 75 | 61 | -19% | 142 | 81 | -43% | 735 | 749 | 2% |
| 40-49 | 28 | 18 | -36% | 46 | 22 | -52% | 702 | 669 | -5% |
| 50-59 | 7 | 6 | -14% | 7 | 6 | -14% | 438 | 447 | 2% |
| 60+ | 0 | 0 | not cal | 0 | 0 | not cal | 30 | 26 | -13% |
| Total | 179 | 121 | -32% | 300 | 153 | -49% | 2304 | 2293 | -0.48% |

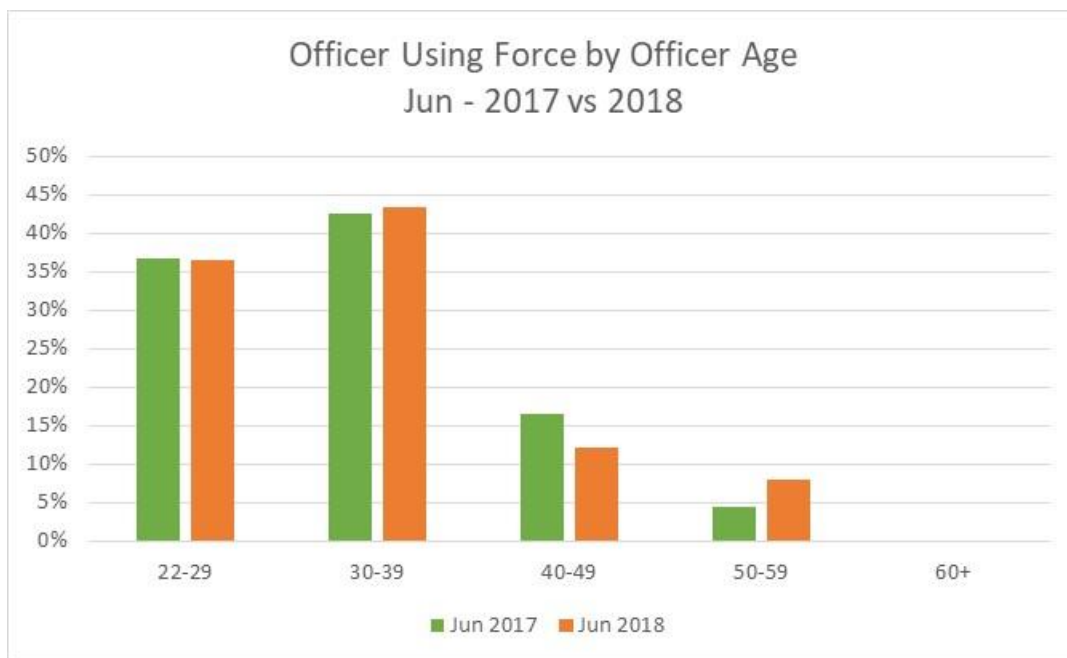
***Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.**



**Uses of Force by
Age of Officer
June – 2017 vs. 2018**

| Officer Age Group | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|----------------------|----------------------|------------|-----------|---------------------|------------|------------|------------------------|-------------|---------------|
| | Jun 2017 | Jun 2018 | % change | Jun 2017 | Jun 2018 | % change | Q2 2017 | Q2 2018 | % change |
| 22-29 | 67 | 69 | 3% | 78 | 103 | 32% | 399 | 402 | 1% |
| 30-39 | 78 | 82 | 5% | 105 | 111 | 6% | 735 | 749 | 2% |
| 40-49 | 30 | 23 | -23% | 41 | 27 | -34% | 702 | 669 | -5% |
| 50-59 | 8 | 15 | 88% | 11 | 21 | 91% | 438 | 447 | 2% |
| 60+ | 0 | 0 | not cal | 0 | 0 | not cal | 30 | 26 | -13% |
| Total | 183 | 189 | 3% | 235 | 262 | 11% | 2304 | 2293 | -0.48% |

***Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.**



**Uses of Force by
Race/Ethnicity and Gender of Subject
Q2 – 2017 vs. 2018**

| Subject Race & Gender | Number of Subjects | | | Total Uses of Force | | |
|--------------------------|--------------------|------------|-------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female | 4 | 1 | -75% | 7 | 5 | -29% |
| Asian Male | 18 | 20 | 11% | 51 | 26 | -49% |
| Black Female | 22 | 26 | 18% | 56 | 42 | -25% |
| Black Male | 148 | 124 | -16% | 283 | 202 | -29% |
| Hispanic Female | 15 | 1 | -93% | 31 | 2 | -94% |
| Hispanic Male | 121 | 76 | -37% | 216 | 133 | -38% |
| White Female | 15 | 12 | -20% | 32 | 18 | -44% |
| White Male | 89 | 95 | 7% | 168 | 142 | -15% |
| Unknown Female | 1 | 3 | 200% | 1 | 3 | 200% |
| Unknown Male | 18 | 13 | -28% | 26 | 28 | 8% |
| Unknown Race & Gender | 1 | 0 | -100% | 2 | 0 | -100% |
| Total | 452 | 371 | -18% | 873 | 601 | -31% |

*Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

* Unknown indicates data not provided in incident report.

| Subject Age Group | Number of Subjects | | |
|----------------------|--------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change |
| Under 18 | 44 | 11 | -75% |
| 18-29 | 184 | 147 | -20% |
| 30-39 | 100 | 116 | 16% |
| 40-49 | 47 | 44 | -6% |
| 50-59 | 46 | 31 | -33% |
| 60+ | 13 | 16 | 23% |
| Unknown | 18 | 6 | -67% |
| Total | 452 | 371 | -18% |

**Uses of Force by
Race/Ethnicity and Gender of Subject
April – 2017 vs. 2018**

| Subject Race & Gender | Number of Subjects | | | Total Uses of Force | | |
|--------------------------|--------------------|------------|-------------|---------------------|------------|-------------|
| | Apr 2017 | Apr 2018 | % change | Apr 2017 | Apr 2018 | % change |
| Asian Female | 3 | 0 | -100% | 5 | 0 | -100% |
| Asian Male | 7 | 5 | -29% | 22 | 5 | -77% |
| Black Female | 9 | 11 | 22% | 23 | 19 | -17% |
| Black Male | 50 | 35 | -30% | 108 | 63 | -42% |
| Hispanic Female | 5 | 1 | -80% | 15 | 2 | -87% |
| Hispanic Male | 42 | 16 | -62% | 82 | 25 | -70% |
| White Female | 8 | 5 | -38% | 14 | 8 | -43% |
| White Male | 25 | 38 | 52% | 55 | 55 | 0% |
| Unknown Female | 0 | 1 | not cal | 0 | 1 | not cal |
| Unknown Male | 8 | 5 | -38% | 12 | 8 | -33% |
| Unknown Race & Gender | 1 | 0 | -100% | 2 | 0 | -100% |
| Total | 158 | 117 | -26% | 338 | 186 | -45% |

*Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

* Unknown indicates data not provided in incident report.

| Subject Age Group | Number of Subjects | | |
|----------------------|--------------------|------------|-------------|
| | Apr 2017 | Apr 2018 | % change |
| Under 18 | 18 | 2 | -89% |
| 18-29 | 70 | 46 | -34% |
| 30-39 | 34 | 40 | 18% |
| 40-49 | 17 | 13 | -24% |
| 50-59 | 11 | 9 | -18% |
| 60+ | 4 | 7 | 75% |
| Unknown | 4 | 0 | -100% |
| Total | 158 | 117 | -26% |

**Uses of Force by
Race/Ethnicity and Gender of Subject
May – 2017 vs. 2018**

| Subject Race & Gender | Number of Subjects | | | Total Uses of Force | | |
|--------------------------------------|---------------------------|-----------------|-----------------|----------------------------|-----------------|-----------------|
| | May 2017 | May 2018 | % change | May 2017 | May 2018 | % change |
| Asian Female | 1 | 0 | -100% | 2 | 0 | -100% |
| Asian Male | 6 | 6 | 0% | 17 | 9 | -47% |
| Black Female | 9 | 5 | -44% | 28 | 6 | -79% |
| Black Male | 55 | 28 | -49% | 99 | 43 | -57% |
| Hispanic Female | 5 | 0 | -100% | 8 | 0 | -100% |
| Hispanic Male | 42 | 23 | -45% | 70 | 33 | -53% |
| White Female | 6 | 5 | -17% | 17 | 7 | -59% |
| White Male | 30 | 30 | 0% | 47 | 45 | -4% |
| Unknown Female | 1 | 2 | 100% | 1 | 2 | 100% |
| Unknown Male | 7 | 4 | -43% | 11 | 8 | -27% |
| Unknown Race & Gender | 0 | 0 | not cal | 0 | 0 | not cal |
| Total | 162 | 103 | -36% | 300 | 153 | -49% |

*Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

* Unknown indicates data not provided in incident report.

| Subject Age Group | Number of Subjects | | |
|------------------------------|---------------------------|-----------------|-----------------|
| | May 2017 | May 2018 | % change |
| Under 18 | 15 | 1 | -93% |
| 18-29 | 73 | 35 | -52% |
| 30-39 | 34 | 38 | 12% |
| 40-49 | 17 | 13 | -24% |
| 50-59 | 17 | 11 | -35% |
| 60+ | 3 | 4 | 33% |
| Unknown | 3 | 1 | -67% |
| Total | 162 | 103 | -36% |

**Uses of Force by
Race/Ethnicity and Gender of Subject
June – 2017 vs. 2018**

| Subject Race & Gender | Number of Subjects | | | Total Uses of Force | | |
|--------------------------|--------------------|------------|------------|---------------------|------------|------------|
| | Jun 2017 | Jun 2018 | % change | Jun 2017 | Jun 2018 | % change |
| Asian Female | 0 | 1 | not calc | 0 | 5 | not cal |
| Asian Male | 5 | 9 | 80% | 12 | 12 | 0% |
| Black Female | 4 | 10 | 150% | 5 | 17 | 240% |
| Black Male | 43 | 61 | 42% | 76 | 96 | 26% |
| Hispanic Female | 5 | 0 | -100% | 8 | 0 | -100% |
| Hispanic Male | 38 | 37 | -3% | 64 | 75 | 17% |
| White Female | 1 | 2 | 100% | 1 | 3 | 200% |
| White Male | 35 | 27 | -23% | 66 | 42 | -36% |
| Unknown Female | 0 | 0 | not calc | 0 | 0 | not cal |
| Unknown Male | 3 | 4 | 33% | 3 | 12 | 300% |
| Unknown Race & Gender | 0 | 0 | not cal | 0 | 0 | not cal |
| Total | 134 | 151 | 13% | 235 | 262 | 11% |

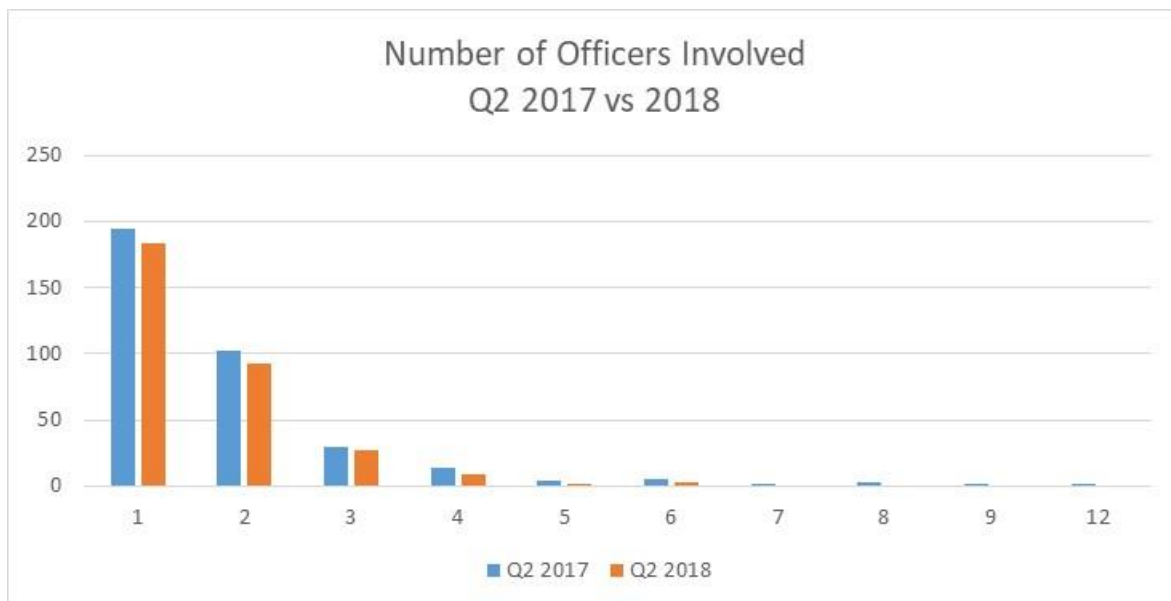
*Officers and subjects may have been involved in multiple incidents; therefore, counting unique officers or subjects per month may result in a higher total than the count of unique officers/subjects for the quarter.

* Unknown indicates data not provided in incident report.

| Subject Age Group | Number of Subjects | | |
|----------------------|--------------------|------------|------------|
| | Jun 2017 | Jun 2018 | % change |
| Under 18 | 11 | 8 | -27% |
| 18-29 | 42 | 66 | 57% |
| 30-39 | 32 | 38 | 19% |
| 40-49 | 14 | 18 | 29% |
| 50-59 | 18 | 11 | -39% |
| 60+ | 6 | 5 | -17% |
| Unknown | 11 | 5 | -55% |
| Total | 134 | 151 | 13% |

**Uses of Force Incidents by
Number of Officers Involved
April - June: 2017 vs. 2018**

| Number of Officers Involved | Number of Incidents | | |
|--------------------------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change |
| 1 | 194 | 183 | -6% |
| 2 | 102 | 92 | -10% |
| 3 | 29 | 27 | -7% |
| 4 | 13 | 9 | -31% |
| 5 | 4 | 2 | -50% |
| 6 | 5 | 3 | -40% |
| 7 | 1 | 0 | -100% |
| 8 | 3 | 0 | -100% |
| 9 | 1 | 0 | -100% |
| 12 | 1 | 0 | -100% |
| Total | 353 | 316 | -10% |



**Uses of Force Incidents by
Number of Officers Involved
April – 2017 vs. 2018**

| Number of Officers Involved | Number of Incidents | | |
|--------------------------------|---------------------|-----------|-------------|
| | Apr 2017 | Apr 2018 | % change |
| 1 | 59 | 50 | -15% |
| 2 | 37 | 34 | -8% |
| 3 | 12 | 9 | -25% |
| 4 | 6 | 4 | -33% |
| 5 | 1 | 0 | -100% |
| 6 | 2 | 0 | -100% |
| 7 | 1 | 0 | -100% |
| 8 | 1 | 0 | -100% |
| Total | 119 | 97 | -18% |



**Uses of Force Incidents by
Number of Officers Involved
May – 2017 vs. 2018**

| Number of Officers Involved | Number of Incidents | | |
|--------------------------------|---------------------|-----------|-------------|
| | May 2017 | May 2018 | % change |
| 1 | 67 | 62 | -7% |
| 2 | 37 | 28 | -24% |
| 3 | 10 | 4 | -60% |
| 4 | 2 | 1 | -50% |
| 5 | 2 | 1 | -50% |
| 6 | 2 | 0 | -100% |
| 7 | 0 | 0 | not cal |
| 8 | 1 | 0 | -100% |
| Total | 121 | 96 | -21% |



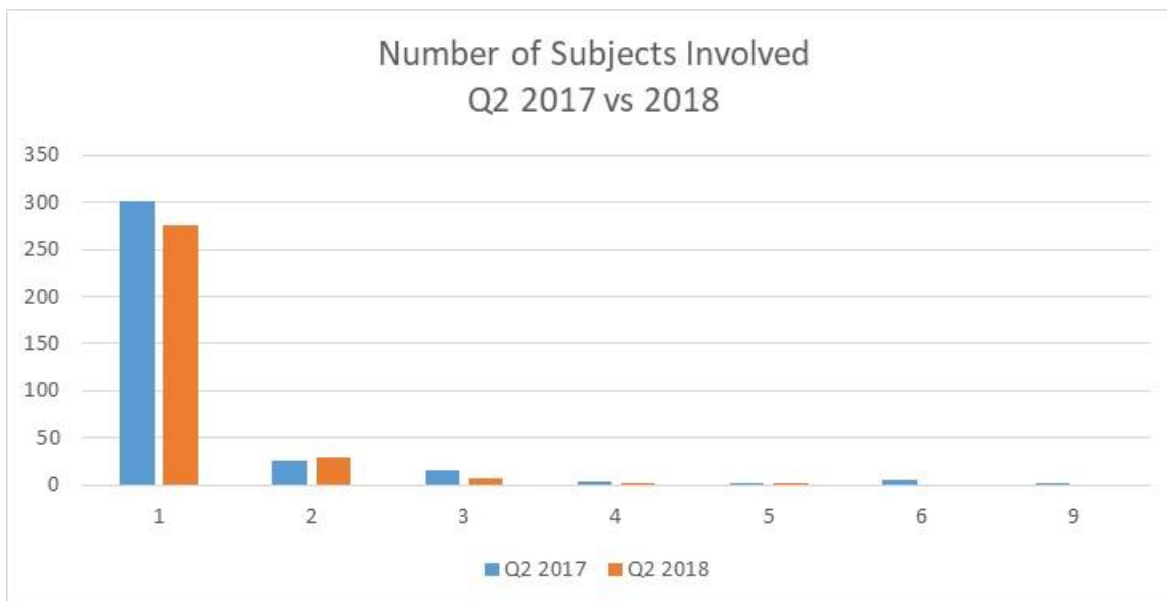
**Uses of Force Incidents by
Number of Officers Involved
June – 2017 vs. 2018**

| Number of Officers Involved | Number of Incidents | | |
|--------------------------------|---------------------|------------|-----------|
| | Jun 2017 | Jun 2018 | % change |
| 1 | 68 | 71 | 4% |
| 2 | 28 | 30 | 7% |
| 3 | 7 | 14 | 100% |
| 4 | 5 | 4 | -20% |
| 5 | 1 | 1 | 0% |
| 6 | 1 | 3 | 200% |
| 7 | 0 | 0 | not cal |
| 8 | 1 | 0 | -100% |
| 9 | 1 | 0 | -100% |
| 12 | 1 | 0 | -100% |
| Total | 113 | 123 | 9% |



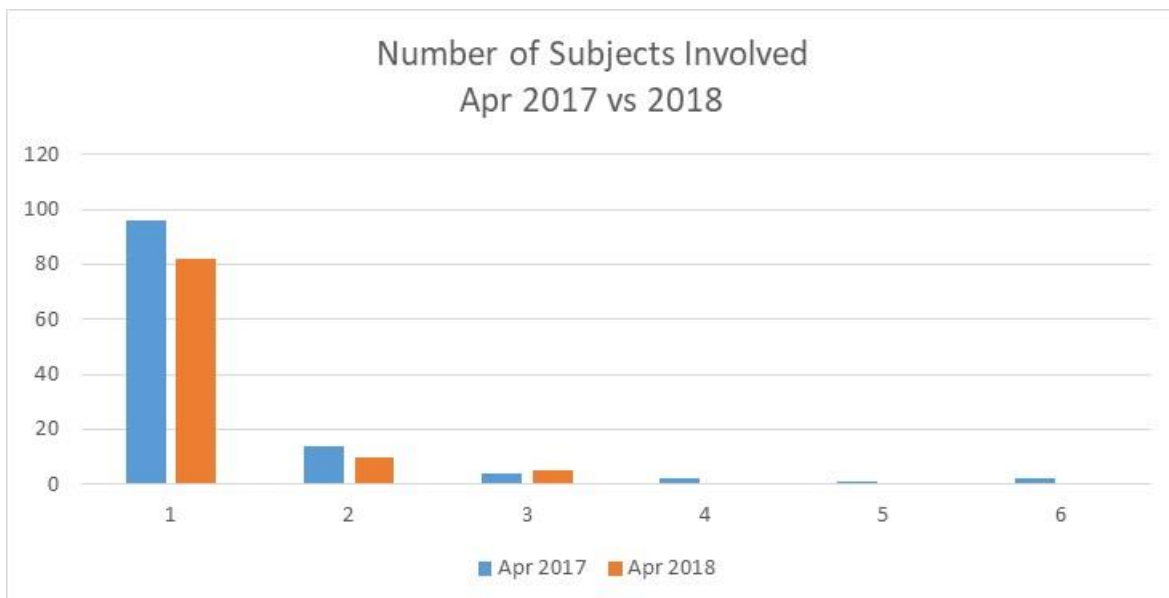
**Uses of Force Incidents by
Number of Subjects Involved
April - June: 2017 vs. 2018**

| Number of Subjects Involved | Number of Incidents | | |
|--------------------------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change |
| 1 | 301 | 276 | -8% |
| 2 | 26 | 30 | 15% |
| 3 | 15 | 7 | -53% |
| 4 | 4 | 2 | -50% |
| 5 | 1 | 1 | 0% |
| 6 | 5 | 0 | -100% |
| 9 | 1 | 0 | -100% |
| Total | 353 | 316 | -10% |



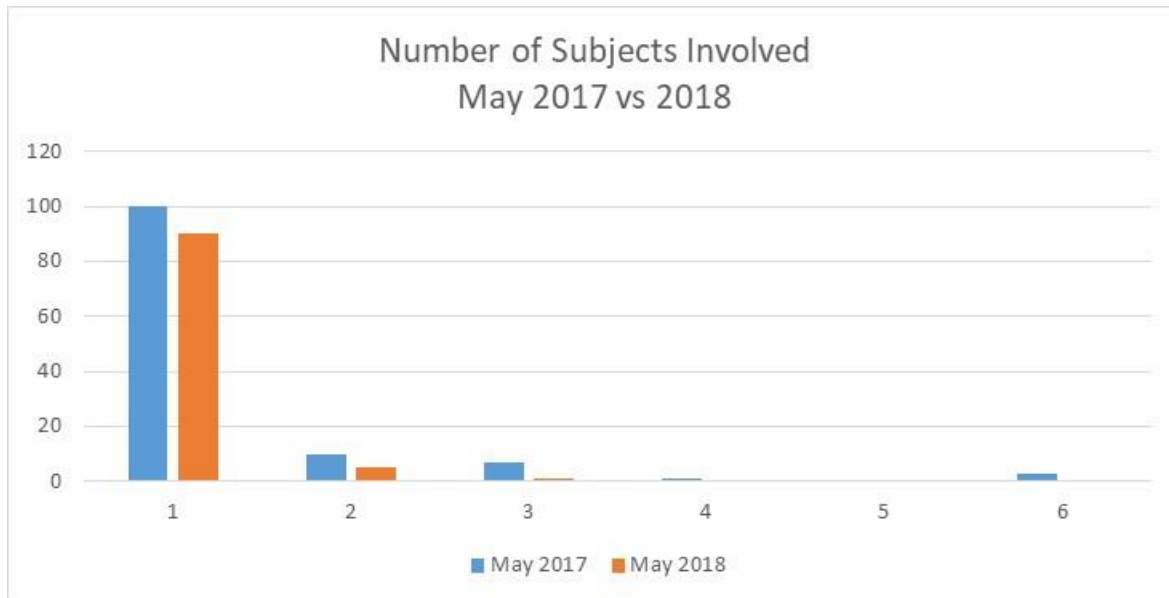
**Uses of Force Incidents by
Number of Subjects Involved
April – 2017 vs. 2018**

| Number of Subjects Involved | Number of Incidents | | |
|--------------------------------|---------------------|-----------|-------------|
| | Apr 2017 | Apr 2018 | % change |
| 1 | 96 | 82 | -15% |
| 2 | 14 | 10 | -29% |
| 3 | 4 | 5 | 25% |
| 4 | 2 | 0 | -100% |
| 5 | 1 | 0 | -100% |
| 6 | 2 | 0 | -100% |
| Total | 119 | 97 | -18% |



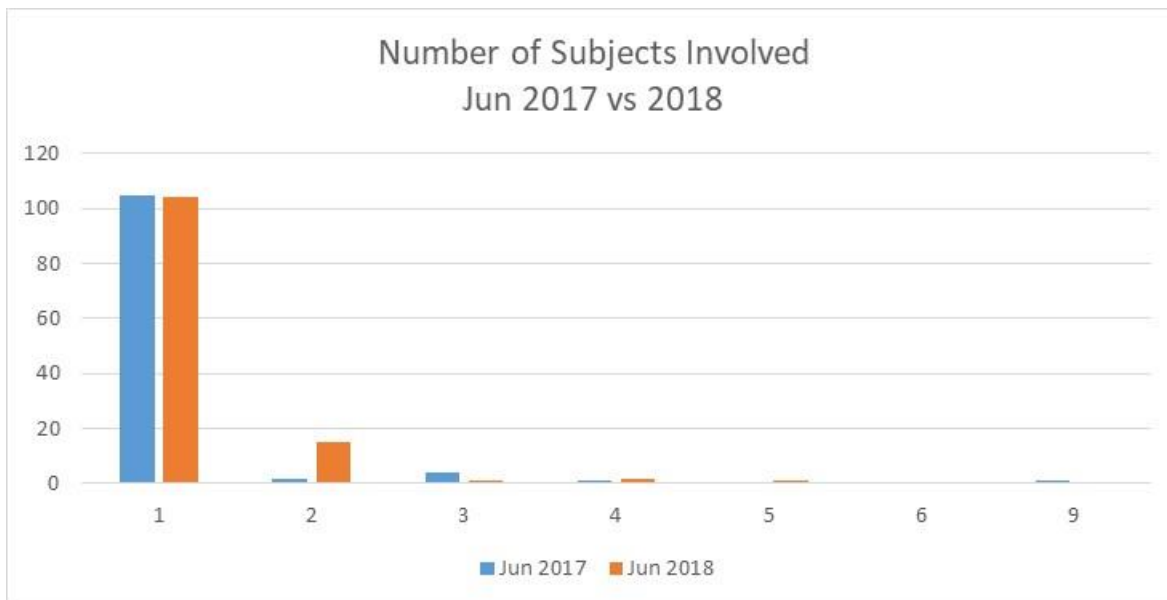
**Uses of Force Incidents by
Number of Subjects Involved
May – 2017 vs. 2018**

| Number of Subjects Involved | Number of Incidents | | |
|--------------------------------|---------------------|-----------|-------------|
| | May 2017 | May 2018 | % change |
| 1 | 100 | 90 | -10% |
| 2 | 10 | 5 | -50% |
| 3 | 7 | 1 | -86% |
| 4 | 1 | 0 | -100% |
| 5 | 0 | 0 | not cal |
| 6 | 3 | 0 | -100% |
| Total | 121 | 96 | -21% |



**Uses of Force Incidents by
Number of Subjects Involved
June – 2017 vs. 2018**

| Number of Subjects Involved | Number of Incidents | | |
|--------------------------------|---------------------|------------|-----------|
| | Jun 2017 | Jun 2018 | % change |
| 1 | 105 | 104 | -1% |
| 2 | 2 | 15 | 650% |
| 3 | 4 | 1 | -75% |
| 4 | 1 | 2 | 100% |
| 5 | 0 | 1 | not cal |
| 6 | 0 | 0 | not cal |
| 9 | 1 | 0 | -100% |
| Total | 113 | 123 | 9% |



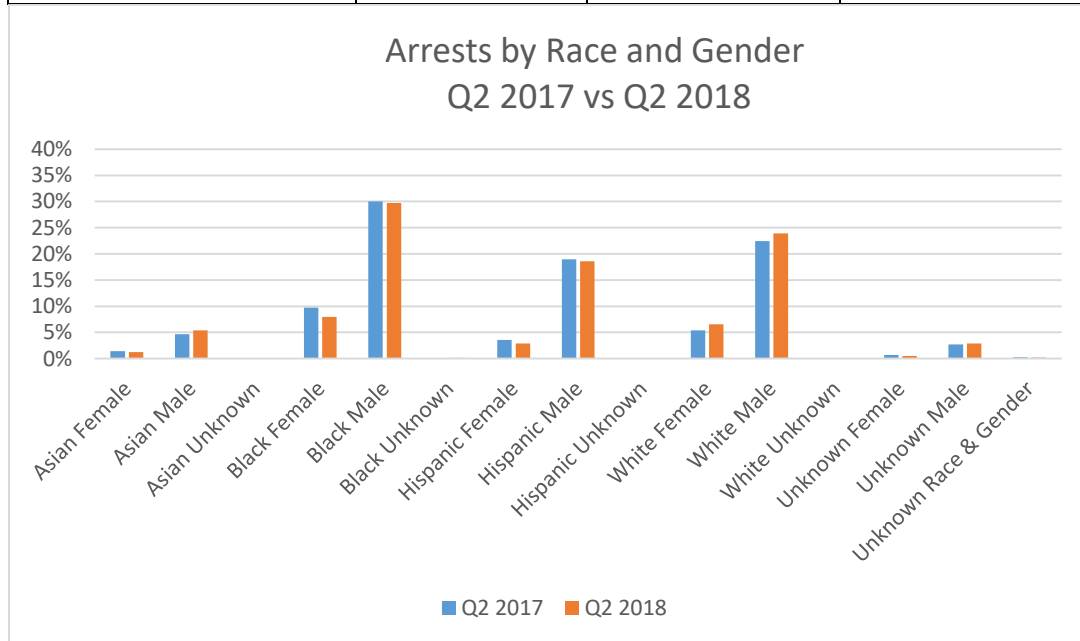
ARRESTS

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY RACE/ETHNICITY AND GENDER

Arrests by Race/Ethnicity and Gender

Q2 – 2017 vs. 2018

| Race and Gender | Q2 2017 | Q2 2018 | % change |
|-----------------------|-------------|-------------|-----------|
| Asian Female | 76 | 69 | -9% |
| Asian Male | 248 | 297 | 20% |
| Asian Unknown | 0 | 0 | not cal |
| Black Female | 518 | 441 | -15% |
| Black Male | 1597 | 1645 | 3% |
| Black Unknown | 3 | 6 | 100% |
| Hispanic Female | 189 | 160 | -15% |
| Hispanic Male | 1008 | 1029 | 2% |
| Hispanic Unknown | 3 | 2 | -33% |
| White Female | 286 | 364 | 27% |
| White Male | 1194 | 1324 | 11% |
| White Unknown | 3 | 2 | -33% |
| Unknown Female | 36 | 26 | -28% |
| Unknown Male | 142 | 161 | 13% |
| Unknown Race & Gender | 13 | 12 | -8% |
| Total | 5316 | 5538 | 4% |



Note: Arrests totals do not include arrests at Airport.

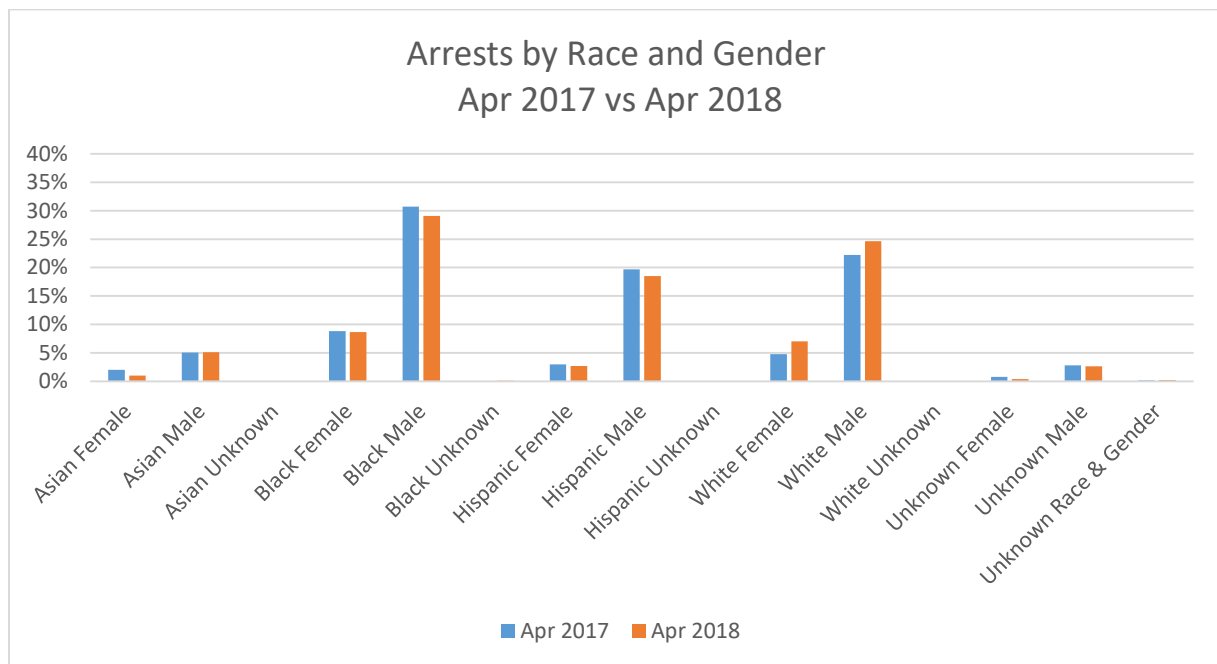
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY RACE/ETHNICITY AND GENDER

Arrests by Race/Ethnicity and Gender April – 2017 vs. 2018

| Race and Gender | Apr 2017 | Apr 2018 | % change |
|-----------------------|-------------|-------------|-----------|
| Asian Female | 38 | 20 | -47% |
| Asian Male | 97 | 102 | 5% |
| Asian Unknown | 0 | 0 | not cal |
| Black Female | 169 | 172 | 2% |
| Black Male | 588 | 578 | -2% |
| Black Unknown | 1 | 2 | 100% |
| Hispanic Female | 57 | 53 | -7% |
| Hispanic Male | 377 | 368 | -2% |
| Hispanic Unknown | 0 | 1 | not cal |
| White Female | 91 | 139 | 53% |
| White Male | 426 | 490 | 15% |
| White Unknown | 0 | 1 | not cal |
| Unknown Female | 15 | 7 | -53% |
| Unknown Male | 54 | 52 | -4% |
| Unknown Race & Gender | 3 | 4 | 33% |
| Total | 1916 | 1989 | 4% |



Note: Arrests totals do not include arrests at Airport.

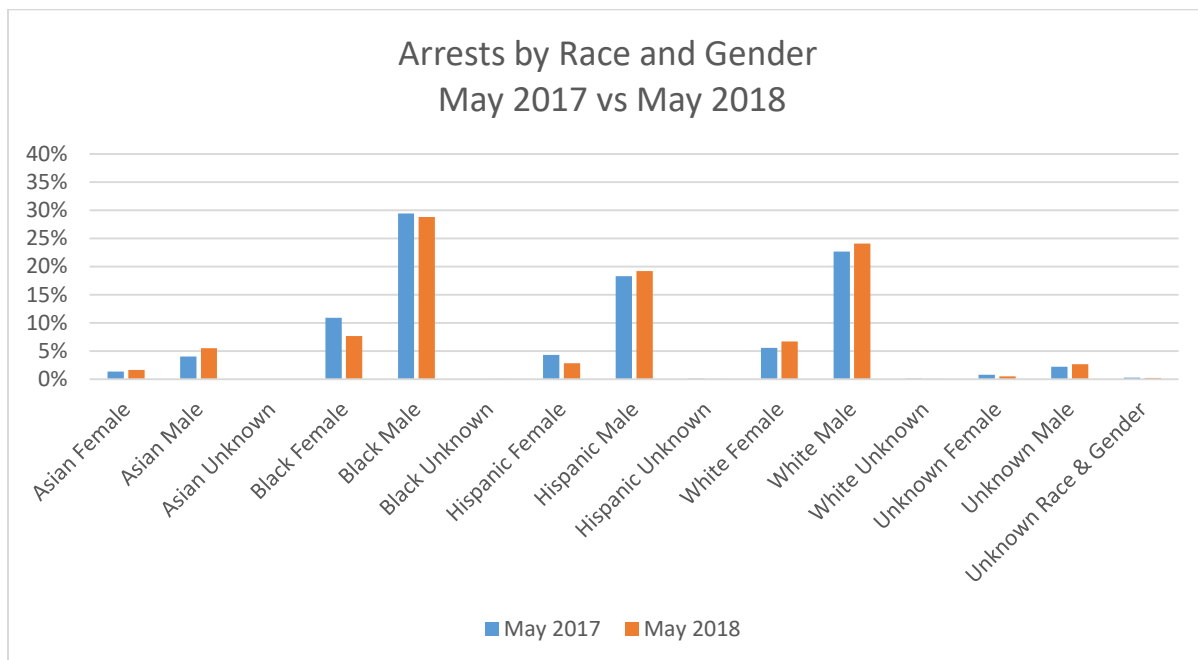
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY RACE/ETHNICITY AND GENDER

Arrests by Race/Ethnicity and Gender May – 2017 vs. 2018

| Race and Gender | May 2017 | May 2018 | % change |
|-----------------------|-------------|-------------|-----------|
| Asian Female | 24 | 32 | 33% |
| Asian Male | 72 | 106 | 47% |
| Asian Unknown | 0 | 0 | not cal |
| Black Female | 195 | 147 | -25% |
| Black Male | 526 | 554 | 5% |
| Black Unknown | 0 | 1 | not cal |
| Hispanic Female | 77 | 55 | -29% |
| Hispanic Male | 327 | 369 | 13% |
| Hispanic Unknown | 2 | 1 | -50% |
| White Female | 99 | 129 | 30% |
| White Male | 405 | 463 | 14% |
| White Unknown | 2 | 1 | -50% |
| Unknown Female | 14 | 10 | -29% |
| Unknown Male | 39 | 51 | 31% |
| Unknown Race & Gender | 5 | 4 | -20% |
| Total | 1787 | 1923 | 8% |



Note: Arrests totals do not include arrests at Airport.

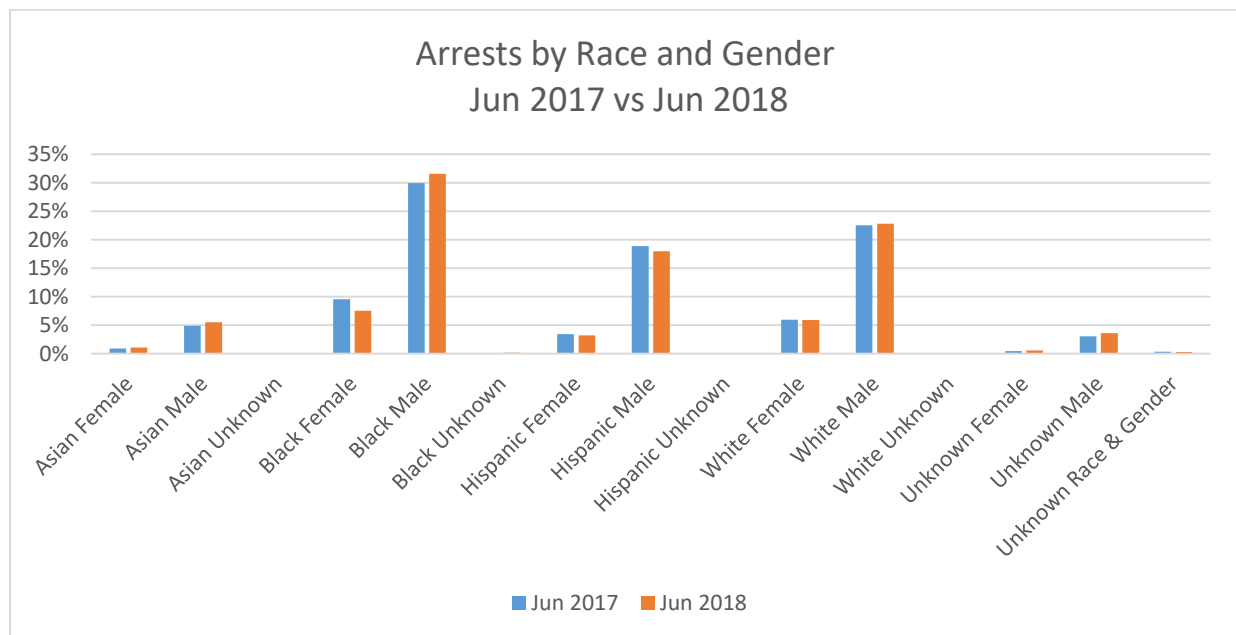
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY RACE/ETHNICITY AND GENDER

Arrests by Race/Ethnicity and Gender June – 2017 vs. 2018

| Race and Gender | Jun 2017 | Jun 2018 | % change |
|-----------------------|-------------|-------------|-----------|
| Asian Female | 14 | 17 | 21% |
| Asian Male | 79 | 89 | 13% |
| Asian Unknown | 0 | 0 | not cal |
| Black Female | 154 | 122 | -21% |
| Black Male | 483 | 513 | 6% |
| Black Unknown | 2 | 3 | 50% |
| Hispanic Female | 55 | 52 | -5% |
| Hispanic Male | 304 | 292 | -4% |
| Hispanic Unknown | 1 | 0 | -100% |
| White Female | 96 | 96 | 0% |
| White Male | 363 | 371 | 2% |
| White Unknown | 1 | 0 | -100% |
| Unknown Female | 7 | 9 | 29% |
| Unknown Male | 49 | 58 | 18% |
| Unknown Race & Gender | 5 | 4 | -20% |
| Total | 1613 | 1626 | 1% |



Note: Arrests totals do not include arrests at Airport.

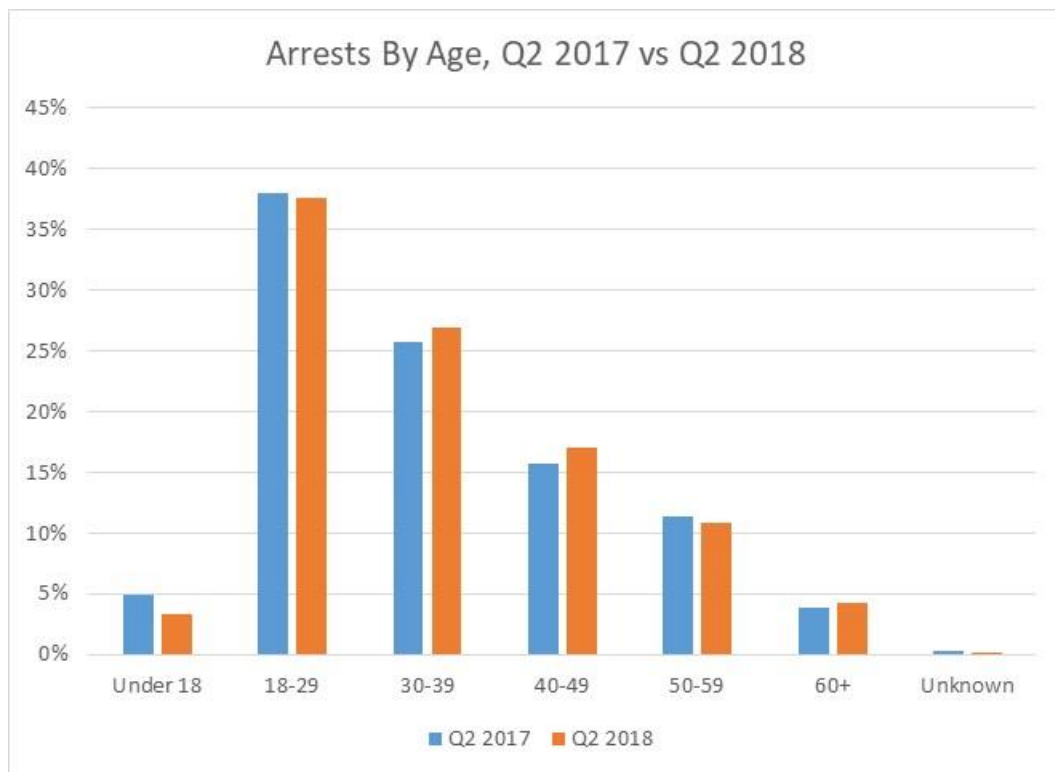
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY AGE

Arrests by Age Q2 – 2017 vs. 2018

| Age | Q2 2017 | Q2 2018 | % change |
|--------------|--------------|--------------|-----------|
| Under 18 | 259 | 185 | -29% |
| 18-29 | 2,021 | 2,086 | 3% |
| 30-39 | 1,372 | 1490 | 9% |
| 40-49 | 836 | 944 | 13% |
| 50-59 | 603 | 599 | -1% |
| 60+ | 209 | 233 | 11% |
| Unknown | 16 | 1 | not calc |
| Total | 5,316 | 5,538 | 4% |



Note: Arrests totals do not include arrests at Airport.

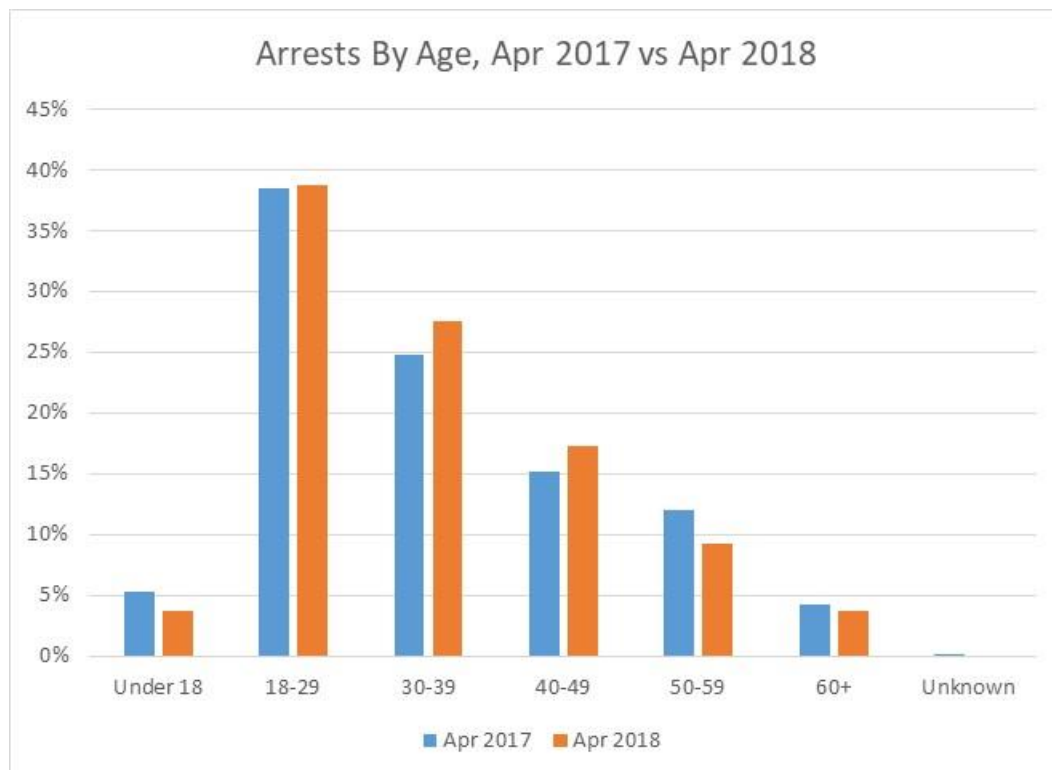
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY AGE

Arrests by Age April – 2017 vs. 2018

| Age | Apr 2017 | Apr 2018 | % change |
|--------------|--------------|--------------|-----------|
| Under 18 | 100 | 73 | -27% |
| 18-29 | 738 | 770 | 4% |
| 30-39 | 476 | 547 | 15% |
| 40-49 | 290 | 343 | 18% |
| 50-59 | 230 | 183 | -20% |
| 60+ | 81 | 73 | -10% |
| Unknown | 1 | 0 | not calc |
| Total | 1,916 | 1,989 | 4% |



Note: Arrests totals do not include arrests at Airport.

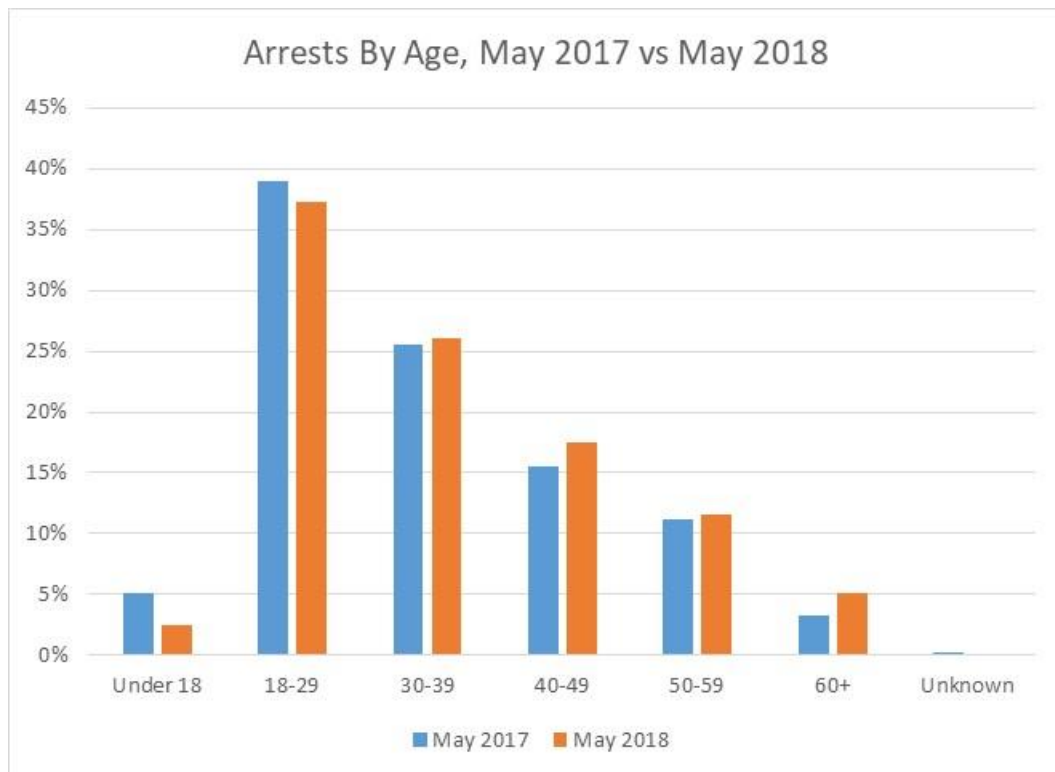
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY AGE

Arrests by Age May – 2017 vs. 2018

| Age | May 2017 | May 2018 | % change |
|--------------|--------------|--------------|-----------|
| Under 18 | 92 | 48 | -48% |
| 18-29 | 697 | 717 | 3% |
| 30-39 | 456 | 500 | 10% |
| 40-49 | 278 | 337 | 21% |
| 50-59 | 200 | 223 | 12% |
| 60+ | 59 | 97 | 64% |
| Unknown | 5 | 1 | not calc |
| Total | 1,787 | 1,923 | 8% |



Note: Arrests totals do not include arrests at Airport.

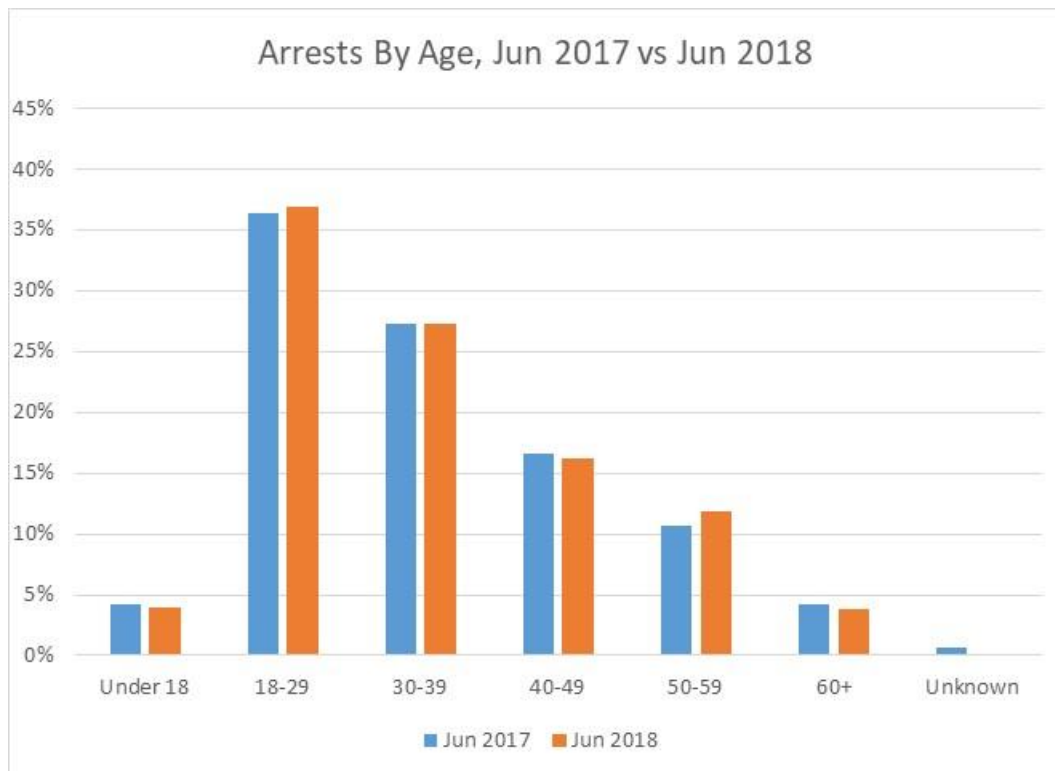
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (C) (2) TOTAL ARRESTS BY AGE

Arrests by Age June – 2017 vs. 2018

| Age | Jun 2017 | Jun 2018 | % change |
|--------------|--------------|--------------|-----------|
| Under 18 | 67 | 64 | -4% |
| 18-29 | 586 | 599 | 2% |
| 30-39 | 440 | 443 | 1% |
| 40-49 | 268 | 264 | -1% |
| 50-59 | 173 | 193 | 12% |
| 60+ | 69 | 63 | -9% |
| Unknown | 10 | 0 | not calc |
| Total | 1,613 | 1,626 | 1% |



Note: Arrests totals do not include arrests at Airport.

Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (f) DEPARTMENT OF POLICE ACCOUNTABILITY (DPA)

The Department is required to obtain information from the Department of Police Accountability (DPA), formerly the Office of Citizens Complaints, relating to the total number of complaints for the reporting period received by DPA that it characterizes as allegations of bias based on race or ethnicity, gender, or gender identity. The Department also is required to include in its report the total number of complaints DPA closed during the reporting period that were characterized as allegations of bias based on race or ethnicity, gender, or gender identity, as well as the total number of each type of disposition for such complaints.

Allegations of Bias based on race or ethnicity, gender, or Gender Identity received and closed by the Department of Police Accountability (formerly the Office of Citizen Complaints).

| Cases received involving claims of racial and/or gender bias | Q2 2018 |
|--|----------|
| Racial Bias | 7 |
| Gender Bias | 0 |
| Both Racial and Gender Bias | 0 |
| Total | 7 |

12 Officers were named in those **7 cases**.

DPA received **188 cases** for the quarter, including above.

Total Cases Received in 2018 involving Racial or Gender Bias: 10 Cases

| Closures of cases involving claims of racial and/or gender bias | Q2 2018 |
|---|-----------|
| Racial Bias | 10 |
| Gender Bias | 0 |
| Both Racial and Gender Bias | 0 |
| Total | 10 |

15 Officers were named in those **10 cases**.

| Dispositions of the cases | Q2 2018 |
|-----------------------------------|---------|
| Sustained | 7 |
| Sustained bias-related allegation | 0 |
| Closed | 141 |
| Mediated | 0 |

Closure reasons: Unfounded, Proper Conduct, Not sustained, No Finding, and No Finding Withdrawn.

DPA closed a total of **141 cases** for the quarter, including above.

DPA closed a total of **254 cases** for the year, including above.

Source: Department of Police Accountability.

The total number of dispositions for each of the allegations of bias based on race or ethnicity, gender or gender identity.

SFPD ADDED SECTION: -RELATED COMPLAINTS RECEIVED BY SFPD, AND INVESTIGATED BY DEPARTMENT OF HUMAN RESOURCES

As part of the Department's commitment to transparency, the Department also will report on all bias-related complaints received by the Department, and forwarded to the Department of Human Resources (DHR) for investigation.

Bias Complaints Received and Closed by The San Francisco Police Department and Investigated by DHR

| Cases received involving claims of racial and/or gender bias | Q2 2018 |
|---|----------------|
| Racial Bias | 3 |
| Gender Bias | 2 |
| Both Racial and Gender Bias | 2 |
| National Origin Bias | 1 |
| Age Bias | 1 |
| Gender and Sexual Orientation Bias | 1 |
| Military Discrimination | 1 |
| Race and Sexual Orientation Bias | 1 |
| Medical Condition or Disability | 2 |
| Sexual Harassment | 2 |
| Hostile Work Environment | 1 |
| Retaliation/ Bias Unknown | 2 |
| Total | 19 |

21 employees were named in the above **19 cases**

| Closures of cases involving claims of racial and/or gender bias | Q2 2018 |
|--|----------------|
| Racial Bias | 1 |
| Sexual Harassment | 1 |
| Race, Religion, National Origin, Sexual Orientation | 1 |
| Total | 3 |

| Dispositions of the cases | Q2 2018 |
|----------------------------------|----------------|
| Sustained | 0 |
| Closed | 3 |

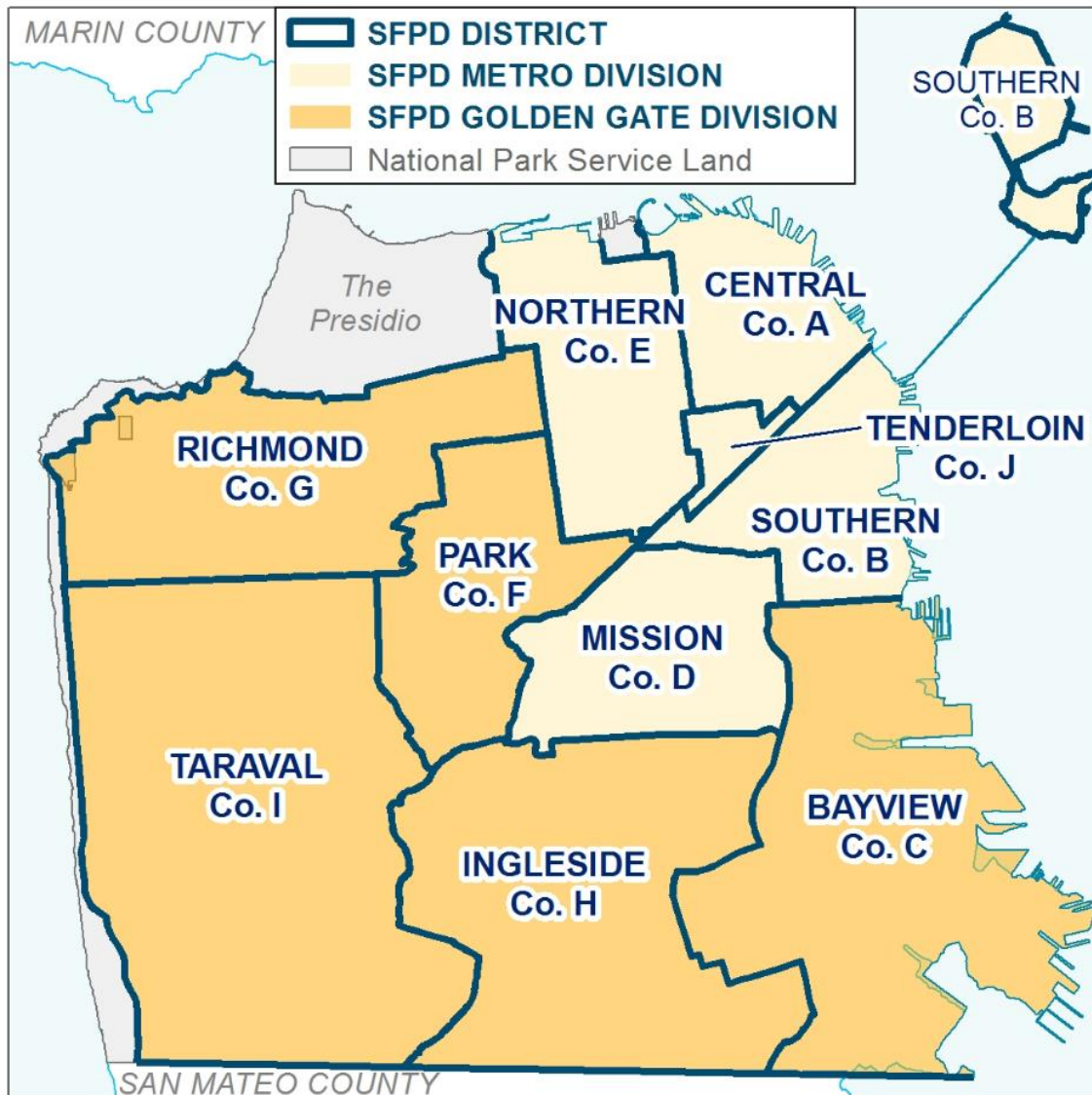
Closure reasons:

- (3) Admin Closure, Insufficient Evidence
- (1) SFDHR EEO Investigation Completed

Source: SFPD Risk Management EEO Quarterly Report

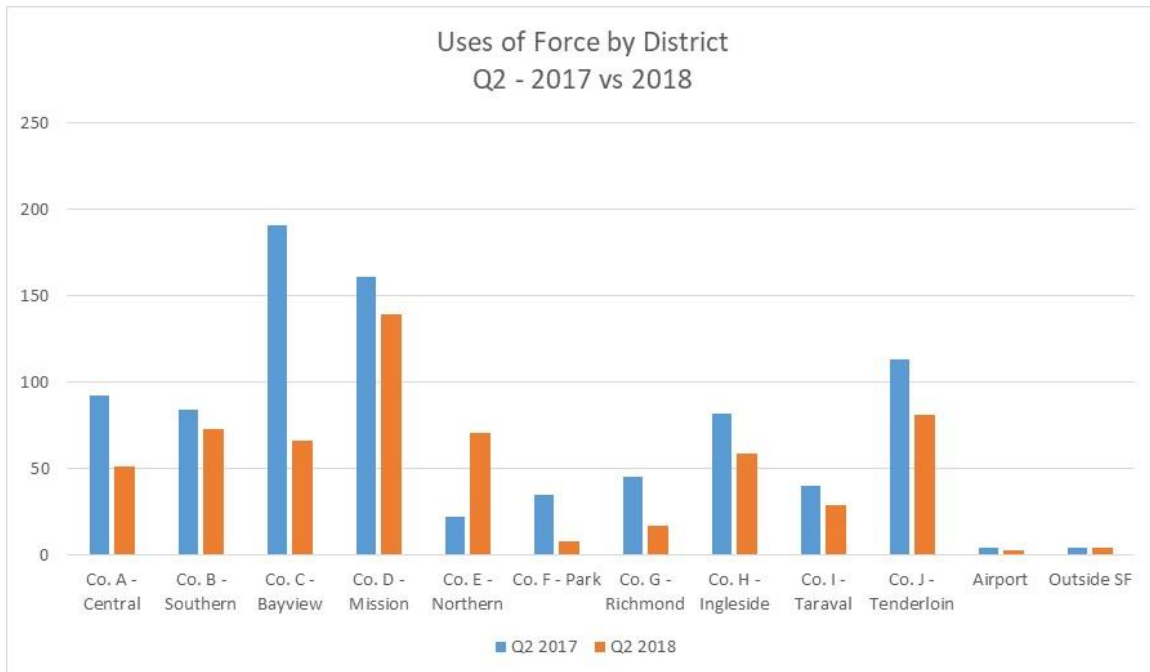
USE OF FORCE AND ARREST DATA BY POLICE DISTRICT

April – June 2018



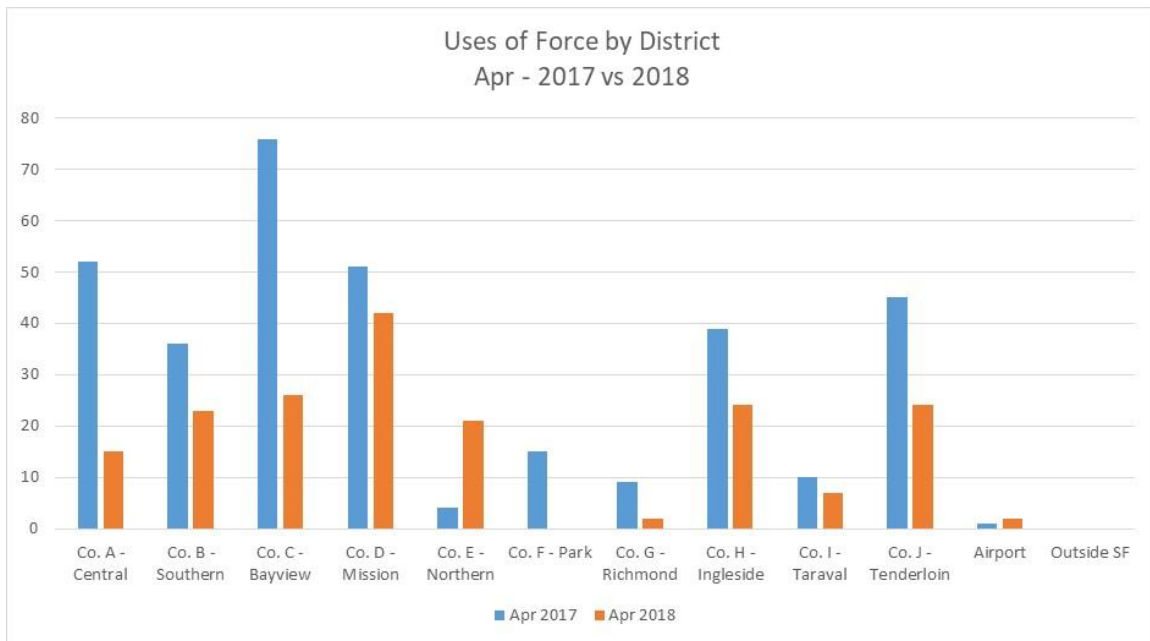
Uses of Force by District Q2 – 2017 vs. 2018

| Districts | Q2 2017 | Q2 2018 | % change |
|--------------------|------------|------------|-------------|
| Co. A - Central | 92 | 51 | -45% |
| Co. B - Southern | 84 | 73 | -13% |
| Co. C - Bayview | 191 | 66 | -65% |
| Co. D - Mission | 161 | 139 | -14% |
| Co. E - Northern | 22 | 71 | 223% |
| Co. F - Park | 35 | 8 | -77% |
| Co. G - Richmond | 45 | 17 | -62% |
| Co. H - Ingleside | 82 | 59 | -28% |
| Co. I - Taraval | 40 | 29 | -28% |
| Co. J - Tenderloin | 113 | 81 | -28% |
| Airport | 4 | 3 | -25% |
| Outside SF | 4 | 4 | 0% |
| Total | 873 | 601 | -31% |



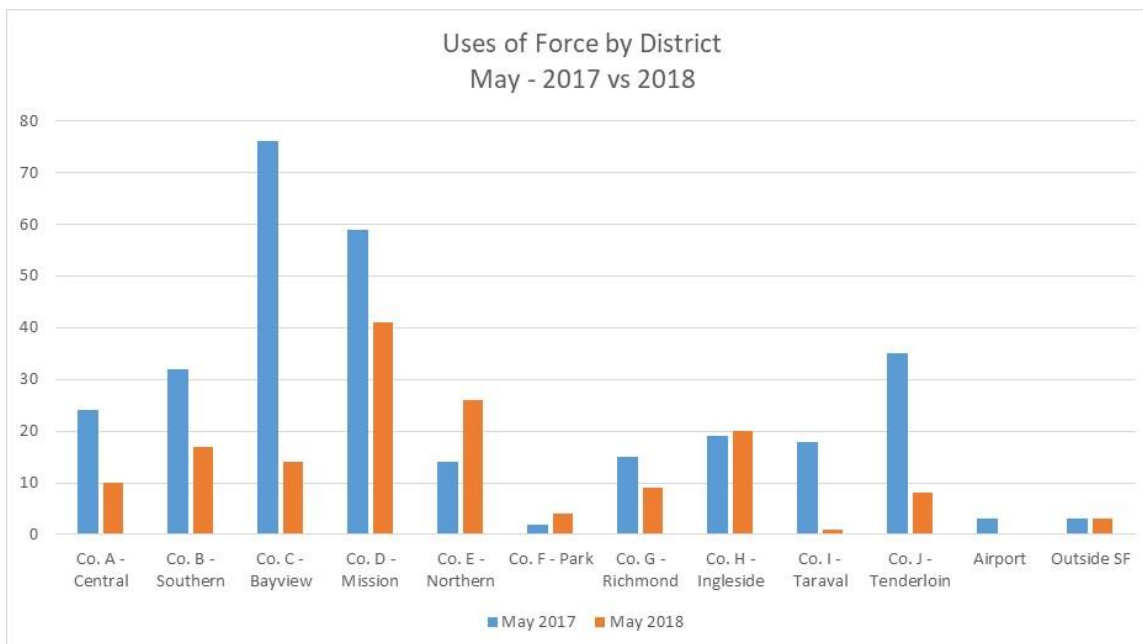
Uses of Force by District April – 2017 vs. 2018

| Districts | Apr 2017 | Apr 2018 | % change |
|--------------------|------------|------------|-------------|
| Co. A - Central | 52 | 15 | -71% |
| Co. B - Southern | 36 | 23 | -36% |
| Co. C - Bayview | 76 | 26 | -66% |
| Co. D - Mission | 51 | 42 | -18% |
| Co. E - Northern | 4 | 21 | 425% |
| Co. F - Park | 15 | 0 | -100% |
| Co. G - Richmond | 9 | 2 | -78% |
| Co. H - Ingleside | 39 | 24 | -38% |
| Co. I - Taraval | 10 | 7 | -30% |
| Co. J - Tenderloin | 45 | 24 | -47% |
| Airport | 1 | 2 | 100% |
| Outside SF | 0 | 0 | not cal |
| Total | 338 | 186 | -45% |



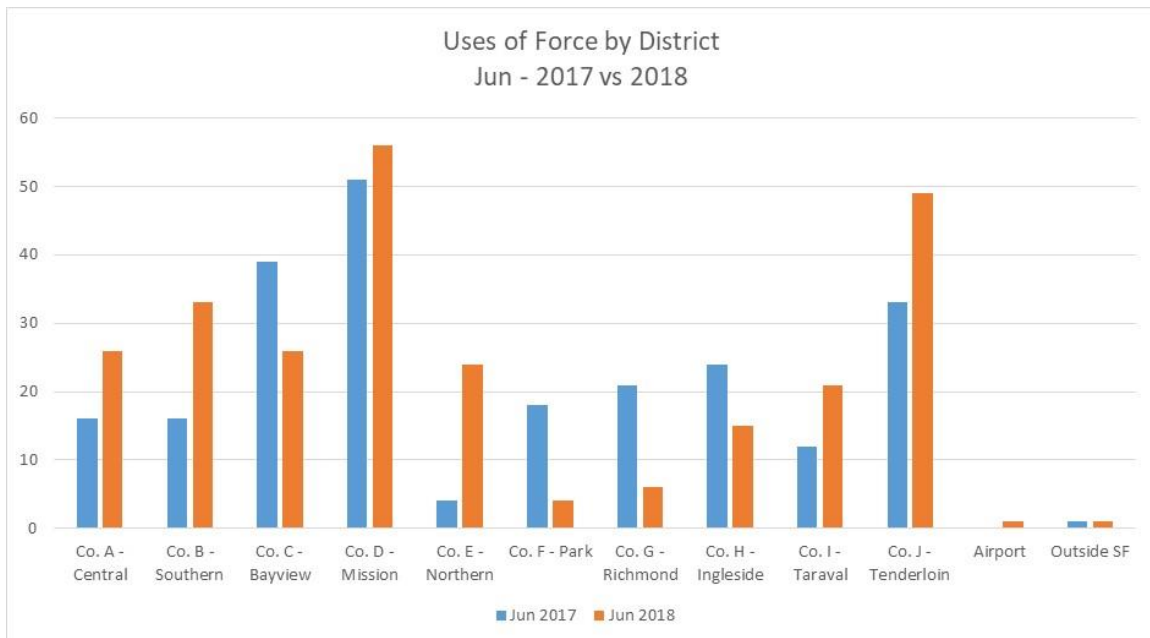
Uses of Force by District May – 2017 vs. 2018

| Districts | May 2017 | May 2018 | % change |
|--------------------|------------|------------|-------------|
| Co. A - Central | 24 | 10 | -58% |
| Co. B - Southern | 32 | 17 | -47% |
| Co. C - Bayview | 76 | 14 | -82% |
| Co. D - Mission | 59 | 41 | -31% |
| Co. E - Northern | 14 | 26 | 86% |
| Co. F - Park | 2 | 4 | 100% |
| Co. G - Richmond | 15 | 9 | -40% |
| Co. H - Ingleside | 19 | 20 | 5% |
| Co. I - Taraval | 18 | 1 | -94% |
| Co. J - Tenderloin | 35 | 8 | -77% |
| Airport | 3 | 0 | -100% |
| Outside SF | 3 | 3 | 0% |
| Total | 300 | 153 | -49% |



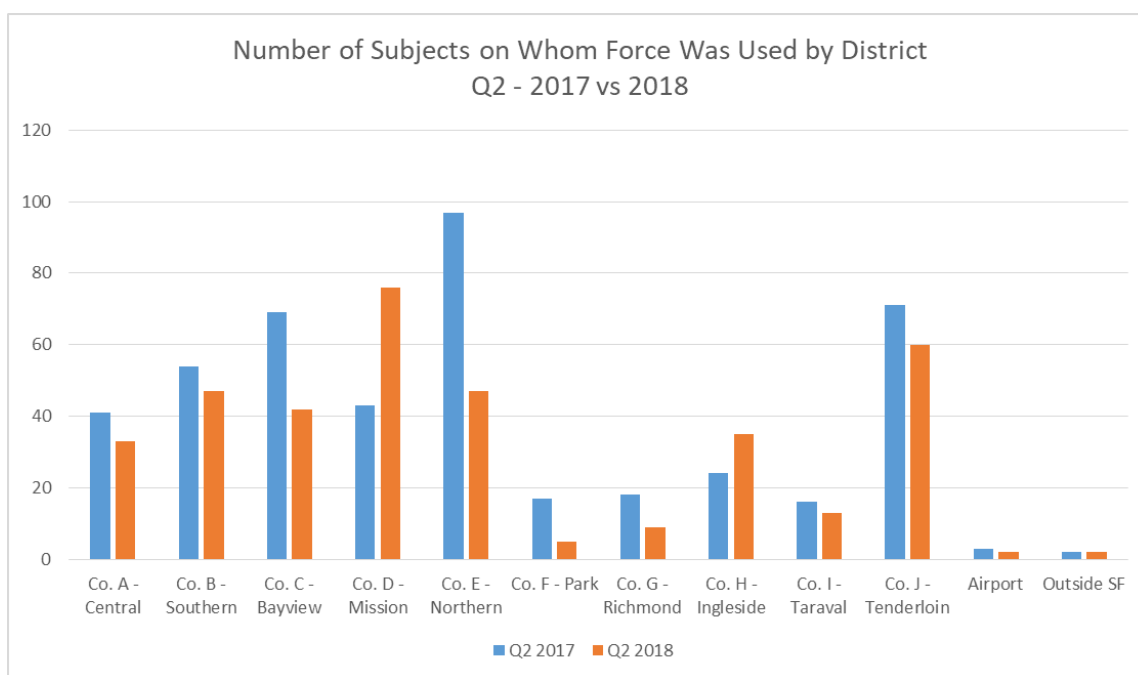
Uses of Force by District June – 2016 vs. 2017

| Districts | Jun 2017 | Jun 2018 | % change |
|--------------------|------------|------------|------------|
| Co. A - Central | 16 | 26 | 63% |
| Co. B - Southern | 16 | 33 | 106% |
| Co. C - Bayview | 39 | 26 | -33% |
| Co. D - Mission | 51 | 56 | 10% |
| Co. E - Northern | 4 | 24 | 500% |
| Co. F - Park | 18 | 4 | -78% |
| Co. G - Richmond | 21 | 6 | -71% |
| Co. H - Ingleside | 24 | 15 | -38% |
| Co. I - Taraval | 12 | 21 | 75% |
| Co. J - Tenderloin | 33 | 49 | 48% |
| Airport | 0 | 1 | not cal |
| Outside SF | 1 | 1 | 0% |
| Total | 235 | 262 | 11% |



Number of Subjects on Whom Force Was Used by District Q2 – 2017 vs. 2018

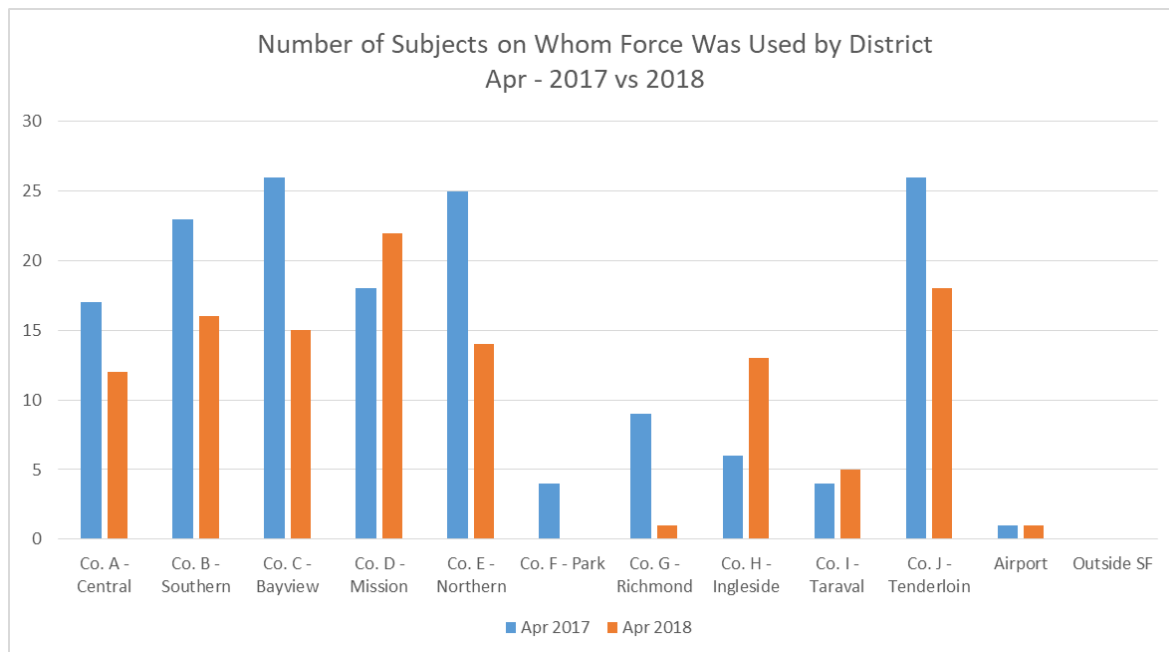
| Districts | Number of Subjects | | % change |
|--------------------|--------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | |
| Co. A - Central | 41 | 33 | -20% |
| Co. B - Southern | 54 | 47 | -13% |
| Co. C - Bayview | 69 | 42 | -39% |
| Co. D - Mission | 43 | 76 | 77% |
| Co. E - Northern | 97 | 47 | -52% |
| Co. F - Park | 17 | 5 | -71% |
| Co. G - Richmond | 18 | 9 | -50% |
| Co. H - Ingleside | 24 | 35 | 46% |
| Co. I - Taraval | 16 | 13 | -19% |
| Co. J - Tenderloin | 71 | 60 | -15% |
| Airport | 3 | 2 | -33% |
| Outside SF | 2 | 2 | 0% |
| Total | 455 | 371 | -18% |



Note: Some subjects resisted arrest more than once in different districts throughout the city.

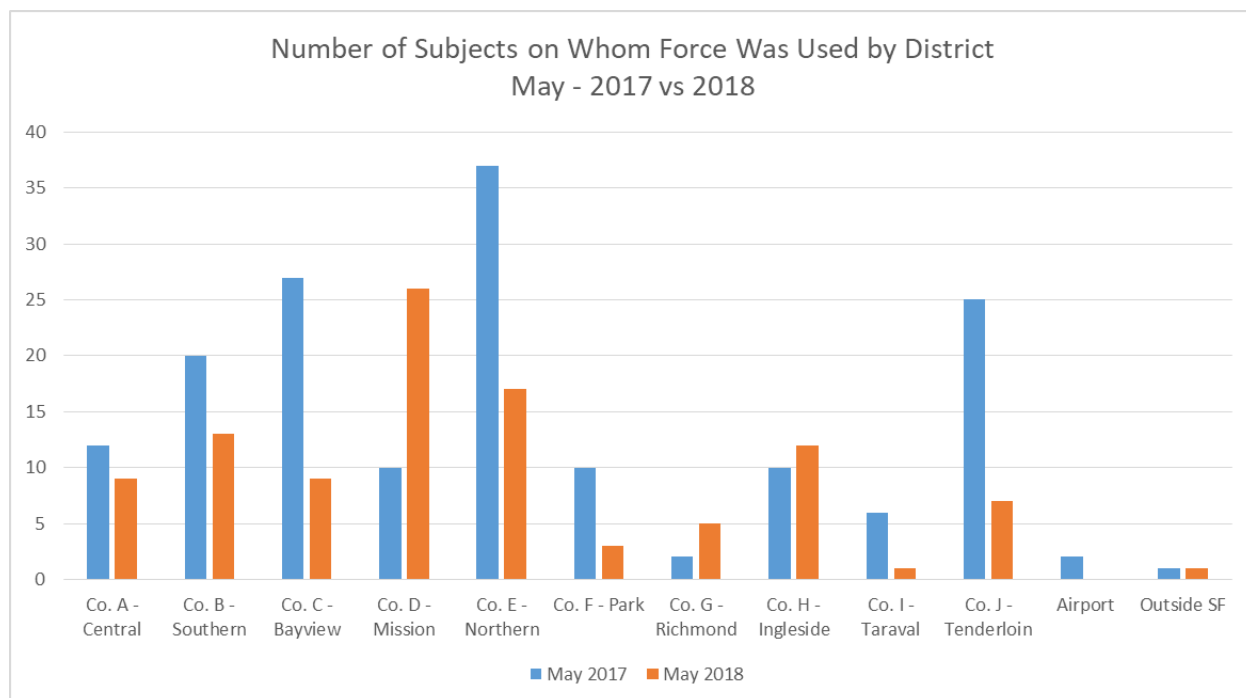
Number of Subjects on Whom Force Was Used by District April – 2017 vs. 2018

| Districts | Number of Subjects | | % change |
|--------------------|--------------------|------------|-------------|
| | Apr 2017 | Apr 2018 | |
| Co. A - Central | 17 | 12 | -29% |
| Co. B - Southern | 23 | 16 | -30% |
| Co. C - Bayview | 26 | 15 | -42% |
| Co. D - Mission | 18 | 22 | 22% |
| Co. E - Northern | 25 | 14 | -44% |
| Co. F - Park | 4 | 0 | -100% |
| Co. G - Richmond | 9 | 1 | -89% |
| Co. H - Ingleside | 6 | 13 | 117% |
| Co. I - Taraval | 4 | 5 | 25% |
| Co. J - Tenderloin | 26 | 18 | -31% |
| Airport | 1 | 1 | 0% |
| Outside SF | 0 | 0 | not cal |
| Total | 159 | 117 | -26% |



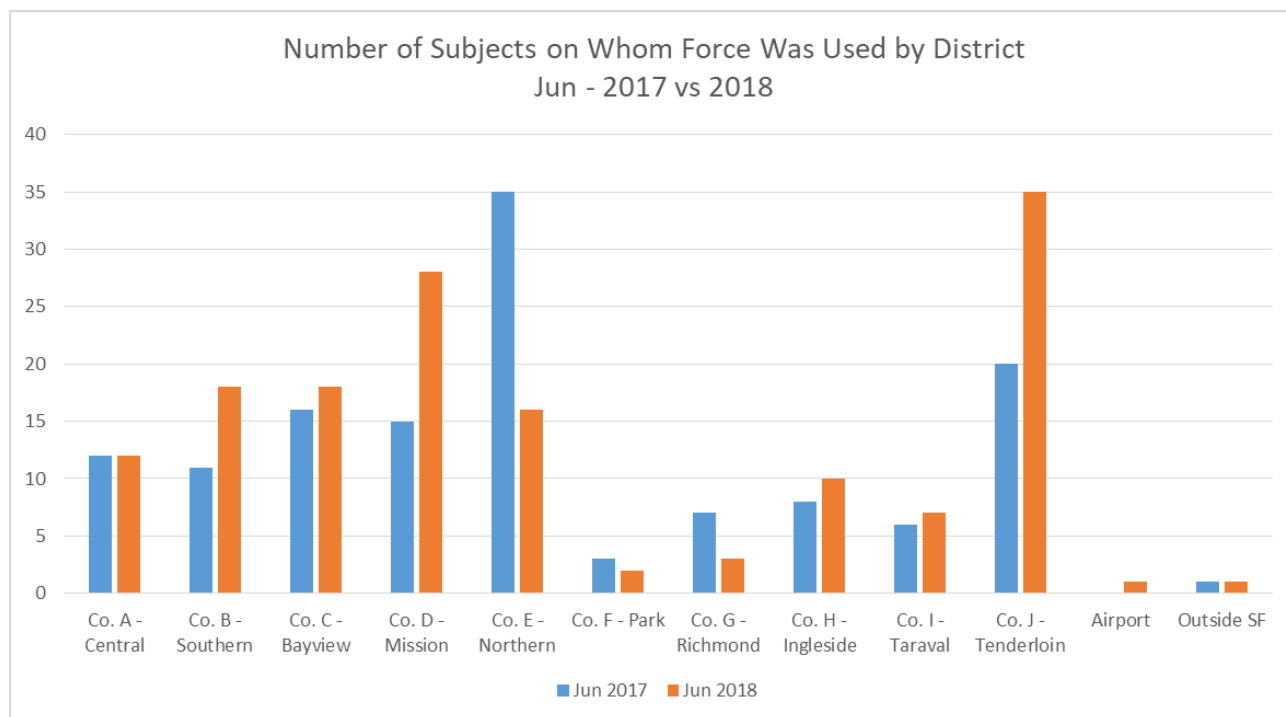
Number of Subjects on Whom Force Was Used by District May – 2017 vs. 2018

| Districts | Number of Subjects | | % change |
|--------------------|--------------------|------------|-------------|
| | May 2017 | May 2018 | |
| Co. A - Central | 12 | 9 | -25% |
| Co. B - Southern | 20 | 13 | -35% |
| Co. C - Bayview | 27 | 9 | -67% |
| Co. D - Mission | 10 | 26 | 160% |
| Co. E - Northern | 37 | 17 | -54% |
| Co. F - Park | 10 | 3 | -70% |
| Co. G - Richmond | 2 | 5 | 150% |
| Co. H - Ingleside | 10 | 12 | 20% |
| Co. I - Taraval | 6 | 1 | -83% |
| Co. J - Tenderloin | 25 | 7 | -72% |
| Airport | 2 | 0 | -100% |
| Outside SF | 1 | 1 | 0% |
| Total | 162 | 103 | -36% |



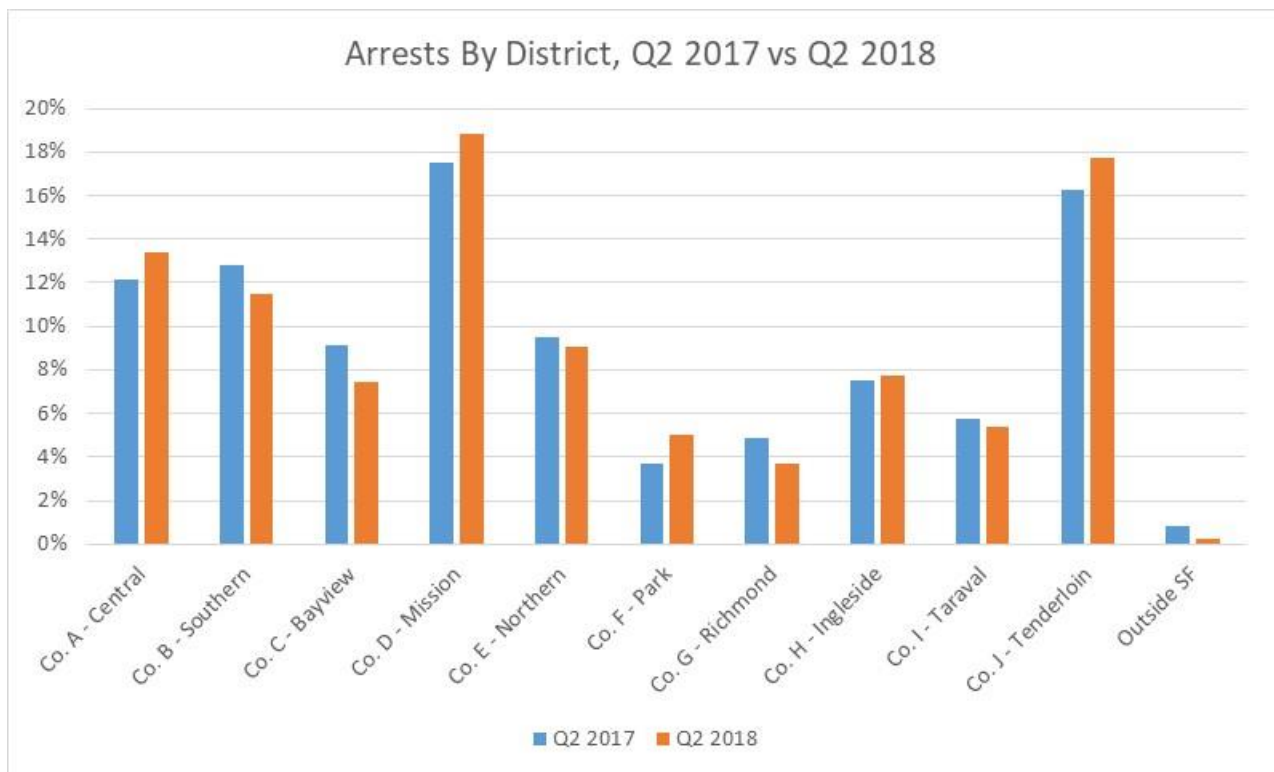
Number of Subjects on Whom Force Was Used by District June – 2017 vs. 2018

| Districts | Number of Subjects | | % change |
|--------------------|--------------------|------------|------------|
| | Jun 2017 | Jun 2018 | |
| Co. A - Central | 12 | 12 | 0% |
| Co. B - Southern | 11 | 18 | 64% |
| Co. C - Bayview | 16 | 18 | 13% |
| Co. D - Mission | 15 | 28 | 87% |
| Co. E - Northern | 35 | 16 | -54% |
| Co. F - Park | 3 | 2 | -33% |
| Co. G - Richmond | 7 | 3 | -57% |
| Co. H - Ingleside | 8 | 10 | 25% |
| Co. I - Taraval | 6 | 7 | 17% |
| Co. J - Tenderloin | 20 | 35 | 75% |
| Airport | 0 | 1 | not cal |
| Outside SF | 1 | 1 | 0% |
| Total | 134 | 151 | 13% |



Total Arrests by District Q2 – 2017 vs. 2018

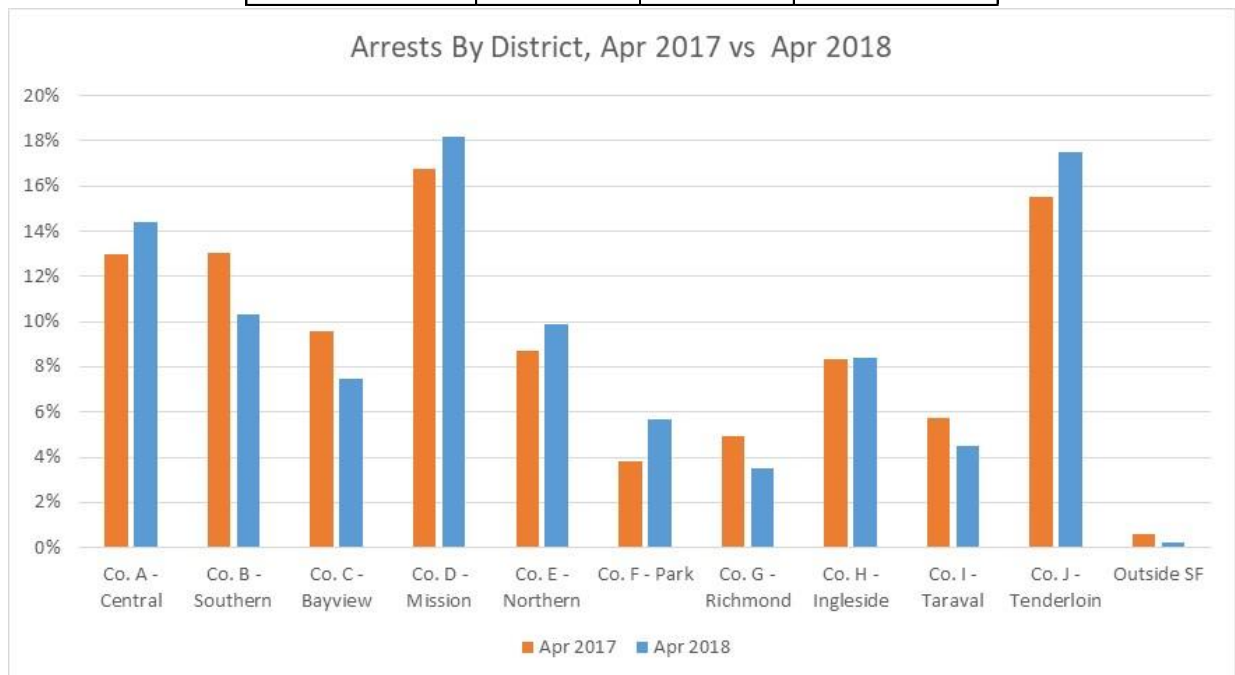
| District | Q2 2017 | Q2 2018 | % change |
|--------------------|-------------|-------------|-----------|
| Co. A - Central | 644 | 742 | 15% |
| Co. B - Southern | 681 | 636 | -7% |
| Co. C - Bayview | 486 | 412 | -15% |
| Co. D - Mission | 932 | 1042 | 12% |
| Co. E - Northern | 506 | 503 | -1% |
| Co. F - Park | 196 | 279 | 42% |
| Co. G - Richmond | 258 | 206 | -20% |
| Co. H - Ingleside | 400 | 429 | 7% |
| Co. I - Taraval | 305 | 297 | -3% |
| Co. J - Tenderloin | 863 | 980 | 14% |
| Outside SF | 45 | 12 | -73% |
| Total | 5316 | 5538 | 4% |



Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Arrests by District April – 2017 vs. 2018

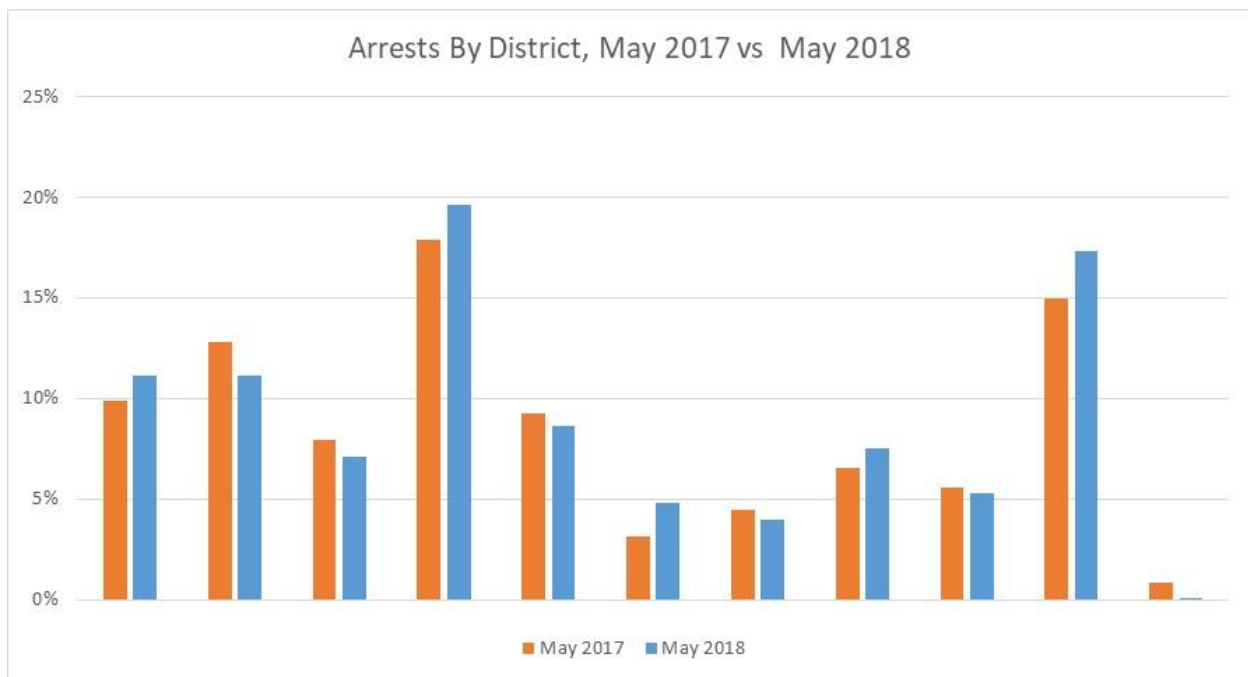
| District | Apr 2017 | Apr 2018 | % change |
|--------------------|-------------|-------------|-----------|
| Co. A - Central | 249 | 286 | 15% |
| Co. B - Southern | 250 | 205 | -18% |
| Co. C - Bayview | 183 | 149 | -19% |
| Co. D - Mission | 321 | 361 | 12% |
| Co. E - Northern | 167 | 196 | 17% |
| Co. F - Park | 73 | 113 | 55% |
| Co. G - Richmond | 95 | 70 | -26% |
| Co. H - Ingleside | 160 | 167 | 4% |
| Co. I - Taraval | 110 | 90 | -18% |
| Co. J - Tenderloin | 297 | 348 | 17% |
| Outside SF | 11 | 4 | -64% |
| Total | 1916 | 1989 | 4% |



Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Arrests by District May – 2017 vs. 2018

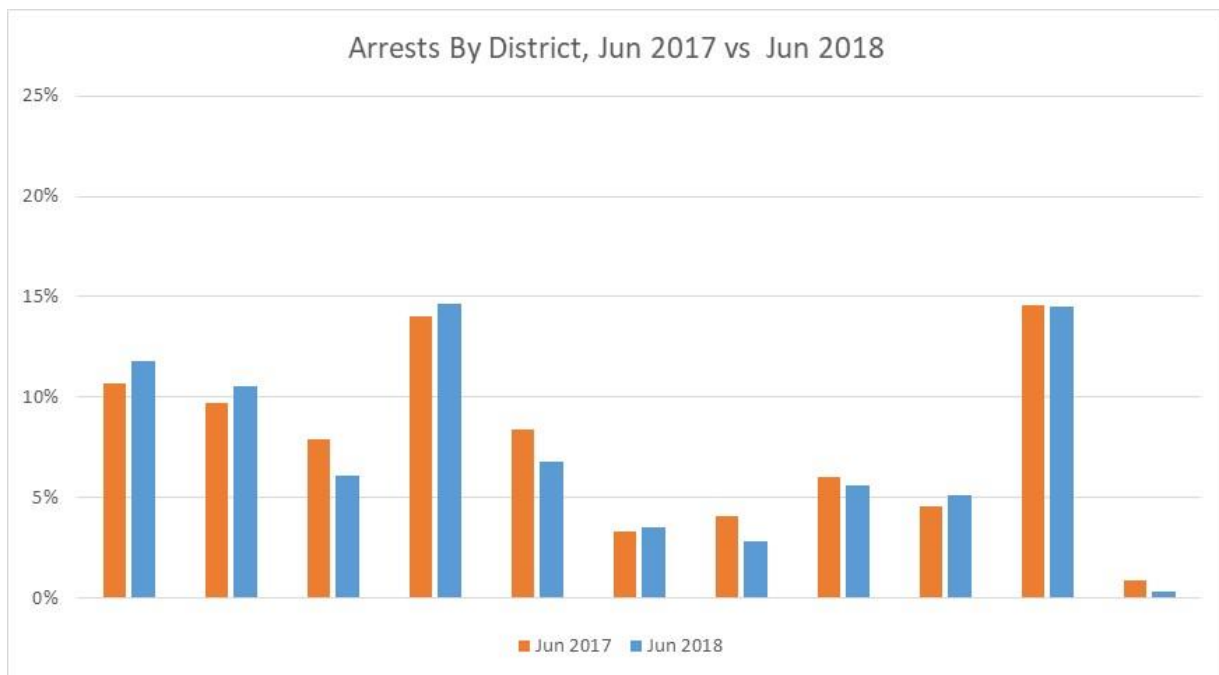
| District | May 2017 | May 2018 | % change |
|--------------------|-------------|-------------|-----------|
| Co. A - Central | 190 | 222 | 17% |
| Co. B - Southern | 245 | 221 | -10% |
| Co. C - Bayview | 152 | 142 | -7% |
| Co. D - Mission | 342 | 390 | 14% |
| Co. E - Northern | 178 | 172 | -3% |
| Co. F - Park | 60 | 96 | 60% |
| Co. G - Richmond | 85 | 79 | -7% |
| Co. H - Ingleside | 125 | 150 | 20% |
| Co. I - Taraval | 107 | 105 | -2% |
| Co. J - Tenderloin | 286 | 344 | 20% |
| Outside SF | 17 | 2 | -88% |
| Total | 1787 | 1923 | 8% |



Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Arrests by District June – 2017 vs. 2018

| District | Jun 2017 | Jun 2018 | % change |
|--------------------|-------------|-------------|-----------|
| Co. A - Central | 205 | 234 | 14% |
| Co. B - Southern | 186 | 210 | 13% |
| Co. C - Bayview | 151 | 121 | -20% |
| Co. D - Mission | 269 | 291 | 8% |
| Co. E - Northern | 161 | 135 | -16% |
| Co. F - Park | 63 | 70 | 11% |
| Co. G - Richmond | 78 | 57 | -27% |
| Co. H - Ingleside | 115 | 112 | -3% |
| Co. I - Taraval | 88 | 102 | 16% |
| Co. J - Tenderloin | 280 | 288 | 3% |
| Outside SF | 17 | 6 | -65% |
| Total | 1613 | 1626 | 1% |



Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

**Central District
(Company A)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 23 |
| Physical Control | 11 |
| Strike by Object/Fist | 8 |
| OC (Pepper Spray) | 4 |
| Impact Weapon | 4 |
| ERIW | 0 |
| Firearm | 1 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 51 |

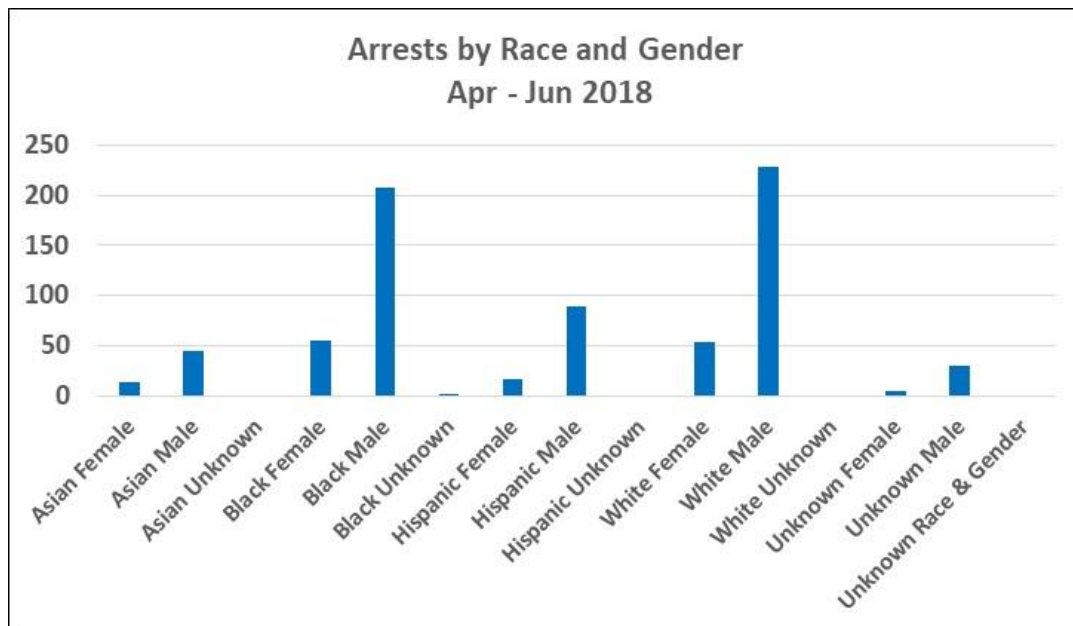
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Central | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 1 | 1 | 3 | 0 | 0 | 0 | 1 | 6 | 12% |
| 0400-0759 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 6% |
| 0800-1159 | 0 | 4 | 1 | 1 | 1 | 2 | 6 | 15 | 29% |
| 1200-1559 | 0 | 2 | 0 | 1 | 0 | 2 | 1 | 6 | 12% |
| 1600-1959 | 6 | 2 | 0 | 5 | 2 | 1 | 3 | 19 | 37% |
| 2000-2359 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 4% |
| Total | 9 | 11 | 4 | 8 | 3 | 5 | 11 | 51 | 100% |
| Percentage | 18% | 22% | 8% | 16% | 6% | 10% | 22% | 100% | |

**Central District
(Company A)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 6 | 3 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 12 | 24% |
| Part I Property | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 6 | 12% |
| Person with a gun (221) | 6 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 7 | 14% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 0 | 2 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 6 | 12% |
| Search Warrant/Warrant Arrest | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4% |
| Mental Health Related (5150/800/801) | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 4 | 8% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2% |
| Vandalism (594/595) | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 6% |
| Alarm/Check on well-being (100/910) | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 12% |
| Traffic-Related | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4% |
| Aided Case (520) | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 23 | 11 | 8 | 4 | 4 | 0 | 1 | 0 | 0 | 51 | 100% |

**Central District
(Company A)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|-----------------------|---------------|-------------|
| Asian Female | 14 | 1.9% |
| Asian Male | 45 | 6.1% |
| Asian Unknown | 0 | 0% |
| Black Female | 55 | 7.4% |
| Black Male | 208 | 28.0% |
| Black Unknown | 1 | 0% |
| Hispanic Female | 16 | 2.2% |
| Hispanic Male | 89 | 12.0% |
| Hispanic Unknown | 0 | 0% |
| White Female | 53 | 7.1% |
| White Male | 228 | 30.7% |
| White Unknown | 0 | 0% |
| Unknown Female | 4 | 0.5% |
| Unknown Male | 29 | 3.9% |
| Unknown Race & Gender | 0 | 0% |
| Total | 742 | 100% |



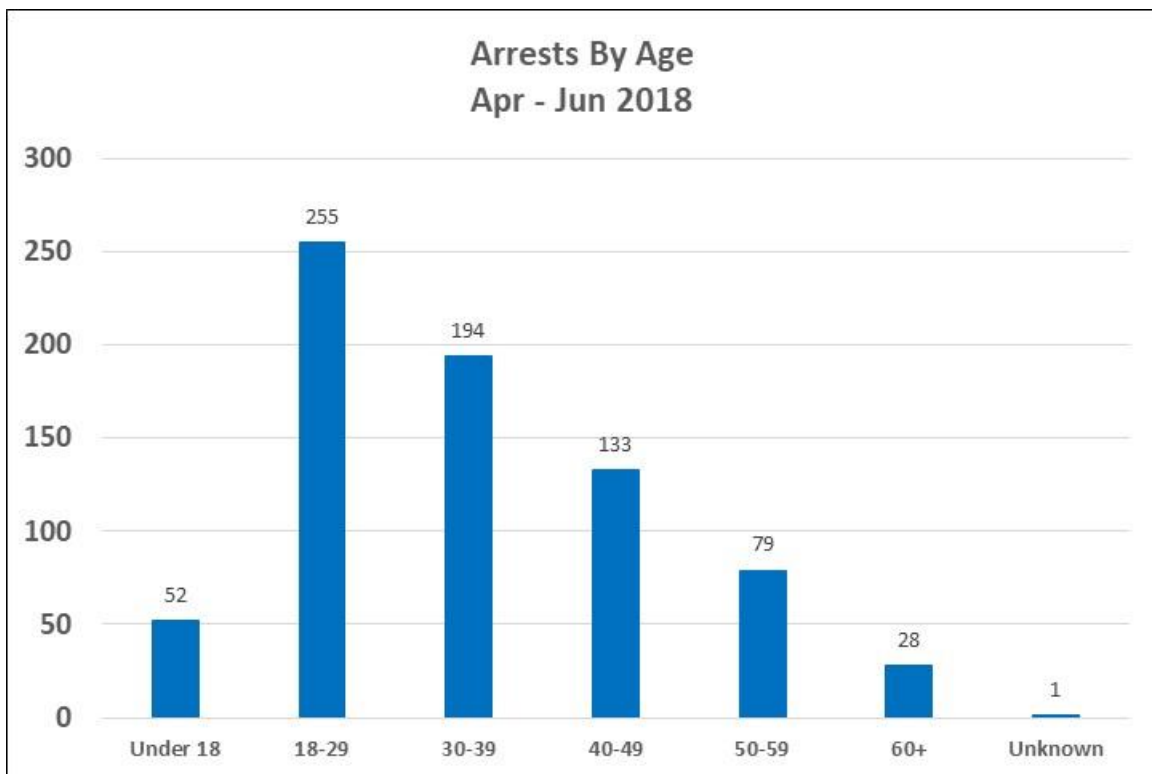
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Central District
(Company A)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 52 | 7% |
| 18-29 | 255 | 34% |
| 30-39 | 194 | 26% |
| 40-49 | 133 | 18% |
| 50-59 | 79 | 11% |
| 60+ | 28 | 4% |
| Unknown | 1 | 0% |
| Total | 742 | 100% |

Note: Unknown indicates data not provided in incident report.

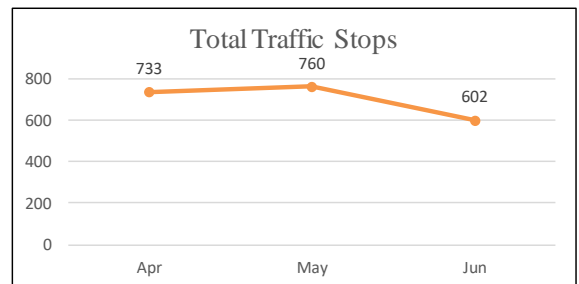
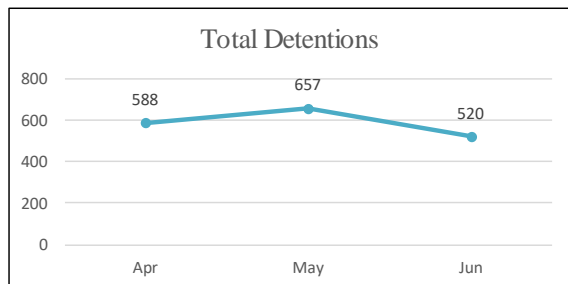
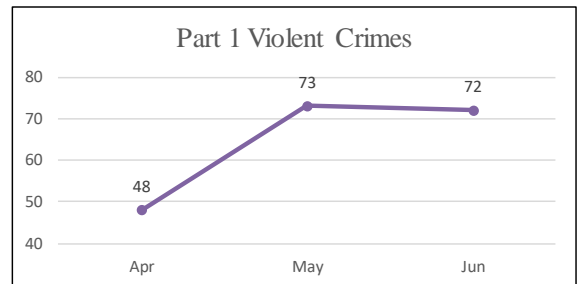
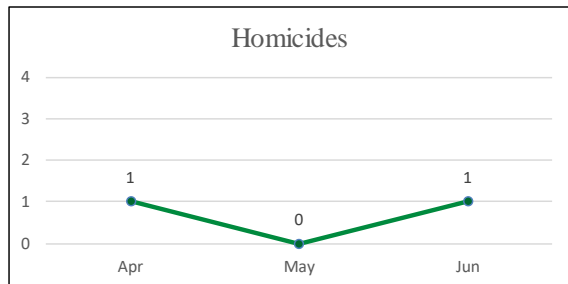
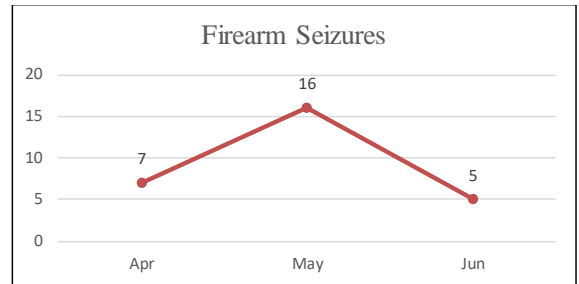
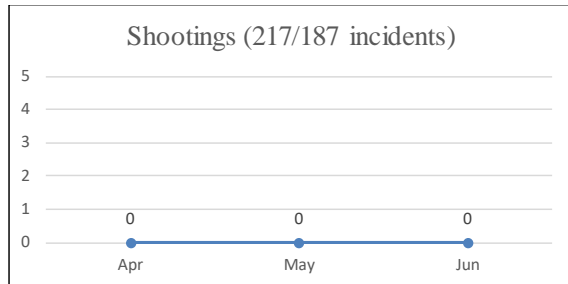


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Central District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Southern District
(Company B)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 46 |
| Physical Control | 11 |
| Strike by Object/Fist | 10 |
| OC (Pepper Spray) | 1 |
| Impact Weapon | 3 |
| ERIW | 2 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 73 |

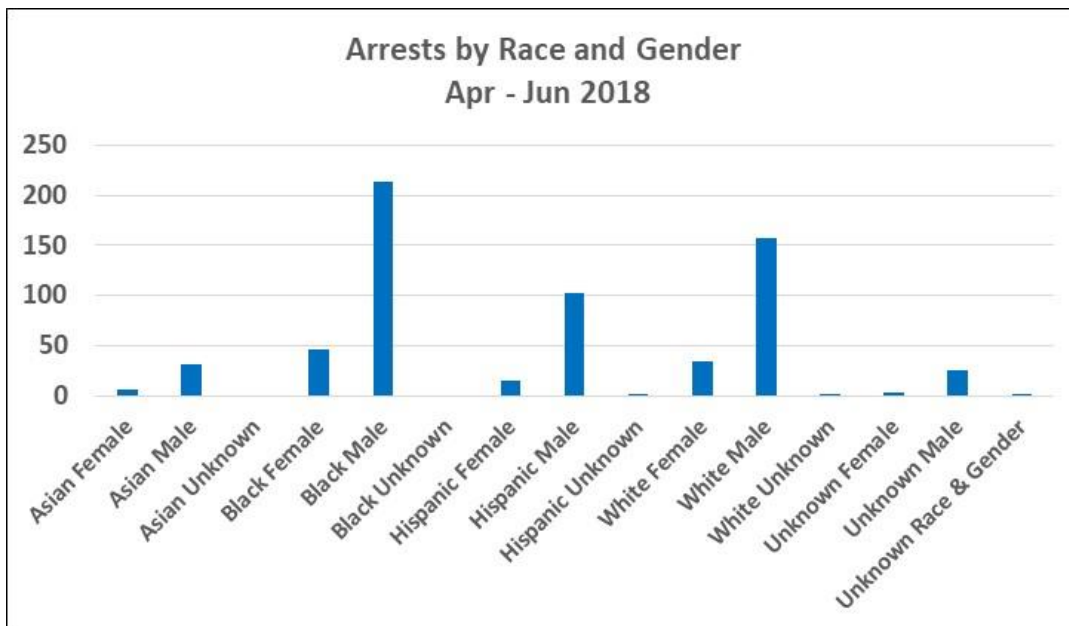
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Southern | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 2 | 0 | 0 | 1 | 0 | 1 | 4 | 5% |
| 0400-0759 | 0 | 0 | 2 | 4 | 0 | 2 | 0 | 8 | 11% |
| 0800-1159 | 4 | 1 | 0 | 4 | 0 | 0 | 0 | 9 | 12% |
| 1200-1559 | 1 | 0 | 1 | 2 | 1 | 0 | 3 | 8 | 11% |
| 1600-1959 | 1 | 4 | 0 | 6 | 13 | 0 | 2 | 26 | 36% |
| 2000-2359 | 0 | 1 | 1 | 6 | 7 | 2 | 1 | 18 | 25% |
| Total | 6 | 8 | 4 | 22 | 22 | 4 | 7 | 73 | 100% |
| Percentage | 8% | 11% | 5% | 30% | 30% | 5% | 10% | 100% | |

**Southern District
(Company B)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 9 | 2 | 4 | 1 | 3 | 0 | 0 | 0 | 0 | 19 | 26% |
| Part I Property | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 27% |
| Person with a gun (221) | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 11% |
| Person with a knife (219) | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 7% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 1 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 8% |
| Search Warrant/Warrant Arrest | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 7% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 1 | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 6 | 8% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3% |
| Total | 46 | 11 | 10 | 1 | 3 | 2 | 0 | 0 | 0 | 73 | 100% |

**Southern District
(Company B)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 6 | 0.9% |
| Asian Male | 31 | 4.9% |
| Asian Unknown | 0 | 0% |
| Black Female | 46 | 7.2% |
| Black Male | 214 | 33.6% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 15 | 2.4% |
| Hispanic Male | 102 | 16.0% |
| Hispanic Unknown | 1 | 0% |
| White Female | 34 | 5.3% |
| White Male | 157 | 24.7% |
| White Unknown | 1 | 0% |
| Unknown Female | 3 | 0.5% |
| Unknown Male | 25 | 3.9% |
| Unknown Race & Gender | 1 | 0% |
| Total | 636 | 100% |



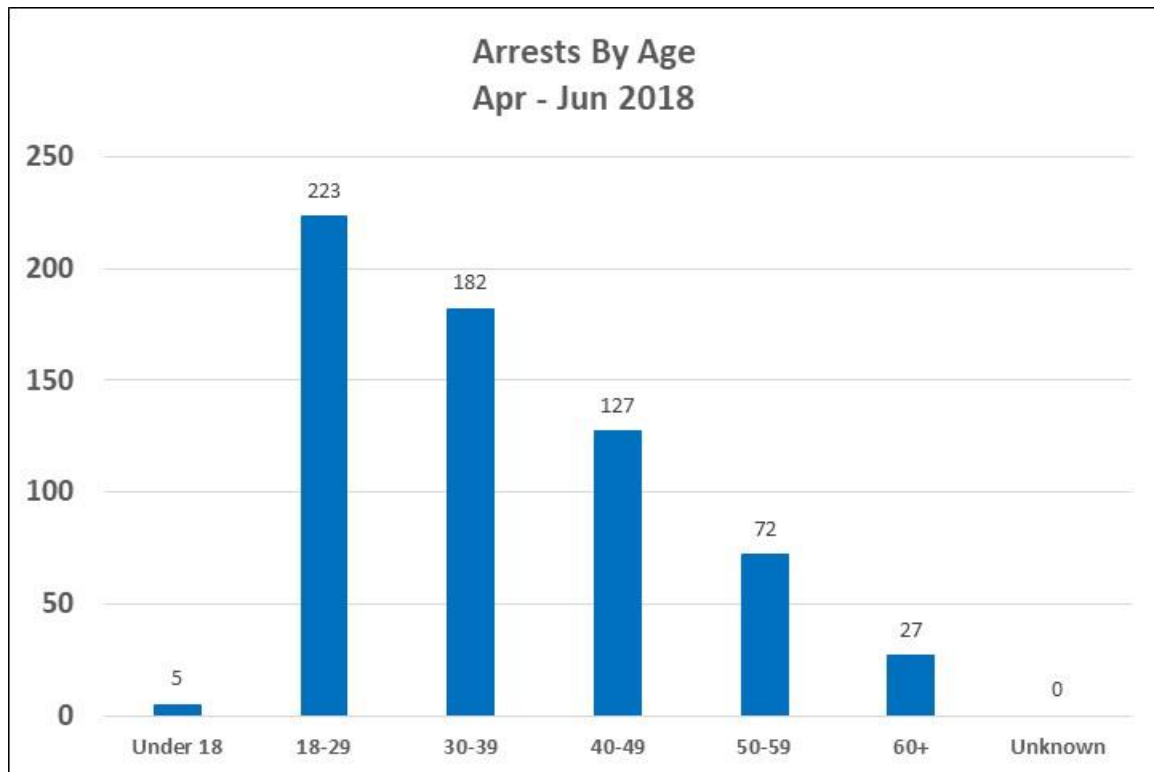
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Southern District
(Company B)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 5 | 1% |
| 18-29 | 223 | 35% |
| 30-39 | 182 | 29% |
| 40-49 | 127 | 20% |
| 50-59 | 72 | 11% |
| 60+ | 27 | 4% |
| Unknown | 0 | 0% |
| Total | 636 | 100% |

Note: Unknown indicates data not provided in incident report.

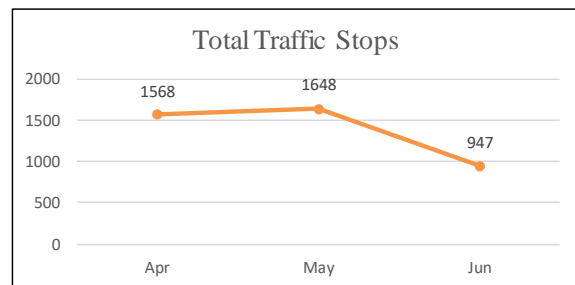
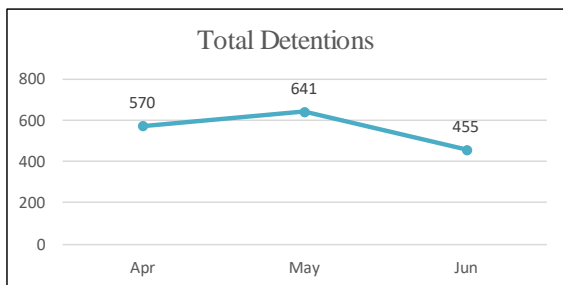
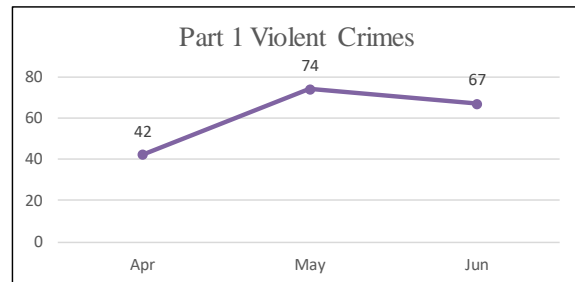
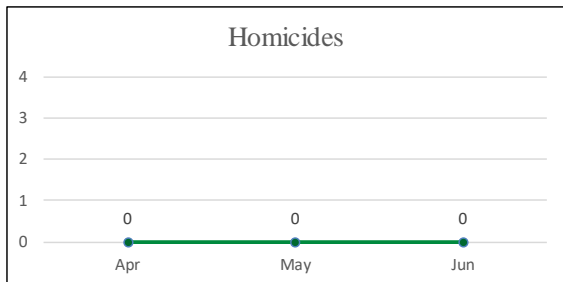
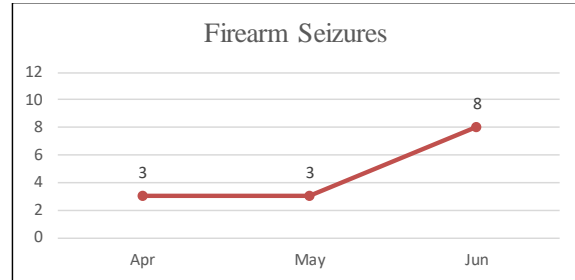
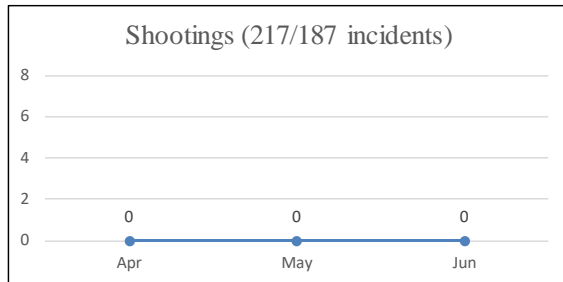


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Southern District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 – June 30, 2018



**Bayview District
(Company C)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 50 |
| Physical Control | 6 |
| Strike by Object/Fist | 4 |
| OC (Pepper Spray) | 1 |
| Impact Weapon | 5 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 66 |

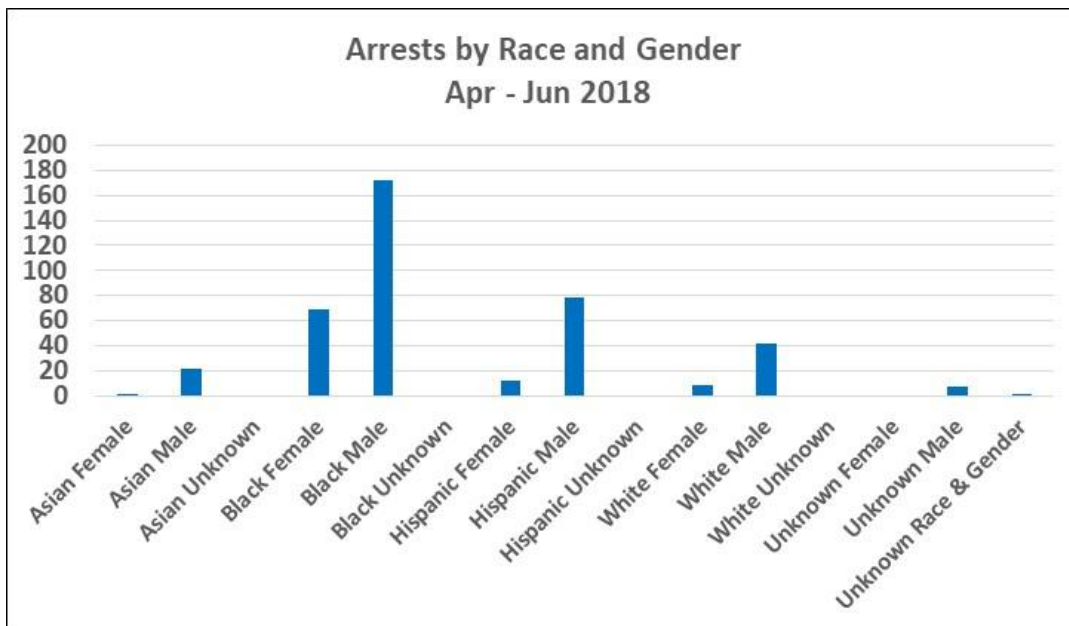
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Bayview | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 5 | 8% |
| 0400-0759 | 0 | 2 | 0 | 0 | 5 | 1 | 0 | 8 | 12% |
| 0800-1159 | 1 | 3 | 2 | 6 | 1 | 2 | 1 | 16 | 24% |
| 1200-1559 | 3 | 1 | 1 | 6 | 1 | 0 | 2 | 14 | 21% |
| 1600-1959 | 0 | 0 | 0 | 0 | 4 | 3 | 2 | 9 | 14% |
| 2000-2359 | 2 | 1 | 0 | 0 | 2 | 3 | 6 | 14 | 21% |
| Total | 7 | 7 | 6 | 12 | 14 | 9 | 11 | 66 | 100% |
| Percentage | 11% | 11% | 9% | 18% | 21% | 14% | 17% | 100% | |

**Bayview District
(Company C)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 18 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 19 | 29% |
| Part I Property | 20 | 2 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 27 | 41% |
| Person with a gun (221) | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 12% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 6 | 9% |
| Search Warrant/Warrant Arrest | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 6% |
| Restraining Order Violation | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 3% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 50 | 6 | 4 | 1 | 5 | 0 | 0 | 0 | 0 | 66 | 100% |

**Bayview District
(Company C)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 1 | 0.2% |
| Asian Male | 22 | 5.3% |
| Asian Unknown | 0 | 0% |
| Black Female | 69 | 16.7% |
| Black Male | 172 | 41.7% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 12 | 2.9% |
| Hispanic Male | 78 | 18.9% |
| Hispanic Unknown | 0 | 0% |
| White Female | 8 | 1.9% |
| White Male | 42 | 10.2% |
| White Unknown | 0 | 0% |
| Unknown Female | 0 | 0.0% |
| Unknown Male | 7 | 1.7% |
| Unknown Race & Gender | 1 | 0% |
| Total | 412 | 100% |



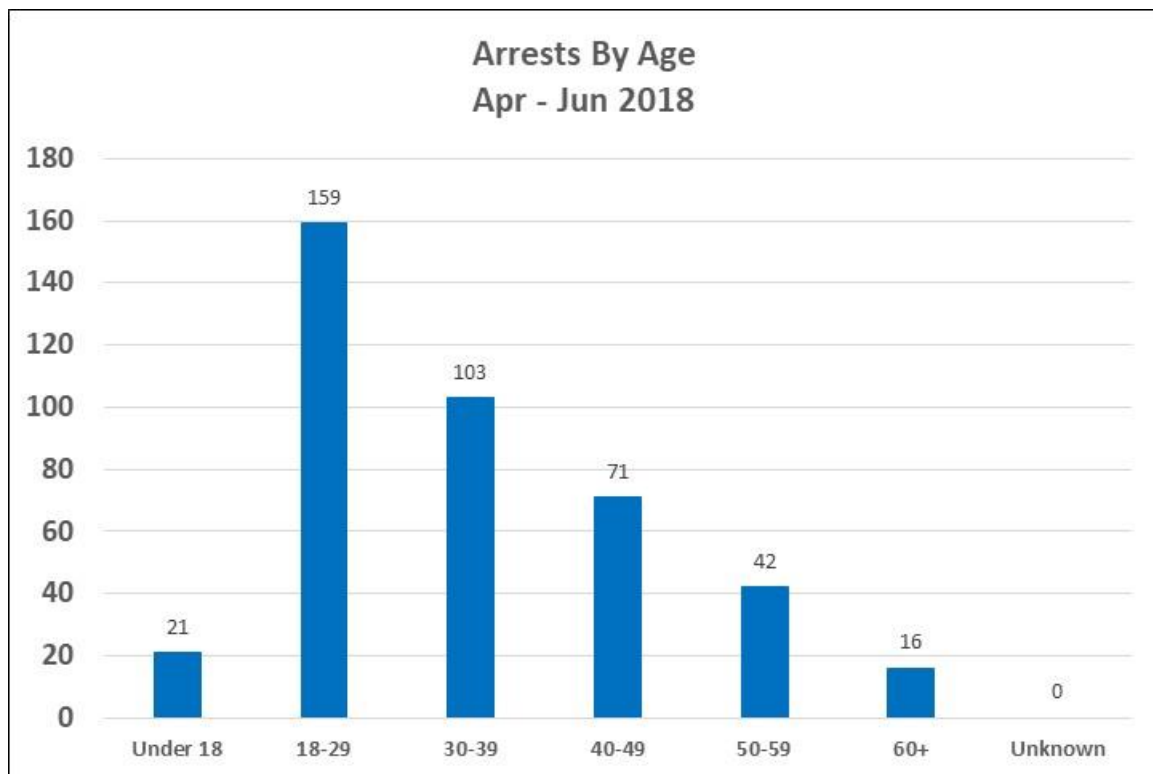
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Bayview District
(Company C)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 21 | 5% |
| 18-29 | 159 | 39% |
| 30-39 | 103 | 25% |
| 40-49 | 71 | 17% |
| 50-59 | 42 | 10% |
| 60+ | 16 | 4% |
| Unknown | 0 | 0% |
| Total | 412 | 100% |

Note: Unknown indicates data not provided in incident report.

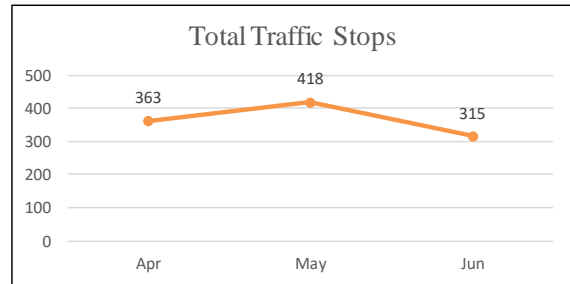
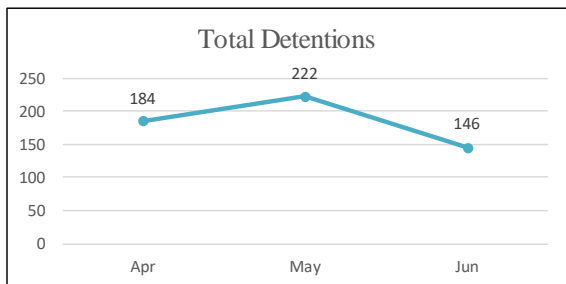
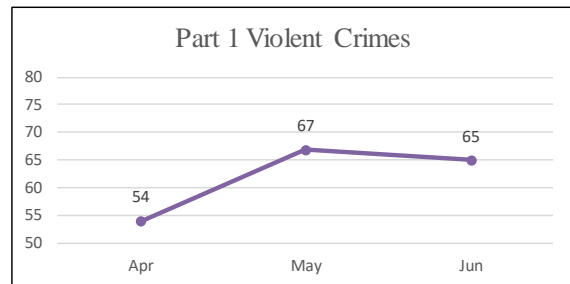
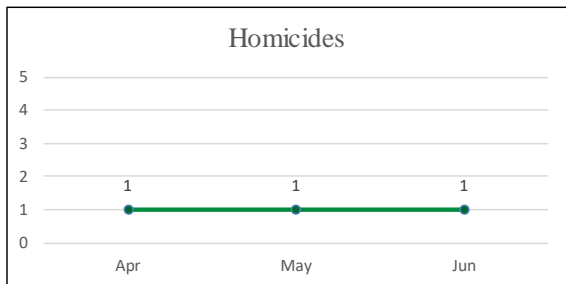
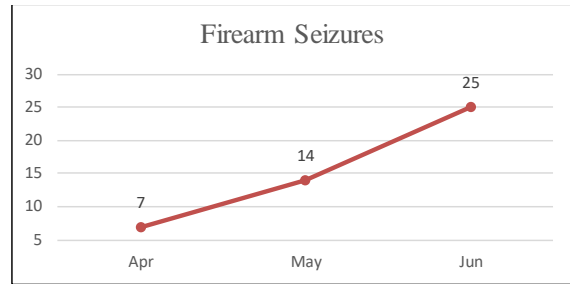
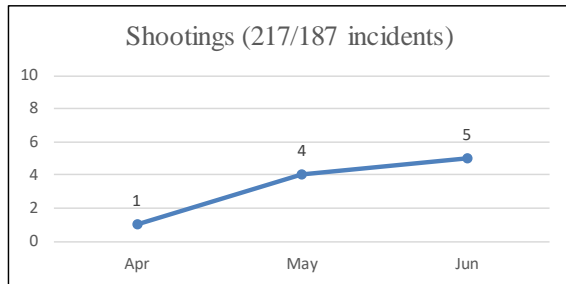


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Bayview District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Mission District
(Company D)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|------------|
| Pointing of Firearms | 83 |
| Physical Control | 24 |
| Strike by Object/Fist | 22 |
| OC (Pepper Spray) | 6 |
| Impact Weapon | 4 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 139 |

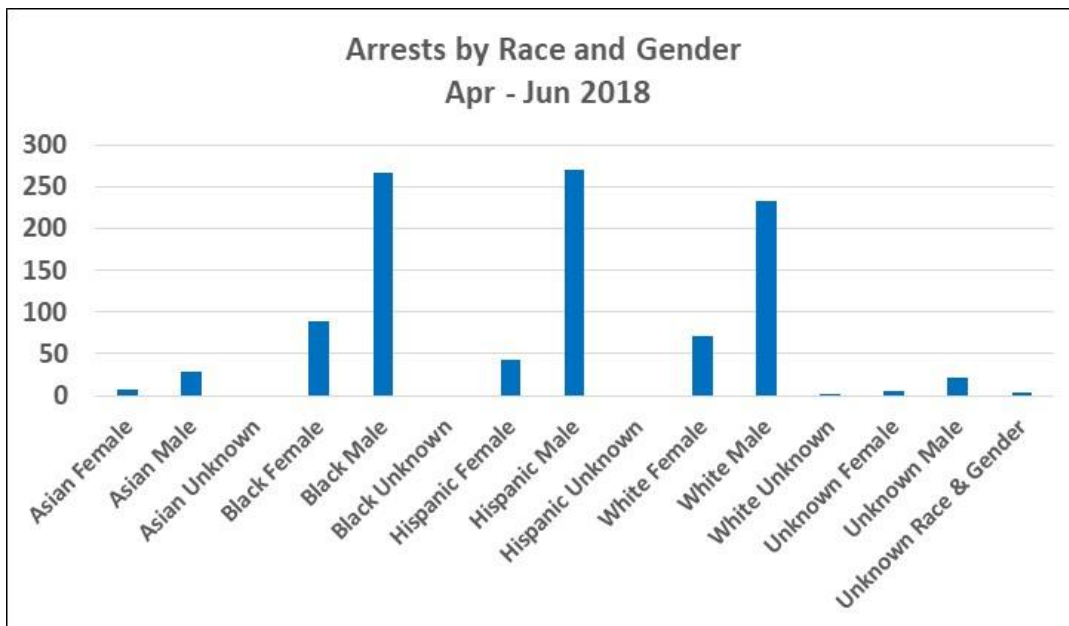
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Mission | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 2 | 6 | 2 | 6 | 2 | 2 | 0 | 20 | 14% |
| 0400-0759 | 2 | 0 | 2 | 4 | 10 | 4 | 0 | 22 | 16% |
| 0800-1159 | 1 | 0 | 0 | 0 | 3 | 2 | 9 | 15 | 11% |
| 1200-1559 | 1 | 6 | 10 | 4 | 2 | 1 | 2 | 26 | 19% |
| 1600-1959 | 1 | 3 | 1 | 8 | 1 | 2 | 2 | 18 | 13% |
| 2000-2359 | 6 | 1 | 6 | 6 | 1 | 13 | 5 | 38 | 27% |
| Total | 13 | 16 | 21 | 28 | 19 | 24 | 18 | 139 | 100% |
| Percentage | 9% | 12% | 15% | 20% | 14% | 17% | 13% | 100% | |

**Mission District
(Company D)
Uses of Force by Call Type
April – June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|------------|-------------|
| Part I Violent | 11 | 8 | 3 | 1 | 2 | 0 | 0 | 0 | 0 | 25 | 18% |
| Part I Property | 36 | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 43 | 31% |
| Person with a gun (221) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Person with a knife (219) | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 3% |
| Weapon, Carrying | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 6% |
| Suspicious Person (311/811/601/603/646/916/917) | 10 | 0 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 16 | 12% |
| Search Warrant/Warrant Arrest | 8 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 6% |
| Restraining Order Violation | 1 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 6 | 4% |
| Terrorist Threats (650) | 4 | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 8% |
| Mental Health Related (5150/800/801) | 1 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 8 | 6% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 83 | 24 | 22 | 6 | 4 | 0 | 0 | 0 | 0 | 139 | 100% |

**Mission District
(Company D)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 7 | 0.7% |
| Asian Male | 29 | 2.8% |
| Asian Unknown | 0 | 0% |
| Black Female | 90 | 8.6% |
| Black Male | 267 | 25.6% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 43 | 4.1% |
| Hispanic Male | 270 | 25.9% |
| Hispanic Unknown | 0 | 0% |
| White Female | 72 | 6.9% |
| White Male | 233 | 22.4% |
| White Unknown | 1 | 0% |
| Unknown Female | 5 | 0.5% |
| Unknown Male | 22 | 2.1% |
| Unknown Race & Gender | 3 | 0% |
| Total | 1042 | 100% |



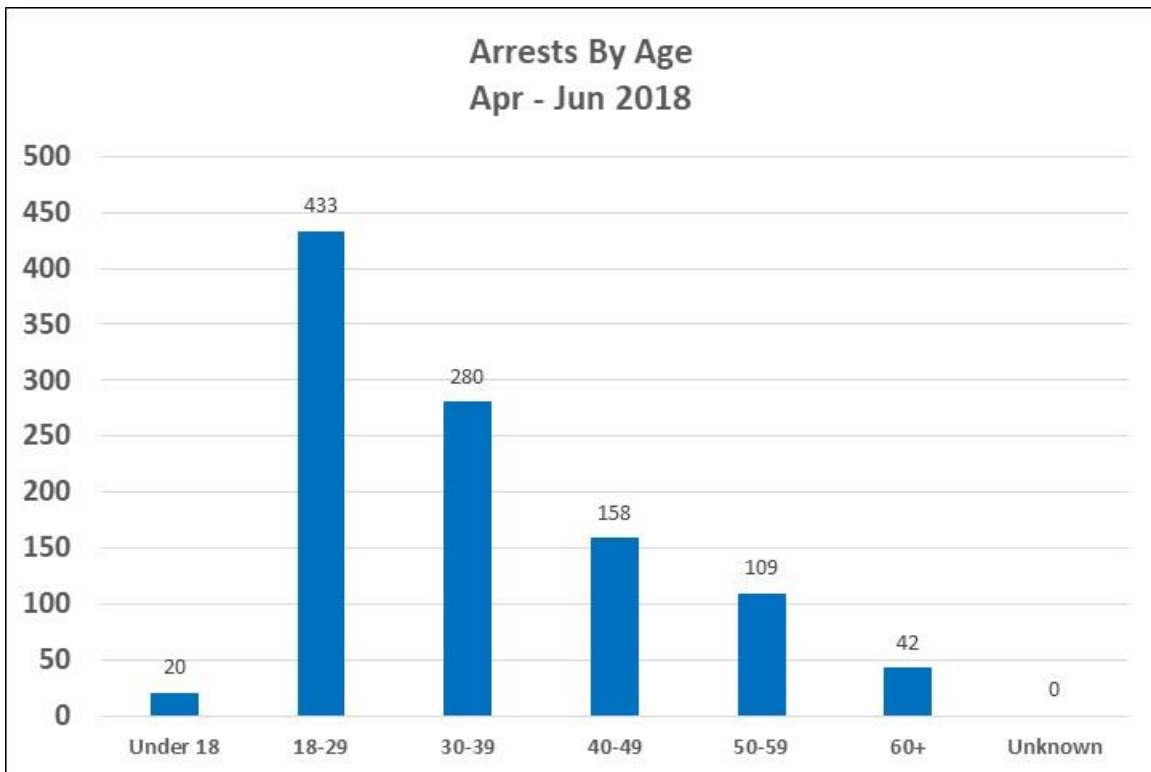
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Mission District
(Company D)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|-------------|-------------|
| Under 18 | 20 | 2% |
| 18-29 | 433 | 42% |
| 30-39 | 280 | 27% |
| 40-49 | 158 | 15% |
| 50-59 | 109 | 10% |
| 60+ | 42 | 4% |
| Unknown | 0 | 0% |
| Total | 1042 | 100% |

Note: Unknown indicates data not provided in incident report.

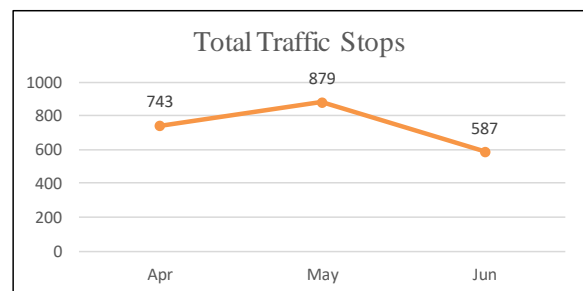
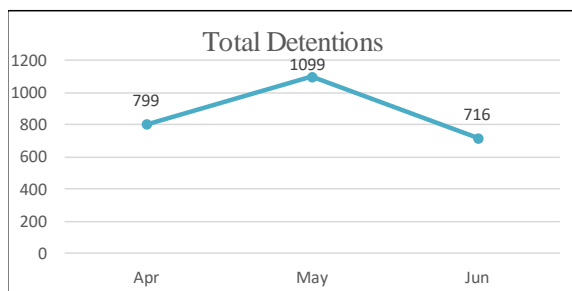
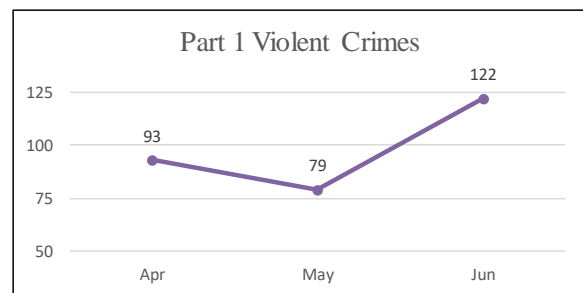
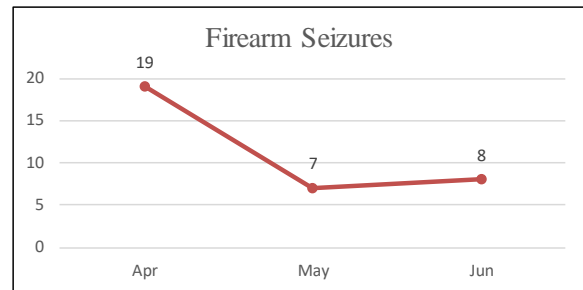
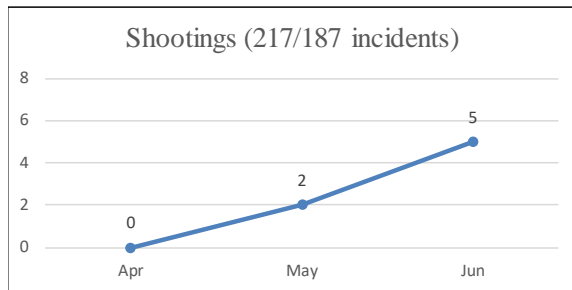


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Mission District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Northern District
(Company E)
Uses of Force
April - June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 38 |
| Physical Control | 13 |
| Strike by Object/Fist | 13 |
| OC (Pepper Spray) | 1 |
| Impact Weapon | 1 |
| ERIW | 0 |
| Firearm | 1 |
| Spike Strips | 4 |
| Other | 0 |
| Total | 71 |

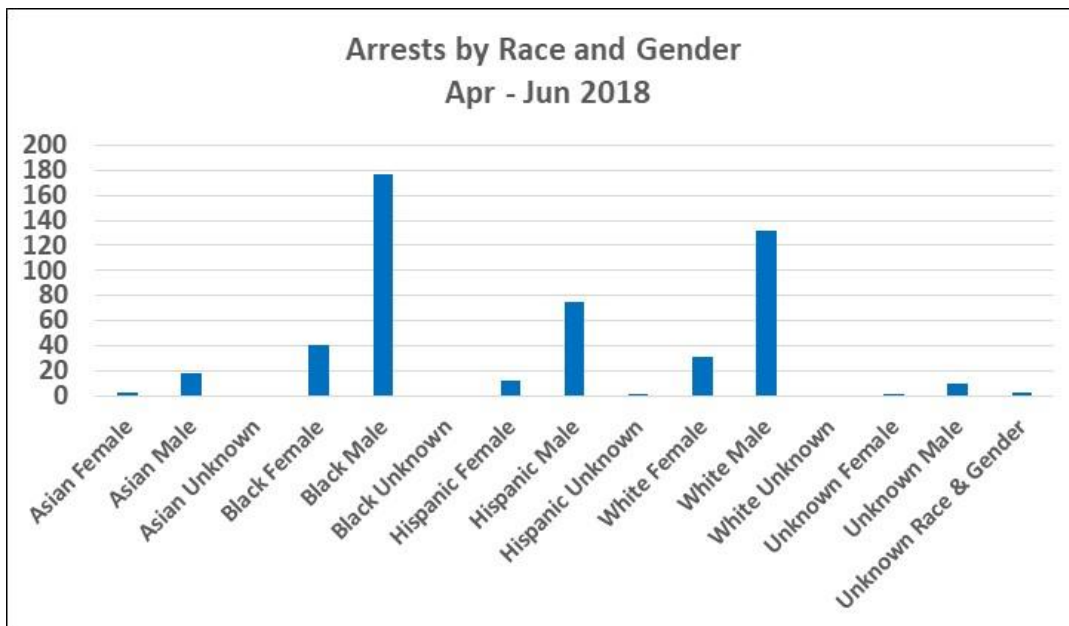
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Northern | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 2 | 2 | 0 | 0 | 2 | 6 | 0 | 12 | 17% |
| 0400-0759 | 2 | 1 | 0 | 6 | 0 | 0 | 1 | 10 | 14% |
| 0800-1159 | 1 | 2 | 1 | 0 | 0 | 0 | 2 | 6 | 8% |
| 1200-1559 | 6 | 1 | 2 | 1 | 0 | 2 | 3 | 15 | 21% |
| 1600-1959 | 0 | 0 | 1 | 4 | 4 | 1 | 2 | 12 | 17% |
| 2000-2359 | 1 | 0 | 4 | 3 | 4 | 4 | 0 | 16 | 23% |
| Total | 12 | 6 | 8 | 14 | 10 | 13 | 8 | 71 | 100% |
| Percentage | 17% | 8% | 11% | 20% | 14% | 18% | 11% | 100% | |

**Northern District
(Company E)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 15 | 2 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 21 | 30% |
| Part I Property | 16 | 5 | 3 | 0 | 0 | 0 | 0 | 4 | 0 | 28 | 39% |
| Person with a gun (221) | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 8% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 0 | 1 | 7 | 1 | 0 | 0 | 0 | 0 | 0 | 9 | 13% |
| Search Warrant/Warrant Arrest | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 4% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 38 | 13 | 13 | 1 | 1 | 0 | 1 | 4 | 0 | 71 | 100% |

Northern District
(Company E)
Arrests by Race/Ethnicity and Gender
April - June 2018

| Race and Gender | Q2 2018 Total | % of Total |
|-----------------------|---------------|-------------|
| Asian Female | 2 | 0.4% |
| Asian Male | 18 | 3.6% |
| Asian Unknown | 0 | 0% |
| Black Female | 41 | 8.2% |
| Black Male | 177 | 35.2% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 12 | 2.4% |
| Hispanic Male | 75 | 14.9% |
| Hispanic Unknown | 1 | 0% |
| White Female | 31 | 6.2% |
| White Male | 132 | 26.2% |
| White Unknown | 0 | 0% |
| Unknown Female | 1 | 0.2% |
| Unknown Male | 10 | 2.0% |
| Unknown Race & Gender | 3 | 1% |
| Total | 503 | 100% |



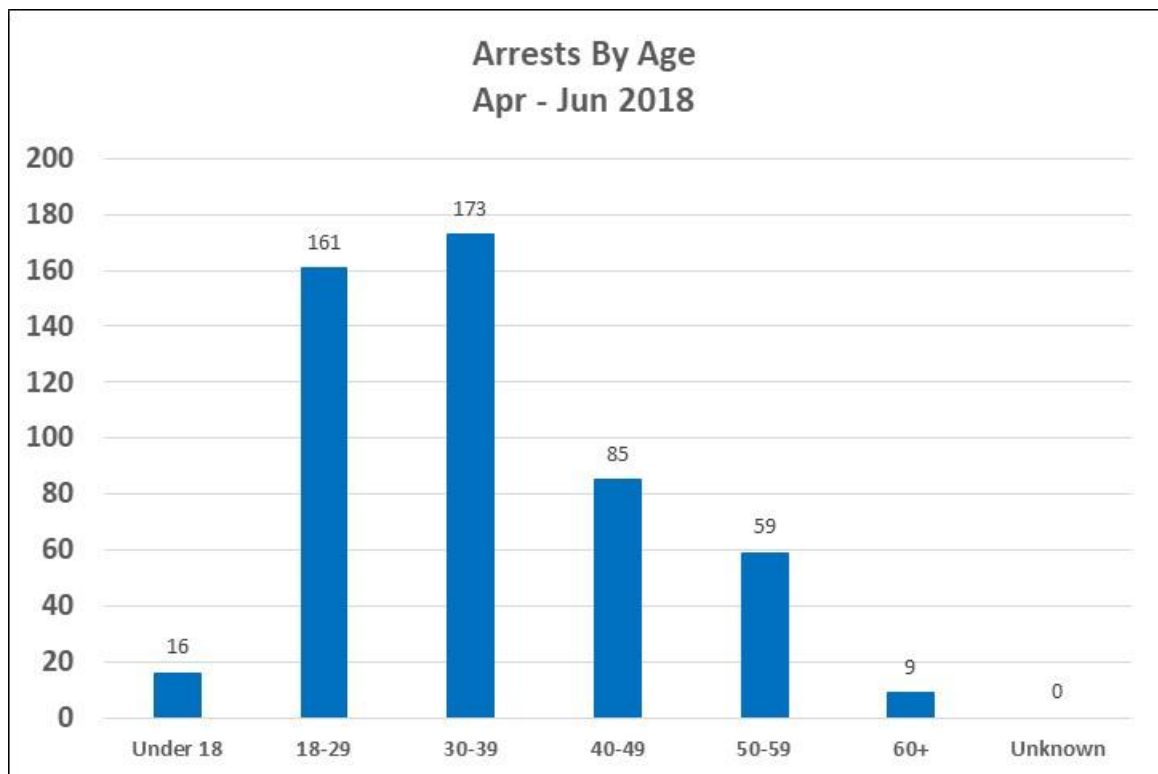
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Northern District
(Company E)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 16 | 3% |
| 18-29 | 161 | 32% |
| 30-39 | 173 | 34% |
| 40-49 | 85 | 17% |
| 50-59 | 59 | 12% |
| 60+ | 9 | 2% |
| Unknown | 0 | 0% |
| Total | 503 | 100% |

Note: Unknown indicates data not provided in incident report.

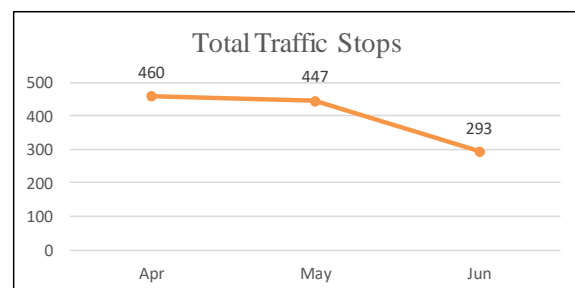
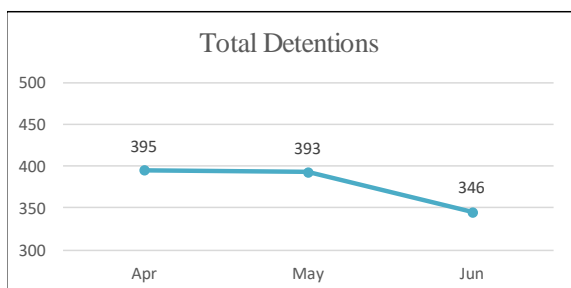
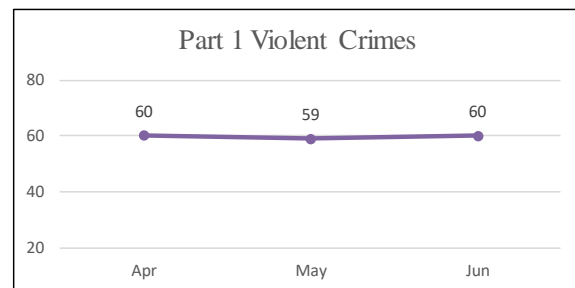
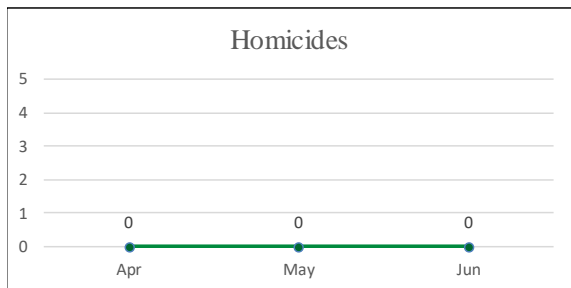
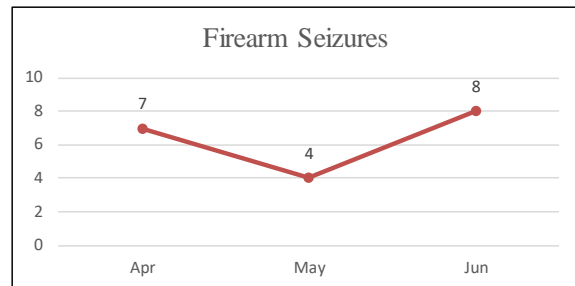
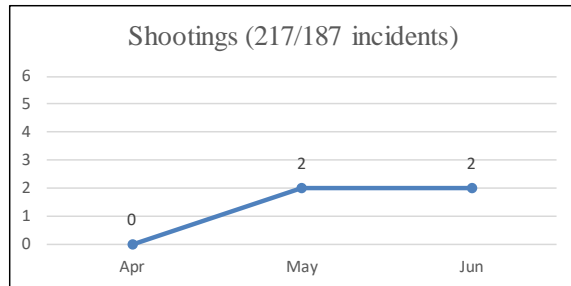


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Northern District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Park District
(Company F)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|----------|
| Pointing of Firearms | 6 |
| Physical Control | 2 |
| Strike by Object/Fist | 0 |
| OC (Pepper Spray) | 0 |
| Impact Weapon | 0 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 8 |

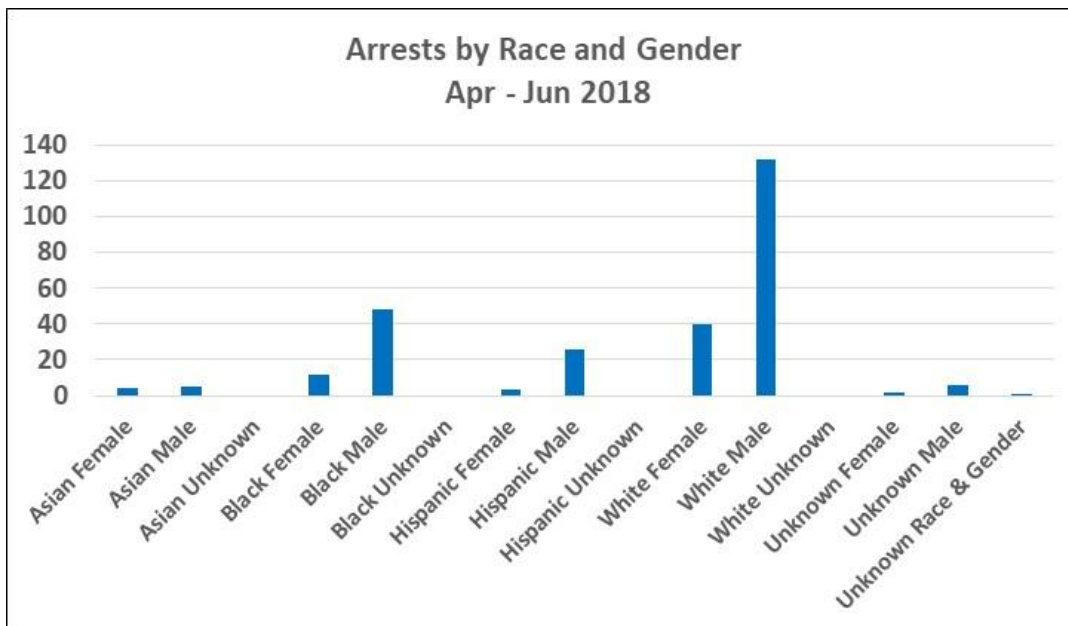
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Park | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 4 | 50% |
| 0400-0759 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 0800-1159 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 13% |
| 1200-1559 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 25% |
| 1600-1959 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 2000-2359 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 13% |
| Total | 3 | 0 | 5 | 0 | 0 | 0 | 0 | 8 | 100% |
| Percentage | 38% | 0% | 63% | 0% | 0% | 0% | 0% | 100% | |

Park District
(Company F)
Uses of Force by Call Type
April - June 2018

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|----------|-------------|
| Part I Violent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Part I Property | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 75% |
| Person with a gun (221) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Search Warrant/Warrant Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Homeless Related Call (915/919) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 25% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 100% |

**Park District
(Company F)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 4 | 1.4% |
| Asian Male | 5 | 1.8% |
| Asian Unknown | 0 | 0% |
| Black Female | 12 | 4.3% |
| Black Male | 48 | 17.2% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 3 | 1.1% |
| Hispanic Male | 26 | 9.3% |
| Hispanic Unknown | 0 | 0% |
| White Female | 40 | 14.3% |
| White Male | 132 | 47.3% |
| White Unknown | 0 | 0% |
| Unknown Female | 2 | 0.7% |
| Unknown Male | 6 | 2.2% |
| Unknown Race & Gender | 1 | 0% |
| Total | 279 | 100% |



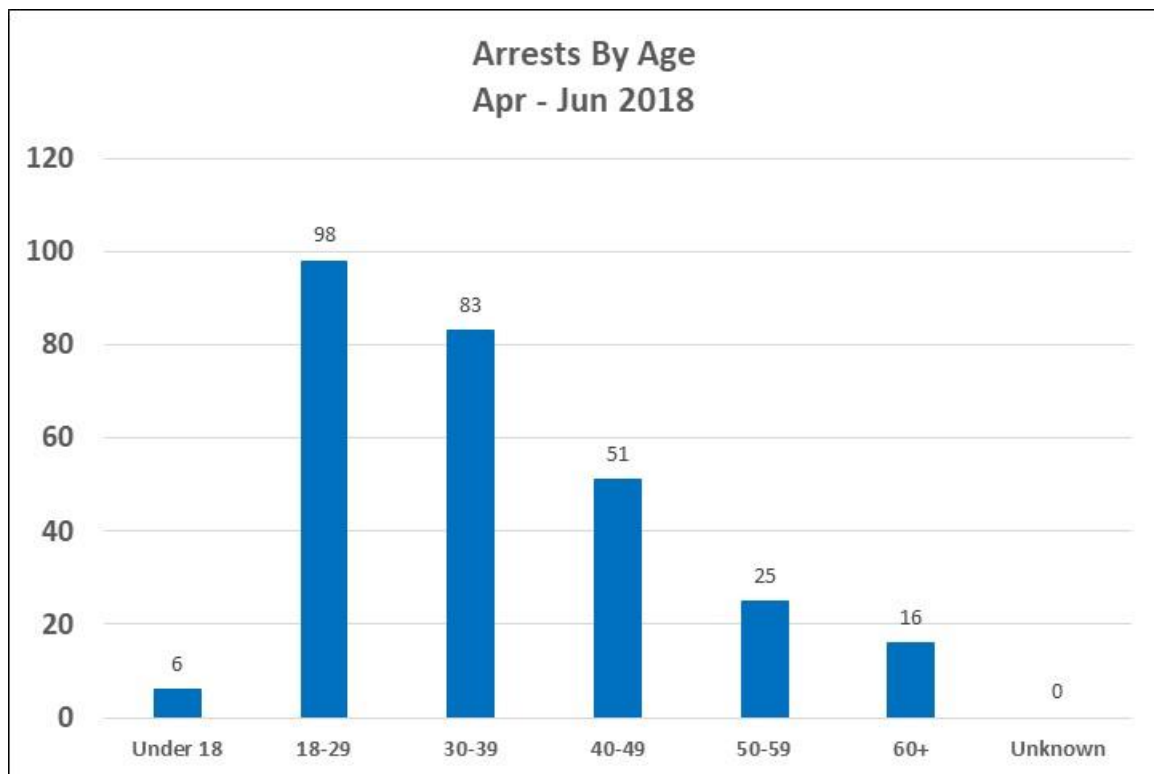
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Park District
(Company F)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 6 | 2% |
| 18-29 | 98 | 35% |
| 30-39 | 83 | 30% |
| 40-49 | 51 | 18% |
| 50-59 | 25 | 9% |
| 60+ | 16 | 6% |
| Unknown | 0 | 0% |
| Total | 279 | 100% |

Note: Unknown indicates data not provided in incident report.

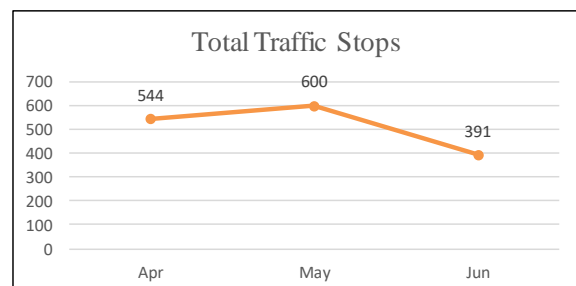
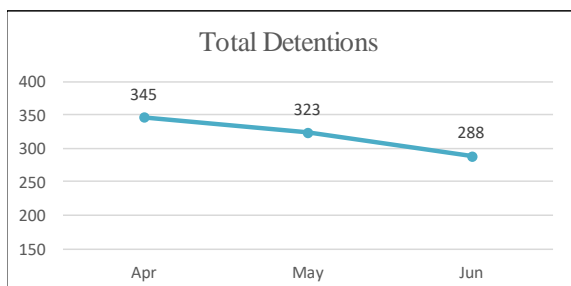
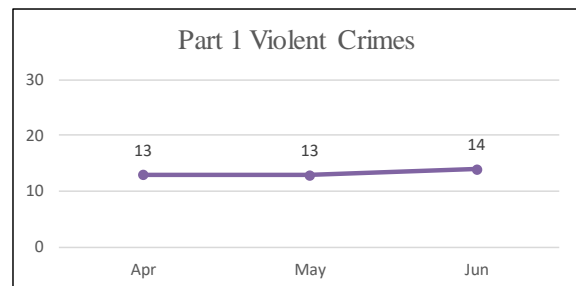
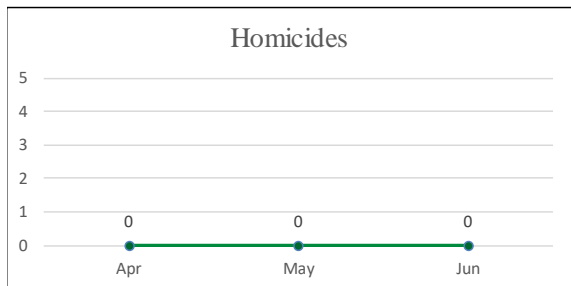
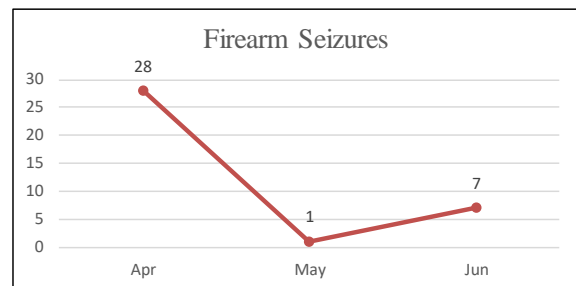
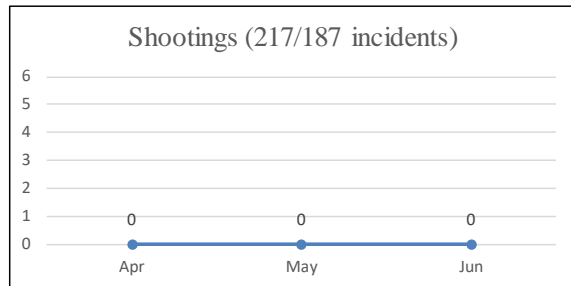


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Park District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Richmond District
(Company G)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 8 |
| Physical Control | 3 |
| Strike by Object/Fist | 5 |
| OC (Pepper Spray) | 1 |
| Impact Weapon | 0 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 17 |

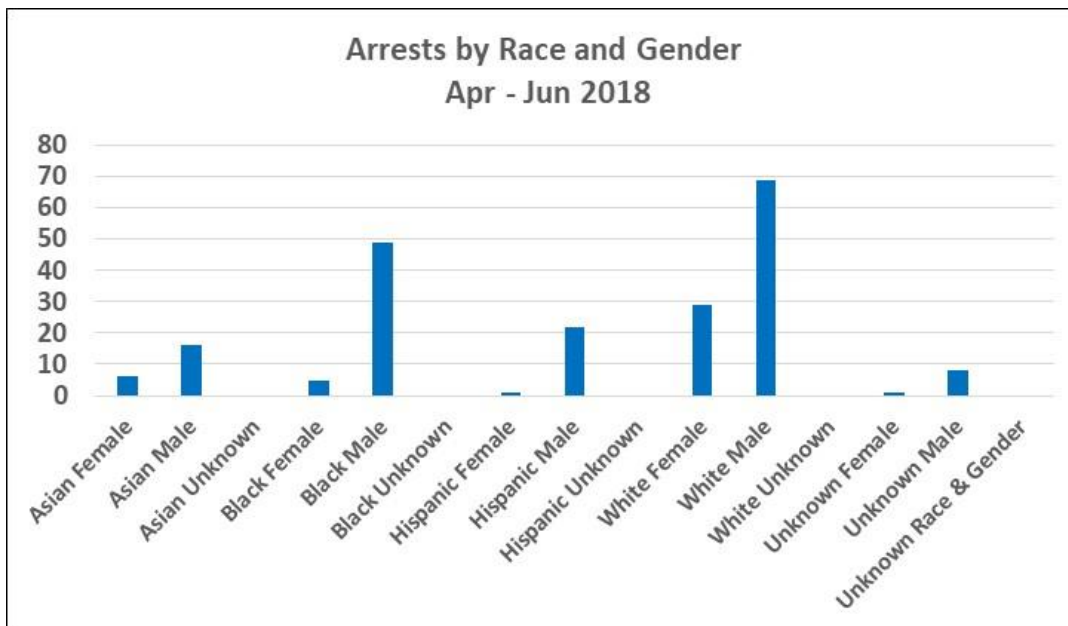
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Richmond | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 3 | 18% |
| 0400-0759 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 6% |
| 0800-1159 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 1200-1559 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 12% |
| 1600-1959 | 2 | 0 | 0 | 0 | 2 | 0 | 2 | 6 | 35% |
| 2000-2359 | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 5 | 29% |
| Total | 5 | 0 | 4 | 2 | 2 | 1 | 3 | 17 | 100% |
| Percentage | 29% | 0% | 24% | 12% | 12% | 6% | 18% | 100% | |

**Richmond District
(Company G)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 29% |
| Part I Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person with a gun (221) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 12% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 18% |
| Search Warrant/Warrant Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 2 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 6 | 35% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 8 | 3 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 17 | 100% |

**Richmond District
(Company G)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 6 | 2.9% |
| Asian Male | 16 | 7.8% |
| Asian Unknown | 0 | 0% |
| Black Female | 5 | 2.4% |
| Black Male | 49 | 23.8% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 1 | 0.5% |
| Hispanic Male | 22 | 10.7% |
| Hispanic Unknown | 0 | 0% |
| White Female | 29 | 14.1% |
| White Male | 69 | 33.5% |
| White Unknown | 0 | 0% |
| Unknown Female | 1 | 0.5% |
| Unknown Male | 8 | 3.9% |
| Unknown Race & Gender | 0 | 0% |
| Total | 206 | 100% |



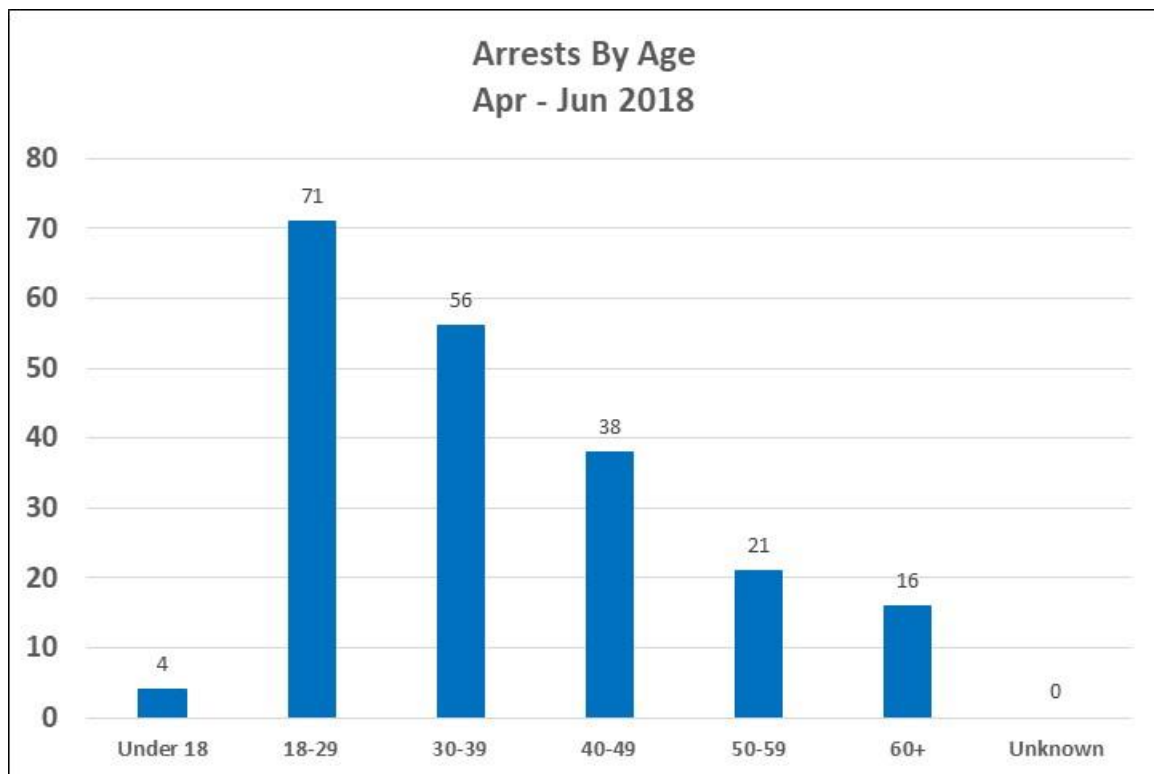
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Richmond District
(Company G)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 4 | 2% |
| 18-29 | 71 | 34% |
| 30-39 | 56 | 27% |
| 40-49 | 38 | 18% |
| 50-59 | 21 | 10% |
| 60+ | 16 | 8% |
| Unknown | 0 | 0% |
| Total | 206 | 100% |

Note: Unknown indicates data not provided in incident report.

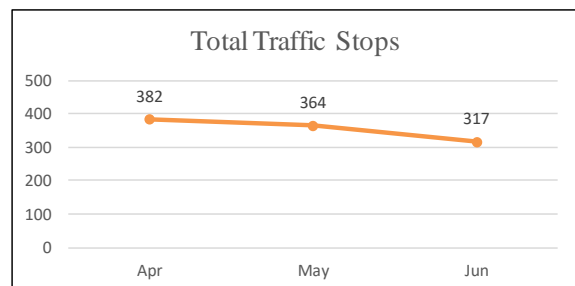
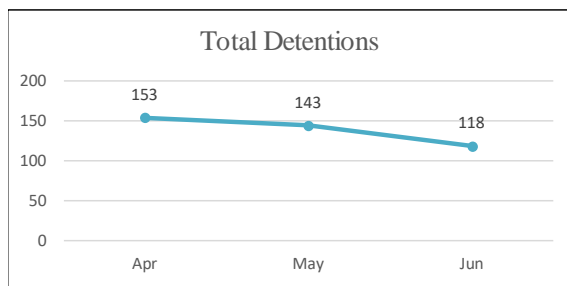
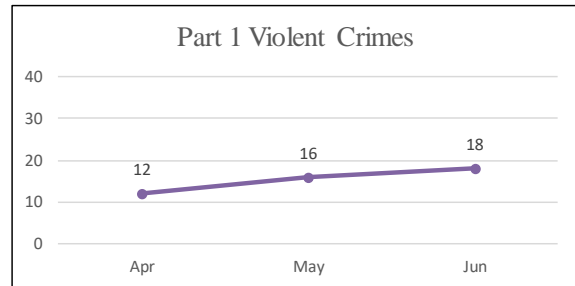
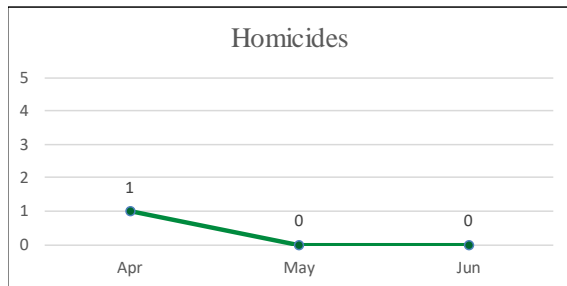
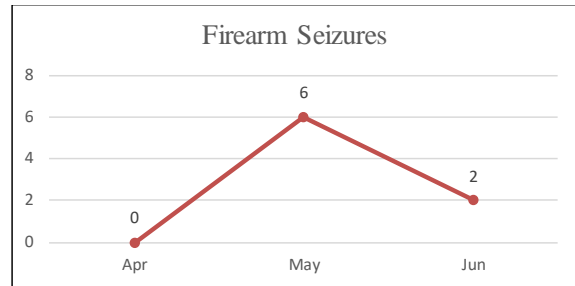
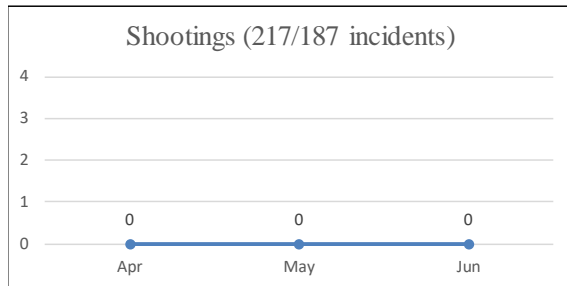


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Richmond District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Ingleside District
(Company H)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 31 |
| Physical Control | 20 |
| Strike by Object/Fist | 5 |
| OC (Pepper Spray) | 2 |
| Impact Weapon | 1 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 59 |

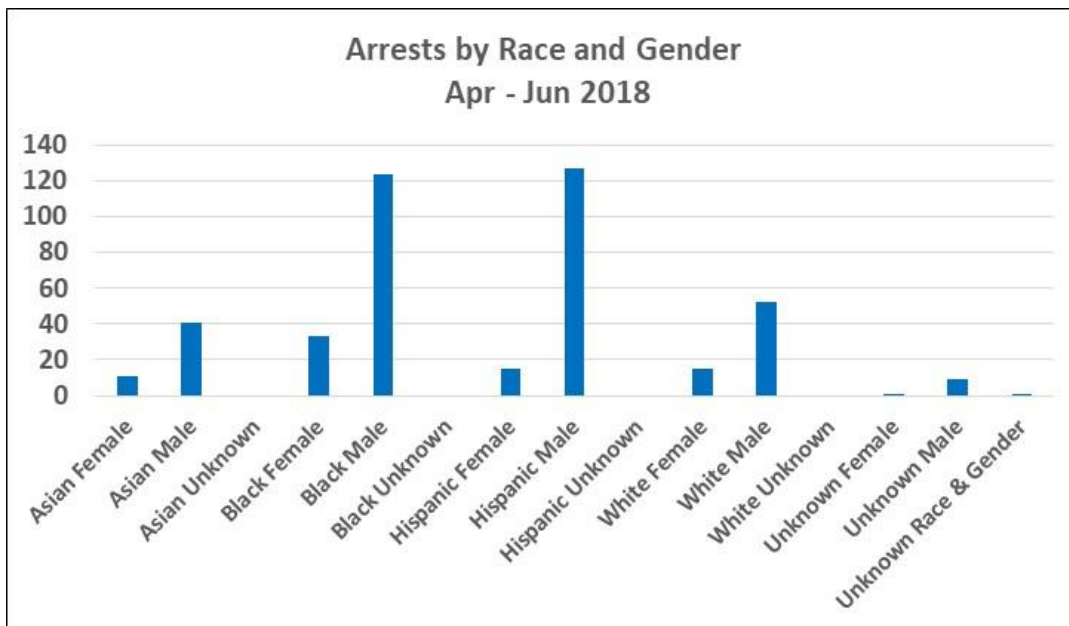
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Ingleside | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 0 | 2 | 0 | 2 | 0 | 1 | 5 | 8% |
| 0400-0759 | 6 | 0 | 0 | 2 | 1 | 0 | 0 | 9 | 15% |
| 0800-1159 | 4 | 2 | 1 | 1 | 2 | 0 | 0 | 10 | 17% |
| 1200-1559 | 2 | 2 | 8 | 2 | 1 | 0 | 2 | 17 | 29% |
| 1600-1959 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 3 | 5% |
| 2000-2359 | 2 | 0 | 0 | 2 | 4 | 7 | 0 | 15 | 25% |
| Total | 14 | 4 | 13 | 7 | 10 | 8 | 3 | 59 | 100% |
| Percentage | 24% | 7% | 22% | 12% | 17% | 14% | 5% | 100% | |

**Ingleside District
(Company H)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 5 | 8 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 15 | 25% |
| Part I Property | 11 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | 27% |
| Person with a gun (221) | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 1 | 4 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 7 | 12% |
| Search Warrant/Warrant Arrest | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 5% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 | 8% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 20% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 31 | 20 | 5 | 2 | 1 | 0 | 0 | 0 | 0 | 59 | 100% |

**Ingleside District
(Company H)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 11 | 2.6% |
| Asian Male | 41 | 9.6% |
| Asian Unknown | 0 | 0% |
| Black Female | 33 | 7.7% |
| Black Male | 124 | 28.9% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 15 | 3.5% |
| Hispanic Male | 127 | 29.6% |
| Hispanic Unknown | 0 | 0% |
| White Female | 15 | 3.5% |
| White Male | 52 | 12.1% |
| White Unknown | 0 | 0% |
| Unknown Female | 1 | 0.2% |
| Unknown Male | 9 | 2.1% |
| Unknown Race & Gender | 1 | 0% |
| Total | 429 | 100% |



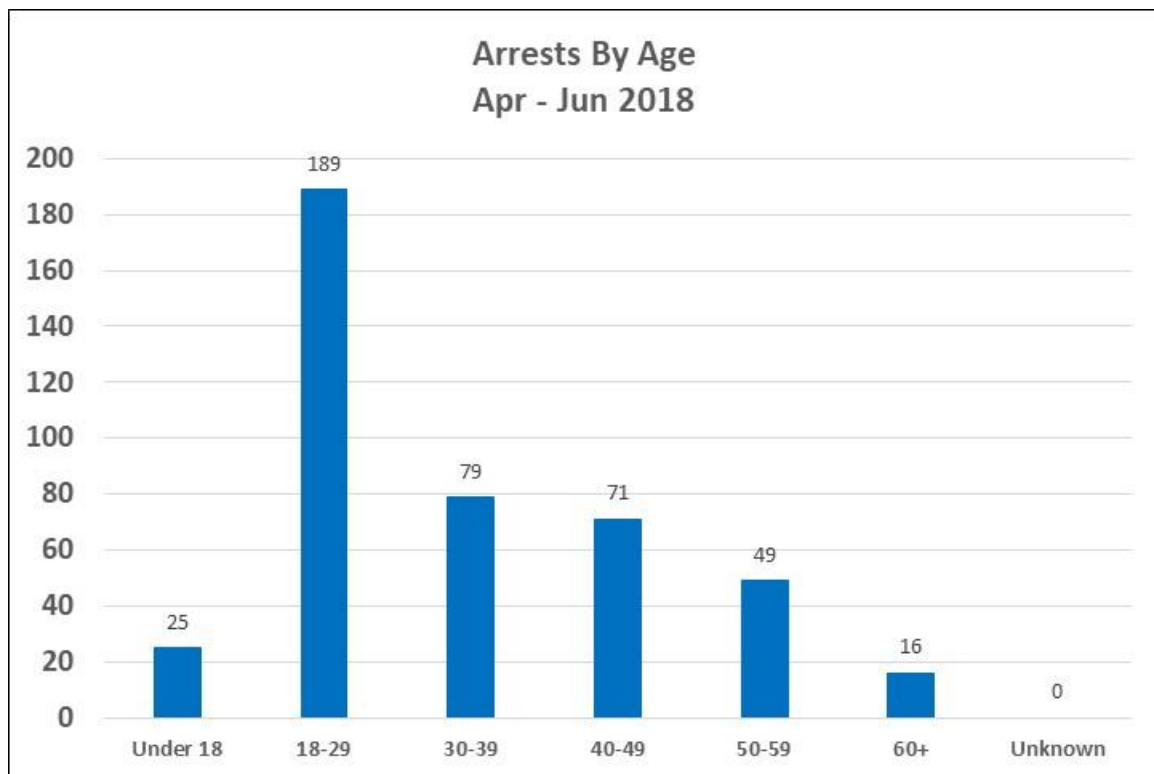
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Ingleside District
(Company H)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 25 | 6% |
| 18-29 | 189 | 44% |
| 30-39 | 79 | 18% |
| 40-49 | 71 | 17% |
| 50-59 | 49 | 11% |
| 60+ | 16 | 4% |
| Unknown | 0 | 0% |
| Total | 429 | 100% |

Note: Unknown indicates data not provided in incident report.

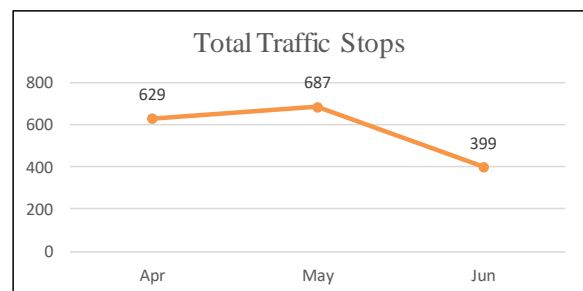
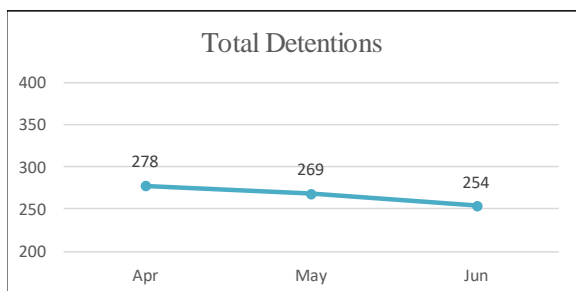
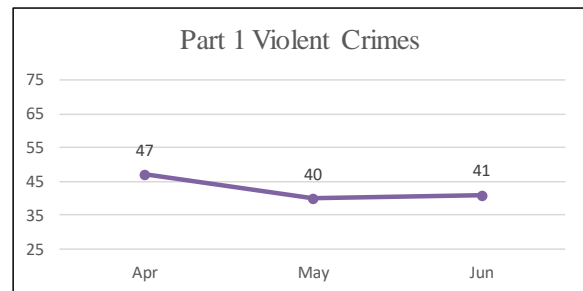
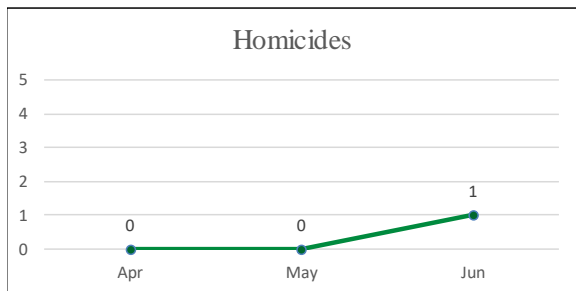
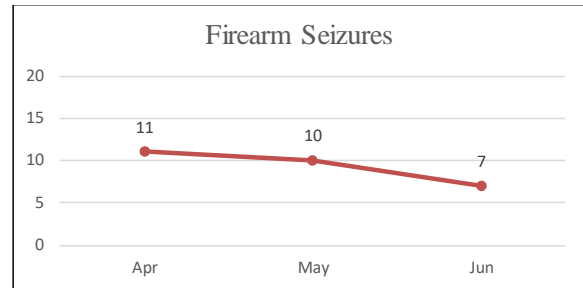
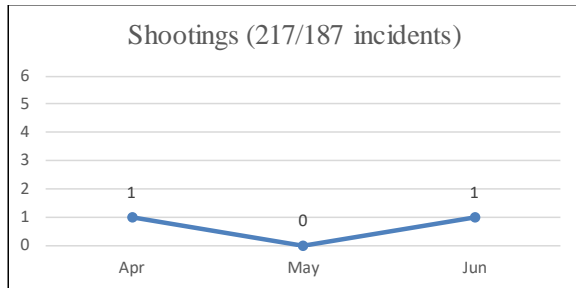


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Ingleside District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Taraval District
(Company I)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 22 |
| Physical Control | 5 |
| Strike by Object/Fist | 2 |
| OC (Pepper Spray) | 0 |
| Impact Weapon | 0 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 29 |

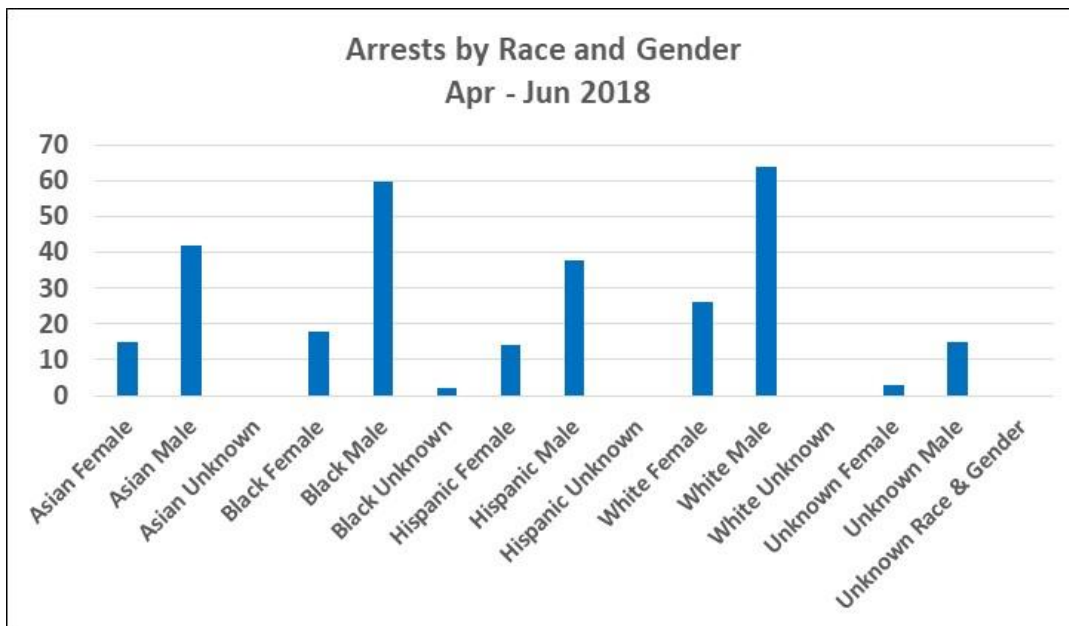
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Taraval | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 0 | 0 | 0 | 0 | 2 | 15 | 17 | 59% |
| 0400-0759 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 0800-1159 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 1200-1559 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 4 | 14% |
| 1600-1959 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 3 | 10% |
| 2000-2359 | 1 | 0 | 0 | 1 | 0 | 0 | 3 | 5 | 17% |
| Total | 2 | 2 | 0 | 1 | 2 | 4 | 18 | 29 | 100% |
| Percentage | 7% | 7% | 0% | 3% | 7% | 14% | 62% | 100% | |

**Taraval District
(Company I)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 15 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 62% |
| Part I Property | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 24% |
| Person with a gun (221) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Search Warrant/Warrant Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 7% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 22 | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 29 | 100% |

**Taraval District
(Company I)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 15 | 5.1% |
| Asian Male | 42 | 14.1% |
| Asian Unknown | 0 | 0% |
| Black Female | 18 | 6.1% |
| Black Male | 60 | 20.2% |
| Black Unknown | 2 | 1% |
| Hispanic Female | 14 | 4.7% |
| Hispanic Male | 38 | 12.8% |
| Hispanic Unknown | 0 | 0% |
| White Female | 26 | 8.8% |
| White Male | 64 | 21.5% |
| White Unknown | 0 | 0% |
| Unknown Female | 3 | 1.0% |
| Unknown Male | 15 | 5.1% |
| Unknown Race & Gender | 0 | 0% |
| Total | 297 | 100% |



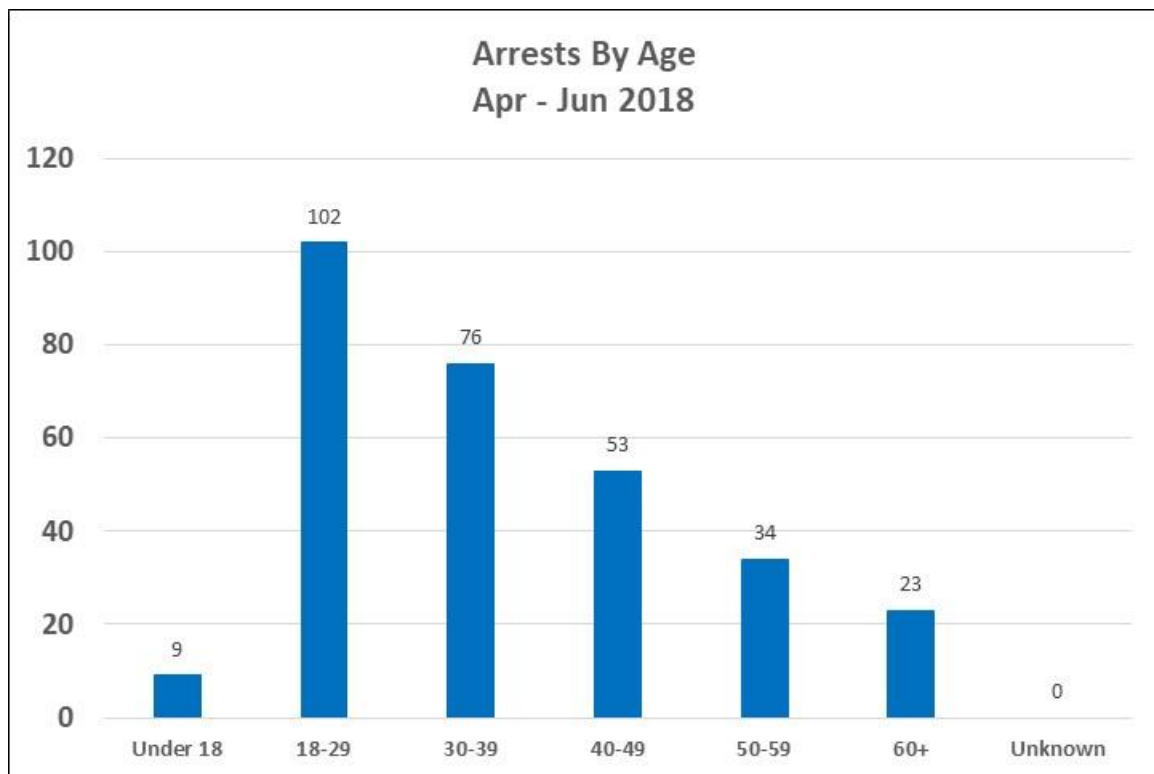
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Taraval District
(Company I)
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 9 | 3% |
| 18-29 | 102 | 34% |
| 30-39 | 76 | 26% |
| 40-49 | 53 | 18% |
| 50-59 | 34 | 11% |
| 60+ | 23 | 8% |
| Unknown | 0 | 0% |
| Total | 297 | 100% |

Note: Unknown indicates data not provided in incident report.

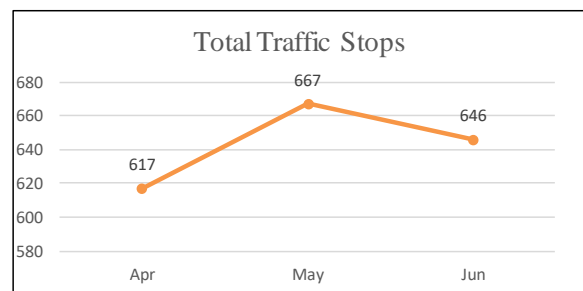
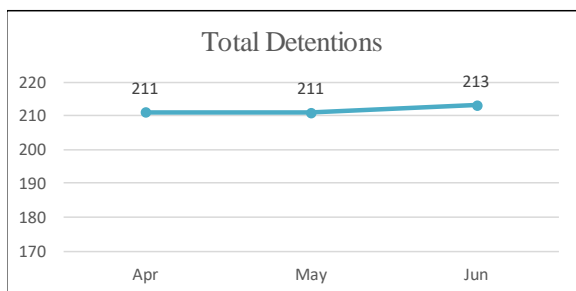
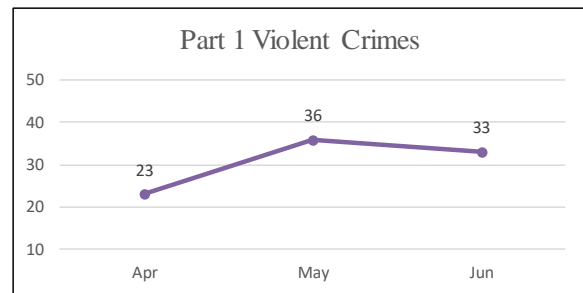
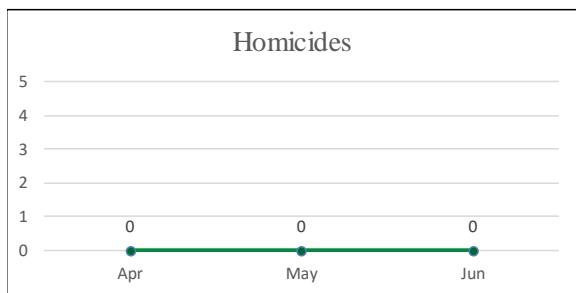
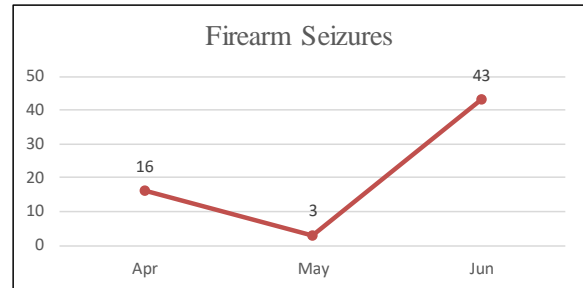
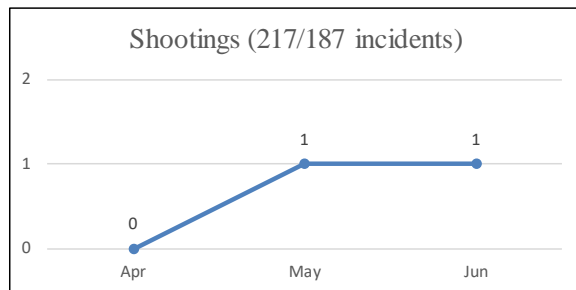


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Taraval District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Tenderloin District
(Company J)
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|-----------|
| Pointing of Firearms | 25 |
| Physical Control | 24 |
| Strike by Object/Fist | 24 |
| OC (Pepper Spray) | 2 |
| Impact Weapon | 4 |
| ERIW | 2 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 81 |

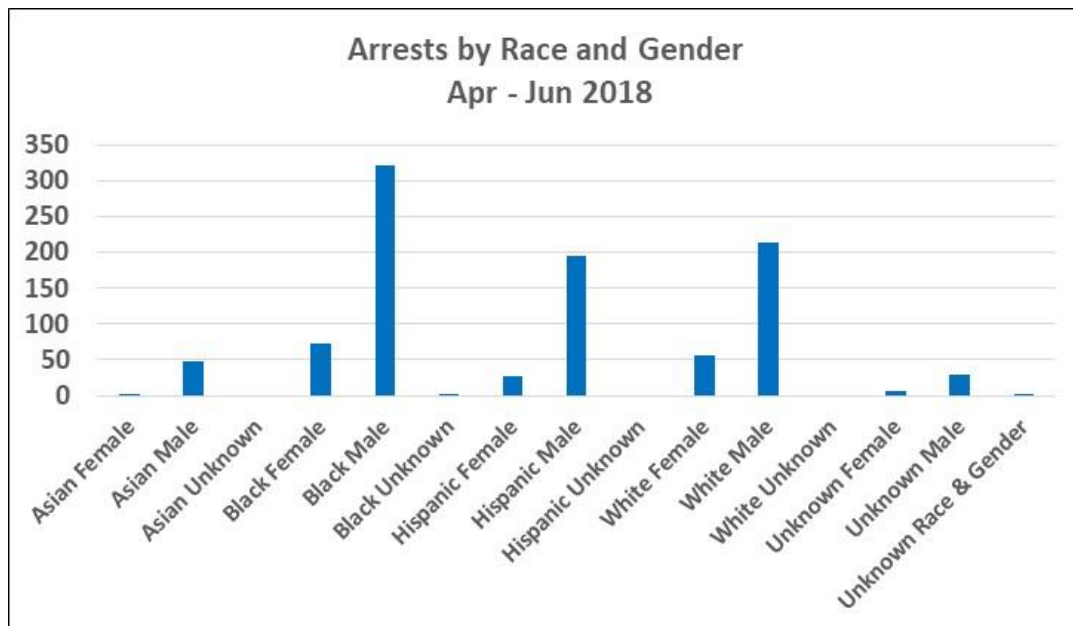
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Tenderloin | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1% |
| 0400-0759 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 3 | 4% |
| 0800-1159 | 2 | 0 | 2 | 4 | 0 | 3 | 0 | 11 | 14% |
| 1200-1559 | 1 | 1 | 4 | 0 | 2 | 8 | 1 | 17 | 21% |
| 1600-1959 | 18 | 5 | 2 | 5 | 5 | 1 | 3 | 39 | 48% |
| 2000-2359 | 4 | 2 | 1 | 3 | 0 | 0 | 0 | 10 | 12% |
| Total | 25 | 9 | 10 | 12 | 7 | 12 | 6 | 81 | 100% |
| Percentage | 31% | 11% | 12% | 15% | 9% | 15% | 7% | 100% | |

**Tenderloin District
(Company J)
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|-----------|-------------|
| Part I Violent | 0 | 7 | 15 | 1 | 4 | 1 | 0 | 0 | 0 | 28 | 35% |
| Part I Property | 11 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 15% |
| Person with a gun (221) | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 9% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 4 | 9 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 21% |
| Search Warrant/Warrant Arrest | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4% |
| Mental Health Related (5150/800/801) | 0 | 3 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 6 | 7% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 25 | 24 | 24 | 2 | 4 | 2 | 0 | 0 | 0 | 81 | 100% |

**Tenderloin District
(Company J)
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 3 | 0.3% |
| Asian Male | 47 | 4.8% |
| Asian Unknown | 0 | 0% |
| Black Female | 72 | 7.3% |
| Black Male | 323 | 33.0% |
| Black Unknown | 3 | 0% |
| Hispanic Female | 28 | 2.9% |
| Hispanic Male | 195 | 19.9% |
| Hispanic Unknown | 0 | 0% |
| White Female | 56 | 5.7% |
| White Male | 215 | 21.9% |
| White Unknown | 0 | 0% |
| Unknown Female | 6 | 0.6% |
| Unknown Male | 30 | 3.1% |
| Unknown Race & Gender | 2 | 0% |
| Total | 980 | 100% |



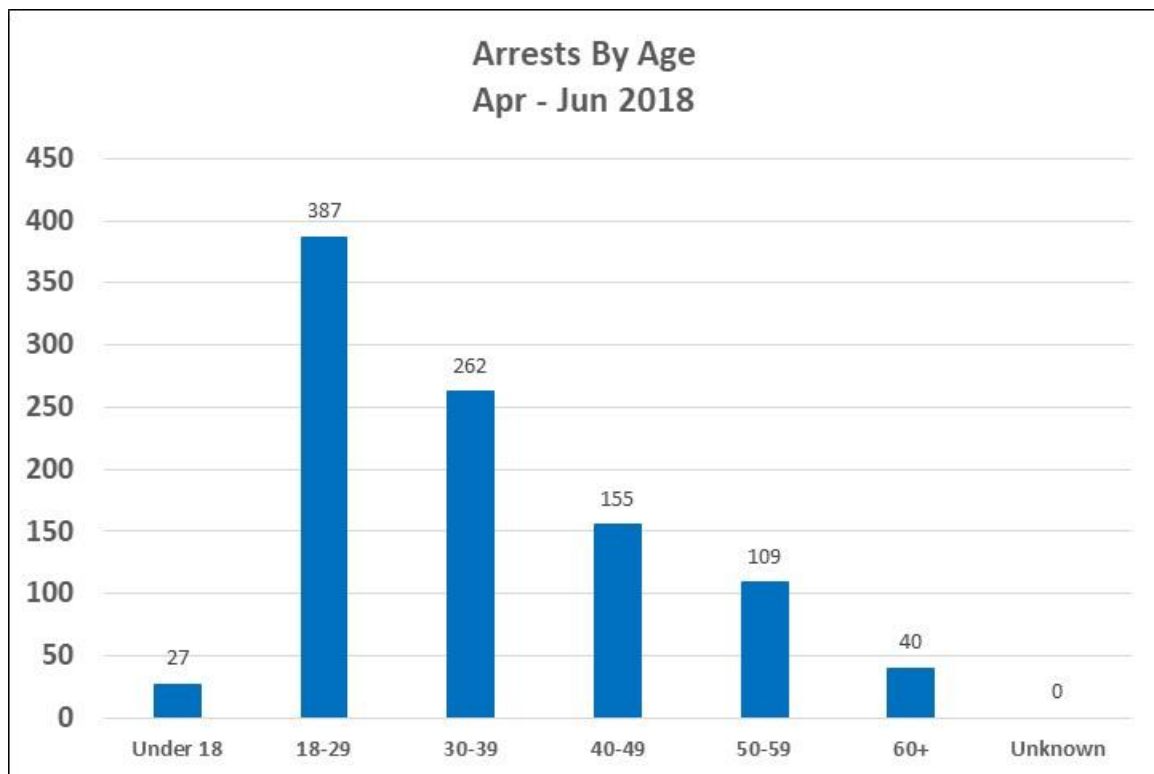
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Tenderloin District
(Company J)
Arrests Age
April - June 2018**

| Age | Total | % |
|--------------|------------|-------------|
| Under 18 | 27 | 3% |
| 18-29 | 387 | 39% |
| 30-39 | 262 | 27% |
| 40-49 | 155 | 16% |
| 50-59 | 109 | 11% |
| 60+ | 40 | 4% |
| Unknown | 0 | 0% |
| Total | 980 | 100% |

Note: Unknown indicates data not provided in incident report.

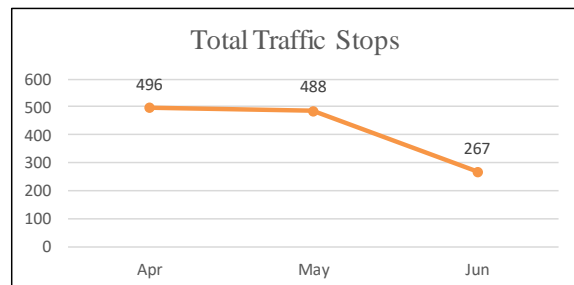
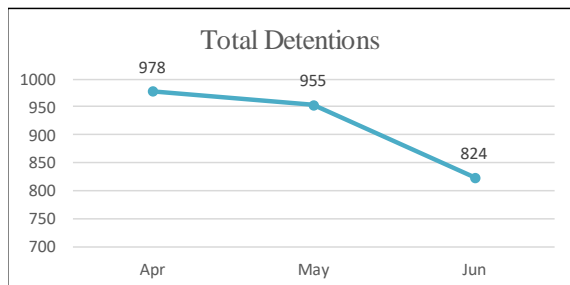
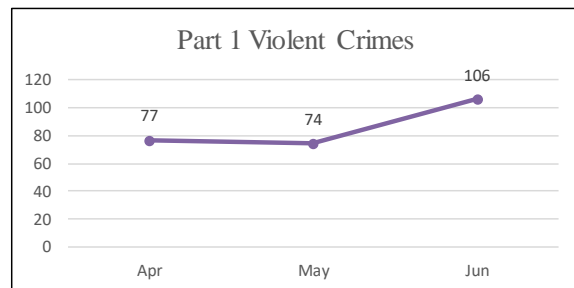
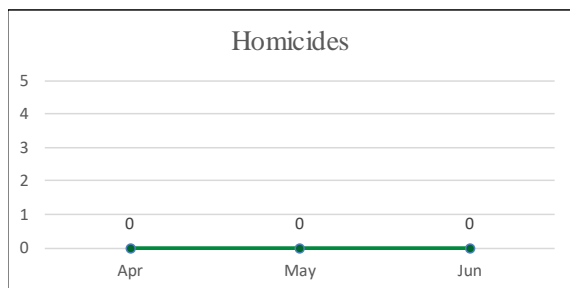
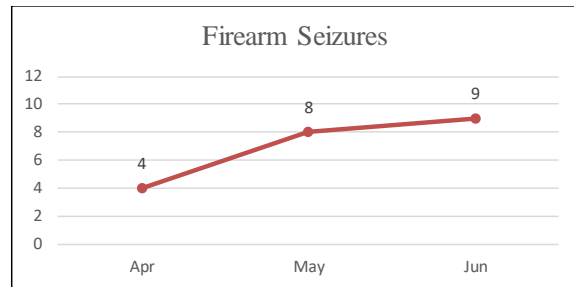
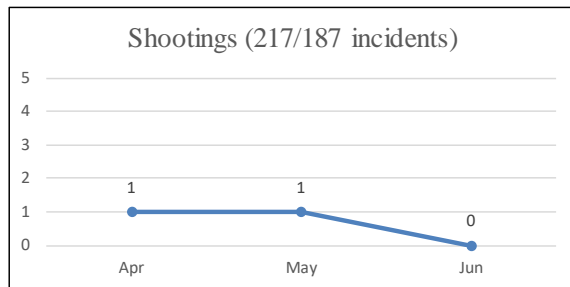


Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Tenderloin District

Shootings, Firearm Seizures, Homicides, Part 1 Violent Crimes, Detentions, and Traffic Stops

April 1 - June 30, 2018



**Airport
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|----------|
| Pointing of Firearms | 1 |
| Physical Control | 2 |
| Strike by Object/Fist | 0 |
| OC (Pepper Spray) | 0 |
| Impact Weapon | 0 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 3 |

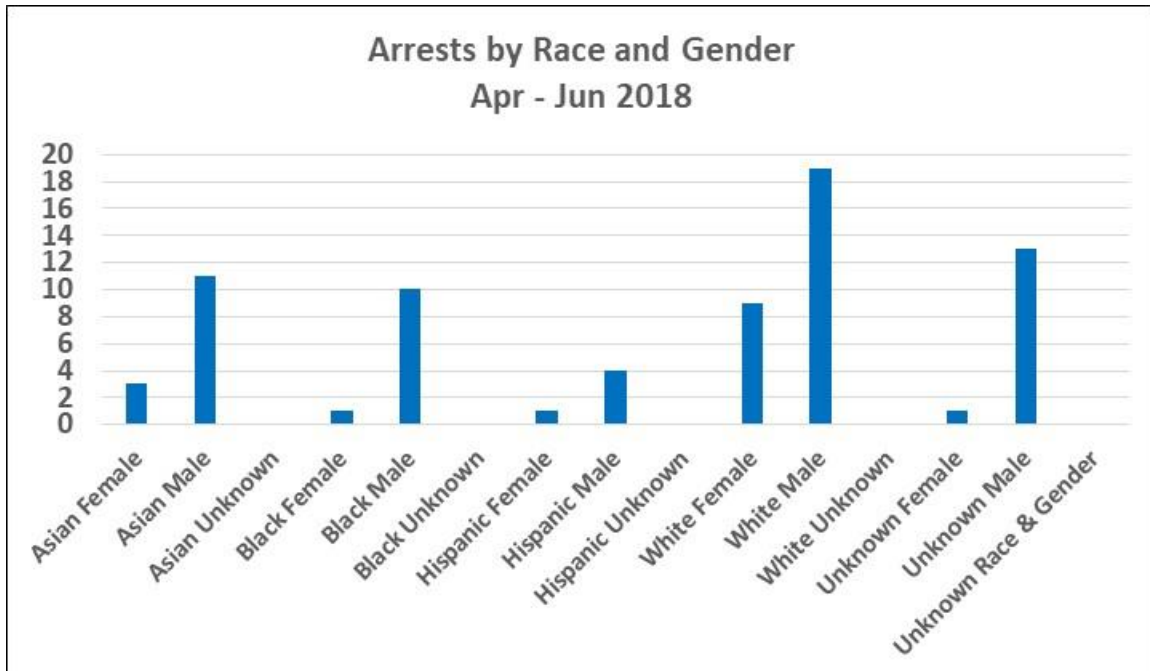
| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Airport | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 67% |
| 0400-0759 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 0800-1159 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 1200-1559 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 1600-1959 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 2000-2359 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 33% |
| Total | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 100% |
| Percentage | 67% | 33% | 0% | 0% | 0% | 0% | 0% | 100% | |

Airport
Uses of Force by Call Type
April - June 2018

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|----------|-------------|
| Part I Violent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Part I Property | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 33% |
| Person with a gun (221) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Search Warrant/Warrant Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Homeless Related Call (915/919) | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 67% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 100% |

**Airport
Arrests by Race/Ethnicity and Gender
April - June 2018**

| Race and Gender | Total | % of Total |
|------------------------|--------------|-------------------|
| Asian Female | 3 | 4.2% |
| Asian Male | 11 | 15.3% |
| Asian Unknown | 0 | 0.0% |
| Black Female | 1 | 1.4% |
| Black Male | 10 | 13.9% |
| Black Unknown | 0 | 0.0% |
| Hispanic Female | 1 | 1.4% |
| Hispanic Male | 4 | 5.6% |
| Hispanic Unknown | 0 | 0.0% |
| White Female | 9 | 12.5% |
| White Male | 19 | 26.4% |
| White Unknown | 0 | 0.0% |
| Unknown Female | 1 | 1.4% |
| Unknown Male | 13 | 18.1% |
| Unknown Race & Gender | 0 | 0.0% |
| Total | 72 | 100% |



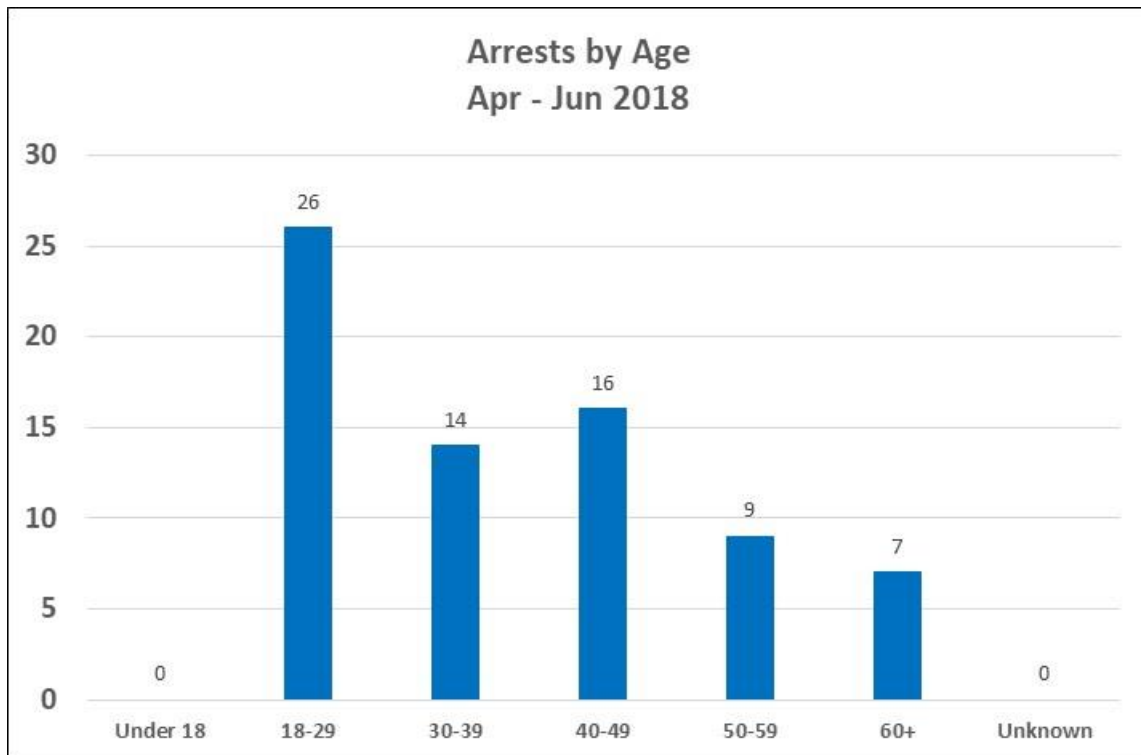
Note: Airport arrest data obtained from the San Francisco Police Department Airport Bureau.

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Airport
Arrests by Age
April - June 2018**

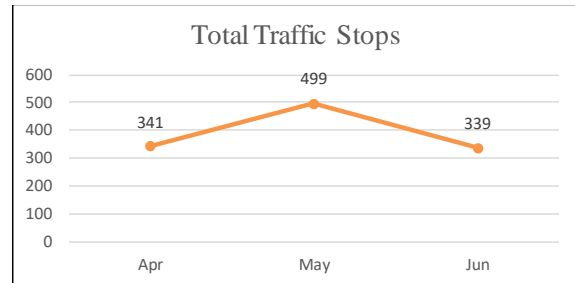
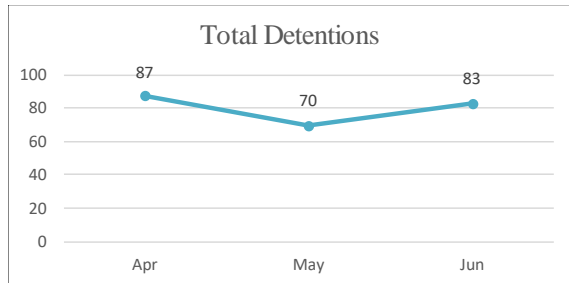
| Age | Total | % |
|--------------|-----------|-------------|
| Under 18 | 0 | 0% |
| 18-29 | 26 | 36% |
| 30-39 | 14 | 19% |
| 40-49 | 16 | 22% |
| 50-59 | 9 | 13% |
| 60+ | 7 | 10% |
| Unknown | 0 | 0% |
| Total | 72 | 100% |

Note: Unknown indicates data not provided in incident report.



Note: Airport arrest data obtained from the San Francisco Police Department Airport Bureau.

Airport Detentions, and Traffic Stops April 1 - June 30, 2018



**Outside of SF/Unknown
Uses of Force
April – June 2018**

| Use of Force | Total |
|-----------------------|----------|
| Pointing of Firearms | 4 |
| Physical Control | 0 |
| Strike by Object/Fist | 0 |
| OC (Pepper Spray) | 0 |
| Impact Weapon | 0 |
| ERIW | 0 |
| Firearm | 0 |
| Spike Strips | 0 |
| Other | 0 |
| Total | 4 |

| Time of Day/Day of Week | | | | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-------|------|
| OUTSIDE SF | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| 0000-0359 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 0400-0759 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 0800-1159 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 1200-1559 | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 4 | 100% |
| 1600-1959 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 2000-2359 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 4 | 100% |
| Percentage | 25% | 0% | 0% | 75% | 0% | 0% | 0% | 100% | |

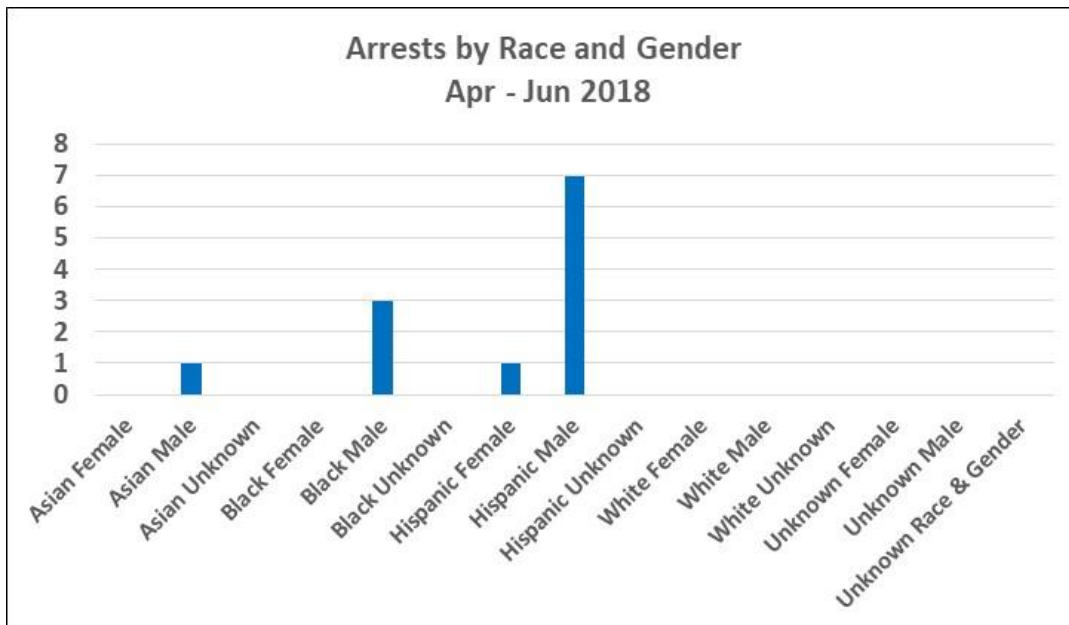
Note: Outside of SF incident locations include Tracy, Emeryville.

**Outside of SF/Unknown
Uses of Force by Call Type
April - June 2018**

| Type of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total | % of Calls |
|---|----------------------|------------------|-----------------------|-------------------|---------------|----------|----------|--------------|----------|----------|-------------|
| Part I Violent | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 25% |
| Part I Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person with a gun (221) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person with a knife (219) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Weapon, Carrying | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Suspicious Person (311/811/601/603/646/916/917) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Search Warrant/Warrant Arrest | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 75% |
| Restraining Order Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Terrorist Threats (650) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Mental Health Related (5150/800/801) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Homeless Related Call (915/919) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Vandalism (594/595) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Alarm/Check on well-being (100/910) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Traffic-Related | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Aided Case (520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Narcotics Arrest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Person yelling for help (918) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prisoner Transportation (407) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 100% |

Outside SF/Unknown
Arrests by Race/Ethnicity and Gender
April - June 2018

| Race and Gender | Q2 2018 Total | % of Total |
|------------------------|----------------------|-------------------|
| Asian Female | 0 | 0.0% |
| Asian Male | 1 | 8.3% |
| Asian Unknown | 0 | 0% |
| Black Female | 0 | 0.0% |
| Black Male | 3 | 25.0% |
| Black Unknown | 0 | 0% |
| Hispanic Female | 1 | 8.3% |
| Hispanic Male | 7 | 58.3% |
| Hispanic Unknown | 0 | 0% |
| White Female | 0 | 0.0% |
| White Male | 0 | 0.0% |
| White Unknown | 0 | 0% |
| Unknown Female | 0 | 0.0% |
| Unknown Male | 0 | 0.0% |
| Unknown Race & Gender | 0 | 0% |
| Total | 12 | 100% |



Note: Arrests totals do not include arrests at Airport.

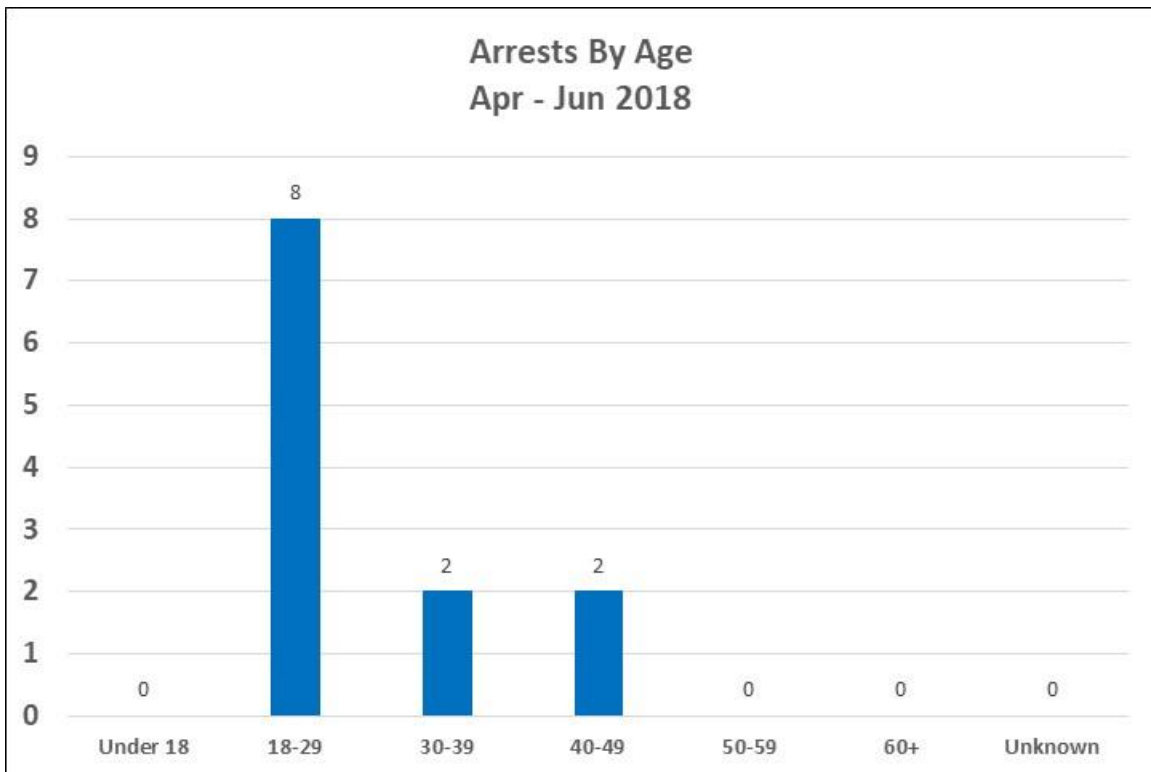
Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

**Outside SF/Unknown
Arrests by Age
April - June 2018**

| Age | Total | % |
|--------------|-----------|-------------|
| Under 18 | 0 | 0% |
| 18-29 | 8 | 67% |
| 30-39 | 2 | 17% |
| 40-49 | 2 | 17% |
| 50-59 | 0 | 0% |
| 60+ | 0 | 0% |
| Unknown | 0 | 0% |
| Total | 12 | 100% |

Note: Unknown indicates data not provided in incident report.

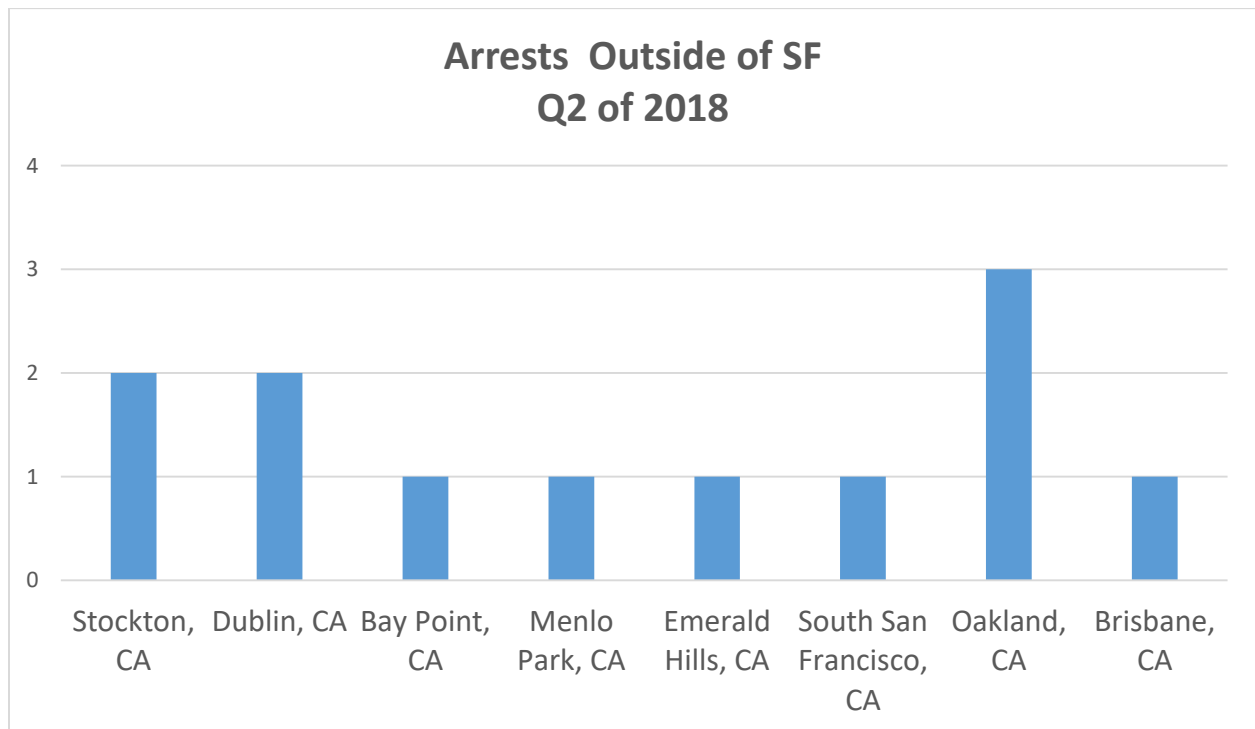


Note: Arrests totals do not include arrests at Airport.

Note: Arrest statistics are extracted from the Person Schema of Crime Data Warehouse via Business Intelligence tools. Search criteria includes results in which Person Type = "Booked" or "Cited."

**Outside SF/Unknown
Arrests by City
April – June 2018**

| City | Apr 2018 | May 2018 | Jun 2018 | Q2 2018 Total | % |
|-------------------------|----------|----------|----------|---------------|-------------|
| Stockton, CA | 2 | 0 | 0 | 2 | 17% |
| Dublin, CA | 1 | 0 | 1 | 2 | 17% |
| Bay Point, CA | 1 | 0 | 0 | 1 | 8% |
| Menlo Park, CA | 0 | 1 | 0 | 1 | 8% |
| Emerald Hills, CA | 0 | 1 | 0 | 1 | 8% |
| South San Francisco, CA | 0 | 0 | 1 | 1 | 8% |
| Oakland, CA | 0 | 0 | 3 | 3 | 25% |
| Brisbane, CA | 0 | 0 | 1 | 1 | 8% |
| Total | 4 | 2 | 6 | 12 | 100% |





Prepared by San Francisco Police Department
Professional Standards and Principled Policing Bureau
July 2018

Data Sources: San Francisco Police Department's Crime Data Warehouse, accessed via Business Intelligence Tools; San Francisco Police Department's eStops Database, accessed via Business Intelligence Tools; San Francisco Police Department Early Intervention Systems Administrative Investigative Management Database, accessed via Business Intelligence Tools; San Francisco Police Department Airport Bureau, San Francisco Police Department Human Resources; San Francisco Police Department Internal Affairs; San Francisco Department of Emergency Management; San Francisco Department of Public Accountability

Use of Force data was queried on July 16, 2018.

**Executive Summary
Administrative Code 96A.3
2018 Quarter 2 Report**



Prepared by San Francisco Police Department Crime Analysis Unit
July 2018

Data Sources: San Francisco Police Department's Crime Data Warehouse, accessed via Business Intelligence Tools; San Francisco Police Department's eStops Database, accessed via Business Intelligence Tools; San Francisco Police Department Early Intervention Systems Administrative Investigative Management Database, accessed via Business Intelligence Tools; San Francisco Police Department Airport Bureau, San Francisco Police Department Human Resources; San Francisco Police Department Internal Affairs/Equal Employment Opportunity Division; San Francisco Department of Emergency Management; San Francisco Department of Police Accountability

**THE SAN FRANCISCO POLICE DEPARTMENT
ADMINISTRATIVE CODE CHAPTER 96A.3 REPORT
2nd Quarter: April 1, 2018 through June 30, 2018**

EXECUTIVE SUMMARY

As part of the ongoing conversation on police reform, including accountability and transparency in law enforcement, accurate data collection and reporting has taken center stage. In the forefront is whether specific identifying characteristics (i.e., race/ethnicity, gender, or age) play a role in the outcome of encounters between law enforcement officers and members of the public, especially as it relates to the level of force used, the rate of arrest, and/or the propensity to search an individual.

In order to evaluate the effectiveness of the reforms undertaken by the San Francisco Police Department (the Department), and more importantly, to ensure procedural justice is evenly applied throughout all neighborhoods within our city, the Department is dedicating resources to re-evaluate the data collection process in place for collecting data as required by legislation, (California AB 953 and San Francisco Administrative Code 96A). It is important to the Department that the information collected is properly reported; therefore, these reports will continue to evolve as the technology is streamlined in our efforts to provide clear and concise data.

The Department has continued its efforts to rebuild the community's trust in a variety of ways, including training all sworn members in fair and impartial policing strategies, focusing on procedural justice and implicit bias. Coupled with the updated training in use of force principles that emphasize proportionality and the Crisis Intervention Team (CIT) philosophy, officers are being equipped with the tools and knowledge needed to assess and de-escalate situations with the goal of preserving life.

Detailed reports are generated and forwarded to the Chief of Police, Assistant Chiefs, and Deputy Chiefs for review. Commanders review the reports with district captains as a means to monitor and identify concerns immediately. As required under Administrative Code 96A.3, Law Enforcement Reporting Requirements, the Department is submitting this report for the second quarter of 2018 (Apr, May, Jun). This report contains information relating to Encounters, Arrests, Uses of Force, and Complaints, including the following information:

Sec. 96A.3.

- (a) For Encounters:
 - (1) The total number;
 - (2) The total number broken down by race or ethnicity, age, and sex;
 - (3) The total number of searches performed broken down by race or ethnicity, age, and sex;
 - (4) The total number of each type of search performed;
 - (5) For each type of search performed, the total number broken down by race or ethnicity, age, and sex;
 - (6) The total number of each type of disposition, and the total number for each disposition broken down by race or ethnicity, age, and sex; and
 - (7) The data for Encounters required to be reported by this subsection (a) shall be reported separately for Detentions and Traffic Stops;
- (b) Use of Force:
 - (1) The total number of Uses of Force;
 - (2) The total number of Uses of Force that resulted in death to the person on whom an Officer used force; and
 - (3) The total number of Uses of Force broken down by race or ethnicity, age, and sex.
- (c) Arrests:
 - (1) The total number; and
 - (2) The total number broken down by race or ethnicity, age, and sex;
- (d) Reason for Encounters
- (f) Department of Police Accountability data on alleged bias related complaints

This quarterly report will be available to the public on the Department's website as part of an ongoing commitment to transparency. Once the process is fully automated, the datasets used to generate the reports will be published alongside the report to provide the information in a searchable format.

SEC. 96A.3 (a) - ENCOUNTERS

On January 3, 2017, the Department implemented a new contact data collection program, eStop, to be used by officers to record relevant information gathered during encounters, whether self-initiated or dispatched. The eStop application used to collect the data during an encounter is available via Department-issued mobile devices.

Definitions:

Encounter: The definition for encounter per Chapter 96A specifically states, "A detention or traffic stop where the officer initiates activity based solely on the officer's own observations or the observations and direction of another officer, rather than on information provided by dispatch or reported by a member of the public, i.e., self-initiated stops."

The Department collects data for **all** encounters; both self-initiated and dispatched. This information is reported separately in order to meet the requirements of Chapter 96A. This Executive Summary only contains information on 'self-initiated' encounters and traffic stops

conducted by officers as required by Chapter 96A. For the entire report including ‘dispatched’ encounters and traffic stops, please refer to the attached report.

Detention: An interaction between an officer(s) and an individual(s) in which the officer(s) detains the individual(s).

Traffic Stop: An interaction between an officer(s) and an individual(s) driving a vehicle, in which the officer conducts a stop of the vehicle. When enforcing traffic laws during a traffic stop, the Department uses the definition of a vehicle to include motor vehicles and bicycles. Information on passengers of vehicles who are detained during a traffic stop is included under this section.

SEC. 96A.3 (b) - USE OF FORCE

The Department continues to focus on training its officers on the importance of the proportionality of the use of force (using only that force which is reasonable to perform one’s duties), as well as effective communication and de-escalation techniques with an emphasis on safeguarding the sanctity of life, dignity, and liberty of all persons.

The Department has expanded its commitment to the Crisis Intervention Team (CIT) concept, and as of June 30, 2018 has trained 878 sworn and 19 non-sworn personnel, as well as 7 clinicians from the Department of Public Health in the updated training curriculum. Included in this number are probationary and veteran officers, as well as members of the command staff. As the CIT program moves forward, the goal of the Department is to provide this 40-hour training to all members. The program focuses on a team response concept throughout all districts and instills the importance of the guardian mentality during public contacts.

Following the creation and implementation in January 2017 of Department General Order 5.21, the Crisis Intervention Team Response to Person in Crisis Calls for Service, the Department continues to work in close partnership with City agencies and community stakeholders in the development of the CIT training program, including the National Alliance on Mental Illness (NAMI), The Mayor’s Office on Disability Counsel, San Francisco Mental Health Association, the Homeless Coalition, District Attorney’s Witness and Victim Program, and the San Francisco Public Defender’s Office among other advocates and associations. The CIT policy can be viewed on our website at <http://sanfranciscopolice.org/dgo>.

In addition, in February 2017, officers began training in the CIT/Threat Assessment/De-escalation/Field Tactics and Use of Force classes, two 10-hour courses which trains officers on the elements contained in the updated Department General Order, 5.01, Use of Force. Currently 1,628 officers and nine civilians have participated in the CIT/Threat Assessment/De-escalation/Field Tactics and 1,352 in the Use of Force course with the goal of training all members by the end of the year. In an effort to ensure a strong partnership with the Department of Public Health, we have trained the Crisis Intervention Specialists (Clinical Psychologists) who work with the Department.

The Department and the Department of Public Health (DPH) entered into an agreement to provide support to officers in the field who are responding to crises in which behavioral health concerns may be present. The DPH Behavioral Crisis Intervention Specialist Team was established as a result of an initiative from the Mayor’s office. This collaboration coordinates the

efforts, logistics, and protocols of deployment of the specialists to provide on-scene support during crisis situations.

DPH clinicians have responded to at least six incidents involving a person in a behavioral crisis resulting in a critical incident deployment or C/HNT call out. A program has been initiated with DPH clinicians and CIT Unit officers walking the mid-Market Street area, UN Plaza, and Union Square areas twice a week connecting the homeless population to services and treatment. CIT Officers consulted, assisted or responded with DPH Mobile Crisis clinicians to 81 contacts in the AOT (Assisted Outpatient Treatment program), which is a program designed to conduct outreach to individuals with a known mental illness, who are not engaged in care, and are on a downward spiral. The Department also continues to focus on the high-end users of psychological and medical services to reduce recidivism. The Department has also created a quarterly multi-disciplinary forensic public safety meeting where the CIT Coordinator presents cases to DPH on persons who pose a safety threat to themselves and/or the community.

Policy:

The use of force by members is regulated through policies established according to local, state, and federal mandates. Department General Order 5.01, Use of Force, was approved by the Police Commission on December 21, 2016. The complete policy is available on our website at <http://sanfranciscopolice.org/dgo>.

Circumstances where use of force may be necessary:

The use of force must be for a lawful purpose. Officers may only use reasonable force options in the performance of their duties in the following circumstances:

- To effect a lawful arrest, detention, or search.
- To overcome resistance or to prevent escape.
- To prevent the commission of a public offense.
- In defense of others or in self-defense.
- To gain compliance with a lawful order.
- To prevent a person from injuring himself/herself. However, an officer is prohibited from using lethal force against a person who presents only a danger to himself/herself and does not pose an immediate threat of death or serious bodily injury to another person or officer.

Levels of Force:

Officers shall strive to use the minimum amount of force necessary to accomplish their lawful purpose.

- A. *Low Level Force.*** The level of control necessary to interact with a subject who is or displaying passive or active resistance. This level of force is not intended to and has a low probability of causing injury.
- B. *Intermediate Force.*** This level of force poses a foreseeable risk of significant injury or harm, but is neither likely nor intended to cause death. Intermediate force will typically only be acceptable when officers are confronted with active resistance and a threat to the safety of officers or others. Case law decisions have specifically identified and established that certain

force options such as OC spray, impact projectiles, K-9 bites, and baton strikes are classified as intermediate force likely to result in significant injury.

C. *Deadly Force.* Any use of force substantially likely to cause serious bodily injury or death, including but not limited to the discharge of a firearm, the use of an impact weapon under some circumstances, other techniques or equipment, and certain interventions to stop a subject's vehicle, such as vehicle deflections.

Force Options:

The force options authorized by the Department are physical controls, personal body weapons, chemical agents, impact weapons, extended range impact weapons, vehicle interventions, K-9 bites and firearms. These are the force options available to officers, but officers are not required to use these force options based on a continuum. While deploying a particular force option and when feasible, officers shall continually evaluate whether the force option may be discontinued while still achieving the arrest or lawful objective.

The following tools and techniques are not in a particular order nor are they all inclusive.

- Verbal Commands/Instructions/Command Presence
- Control Holds/Takedowns
- Impact Weapons
- Chemical Agents (Pepper Spray, OC, etc.)
- K-9 (Dog) Bite
- Vehicle Intervention (Deflection)
- Personal Body Weapons.
- Firearms
- Impact Projectile

Documenting the Use of Force:

Members are required by policy to immediately notify supervisors following a use of force incident, which is then documented and immediately evaluated by the supervisor. Use of force reporting and evaluation forms have been redesigned to include all the elements and data fields required by state and local legislation. These forms must be submitted by the end of watch following a use of force incident.

Staff assigned to the Risk Management Office (RMO) are responsible for tracking and maintaining all data relating to use of force incidents. They continue to review data by district stations and specialized units. RMO, which includes the Internal Affairs Division and the Early Intervention System Unit (EIS), collects and analyzes the use of force data, i.e., under what circumstance it was used, type/level of force, and subject/ officer demographics which is available on our website at: <http://sanfranciscopolice.org/early-intervention-system>

At the Chief's direction, the staff inspections unit has been developed which will expand on existing processes to audit performance, and other metrics.

The Department is currently working with a research/academic institution to perform in-depth analysis of our stop and use of force data.

2018 SECOND QUARTER DATA SUMMARY AT A GLANCE;

- Calls for Service: 178,285
- Calls resulting in Use of Force: 316 (0.20%)
- Suspects Observed and Reported to SFPD (CDW): 9,468
- Total Encounters: 32,977
 - Total Detentions: 13,541
 - Total Traffic Stops: 19,436
- Total Uses of Force: 601
- 359 officers used force on 371 subjects resulting in a total of 601 uses of force
- Total Arrests: 5,538
- Total Searches: 8,295 (25% of Total Encounters)
- Department of Police Accountability bias related complaints received: 7

TOTAL CALLS FOR SERVICE (April 1 – June 30, 2018):

| Calls for Service April 1 - June 30, 2018 | | | |
|--|--------|--------|------------|
| Apr | May | Jun | Total - Q2 |
| 58,862 | 63,472 | 55,951 | 178,285 |

SEC. 96A.3 (a) (1) TOTAL ENCOUNTERS (Detentions and Traffic Stops)

| Total Encounters April 1 - June 30, 2018 | | | | | |
|---|---------------|---------------|--------------|---------------|-----------------------|
| 32,977 Total Encounters | | | | | |
| Encounters Description | Apr | May | Jun | Q2 Total | % of Total Encounters |
| Detentions - Self-Initiated Activity | 2,230 | 2,456 | 1,752 | 6,438 | 19.5% |
| Detentions - Dispatched Call | 2,365 | 2,527 | 2,211 | 7,103 | 21.5% |
| Total Detentions | 4,595 | 4,983 | 3,963 | 13,541 | 41.1% |
| Traffic Stops - Self-Initiated Activity | 6,515 | 7,116 | 4,813 | 18,444 | 55.9% |
| Traffic Stops - Dispatched Call | 361 | 341 | 290 | 992 | 3.0% |
| Total Traffic Stops | 6,876 | 7,457 | 5,103 | 19,436 | 58.9% |
| Grand Total | 11,471 | 12,440 | 9,066 | 32,977 | 100% |

- 6% of the 19,436 Traffic Stops were passengers.

SEC. 96A.3 (a) (4) TOTAL SEARCHES (Detentions and Traffic Stops)

Officers conduct a search for several reasons including officer safety. Of the 32,977 Encounters this quarter, 41% of pedestrian Detentions and 12% of Traffic Stops resulted in a search.

| TOTAL SEARCHES | | | | | |
|--|--------------|--------------|--------------|-----------------|--------------------------|
| 8,295 Total Searches | | | | | |
| April 1 - June 30, 2018 | | | | | |
| Total Searches for Self-Initiated and Dispatched Encounters | Apr | May | Jun | Q2 Total | % of Total Search |
| Total Searches for Self-Initiated Detentions | 770 | 860 | 633 | 2,263 | 27% |
| Total Searches for Dispatched Detentions | 1,234 | 1,307 | 1,124 | 3,665 | 44% |
| Total Searches for Detentions | 2,004 | 2,167 | 1,757 | 5,928 | 71% |
| Total Searches for Self-Initiated Traffic Stops | 688 | 759 | 539 | 1,986 | 24% |
| Total Searches for Dispatched Traffic Stops | 150 | 115 | 116 | 381 | 5% |
| Total Searches for Traffic Stops | 838 | 874 | 655 | 2,367 | 29% |
| Grand Total | 2,842 | 3,041 | 2,412 | 8,295 | 100% |

DESCRIPTION OF SUSPECTS OBSERVED AND REPORTED TO POLICE;

The following table represents suspect descriptions provided by members of the public when requesting police assistance via the Department of Emergency (DEM) dispatch. It also includes information/descriptions provided by victims and/or witnesses directly to officers during a call for service, as well as suspect information directly observed by officers who witness a crime in progress. This information is gathered during the call directly from the reporting party, entered by the dispatcher, and relayed to responding officers who document this information in an incident report (CDW).

| SUSPECTS by Race/Ethnicity | | | | | |
|-----------------------------------|--------------|--------------|--------------|-------------------|----------------------------|
| 9,468 Suspects | | | | | |
| April 1 - June 30, 2018 | | | | | |
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Total Suspects |
| Asian or Pacific Islander | 111 | 127 | 106 | 344 | 3.6% |
| Black | 1,234 | 1,267 | 1,350 | 3,851 | 40.7% |
| Hispanic or Latin | 412 | 464 | 371 | 1,247 | 13.2% |
| Native American | 16 | 5 | 4 | 25 | 0.3% |
| White | 609 | 624 | 548 | 1,781 | 18.8% |
| Others | 770 | 779 | 671 | 2,220 | 23.4% |
| Total | 3,152 | 3,266 | 3,050 | 9,468 | 100.0% |

The following two tables show percentages by race for self-initiated detentions, traffic stops, searches, suspects observed/reported to SFPD, and arrests for the second quarter of 2018.

| RACE | SELF INITIATED DETENTIONS | S. I. DETENTIONS SEARCHED | ALL OBSERVED & REPORTED SUSPECTS | ALL ARRESTS |
|-----------------|----------------------------------|----------------------------------|---|--------------------|
| Asian | 4.1% | 6.1% | 3.6% | 7% |
| Black | 29.8% | 35% | 40.7% | 38% |
| Hispanic | 16% | 20.9% | 13.2% | 22% |
| Native American | 0.2% | 0.1% | 0.3% | 0% |
| White | 44.9% | 33.9% | 18.8% | 30.5% |
| Others | 4.9% | 3.8% | 23.4% | 3.6% |
| Totals | 100% | 100% | 100% | 100% |

| RACE | SELF INITIATED TRAFFIC STOPS | S. I. TRAFFIC STOPS SEARCHED | ALL OBSERVED & REPORTED SUSPECTS | ALL ARRESTS |
|-----------------|-------------------------------------|-------------------------------------|---|--------------------|
| Asian | 14.6% | 4.6% | 3.6% | 7% |
| Black | 19.7% | 49.8% | 40.7% | 38% |
| Hispanic | 16.2% | 21.4% | 13.2% | 22% |
| Native American | 0.3% | 0.2% | 0.3% | 0% |
| White | 32.5% | 16.9% | 18.8% | 30.5% |
| Others | 16.7% | 7.1% | 23.4% | 3.6% |
| Totals | 100% | 100% | 100% | 100% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (2) TOTAL ENCOUNTERS by Race/Ethnicity;

| Detentions by Race/Ethnicity - Self-Initiated | | | | | |
|--|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 83 | 96 | 88 | 267 | 4.1% |
| Black | 675 | 715 | 529 | 1,919 | 29.8% |
| Hispanic | 321 | 422 | 288 | 1,031 | 16.0% |
| Native American | 5 | 5 | 3 | 13 | 0.2% |
| White | 1,051 | 1,088 | 753 | 2,892 | 44.9% |
| Unknown | 95 | 130 | 91 | 316 | 4.9% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | 100.0% |

| Traffic Stops by Race/Ethnicity - Self-Initiated | | | | | |
|---|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 959 | 1,068 | 665 | 2,692 | 14.6% |
| Black | 1,286 | 1,320 | 1,035 | 3,641 | 19.7% |
| Hispanic | 1,063 | 1,139 | 778 | 2,980 | 16.2% |
| Native American | 16 | 26 | 7 | 49 | 0.3% |
| White | 2,158 | 2,308 | 1,536 | 6,002 | 32.5% |
| Unknown | 1,033 | 1,255 | 792 | 3,080 | 16.7% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (2) TOTAL ENCOUNTERS By Age;

| Detentions by Age - Self-Initiated | | | | | |
|---|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 46 | 34 | 38 | 118 | 1.8% |
| 18-29 | 628 | 770 | 498 | 1,896 | 29.5% |
| 30-39 | 663 | 708 | 523 | 1,894 | 29.4% |
| 40-49 | 467 | 464 | 346 | 1,277 | 19.8% |
| 50-59 | 310 | 326 | 253 | 889 | 13.8% |
| 60+ | 116 | 154 | 94 | 364 | 5.7% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | 100.0% |

| Traffic Stops by Age - Self-Initiated | | | | | |
|--|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 53 | 60 | 28 | 141 | 0.8% |
| 18-29 | 2,132 | 2,400 | 1,640 | 6,172 | 33.5% |
| 30-39 | 1,805 | 1,951 | 1,282 | 5,038 | 27.3% |
| 40-49 | 1,197 | 1,284 | 891 | 3,372 | 18.3% |
| 50-59 | 797 | 910 | 608 | 2,315 | 12.6% |
| 60+ | 531 | 511 | 364 | 1,406 | 7.6% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (2) TOTAL ENCOUNTERS By Gender;

| Detentions by Gender - Self-Initiated | | | | | |
|--|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 357 | 439 | 296 | 1,092 | 17.0% |
| MALE | 1,854 | 2,008 | 1,449 | 5,311 | 82.5% |
| UNKNOWN | 19 | 9 | 7 | 35 | 0.5% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | 100.0% |

| Traffic Stops by Gender - Self-Initiated | | | | | |
|---|--------------|--------------|--------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 1,621 | 1,656 | 1,117 | 4,394 | 23.8% |
| MALE | 4,882 | 5,441 | 3,692 | 14,015 | 76.0% |
| UNKNOWN | 12 | 19 | 4 | 35 | 0.2% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED By Race/Ethnicity;

| Total Searches Performed By Race/Ethnicity For Self-Initiated Detentions | | | | | |
|---|------------|------------|------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 36 | 56 | 47 | 139 | 6.1% |
| Black | 275 | 292 | 226 | 793 | 35.0% |
| Hispanic | 144 | 196 | 134 | 474 | 20.9% |
| Native American | 1 | 1 | 1 | 3 | 0.1% |
| White | 288 | 282 | 197 | 767 | 33.9% |
| Unknown | 26 | 33 | 28 | 87 | 3.8% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

Of the 6,438 self-initiated detentions, 35% (2,263) resulted in a search.

| Total Searches Performed By Race/Ethnicity For Self-Initiated Traffic Stops | | | | | |
|--|------------|------------|------------|-------------------|-------------------|
| April 1 - June 30, 2018 | | | | | |
| RACE | Apr | May | Jun | Total - Q2 | % of Total |
| Asian or Pacific Islander | 30 | 40 | 22 | 92 | 4.6% |
| Black | 328 | 378 | 284 | 990 | 49.8% |
| Hispanic | 160 | 145 | 120 | 425 | 21.4% |
| Native American | 0 | 2 | 1 | 3 | 0.2% |
| White | 132 | 126 | 77 | 335 | 16.9% |
| Unknown | 38 | 68 | 35 | 141 | 7.1% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

Of the 18,444 self-initiated traffic stops, 10.7% (1,986) resulted in a search.

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED By Age;

| Total Searches Performed By Age For Self-Initiated Detentions | | | | | |
|---|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 32 | 19 | 17 | 68 | 3.0% |
| 18-29 | 262 | 338 | 216 | 816 | 36.1% |
| 30-39 | 248 | 223 | 200 | 671 | 29.7% |
| 40-49 | 136 | 142 | 105 | 383 | 16.9% |
| 50-59 | 70 | 102 | 78 | 250 | 11.0% |
| 60+ | 22 | 36 | 17 | 75 | 3.3% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Total Searches Performed By Age For Self-Initiated Traffic Stops | | | | | |
|--|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| AGE | Apr | May | Jun | Total - Q2 | % of Total |
| Under 18 | 23 | 25 | 15 | 63 | 3.2% |
| 18-29 | 387 | 444 | 309 | 1,140 | 57.4% |
| 30-39 | 160 | 161 | 136 | 457 | 23.0% |
| 40-49 | 61 | 76 | 44 | 181 | 9.1% |
| 50-59 | 46 | 43 | 25 | 114 | 5.7% |
| 60+ | 11 | 10 | 10 | 31 | 1.6% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (3) TOTAL SEARCHES PERFORMED By Gender;

| Total Searches Performed By Gender For Self-Initiated Detentions | | | | | |
|--|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 89 | 115 | 73 | 277 | 12.2% |
| MALE | 675 | 741 | 558 | 1,974 | 87.2% |
| UNKNOWN | 6 | 4 | 2 | 12 | 0.5% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Total Searches Performed By Gender For Self-Initiated Traffic Stops | | | | | |
|---|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| GENDER | Apr | May | Jun | Total - Q2 | % of Total |
| FEMALE | 133 | 148 | 99 | 380 | 19.1% |
| MALE | 555 | 608 | 440 | 1,603 | 80.7% |
| UNKNOWN | 0 | 3 | 0 | 3 | 0.2% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (4) TOTAL OF EACH TYPE OF SEARCH PERFORMED

| Types of Search Performed - Self-Initiated Detentions | | | | | |
|---|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| STOP SEARCH DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 45.4% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 0.1% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 18.1% |
| Search with consent | 33 | 29 | 25 | 87 | 3.8% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 12.6% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 15.5% |
| Search Warrant | 31 | 47 | 24 | 102 | 4.5% |
| Total | 770 | 860 | 633 | 2,263 | 100.0% |

| Types of Search Performed - Self-Initiated Traffic Stops | | | | | |
|--|------------|------------|------------|--------------|---------------|
| April 1 - June 30, 2018 | | | | | |
| STOP SEARCH DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 15.9% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 10.1% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 11.7% |
| Search with consent | 25 | 33 | 23 | 81 | 4.1% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 34.5% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 23.4% |
| Search Warrant | 1 | 0 | 4 | 5 | 0.3% |
| Total | 688 | 759 | 539 | 1,986 | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (5) TOTAL OF EACH TYPE OF SEARCH PERFORMED, By Race/Ethnicity;

| Search Type by Race/Ethnicity for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 100.0% | 45.4% |
| Asian or Pacific Islander | 13 | 21 | 22 | 56 | 5.5% | 2.5% |
| Black | 132 | 124 | 113 | 369 | 35.9% | 16.3% |
| Hispanic | 69 | 92 | 67 | 228 | 22.2% | 10.1% |
| Native American | 1 | 1 | 1 | 3 | 0.3% | 0.1% |
| White | 135 | 110 | 79 | 324 | 31.5% | 14.3% |
| Unknown | 17 | 16 | 14 | 47 | 4.6% | 2.1% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 100.0% | 0.1% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Black | 1 | 0 | 0 | 1 | 50.0% | 0.0% |
| Hispanic | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 0 | 0 | 1 | 1 | 50.0% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 100.0% | 18.1% |
| Asian or Pacific Islander | 6 | 5 | 7 | 18 | 4.4% | 0.8% |
| Black | 31 | 49 | 33 | 113 | 27.6% | 5.0% |
| Hispanic | 27 | 48 | 21 | 96 | 23.5% | 4.2% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 65 | 59 | 44 | 168 | 41.1% | 7.4% |
| Unknown | 0 | 9 | 5 | 14 | 3.4% | 0.6% |
| Search with consent | 33 | 29 | 25 | 87 | 100.0% | 3.8% |
| Asian or Pacific Islander | 1 | 2 | 0 | 3 | 3.4% | 0.1% |
| Black | 12 | 9 | 8 | 29 | 33.3% | 1.3% |
| Hispanic | 8 | 8 | 7 | 23 | 26.4% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 9 | 7 | 9 | 25 | 28.7% | 1.1% |
| Unknown | 3 | 3 | 1 | 7 | 8.0% | 0.3% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 100.0% | 12.6% |
| Asian or Pacific Islander | 2 | 4 | 7 | 13 | 4.5% | 0.6% |
| Black | 40 | 61 | 27 | 128 | 44.8% | 5.7% |
| Hispanic | 21 | 15 | 12 | 48 | 16.8% | 2.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 29 | 43 | 21 | 93 | 32.5% | 4.1% |
| Unknown | 1 | 2 | 1 | 4 | 1.4% | 0.2% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 100.0% | 15.5% |
| Asian or Pacific Islander | 5 | 7 | 10 | 22 | 6.3% | 1.0% |
| Black | 45 | 27 | 30 | 102 | 29.1% | 4.5% |
| Hispanic | 16 | 32 | 20 | 68 | 19.4% | 3.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 46 | 56 | 42 | 144 | 41.1% | 6.4% |
| Unknown | 4 | 3 | 7 | 14 | 4.0% | 0.6% |
| Search Warrant | 31 | 47 | 24 | 102 | 100.0% | 4.5% |
| Asian or Pacific Islander | 9 | 17 | 1 | 27 | 26.5% | 1.2% |
| Black | 14 | 22 | 15 | 51 | 50.0% | 2.3% |
| Hispanic | 3 | 1 | 7 | 11 | 10.8% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 4 | 7 | 1 | 12 | 11.8% | 0.5% |
| Unknown | 1 | 0 | 0 | 1 | 1.0% | 0.0% |
| Grand Total | 770 | 860 | 633 | 2,263 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (5) Race/Ethnicity cont.

| Search Type by Race/Ethnicity for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 100.0% | 15.9% |
| Asian or Pacific Islander | 4 | 5 | 0 | 9 | 2.8% | 0.5% |
| Black | 48 | 46 | 44 | 138 | 43.7% | 6.9% |
| Hispanic | 38 | 29 | 21 | 88 | 27.8% | 4.4% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 28 | 20 | 15 | 63 | 19.9% | 3.2% |
| Unknown | 1 | 9 | 8 | 18 | 5.7% | 0.9% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 100.0% | 10.1% |
| Asian or Pacific Islander | 4 | 4 | 3 | 11 | 5.5% | 0.6% |
| Black | 33 | 41 | 20 | 94 | 46.8% | 4.7% |
| Hispanic | 16 | 18 | 13 | 47 | 23.4% | 2.4% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 13 | 16 | 6 | 35 | 17.4% | 1.8% |
| Unknown | 4 | 6 | 4 | 14 | 7.0% | 0.7% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 100.0% | 11.7% |
| Asian or Pacific Islander | 1 | 2 | 3 | 6 | 2.6% | 0.3% |
| Black | 30 | 40 | 31 | 101 | 43.5% | 5.1% |
| Hispanic | 25 | 19 | 9 | 53 | 22.8% | 2.7% |
| Native American | 0 | 1 | 0 | 1 | 0.4% | 0.1% |
| White | 13 | 22 | 10 | 45 | 19.4% | 2.3% |
| Unknown | 5 | 16 | 5 | 26 | 11.2% | 1.3% |
| Search with consent | 25 | 33 | 23 | 81 | 100.0% | 4.1% |
| Asian or Pacific Islander | 1 | 2 | 1 | 4 | 4.9% | 0.2% |
| Black | 5 | 11 | 10 | 26 | 32.1% | 1.3% |
| Hispanic | 7 | 8 | 5 | 20 | 24.7% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 9 | 9 | 4 | 22 | 27.2% | 1.1% |
| Unknown | 3 | 3 | 3 | 9 | 11.1% | 0.5% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 100.0% | 34.5% |
| Asian or Pacific Islander | 14 | 16 | 9 | 39 | 5.7% | 2.0% |
| Black | 131 | 165 | 101 | 397 | 57.9% | 20.0% |
| Hispanic | 28 | 40 | 44 | 112 | 16.3% | 5.6% |
| Native American | 0 | 0 | 1 | 1 | 0.1% | 0.1% |
| White | 34 | 40 | 24 | 98 | 14.3% | 4.9% |
| Unknown | 14 | 16 | 9 | 39 | 5.7% | 2.0% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 100.0% | 23.4% |
| Asian or Pacific Islander | 6 | 11 | 5 | 22 | 4.7% | 1.1% |
| Black | 81 | 75 | 76 | 232 | 49.9% | 11.7% |
| Hispanic | 46 | 31 | 28 | 105 | 22.6% | 5.3% |
| Native American | 0 | 1 | 0 | 1 | 0.2% | 0.1% |
| White | 34 | 19 | 18 | 71 | 15.3% | 3.6% |
| Unknown | 11 | 18 | 5 | 34 | 7.3% | 1.7% |
| Search Warrant | 1 | 0 | 4 | 5 | 100.0% | 0.3% |
| Asian or Pacific Islander | 0 | 0 | 1 | 1 | 20.0% | 0.1% |
| Black | 0 | 0 | 2 | 2 | 40.0% | 0.1% |
| Hispanic | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 1 | 0 | 0 | 1 | 20.0% | 0.1% |
| Unknown | 0 | 0 | 1 | 1 | 20.0% | 0.1% |
| Grand Total | 688 | 759 | 539 | 1,986 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (5) TOTAL OF EACH TYPE OF SEARCH PERFORMED, By Age;

| Search Type by Age for Self-Initiated Detentions | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| April 1 - June 30, 2018 | | | | | | |
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 100.0% | 45.4% |
| Under 18 | 19 | 7 | 11 | 37 | 3.6% | 1.6% |
| 18-29 | 125 | 147 | 103 | 375 | 36.5% | 16.6% |
| 30-39 | 115 | 91 | 89 | 295 | 28.7% | 13.0% |
| 40-49 | 68 | 61 | 53 | 182 | 17.7% | 8.0% |
| 50-59 | 30 | 42 | 32 | 104 | 10.1% | 4.6% |
| 60+ | 10 | 16 | 8 | 34 | 3.3% | 1.5% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 100.0% | 0.1% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 0 | 0 | 1 | 50.0% | 0.0% |
| 30-39 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 40-49 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 50-59 | 0 | 0 | 1 | 1 | 50.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 100.0% | 18.1% |
| Under 18 | 0 | 4 | 0 | 4 | 1.0% | 0.2% |
| 18-29 | 44 | 64 | 37 | 145 | 35.5% | 6.4% |
| 30-39 | 49 | 45 | 35 | 129 | 31.5% | 5.7% |
| 40-49 | 21 | 31 | 15 | 67 | 16.4% | 3.0% |
| 50-59 | 12 | 22 | 22 | 56 | 13.7% | 2.5% |
| 60+ | 3 | 4 | 1 | 8 | 2.0% | 0.4% |
| Search with consent | 33 | 29 | 25 | 87 | 100.0% | 3.8% |
| Under 18 | 0 | 0 | 1 | 1 | 1.1% | 0.0% |
| 18-29 | 10 | 11 | 5 | 26 | 29.9% | 1.1% |
| 30-39 | 7 | 9 | 5 | 21 | 24.1% | 0.9% |
| 40-49 | 10 | 3 | 8 | 21 | 24.1% | 0.9% |
| 50-59 | 5 | 6 | 4 | 15 | 17.2% | 0.7% |
| 60+ | 1 | 0 | 2 | 3 | 3.4% | 0.1% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 100.0% | 12.6% |
| Under 18 | 2 | 3 | 0 | 5 | 1.7% | 0.2% |
| 18-29 | 45 | 46 | 28 | 119 | 41.6% | 5.3% |
| 30-39 | 26 | 33 | 23 | 82 | 28.7% | 3.6% |
| 40-49 | 13 | 23 | 10 | 46 | 16.1% | 2.0% |
| 50-59 | 7 | 13 | 5 | 25 | 8.7% | 1.1% |
| 60+ | 0 | 7 | 2 | 9 | 3.1% | 0.4% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 100.0% | 15.5% |
| Under 18 | 6 | 2 | 4 | 12 | 3.4% | 0.5% |
| 18-29 | 28 | 47 | 37 | 112 | 32.0% | 4.9% |
| 30-39 | 43 | 38 | 40 | 121 | 34.6% | 5.3% |
| 40-49 | 21 | 20 | 17 | 58 | 16.6% | 2.6% |
| 50-59 | 13 | 13 | 9 | 35 | 10.0% | 1.5% |
| 60+ | 5 | 5 | 2 | 12 | 3.4% | 0.5% |
| Search Warrant | 31 | 47 | 24 | 102 | 100.0% | 4.5% |
| Under 18 | 5 | 3 | 1 | 9 | 8.8% | 0.4% |
| 18-29 | 9 | 23 | 6 | 38 | 37.3% | 1.7% |
| 30-39 | 8 | 7 | 8 | 23 | 22.5% | 1.0% |
| 40-49 | 3 | 4 | 2 | 9 | 8.8% | 0.4% |
| 50-59 | 3 | 6 | 5 | 14 | 13.7% | 0.6% |
| 60+ | 3 | 4 | 2 | 9 | 8.8% | 0.4% |
| Grand Total | 770 | 860 | 633 | 2,263 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (5) By Age cont.

| Search Type by Age for Self-Initiated Traffic Stops | | | | | | |
|---|------------|------------|------------|--------------|---------------|------------------|
| April 1 - June 30, 2018 | | | | | | |
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 100.0% | 15.9% |
| Under 18 | 3 | 7 | 5 | 15 | 4.7% | 0.8% |
| 18-29 | 63 | 40 | 44 | 147 | 46.5% | 7.4% |
| 30-39 | 28 | 31 | 26 | 85 | 26.9% | 4.3% |
| 40-49 | 16 | 21 | 7 | 44 | 13.9% | 2.2% |
| 50-59 | 8 | 9 | 5 | 22 | 7.0% | 1.1% |
| 60+ | 1 | 1 | 1 | 3 | 0.9% | 0.2% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 100.0% | 10.1% |
| Under 18 | 2 | 2 | 2 | 6 | 3.0% | 0.3% |
| 18-29 | 44 | 45 | 24 | 113 | 56.2% | 5.7% |
| 30-39 | 14 | 16 | 10 | 40 | 19.9% | 2.0% |
| 40-49 | 6 | 13 | 4 | 23 | 11.4% | 1.2% |
| 50-59 | 2 | 7 | 4 | 13 | 6.5% | 0.7% |
| 60+ | 2 | 2 | 2 | 6 | 3.0% | 0.3% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 100.0% | 11.7% |
| Under 18 | 9 | 2 | 1 | 12 | 5.2% | 0.6% |
| 18-29 | 41 | 63 | 33 | 137 | 59.1% | 6.9% |
| 30-39 | 14 | 19 | 15 | 48 | 20.7% | 2.4% |
| 40-49 | 3 | 6 | 5 | 14 | 6.0% | 0.7% |
| 50-59 | 5 | 7 | 4 | 16 | 6.9% | 0.8% |
| 60+ | 2 | 3 | 0 | 5 | 2.2% | 0.3% |
| Search with consent | 25 | 33 | 23 | 81 | 100.0% | 4.1% |
| Under 18 | 1 | 1 | 0 | 2 | 2.5% | 0.1% |
| 18-29 | 6 | 20 | 16 | 42 | 51.9% | 2.1% |
| 30-39 | 6 | 4 | 3 | 13 | 16.0% | 0.7% |
| 40-49 | 10 | 5 | 3 | 18 | 22.2% | 0.9% |
| 50-59 | 2 | 2 | 0 | 4 | 4.9% | 0.2% |
| 60+ | 0 | 1 | 1 | 2 | 2.5% | 0.1% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 100.0% | 34.5% |
| Under 18 | 4 | 6 | 2 | 12 | 1.7% | 0.6% |
| 18-29 | 118 | 182 | 115 | 415 | 60.5% | 20.9% |
| 30-39 | 62 | 57 | 46 | 165 | 24.1% | 8.3% |
| 40-49 | 16 | 19 | 14 | 49 | 7.1% | 2.5% |
| 50-59 | 19 | 12 | 9 | 40 | 5.8% | 2.0% |
| 60+ | 2 | 1 | 2 | 5 | 0.7% | 0.3% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 100.0% | 23.4% |
| Under 18 | 4 | 7 | 5 | 16 | 3.4% | 0.8% |
| 18-29 | 114 | 94 | 74 | 282 | 60.6% | 14.2% |
| 30-39 | 36 | 34 | 35 | 105 | 22.6% | 5.3% |
| 40-49 | 10 | 12 | 11 | 33 | 7.1% | 1.7% |
| 50-59 | 10 | 6 | 3 | 19 | 4.1% | 1.0% |
| 60+ | 4 | 2 | 4 | 10 | 2.2% | 0.5% |
| Search Warrant | 1 | 0 | 4 | 5 | 100.0% | 0.3% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 1 | 0 | 3 | 4 | 80.0% | 0.2% |
| 30-39 | 0 | 0 | 1 | 1 | 20.0% | 0.1% |
| 40-49 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 688 | 759 | 539 | 1,986 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (5) TOTAL OF EACH TYPE OF SEARCH PERFORMED, By Gender;

| Search Types by Gender for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 367 | 364 | 296 | 1,027 | 100.0% | 45.4% |
| FEMALE | 45 | 51 | 31 | 127 | 12.4% | 5.6% |
| MALE | 317 | 311 | 263 | 891 | 86.8% | 39.4% |
| UNKNOWN | 5 | 2 | 2 | 9 | 0.9% | 0.4% |
| Vehicle Inventory | 1 | 0 | 1 | 2 | 100.0% | 0.1% |
| FEMALE | 1 | 0 | 0 | 1 | 50.0% | 0.0% |
| MALE | 0 | 0 | 1 | 1 | 50.0% | 0.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion to Search | 129 | 170 | 110 | 409 | 100.0% | 18.1% |
| FEMALE | 10 | 16 | 9 | 35 | 8.6% | 1.5% |
| MALE | 119 | 154 | 101 | 374 | 91.4% | 16.5% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search with consent | 33 | 29 | 25 | 87 | 100.0% | 3.8% |
| FEMALE | 4 | 4 | 4 | 12 | 13.8% | 0.5% |
| MALE | 29 | 25 | 21 | 75 | 86.2% | 3.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 93 | 125 | 68 | 286 | 100.0% | 12.6% |
| FEMALE | 5 | 11 | 2 | 18 | 6.3% | 0.8% |
| MALE | 87 | 114 | 66 | 267 | 93.4% | 11.8% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.3% | 0.0% |
| Probable Cause Search | 116 | 125 | 109 | 350 | 100.0% | 15.5% |
| FEMALE | 11 | 13 | 20 | 44 | 12.6% | 1.9% |
| MALE | 105 | 110 | 89 | 304 | 86.9% | 13.4% |
| UNKNOWN | 0 | 2 | 0 | 2 | 0.6% | 0.1% |
| Search Warrant | 31 | 47 | 24 | 102 | 100.0% | 4.5% |
| FEMALE | 13 | 20 | 7 | 40 | 39.2% | 1.8% |
| MALE | 18 | 27 | 17 | 62 | 60.8% | 2.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 770 | 860 | 633 | 2,263 | | 100.00% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (5) By Gender cont.

| Search Types by Gender for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|------------|------------|------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Search Incident to Arrest | 119 | 109 | 88 | 316 | 100.0% | 15.9% |
| FEMALE | 25 | 22 | 16 | 63 | 19.9% | 3.2% |
| MALE | 94 | 87 | 72 | 253 | 80.1% | 12.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Vehicle Inventory | 70 | 85 | 46 | 201 | 100.0% | 10.1% |
| FEMALE | 18 | 19 | 14 | 51 | 25.4% | 2.6% |
| MALE | 52 | 63 | 32 | 147 | 73.1% | 7.4% |
| UNKNOWN | 0 | 3 | 0 | 3 | 1.5% | 0.2% |
| Reasonable Suspicion to Search | 74 | 100 | 58 | 232 | 100.0% | 11.7% |
| FEMALE | 11 | 29 | 8 | 48 | 20.7% | 2.4% |
| MALE | 63 | 71 | 50 | 184 | 79.3% | 9.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search with consent | 25 | 33 | 23 | 81 | 100.0% | 4.1% |
| FEMALE | 7 | 7 | 2 | 16 | 19.8% | 0.8% |
| MALE | 18 | 26 | 21 | 65 | 80.2% | 3.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probation/Parole/PRCS Search Condition | 221 | 277 | 188 | 686 | 100.0% | 34.5% |
| FEMALE | 38 | 56 | 32 | 126 | 18.4% | 6.3% |
| MALE | 183 | 221 | 156 | 560 | 81.6% | 28.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause Search | 178 | 155 | 132 | 465 | 100.0% | 23.4% |
| FEMALE | 33 | 15 | 25 | 73 | 15.7% | 3.7% |
| MALE | 145 | 140 | 107 | 392 | 84.3% | 19.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Search Warrant | 1 | 0 | 4 | 5 | 100.0% | 0.3% |
| FEMALE | 1 | 0 | 2 | 3 | 60.0% | 0.2% |
| MALE | 0 | 0 | 2 | 2 | 40.0% | 0.1% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Grand Total | 688 | 759 | 539 | 1,986 | | 100.00% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION by Race/Ethnicity;

| Disposition by Race/Ethnicity of Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| Description | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 841 | 829 | 607 | 2,277 | 100% | 35.4% |
| Asian or Pacific Islander | 25 | 24 | 28 | 77 | 3% | 1.2% |
| Black | 226 | 200 | 137 | 563 | 25% | 8.7% |
| Hispanic | 85 | 88 | 62 | 235 | 10% | 3.7% |
| Native American | 1 | 4 | 1 | 6 | 0% | 0.1% |
| White | 463 | 451 | 342 | 1,256 | 55% | 19.5% |
| Unknown | 41 | 62 | 37 | 140 | 6% | 2.2% |
| Field Interview | 70 | 60 | 28 | 158 | 100% | 2.5% |
| Asian or Pacific Islander | 1 | 3 | 3 | 7 | 4% | 0.1% |
| Black | 26 | 19 | 9 | 54 | 34% | 0.8% |
| Hispanic | 16 | 13 | 5 | 34 | 22% | 0.5% |
| Native American | 0 | 0 | 1 | 1 | 1% | 0.0% |
| White | 23 | 23 | 9 | 55 | 35% | 0.9% |
| Unknown | 4 | 2 | 1 | 7 | 4% | 0.1% |
| In Custody Arrest | 328 | 346 | 271 | 945 | 100% | 14.7% |
| Asian or Pacific Islander | 13 | 18 | 19 | 50 | 5% | 0.8% |
| Black | 131 | 131 | 106 | 368 | 39% | 5.7% |
| Hispanic | 58 | 87 | 58 | 203 | 21% | 3.2% |
| Native American | 0 | 1 | 1 | 2 | 0% | 0.0% |
| White | 113 | 98 | 75 | 286 | 30% | 4.4% |
| Unknown | 13 | 11 | 12 | 36 | 4% | 0.6% |
| Incident Report | 58 | 86 | 50 | 194 | 100% | 3.0% |
| Asian or Pacific Islander | 1 | 9 | 0 | 10 | 5% | 0.2% |
| Black | 26 | 33 | 22 | 81 | 42% | 1.3% |
| Hispanic | 12 | 11 | 7 | 30 | 15% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 18 | 29 | 20 | 67 | 35% | 1.0% |
| Unknown | 1 | 4 | 1 | 6 | 3% | 0.1% |
| Mental Health Detention | 23 | 21 | 41 | 85 | 100% | 1.3% |
| Asian or Pacific Islander | 1 | 0 | 4 | 5 | 6% | 0.1% |
| Black | 7 | 4 | 17 | 28 | 33% | 0.4% |
| Hispanic | 2 | 1 | 5 | 8 | 9% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 12 | 14 | 11 | 37 | 44% | 0.6% |
| Unknown | 1 | 2 | 4 | 7 | 8% | 0.1% |
| No Further Action | 207 | 303 | 197 | 707 | 100% | 11.0% |
| Asian or Pacific Islander | 10 | 8 | 12 | 30 | 4% | 0.5% |
| Black | 63 | 93 | 57 | 213 | 30% | 3.3% |
| Hispanic | 24 | 64 | 47 | 135 | 19% | 2.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 102 | 131 | 74 | 307 | 43% | 4.8% |
| Unknown | 8 | 7 | 7 | 22 | 3% | 0.3% |
| Released per PC 849(b) | 80 | 101 | 95 | 276 | 100% | 4.3% |
| Asian or Pacific Islander | 8 | 11 | 7 | 26 | 9% | 0.4% |
| Black | 26 | 38 | 47 | 111 | 40% | 1.7% |
| Hispanic | 23 | 25 | 19 | 67 | 24% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 22 | 27 | 17 | 66 | 24% | 1.0% |
| Unknown | 1 | 0 | 5 | 6 | 2% | 0.1% |
| RWS Arrest | 34 | 25 | 18 | 77 | 100% | 1.2% |
| Asian or Pacific Islander | 2 | 1 | 1 | 4 | 5% | 0.1% |
| Black | 7 | 6 | 4 | 17 | 22% | 0.3% |
| Hispanic | 12 | 9 | 7 | 28 | 36% | 0.4% |
| Native American | 1 | 0 | 0 | 1 | 1% | 0.0% |
| White | 11 | 8 | 5 | 24 | 31% | 0.4% |
| Unknown | 1 | 1 | 1 | 3 | 4% | 0.0% |
| Warning | 589 | 685 | 445 | 1,719 | 100% | 26.7% |
| Asian or Pacific Islander | 22 | 22 | 14 | 58 | 3% | 0.9% |
| Black | 163 | 191 | 130 | 484 | 28% | 7.5% |
| Hispanic | 89 | 124 | 78 | 291 | 17% | 4.5% |
| Native American | 3 | 0 | 0 | 3 | 0% | 0.0% |
| White | 287 | 307 | 200 | 794 | 46% | 12.3% |
| Unknown | 25 | 41 | 23 | 89 | 5% | 1.4% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (a) (6) by Race/Ethnicity cont.

| Disposition by Race/Ethnicity of Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|------------------|
| Description | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 4,226 | 4,618 | 3,055 | 11,899 | 100% | 64.5% |
| Asian or Pacific Islander | 767 | 805 | 539 | 2,111 | 18% | 11.4% |
| Black | 488 | 472 | 348 | 1,308 | 11% | 7.1% |
| Hispanic | 583 | 633 | 423 | 1,639 | 14% | 8.9% |
| Native American | 12 | 21 | 6 | 39 | 0% | 0.2% |
| White | 1,573 | 1,696 | 1,091 | 4,360 | 37% | 23.6% |
| Unknown | 803 | 991 | 648 | 2,442 | 21% | 13.2% |
| Field Interview | 49 | 44 | 26 | 119 | 100% | 0.6% |
| Asian or Pacific Islander | 6 | 9 | 1 | 16 | 13% | 0.1% |
| Black | 30 | 18 | 13 | 61 | 51% | 0.3% |
| Hispanic | 1 | 6 | 4 | 11 | 9% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 10 | 8 | 5 | 23 | 19% | 0.1% |
| Unknown | 2 | 3 | 3 | 8 | 7% | 0.0% |
| In Custody Arrest | 153 | 146 | 103 | 402 | 100% | 2.2% |
| Asian or Pacific Islander | 3 | 9 | 1 | 13 | 3% | 0.1% |
| Black | 70 | 74 | 54 | 198 | 49% | 1.1% |
| Hispanic | 44 | 27 | 29 | 100 | 25% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 33 | 25 | 14 | 72 | 18% | 0.4% |
| Unknown | 3 | 11 | 5 | 19 | 5% | 0.1% |
| Incident Report | 36 | 31 | 21 | 88 | 100% | 0.5% |
| Asian or Pacific Islander | 3 | 1 | 0 | 4 | 5% | 0.0% |
| Black | 13 | 10 | 10 | 33 | 38% | 0.2% |
| Hispanic | 3 | 10 | 5 | 18 | 20% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 13 | 9 | 4 | 26 | 30% | 0.1% |
| Unknown | 4 | 1 | 2 | 7 | 8% | 0.0% |
| Mental Health Detention | 3 | 2 | 2 | 7 | 100% | 0.0% |
| Asian or Pacific Islander | 0 | 0 | 1 | 1 | 14% | 0.0% |
| Black | 1 | 0 | 1 | 2 | 29% | 0.0% |
| Hispanic | 1 | 0 | 0 | 1 | 14% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 0 | 2 | 0 | 2 | 29% | 0.0% |
| Unknown | 1 | 0 | 0 | 1 | 14% | 0.0% |
| No Further Action | 267 | 281 | 208 | 756 | 100% | 4.1% |
| Asian or Pacific Islander | 26 | 21 | 15 | 62 | 8% | 0.3% |
| Black | 102 | 98 | 102 | 302 | 40% | 1.6% |
| Hispanic | 59 | 72 | 27 | 158 | 21% | 0.9% |
| Native American | 1 | 0 | 0 | 1 | 0% | 0.0% |
| White | 61 | 68 | 50 | 179 | 24% | 1.0% |
| Unknown | 18 | 22 | 14 | 54 | 7% | 0.3% |
| Released per PC 849(b) | 31 | 41 | 33 | 105 | 100% | 0.6% |
| Asian or Pacific Islander | 1 | 3 | 2 | 6 | 6% | 0.0% |
| Black | 14 | 19 | 17 | 50 | 48% | 0.3% |
| Hispanic | 8 | 1 | 10 | 19 | 18% | 0.1% |
| Native American | 0 | 1 | 0 | 1 | 1% | 0.0% |
| White | 5 | 12 | 4 | 21 | 20% | 0.1% |
| Unknown | 3 | 5 | 0 | 8 | 8% | 0.0% |
| RWS Arrest | 3 | 5 | 3 | 11 | 100% | 0.1% |
| Asian or Pacific Islander | 0 | 0 | 0 | 0 | 0% | 0.0% |
| Black | 1 | 1 | 0 | 2 | 18% | 0.0% |
| Hispanic | 1 | 2 | 2 | 5 | 45% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0% | 0.0% |
| White | 1 | 2 | 1 | 4 | 36% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0% | 0.0% |
| Warning | 1,747 | 1,948 | 1,362 | 5,057 | 100% | 27.4% |
| Asian or Pacific Islander | 153 | 220 | 106 | 479 | 9% | 2.6% |
| Black | 567 | 628 | 490 | 1,685 | 33% | 9.1% |
| Hispanic | 363 | 388 | 278 | 1,029 | 20% | 5.6% |
| Native American | 3 | 4 | 1 | 8 | 0% | 0.0% |
| White | 462 | 486 | 367 | 1,315 | 26% | 7.1% |
| Unknown | 199 | 222 | 120 | 541 | 11% | 2.9% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION by Age;

| Disposition By Age of Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 841 | 829 | 607 | 2,277 | 100.0% | 35.37% |
| Under 18 | 1 | 2 | 7 | 10 | 0.4% | 0.16% |
| 18-29 | 191 | 182 | 134 | 507 | 22.3% | 7.88% |
| 30-39 | 248 | 275 | 182 | 705 | 31.0% | 10.95% |
| 40-49 | 188 | 173 | 131 | 492 | 21.6% | 7.64% |
| 50-59 | 159 | 124 | 100 | 383 | 16.8% | 5.95% |
| 60+ | 54 | 73 | 53 | 180 | 7.9% | 2.80% |
| Field Interview | 70 | 60 | 28 | 158 | 100.0% | 2.45% |
| Under 18 | 3 | 2 | 1 | 6 | 3.8% | 0.09% |
| 18-29 | 19 | 32 | 9 | 60 | 38.0% | 0.93% |
| 30-39 | 20 | 13 | 8 | 41 | 25.9% | 0.64% |
| 40-49 | 18 | 3 | 6 | 27 | 17.1% | 0.42% |
| 50-59 | 8 | 6 | 3 | 17 | 10.8% | 0.26% |
| 60+ | 2 | 4 | 1 | 7 | 4.4% | 0.11% |
| In Custody Arrest | 328 | 346 | 271 | 945 | 100.0% | 14.68% |
| Under 18 | 20 | 6 | 9 | 35 | 3.7% | 0.54% |
| 18-29 | 110 | 137 | 98 | 345 | 36.5% | 5.36% |
| 30-39 | 103 | 90 | 88 | 281 | 29.7% | 4.36% |
| 40-49 | 61 | 59 | 42 | 162 | 17.1% | 2.52% |
| 50-59 | 26 | 37 | 28 | 91 | 9.6% | 1.41% |
| 60+ | 8 | 17 | 6 | 31 | 3.3% | 0.48% |
| Incident Report | 58 | 86 | 50 | 194 | 100.0% | 3.01% |
| Under 18 | 5 | 3 | 1 | 9 | 4.6% | 0.14% |
| 18-29 | 18 | 31 | 14 | 63 | 32.5% | 0.98% |
| 30-39 | 14 | 27 | 15 | 56 | 28.9% | 0.87% |
| 40-49 | 7 | 9 | 12 | 28 | 14.4% | 0.43% |
| 50-59 | 9 | 8 | 5 | 22 | 11.3% | 0.34% |
| 60+ | 5 | 8 | 3 | 16 | 8.2% | 0.25% |
| Mental Health Detention | 23 | 21 | 41 | 85 | 100.0% | 1.32% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 0 | 1 | 6 | 7 | 8.2% | 0.11% |
| 30-39 | 10 | 10 | 10 | 30 | 35.3% | 0.47% |
| 40-49 | 6 | 6 | 9 | 21 | 24.7% | 0.33% |
| 50-59 | 3 | 3 | 15 | 21 | 24.7% | 0.33% |
| 60+ | 4 | 1 | 1 | 6 | 7.1% | 0.09% |
| No Further Action | 207 | 303 | 197 | 707 | 100.0% | 10.98% |
| Under 18 | 4 | 4 | 7 | 15 | 2.1% | 0.23% |
| 18-29 | 51 | 81 | 59 | 191 | 27.0% | 2.97% |
| 30-39 | 71 | 88 | 54 | 213 | 30.1% | 3.31% |
| 40-49 | 43 | 67 | 42 | 152 | 21.5% | 2.36% |
| 50-59 | 25 | 41 | 25 | 91 | 12.9% | 1.41% |
| 60+ | 13 | 22 | 10 | 45 | 6.4% | 0.70% |
| Released per PC 849(b) | 80 | 101 | 95 | 276 | 100.0% | 4.29% |
| Under 18 | 6 | 7 | 8 | 21 | 7.6% | 0.33% |
| 18-29 | 26 | 50 | 34 | 110 | 39.9% | 1.71% |
| 30-39 | 23 | 19 | 25 | 67 | 24.3% | 1.04% |
| 40-49 | 12 | 12 | 11 | 35 | 12.7% | 0.54% |
| 50-59 | 9 | 10 | 12 | 31 | 11.2% | 0.48% |
| 60+ | 4 | 3 | 5 | 12 | 4.3% | 0.19% |
| RWS Arrest | 34 | 25 | 18 | 77 | 100.0% | 1.20% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 16 | 15 | 7 | 38 | 49.4% | 0.59% |
| 30-39 | 8 | 3 | 3 | 14 | 18.2% | 0.22% |
| 40-49 | 3 | 3 | 2 | 8 | 10.4% | 0.12% |
| 50-59 | 5 | 4 | 5 | 14 | 18.2% | 0.22% |
| 60+ | 2 | 0 | 1 | 3 | 3.9% | 0.05% |
| Warning | 589 | 685 | 445 | 1,719 | 100.0% | 26.70% |
| Under 18 | 7 | 10 | 5 | 22 | 1.3% | 0.34% |
| 18-29 | 197 | 241 | 137 | 575 | 33.4% | 8.93% |
| 30-39 | 166 | 183 | 138 | 487 | 28.3% | 7.56% |
| 40-49 | 129 | 132 | 91 | 352 | 20.5% | 5.47% |
| 50-59 | 66 | 93 | 60 | 219 | 12.7% | 3.40% |
| 60+ | 24 | 26 | 14 | 64 | 3.7% | 0.99% |
| Total | 2,230 | 2,456 | 1,752 | 6,438 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding

SEC. 96A.3 (a) (6) By Age cont.

| Disposition By Age of Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 4,226 | 4,618 | 3,055 | 11,899 | 100.0% | 64.51% |
| Under 18 | 17 | 18 | 6 | 41 | 0.3% | 0.22% |
| 18-29 | 1,176 | 1,302 | 877 | 3,355 | 28.2% | 18.19% |
| 30-39 | 1,226 | 1,296 | 851 | 3,373 | 28.3% | 18.29% |
| 40-49 | 809 | 937 | 609 | 2,355 | 19.8% | 12.77% |
| 50-59 | 584 | 675 | 431 | 1,690 | 14.2% | 9.16% |
| 60+ | 414 | 390 | 281 | 1,085 | 9.1% | 5.88% |
| Field Interview | 49 | 44 | 26 | 119 | 100.0% | 0.65% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 30 | 24 | 15 | 69 | 58.0% | 0.37% |
| 30-39 | 12 | 9 | 2 | 23 | 19.3% | 0.12% |
| 40-49 | 5 | 6 | 1 | 12 | 10.1% | 0.07% |
| 50-59 | 1 | 5 | 5 | 11 | 9.2% | 0.06% |
| 60+ | 1 | 0 | 3 | 4 | 3.4% | 0.02% |
| In Custody Arrest | 153 | 146 | 103 | 402 | 100.0% | 2.18% |
| Under 18 | 1 | 5 | 3 | 9 | 2.2% | 0.05% |
| 18-29 | 84 | 68 | 49 | 201 | 50.0% | 1.09% |
| 30-39 | 39 | 40 | 38 | 117 | 29.1% | 0.63% |
| 40-49 | 20 | 20 | 6 | 46 | 11.4% | 0.25% |
| 50-59 | 7 | 11 | 6 | 24 | 6.0% | 0.13% |
| 60+ | 2 | 2 | 1 | 5 | 1.2% | 0.03% |
| Incident Report | 36 | 31 | 21 | 88 | 100.0% | 0.48% |
| Under 18 | 2 | 0 | 1 | 3 | 3.4% | 0.02% |
| 18-29 | 23 | 18 | 14 | 55 | 62.5% | 0.30% |
| 30-39 | 2 | 7 | 1 | 10 | 11.4% | 0.05% |
| 40-49 | 5 | 4 | 1 | 10 | 11.4% | 0.05% |
| 50-59 | 1 | 0 | 3 | 4 | 4.5% | 0.02% |
| 60+ | 3 | 2 | 1 | 6 | 6.8% | 0.03% |
| Mental Health Detention | 3 | 2 | 2 | 7 | 100.0% | 0.04% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 0 | 0 | 2 | 2 | 28.6% | 0.01% |
| 30-39 | 1 | 2 | 0 | 3 | 42.9% | 0.02% |
| 40-49 | 2 | 0 | 0 | 2 | 28.6% | 0.01% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| No Further Action | 267 | 281 | 208 | 756 | 100.0% | 4.10% |
| Under 18 | 12 | 5 | 1 | 18 | 2.4% | 0.10% |
| 18-29 | 122 | 130 | 99 | 351 | 46.4% | 1.90% |
| 30-39 | 66 | 65 | 40 | 171 | 22.6% | 0.93% |
| 40-49 | 33 | 36 | 46 | 115 | 15.2% | 0.62% |
| 50-59 | 29 | 30 | 16 | 75 | 9.9% | 0.41% |
| 60+ | 5 | 15 | 6 | 26 | 3.4% | 0.14% |
| Released per PC 849(b) | 31 | 41 | 33 | 105 | 100.0% | 0.57% |
| Under 18 | 7 | 4 | 5 | 16 | 15.2% | 0.09% |
| 18-29 | 13 | 19 | 15 | 47 | 44.8% | 0.25% |
| 30-39 | 6 | 11 | 10 | 27 | 25.7% | 0.15% |
| 40-49 | 1 | 4 | 0 | 5 | 4.8% | 0.03% |
| 50-59 | 4 | 3 | 2 | 9 | 8.6% | 0.05% |
| 60+ | 0 | 0 | 1 | 1 | 1.0% | 0.01% |
| RWS Arrest | 3 | 5 | 3 | 11 | 100.0% | 0.06% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 18-29 | 2 | 2 | 2 | 6 | 54.5% | 0.03% |
| 30-39 | 1 | 0 | 1 | 2 | 18.2% | 0.01% |
| 40-49 | 0 | 2 | 0 | 2 | 18.2% | 0.01% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| 60+ | 0 | 1 | 0 | 1 | 9.1% | 0.01% |
| Warning | 1,747 | 1,948 | 1,362 | 5,057 | 100.0% | 27.42% |
| Under 18 | 14 | 28 | 12 | 54 | 1.1% | 0.29% |
| 18-29 | 682 | 837 | 567 | 2,086 | 41.2% | 11.31% |
| 30-39 | 452 | 521 | 339 | 1,312 | 25.9% | 7.11% |
| 40-49 | 322 | 275 | 228 | 825 | 16.3% | 4.47% |
| 50-59 | 171 | 186 | 145 | 502 | 9.9% | 2.72% |
| 60+ | 106 | 101 | 71 | 278 | 5.5% | 1.51% |
| Total | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding

SEC. 96A.3 (a) (6) TOTAL OF EACH TYPE OF DISPOSITION by Gender;

| Disposition by Gender of Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 841 | 829 | 607 | 2,277 | 100.0% | 35.4% |
| FEMALE | 140 | 147 | 107 | 394 | 17.3% | 6.1% |
| MALE | 693 | 676 | 498 | 1,867 | 82.0% | 29.0% |
| UNKNOWN | 8 | 6 | 2 | 16 | 0.7% | 0.2% |
| Field Interview | 70 | 60 | 28 | 158 | 100.0% | 2.5% |
| FEMALE | 12 | 19 | 5 | 36 | 22.8% | 0.6% |
| MALE | 56 | 41 | 23 | 120 | 75.9% | 1.9% |
| UNKNOWN | 2 | 0 | 0 | 2 | 1.3% | 0.0% |
| In Custody Arrest | 328 | 346 | 271 | 945 | 100.0% | 14.7% |
| FEMALE | 37 | 40 | 26 | 103 | 10.9% | 1.6% |
| MALE | 286 | 305 | 245 | 836 | 88.5% | 13.0% |
| UNKNOWN | 5 | 1 | 0 | 6 | 0.6% | 0.1% |
| Incident Report | 58 | 86 | 50 | 194 | 100.0% | 3.0% |
| FEMALE | 19 | 23 | 8 | 50 | 25.8% | 0.8% |
| MALE | 39 | 63 | 42 | 144 | 74.2% | 2.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Mental Health Detention | 23 | 21 | 41 | 85 | 100.0% | 1.32% |
| FEMALE | 3 | 5 | 17 | 25 | 29.4% | 0.39% |
| MALE | 20 | 16 | 24 | 60 | 70.6% | 0.93% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| No Further Action | 207 | 303 | 197 | 707 | 100.0% | 11.0% |
| FEMALE | 29 | 46 | 29 | 104 | 14.7% | 1.6% |
| MALE | 178 | 257 | 166 | 601 | 85.0% | 9.3% |
| UNKNOWN | 0 | 0 | 2 | 2 | 0.3% | 0.0% |
| Released per PC 849(b) | 80 | 101 | 95 | 276 | 100.0% | 4.3% |
| FEMALE | 15 | 21 | 25 | 61 | 22.1% | 0.9% |
| MALE | 64 | 80 | 69 | 213 | 77.2% | 3.3% |
| UNKNOWN | 1 | 0 | 1 | 2 | 0.7% | 0.0% |
| RWS Arrest | 34 | 25 | 18 | 77 | 100.0% | 1.2% |
| FEMALE | 4 | 4 | 2 | 10 | 13.0% | 0.2% |
| MALE | 30 | 20 | 16 | 66 | 85.7% | 1.0% |
| UNKNOWN | 0 | 1 | 0 | 1 | 1.3% | 0.0% |
| Warning | 589 | 685 | 445 | 1,719 | 100.0% | 26.7% |
| FEMALE | 98 | 134 | 77 | 309 | 18.0% | 4.8% |
| MALE | 488 | 550 | 366 | 1,404 | 81.7% | 21.8% |
| UNKNOWN | 3 | 1 | 2 | 6 | 0.3% | 0.1% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100.0% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding

SEC. 96A.3 (a) (6) By Gender cont.

| Disposition by Gender of Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Citation | 4,226 | 4,618 | 3,055 | 11,899 | 100.0% | 64.5% |
| FEMALE | 1,081 | 1,035 | 695 | 2,811 | 23.6% | 15.2% |
| MALE | 3,140 | 3,572 | 2,357 | 9,069 | 76.2% | 49.2% |
| UNKNOWN | 5 | 11 | 3 | 19 | 0.2% | 0.1% |
| Field Interview | 49 | 44 | 26 | 119 | 100.0% | 0.6% |
| FEMALE | 12 | 7 | 5 | 24 | 20.2% | 0.1% |
| MALE | 37 | 36 | 21 | 94 | 79.0% | 0.5% |
| UNKNOWN | 0 | 1 | 0 | 1 | 0.8% | 0.0% |
| In Custody Arrest | 153 | 146 | 103 | 402 | 100.0% | 2.2% |
| FEMALE | 34 | 34 | 17 | 85 | 21.1% | 0.5% |
| MALE | 119 | 112 | 86 | 317 | 78.9% | 1.7% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Incident Report | 36 | 31 | 21 | 88 | 100.0% | 0.5% |
| FEMALE | 11 | 8 | 2 | 21 | 23.9% | 0.1% |
| MALE | 24 | 23 | 19 | 66 | 75.0% | 0.4% |
| UNKNOWN | 1 | 0 | 0 | 1 | 1.1% | 0.0% |
| Mental Health Detention | 3 | 2 | 2 | 7 | 100.0% | 0.04% |
| FEMALE | 0 | 1 | 0 | 1 | 14.3% | 0.01% |
| MALE | 3 | 1 | 2 | 6 | 85.7% | 0.03% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| No Further Action | 267 | 281 | 208 | 756 | 100.0% | 4.1% |
| FEMALE | 57 | 86 | 46 | 189 | 25.0% | 1.0% |
| MALE | 210 | 192 | 162 | 564 | 74.6% | 3.1% |
| UNKNOWN | 0 | 3 | 0 | 3 | 0.4% | 0.0% |
| Released per PC 849(b) | 31 | 41 | 33 | 105 | 100.0% | 0.6% |
| FEMALE | 12 | 10 | 15 | 37 | 35.2% | 0.2% |
| MALE | 19 | 31 | 18 | 68 | 64.8% | 0.4% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| RWS Arrest | 3 | 5 | 3 | 11 | 100.0% | 0.1% |
| FEMALE | 1 | 0 | 1 | 2 | 18.2% | 0.0% |
| MALE | 2 | 5 | 2 | 9 | 81.8% | 0.0% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Warning | 1,747 | 1,948 | 1,362 | 5,057 | 100.0% | 27.4% |
| FEMALE | 413 | 475 | 336 | 1,224 | 24.2% | 6.6% |
| MALE | 1,328 | 1,469 | 1,025 | 3,822 | 75.6% | 20.7% |
| UNKNOWN | 6 | 4 | 1 | 11 | 0.2% | 0.1% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100.0% |

Note: RWS=Release When Sober

Note: Percentage totals may not add up exactly due to rounding

SEC. 96A.3 (d) REASONS FOR ENCOUNTERS by Race/Ethnicity;

| Reasons by Race/Ethnicity for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 104 | 81 | 75 | 260 | 100.0% | 4.0% |
| Asian or Pacific Islander | 3 | 2 | 7 | 12 | 4.6% | 0.2% |
| Black | 32 | 22 | 21 | 75 | 28.8% | 1.2% |
| Hispanic | 17 | 14 | 10 | 41 | 15.8% | 0.6% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 50 | 42 | 33 | 125 | 48.1% | 1.9% |
| Unknown | 2 | 1 | 4 | 7 | 2.7% | 0.1% |
| Mental Health Evaluation | 34 | 44 | 50 | 128 | 100.0% | 2.0% |
| Asian or Pacific Islander | 0 | 2 | 3 | 5 | 3.9% | 0.1% |
| Black | 11 | 10 | 17 | 38 | 29.7% | 0.6% |
| Hispanic | 5 | 4 | 5 | 14 | 10.9% | 0.2% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 18 | 25 | 19 | 62 | 48.4% | 1.0% |
| Unknown | 0 | 3 | 6 | 9 | 7.0% | 0.1% |
| Probable Cause | 1,447 | 1,506 | 1,075 | 4,028 | 100.0% | 62.6% |
| Asian or Pacific Islander | 57 | 61 | 53 | 171 | 4.2% | 2.7% |
| Black | 439 | 433 | 331 | 1,203 | 29.9% | 18.7% |
| Hispanic | 184 | 242 | 176 | 602 | 14.9% | 9.4% |
| Native American | 4 | 3 | 2 | 9 | 0.2% | 0.1% |
| White | 698 | 683 | 454 | 1,835 | 45.6% | 28.5% |
| Unknown | 65 | 84 | 59 | 208 | 5.2% | 3.2% |
| Probation or Parole | 41 | 65 | 31 | 137 | 100.0% | 2.1% |
| Asian or Pacific Islander | 1 | 1 | 5 | 7 | 5.1% | 0.1% |
| Black | 13 | 32 | 11 | 56 | 40.9% | 0.9% |
| Hispanic | 11 | 11 | 9 | 31 | 22.6% | 0.5% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 16 | 19 | 6 | 41 | 29.9% | 0.6% |
| Unknown | 0 | 2 | 0 | 2 | 1.5% | 0.0% |
| Reasonable Suspicion | 469 | 593 | 410 | 1,472 | 100.0% | 22.9% |
| Asian or Pacific Islander | 18 | 20 | 17 | 55 | 3.7% | 0.9% |
| Black | 143 | 165 | 114 | 422 | 28.7% | 6.6% |
| Hispanic | 81 | 122 | 73 | 276 | 18.8% | 4.3% |
| Native American | 1 | 2 | 1 | 4 | 0.3% | 0.1% |
| White | 208 | 258 | 189 | 655 | 44.5% | 10.2% |
| Unknown | 18 | 26 | 16 | 60 | 4.1% | 0.9% |
| Traffic Violation | 135 | 167 | 111 | 413 | 100.0% | 6.4% |
| Asian or Pacific Islander | 4 | 10 | 3 | 17 | 4.1% | 0.3% |
| Black | 37 | 53 | 35 | 125 | 30.3% | 1.9% |
| Hispanic | 23 | 29 | 15 | 67 | 16.2% | 1.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 61 | 61 | 52 | 174 | 42.1% | 2.7% |
| Unknown | 10 | 14 | 6 | 30 | 7.3% | 0.5% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (d) By Race/Ethnicity cont.

| Reasons by Race/Ethnicity for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 17 | 29 | 13 | 59 | 100.0% | 0.3% |
| Asian or Pacific Islander | 1 | 3 | 2 | 6 | 10.2% | 0.0% |
| Black | 7 | 5 | 2 | 14 | 23.7% | 0.1% |
| Hispanic | 3 | 7 | 1 | 11 | 18.6% | 0.1% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 5 | 9 | 6 | 20 | 33.9% | 0.1% |
| Unknown | 1 | 5 | 2 | 8 | 13.6% | 0.0% |
| Mental Health Evaluation | 3 | 0 | 5 | 8 | 100.0% | 0.0% |
| Asian or Pacific Islander | 0 | 0 | 2 | 2 | 25.0% | 0.0% |
| Black | 0 | 0 | 2 | 2 | 25.0% | 0.0% |
| Hispanic | 2 | 0 | 1 | 3 | 37.5% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 1 | 0 | 0 | 1 | 12.5% | 0.0% |
| Unknown | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 584 | 629 | 488 | 1,701 | 100.0% | 9.2% |
| Asian or Pacific Islander | 53 | 62 | 42 | 157 | 9.2% | 0.9% |
| Black | 157 | 162 | 134 | 453 | 26.6% | 2.5% |
| Hispanic | 132 | 129 | 84 | 345 | 20.3% | 1.9% |
| Native American | 1 | 2 | 1 | 4 | 0.2% | 0.0% |
| White | 144 | 129 | 108 | 381 | 22.4% | 2.1% |
| Unknown | 97 | 145 | 119 | 361 | 21.2% | 2.0% |
| Probation or Parole | 16 | 27 | 15 | 58 | 100.0% | 0.3% |
| Asian or Pacific Islander | 1 | 5 | 2 | 8 | 13.8% | 0.0% |
| Black | 7 | 15 | 10 | 32 | 55.2% | 0.2% |
| Hispanic | 3 | 3 | 2 | 8 | 13.8% | 0.0% |
| Native American | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| White | 5 | 3 | 1 | 9 | 15.5% | 0.0% |
| Unknown | 0 | 1 | 0 | 1 | 1.7% | 0.0% |
| Reasonable Suspicion | 183 | 144 | 120 | 447 | 100.0% | 2.4% |
| Asian or Pacific Islander | 18 | 14 | 7 | 39 | 8.7% | 0.2% |
| Black | 84 | 54 | 51 | 189 | 42.3% | 1.0% |
| Hispanic | 35 | 26 | 28 | 89 | 19.9% | 0.5% |
| Native American | 1 | 0 | 0 | 1 | 0.2% | 0.0% |
| White | 30 | 36 | 27 | 93 | 20.8% | 0.5% |
| Unknown | 15 | 14 | 7 | 36 | 8.1% | 0.2% |
| Traffic Violation | 5,712 | 6,287 | 4,172 | 16,171 | 100.0% | 87.7% |
| Asian or Pacific Islander | 886 | 984 | 610 | 2,480 | 15.3% | 13.4% |
| Black | 1,031 | 1,084 | 836 | 2,951 | 18.2% | 16.0% |
| Hispanic | 888 | 974 | 662 | 2,524 | 15.6% | 13.7% |
| Native American | 14 | 24 | 6 | 44 | 0.3% | 0.2% |
| White | 1,973 | 2,131 | 1,394 | 5,498 | 34.0% | 29.8% |
| Unknown | 920 | 1,090 | 664 | 2,674 | 16.5% | 14.5% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3(d) REASONS FOR ENCOUNTERS by Age;

| Reasons by Age for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 104 | 81 | 75 | 260 | 100.0% | 4.0% |
| Under 18 | 0 | 1 | 1 | 2 | 0.8% | 0.0% |
| 18-29 | 30 | 19 | 23 | 72 | 27.7% | 1.1% |
| 30-39 | 30 | 25 | 24 | 79 | 30.4% | 1.2% |
| 40-49 | 27 | 17 | 11 | 55 | 21.2% | 0.9% |
| 50-59 | 10 | 12 | 8 | 30 | 11.5% | 0.5% |
| 60+ | 7 | 7 | 8 | 22 | 8.5% | 0.3% |
| Mental Health Evaluation | 34 | 44 | 50 | 128 | 100.0% | 2.0% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 3 | 5 | 6 | 14 | 10.9% | 0.2% |
| 30-39 | 15 | 18 | 15 | 48 | 37.5% | 0.7% |
| 40-49 | 6 | 9 | 12 | 27 | 21.1% | 0.4% |
| 50-59 | 6 | 10 | 17 | 33 | 25.8% | 0.5% |
| 60+ | 4 | 2 | 0 | 6 | 4.7% | 0.1% |
| Probable Cause | 1,447 | 1,506 | 1,075 | 4,028 | 100.0% | 62.6% |
| Under 18 | 29 | 17 | 28 | 74 | 1.8% | 1.1% |
| 18-29 | 368 | 461 | 304 | 1,133 | 28.1% | 17.6% |
| 30-39 | 433 | 442 | 314 | 1,189 | 29.5% | 18.5% |
| 40-49 | 307 | 275 | 202 | 784 | 19.5% | 12.2% |
| 50-59 | 227 | 199 | 170 | 596 | 14.8% | 9.3% |
| 60+ | 83 | 112 | 57 | 252 | 6.3% | 3.9% |
| Probation or Parole | 41 | 65 | 31 | 137 | 100.0% | 2.1% |
| Under 18 | 1 | 3 | 0 | 4 | 2.9% | 0.1% |
| 18-29 | 22 | 27 | 6 | 55 | 40.1% | 0.9% |
| 30-39 | 10 | 8 | 14 | 32 | 23.4% | 0.5% |
| 40-49 | 7 | 17 | 9 | 33 | 24.1% | 0.5% |
| 50-59 | 1 | 6 | 1 | 8 | 5.8% | 0.1% |
| 60+ | 0 | 4 | 1 | 5 | 3.6% | 0.1% |
| Reasonable Suspicion | 469 | 593 | 410 | 1,472 | 100.0% | 22.9% |
| Under 18 | 16 | 8 | 8 | 32 | 2.2% | 0.5% |
| 18-29 | 150 | 198 | 128 | 476 | 32.3% | 7.4% |
| 30-39 | 138 | 172 | 119 | 429 | 29.1% | 6.7% |
| 40-49 | 96 | 119 | 96 | 311 | 21.1% | 4.8% |
| 50-59 | 51 | 74 | 42 | 167 | 11.3% | 2.6% |
| 60+ | 18 | 22 | 17 | 57 | 3.9% | 0.9% |
| Traffic Violation | 135 | 167 | 111 | 413 | 100.0% | 6.4% |
| Under 18 | 0 | 5 | 1 | 6 | 1.5% | 0.1% |
| 18-29 | 55 | 60 | 31 | 146 | 35.4% | 2.3% |
| 30-39 | 37 | 43 | 37 | 117 | 28.3% | 1.8% |
| 40-49 | 24 | 27 | 16 | 67 | 16.2% | 1.0% |
| 50-59 | 15 | 25 | 15 | 55 | 13.3% | 0.9% |
| 60+ | 4 | 7 | 11 | 22 | 5.3% | 0.3% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (d) By Age cont.

| Reasons by Age for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 17 | 29 | 13 | 59 | 100.0% | 0.3% |
| Under 18 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 18-29 | 7 | 11 | 3 | 21 | 35.6% | 0.1% |
| 30-39 | 5 | 10 | 2 | 17 | 28.8% | 0.1% |
| 40-49 | 3 | 4 | 5 | 12 | 20.3% | 0.1% |
| 50-59 | 2 | 4 | 2 | 8 | 13.6% | 0.0% |
| 60+ | 0 | 0 | 1 | 1 | 1.7% | 0.0% |
| Mental Health Evaluation | 3 | 0 | 5 | 8 | 100.0% | 0.0% |
| Under 18 | 1 | 0 | 0 | 1 | 12.5% | 0.0% |
| 18-29 | 1 | 0 | 2 | 3 | 37.5% | 0.0% |
| 30-39 | 1 | 0 | 2 | 3 | 37.5% | 0.0% |
| 40-49 | 0 | 0 | 1 | 1 | 12.5% | 0.0% |
| 50-59 | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| 60+ | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 584 | 629 | 488 | 1,701 | 100.0% | 9.2% |
| Under 18 | 14 | 14 | 4 | 32 | 1.9% | 0.2% |
| 18-29 | 241 | 238 | 188 | 667 | 39.2% | 3.6% |
| 30-39 | 145 | 190 | 135 | 470 | 27.6% | 2.5% |
| 40-49 | 120 | 108 | 107 | 335 | 19.7% | 1.8% |
| 50-59 | 46 | 55 | 42 | 143 | 8.4% | 0.8% |
| 60+ | 18 | 24 | 12 | 54 | 3.2% | 0.3% |
| Probation or Parole | 16 | 27 | 15 | 58 | 100.0% | 0.3% |
| Under 18 | 0 | 1 | 0 | 1 | 1.7% | 0.0% |
| 18-29 | 8 | 20 | 11 | 39 | 67.2% | 0.2% |
| 30-39 | 5 | 6 | 3 | 14 | 24.1% | 0.1% |
| 40-49 | 2 | 0 | 0 | 2 | 3.4% | 0.0% |
| 50-59 | 1 | 0 | 0 | 1 | 1.7% | 0.0% |
| 60+ | 0 | 0 | 1 | 1 | 1.7% | 0.0% |
| Reasonable Suspicion | 183 | 144 | 120 | 447 | 100.0% | 2.4% |
| Under 18 | 6 | 2 | 2 | 10 | 2.2% | 0.1% |
| 18-29 | 93 | 82 | 65 | 240 | 53.7% | 1.3% |
| 30-39 | 45 | 25 | 23 | 93 | 20.8% | 0.5% |
| 40-49 | 18 | 19 | 16 | 53 | 11.9% | 0.3% |
| 50-59 | 18 | 13 | 8 | 39 | 8.7% | 0.2% |
| 60+ | 3 | 3 | 6 | 12 | 2.7% | 0.1% |
| Traffic Violation | 5,712 | 6,287 | 4,172 | 16,171 | 100.0% | 87.7% |
| Under 18 | 32 | 43 | 22 | 97 | 0.6% | 0.5% |
| 18-29 | 1,782 | 2,049 | 1,371 | 5,202 | 32.2% | 28.2% |
| 30-39 | 1,604 | 1,720 | 1,117 | 4,441 | 27.5% | 24.1% |
| 40-49 | 1,054 | 1,153 | 762 | 2,969 | 18.4% | 16.1% |
| 50-59 | 730 | 838 | 556 | 2,124 | 13.1% | 11.5% |
| 60+ | 510 | 484 | 344 | 1,338 | 8.3% | 7.3% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3(d) REASONS FOR ENCOUNTERS by Gender;

| Reasons by Gender for Self-Initiated Detentions April 1 - June 30, 2018 | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 104 | 81 | 75 | 260 | 100.0% | 4.0% |
| FEMALE | 17 | 16 | 11 | 44 | 16.9% | 0.7% |
| MALE | 86 | 65 | 63 | 214 | 82.3% | 3.3% |
| UNKNOWN | 1 | 0 | 1 | 2 | 0.8% | 0.03% |
| Mental Health Evaluation | 34 | 44 | 50 | 128 | 100.0% | 2.0% |
| FEMALE | 4 | 8 | 16 | 28 | 21.9% | 0.43% |
| MALE | 30 | 36 | 34 | 100 | 78.1% | 1.55% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 1,447 | 1,506 | 1,075 | 4,028 | 100.0% | 62.6% |
| FEMALE | 231 | 274 | 177 | 682 | 16.9% | 10.6% |
| MALE | 1,200 | 1,224 | 896 | 3,320 | 82.4% | 51.6% |
| UNKNOWN | 16 | 8 | 2 | 26 | 0.6% | 0.4% |
| Probation or Parole | 41 | 65 | 31 | 137 | 100.0% | 2.1% |
| FEMALE | 4 | 10 | 2 | 16 | 11.7% | 0.2% |
| MALE | 37 | 55 | 28 | 120 | 87.6% | 1.9% |
| UNKNOWN | 0 | 0 | 1 | 1 | 0.7% | 0.0% |
| Reasonable Suspicion | 469 | 593 | 410 | 1,472 | 100.0% | 22.9% |
| FEMALE | 81 | 103 | 71 | 255 | 17.3% | 4.0% |
| MALE | 386 | 489 | 336 | 1,211 | 82.3% | 18.8% |
| UNKNOWN | 2 | 1 | 3 | 6 | 0.4% | 0.09% |
| Traffic Violation | 135 | 167 | 111 | 413 | 100.0% | 6.4% |
| FEMALE | 20 | 28 | 19 | 67 | 16.2% | 1.0% |
| MALE | 115 | 139 | 92 | 346 | 83.8% | 5.4% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 2,230 | 2,456 | 1,752 | 6,438 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3(d) By Gender cont.

| Reasons by Gender for Self-Initiated Traffic Stops April 1 - June 30, 2018 | | | | | | |
|---|--------------|--------------|--------------|---------------|---------------|------------------|
| DESCRIPTION | Apr | May | Jun | Total - Q2 | % of Category | % of Grand Total |
| Consensual Encounter | 17 | 29 | 13 | 59 | 100.0% | 0.3% |
| FEMALE | 6 | 6 | 1 | 13 | 22.0% | 0.1% |
| MALE | 11 | 23 | 12 | 46 | 78.0% | 0.2% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.00% |
| Mental Health Evaluation | 3 | 0 | 5 | 8 | 100.0% | 0.0% |
| FEMALE | 1 | 0 | 1 | 2 | 25.0% | 0.01% |
| MALE | 2 | 0 | 4 | 6 | 75.0% | 0.03% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Probable Cause | 584 | 629 | 488 | 1,701 | 100.0% | 9.2% |
| FEMALE | 116 | 81 | 86 | 283 | 16.6% | 1.5% |
| MALE | 468 | 547 | 401 | 1,416 | 83.2% | 7.7% |
| UNKNOWN | 0 | 1 | 1 | 2 | 0.1% | 0.0% |
| Probation or Parole | 16 | 27 | 15 | 58 | 100.0% | 0.3% |
| FEMALE | 4 | 4 | 3 | 11 | 19.0% | 0.1% |
| MALE | 12 | 23 | 12 | 47 | 81.0% | 0.3% |
| UNKNOWN | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Reasonable Suspicion | 183 | 144 | 120 | 447 | 100.0% | 2.4% |
| FEMALE | 31 | 24 | 19 | 74 | 16.6% | 0.4% |
| MALE | 151 | 120 | 101 | 372 | 83.2% | 2.0% |
| UNKNOWN | 1 | 0 | 0 | 1 | 0.2% | 0.01% |
| Traffic Violation | 5,712 | 6,287 | 4,172 | 16,171 | 100.0% | 87.7% |
| FEMALE | 1,463 | 1,541 | 1,007 | 4,011 | 24.8% | 21.7% |
| MALE | 4,238 | 4,728 | 3,162 | 12,128 | 75.0% | 65.8% |
| UNKNOWN | 11 | 18 | 3 | 32 | 0.2% | 0.2% |
| TOTAL | 6,515 | 7,116 | 4,813 | 18,444 | - | 100.0% |

Note: Percentage totals may not add up exactly due to rounding.

SEC. 96A.3 (b) (1) – TOTAL USES OF FORCE

During the second quarter of 2018, the Department responded to 178,285 calls for service. Of those contacts, force was used in 316 incidents representing less than 1 percent (0.20%) of total contacts. Further, there were 601 uses of force reported by 359 officers against a total of 371 subjects. There were 5,538 arrests during the second quarter of 2018.

Use of Force Year to Date Comparison – 2017 vs. 2018

| Uses of Force by Month | | | |
|------------------------|-------------|-------------|-------------|
| | 2017 | 2018 | % change |
| Jan | 207 | 241 | 16% |
| Feb | 314 | 338 | 8% |
| Mar | 281 | 232 | -17% |
| Qtr 1 | 802 | 811 | 1% |
| Apr | 338 | 186 | -45% |
| May | 300 | 153 | -49% |
| Jun | 235 | 262 | 11% |
| Qtr 2 | 873 | 601 | -31% |
| YTD Total | 1675 | 1412 | -16% |

San Francisco Police Officers Assaulted Second Quarter Comparison, 2017 vs. 2018

| Officers Assaulted by Month | | | |
|-----------------------------|------------|-----------|-------------|
| | 2017 | 2018 | % Change |
| April | 12 | 13 | 8% |
| May | 21 | 28 | 33% |
| June | 107 | 35 | -67% |
| Total | 140 | 76 | -46% |

SEC. 96A.3 (b) (2) USE OF FORCE RESULTING IN DEATH TO THE PERSON ON WHOM AN OFFICER USED FORCE;

There were no Use of Force incidents resulting in death during the second quarter of 2018. Although not a requirement of Chapter 96A, the following officer involved shootings, which did not result in the death of a subject, were included in the interest of transparency.

Incident: Officer Involved Shooting not resulting in death

| Case # | Subject Name | Race/Sex | Date | Time | Location |
|-----------------------|---------------|----------|-----------------------------|-------|---------------------------------|
| 180-350-284 | Hale, Hershel | BM | 05/11/2018 | 00:57 | 1550 O'Farrell St |
| Original Call: | | | Officers using force | | Total # of Uses of Force |
| Theft from Vehicle | | | 3 | | 3 |

Summary of Incident: Officers responded to a vehicle alarm. One suspect was detained at that location. A second suspect entered a parked vehicle, and fled, colliding with two occupied SFPD radio cars. The suspect continued to evade police, by vehicle and on foot, but was taken into custody at Civic Center Plaza. An SFPD officer discharged a firearm during this incident, but no one was injured by firearm. One SFPD officer was injured due to the vehicle collision.

Incident: Officer Involved Shooting not resulting in death

| Case # | Subject Name | Race/Sex | Date | Time | Location |
|-----------------------|------------------|----------|-----------------------------|-------|---------------------------------|
| 180-427-269 | Barcenas, Oliver | HM | 06/09/2018 | 00:17 | 1300 Block of Grant Ave |
| Original Call: | | | Officers using force | | Total # of Uses of Force |
| Person with a Gun | | | 1 | | 1 |

Summary of Incident: SFPD officers approached and attempted to detain four individuals with open containers of alcohol. A foot pursuit ensued after one subject ran, and drew a firearm from his waistband. An SFPD Officer fired on the subject, who was treated at San Francisco General Hospital, and subsequently taken into custody.

SEC. 96A.3 (b) (3) USES OF FORCE BY RACE/ETHNICITY and GENDER OF SUBJECT

In the Second Quarter of 2018, 34 percent of the total uses of force were against Black Male subjects, 24 percent of the total uses of force were against White Males, and 22 percent of the total uses of force were against Hispanic Males.

| Types of Force by Subject Race & Gender | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC (Pepper Spray) | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Total Uses of Force | % |
|---|----------------------|------------------|-----------------------|-------------------|---------------|-----------|-----------|--------------|-----------|---------------------|-------------|
| Asian Female | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 1% |
| Asian Male | 19 | 3 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 26 | 4% |
| Black Female | 26 | 7 | 3 | 1 | 3 | 2 | 0 | 0 | 0 | 42 | 7% |
| Black Male | 108 | 48 | 27 | 6 | 8 | 0 | 1 | 4 | 0 | 202 | 34% |
| Hispanic Female | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0% |
| Hispanic Male | 65 | 27 | 35 | 2 | 3 | 0 | 1 | 0 | 0 | 133 | 22% |
| White Female | 12 | 2 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 18 | 3% |
| White Male | 78 | 29 | 22 | 7 | 4 | 2 | 0 | 0 | 0 | 142 | 24% |
| Unknown Female | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0% |
| Unknown Male | 20 | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | 5% |
| Unknown Race & Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total | 337 | 121 | 93 | 18 | 22 | 4 | 2 | 4 | 0 | 601 | 100% |
| Percent | 56% | 20% | 15% | 3% | 4% | 1% | 0% | 1% | 0% | 100% | |

Asian includes Asian and Pacific Islander.

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3 (b) (3) Use of Force by Age of Subject, Second Quarter 2017 vs. 2018

| Subject Age Group | Number of Subjects | | | Total Uses of Force | | |
|-------------------|--------------------|------------|-------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Under 18 | 44 | 11 | -75% | 102 | 16 | -84% |
| 18-29 | 184 | 147 | -20% | 385 | 248 | -36% |
| 30-39 | 100 | 116 | 16% | 185 | 190 | 3% |
| 40-49 | 47 | 44 | -6% | 86 | 62 | -28% |
| 50-59 | 46 | 31 | -33% | 70 | 49 | -30% |
| 60+ | 13 | 16 | 23% | 18 | 23 | 28% |
| Unknown | 18 | 6 | -67% | 27 | 13 | -52% |
| Total | 452 | 371 | -18% | 873 | 601 | -31% |

Uses of Force by Race/Ethnicity and Gender of Officer, Second Quarter 2017 v 2018

White males make up 54% of officers using force during Q2 of 2018. Asian male officers make up 18% of the use of force incidents. This parallels the Department's Demographics.

| Officer Race & Gender | Officers Using Force | | | Total Uses of Force | | | Department Demographic | | |
|-----------------------|----------------------|------------|-------------|---------------------|------------|-------------|------------------------|-------------|---------------|
| | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female * | 6 | 6 | 0% | 15 | 10 | -33% | 49 | 47 | -4% |
| Asian Male * | 78 | 63 | -19% | 149 | 99 | -34% | 467 | 465 | 0% |
| Black Female | 5 | 7 | 40% | 10 | 14 | 40% | 46 | 45 | -2% |
| Black Male | 28 | 25 | -11% | 48 | 36 | -25% | 179 | 178 | -1% |
| Hispanic Female | 6 | 7 | 17% | 12 | 12 | 0% | 72 | 69 | -4% |
| Hispanic Male | 64 | 36 | -44% | 141 | 61 | -57% | 301 | 309 | 3% |
| White Female | 20 | 17 | -15% | 31 | 34 | 10% | 175 | 170 | -3% |
| White Male | 218 | 193 | -11% | 447 | 326 | -27% | 969 | 970 | 0% |
| Other Female ** | 2 | 1 | -50% | 3 | 1 | -67% | 8 | 8 | 0% |
| Other Male ** | 10 | 4 | -60% | 17 | 8 | -53% | 38 | 32 | -16% |
| Total | 437 | 359 | -18% | 873 | 601 | -31% | 2304 | 2293 | -0.48% |

* Asian includes Asian and Pacific Islander

** Includes race/ethnicity outside DOJ definitions and Native American

Race/Ethnicity and Gender of Subject upon whom Force was used.

The number of subjects upon whom force was used is less than the total number of force reported as officers may use more than one type of force on a subject. Example; An officer may first point a firearm at a subject believed to be armed. Once the subject drops the weapon, the officer may then have to resort to physical force to effect the arrest of the subject.

| Subject Race & Gender | Number of Subjects | | | Total Uses of Force | | |
|--------------------------|--------------------|------------|-------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change | Q2 2017 | Q2 2018 | % change |
| Asian Female | 4 | 1 | -75% | 7 | 5 | -29% |
| Asian Male | 18 | 20 | 11% | 51 | 26 | -49% |
| Black Female | 22 | 26 | 18% | 56 | 42 | -25% |
| Black Male | 148 | 124 | -16% | 283 | 202 | -29% |
| Hispanic Female | 15 | 1 | -93% | 31 | 2 | -94% |
| Hispanic Male | 121 | 76 | -37% | 216 | 133 | -38% |
| White Female | 15 | 12 | -20% | 32 | 18 | -44% |
| White Male | 89 | 95 | 7% | 168 | 142 | -15% |
| Unknown Female | 1 | 3 | 200% | 1 | 3 | 200% |
| Unknown Male | 18 | 13 | -28% | 26 | 28 | 8% |
| Unknown Race & Gender | 1 | 0 | -100% | 2 | 0 | -100% |
| Total | 452 | 371 | -18% | 873 | 601 | -31% |

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

Uses of Force Incidents by Number of Subjects Involved, Second Quarter 2017 vs. 2018

In this quarter, most uses of force involved only one subject. However, in incidents where officers anticipate a resistive subject, they will request assistance or wait for additional officers to arrive on scene before attempting to take the subject into custody.

| Number of Subjects Involved | Number of Incidents | | |
|--------------------------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change |
| 1 | 301 | 276 | -8% |
| 2 | 26 | 30 | 15% |
| 3 | 15 | 7 | -53% |
| 4 | 4 | 2 | -50% |
| 5 | 1 | 1 | 0% |
| 6 | 5 | 0 | -100% |
| 9 | 1 | 0 | -100% |
| Total | 353 | 316 | -10% |

Uses of Force Incidents by Number of Officers Involved, Second Quarter 2017 vs. 2018

| Number of Officers Involved | Number of Incidents | | |
|-----------------------------|---------------------|------------|-------------|
| | Q2 2017 | Q2 2018 | % change |
| 1 | 194 | 183 | -6% |
| 2 | 102 | 92 | -10% |
| 3 | 29 | 27 | -7% |
| 4 | 13 | 9 | -31% |
| 5 | 4 | 2 | -50% |
| 6 | 5 | 3 | -40% |
| 7 | 1 | 0 | -100% |
| 8 | 3 | 0 | -100% |
| 9 | 1 | 0 | -100% |
| 12 | 1 | 0 | -100% |
| Total | 353 | 316 | -10% |

Types of Force by Call Type, Second Quarter 2018

To further evaluate why officers use force, the Department collected data on the type of call for service to which an officer was responding wherein force was used.

| Types of Call | Pointing of Firearms | Physical Control | Strike by Object/Fist | OC | Impact Weapon | ERIW | Firearm | Spike Strips | Other | Grand Total | % of Calls |
|---|----------------------|------------------|-----------------------|-----------|---------------|----------|----------|--------------|----------|-------------|-------------|
| Part I Violent | 80 | 34 | 30 | 6 | 11 | 1 | 1 | 0 | 0 | 163 | 27% |
| Part I Property | 130 | 15 | 12 | 1 | 4 | 0 | 0 | 4 | 0 | 166 | 28% |
| Person with a gun (221) | 40 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 41 | 7% |
| Person with a knife (219) | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 1% |
| Weapon, Carrying | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 1% |
| Suspicious Person (311/811/601/603/646/916/917) | 21 | 21 | 20 | 5 | 3 | 0 | 0 | 0 | 0 | 70 | 12% |
| Search Warrant/Warrant Arrest | 18 | 7 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | 5% |
| Restraining Order Violation | 1 | 0 | 4 | 1 | 2 | 0 | 0 | 0 | 0 | 8 | 1% |
| Terrorist Threats (650) | 4 | 7 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | 3% |
| Mental Health Related (5150/800/801) | 2 | 18 | 7 | 3 | 2 | 3 | 0 | 0 | 0 | 35 | 6% |
| Homeless Related Call (915/919) | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 | 1% |
| Vandalism (594/595) | 1 | 5 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 2% |
| Alarm/Check on well-being (100/910) | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 1% |
| Traffic-Related | 19 | 2 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 27 | 4% |
| Aided Case (520) | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0% |
| Narcotics Arrest | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1% |
| Person yelling for help (918) | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0% |
| Prisoner Transportation (407) | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0% |
| Total | 337 | 121 | 93 | 18 | 22 | 4 | 2 | 4 | 0 | 601 | 100% |

Uses of Force by Reason, Second Quarter 2018

Force is used most often to effect a lawful arrest.

| Reason for Use of Force | Q2 2017 | Q2 2018 | % Change |
|---|------------|------------|-------------|
| To effect a lawful arrest, detention, or search, or to prevent escape | 761 | 564 | -26% |
| To gain compliance with a lawful order | 46 | 16 | -65% |
| In defense of others or in self-defense | 46 | 20 | -57% |
| To prevent a person from injuring himself/herself, when the person also poses an imminent danger of death or serious bodily injury to another life or | 18 | 1 | -94% |
| To prevent the commission of a public offense | 2 | 0 | -100% |
| Total | 873 | 601 | -31% |

SEC. 96A.3(c) (1) TOTAL ARRESTS – Second Quarter Comparison 2017 v 2018

It is important to note that arrests made by SFPD members at San Francisco International Airport are investigated by, and reported as part of San Mateo County data, and are therefore not included in the City totals. Airport Arrest Data is provided on page 40 of this summary and pages 196 through 197 of the attached report.

Arrests made outside San Francisco are a result of comprehensive investigations of crimes originating in San Francisco. For a detailed listing of locations see page 203 of the attached report.

| District | Q2 2017 | Q2 2018 | % change |
|--------------------|-------------|-------------|-----------|
| Co. A - Central | 644 | 742 | 15% |
| Co. B - Southern | 681 | 636 | -7% |
| Co. C - Bayview | 486 | 412 | -15% |
| Co. D - Mission | 932 | 1042 | 12% |
| Co. E - Northern | 506 | 503 | -1% |
| Co. F - Park | 196 | 279 | 42% |
| Co. G - Richmond | 258 | 206 | -20% |
| Co. H - Ingleside | 400 | 429 | 7% |
| Co. I - Taraval | 305 | 297 | -3% |
| Co. J - Tenderloin | 863 | 980 | 14% |
| Outside SF | 45 | 12 | -73% |
| Total | 5316 | 5538 | 4% |

SEC. 96A.3(c) (2) – TOTAL ARRESTS BY RACE/ETHNICITY and GENDER.

| Race and Gender | Q2 2017 | Q2 2018 | % change |
|------------------------|----------------|----------------|-----------------|
| Asian Female | 76 | 69 | -9% |
| Asian Male | 248 | 297 | 20% |
| Asian Unknown | 0 | 0 | not cal |
| Black Female | 518 | 441 | -15% |
| Black Male | 1597 | 1645 | 3% |
| Black Unknown | 3 | 6 | 100% |
| Hispanic Female | 189 | 160 | -15% |
| Hispanic Male | 1008 | 1029 | 2% |
| Hispanic Unknown | 3 | 2 | -33% |
| White Female | 286 | 364 | 27% |
| White Male | 1194 | 1324 | 11% |
| White Unknown | 3 | 2 | -33% |
| Unknown Female | 36 | 26 | -28% |
| Unknown Male | 142 | 161 | 13% |
| Unknown Race & Gender | 13 | 12 | -8% |
| Total | 5316 | 5538 | 4% |

Asian includes Asian and Pacific Islander

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

SEC. 96A.3(c) (2) – ARRESTS BY AGE.

| Age | Q2 2017 | Q2 2018 | % change |
|--------------|----------------|----------------|-----------------|
| Under 18 | 259 | 185 | -29% |
| 18-29 | 2,021 | 2,086 | 3% |
| 30-39 | 1,372 | 1490 | 9% |
| 40-49 | 836 | 944 | 13% |
| 50-59 | 603 | 599 | -1% |
| 60+ | 209 | 233 | 11% |
| Unknown | 16 | 1 | not calc |
| Total | 5,316 | 5,538 | 4% |

Note: Unknown indicates data not provided in incident report

SEC. 96A.3(c) (1) ARRESTS AT SAN FRANCISCO INTERNATIONAL AIRPORT**Airport Arrests by Race/Ethnicity and Gender, Second Quarter 2018**

| Race and Gender | Total | % of Total |
|------------------------|--------------|-------------------|
| Asian Female | 3 | 4.2% |
| Asian Male | 11 | 15.3% |
| Asian Unknown | 0 | 0.0% |
| Black Female | 1 | 1.4% |
| Black Male | 10 | 13.9% |
| Black Unknown | 0 | 0.0% |
| Hispanic Female | 1 | 1.4% |
| Hispanic Male | 4 | 5.6% |
| Hispanic Unknown | 0 | 0.0% |
| White Female | 9 | 12.5% |
| White Male | 19 | 26.4% |
| White Unknown | 0 | 0.0% |
| Unknown Female | 1 | 1.4% |
| Unknown Male | 13 | 18.1% |
| Unknown Race & Gender | 0 | 0.0% |
| Total | 72 | 100% |

Note: Unknown indicates data not provided in incident report. Includes race/ethnicity outside DOJ definitions and Native American.

Airport Arrests by Age, Second Quarter 2018

| Age | Total | % |
|--------------|--------------|-------------|
| Under 18 | 0 | 0% |
| 18-29 | 26 | 36% |
| 30-39 | 14 | 19% |
| 40-49 | 16 | 22% |
| 50-59 | 9 | 13% |
| 60+ | 7 | 10% |
| Unknown | 0 | 0% |
| Total | 72 | 100% |

SEC. 96A.3 (f) – DEPARTMENT OF POLICE ACCOUNTABILITY (DPA)

The Department is required to obtain information from the Department of Police Accountability (DPA), formerly the Office of Citizens Complaints, relating to the total number of complaints received during the reporting period that it characterizes as allegations of bias based on race or ethnicity, gender, or gender identity. The Department also is required to include in its report the total number of complaints DPA closed during the reporting period that were characterized as allegations of bias based on race or ethnicity, gender, or gender identity, as well as the total number of each type of disposition for such complaints. These closed cases may include complaints made in previous quarters.

Allegations of Bias based on race or ethnicity, gender, or Gender Identity received and closed by the Department of Police Accountability (formerly the Office of Citizen Complaints).

| Cases received involving claims of racial and/or gender bias | Q2 2018 |
|--|----------|
| Racial Bias | 7 |
| Gender Bias | 0 |
| Both Racial and Gender Bias | 0 |
| Total | 7 |

12 Officers were named in those 7 cases.

DPA received 188 cases for the quarter, including above.

Total Cases Received in 2018 involving Racial or Gender Bias: 10 Cases

| Closures of cases involving claims of racial and/or gender bias | Q2 2018 |
|---|-----------|
| Racial Bias | 10 |
| Gender Bias | 0 |
| Both Racial and Gender Bias | 0 |
| Total | 10 |

15 Officers were named in those 10 cases.

| Dispositions of the cases | Q2 2018 |
|-----------------------------------|---------|
| Sustained | 7 |
| Sustained bias-related allegation | 0 |
| Closed | 141 |
| Mediated | 0 |

Closure reasons: Unfounded, Proper Conduct, Not sustained, No Finding, and No Finding Withdrawn.

DPA closed a total of 141 cases for the quarter, including above.

DPA closed a total of 254 cases for the year, including above.

Source: Department of Police Accountability.

The total number of dispositions for each of the allegations of bias based on race or ethnicity, gender or gender identity.

SFPD ADDED SECTION: BIAS-RELATED COMPLAINTS RECEIVED BY SFPD, AND INVESTIGATED BY DEPARTMENT OF HUMAN RESOURCES

As part of the Department's commitment to transparency, the Department also will report on all bias-related complaints received by the Department and forwarded to the Department of Human Resources (DHR) for investigation. Closed cases may include complaints received in previous quarters.

Bias Complaints Received and Closed by The San Francisco Police Department and Investigated by DHR

| Cases received involving claims of racial and/or gender bias | Q2 2018 |
|--|-----------|
| Racial Bias | 3 |
| Gender Bias | 2 |
| Both Racial and Gender Bias | 2 |
| National Origin Bias | 1 |
| Age Bias | 1 |
| Gender and Sexual Orientation Bias | 1 |
| Military Discrimination | 1 |
| Race and Sexual Orientation Bias | 1 |
| Medical Condition or Disability | 2 |
| Sexual Harassment | 2 |
| Hostile Work Environment | 1 |
| Retaliation/ Bias Unknown | 2 |
| Total | 19 |

21 employees were named in the above 19 cases

| Closures of cases involving claims of racial and/or gender bias | Q2 2018 |
|---|----------|
| Racial Bias | 1 |
| Sexual Harassment | 1 |
| Race, Religion, National Origin, Sexual Orientation | 1 |
| Total | 3 |

| Dispositions of the cases | Q2 2018 |
|---------------------------|---------|
| Sustained | 0 |
| Closed | 3 |

Closure reasons:

- (3) Admin Closure, Insufficient Evidence
- (1) SFDHR EEO Investigation Completed

Source: SFPD Risk Management EEO Quarterly Report

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: SFPD Report per BOS Resolution 399-17
Date: Tuesday, July 31, 2018 5:35:00 PM
Attachments: [BOS Reso 399-177 SFPD Property Crime Unit Report 07.31.18.pdf](#)

From: Scott, William Chief (POL)
Sent: Tuesday, July 31, 2018 4:51 PM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Cc: Somera, Alisa (BOS) <alisa.somera@sfgov.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>
Subject: SFPD Report per BOS Resolution 399-17

Angela:

Please find the attached SFPD Property Crime Unit report, per [BOS Resolution 399-17](#).

Please distribute to the President and Members of the Board.

Have a wonderful afternoon.

Best,

Asja Steeves
Office of the Chief of Police
(415) 837-7014
Asja.steeves@sfgov.org

for

William Scott
Chief of Police
San Francisco Police Department
1245 3rd Street
San Francisco, CA 94158



LONDON N. BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



WILLIAM SCOTT
CHIEF OF POLICE

July 31, 2018

Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Dr. Carlton B Goodlett Pl
San Francisco, CA 94102

President and Members:

On November 10, 2017, the Board of Supervisors ("BOS") passed Resolution 399-17. This resolution urged the SFPD to submit to the BOS a six-month report on the department's progress on preventing and investigating automobile break-ins, bicycle theft and residential burglaries in the City. The following is the inaugural report of the Neighborhood Property Crime Units. The next six-month report will be submitted to the BOS on or before December 31, 2018, and then annually every year thereafter.

This report will provide an overview of the following:

- Neighborhood Property Crime Units
- BOS Recommended Strategies
- SFPD Neighborhood Property Crime Pilot District Stations
- Community Outreach
- Resources Needed
- Data/Metrics stemming from the Departments efforts

SFPD will be available to present and discuss this report, at the Board's request, any time after the August recess.

Respectfully submitted,


WILLIAM SCOTT
Chief of Police

cc: Mayor London Breed
Angela Calvillo, Clerk of the Board

Neighborhood Property Crime Units

The SFPD Neighborhood Property Crime Units serve to strengthen existing structures within the Police Department to combat automobile break-ins, bicycle theft, residential burglaries, and other neighborhood property crime (burglary, larceny-theft, and motor vehicle theft). The goal of these units also includes the following:

- Improve coordination and communication
- Create transparency and accountability data metrics
- Create a centralized General Crimes Unit to support the districts
 - Tackle Residential, Commercial, and Auto Burglaries
 - Network with District Attorney
 - Focus on prolific offenders
- District Station Captains designate a property crime liaison
 - Provide community groups with information on crime strategies, trends, and prevention

BOS Recommended Strategies to Include in the Plan(s)

- Collaboration among District Captains, Staff, and Centralized Units
- Development of neighborhood specific priorities and strategies for property crime reductions
- Reassign officers to increase foot patrols
- Share property crime data with other City Departments and Law Enforcement partners
- Share data with the public

SFPD Neighborhood Property Crime Pilot

- January of 2018 Pilot District Stations: Taraval and Mission
 - SFPD Pilot goal – All 10 district stations follow the lead of Taraval and Mission Stations by the end of 2018
- Crime Strategies Coordinator will join SFPD by the end of 2018 to work with District Station Captains and centralized units
 - Assess and analyze results from Taraval and Mission Pilot program in order to modify tactics

Pilot Station: Taraval

- January 2018: Implemented the Neighborhood Crimes Unit
- Three tiered approach – Enforcement, Education, and Environment
 - Taraval Neighborhood Team (“TNT”), foot beat officers, patrol officers, and public outreach - Park Smart campaign
- Property Crime Liaison
- Targeted areas include: Stonestown Galleria, Park Merced, Irving Street, West Portal Avenue, and Ocean Avenue

- Focused efforts based on peak times/days for the majority of residential and auto burglary hits
- Uniform and Plain Clothes patrols in affected areas
- Educate merchant and neighborhood associations
- Collaborate with the Stonestown Galleria Director of Security
- Officers provided with up to date pin maps and information of theft from vehicle incidents
- Special Operations Bureau deployment support

Pilot Station: Mission

- January 2018: Implemented the Neighborhood Crimes Unit
- Three tiered approach – Enforcement, Education and Environment
- Property Crime Liaison
- Focused efforts based on peak times/days for the majority of residential and auto burglary hits
- Targeted areas include residential areas and retail parking lots
- Increase number of foot beat officers
- Plainclothes officers continue to conduct focused operations
- Bait car/bike operations
- Surveillance team deployment
- Operations involving vehicles without proper DMV issued license plates (paper plates)

Community Outreach

- The Department continues to engage in community outreach efforts and public education campaigns directly and through partnerships including:
 - Park Smart Campaign
 - District Community Police Advisory Boards (CPABs)
 - Local community groups
 - The Ambassador Program
 - SF Safety Awareness for Everyone (SF SAFE)
 - Collaboration with other City agencies to identify and place signage in hot spot areas
 - Evaluate environmental design in neighborhoods to reduce/eliminate potential target areas (Fix it Team)
 - Information provided to the community by District Captains through newsletters to include crime analysis data, offender information, and prevention techniques

Resources Needed to Support the Strategy

Additional resources were requested and approved in this year's budget, allowing for an anticipated increase of SFPD officer staffing by 26 in FY 2018/19 and by 76 in FY 2019/20. With these resources, the Department will make adjustments as trends and analysis dictate. We will continue to assess staffing needs through our Staffing Analysis Task Force and through analysis of data derived from the Neighborhood Property Crime Unit District Station Pilot program.

Data/Metrics (2018 data: January 1 through June 30)

- Pilot Station, Taraval: Burglary has decreased by 21%, Larceny/Theft has decreased by 25%, Auto Burglary has decreased by 26%, Auto Theft has decreased by 21% and Bicycle Theft has an increase of 0%, between 2017 and 2018, YTD.
- Pilot Station, Mission: Burglary has decreased by 12%, Larceny/Theft has increased by 14%, Auto Burglary has increased by 6%, Auto Theft has decreased by 27% and Bicycle Theft has increased by 56% between 2017 and 2018, YTD.
- Property Crime, Citywide: In 2017, there was an average of 4,673 Property Crimes per month. In 2018, there is an average of 3,960 Property Crimes per month. There were 28,051 Property Crime incidents in 2017 and 24,796 incidents in 2018. There has been an **overall 12% decrease** in Property Crime Incidents from 2017 to 2018, YTD.
- Larceny-Theft, Citywide: The average number of Larceny-Thefts per month was 3772 in 2017 and is 3179 in 2018. There was an **overall 12% decrease** in Larceny-Thefts between 2017 and 2018.
 - Theft from Vehicle, Citywide: The average number of Thefts from Vehicles per month was 2,588 in 2017 and is 2,193 in 2018. Although there was a significant spike in the number of incidents in February of 2018, there has been an **overall 20% decrease** in the number of incidents between 2017 and 2018.
- Vehicle Theft, Citywide: The average number of Vehicle Thefts per month was 444 in 2017 and is 330 in 2018. Although there has been a steady rise in incidents since April of 2018, there has been an **overall 25% decrease** since 2017.
- Burglary, Citywide: The average number of Burglaries per month was 433 in 2017 and is 445 in 2018. There was an **overall 4% increase** from 2017 to 2018 YTD.
 - Hot Prowl, Citywide: There has been an overall 28% decrease in the number of reported Hot Prowls since 2017, YTD
- Bicycle Theft, Citywide: There has been an **overall 12% increase** in the number of reported Bike Thefts since 2017 YTD.



Taraval Results

2017 vs 2018 YTD thru June 30th

| Crime | 2017 | 2018 | % Change |
|---------------|-------|-------|----------|
| Burglary | 312 | 246 | -21% ↓ |
| Larceny/Theft | 1,524 | 1,146 | -25% ↓ |
| Auto Burglary | 940 | 695 | -26% ↓ |
| Auto Theft | 221 | 174 | -21% ↓ |
| Bicycle Theft | 8 | 8 | 0% → |

7/30/18

SFPD.CAU
Data Source: Compstat '17-'18, CDW/BI



Mission Results

2017 vs 2018 YTD thru June 30th

| Crime | 2017 | 2018 | % Change |
|---------------|-------|-------|----------|
| Burglary | 346 | 305 | -12% ↓ |
| Larceny/Theft | 2,297 | 2,620 | +14% ↑ |
| Auto Burglary | 1,502 | 1,587 | +6% ↑ |
| Auto Theft | 433 | 315 | -27% ↓ |
| Bicycle Theft | 41 | 64 | +56% ↑ |

7/30/18

SFPD.CAU
Data Source: Compstat '17-'18, CDW/BI



Property Crime Citywide 2017 vs 2018 YTD thru June 30th

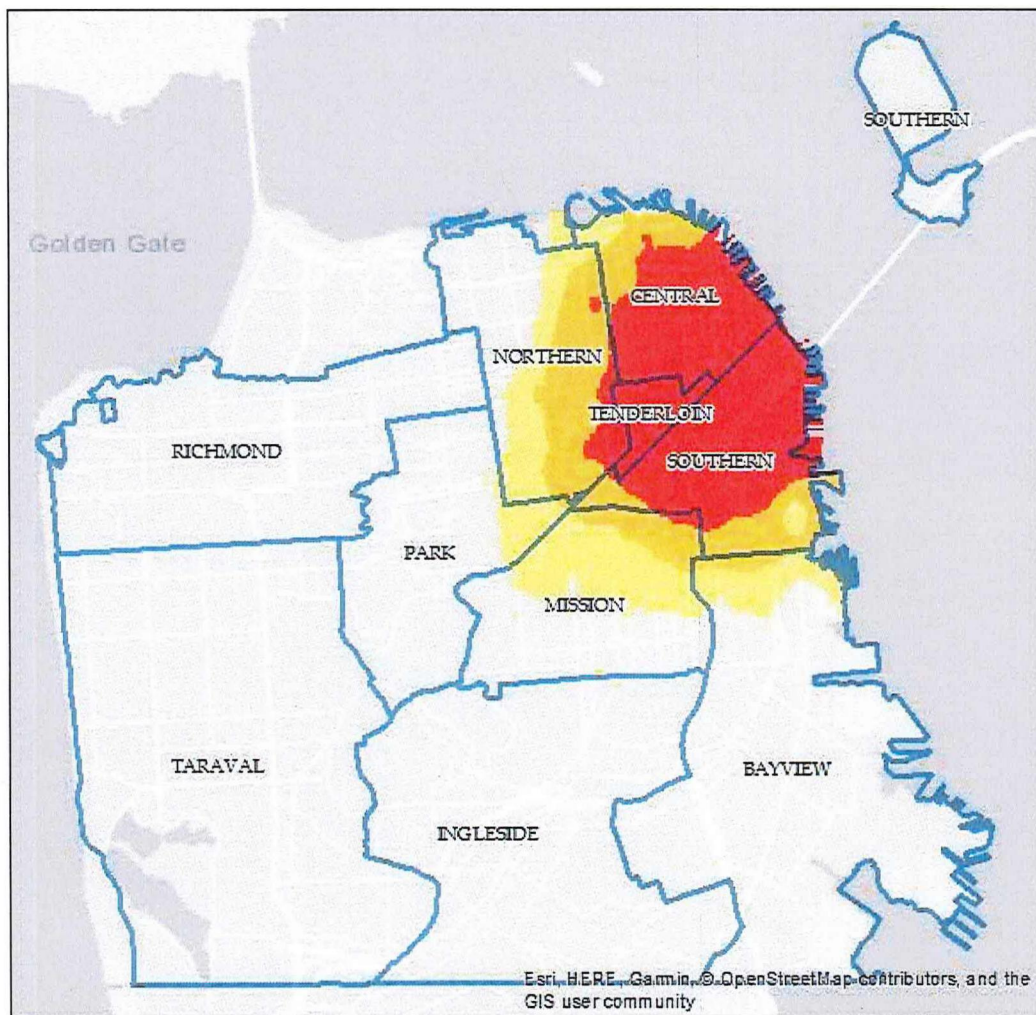
| Crime | 2017 | 2018 | % Change |
|---------------|--------|--------|----------|
| Burglary | 2,598 | 2,697 | 4% ↑ |
| Larceny/Theft | 22,638 | 19,958 | -12% ↓ |
| Auto Burglary | 15,531 | 12,442 | -20% ↓ |
| Auto Theft | 2,664 | 2,009 | - 25% ↓ |
| Bicycle Theft | 355 | 396 | +12 ↑ |

7/30/18

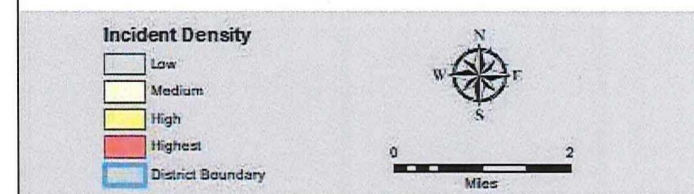
SFPD.CAU
Data Source: Compstat '17-'18



Citywide Bicycle Theft (347) January 1 - June 30, 2018



| 2018 | Jan | Feb | Mar | Apr | May | June | Total | % of Total |
|--------------------|-----|-----|-----|-----|-----|------|-------|------------|
| Metro | | | | | | | | |
| Metro Total | 31 | 43 | 39 | 58 | 46 | 55 | 272 | 85% |
| A | 13 | 13 | 10 | 20 | 12 | 15 | 83 | 26% |
| B | 7 | 10 | 7 | 11 | 8 | 8 | 51 | 16% |
| D | 7 | 8 | 10 | 12 | 17 | 10 | 64 | 20% |
| E | 3 | 7 | 8 | 10 | 6 | 14 | 48 | 15% |
| J | 1 | 5 | 4 | 5 | 3 | 8 | 26 | 8% |
| Golden Gate | | | | | | | | |
| GG Total | 9 | 8 | 3 | 15 | 8 | 5 | 48 | 15% |
| C | 1 | 1 | 1 | 2 | 2 | 2 | 9 | 3% |
| F | 1 | 2 | 1 | 3 | 1 | 2 | 10 | 3% |
| G | 1 | 2 | 1 | 4 | 1 | 0 | 9 | 3% |
| H | 3 | 2 | 0 | 3 | 3 | 1 | 12 | 4% |
| I | 3 | 1 | 0 | 3 | 1 | 0 | 8 | 3% |
| Grand Total | 40 | 51 | 42 | 73 | 54 | 60 | 320 | 100% |

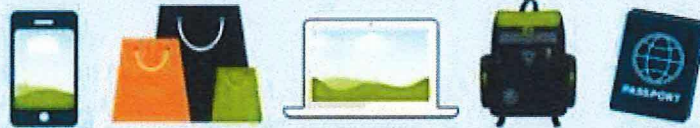


This map accurately reflects the information available in SFPD's Crime Data Warehouse/Business Intelligence Tools at time of preparation

Prepared by San Francisco Police Department Crime Analysis Unit, 7/25/18

PARK SMART!

Take ALL of your valuables with you.



Purses
Backpacks
Wallets
Passports
Personal IDs
Cellphones
Cameras
Computers
Laptops
Tablets

PARQUÉ INTELLIGENTE
Saque todas sus cosas de valor.

GAREZ VOUS MALIN
Ne laissez pas vos objets de valeur
dans votre voiture.

財不可露眼!
離開汽車時, 請把貴重物品隨身。



Let's kick auto break-ins
to the curb!

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Nevin, Peggy \(BOS\)](#); [GIVNER, JON \(CAT\)](#); [Karunaratne, Kanishka \(MYR\)](#); [Tugbenyoh, Mawuli \(MYR\)](#)
Subject: Second Declaration of Local Emergency for the Moccasin Dam and Reservoir
Date: Thursday, August 16, 2018 12:31:00 PM
Attachments: [Second Declaration of Emergency.pdf](#)

Hello,

On August 16, 2018, the Office of the Mayor submitted the attached Second Declaration of Local Emergency for the Moccasin Dam and Reservoir.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org



BOS-11
Leg Dep.
City Atty.
City Clerk
Dep. City Clerk
Office

**Second Declaration of Local Emergency (Moccasin Dam and Reservoir)
August 16, 2018**

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100, and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency (subject to ratification by the Board of Supervisors) when the City and County is affected or threatened by a natural disaster or other emergency posing conditions of extreme peril to life or property; and

WHEREAS, Mayor Mark Farrell issued a Declaration of Local Emergency on March 29, 2018 due to conditions of extreme peril to the safety of persons and property that arose in connection with flooding caused by a high intensity rain storm in the vicinity of the town of Moccasin in Tuolumne County causing a large flow of water and debris from Moccasin Creek to enter the San Francisco Public Utilities Commission's (SFPUC) Moccasin Reservoir, flooding nearby areas and causing damage to SFPUC property including Moccasin Dam and appurtenant structures and systems; and

WHEREAS, The flooding has impacted the water delivery conveyance capability from the Hetch Hetchy system to the SFPUC's Regional Water system because Moccasin Reservoir must remain out of service until necessary emergency repairs and interim improvements can be completed; and

WHEREAS, The Board of Supervisors concurred in the March 29 Mayoral Declaration at its meeting on April 3, 2018 (File No. 180293), and has continued to extend the Local emergency at least every 30 days since then, and most recently voted to do so on July 17, 2018 by Motion No. 18-097; and

WHEREAS, SFPUC has executed and continues to execute emergency contracts cumulatively totaling not more than \$25 million to perform emergency repairs and improvements to the Moccasin Reservoir main dam structure, spillways, diversion dam, and other appurtenant structures in order to be able to seek approval from the California Division of Safety of Dams to restore the dam and reservoir to a restricted level of service prior to the commencement of the rainy season in October 2018; and

WHEREAS, The most recent Board of Supervisors extension of the Local Emergency will expire on August 16, 2018 while the Board is in recess, and the Board is unable to meet to approve another 30-day extension of the Local Emergency until September 4, 2018, thereby necessitating issuance of this Second Declaration of Emergency to ensure SFPUC's ability to complete the emergency repair work before the upcoming rainy season; and

WHEREAS, I find that the aforesaid conditions continue to exist and justify a reaffirmation of the existing Declaration;

NOW, THEREFORE,

I, London Breed, Mayor of the City and County of San Francisco, do hereby proclaim that the emergency conditions underlying the Declaration of Local Emergency issued on March 29, 2018 continue to exist, warranting a reaffirmation of that Declaration and its proclamations and orders.



It is further proclaimed and ordered that: The City and County of San Francisco also requests the State of California make available recovery assistance under the terms of the California Disaster Act and expedite access to any applicable federal resources and any other appropriate federal disaster relief programs.

It is further proclaimed and ordered that:

This revised Declaration of Local Emergency shall be deemed to continue to exist until it is terminated by the Mayor or the Board of Supervisors. All departments of the City and County of San Francisco are strictly enjoined to cooperate with the requests for material and personnel resources by the Incident Command Staff of said City and County which is located in the Emergency Operations Center of the City and County of San Francisco.

A handwritten signature in blue ink, reading "London Breed", written over a horizontal line.

London Breed
Mayor

A handwritten date in blue ink, reading "8-16-18", written over a horizontal line.

Dated

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: S.F. Admin Code Chapter 12B - Waiver Request
Date: Wednesday, August 01, 2018 9:46:00 AM
Attachments: [image001.png](#)
[image005.png](#)
[180801 Request for Waiver - Chapter 12B.pdf](#)

From: Hyun, Evan [mailto:Evan.Hyun@sfmta.com]
Sent: Wednesday, August 01, 2018 8:26 AM
To: WaiverRequest, CMD (ADM) <cmd.waiverrequest@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: REITZES, ROBIN (CAT) <Robin.Reitzes@sfcityatty.org>; Farhangi, Shahnam (MTA) <Shahnam.Farhangi@sfmta.com>; Lam, Amy (MTA) <Amy.Lam2@sfmta.com>; Park, Joon (MTA) <Joon.Park@sfmta.com>
Subject: S.F. Admin Code Chapter 12B - Waiver Request

Good morning,

Attached is the SFMTA's waiver request for S.F. Admin Code Chapter 12B. Pursuant to the Waiver Form (CMD-201), a letter of justification is included herein. Please let me know if you have any questions.

Thank you.

Regards,

Evan Hyun
 Sr. Administrative Analyst
 Contract Administration Section
 Capital Programs and Construction Division
 Office 415.646.2333



San Francisco Municipal Transportation Agency
 1 South Van Ness Avenue, 3rd Floor
 San Francisco, CA 94103





CITY AND COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B WAIVER REQUEST FORM (CMD-201)

Send completed waiver requests to:
CMD, 30 Van Ness Avenue, Suite 200, San Francisco, CA 94102 or
cmd.waiverrequest@sfgov.org

FOR CMD USE ONLY

Request Number:

► Section 1. CCSF Department Information (*all fields must be completed*)

Department Head Signature: [Signature]
Name of Department: San Francisco Municipal Transportation Agency (SFMTA)
Department Address: 1 South Van Ness Avenue
Contact Person: Evan Hyun
Phone Number: (415) 646-2333 E-mail: evan.hyun@sfmta.com

► Section 2. Contractor Information (*all fields must be completed*)

Contractor Name: Loram Maintenance of Way, Inc.
Bidder/Supplier No.: To be registered if selected for award during procurement Contractor Tax ID: N/A
Contractor Address: 3900 Arrowhead Drive, Hamel, MN 55340
Contact Person: Zachary Korte Contact Phone No.: (785) 979-1142

► Section 3. Transaction Information (*all fields must be completed*)

Date Waiver Request Submitted: August 1, 2018 Dollar Amount of Contract: \$ TBD (Engineers Estimate \$3.3M)
Contract/Transaction Number: 1295R Contract Name: Muni Metro System Rail Grinding Services - Phase 1
Contract/Transaction Start Date: Est. Start Date (1/1/19) Contract/Transaction End Date: Est. End Date (12/31/19)

► Section 4. Administrative Code Chapter to be Waived (*please check all that apply*)

☒ Chapter 12B
☐ Chapter 14B *Note: Employment and LBE subcontracting requirements will still be in force even when a 14B Waiver Type A or B is granted.*

► Section 5. Waiver Type (*a justification must be attached; see Check List on the other side of this form for instructions*)

☐ A. Sole Source
☐ B. Emergency (pursuant to Administrative Code §6.60 or §21.15)
☐ C. Public Entity
☒ D. No Potential Contractors Comply (Required) Copy of waiver request sent to Board of Supervisors on: August 1, 2018
☐ E. Government Bulk Purchasing Arrangement..... (Required) Copy of waiver request sent to Board of Supervisors on: _____
☐ F. Sham/Shell Entity (Required) Copy of waiver request sent to Board of Supervisors on: _____
☐ G. Subcontracting Goals
☐ H. Local Business Enterprise (LBE) *Note: For contracts in excess of \$5 million; see Admin. Code §14B.7(J)(2)*

CMD ACTION – For CMD/HRC Use Only

12B Waiver Granted: _____ 14B Waiver Granted: _____
12B Waiver Denied: _____ 14B Waiver Denied: _____

Reason for Action: _____

CMD or HRC Staff: _____ Date: _____

CMD or HRC Director: _____ Date: _____



CITY AND COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B WAIVER REQUEST FORM (CMD-201)

Send completed waiver requests to:
CMD, 30 Van Ness Avenue, Suite 200, San Francisco, CA 94102 or
cmd.waiverrequest@sfgov.org

FOR CMD USE ONLY

Request Number:

► Section 1. CCSF Department Information (*all fields must be completed*)

Department Head Signature: [Signature]
Name of Department: San Francisco Municipal Transportation Agency (SFMTA)
Department Address: 1 South Van Ness Avenue
Contact Person: Evan Hyun
Phone Number: (415) 646-2333 E-mail: evan.hyun@sfmta.com

► Section 2. Contractor Information (*all fields must be completed*)

Contractor Name: Harsco Metro Rail, LLC
Bidder/Supplier No.: To be registered if selected for award during procurement Contractor Tax ID: N/A
Contractor Address: 2401 Edmund Road, West Columbia, SC 29170
Contact Person: Angelika Plyler Contact Phone No.: (803) 822-7594

► Section 3. Transaction Information (*all fields must be completed*)

Date Waiver Request Submitted: August 1, 2018 Dollar Amount of Contract: \$ TBD (Engineers Estimate \$3.3M)
Contract/Transaction Number: 1295R Contract Name: Muni Metro System Rail Grinding Services - Phase 1
Contract/Transaction Start Date: Est. Start Date (1/1/19) Contract/Transaction End Date: Est. End Date (12/31/19)

► Section 4. Administrative Code Chapter to be Waived (*please check all that apply*)

☒ Chapter 12B
☐ Chapter 14B *Note: Employment and LBE subcontracting requirements will still be in force even when a 14B Waiver Type A or B is granted.*

► Section 5. Waiver Type (*a justification must be attached; see Check List on the other side of this form for instructions*)

☐ A. Sole Source
☐ B. Emergency (pursuant to Administrative Code §6.60 or §21.15)
☐ C. Public Entity
☒ D. No Potential Contractors Comply (*Required*) Copy of waiver request sent to Board of Supervisors on: August 1, 2018
☐ E. Government Bulk Purchasing Arrangement..... (*Required*) Copy of waiver request sent to Board of Supervisors on: _____
☐ F. Sham/Shell Entity (*Required*) Copy of waiver request sent to Board of Supervisors on: _____
☐ G. Subcontracting Goals
☐ H. Local Business Enterprise (LBE) *Note: For contracts in excess of \$5 million; see Admin. Code §14B.7(J)(2)*

CMD ACTION – For CMD/HRC Use Only

12B Waiver Granted: _____ 14B Waiver Granted: _____
12B Waiver Denied: _____ 14B Waiver Denied: _____

Reason for Action: _____

CMD or HRC Staff: _____ Date: _____

CMD or HRC Director: _____ Date: _____



To: Contract Monitoring Division

From: Evan Hyun
Senior Administrative Analyst, Contract Administration

Date: July 31, 2018

Subject: Letter of Justification Re Waiver Request – S.F. Administrative Code Chapter 12B
SFMTA Contract No. 1295R – Muni Metro System Rail Grinding Services – Phase 1

This Letter of Justification has been prepared and submitted as part of the San Francisco Municipal Transportation Agency's (SFMTA) request for waiver of S.F. Administrative Code Chapter 12B under Section 12B.5-1(d)(1) (attached hereto Waiver Request Form CMD-201).

I. Purpose of the Contract

The SFMTA seeks the services of a qualified contractor to provide rail grinding services on the Muni Light Rail System. Muni's light rail vehicles (LRVs) run inside the subway tunnels and on city streets, on shared, semi-exclusive and exclusive right-of-ways (Muni Metro System). The light rail system consists of approximately 82 miles of track, of which 75% are embedded tracks and 25% are open tracks.

The tracks inside of the Muni Metro Subway are worn due to many years of use. Worn rails are vulnerable to wheel impacts from cupping of the weld on the head of the rail, which can potentially cause derailments, wheel wear on rolling stock and failure of track welds. In order to reduce such risks, the rails must be ground to the optimal rail profile by systematically grinding the head of the rails. Implementation of this project is critical and necessary in order to reduce the risk of derailment.

The Contract work shall be within the Muni Metro subway tracks from the former Eureka Valley Station shoofly areas just beyond Castro Station through and including Embarcadero Station, and the Duboce Portal tracks. The contract for these services will be established for a period not to exceed one year.

The Contract requires the submission of a pre-grinding inspection report and a recommended work plan showing the existing condition of the tracks and recommendation as to the amount of grinding necessary to achieve the desired rail profile. After rail grinding services, a post-grinding inspection report will be created to show the new rail profile and conditions.

Background in Procurement of Contract

The SFMTA has attempted to procure a contract for rail grinding services without success for approximately 20 years. Recently, since 2016, the SFMTA advertised a Request for Proposal (RFP) for the subject project on two occasions. The first Contract No. 1295 was advertised on May 10, 2016. On June 22, 2016, the SFMTA



received a single proposal from Advanced Rail Management Corporation (ARM). The SFMTA worked with ARM extensively in an effort to help the firm meet the requirements of the RFP for providing a performance bond. ARM ultimately failed to meet the requirement. As a result, ARM was formally declared non-responsive on January 24, 2017.

In an effort to encourage additional proposers, the SFMTA modified the requirements of the RFP for this contract by electing to use a Best and Final Offer (BAFO) process as authorized by Administrative Code Section 6.72. Pursuant to this code section, proposals will be evaluated based on qualifications, cost, and any other criteria stated in the RFP. Also, the Agency may negotiate with all proposers found to be within the competitive range and seek BAFOs after negotiations to determine which proposer will provide the best value to the Agency.

On June 6, 2017, the SFMTA advertised an RFP under Contract No. 1295R with a proposal due date of August 31, 2017. On such date, the SFMTA received two proposals from: (1) Loram Maintenance of Way, Inc. (Loram); and (2) Harsco Metro Rail, LLC (Harsco). On December 5, 2017, the Agency's Technical Evaluation Team evaluated both Loram and Harsco's proposals and determined that each proposer fell within the competitive range to move on to the next phase of the procurement process: negotiations.

The SFMTA and the aforementioned proposers commenced negotiations with both proposers in March 2018. To date, the negotiations with both proposers are ongoing as there are a number of contractual terms and conditions that are yet to be resolved. The Agency aims to conclude negotiations in the near future and issue a Request for BAFO to both proposers. Upon receiving the proposers' BAFO, the Technical Evaluation Team will evaluate and recommend one of the proposers for award of contract.

II. Waiver Type – Section 12B.5-1(d)(1) (No Potential Contractors Comply)

As required in all City contracts, the SFMTA included a provision in Contract No. 1295R requiring the contractor to comply with all applicable terms and conditions set forth in Chapter 12B of the S.F. Administrative Code.

However, both Loram and Harsco have informed the SFMTA that they cannot comply with Chapter 12B of the S.F. Administrative Code. In fact, while Loram and Harsco both offer their employees' spouses' equal benefits, neither company offers such benefits to its employees' domestic partners. Therefore, the SFMTA seeks a waiver under the authority of Section 12B.5-1(d)(1):

Where the contracting officer determines that there are no qualified responsive bidders or prospective contractors who could be certified by the Commission as being in compliance with the requirements of this Chapter and that the contract or property contract is for goods, a service or a project that is essential to the City or City residents . . .



III. SFMTA's Efforts for Contractors' Compliance

As stated above, the RFP for Contract No. 1295R entails a negotiated procurement process. During negotiations, both Loram and Harsco informed the Agency that they do not currently comply with Chapter 12B of the S.F. Administrative Code. In response, the Agency informed both proposers that compliance with Chapter 12B of S.F. Administrative Code is a City requirement. The Agency instructed both proposers to contact the City's Contract Monitoring Division (CMD) to learn how they can comply with the subject code.

The Agency also contacted CMD to find possible ways in which the proposers may comply; specifically if both companies did not include its employees' domestic partners in its benefits coverage. One possible proposition for each proposer's company is to be compliant on a contract-by-contract basis. In other words, each proposer's company could provide equal benefits to the staff (and hence their spouses and/or domestic partners) that would be employed under this contract. Thereby, this would not compel each proposer to modify its companywide policy, but would limit it to the employees who would be working on this specific contract. The SFMTA informed both proposers that they could comply on a contract-by-contract basis. Despite offering this solution, both proposers informed the Agency that they would not be able to provide such benefit, even on a limited contractual basis.

Since both proposers are unable or unwilling to comply, and they are the only sources/proposers for this work, the SFMTA respectfully requests CMD to waive the requirement of Chapter 12B of S.F. Administrative Code for the aforementioned contract under the authority of Administrative Code Section 12B.5-1(d)(1).

From: [Calvillo, Angela \(BOS\)](#)
To: [Somera, Alisa \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#)
Subject: FW: SF Chamber Letter re: File No. 180519 Single-Use Food Ware Ordinance
Date: Monday, July 23, 2018 9:42:36 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[7.23.18 File 180519, Single-Use Food Ware Ordinance.pdf](#)

For distribution File No. 180519, Single-Use Food Ware Ordinance.

Thanks!

Angela

From: Mary Young [mailto:myoung@sfchamber.com]
Sent: Monday, July 23, 2018 1:58 PM
To: Tang, Katy (BOS) <katy.tang@sfgov.org>
Cc: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Kim, Jane (BOS) <jane.kim@sfgov.org>; 'Sandra.Fewer@sfgov.org'; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; 'ahsha.safai@sfgov.org'; Yee, Norman (BOS) <norman.yee@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Brown, Vallie (ECN) <vallie.brown@sfgov.org>; Cohen, Malia (BOS) <malia.cohen@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Raphael, Deborah (ENV) <deborah.raaphael@sfgov.org>; Power, Andres (MYR) <andres.power@sfgov.org>
Subject: SF Chamber Letter re: File No. 180519 Single-Use Food Ware Ordinance

Dear Supervisor Tang,

Please see the attached letter from the San Francisco Chamber of Commerce regarding File No. 180519, Single-Use Food Ware Ordinance.

Thank you,



Mary Young

Manager, Public Policy
 San Francisco Chamber of Commerce
 235 Montgomery St., Ste. 760, San Francisco, CA 94104
 (O) 415-352-8803 • (E) myoung@sfchamber.com





235 Montgomery St., Ste. 760, San Francisco, CA 94104
tel: 415.352.4520 • fax: 415.392.0485
sfchamber.com • twitter: @sf_chamber

July 23, 2018

The Honorable Katy Tang
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, #244
San Francisco, CA 94012

Re: File No. 180519 Single-Use Food Ware Ordinance

Dear Supervisor Tang:

The San Francisco Chamber of Commerce, representing thousands to local businesses, has consistently supported cutting-edge environmental legislation, including the plastic bag ban and the Styrofoam ban. Subject to our understanding of the most recent draft, we are pleased to lend our support to your Single-Use Food Ware Litter Reduction Ordinance.

We appreciated the comments of Director Debbie Raphael regarding accommodation for those with medical needs to purchase flexible plastic straws. Ms. Raphael made it clear in her testimony before the Land Use Committee that pursuant to Section 1606 (c), the Department will allow for the sale of such straws in the medical supply areas of pharmacies.

We also understand that it is your intent to assure that Section 1604 (f) will allow for the sale of pre-packaged prepared food and beverages that may contain a plastic straw. This same exemption has existed for food products packaged outside of San Francisco with Styrofoam and these products should remain available to local shoppers.

The San Francisco Chamber of Commerce looks forward to working with your office and the Department of the Environment on the implementation of this important legislation.

Sincerely,

A handwritten signature in black ink that reads "Tallia A. Hart".

Tallia A. Hart
President & CEO
San Francisco Chamber of Commerce

Cc: Clerk of the Board, to be distributed to all Supervisors; Mayor London Breed; Debbie Raphael, Director of San Francisco's Department of the Environment

BOS-11

August 15, 2018

TO: STATE, CITY AND LOCAL OFFICIALS

NOTICE OF PACIFIC GAS AND ELECTRIC COMPANY'S REQUEST TO INCREASE RATES FOR ELECTRIC TRANSPORTATION PROJECTS IN SCHOOLS AND STATE PARKS (A.18-07-020)

2018 AUG 20 AM 8:25

Summary

On July 30, 2018, Pacific Gas and Electric Company (PG&E) filed its Electric Transportation application for schools and state parks with the California Public Utilities Commission (CPUC). The application requests an increase in rates of \$7.4 million for the following electric vehicle pilot programs:

- **Schools:** Installation of electric vehicle charging stations in specific schools in Alameda, Fresno, and San Joaquin counties. Along with charging stations and related utility infrastructure, PG&E will host educational events and provide information to increase awareness and knowledge of clean transportation.
- **State Parks:** Installation of electric vehicle charging stations and related utility infrastructure at select California state parks for use by both state park fleet vehicles and park visitors.

Background

PG&E's application will support California's goal of increasing the number of electric vehicle charging stations and will help promote the adoption of electric vehicles across the state. Schools and parks are both highly visible locations where people come to learn and observe. Installing electric vehicle charging stations at these locations not only provides easy access to students, employees and the public, but also creates a platform to educate the public on how the use of electric vehicles can benefit California.

How will PG&E's application affect me?

Many customers receive bundled electric service from PG&E, meaning they receive electric generation, transmission and distribution services. Based on rates currently in effect, the bill for a typical residential bundled non-CARE customer using 500 kWh per month would increase \$111.59 to \$111.61, or 0.02 percent.

Actual impacts will vary depending on energy usage.

How will PG&E's application affect customers who buy electricity from a third party?

Direct Access and Community Choice Aggregation customers only receive electric transmission and distribution services from PG&E. On average, these customers will see an increase of 0.02 percent.

Departing Load customers do not receive electric generation, transmission or distribution services from PG&E. However, they are required to pay certain charges as required by law or CPUC decision. These customers will not be impacted by this application.

How do I find out more about PG&E's proposals?

If you have questions about PG&E's filing, please contact PG&E at **1-800-743-5000**. For TTY, call **1-800-652-4712**. Para más detalles llame al **1-800-660-6789** • 詳情請致電 **1-800-893-9555**. If you would like a copy of PG&E's filing and exhibits, please write to PG&E at the address below:

Pacific Gas and Electric Company
Electric Transportation Schools and State Parks Application (A.18-07-020)
P.O. Box 7442
San Francisco, CA 94120

A copy of PG&E's filing and exhibits is also available for review at the CPUC's Central Files office by appointment only. For more information, contact aljcentralfilesid@cpuc.ca.gov or **1-415-703-2045**. PG&E's application (without exhibits) is available on the CPUC's website at www.cpuc.ca.gov.

CPUC process

This application will be assigned to an Administrative Law Judge (Judge) who will determine how to receive evidence and other related documents necessary for the CPUC to establish a record upon which to base its decision. Evidentiary

hearings may be held where parties will present their testimony and may be subject to cross-examination by other parties. These evidentiary hearings are open to the public, but only those who are formal parties in the case can participate.

After considering all proposals and evidence presented during the hearings, the assigned Judge will issue a proposed decision which may adopt PG&E's proposal, modify it or deny it. Any of the five CPUC Commissioners may sponsor an alternate decision. The proposed decision, and any alternate decisions, will be discussed and voted upon at a scheduled CPUC Voting Meeting.

The Office of Ratepayer Advocates (ORA) may review this application. ORA is the independent consumer advocate within the CPUC with a legislative mandate to represent investor-owned utility customers to obtain the lowest possible rate for service consistent with reliable and safe service levels. ORA has a multidisciplinary staff with expertise in economics, finance, accounting and engineering. For more information about ORA, please call **1-415-703-1584**, email **ora@cpuc.ca.gov** or visit ORA's website at **www.ora.ca.gov**.

Stay informed

If you would like to follow this proceeding, or any other issue before the CPUC, you may use the CPUC's free subscription service. Sign up at: **<http://subscribecpuc.cpuc.ca.gov>**. If you would like to learn how you can participate in the proceeding, have informal comments about the application or have questions about the CPUC processes, you may access the CPUC's Public Advisor Office (PAO) webpage at **<http://consumers.cpuc.ca.gov/pao>**.

You may also contact the PAO as follows:

Email: **public.advisor@cpuc.ca.gov**

Mail: CPUC

Public Advisor's Office

505 Van Ness Avenue

San Francisco, CA 94102

Call: **1-866-849-8390** (toll-free) or **1-415-703-2074**

TTY: **1-866-836-7825** (toll-free) or **1-415-703-5282**

If you are contacting the CPUC, please include the application number (Electric Transportation Schools and State Parks Application; A.18-07-020). All comments will be circulated to the Commissioners, the assigned Judge and appropriate CPUC staff and will become public record.

BOS-11

Commissioners
Eric Sklar, President
Saint Helena
Anthony C. Williams, Vice President
Huntington Beach
Jacque Hostler-Carmesin, Member
McKinleyville
Russell E. Burns, Member
Napa
Peter S. Silva, Member
Jamul

STATE OF CALIFORNIA
Edmund G. Brown Jr., Governor

Valerie Termini, Executive Director
P.O. Box 944209
Sacramento, CA 94244-2090
(916) 653-4899
fgc@fgc.ca.gov
www.fgc.ca.gov

Fish and Game Commission



Wildlife Heritage and Conservation
Since 1870

August 15, 2018

2018 AUG 20 AM 8:25
BOS-11

TO ALL AFFECTED AND INTERESTED PARTIES:

This is to provide you with a Notice of Receipt of Petition to list Upper Klamath-Trinity River spring Chinook salmon as endangered and a Notice of Final Consideration of Petition to list Humboldt marten as a threatened or endangered species under the California Endangered Species Act. The notices will be published in the California Regulatory Notice Register on August 17, 2018.

Sincerely,

Sheri Tiemann
Associate Governmental Program Analyst

Attachments

Commissioners
Eric Sklar, President
Saint Helena
Anthony C. Williams, Vice President
Huntington Beach
Jacque Hostler-Carmesin, Member
McKinleyville
Russell E. Burns, Member
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Fish and Game Commission



Wildlife Heritage and Conservation
Since 1870

CALIFORNIA FISH AND GAME COMMISSION NOTICE OF RECEIPT OF PETITION

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of Section 2073.3 of the Fish and Game Code, the California Fish and Game Commission (Commission), on July 23, 2018, received a petition from the Karuk Tribe and the Salmon River Restoration Council to list Upper Klamath-Trinity River spring Chinook salmon (*Oncorhynchus tshawytscha*) as endangered under the California Endangered Species Act.

Upper Klamath-Trinity River spring Chinook salmon occupy the main stems of the Klamath and Trinity rivers and tributaries during migration, spawning, and rearing; they also occupy the estuary and open ocean for variable time periods during maturation.

Pursuant to Section 2073 of the Fish and Game Code, on August 2, 2018, the Commission transmitted the petition to the California Department of Fish and Wildlife (Department) for review pursuant to Section 2073.5 of said code. The Commission will receive the petition at its October 17-18, 2018 meeting in Fresno. It is anticipated that the Department's evaluation and recommendation relating to the petition will be received by the Commission at its December 12-13, 2018 meeting in Oceanside.

Interested parties may contact Kevin Shaffer, Fisheries Branch Chief, at California Department of Fish and Wildlife, 830 S Street, Sacramento, CA 95811 or (916) 327-8841 or Kevin.Shaffer@wildlife.ca.gov, for information on the petition or to submit information to the Department relating to the petitioned species.

August 17, 2018

Fish and Game Commission

Valerie Termini
Executive Director

Commissioners
Eric Sklar, President
Saint Helena
Anthony C. Williams, Vice President
Huntington Beach
Jacque Hostler-Carmesin, Member
McKinleyville
Russell E. Burns, Member
Napa
Peter S. Silva, Member
Jamul

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www.fgc.ca.gov

Fish and Game Commission



Wildlife Heritage and Conservation
Since 1870

CALIFORNIA FISH AND GAME COMMISSION NOTICE OF FINAL CONSIDERATION OF PETITION

NOTICE IS HEREBY GIVEN pursuant to the provisions of Fish and Game Code Section 2078, that the California Fish and Game Commission (Commission), has scheduled final consideration of the petition to list Humboldt marten (*Martes caurina humboldtensis*) as a threatened or endangered species for its August 23, 2018 meeting. Consideration of the petition will be heard August 23, at 8:30 a.m., or as soon thereafter as the matter may be heard, at the River Lodge Conference Center, 1800 Riverwalk Drive, Fortuna, California.

The agenda of the August 23, 2018 meeting, and the agendas and video archive of previous meetings where actions were taken on Humboldt marten are available online at <http://www.fgc.ca.gov/meetings/>.

Pursuant to the provisions of Fish and Game Code, sections 2075 and 2075.5, the Commission will consider the petition and all other information in the records before the Commission to determine whether listing Humboldt marten as a threatened or endangered species is warranted.

The petition, the California Department of Fish and Wildlife evaluation reports, and other information in the records before the Commission are posted on the Commission website at <http://www.fgc.ca.gov/regulations/2018/index.aspx>.

Fish and Game Commission

August 17, 2018

Valerie Termini
Executive Director



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Lisa Ann L. Mangat, Director

Julianne Polanco, State Historic Preservation Officer

1725 23rd Street, Suite 100, Sacramento, CA 95816-7100

Telephone: (916) 445-7000

FAX: (916) 445-7053

calshpo.ohp@parks.ca.gov

www.ohp.parks.ca.gov

August 17, 2018

Clerk of the Board

San Francisco County Board of Supervisors

City Hall, Room 244

1 Dr. Carlton B. Goodlett Place

San Francisco, California 94102

RE: Coit Memorial Tower Listing in the National Register of Historic Places

Dear Board of Supervisors:

I am pleased to notify you that on August 13, 2018, the above-named property was placed in the National Register of Historic Places (National Register). As a result of being placed in the National Register, this property has also been listed in the California Register of Historical Resources, pursuant to Section 4851(a)(2) of the Public Resources Code.

Placement on the National Register affords a property the honor of inclusion in the nation's official list of cultural resources worthy of preservation and provides a degree of protection from adverse effects resulting from federally funded or licensed projects. Registration provides a number of incentives for preservation of historic properties, including special building codes to facilitate the restoration of historic structures, and certain tax advantages.

There are no restrictions placed upon a private property owner with regard to normal use, maintenance, or sale of a property listed in the National Register. However, a project that may cause substantial adverse changes in the significance of a registered property may require compliance with local ordinances or the California Environmental Quality Act. In addition, registered properties damaged due to a natural disaster may be subject to the provisions of Section 5028 of the Public Resources Code regarding demolition or significant alterations, if imminent threat to life safety does not exist.

If you have any questions or require further information, please contact the Registration Unit at (916) 445-7009.

Sincerely,

Julianne Polanco

State Historic Preservation Officer

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 AUG 24 PM 2:46
BY [Signature]

Enclosure: National Register Notification of Listing

August 17, 2018

Previous Weekly Lists are available here: <http://www.nps.gov/history/nr/nrlist.htm>

Please visit our homepage: <http://www.nps.gov/nr/>

Check out what's Pending: <https://www.nps.gov/nr/pending/pending.htm>

WEEKLY LIST OF ACTIONS TAKEN ON PROPERTIES: 4/23/2018 THROUGH
8/17/2018

KEY: State, County, Property Name, Address/Boundary, City, Vicinity, Reference
Number, NHL, Action, Date, Multiple Name

CALIFORNIA, SAN FRANCISCO COUNTY,
Coit Memorial Tower,
1 Telegraph Hill Blvd.,
San Francisco, RS07001468,
LISTED, 8/13/2018

Mchugh, Eileen (BOS)

From: Board of Supervisors, (BOS)
Subject: FW: As A Citizen, Tax Payer and Voter, You Are Required To Read My Correspondence!

From: Darwin Richards [mailto:darwin_richards@outlook.com]
Sent: Tuesday, July 31, 2018 9:23 PM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: As A Citizen, Tax Payer and Voter, You Are Required To Read My Correspondence!

**Please, As A Citizen, Tax Payer and Voter, You Are
Required To Read My Correspondence Which Is In
The Public Interest!**

**I Support The National Campaign For Elected
Officials Report Card Review!**

**Why We Lost A Fact Based Winnable Case In Superior,
Appeals And Supreme Court**

**How Corporations Scam You by Signing their Contracts
(Fighting Forced Arbitrations)**

Judges/Justices: A Primer on how to defraud/cheat Californians and
whistle-blower attorneys 05/10/15

1. History

The Justices have been manipulating the system for years (starting around mid 1990s; see CJ George). There are 80+ cases of Justices

deciding a person was a vexatious litigant before 1/1/12 (when not allowed) Kinney was targeted because Justices sued in 1990s Van Scoy case (inv. condemnation selenium SF Bay). On 12/8/11, Justice Boren issued Inre Kinney for City of LA's and employee Cooper's benefit (too early). On 12/13/11, Justice Boren used Inre Kinney against Ringgold to get a "defense" to her fed. discrim. case. On 1/1/12, Senate Bill 731 amended CCP Sec. 391.7 to allow a "justice" to make a vex. lit. decision.

2.State Bar is being used as a "hit squad" by Justices

Justices have used the State Bar to compromise, penalize and/or disbar whistle-blower attorneys. Bus. & Prof. Code Sec. 6031(b) says State Bar cannot "review" the (corrupt) "judicial ability" of a justice. In contrast, Bus. & Prof. Code Sec. 6001.1 says State Bar has a "paramount" duty to protect public. If Justice is causing public harm, State Bar should say so, but it cannot because of B&P Sec. 6031(b). Justice reports whistle-blower attorney to State Bar, and State Bar starts an "SBI" complaint. State Bar uses judicial notice to prove case and never admits conflict of interest; State Bar is not a "court". Supreme Court controls Judicial Council but looks the other way and/or agrees with misuse by Justices.

3.Cal. Constitution, Article 6 [this controls over statutes and CRC Rules]

Constitution makes the State Bar a "public corporation" (an undefined term) in Sec. 9 Constitution requires that all attorneys be "members" of the State Bar except if a "judge" in Sec. 9 Constitution does not say State Bar gets to discipline attorneys; neither does Bus. & Prof. Code Sec. 6001 Constitution says Supreme Court has only a few original jurisdictional issues (death, etc) in Secs. 10-12 Constitution says other issues go first to Superior Court (e.g. State Bar "administrative" rulings) in Sec. 10 Supreme Court says only it gets to review State Bar

“administrative” ruling (a self-serving CRC Rule) Comm. on Judicial Performance is set up differently in Sec. 18; it cannot/will not discipline a “justice”

4. Bus. & Prof Code [the Legislature created these statutes]

Bus. & Prof. Code Sec. 6001 does not say that the State Bar (“SB”) gets to discipline attorneys B&P 6001 says State Bar can sue or be sued; it should go to Superior Court w/ discipline (CC, A6 Sec. 10). B&P 6001.1 says protection of public is “paramount” for SB; SB ignores this if a “justice” is involved B &P 6031(b) says State Bar cannot “review” a justice, so Justices get special treatment from State Bar

5. Cal. Rules of Court [Supreme Court and its Judicial Council created these Rules]

Supreme Court via Cal. Rules of Court (CRC) Rule 9.1 says that the State Bar gets to do discipline Supreme Court via CRC Rule 9.16 can magically turn State Bar “administrative” ruling into “final judicial determination”, which is contrary to Constitution. Remember, the State Bar Court is not a “court”. CA Supreme Court (CJ George 1996-2011) issues self-serving rulings (Inre Rose in 2000) and does 2006 overhaul of CRC Rules to solidify State Bar’s right to impose discipline, which is contrary to Constitution Ninth Circuit (CJ Thomas) has recently joined into this by ruling that Judges/Justice are immune irrespective of 2 exceptions noted in US Supreme Court Stump vs. Sparkman (“circle the wagons”)

6. Favors that are given to get what the Justices want [via the use of public funds]

Justices appoint those who are like-minded (who rule their way): Boren appointed Lavin, Grimes, Bigelow They make appointments between divisions and move cases w/o Supreme Court approval to “fix” results They unilaterally deny appeal rights and/or seal records in cases involving whistle-blower attorneys

7. Funding sources for Justices including \$73M from federal sources for 2015

Justices control the public funds (e.g. from attorney dues) so “non-like-minded” groups don’t get funding Justices control the State Bar (which gets public funding) to help with their “defense” if a Justice is sued Justices get funding by like-minded attorneys who “pad” their bills if a Justice is sued (Marcus, Rice) Justices use like-minded attorneys for their own defense who benefit from “padding” by other attorneys Justice are not reporting “income” from State Bar “defense” or “padding” of bills; this is IRS tax fraud

Civil Rights Acts of 1866 and 1871 never thought state and federal courts would conspire to violate rights

WILL YOU HELP ME? BOYCOTT- BOYCOTT- BOYCOTT!

As a State, County, City, Unincorporated Area or Public Agency composed of elected officials supported by citizen tax dollars you have given me as a citizen the right to express my non-political complaint when an illegal wrong has been committed against myself, family and business, where as you as an employee of the public have the right to justify the validity of my complaint. Therefore this message is not SPAM!

We have taken notice that some of your public officials may not be the correct person in which to receive this vital information, if this is true please give us the correct name of the individual(s) that is a decision maker on public works project as directed by the Davis-Bacon Act or you can make the update yourself or transfer this email to the correct personnel!

**S.J. AMOROSO (S.J.A) CONSTRUCTION
COMPANY**

PUBLIC STORAGE COMPANY

PERALTA COMMUNITY COLLEGE DISTRICT

PLEASE DO NOT DO BUSINESS WITH THESE FIRMS!

**THE OWNER & AGENCIES THAT REGULATE
CONTRACTING ARE OF NO EFFECT!**

**OUR ELECTED OFFICIALS SIDESTEP THEY OWN
CHARTER TO INVESTIGATE INQUITIES!**

**THE COURTS HELP THEM ROB MY BUSINESS OF
OVER FIVE MILLION DOLLARS!**

NOW THIS IS A SHOCKING STATEMENT!

SO I'M EITHER LIEING OR TELLING THE TRUTH!

YOU BE THE JUDGE BY ASKING ME FOR THE
PROOF AND FACTS!

MY ATTORNEY WAS WORKING FOR S.J.A BY NOT
REQUESTING A JURY TRIAL!

THE PERALTA COMMUNITY COLLEGE DISTRICT &
S.J.A SUED ME & MY FIRM BUT ON WHAT LEGAL
GROUNDS?

HOW WOULD YOU FEEL IF THE POWER
STRUCTURE TOOK AWAY YOUR ABLITY TO EARN
A LIVING!

THE COURT SUPPORTED A BREACH OF CONTRACT
AGAINST MY FIRM!

WE ARE NOT CRIMINALS BUT THE COURT
TREATED US LIKE WE WERE!

THEY ILLEGALLY LEVIED OUR BANK ACCOUNTS
DESTROYING OUR BUSINESS!

IF MY BUSINESS DOES NOT HAVE AN
OPPORTUNITY NO ONE REALLY DOES!

For more details or questions send your request to
darwin_richards@zoho.com

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Citizen Observation
Date: Monday, July 30, 2018 8:53:00 AM

From: Eva Guo [mailto:evaguo8@gmail.com]
Sent: Friday, July 27, 2018 11:46 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Mayor London Breed (MYR) <mayorlondonbreed@sfgov.org>
Subject: Citizen Observation

Dear Board of Supervisors and Mayor Breed:

I would like to address the issue of trauma and addiction in San Francisco. As you know, the streets of San Francisco are full of homeless individuals and people who have suffered trauma. Here's an article from today:

<https://www.sfchronicle.com/bayarea/heatherknight/article/Small-businesses-pay-the-price-as-city-fails-to-13109430.php>

I recently read two books by Johann Hari, *Chasing the Scream* and *Lost Connections*. In *Chasing the Scream*, Johann wrote about what happened in Portugal - <https://www.theguardian.com/news/2017/dec/05/portugals-radical-drugs-policy-is-working-why-hasnt-the-world-copied-it>.

I think if San Francisco is able to invest more money in treating people who have suffered trauma and provide them with the type of services described in the book, the streets of San Francisco will be much healthier and happier. Whatever San Francisco, California and the United States has been doing is not working and it seems to be getting worse. So, I hope that you as the representatives of the people will work towards real and permanent solutions and not just put bandaids on a broken, severed limb.

I hope you will find the time to read these books or speak to people who champion the same ideas and goals discussed in the books.

Warm regards,
Eva

Eva Guo
Attorney at Law
(415) 307-8889
Real Estate Broker BRE # 01937132
www.evaguohomes.com
www.evaguo.com
www.tinyurl.com/evaguopoetry my poetry book

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immediately. Thank you.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS Legislation, \(BOS\)](#)
Subject: FW: doc for file 180697 Fw: Letter to sustain the approval of the appeal to the Planning Commission decision for 430 Main / 429 Beale project
Date: Monday, July 30, 2018 8:46:00 AM
Attachments: [Extra arguments Appeal to the Planning Commission decision for the 429 Beale - 430 Main project for the SF Planning Commission.pptx](#)
[Letter to the SF Board of Supervisors, appeal sustained, no building at 430 Main 429 Beale.pdf](#)
[Maher Map San Francisco.pdf](#)
[AirPollutantExposureZoneMap San Francisco.pdf](#)
[430 Main in Red areas, prone to a phenomenon known as liquefaction, in which the soil acts like a liquid in the event of a quake. Google Maps .pdf](#)

From: Nelu Mihai [mailto:nelumihai@prodigy.net]
Sent: Friday, July 27, 2018 9:49 PM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: doc for file 180697 Fw: Letter to sustain the approval of the appeal to the Planning Commission decision for 430 Main / 429 Beale project

Dear Madams / Sirs,

Please register this document for the hearing on July 31, 2018, Board of Supervisors, file no.180697

Sincerely,
 Nelu Mihai, PhD

----- Forwarded Message -----

From: Nelu Mihai <nelumihai@prodigy.net>
To: "Vallie.Brown@sfgov.org" <Vallie.Brown@sfgov.org>; "Malia.Cohen@sfgov.org" <Malia.Cohen@sfgov.org>; "Sandra.Fewer@sfgov.org" <Sandra.Fewer@sfgov.org>; "Jane.Kim@sfgov.org" <Jane.Kim@sfgov.org>; "Aaron.Peskin@sfgov.org" <Aaron.Peskin@sfgov.org>; "Hillary.Ronen@sfgov.org" <Hillary.Ronen@sfgov.org>; "Ahsha.Safai@sfgov.org" <Ahsha.Safai@sfgov.org>; "Catherine.Stefani@sfgov.org" <Catherine.Stefani@sfgov.org>; "Norman.Yee@sfgov.org" <Norman.Yee@sfgov.org>; "rafael.mandelman@sfgov.org" <rafael.mandelman@sfgov.org>; "Katy.Tang@sfgov.org" <Katy.Tang@sfgov.org>
Sent: Friday, July 27, 2018 8:36 PM
Subject: Letter to sustain the approval of the appeal to the Planning Commission decision for 430 Main / 429 Beale project

Dear Madam Supervisor Jane Kim,
 Dear Madam Supervisor Malia Cohen,
 Dear Madam Supervisor Vallie Brown,

Dear Madam Supervisor Sandra Lee Fewer,
Dear Sir / Supervisor Aaron Peskin,
Dear Madam Supervisor Hillary Ronen,
Dear Sir / Supervisor Ahsha Safai,
Dear Sir / Supervisor Rafael Mandelman,
Dear Madam Supervisor Catherine Stefani,
Dear Ms. Supervisor Katy Tang,
Dear Sir / Supervisor Norman Yee,

We sustain and request the full admission of the appeal filled by Dane Ince for the affected people, in a timely manner, and, more than that, we present more evidences in order to totally reject the 429 Beale Street / 430 Main Street project, based on the curent legislation and additional certitudes, presented as follows:

1) The Planning Commission ignored that the lot at 430 Main **IS NOT A RESIDENTIAL LOT, but an industrial lot**. No exemption was granted to transform the lot into a residential lot. As per report <http://50.17.237.182/PIM/>
Our appeal should be admitted.

2) Since the project sponsor wants to take out more than 12000 cubic feet of soil (meaning more than 5000 cubic feet form the 430 Main parcel, the Planning Commission did something illegal by approving this project **without having a STROMWATER CONTROL PLAN** ("Stormwater Design Guidelines and submit a Stormwater Control Plan to the SFPUC for review." as per report <http://50.17.237.182/PIM/>). Our appeal should be admitted.

3) Also, the approval is illegal because this **430 Main lot is in a potential flooding area, during storms**. ("This lot is in a block that has the potential to flood during storms." as per report <http://50.17.237.182/PIM/>)

4) More than that, according to the PIM, *the 430 Main lot is in a Air Pollutant Exposure Zone and the Health Code art. 38 should have taken into consideration*. ("Health Code Article 38 Air Pollutant Exposure Zone

Description: Site is located in an area with elevated pollutant concentrations. Sensitive use buildings, as defined in the Applicability section of the Ordinance, must comply with Health Code Article 38.

CEQA Impact: An Environmental Evaluation Application may be required for projects that generate air pollutants." as per report <http://50.17.237.182/PIM/>) Our appeal should be approved.

5) In addition, according to the PIM, *the 430 Main lot is located on known or suspected soil / or groundwater contamination, referred in the Maher Ordinnace, and should comply to the article 22, A Health Code, and the project should be a subject of the provision of Health Care Article 22 A, which is administrated by the Department of Public Health (DPH)*

(Maher Ordinance (Health Code Article 22A)

Description: Projects that are located on sites with known or suspected soil and/or groundwater contamination are subject to the provisions of Health Code Article 22A, which is administered by the Department of Public Health (DPH). Submittal of the Maher Application

to and coordination with DPH may be required. Applicants may contact DPH for assistance. A citywide map of all Maher sites to date is located at http://www.sf-planning.org/ftp/files/publications_reports/library_of_cartography/Maher%20Map.pdf
As per report <http://50.17.237.182/PIM/>

6) The Planning Commission ignored that the lot at 429 Beale **IS NOT A RESIDENTIAL LOT, but an industrial lot**. No exemption was granted to transform the industrial lot into a residential lot. As per report <http://50.17.237.182/PIM/>
Our appeal should be admitted.

7) Since the project sponsor wants to take out more than 12000 cubic feet of soil (meaning more than 5000 cubic feet from the 429 Beale parcel, the Planning Commission did something illegal by approving this project **without having a STORMWATER CONTROL PLAN** ("Stormwater Design Guidelines and submit a Stormwater Control Plan to the SFPUC for review." as per report <http://50.17.237.182/PIM/>). Our appeal should be admitted.

8) Also, the approval is illegal because this **429 Beale lot is in a potential flooding area, during storms**. ("This lot is in a block that has the potential to flood during storms." as per report <http://50.17.237.182/PIM/>)

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As per report <http://50.17.237.182/PIM/>

11) Since 1990 (28 years; As per report <http://50.17.237.182/PIM/>) the City of San Francisco received many requests to link the 430 Main and 429 Beale parcels into one parcel, and to build residential buildings, not industrial as the PIM indicates, with more than 200 units. All the requests were denied, except the most recent, for which we made the appeal. In 2018 the Planning Commission voted (excepting one vote) that our 300 units at 201 Harrison should be condemned to not livable conditions in order to build illegally 140 units at 430 Main and 429

Beale, in an industrial zone. How is possible to ignore that was decided in 28 years of analysis? The ethic commissioner should be involved in this matter. Our appeal should be approved.

12) The Planning Commission ignored the environmental issues related to the underground resistance structure of the two lots and the adjacent lots, as 201 Harrison lot.

The project will destroy the underground resistance structure of the whole are Harrison and Main, Main and Bryant, Beale and Bryant, including the leg of the Bay Bridge

13) The Planning Commission ignored the environmental issues related to the underground water presence under the two lots.

There are chances to reach groundwater during the excavation and drilling for the underground garage in the proposed project. The groundwater would determine additional hazard issues for the security zone of the Bay Bridge and the surrounding buildings

14) The Planning Commission ignored the environmental issues related to the geotechnical parameters of the 430 Main and 429 Beale lots.

No geotechnical and seismic report was presented for the proposed project, but the geotechnical parameters have a high level of importance

15) The Planning Commission ignored the environmental issues related to the Urban Design Guidelines for the 430 Main and 429 Beale lots.

The 430 Main and 429 Beale parcels are too small (approx. 36 yards width) and would create more hazard, including during the 2 years of estimated construction period. It is no way to place the cranes on Main or Beale, or nearby the excavation area, because all the surrounding streets are EXITS TO THE BAY BRIDGE.

There is no realistic way to build reasonable housing units according to the proposed project (the units would be like prison cells, not having windows facing west or east or south east)

16) The Planning Commission ignored the environmental issues related to the Urban Design Guidelines and Safety requirements for the 430 Main and 429 Beale lots.

The whole project is a criminal attempt to destroy the security of the bridge, neighborhood, lives of the citizens, without any target but obtaining profits by any means. The responsibility in case of disasters and accidents belongs to the member of the Planning Commission that approved such a non-professional project, not only to Tidewater Capital.

Our appeal should be admitted.

17) The Planning Commission ignored the environmental issues related to the Health Code Article 38, Article 22 A, and other articles, for the 430 Main and 429 Beale project.

The extra costs for health insurance, medical expenses, heating and restructuring the surrounding buildings if the project would be built would be the responsibility of the City of San Francisco and Tidewater Capital.

The extra costs would come from the certitude that the proposed project:

- Is a barrier for the sunlight coming from east, for the inhabitants of 201 Harrison St.,
- decreases the temperatures in our apartments (201 Harrison Street apartments),
- increases the costs for utilities for the inhabitants of 201 Harrison St.
- destroys the LIVABILITY of multiple existing buildings, not only the 201 Harrison St. buildings
- increases the pollution in the already area located in a High Exposure to Air Pollutants Zone
- Increases the noise level in the area,

18) The Planning Commission ignored the environmental issues related to the fact that the project does not follow the *Civil Code Division 2, Title 3, Chapter 3 section 801 article 8, 13, 14, and 18, and other sections*

19)The project does not address the citizens in need for housing, but addresses high income people coming from south, single persons, without a real desire to establish a home in San Francisco.

Defend the decency and the truth in the approving the real housing units for the real “in need” citizens of San Francisco

20) As supervisors, you have the responsibility to think for the future, think that a human citizen needs more than a cellular studio, think about housing for families who would do something for San Francisco

Do not encourage the “only for profit” projects, hidden under false representations as “affordable housing” (The project sponsor did not prove that they have 18 affordable housing units in their real plans, the plans were not presented until now

21) The exemption to Section 140 of the Code should not have been accepted by the Planning Commission, because it specifies the necessity to have at least 25 feet open space in front of our windows, facing the Bay (facing Bryant). There is no way to have a healthy life at 5 feet distance (the approved distance between the 201 Harrison building with windows, and the future 430 Main - 429 Beale building).

22) The 5 feet distance does not comply the Civil Code, Division 2, Title 2, Chapter 3 Section 801

“The following land burdens, or servitudes upon land, may be attached to other land as incidents or appurtenances, and are then called easements:

- 1. The right of pasture;***
- 2. The right of fishing;***
- 3. The right of taking game;***
- 4. The right-of-way;***
- 5. The right of taking water, wood, minerals, and other things;***
- 6. The right of transacting business upon land;***
- 7. The right of conducting lawful sports upon land;***
- 8. The right of receiving air, light, or heat from or over, or discharging the same upon or over land;***
- 9. The right of receiving water from or discharging the same upon land;***
- 10. The right of flooding land;***
- 11. The right of having water flow without diminution or disturbance of any kind;***
- 12. The right of using a wall as a party wall;***
- 13. The right of receiving more than natural support from adjacent land or things affixed thereto;***
- 14. The right of having the whole of a division fence maintained by a coterminous owner;***
- 15. The right of having public conveyances stopped, or of stopping the same on land;***
- 16. The right of a seat in church;***
- 17. The right of burial;***
- 18. The right of receiving sunlight upon or over land as specified in Section 801.5.***
(Amended by Stats. 1978, Ch. 1154.)”

23) We are pursuing this appeal to the final stage because we want the 430 Main / 429 Beale project to be properly studied by the San Francisco City Planning Dept. and we want our environmental issues mitigated by the developer / project sponsor.

24) We are also pursuing this to ensure we have exhausted all avenues with the city in the event there are issues later after 430 Main is built.

25) An Environmental consultant was hired to review the exemptions of the Environmental review of the 430 Main project and its environmental impacts on Bay

Crest and it has been submitted to the Board of Supervisors to be heard on July 31 .

26) No Transit Impact Report or study was presented to the Planning Commission. An objective Transit Impact Report should be done, and our appeal should be accepted, at least because all the surrounding streets to the project are EXIST TO THE BAY BRIDGE, already creating problems for the whole area (the 201 Harrison St. cannot enter their garages during the commute time; the future inhabitants of 430 Main / 429 Beale would add more cars in the area, on the parking spots on Main, Beale, and Bryant, that are exists to the Bridge, street already redesigned to have lower lanes

27) The proposed building will be a barrier for the direct sunlight and sun coming from south-east and this will CHANGE THE CLIMATE (THE WEATHER IN THE NEIGHBORHOOD) BY LOWERING THE TEMPERATURE IN THE 201 Harrison St. building, BUT KILLING THE PLANTS AND THEREFORE BY REDUCING THE OXYGEN IN THE AIR BECAUSE OF THE MISSING PLANTS -THE ONLY SOURCE OF OXYGEN (in the plants' metabolism, the plants eat carbon dioxide and eliminate oxygen, by contrary to the human beings)

28) The Planning Commission totally ignored the evidence that the project would not serve the real needs of the citizens of San Francisco. The whole project is a financial affair, not intended to create housing, but to load the area with an insecure, multiplying and amplifying the noise, obstructing the sunlight and the free air circulation building. The project is for transforming two industrial parcels, having two industrial buildings of one and two-story, into a residential, expensive rental building addressing out of the city young singles. The local zoning would be totally destroyed. That lots should be better transformed into a park, because the Planning Commission already destroyed the sunlight from west by approving four tall buildings on Harrison Street.

29)The Planning Commission totally ignore the evidence that the project for this building you will create a new daily hazard for our lives.

All the inhabitants of the area, not only those in 201 Harrison St. units, would not have sun, because this building would be a barrier to the sunlight coming from east, because the proposed building would be a tall building perpendicular on the trajectory of the sunlight coming from east. The sunlight, as you know, transfers caloric radiation from the sun, meaning direct heating. By cutting or direct heating from the sun, the 430 Main / 429 Beale building would let us without heart during the colder seasons. In fact, it would let us in cold every day, because San Francisco is usually a foggy, cloudy city, and the Planning Commission wants to make it colder by approving non-professional and anti-life projects. he temperature in our apartments would be decreased, because the only source of sunlight for our building would be destroyed by the 430 Main / 429 Beale tall building. Not only the apartments facing the Bay would be without caloric energy / heating radiation from the sunlight, but also the other apartments because the cold is transmitted from wall to wall (the low temperature propagation principle). The direct consequences would be the increase of living costs for hundreds of people, including the government officials working in the building on Harrison Street, behind our bulging. The government building would also have increased costs.

30) All these buildings are concrete building. The concrete does not allow the heat propagation, so the low temperature in our apartments would be a certitude; therefore, the City of San Francisco should pay for imposing us to suffer and be exposed to colds, flu, increased

costs, and other inconveniences.

31) The livability of many surrounding buildings would be totally destroyed thru multiple ways: missing the sunlight, missing caloric energy from direct sunlight from east, missing fresh and saline air from the Bay, missing fresh air, adding pollution by the obstruction of the evacuation paths for the carbon dioxide from the Bay Bridge that would be created by this new building. The hard traffic on Bay Bridge already creates large quantities of **poisonous substances emissions, carbon dioxide, and other harmful substances that are usually heavier than the air and go toward the ground level. By adding a new building under the bridge, you will create a barrier for the elimination of the toxic gases created but the cars passing on the Bay Bridge.**

We request an expertise to determine the current level of pollution around the Bay Bridge, on a circular area with a radius of 250 yards from the point of the bridge above 430 Main / 429 Beale, and an expertise to estimate the change of pollution parameters after the construction of the proposed building at 430 Main / 429 Beale.

32) In addition, the **new building would become an amplifier for the noise created by the cars on the Bay Bridge, because the noise would be reflected by the non-noise absorbing walls of the building.** The project does not have noise absorbing walls. The sound comes in forms of waves. The high-density materials, like the concrete used for our buildings, do not absorb the noise from the Bay Bridge. It is a scientific evidence that the high-density materials like concrete reflect the noise. **The new proposed building would destroy the normal noise level approved for a city, level that is already high because of the bridge.**

33) More than that, **a new increased noise tunnel would be created between the new building and the bridge.** The waves of noise would be amplified they these new tunnels (this is the sound propagation law in acoustics). **The result would be an inferno of noise not suitable for living in.** If you think like strategists, if you think for the future and for the next generations, and if you do not want to remain in history for sustaining an inferno, you should totally reject the construction of the new building at 430 Main / 429 Beale.

34) More than that, the increased noise thru the new tunnels would create vibrations that would shake and permanently destroy all the surrounding buildings in the area. Cracks will appear in the walls, in the pipes, in the metallic structure of the buildings, in the pavement and underground, even in the underground communications networks, electricity systems, and utility pipes. New phenomena like that one with the Millennium building (sinking) will appear.

35) In addition, the new building would let the neighborhood without fresh air, by blocking the free circulation of the air. We bought the apartment for therapeutic reasons. It is known that using the saline air from the Bay is good for asthma, pulmonary, and ENT diseases. This new building would let the neighbors and us without this saline air from the Bay, increasing the medical costs. If this project will be approved in any way, the City of San Francisco should pay is the medical insurances and bills.

36) Even more, **it is unsafe for the bridge to have another building erected under it, in the security area.** Every bridge has to have a security area, in case of collapse, earthquakes, and not only. By adding a civil building under the bridge, in its security area, the sponsors would expose the bridge and the citizens to be hazards. If the Bay Bridge would collapse in an earthquake, lives of drivers and lives of the people living in this new building and in our buildings located too close to this new building (the domino effect) would be destroyed. Who would responsible for these losses? Would the Planning Committee would be responsible in any way?

37) The project sponsor did not show a list with the estimated renting amounts, and the business plan. At this moment, the only evident thing is that the rental amount will be the market amount in the expensive zone. No other financial parameters or why the sponsor uses the term of "affordable houses" were not provided by the project sponsor. The only real certitude is that 300 units in 201 Harrison St. would be destroyed in order to build 144 units like prison cells, for evening young single outsiders, who does not pay taxes to San Francisco, because they work, live, shop in the South Bay Area. No families would be in the 430 Main / 429 Beale, because the units are too small and no decent living can be in the noisy, polluted, no code conforming units in 430 Main / 429 Beale units.

38) The Board of Supervisors should retain the fact that there is discrimination in the modality the Code is applied for the governmental building located on Harrison St. (the former US Post Office building) and that one considered by the Planning Commission for the 430 Main / 429 Beale. In the same neighborhood, between the governmental building and the residential new buildings the Section 140 of the Code was respected, there are more than 25 feet of open space in front of each window. The law should be applied the same way for us. We have the right to 25 feet open space for the windows facing the Bridge. We request to have the appeal admitted based on this evidence of discriminatory procedures for us, compared to the governmental building.

Being a member of the Board of Supervisors of a large city is a major responsibility, that should be accomplished in respect for life and human comfort for everybody, including the next generations. Our area was transformed in a busy, insecure area by the approval of non-scientific motivated projects. You have a duty to analyze all these aspects and the negative consequences and, consequently, to approve our appeal. In fact, the new proposed building should be totally rejected, being evident that this building would kill people and life in the area. Think about imposing the construction of a park at 430 Main / 429 Beale, where the kids could play in direct sunlight, where the adults could think to revolutionary projected to be implemented in the high- tech companies in Bay Area, where the air could be fresh from trees and flowers that absorb the carbon dioxide from the Bay Bridge.

What we wrote about is more than concerns, these are scientific research results that impose an admission for our appeal, and a drastic review of the approval of the 430 Main / 429 Beale project, and a total rejection of this project. This is also a kind request to think scientifically and for the future, and not to feed the thirst of quick money of the project sponsor. In life, life counts, before everything, and the Board of Supervisors should defend life in comfortable and non-hazardous conditions.

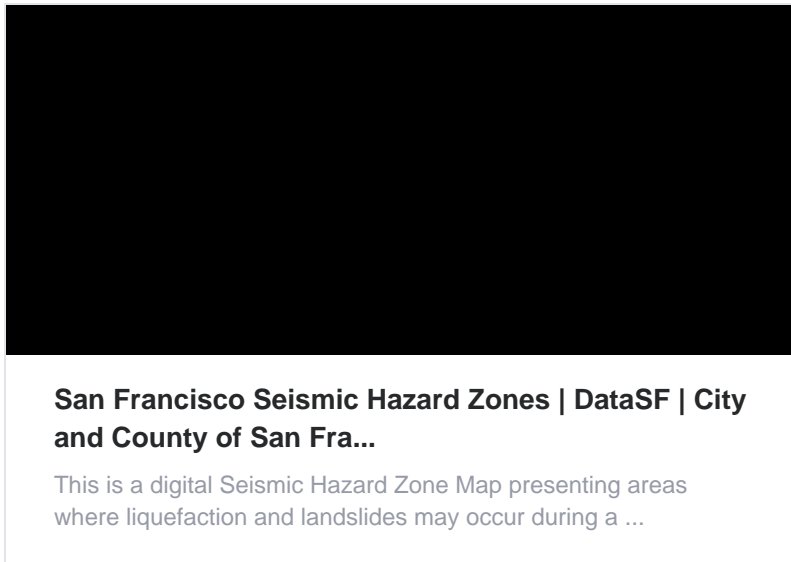
It was a gross mistake to approve the construction of a new tall, hazardous, building at 430 Main / 429 Beale. As a responsible representative of the citizens of San Francisco you can reverse this mistake by approving the appeal, as previous supervisors did since 1990, and by

totally rejecting the project. The citizens would recognize a true leader if you will approve the appeal and reject totally the project for 430 Main / 429 Beale. real and decent housing can be built in other areas of San Francisco, without the sacrifice of more than 500 units and thousands of lives.

We totally oppose to the construction of any building at 430 Main / 429 Beale in San Francisco.

Attached is a file with some ideas sustaining the appeal.

Links to referred materials: San Francisco Seismic Hazard Zones | DataSF | City and County of San Francisco



Legal regulations that should be applied:

- a) Civil Code, Division 2, Title 2, Chapter 3 Section 801 Article 8, 13, 14, and 18, and other Sections**
- b) Section 140 Civic Code**
- c) Health Code, Article 38**
- d) Health Code Article 22 A**
- e) other**

With consideration and hope that you will take the best decision in our favor,

Julietta Mihai

CEO of an international public construction company

Nelu Mihai, PhD

CEO of a high-tech company

Owners of a unit in 201 Harrison Street, San Francisco, CA 94105

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To: [BOS-Supervisors](#); [BOS Legislation, \(BOS\)](#)
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[430 Main in Red areas, prone to a phenomenon known as liquefaction, in which the soil acts like a liquid in the event of a quake, Google Maps .pdf](#)
[image001.png](#)
[image002.png](#)

From: Julietta Mihai [mailto:juliettamihai@yahoo.com]
Sent: Friday, July 27, 2018 9:52 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: New doc for file 180697 Fw: Letter to sustain the approval of the appeal to the Planning Commission decision for 430 Main / 429 Beale project

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Please register this document for the hearing on July 31, 2018, Board of Supervisors, file no.180697

Sincerely,
Julietta Mihai, SR II

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To: "Vallie.Brown@sfgov.org" <Vallie.Brown@sfgov.org>; "Malia.Cohen@sfgov.org" <Malia.Cohen@sfgov.org>; "Sandra.Fewer@sfgov.org" <Sandra.Fewer@sfgov.org>; "Jane.Kim@sfgov.org" <Jane.Kim@sfgov.org>; "Aaron.Peskin@sfgov.org" <Aaron.Peskin@sfgov.org>; "Hillary.Ronen@sfgov.org" <Hillary.Ronen@sfgov.org>; "Ahsha.Safai@sfgov.org" <Ahsha.Safai@sfgov.org>; "Catherine.Stefani@sfgov.org" <Catherine.Stefani@sfgov.org>; "Norman.Yee@sfgov.org" <Norman.Yee@sfgov.org>; "rafael.mandelman@sfgov.org" <rafael.mandelman@sfgov.org>; "Katy.Tang@sfgov.org" <Katy.Tang@sfgov.org>
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Dear Sir / Supervisor Norman Yee,

We sustain and request the full admission of the appeal filled by Dane Ince for the affected people, in a timely manner, and, more than that, we present more evidences in order to totally reject the 429 Beale Street / 430 Main Street project, based on the curent legislation and additional certitudes, presented as follows:

1) The Planning Commission ignored that the lot at 430 Main **IS NOT A RESIDENTIAL LOT, but an industrial lot**. No exemption was granted to transform the lot into a residential lot. As per report <http://50.17.237.182/PIM/> Our appeal should be admitted.

2) Since the project sponsor wants to take out more than 12000 cubic feet of soil (meaning more than 5000 cubic feet form the 430 Main parcel, the Planning Commission did something illegal by approving this project **without having a STROMWATER CONTROL PLAN** ("Stormwater Design Guidelines and submit a Stormwater Control Plan to the SFPUC for review." as per report <http://50.17.237.182/PIM/>). Our appeal should be admitted.

3) Also, the approval is illegal because this **430 Main lot is in a potential flooding area, during storms**. ("This lot is in a block that has the potential to flood during storms." as per report <http://50.17.237.182/PIM/>)

4) More than that, according to the PIM, *the 430 Main lot is in a Air Pollutant Exposure Zone and the Health Code art. 38 should have taken into consideration*. ("Health Code Article 38 Air Pollutant Exposure Zone

Description: Site is located in an area with elevated pollutant concentrations. Sensitive use buildings, as defined in the Applicability section of the Ordinance, must comply with Health Code Article 38.

CEQA Impact: An Environmental Evaluation Application may be required for projects that generate air pollutants." as per report <http://50.17.237.182/PIM/>) Our appeal should be approved.

5) In addition, according to the PIM, *the 430 Main lot is located on known or suspected soil / or groundwater contamination, referred in the Maher Ordinnace, and should comply to the article 22, A Health Code, and the project should be a subject of the provision of Health Care Article 22 A, which is administrated by the Department of Public Health (DPH)*

(Maher Ordinance (Health Code Article 22A)

Description: Projects that are located on sites with known or suspected soil and/or groundwater contamination are subject to the provisions of Health Code Article 22A, which is administered by the Department of Public Health (DPH). Submittal of the Maher Application to and coordination with DPH may be required. Applicants may contact DPH for assistance. A citywide map of all Maher sites to date is located at http://www.sf-planning.org/ftp/files/publications_reports/library_of_cartography/Maher%20Map.pdf As per report <http://50.17.237.182/PIM/>

6) The Planning Commission ignored that the lot at 429 Beale **IS NOT A RESIDENTIAL LOT, but an industrial lot.** No exemption was granted to transform the industrial lot into a residential lot. As per report <http://50.17.237.182/PIM/> Our appeal should be admitted.

7) Since the project sponsor wants to take out more than 12000 cubic feet of soil (meaning more than 5000 cubic feet from the 429 Beale parcel, the Planning Commission did something illegal by approving this project **without having a STORMWATER CONTROL PLAN** ("Stormwater Design Guidelines and submit a Stormwater Control Plan to the SFPUC for review." as per report <http://50.17.237.182/PIM/>). Our appeal should be admitted.

8) Also, the approval is illegal because this **429 Beale lot is in a potential flooding area, during storms.** ("This lot is in a block that has the potential to flood during storms." as per report <http://50.17.237.182/PIM/>)

9) More than that, according to the PIM, *the 429 Beale lot is in a Air Pollutant Exposure Zone and the Health Code art. 38 should have taken into consideration.* ("Health Code Article 38 Air Pollutant Exposure Zone

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10) In addition, according to the PIM, *the 430 Main lot is located on known or suspected soil / or groundwater contamination, referred in the Maher Ordinance, and should comply to the article 22, A Health Code, and the project should be a subject of the provision of Health Care Article 22 A, which is administrated by the Department of Public Health (DPH)*

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Description: Projects that are located on sites with known or suspected soil and/or groundwater contamination are subject to the provisions of Health Code Article 22A, which is administered by the Department of Public Health (DPH). Submittal of the Maher Application to and coordination with DPH may be required. Applicants may contact DPH for assistance. A citywide map of all Maher sites to date is located at http://www.sf-planning.org/ftp/files/publications_reports/library_of_cartography/Maher%20Map.pdf As per report <http://50.17.237.182/PIM/>

11) Since 1990 (28 years; As per report <http://50.17.237.182/PIM/>) the City of San Francisco received many requests to link the 430 Main and 429 Beale parcels into one parcel, and to

build residential buildings, not industrial as the PIM indicates, with more than 200 units. All the requests were denied, except the most recent, for which we made the appeal. In 2018 the Planning Commission voted (excepting one vote) that our 300 units at 201 Harrison should be condemned to not livable conditions in order to build illegally 140 units at 430 Main and 429 Beale, in an industrial zone. How is possible to ignore that was decided in 28 years of analysis? The ethic commissioner should be involved in this matter. Our appeal should be approved.

12) The Planning Commission ignored the environmental issues related to the underground resistance structure of the two lots and the adjacent lots, as 201 Harrison lot.

The project will destroy the underground resistance structure of the whole area Harrison and Main, Main and Bryant, Beale and Bryant, including the leg of the Bay Bridge

13) The Planning Commission ignored the environmental issues related to the underground water presence under the two lots.

There are chances to reach groundwater during the excavation and drilling for the underground garage in the proposed project. The groundwater would determine additional hazard issues for the security zone of the Bay Bridge and the surrounding buildings

14) The Planning Commission ignored the environmental issues related to the geotechnical parameters of the 430 Main and 429 Beale lots.

No geotechnical and seismic report was presented for the proposed project, but the geotechnical parameters have a high level of importance

15) The Planning Commission ignored the environmental issues related to the Urban Design Guidelines for the 430 Main and 429 Beale lots.

The 430 Main and 429 Beale parcels are too small (approx. 36 yards width) and would create more hazard, including during the 2 years of estimated construction period. It is no way to place the cranes on Main or Beale, or nearby the excavation area, because all the surrounding streets are EXITS TO THE BAY BRIDGE.

There is no realistic way to build reasonable housing units according to the proposed project (the units would be like prison cells, not having windows facing west or east or south east)

16) The Planning Commission ignored the environmental issues related to the Urban Design Guidelines and Safety requirements for the 430 Main and 429 Beale lots.

The whole project is a criminal attempt to destroy the security of the bridge, neighborhood, lives of the citizens, without any target but obtaining profits by any means. The responsibility in case of disasters and accidents belongs to the member of the Planning Commission that approved such a non-professional project, not only to Tidewater Capital. Our appeal should be admitted.

17) The Planning Commission ignored the environmental issues related to the Health Code Article 38, Article 22 A, and other articles, for the 430 Main and 429 Beale project.

The extra costs for health insurance, medical expenses, heating and restructuring the surrounding buildings if the project would be built would be the responsibility of the City of San Francisco and Tidewater Capital.

The extra costs would come from the certitude that the proposed project:

- Is a barrier for the sunlight coming from east, for the inhabitants of 201 Harrison St.,
- decreases the temperatures in our apartments (201 Harrison Street apartments),
- increases the costs for utilities for the inhabitants of 201 Harrison St.
- destroys the LIVABILITY of multiple existing buildings, not only the 201 Harrison St. buildings
- increases the pollution in the already area located in a High Exposure to Air Pollutants Zone
- Increases the noise level in the area,

18) The Planning Commission ignored the environmental issues related to the fact that the project does not follow the Civil Code Division 2, Title 3, Chapter 3 section 801 article 8, 13, 14, and 18, and other sections

19) The project does not address the citizens in need for housing, but addresses high income people coming from south, single persons, without a real desire to establish a home in San Francisco.

Defend the decency and the truth in the approving the real housing units for the real “in need” citizens of San Francisco

20) As supervisors, you have the responsibility to think for the future, think that a human citizen needs more than a cellular studio, think about housing for families who would do something for San Francisco

Do not encourage the “only for profit” projects, hidden under false representations as “affordable housing” (The project sponsor did not prove that they have 18 affordable housing units in their real plans, the plans were not presented until now

21) The exemption to Section 140 of the Code should not have been accepted by the Planning Commission, because it specifies the necessity to have at least 25 feet open space in front of our windows, facing the Bay (facing Bryant). There is no way to have a healthy life at 5 feet distance (the approved distance between the 201 Harrison building with windows, and the future 430 Main - 429 Beale building).

22) The 5 feet distance does not comply the Civil Code, Division 2, Title 2, Chapter 3 Section 801

“The following land burdens, or servitudes upon land, may be attached to other land as incidents or appurtenances, and are then called easements:

- 1. The right of pasture;*
- 2. The right of fishing;*
- 3. The right of taking game;*
- 4. The right-of-way;*
- 5. The right of taking water, wood, minerals, and other things;*
- 6. The right of transacting business upon land;*
- 7. The right of conducting lawful sports upon land;*
- 8. The right of receiving air, light, or heat from or over, or discharging the same upon or over land;*
- 9. The right of receiving water from or discharging the same upon land;*
- 10. The right of flooding land;*
- 11. The right of having water flow without diminution or disturbance of any kind;*
- 12. The right of using a wall as a party wall;*
- 13. The right of receiving more than natural support from adjacent land or things affixed thereto;*
- 14. The right of having the whole of a division fence maintained by a coterminous owner;*
- 15. The right of having public conveyances stopped, or of stopping the same on land;*
- 16. The right of a seat in church;*
- 17. The right of burial;*
- 18. The right of receiving sunlight upon or over land as specified in Section 801.5.*
(Amended by Stats. 1978, Ch. 1154.)”

23) We are pursuing this appeal to the final stage because we want the 430 Main / 429 Beale project to be properly studied by the San Francisco City Planning Dept. and we want our environmental issues mitigated by the developer / project sponsor.

24) We are also pursuing this to ensure we have exhausted all avenues with the city in the

event there are issues later after 430 Main is built.

25) An Environmental consultant was hired to review the exemptions of the Environmental review of the 430 Main project and its environmental impacts on Bay Crest and it has been submitted to the Board of Supervisors to be heard on July 31st.

26) No Transit Impact Report or study was presented to the Planning Commission. An objective Transit Impact Report should be done, and our appeal should be accepted, at least because all the surrounding streets to the project are EXISTING TO THE BAY BRIDGE, already creating problems for the whole area (the 201 Harrison St. cannot enter their garages during the commute time; the future inhabitants of 430 Main / 429 Beale would add more cars in the area, on the parking spots on Main, Beale, and Bryant, that are existing to the Bridge, street already redesigned to have lower lanes

27) The proposed building will be a barrier for the direct sunlight and sun coming from south-east and this will CHANGE THE CLIMATE (THE WEATHER IN THE NEIGHBORHOOD) BY LOWERING THE TEMPERATURE IN THE 201 Harrison St. building, BUT KILLING THE PLANTS AND THEREFORE BY REDUCING THE OXYGEN IN THE AIR BECAUSE OF THE MISSING PLANTS -THE ONLY SOURCE OF OXYGEN (in the plants' metabolism, the plants eat carbon dioxide and eliminate oxygen, by contrary to the human beings)

28) The Planning Commission totally ignored the evidence that the project would not serve the real needs of the citizens of San Francisco. The whole project is a financial affair, not intended to create housing, but to load the area with an insecure, multiplying and amplifying the noise, obstructing the sunlight and the free air circulation building. The project is for transforming two industrial parcels, having two industrial buildings of one and two-story, into a residential, expensive rental building addressing out of the city young singles. The local zoning would be totally destroyed. That lots should be better transformed into a park, because the Planning Commission already destroyed the sunlight from west by approving four tall buildings on Harrison Street.

29)The Planning Commission totally ignore the evidence that the project for this building you will create a new daily hazard for our lives.

All the inhabitants of the area, not only those in 201 Harrison St. units, would not have sun, because this building would be a barrier to the sunlight coming from east, because the proposed building would be a tall building perpendicular on the trajectory of the sunlight coming from east. The sunlight, as you know, transfers caloric radiation from the sun, meaning direct heating. By cutting or direct heating from the sun, the 430 Main / 429 Beale building would let us without heat during the colder seasons. In fact, it would let us in cold every day, because San Francisco is usually a foggy, cloudy city, and the Planning Commission wants to make it colder by approving non-professional and anti-life projects. The temperature in our apartments would be decreased, because the only source of sunlight for our building would be destroyed by the 430 Main / 429 Beale tall building. Not only the apartments facing the Bay would be without caloric energy / heating radiation from the sunlight, but also the other apartments because the cold is transmitted from wall to wall (the low temperature propagation principle). The direct consequences would be the increase of living costs for hundreds of people, including the government officials working in the building on Harrison Street, behind our building. The government building would also have increased costs.

30) All these buildings are concrete building. The concrete does not allow the heat propagation, so the low temperature in our apartments would be a certitude; therefore, the City of San Francisco should pay for imposing us to suffer and be exposed to colds, flu, increased costs, and other inconveniences.

31) The livability of many surrounding buildings would be totally destroyed thru multiple ways: missing the sunlight, missing caloric energy from direct sunlight from east, missing fresh and saline air from the Bay, missing fresh air, adding pollution by the obstruction of the evacuation paths for the carbon dioxide from the Bay Bridge that would be created by this new building. The hard traffic on Bay Bridge already creates large quantities of **poisonous substances emissions, carbon dioxide, and other harmful substances that are usually heavier than the air and go toward the ground level. By adding a new building under the bridge, you will create a barrier for the elimination of the toxic gases created but the cars passing on the Bay Bridge.**

We request an expertise to determine the current level of pollution around the Bay Bridge, on a circular area with a radius of 250 yards from the point of the bridge above 430 Main / 429 Beale, and an expertise to estimate the change of pollution parameters after the construction of the proposed building at 430 Main / 429 Beale.

32) In addition, the **new building would become an amplifier for the noise created by the cars on the Bay Bridge, because the noise would be reflected by the non-noise absorbing walls of the building.** The project does not have noise absorbing walls. The sound comes in forms of waves. The high-density materials, like the concrete used for our buildings, do not absorb the noise from the Bay Bridge. It is a scientific evidence that the high-density materials like concrete reflect the noise. **The new proposed building would destroy the normal noise level approved for a city, level that is already high because of the bridge.**

33) More than that, **a new increased noise tunnel would be created between the new building and the bridge.** The waves of noise would be amplified they these new tunnels (this is the sound propagation law in acoustics). **The result would be an inferno of noise not suitable for living in.** If you think like strategists, if you think for the future and for the next generations, and if you do not want to remain in history for sustaining an inferno, you should totally reject the construction of the new building at 430 Main / 429 Beale.

34) More than that, the increased noise thru the new tunnels would create vibrations that would shake and permanently destroy all the surrounding buildings in the area. Cracks will appear in the walls, in the pipes, in the metallic structure of the buildings, in the pavement and underground, even in the underground communications networks, electricity systems, and utility pipes. New phenomena like that one with the Millennium building (sinking) will appear.

35) In addition, the new building would let the neighborhood without fresh air, by blocking the free circulation of the air. We bought the apartment for therapeutic reasons. It is known that using the saline air from the Bay is good for asthma, pulmonary, and ENT diseases. This new building would let the neighbors and us without this saline air from the Bay, increasing

the medical costs. If this project will be approved in any way, the City of San Francisco should pay is the medical insurances and bills.

36) Even more, **it is unsafe for the bridge to have another building erected under it, in the security area.** Every bridge has to have a security area, in case of collapse, earthquakes, and not only. By adding a civil building under the bridge, in its security area, the sponsors would expose the bridge and the citizens to be hazards. If the Bay Bridge would collapse in an earthquake, lives of drivers and lives of the people living in this new building and in our buildings located too close to this new building (the domino effect) would be destroyed. Who would responsible for these losses? Would the Planning Committee would be responsible in any way?

37) The project sponsor did not show a list with the estimated renting amounts, and the business plan. At this moment, the only evident thing is that the rental amount will be the market amount in the expensive zone. No other financial parameters or why the sponsor uses the term of "affordable houses" were not provided by the project sponsor. The only real certitude is that 300 units in 201 Harrison St. would be destroyed in order to build 144 units like prison cells, for evening young single outsiders, who does not pay taxes to San Francisco, because they work, live, shop in the South Bay Area. No families would be in the 430 Main / 429 Beale, because the units are too small and no decent living can be in the noisy, polluted, no code conforming units in 430 Main / 429 Beale units.

38) The Board of Supervisors should retain the fact that there is discrimination in the modality the Code is applied for the governmental building located on Harrison St. (the former US Post Office building) and that one considered by the Planning Commission for the 430 Main / 429 Beale. In the same neighborhood, between the governmental building and the residential new buildings the Section 140 of the Code was respected, there are more than 25 feet of open space in front of each window. The law should be applied the same way for us. We have the right to 25 feet open space for the windows facing the Bridge. We request to have the appeal admitted based on this evidence of discriminatory procedures for us, compared to the governmental building.

Being a member of the Board of Supervisors of a large city is a major responsibility, that should be accomplished in respect for life and human comfort for everybody, including the next generations. Our area was transformed in a busy, insecure area by the approval of non-scientific motivated projects. You have a duty to analyze all these aspects and the negative consequences and, consequently, to approve our appeal. In fact, the new proposed building should be totally rejected, being evident that this building would kill people and life in the area. Think about imposing the construction of a park at 430 Main / 429 Beale, where the kids could play in direct sunlight, where the adults could think to revolutionary projected to be implemented in the high- tech companies in Bay Area, where the air could be fresh from trees and flowers that absorb the carbon dioxide from the Bay Bridge.

What we wrote about is more than concerns, these are scientific research results that impose an admission for our appeal, and a drastic review of the approval of the 430 Main / 429 Beale project, and a total rejection of this project. This is also a kind request to think scientifically and for the future, and not to feed the thirst of quick money of the project sponsor. In life, life counts, before everything, and the Board of Supervisors should defend life in comfortable and non-hazardous conditions.

It was a gross mistake to approve the construction of a new tall, hazardous, building at 430 Main / 429 Beale. As a responsible representative of the citizens of San Francisco you can reverse this mistake by approving the appeal, as previous supervisors did since 1990, and by totally rejecting the project. The citizens would recognize a true leader if you will approve the appeal and reject totally the project for 430 Main / 429 Beale. real and decent housing can be built in other areas of San Francisco, without the sacrifice of more than 500 units and thousands of lives.

We totally oppose to the construction of any building at 430 Main / 429 Beale in San Francisco.

Attached is a file with some ideas sustaining the appeal.

Links to referred materials: San Francisco Seismic Hazard Zones | DataSF | City and County of San Francisco



Legal regulations that should be applied:

- a) Civil Code, Division 2, Title 2, Chapter 3 Section 801 Article 8, 13, 14, and 18, and other Sections**
- b) Section 140 Civic Code**
- c) Health Code, Article 38**
- d) Health Code Article 22 A**
- e) other**

With consideration and hope that you will take the best decision in our favor,

Julietta Mihai

CEO of an international public construction company

Nelu Mihai, PhD

CEO of a high-tech company

Owners of a unit in 201 Harrison Street, San Francisco, CA 94105

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From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Electric scooters
Date: Wednesday, August 08, 2018 8:17:00 AM

-----Original Message-----

From: Lilian Tsi [<mailto:l-tsi@pacbell.net>]
Sent: Tuesday, August 07, 2018 7:50 PM
To: Cityattorney <Cityattorney@sfcityatty.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Electric scooters

I just want to let you know, it's been extremely relaxing running in Golden Gate Park without fear of being run down by electric scooters.

Thank you for the temporary moratorium.

As you consider the rules regarding usage, please consider levying extra fees for usage in public parks. Fees collected can directly support the maintenance of such parks.

Further, 2500 scooters is about 2500 too many. Please don't allow increases just because these companies "pay to play"

Lilian Stielstra
1382 6th Avenue
San Francisco, Ca 94122

Sent from my iPhone

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Fire prevention and repair
Date: Tuesday, August 14, 2018 11:18:00 AM

From: Loranna Kenny [<mailto:lmkenny58@gmail.com>]
Sent: Monday, August 06, 2018 11:57 AM
To: Major, Erica (BOS) <erica.major@sfgov.org>
Subject: Fire prevention and repair

This idea will help save forests and homes. Washington state did it successfully. Check it out..
<http://cottagelife.com/news/ecologists-believe-beavers-can-make-california-wet-again> / This link shows a process that has been researched by scientists. This has also been successfully done in Canada, and back in the 1940's by the state of Idaho. They succeeded in saving state park acreages by relocating 75 beavers.

Idaho already built a carrier that floats gently to the ground and opens, after being dropped from an airplane. This process will work in California if done on a large scale, 1000-2000 beavers to start with. These containers can be dropped by airplane and made out of biodegradable materials so they wouldn't need to be picked up.

Within the past 10 years Canada tried this process, they were able to forest, what had previously been grasslands, within 5-7 years. We could import the animals from Canada. I have sent this article to most CA County firefighter departments. If nothing is done, California will look like Mexico within 10 years, and the surrounding states will follow. PS- I also came across an article that stated the state of WA recently tried this with 300 beavers. The first winter after they did this, 2016 - 2017, all the water holding basins in California were refilled. They've only been at it 1 year. Since water evaporates straight up, this will turn the state into a giant humidifier.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Frisco
Date: Monday, July 30, 2018 8:11:00 AM

From: Randy Hause [mailto:randyhausejr@gmail.com]
Sent: Monday, July 30, 2018 8:00 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Mayor London Breed (MYR) <mayorlondonbreed@sfgov.org>; Randy Hause <randyhausejr@gmail.com>
Subject: Fwd: Frisco

Our family has cancelled our Annual Trip to San Francisco, forever. Sad but true.

Randy Hause
San Diego

<https://youtu.be/ld6qYJe4pRs>

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: GUMP is filing for bankruptcy - Retail. Discretionary Spending. Customer Service
Date: Monday, August 06, 2018 1:04:00 PM

From: Terry C [mailto:focusgrow@gmail.com]
Sent: Monday, August 06, 2018 9:18 AM
To: Mayor London Breed (MYR) <mayorlondonbreed@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: GUMP is filing for bankruptcy - Retail. Discretionary Spending. Customer Service

Dear Mayor & Supervisor,

The City banned plastic bags and iposed a bag fee since 2012. Then, it applied to ALL retailers.

The 10c has a HUGE consequence.

We; the consumers do not begrunt the bag ban and fee on our shopping for NECESSITIES; i.e. groceries and household items. They are something we must buy on REGULAR basis. No problem of bring our bags, for they are not fancy and shopping for fun.

How often you bring your own bags to shop at Macy's, Nordstrom, Grump, Brookstone, Gemboree?

These are DISCRETIONARY spending. We do it for FUN, for feel-good. We DO NOT have to. We have the choice to NOT shop.

The very BASIC -- probably the one-and-only CUSTOMER SERVICE we received from these retailers is: take our money, bag our purchases so that we can go.

And now, we are being ask "You want a bag?"

Instead of "Thank you for shopping here. Please come again!"

S.F collected less than expected Gross Receipt Tax. Are you surprised? I am not.

Gymboree, Brookstone, and now GUMP; a high-end retailer is filing for bankruptcy.

The store will close. The building will go vacant. And many jobs will be lost.

And tax money will stop coming in.

Happy now?

If the City wants to boost its retail sector, please Repeal Bag fee on all Non-Grocery, Non-Convenient stores.

Sincerely,
Terry Chong

P.s. The plastic straw bag is outright STUPID. KQED interviewed a Coastal Commissioner. The commissioner said: Before the bag ban, plastic bags debris was 9%. After the ban, it was

6%. Why not go after the other 90% of debris; metal and HARD Plastic.
The City is just feeding these eco-fad "consultants", while the consumers and businesses pay.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Vacancy Tax is a Mistake
Date: Wednesday, August 08, 2018 1:15:00 PM

From: Terry C [mailto:focusgrow@gmail.com]
Sent: Monday, August 06, 2018 8:53 AM
To: Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>
Cc: Mayor London Breed (MYR) <mayorlondonbreed@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Vacancy Tax is a Mistake

Dear Mayor and Supervisors,

The new SF Vacancy Tax is another step toward to the WRONG direction of solving Housing Crisis.

The Rent Control that artificial keeps the rent WAY BELOW market especially for the old-timers is totally a violation to OWNERS' Property Right. Just ask yourself: Would you like to be the LANDLORD in that situation?

The saying that goes around San Franciscans is "I will NEVER want to be a LANDLORD in S.F. It SUCKS!" -- I believe you are Well aware of it.

The Onerous Law and Costs (\$7000 legal fee, \$40,000 buy-out) in evicting tenants are other major obstacles. Many small Chinese homeowners who used to rent out an extra bedroom to help pay for mortgages no longer want or dare to. They could have provided low-cost housing for students and new comers -- the unintended consequences from The City's tenant law.

Now, the City want to impose more tax? More regulations?

The City needs to respect FREE MARKET; when there is NEEDS, the SUPPLY will fill the needs. Just get OUT of the way, and EASE/ SPEED UP the process!
Else, the City is the PROBLEM!

+++

The City FAILED to do what it is SUPPOSED TO DO that can really HELP; namely RELAXED the zoning rules, RAISE building height.

It takes YEARS for the permit to be approved.

A SMALL group of people can sued that put a project on hold for years. Further adding to building / development costs. The City lets them.

No wonder only tall buildings in SOMA are going up. Just the COST alone is \$700,000+ per unit. How could it be AFFORDABLE? Again, Supply and Demand.

+++

If the City stopped wasting time REGULATING into OBLIVION on NON-ISSUES such as

plastic straws, #metoo, and recreational marijuana, and the CITY has the HONESTY and WILL to deal with the REAL, TOUGH issues; i.e. Housing and Homelessness, then, the CITY can make this City a BETTER and More LIVABLE place for all San Franciscans.

Sincerely,
Terry Chong

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Homeless people begging for money has increased a lot.
Date: Monday, July 30, 2018 2:06:00 PM

-----Original Message-----

From: Kirsten Wallach [mailto:kirsten_wallach@icloud.com]
Sent: Tuesday, July 24, 2018 1:50 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Homeless people begging for money has increased a lot.

I do not live in S.F. , I am a patron of the S.F. Symphony and have been going for 30+ years. For the last 2 to 3 years the number of people outside the symphony hall after performances has increased. However a few nights ago I went to a performance and two people in 2 separate locales were quite aggressive. One reached out and grabbed my arm. How do you expect to keep people returning to your city when these kinds of incidents happen and seem to be escalating without recourse.

I am a very liberal person, a retired RN. San Jose is building homeless housing units. Maybe many, many more public restrooms like thousands would be cheaper than cleaning up shit! Just a thought.

Kirsten Wallach

Sent from my iPad

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Homeless Families - Article / Why destroy sound housing for families?
Date: Monday, July 30, 2018 4:41:00 PM

From: Aaron Goodman [mailto:amgodman@yahoo.com]
Sent: Monday, July 30, 2018 8:25 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Joe F. Rodriguez <joe@sfexaminer.com>
Subject: Homeless Families - Article / Why destroy sound housing for families?

SF BOS

Joe points out the issue of homeless families, in sunday's paper.
Last week SFSU-CSU placed barriers around Tapia Triangle in UPS (formerly portions of Parkmerced's family housing)

The irony is insane.

Why should institutional growth take precedent over community and essential housing need?

There is a simple solution of holding off the demolition and negotiating a solution to keep the housing for homeless families as there is adjacent daycare, and the units are family friendly.

The Tapia Triangle Blocks and the other portions of UPS should be retained or bought back to serve the cities housing needs. If we cannot build it fast enough than we need to negotiate its purchase back from SFSU-CSU.

Homeless Families should never be placed in this situation when existing stock is available for immediate re-housing.

<http://www.sfexaminer.com/mission-district-school-open-doors-homeless-students-families-november/>

Sincerely

A.Goodman D11

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors; Major, Erica \(BOS\)](#)
Subject: FW: Regarding the Straw Ban
Date: Monday, July 30, 2018 4:40:00 PM

-----Original Message-----

From: Shammah Chancellor [<mailto:shammah.chancellor@bitcoinabc.org>]
Sent: Monday, July 30, 2018 2:19 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Regarding the Straw Ban

Dear Board of Supervisors,

Straws are absolutely necessary for people with swallowing disorders. I find it very irresponsible that San Francisco is engaging in regulating things like straws while there are other giant problems like human feces and trash all over our streets, endless car breakins and window smashing for which nothing is done, as well as mass human trafficking in various "Massage Parlors."

Please direct your attention to issues that matter.

Kind Regards,
Shammah Chancellor

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors: Major, Erica \(BOS\)](#)
Subject: FW: Letter of Opposition, Plastics and Litter Reduction Ordinance
Date: Tuesday, July 31, 2018 1:14:00 PM
Attachments: [SF Plastics - Letter of Response.pdf](#)

From: Alison Piccoli [mailto:apiccoli@calrest.org]
Sent: Tuesday, July 31, 2018 12:50 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Letter of Opposition, Plastics and Litter Reduction Ordinance

Hello City and County of San Francisco Board of Supervisors,

I am the local Director of Government Affairs for the California Restaurant Association. I hope this email finds you well and I also hope I can meet you in person very soon.

I'd like to submit a letter of response to the Plastics and Litter Reduction ordinance that is going to a second reading this afternoon. This letter reflects the concerns of our organization and our members within the City and County of San Francisco. Thank you for receiving this, and do not hesitate to reach out to me directly with any questions or concerns.

Kind regards,
Alison Piccoli

Alison Piccoli
Director, Local Government Affairs – Bay Area Region



California Restaurant Association
PO Box 1010
Pacifica, CA 94044
C: 650.288.8235
apiccoli@calrest.org
www.calrest.org

Membership matters.

Confidentiality note:
This electronic message transmission contains information from the California Restaurant Association which may be confidential or privileged. The information is intended to be for the use of the individual or entity named

above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited.

If you have received this electronic transmission in error, please immediately notify us by telephone at 800.765.4842

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors; Major, Erica \(BOS\)](#)
Subject: FW: My Vote for BOS Incompetance, Report to U.S. DOJ/ACLU
Date: Monday, July 30, 2018 8:52:00 AM

From: Cheryl Meril [mailto:cherylmeril@icloud.com]
Sent: Friday, July 27, 2018 2:16 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: My Vote for BOS Incompetance, Report to U.S. DOJ/ACLU

Re: Jail Time for Plastic Straw Usage - SF Board of Supervisors

<https://www.washingtonexaminer.com/opinion/california-town-will-jail-you-for-using-a-plastic-straw>

That San Francisco is in a serious state-of-emergency is no secret after the medical establishment recently cancelled its annual convention due to serious threats to its members health and safety. Since that time, the San Francisco Board of Supervisors ("SF-BOS"), with its debilitating homeless and drug addict related social crisis, recently voted for a new law with jail time for anyone who uses a plastic straw in its city. I can't think of anyone who doesn't use a plastic straw in the City of San Francisco.

This is to notify the SF BOS its negligence in addressing the rapid deterioration of San Francisco's economic and public health infrastructure preferring to imprison its tax paying citizens for doing normal things like using a straw, is being forwarded to the U.S. Department of Justice and the ACLU. My complaint is related to the negligence of the SF-BOS of basic problems plaguing the city of San Francisco that are a reaching a state-of-emergency.

Because the BOS supports drug addicts safe spaces while providing free needles that supports others' unlawful addictions of heroin we tax payers are forced to support, the recent law enacted by the SF-BOS is an indication of provocation of the citizens of San Francisco. Such citizens are not provided with adequate police services such as addressing madmen roaming its streets scaring citizens, tourists and children.

Because the SF- BOS is unable to address genuine issues threatening the lives and health of its citizens while refusing to enforce basic laws while promoting ridiculous non-sensible issues, it has clearly overstepped its relevance to the point of self-destruction of basic principles required in the management of its city.

Due to what are clear mental health issues demonstrating a lack of common sense, such board members should remove themselves from the SF-BOS. If such members refuse to surrender their positions of tormenting residents of San Francisco with such negligent provocative activities, the U.S. Department of Justice, along with the ACLU, will be notified of the threat to the public such incompetent members pose to its own citizens.

The U.S. DOJ is being asked to monitor San Francisco's criminally run city government and determine if enacting martial law is necessary to protect its citizens from its criminal intent to inflict such abnormal laws with threats of jail time.

Sincerely,

//Cheryl Meril

cc: U.S. Department of Justice
ACLU

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors; Major, Erica \(BOS\)](#)
Subject: FW: Straw Ban
Date: Monday, July 30, 2018 8:59:00 AM

From: ronwren@aol.com [mailto:ronwren@aol.com]
Sent: Friday, July 27, 2018 10:37 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Straw Ban

Now that the research is in that a 9 year old kid came up with the outlandish plastic straw estimate, do you really want to continue this ridiculous ban?

I called San Francisco my home until this kind of stupidity caused me to move.

**Ronald Wren
Walnut Creek, CA 94595**

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [Major, Erica \(BOS\)](#)
Subject: FW: Support for San Francisco Ordinance on Single-Use Food Ware Plastics, Toxics, and Litter Reduction Ordinance (File No. 180519)
Date: Monday, July 30, 2018 8:47:00 AM
Attachments: [SF Food ware Ordinance Letter of Support NRDC.pdf](#)

From: Reade, Anna [mailto:areade@nrdc.org]
Sent: Friday, July 27, 2018 5:18 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: RE: Support for San Francisco Ordinance on Single-Use Food Ware Plastics, Toxics, and Litter Reduction Ordinance (File No. 180519)

Dear San Francisco Board of Supervisors,

Please see attached letter of support for San Francisco Ordinance on Single-Use Food Ware Plastics, Toxics, and Litter Reduction .

Thank you,

[Anna Reade, PhD](#)
Staff Scientist
Healthy People & Thriving Communities Program

NATURAL RESOURCES
DEFENSE COUNCIL
[111 SUTTER ST., 20TH FLOOR](#)
[SAN FRANCISCO, CA 94104](#)
T 415.875.6100
F 415.875.6161
AREADE@NRDC.ORG
NRDC.ORG

From: [Major, Erica \(BOS\)](#)
To: [Hene Kelly; Board of Supervisors, \(BOS\); Cohen, Malia \(BOS\); Brown, Vallie \(BOS\); Fewer, Sandra \(BOS\); Kim, Jane \(BOS\); Ronen, Hillary; Peskin, Aaron \(BOS\); MandelmanStaff, \[BOS\]; Safai, Ahsha \(BOS\); Stefani, Catherine \(BOS\); Tang, Katy \(BOS\); Yee, Norman \(BOS\)](#)
Subject: RE: BOS Food Service Waste Reduction Ordinance
Date: Wednesday, August 01, 2018 2:37:06 PM
Attachments: [image001.png](#)

Greetings,

Thank you for your testimony, it has been added to the official Board File No. 180519.

Erica Major
Assistant Clerk

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244 San Francisco, CA 94102

Phone: (415) 554-4441 | Fax: (415) 554-5163

Erica.Major@sfgov.org | www.sfbos.org



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From: Hene Kelly [mailto:henekelly@aol.com]

Sent: Wednesday, August 01, 2018 2:33 PM

To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Major, Erica (BOS) <erica.major@sfgov.org>; Cohen, Malia (BOS) <malia.cohen@sfgov.org>; Brown, Vallie (BOS) <vallie.brown@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Kim, Jane (BOS) <jane.kim@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Tang, Katy (BOS) <katy.tang@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>

Subject: BOS Food Service Waste Reduction Ordinance

Attached you will find a letter from the CDP Disabilities Caucus concerning the BOS Food Service Waste Reduction Ordinance.

I am writing this on Behalf of Seniors and People with Disabilities.

In solidarity,

Hene Kelly
CDP Disabilities Caucus Chair
California Alliance for Retired Americans (CARA)
VP & Legislative Director
415-533-5244

From: Alice Wong
To: [Cohen, Malia \(BOS\)](#); [Brown, Vallie \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Kim, Jane \(BOS\)](#); [Ronen, Hillary](#); [Peskin, Aaron \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Tang, Katy \(BOS\)](#); [Yee, Norman \(BOS\)](#)
Cc: [Major, Erica \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Written comments for 7/31 BOS meeting
Date: Tuesday, July 31, 2018 5:08:12 AM

Hello President Cohen and Supervisors Brown, Fewer, Kim, Mandelman, Peskin, Rosen, Safai, Stefani, Tang, and Yee,
My name is [Alice Wong](#), I am a resident of district 9, and [a disabled person who uses plastic straws](#) for various drinks when outside of the home. I humbly ask you to vote No on item #29 [in today's agenda](#).

I may be one of the few people in the city not in favor of the [Food Service Waste Reduction Ordinance](#) and I would like to explain why.

1.
The current exemption for people with disabilities in ordinance is unclear and inadequate.

Strict compliance with this Chapter 16 is not required in instances where it would interfere with accommodating for any person's medical needs. (page 11, lines 6-7)

What does 'strict compliance' mean to businesses? What is the difference between 'compliance' and 'strict compliance'? Won't most businesses find this confusing?
2.
The exemption needs additional language requiring businesses to keep plastic straws in stock and available upon request. Without explicitly including this in the ordinance, businesses will have no obligation to provide this option to individuals. Having this language in the implementation plan is not the same.
3.
Regarding the usage of 'medical needs' in the ordinance, you are suggesting customers must disclose, explain, or identify their needs in pathological terms. This sets up an expectation by businesses that customers like me must look a certain way or mention a diagnosis of some sort to obtain a plastic straw. Some needs are not apparent. Ideally, any person should receive a plastic straw if requested without scrutiny or skepticism. This is the weakness of an exemption that places hurdles in front of customers that didn't exist before.

I applaud Supervisor Tang and others who [use reusable straws](#) for their favorite drinks. However, there are other people in our community where biodegradable and

reusable options are [hazardous and unhygienic](#). **This is an issue of privilege and equity.** Not everyone has a caregiver or dishwasher machine to sanitize these reusable straws. People on limited incomes struggle to buy food and pay rent, let alone purchase an item that used to be widely available. Besides, why should people with disabilities shouldn't have to bring their own utensils to drink if non-disabled people don't have to?

Sustainability and zero waste goals should be flexible enough that they don't come at a cost of excluding marginalized communities. The ordinance in its current form sends a message to older adults and people with disabilities that their access to drinking and nutrition doesn't matter and that they are *bleep* out of luck if their local cafe no longer carries plastic straws. **My need is not medical, it is due to a lack of access.** I urge you to take a step back and revise the ordinance in partnership with community stakeholders who will be adversely impacted if passed.

Sincerely,

Alice Wong

Founder and Director, Disability Visibility Project®



Donate on Patreon: <https://www.patreon.com/DVP>

Website: <http://disabilityvisibilityproject.com>

Podcast: <https://disabilityvisibilityproject.com/podcast-2/>

Facebook: <https://www.facebook.com/groups/356870067786565/>

Twitter: [@DisVisibility](#)

Swag Shop: <http://disabilityvisibilityproject.com/sweet-swag-shop/>

Pronouns: she/her

From: Suzanne Dumont
To: [Board of Supervisors, \(BOS\)](#); [Valdez, Anthony \(ENV\)](#); [Geiger, Chris \(ENV\)](#); [Raphael, Deborah \(ENV\)](#)
Subject: Re : "Policy Committee review of the 2018 Reduced Risk Pesticide list for City properties"
Date: Friday, August 03, 2018 8:47:25 AM

Dear Board of Supervisors and Honorable Commissioners,
As a citizen who lives near a park and who enjoys many other SF parks on a regular basis,
I implore you not to relax or encourage, the use of ANY toxic herbicides in our fair city.
Long term, natural strategies are much better for all. We only have 49 square miles to
protect, and we must do that. Our future, and our safety, is in your hands.

Please vote to protect our city and all life in it.

Thank you.
Suzanne Dumont
San Francisco, Ca

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Needles
Date: Monday, August 13, 2018 2:54:00 PM

From: Donna Williams [mailto:dsw.librarian@gmail.com]
Sent: Monday, August 13, 2018 1:45 PM
To: Mayor London Breed (MYR) <mayorlondonbreed@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Fwd: Needles



8/13/18. 3 needles today by UN Plaza, because users care where they throw away there poisonous needles???

Does this seriously mean nothing to any of you? I'm waiting for responses.

Voting citizen,
 Donna Williams

----- Forwarded message -----

From: Donna Williams <dsw.librarian@gmail.com>
Date: Fri, Aug 10, 2018 at 7:42 AM
Subject: Re: Needles
To: <mayorlondonbreed@sfgov.org>, <Board.of.Supervisors@sfgov.org>

8/10/18

Greetings Mayor Breed and Board of Supervisors,

Back up to 5 needles today in my short a.m. walk from the UN Plaza to the State Building.

Best,
Donna Williams

On Thu, Aug 9, 2018 at 11:41 AM Donna Williams <dsw.librarian@gmail.com> wrote:

Greetings Mayor Breed and Board of Supervisors,

Back up to 3 needles today in my short a.m. walk from the UN Plaza to the State Building.

Best,
Donna Williams

On Wed, Aug 8, 2018 at 10:08 AM Donna Williams <dsw.librarian@gmail.com> wrote:

Greetings Mayor Breed and Board of Supervisors,

Passing along a wonderful picture of needles and drug paraphernalia that I passed by walking through UN Plaza on my way to work in the State Building on McAllister. This was from Monday morning outside the side of the Asian Art Museum. Tuesday I saw 3 needles and this morning I only saw 2 needles. There is not a day that goes by that I don't see needles.

Please do something already! The drugs these people are injecting are illegal and you are condoning their behavior by giving out free needles. Hand the needles out and the drug users will come by the droves to SF. It's gotten way out of hand and YOU ALL need to do something already! I can't wait until I move out of SF! We are living in horrible conditions that you have set up. Stop the free needle program! You give out 400,000 needles and you are going to have that much waste. You give out 400,000 pens or water bottles and you will have that much waste. Are you not connecting that? Do you actually think that a drug user is going to care about where they throw their needles after they inject themselves? If you actually think that, you need to go out and talk to them after they inject. Just walk over to Larkin between Turk & Eddy. You will find drug users injecting themselves at all hours of the day. Smell the stench as well. Maybe you all need to be reminded of that.

Friends don't want to come to SF. Families don't want to bring their children to SF. SF has become a giant toilet for the homeless, drug users, and mentally ill. You are driving out hard working citizens who have to pay for this mess. Take action and stop the needle program.

Next, please get rid of the bus shelter at the corner of McAllister & Larkin. It's a filthy mess every day. You cannot walk by without holding your nose. Muni shelters were removed at Mission and 5th St. and the area is much cleaner. I know our Building Manager, CHP, and others have been trying to get this shelter removed for years. The problems started when it was in and now it is time to remove it! Take action!

Thank you for your service. Please, please help normal citizens and clean up our filthy city.

I would appreciate a response by someone...perhaps my Supervisor who never answers any of my emails? Ms. Kim, are you out there and listening to anything your constituents have to say or are you just ready to move on and not hold up your end of your duties but taking public money?

Best,
Donna Williams
400 Beale St., SF

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Letter in Support of Steven Lee's Reappointment to the Entertainment Commission
Date: Monday, July 30, 2018 4:04:00 PM
Attachments: [STEVEN LEE LETTER OF SUPPORT FOR ENTERTAINMENT COMMISSION REAPPOINTMENT 073018.doc](#)

From: Julie Soo [<mailto:jdssfdem@yahoo.com>]
Sent: Monday, July 30, 2018 3:31 PM
To: Julie Soo <jdssfdem@yahoo.com>
Cc: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: Letter in Support of Steven Lee's Reappointment to the Entertainment Commission

Dear Supervisors,

I submit this letter as attached and reproduced in the text below in support of Steven Lee's reappointment to the Entertainment Commission.

July 30, 2018

San Francisco Board of Supervisors
San Francisco City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

VIA E-MAIL and for distribution by Angela Calvillo

Re: Letter of Support for Steven Lee's Reappointment to the Entertainment Commission

Dear Supervisor:

I write in enthusiastic support of Steven Lee and his reappointment to the Entertainment Commission. I have known Steven for some 20 years as a community partner in not only the entertainment industry but also in advancing the Asian American community through historical projects and services for youth and the elderly.

I am a fourth-generation San Franciscan and I have seen Commissioner Lee serving the community with as deep a dedication as a native son. Steven recently lost his father Frank and Frank's memorial was not singularly a tribute to a father's devotion to family and community but also to honor the legacy that son Steven so respectfully and humbly carries on.

San Francisco's economy relies in large part to its night life and entertainment industry. Steven has been a business owner who knows first-hand about the entertainment industry and its challenges. He has worked well with different communities and neighbors on safety issues and noise abatement. He has personally worked with newer owners on how to be responsible business partners and to adapt to needs of a particular locale. As San Francisco recognizes its struggles with the tourism industry because of homelessness and

safety issues, having an experienced commissioner and maintaining historical continuity is prudent and necessary.

I would be proud to see Commissioner Steven Lee reappointed to the San Francisco Entertainment Commission. If I can provide additional information in support of Commissioner Lee, please do not hesitate to contact me at (415) 260-5886 or jdssfdem@yahoo.com.

Very truly yours,
Julie D. Soo

cc: Angela Calvillo – Angela.Calvillo@sfgov.org

Julie D. Soo
Senior Staff Counsel
Legal Division, Enforcement Bureau
California Department of Insurance
(415) 538-4429
(415) 904-5490 FAX

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: No on Prop 10 (Local Rent Control)
Date: Monday, July 30, 2018 2:05:00 PM

From: Ian Townsager [mailto:townsager@gmail.com]
Sent: Saturday, July 21, 2018 4:01 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: No on Prop 10 (Local Rent Control)

I was dismayed to learn that CA Proposition 10 (Local Rent Control) will be on the ballot in November 2018. I urge you not to lend your support to this initiative. My wife and I recently became small, individual landlords in San Francisco, deciding to purchase a four-unit property as part of our retirement planning (which we rent all units to long term tenants). This building is currently subject to rent control, which we knew when we purchased the property. We understand the protections that rent control and other laws afford tenants and generally agree with those laws. However, repealing the limits placed on rent control by Costa-Hawkins will likely have unintended consequences that will out weight any benefits. For instance, if landlords are not allowed to set market rents when units become vacant, one of those unintended consequences will be more small landlords removing units from the long-term rental market, in favor of leasing to short-term tenants via services like Air BNB or HomeAway.

The only solution to high-cost housing in San Francisco and other CA cities is to develop more housing, not put more artificial controls on the market for existing housing stock. The rent control measures that are in place already lead to market distortions that are unintended (e.g. tenants profiting from artificially low rent controlled prices by renting out rooms at high prices relative to the overall unit rent). Not to mention, the challenge it would present to cities to attempt to set rental rates for all the vacant units in a particular municipality. I can't imagine how this could ever be achieved by any city government.

Adding supply of affordable housing is the only flexible solution that will lower the cost of housing, while not becoming an intractable regulatory burden that will discourage investment in the housing stock.

Thank you for NOT endorsing Prop 10.

Ian Townsager
townsager@gmail.com
415-847-1393

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors: Somera, Alisa \(BOS\)](#)
Subject: FW: Please Pass Agenda Item #41 Tomorrow Unanimously — Testimony on Disclosure of Spending in Retirement Board, Health Service Board, and Retiree Health Care Trust Fund Board Elections
Date: Tuesday, July 31, 2018 9:47:00 AM

From: pmonette-shaw [<mailto:pmonette-shaw@earthlink.net>]
Sent: Monday, July 30, 2018 6:03 PM
To: Cohen, Malia (BOS) <malia.cohen@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Tang, Katy (BOS) <katy.tang@sfgov.org>; Brown, Vallie (BOS) <vallie.brown@sfgov.org>; Kim, Jane (BOS) <jane.kim@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>
Cc: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Hepner, Lee (BOS) <lee.hepner@sfgov.org>; Kittler, Sophia (BOS) <sophia.kittler@sfgov.org>
Subject: Please Pass Agenda Item #41 Tomorrow Unanimously — Testimony on Disclosure of Spending in Retirement Board, Health Service Board, and Retiree Health Care Trust Fund Board Elections

Patrick Monette-Shaw

975 Sutter Street, Apt. 6
San Francisco, CA 94109
Phone: (415) 292-6969 • e-mail:
pmonette-shaw@earthlink.net

July 30, 2018

Board of Supervisors

The Honorable Malia Cohen, Board President

The Honorable Sandra Lee Fewer, Supervisor, District 1

The Honorable Catherine Stefani, Supervisor, District 2

The Honorable Aaron Peskin, Supervisor, District 3

The Honorable Katy Tang, Supervisor, District 4

The Honorable Vallie Brown, Supervisor, District 5

The Honorable Jane Kim, Supervisor, District 6

The Honorable Norman Yee, Supervisor, District 7

The Honorable Rafael Mandelman, Supervisor, District 8

The Honorable Hillary Ronen, Supervisor, District 9

The Honorable Ahsha Safai, Supervisor, District 11

1 Dr. Carlton B. Goodlett Place

Re: **Testimony on Disclosure of Spending in Retirement Board, Health Service Board, and Retiree Health Care Trust Fund Board Elections**

San Francisco, CA 94102

Dear President Malia Cohen and the Board of Supervisors

I strongly urge each of you to unanimously support the proposed Ordinance at agenda item #

41 on the Board of Supervisors July 31 meeting agenda to require candidates running for elected seats on the boards of SFERS, the Health Services, and the Retiree Healthcare Trust Fund disclose campaign finance disclosure statements with the Ethics Commission to report all campaign donations and expenditures made.

Of the City's 62,568 retirees and active-duty employees, fully 86.2% of them are "miscellaneous" employees — that is, everyone else who are *not* police officers or firefighters.

As I previously testified to the Rules Committee, this legislation rightfully notes that the Retirement System and Health Service System members have an interest in knowing which candidates and third-party organizations backing them have spent significant amounts of money to support or oppose candidates for the Retirement Board, the Health Service Board, and the Retiree Health Care Trust Fund Board. The proposed Ordinance also notes those members will benefit from increased transparency in the election process by providing campaign finance disclosures about the persons, candidates, or entities that are spending significant funds in support or opposition of particular candidates. The increased transparency from campaign finance disclosure will provide valuable information to aid members' voting decisions.

Board President Malia Cohen should be commended for having introduced this legislation!

Please unanimously pass this Ordinance on first reading for immediate implementation.

Respectfully submitted,

Patrick Monette-Shaw, *Columnist/Reporter, Westside Observer Newspaper*

cc: Angela Calvillo, Clerk of the Board of Supervisors

Sophia Kittler, Legislative Aide to Supervisor Malia Cohen

Lee Hepner, Legislative Aide to Supervisor Aaron Peskin

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors; Somera, Alisa \(BOS\)](#)
Subject: FW: Public Comment File 180674
Date: Monday, July 30, 2018 8:24:00 AM

From: Thomas Busse [mailto:tjbussesf@gmail.com]
Sent: Sunday, July 29, 2018 1:04 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Public Comment File 180674

To Members of the Board of Supervisors:

I am concerned that the Treasury Oversight Committee has not been recording its meetings, as required by the Sunshine Ordinance, and the current members; namely, Mr. Rosenfeld and Ms. Madhavan discussed items not on the agenda multiple times in 2017. Accordingly, the Board should withhold approval of this appointment until reform to that committee can be considered. Because the Treasury Oversight committee has a view of the City's cash position over time, and the overdrafts in various capital project accounts have gone unreported to the BOS, I feel improved Treasury Oversight might explain some of the bureaucratic delays City Capital projects. The current excuses are just that: excuses. The fact is the city is overdrawn to bridge other fund cash flows, because the city makes a multimillion advance to itself every year as a roll-forward mistake upon the adoption of the Teeter plan in 1993. Also, the City's prefunded retiree health care fund is suspiciously not funded.

Specifically, the current members of the Treasury Oversight Committee's bad acts discussed the Public Finance Authority at the June 2017 Treasury Oversight Committee meeting. I discovered this by conferring with former City College Vice Chancellor Ronald Gerhard who participated in that meeting. He says the written minutes are completely inaccurate. Gerhard was installed by the special trustee and resigned in protest once the Board of Trustees resumed their authority and returned to a practice of deficit budgeting that will bankrupt the college. I attempted to check this against the tape; however, the recording was either not made or was destroyed - it is impossible to tell. Also missing was discussion of the potential discontinuation of private activity bonds under new Federal Treasury department regulations as well as TRANS note issuance plans by the SFUSD, which were stuck in as an afterthought to a high profile Charter School approval meeting running past midnight - a strategy clearly designed to pawn off a mammoth TRANS approval to the BOE without letting them know what they were doing.

Furthermore, The Oversight Committee made no discussion of a glaring series of time deposit appearing in the portfolio starting in May 2017 ultimately backed by the sketchy Federal Home Loan bank. These time deposits were not permitted or authorized under the BOS approved investment policy - their appearance should have been first order of business by the Treasury Oversight Committee. In October 2017, Treasurer Cisneros announced a new Time Deposit program with local banks. In theory, it's a way to invest money in San Francisco Community Banks, but in practice, it can be a kickback or a bailout, as some of the particular banks involved are a bit on the edge when it comes to stress testing and solvency. Again, the Treasury Oversight Committee didn't discuss at all the single biggest change in the Treasury's practices. The minutes are not available on the website, and it took three weeks for them to

send me a copy which indicated the Treasury Oversight Committee didn't actually discuss anything. This baffles the mind.

In 1994, the only elected Democrat in Orange County, Robert Citron, consulted a psychic on Alamitos Avenue in Long Beach, who told him to put his Teeter notes into Reverse Repos, causing the Orange County Bankruptcy. The Treasury Oversight Committee was created to prevent such a scenario here. Sadly, it did nothing to warn the board of a disastrous swap at the Airport where the City flushed \$90 Million dollars down the drain. San Francisco's cash is commingled with the cash of the Housing Authority, the Redevelopment Agency, the PUC, and the Airport Commission, and the state provides no oversight. The Housing Authority hasn't even reconciled its bank statements in years - they have no idea how much cash they have, if any. I myself was able to get \$90 Million dollars of bonds approved by the State Treasurer to build the "Zula Jones Affordable Housing Projects and Wetland Restoration" with "wbrown@sfchronicle.com" as bond counsel. With \$5 Billion in bond authorization at the Airport to build a hotel - a very fancy one based on the sticker price - The Treasury.Oversight Committee is the only body that would be able to inform the Board if San Francisco's various taxing authorities are formed into a large Ponzi scheme. They didn't tell you about the Airport. What else are they lying about?

Reeta Madhavan and Ben Rosenfeld are not people with integrity. This is a serious concern. The BOS does not want the Treasury's ticking time bomb to blow up in their face.

Thomas J. Busse

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS Legislation, \(BOS\)](#)
Subject: FW: Public Comment: File 180778
Date: Monday, July 30, 2018 8:25:00 AM

From: Thomas Busse [mailto:tjbussesf@gmail.com]
Sent: Saturday, July 28, 2018 11:29 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Public Comment: File 180778

This proposal is yet another feel-good False Green Flag.

San Francisco is already one of the most energy-efficient cities in the country, and some environmentalists have seen an eyesore in certain blocks in the Avenues for paved-over driveways. They need to get over it. This impact is so negligible, the cost of this proposal is so out of proportion it's undefined, as you cannot divide by zero environmental gain.

Some disabled individuals benefit from these laws because it increases their mobility. A good friend of mine is a disabled vet, and he requires greater turning radius to maneuver to a garage in his house in the avenues. He purchased the building specifically because the paved over front yard gave both extra room for his special van elevator combined with direct floor-level access through the garage.

Second, San Francisco has a parking shortage, and this has a disproportionate impact in the Avenues where many working families with two cars park the second in the driveway. MUNI does not cut it. Period. The average bus moves at 7mph in those areas and it takes 75-80 minutes to get across the city. This proposal might get feel-good points for the Environmentalists who have hurt yet another middle class family by forcing them into poverty.

Third, I am concerned about the quality of San Francisco's groundwater given the century of industrial activity over San Francisco's aquifers. We were lied to about Radiological contamination, and how much of that seeps down - giving out school children a healthy dose of strontium?

Finally, let's be honest: this is about the SFPUC's revenue bonds and "spreading grounds" are something that can be taxed for the super sewer, because they blew all the money on Zula Jones.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Repaint of existing Red Zone
Date: Thursday, August 16, 2018 1:37:00 PM

-----Original Message-----

From: mike ricci [<mailto:mricci888@yahoo.com>]
Sent: Friday, August 10, 2018 9:31 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Repaint of existing Red Zone

Good morning

I am sending email to you because no one complains they just pay the what the city wants.
WE paid \$242.00 to the city so some one could come out to see my drive way and see there is a red zone painted already. We have to pay another \$225.00 to repaint our existing RED ZONE if approved. This is a joke an another way for San Francisco to rip people off. This p price is for a new red zone not a existing RED ZONE, my wife and I don't mind paying but not for a new zone! People park in front walk to the bart or park in front to get away from street cleaning day. Could you look in to this and get back to us, both my wife are retired and I am a US ARMY VET. We live on Alemany Blvd. which is a very busy street.

Thank You

Mary Ann Ricci
Michael Ricci
2530 Alemany Blvd
San Francisco, CA 94112
415-334-9359

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Spotted on SF Streets: Uber Humvee
Date: Monday, July 30, 2018 8:24:00 AM

-----Original Message-----

From: Erika Kimball [<mailto:erika@erikakimball.com>]
Sent: Sunday, July 29, 2018 12:01 PM
To: Reiskin, Ed (MTA) <Ed.Reiskin@sfmta.com>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Mayor London Breed (MYR) <mayorlondonbreed@sfgov.org>
Subject: Spotted on SF Streets: Uber Humvee

Good Morning,

I was walking to the Muni this morning and crossed Page street at Scott in front of a red Humvee with an Uber sticker in the front window. Gross.

I think we can agree this does not support SF transportation and environmental goals. By putting more cars on our roads, Uber and Lyft are also causing asthma.

Data now shows the negative impacts Uber and Lyft have on cities like San Francisco. Let's enact smart regulations that help these companies to be better neighbors. I'd like to see:

- * Fewer Uber and Lyft vehicles on our streets
- * Enforceable limits on the GHG footprint of total fleet - including transit to SF
- * Transparent and meaningful safety standards for all drivers
- * Uber and Lyft pay by the mile for their impact on our communities and transit organizations
- * No humvees

Let me know how I can support.

Sincerely,
Erika Kimball, RN
987 Oak St
415-533-4793

Sent from my iPhone

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors: Major, Erica \(BOS\)](#)
Subject: FW: Statement Supporting Prohibition of Cannabis Businesses in Chinatown
Date: Tuesday, July 31, 2018 4:37:00 PM
Attachments: [Statement in Support of Prohibition of Cannabis Businesses in Chinatown.pdf](#)

From: Rose Pak Democratic Club [mailto:info@rosepakdemclub.org]
Sent: Tuesday, July 31, 2018 11:27 AM
To: info@rosepakdemclub.org
Subject: Statement Supporting Prohibition of Cannabis Businesses in Chinatown



July 30, 2018

Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

***Re: Support of File No. 180319 Planning Code - Cannabis Retail & Medical
Cannabis Dispensaries in Chinatown***

Dear Supervisors,

The Rose Pak Democratic Club stands in support of prohibiting cannabis dispensaries in Chinatown. San Francisco has one of the last living Chinatowns in the nation because of decades of hard-fought battles against commercial encroachment.

With our current affordability crisis, Chinatown residents and small businesses are at high risk of being pushed out by speculative real estate investors and rising rents.

Cannabis dispensaries are commercial, for-profit, cash-rich enterprises that have been shown to upend communities of color, especially low income communities, in other cities that have legalized marijuana such as Denver, Colorado.

We call on our City's leaders to listen carefully to this community's voice and protect this living, breathing community which is home to thousands of residents and small business owners who would not otherwise have anywhere to turn.

Sincerely,

Rose Pak Democratic Club
Executive Board

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Street problems
Date: Wednesday, August 01, 2018 1:07:00 PM

From: Nancy Single [mailto:rnsingle@verizon.net]
Sent: Wednesday, August 01, 2018 12:59 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Street problems

I was thinking of visiting San Francisco soon and I understand there is a problem with needles/syringes left in the streets in various locations. How did they get there and why isn't there an ordinance against that type of activity? It also appears that you have a sanitation problem due to homeless people living on the streets? San Francisco used to be a lovely city, what happened?

Thank you, Nancy Single

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: No High Hazard Herbicides in our Parks and Watersheds
Date: Wednesday, August 08, 2018 1:13:00 PM

From: Linda [mailto:garciamil1@att.net]
Sent: Friday, August 03, 2018 4:06 PM
To: Valdez, Anthony (ENV) <anthony.e.valdez@sfgov.org>; Geiger, Chris (ENV) <chris.geiger@sfgov.org>; Raphael, Deborah (ENV) <deborah.raaphael@sfgov.org>
Cc: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: No High Hazard Herbicides in our Parks and Watersheds

TO ALL OF THE ABOVE NAMED RECIPIENTS:

SF Commission on the Environment Policy Committee meeting on Monday, 8-6-2018, has "Policy Committee review of the 2018 Reduced Risk Pesticide list for City properties" on the agenda .

The proposed list contains high hazard herbicides for use in parks and on watersheds. Poisoning our environment to eliminate plants poses unacceptable risk to health of people, pets, and wildlife.

Contrary to what Draft Restrictions on Herbicides for City Properties says:

- use of high toxicity herbicides is NOT "critical to public health & public safety" - it is damaging to public health & safety;

- it is much preferable and much healthier to have sour grass, blackberries, & ivy (which do not adversely affect public health), than highly unnatural herbicides (for which there is overwhelming evidence of harm to people's health and the environment);

- high toxicity herbicides clearly cannot protect "biodiversity assets" - they damage the environment and "biodiversity";

- use of high toxicity herbicides unquestionably contradicts Precautionary Principle & their removal will make the city a little closer to keeping with it.

The SF Department of the Environment says it only allows toxic herbicides to be used as a last resort. However, experience shows that single

herbicide treatments cannot prevent "unwanted" vegetation from growing in "biodiversity asset" areas. Rather, exclusion of unwanted plants leads to continuing herbicide applications in perpetuity. It is a "last resort" that never ends. Herbicide applications become the standard way of doing business with more and more chemicals accumulating on the same pieces of land. It is hard to imagine this would have a positive effect on the health of the local environment.

I strongly urge you to act responsibly and **ALLOW NO HIGH HAZARD HERBICIDES IN OUR PARKS AND WATERSHEDS!**

Respectfully submitted,

Linda Garcia Milhoan

324 Molimo Drive

San Francisco, CA 94127

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: No high hazard herbicides on city property
Date: Wednesday, August 08, 2018 9:58:00 AM

From: Eugene Bachmanov [mailto:bsidecon@yahoo.com]
Sent: Friday, August 03, 2018 1:05 PM
To: Valdez, Anthony (ENV) <anthony.e.valdez@sfgov.org>
Cc: Geiger, Chris (ENV) <chris.geiger@sfgov.org>; Raphael, Deborah (ENV) <deborah.raaphael@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: No high hazard herbicides on city property

Commissioners,

I'm in total agreement with SF Forest Alliance - use of high hazard herbicides on city property is unacceptable:

<https://sfforest.org/2018/07/17/no-pesticides-in-our-parks-and-watersheds/>

Contrary to what the note on DRAFT San Francisco Reduced Risk Pesticide List says, high toxicity herbicides are NOT "critical to public health & public safety" - they are damaging to public health & safety.

Sour grass, blackberries, & ivy are not linked to cancer, liver damage, birth defects, endocrine disruption - but herbicides used to eliminate them are.

To "minimize potential harm to the environment (the harm is not potential, but real) and to really keep with Precautionary Principle the city should stop the use of all non-organic tier I & II herbicides immediately.

High toxicity herbicides cannot protect "biodiversity assets" - they damage the environment and "biodiversity".

Sincerely,

Eugene Bachmanov
418 Arch Street,

San Francisco, CA 94132

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: ***STOP*** the use of high toxicity herbicides in our city!!!
Date: Wednesday, August 08, 2018 9:57:00 AM

From: K Albrecht [mailto:kalbrecht@yahoo.com]
Sent: Friday, August 03, 2018 12:29 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: ***STOP*** the use of high toxicity herbicides in our city!!!

The SF Department of the Environment says it only allows toxic herbicides to be used as a last resort. However, experience shows that single herbicide treatments cannot prevent "unwanted" vegetation from growing in "biodiversity asset" areas. Rather, exclusion of unwanted plants leads to continuing herbicide applications in perpetuity. It is a "last resort" that never ends. Herbicide applications become the standard way of doing business with more and more chemicals accumulating on the same pieces of land. It is hard to imagine this would have a positive effect on the health of the local environment. Contrary to what Draft Restrictions on Herbicides for City Properties says:

- use of high toxicity herbicides is NOT "critical to public health & public safety" - it is damaging to public health & safety;
- it is much preferable and much healthier to have sour grass, blackberries, & ivy (which do not adversely affect public health), than highly unnatural herbicides (for which there is overwhelming evidence of harm to people's health and the environment);
- high toxicity herbicides clearly cannot protect "biodiversity assets" - they damage the environment and "biodiversity";
- use of high toxicity herbicides unquestionably contradicts Precautionary Principle & their removal will make the city a little closer to keeping with it.

PLEASE vote to stop the use of high toxicity herbicides in San Francisco!

Katherine Albrecht
77 Teresita Blvd
San Francisco, CA 94127

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: No high hazard herbicides on city property
Date: Wednesday, August 08, 2018 1:13:00 PM

From: Valenteen Ignatovsky [mailto:ivalenteen@yahoo.com]
Sent: Friday, August 03, 2018 1:57 PM
To: Valdez, Anthony (ENV) <anthony.e.valdez@sfgov.org>
Cc: Geiger, Chris (ENV) <chris.geiger@sfgov.org>; Raphael, Deborah (ENV) <deborah.rafael@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: No high hazard herbicides on city property

Commissioners,

I'm in total agreement with SF Forest Alliance - use of high hazard herbicides on city property is unacceptable:

<https://sfforest.org/2018/07/17/no-pesticides-in-our-parks-and-watersheds/>

Contrary to what the note on DRAFT San Francisco Reduced Risk Pesticide List says, high toxicity herbicides are NOT "critical to public health & public safety" - they are damaging to public health & safety.

Sour grass, blackberries, & ivy are not linked to cancer, liver damage, birth defects, endocrine disruption - but herbicides used to eliminate them are.

To "minimize potential harm to the environment (the harm is not potential, but real) and to really keep with Precautionary Principle the city should stop the use of all non-organic tier I & II herbicides immediately.

High toxicity herbicides cannot protect "biodiversity assets" - they damage the environment and "biodiversity".

Sincerely,

Valenteen Ignatovsky
1733 7-th Ave San Francisco CA 94122

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Toxic Herbicide Use
Date: Wednesday, August 08, 2018 1:13:00 PM

From: HydrateLife [mailto:hydratelife@gmail.com]

Sent: Friday, August 03, 2018 3:04 PM

To: Valdez, Anthony (ENV) <anthony.e.valdez@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Geiger, Chris (ENV) <chris.geiger@sfgov.org>; Raphael, Deborah (ENV) <deborah.rafael@sfgov.org>

Subject: Toxic Herbicide Use

Dear Mr. Valdez, Mr. Geiger, Ms. Raphael, and the Board of Supervisors,

I am writing because I am concerned about the use of herbicides (and pesticides) in San Francisco's public spaces. I am a long time resident of SF, and I am about to have my first child in December. I would love to take my child to our great parks without having to worry about him being exposed to potentially harmful chemicals.

Over the past couple of years the scientific community has started to understand that these chemicals are not safe, and should not be used. I would urge you to do everything you can to stop this practice, and make our parks as safe as they can be. A few points in support of my request:

- use of high toxicity herbicides is NOT "critical to public health & public safety" - it is damaging to public health & safety;
- it is much preferable and much healthier to have sour grass, blackberries, & ivy (which do not adversely affect public health), than highly unnatural herbicides (for which there is overwhelming evidence of harm to people's health and the environment);
- high toxicity herbicides clearly cannot protect "biodiversity assets" - they damage the environment and "biodiversity";
- use of high toxicity herbicides unquestionably contradicts Precautionary Principle & their removal will make the city a little closer to keeping with it.

Thank you,

Brian Luenow

--

Regards,

Brian

HydrateLife.org

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: pesticide usage meeting on Monday, August 6th
Date: Wednesday, August 08, 2018 1:12:00 PM

-----Original Message-----

From: Wendy Oakes [<mailto:wendyjoakes@aol.com>]
Sent: Friday, August 03, 2018 6:27 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: wendyjoakes@aol.com
Subject: pesticide usage meeting on Monday, August 6th

Hello,

I live next to Golden Gate Park, and just love it.

I have heard that they are considering using high toxicity herbicides/pesticides in the parks. Please be our voice against this. I would much rather have a few weeds than have to breathe those in, or be concerned for the health of my friends' dogs and children, not to mention the health of our precious wildlife.

Thank you so much,
Wendy Oakes
1868 Page Street
San Francisco, CA 94117

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: high hazard herbicides on city properties
Date: Wednesday, August 08, 2018 1:13:00 PM

-----Original Message-----

From: thomaspolk@earthlink.net [<mailto:thomaspolk@earthlink.net>]

Sent: Friday, August 03, 2018 2:42 PM

To: Valdez, Anthony (ENV) <anthony.e.valdez@sfgov.org>; Geiger, Chris (ENV) <chris.geiger@sfgov.org>; eborah.Raphael@sfgov.org; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

Subject: high hazard herbicides on city properties

To whom it may Concern:

Redolent of oligarchy and autocracy, the egregious disregard for the lives, the health and the well being of the citizenry demonstrated by this city's leadership is unacceptable. It has been general knowledge for thirty years that the use of toxic pesticides in the human environment has a deleterious, often deadly effect on the population. If government seeks to err let it err on the side of human well-being; do everything in your power to prevent the use of any toxic substance in our parks. We all love beauty but the beauty of death by poison leaves much to be desired!

Thomas Polk

From: Anastasia Glikshtern
To: [Valdez, Anthony \(ENV\)](#)
Cc: [Geiger, Chris \(ENV\)](#); [Raphael, Deborah \(ENV\)](#); [Board of Supervisors, \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Ronen, Hillary](#); [Kim, Jane \(BOS\)](#); [Tang, Katy \(BOS\)](#); [Cohen, Malia \(BOS\)](#); [Yee, Norman \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Fewer, Sandra \(BOS\)](#); [Brown, Vallie \(BOS\)](#)
Subject: No toxic herbicides on city property - comment for 8-6-2018 CoE Policy Committee meeting
Date: Friday, August 03, 2018 12:58:10 PM

Commissioners,

The link below has a letter SF Forest Alliance sent to the annual pesticide hearing this July:
<https://sfforest.org/2018/07/17/no-pesticides-in-our-parks-and-watersheds/>

This post on SF Forest Alliance site documents increased use of high hazard herbicides in "natural" areas this year:
<https://sfforest.org/2018/07/17/herbicide-use-by-san-francisco-natural-resource-department-rises-sharply-in-1h-2018/>

Here is a recent column on the subject of herbicides in SF Examiner - Why spray any toxic herbicides in city parks? :

<http://www.sfexaminer.com/spray-toxic-herbicides-city-parks/>

No high toxicity non-organic herbicide should ever be used on city property (or anywhere on earth).

Please remove them from the "Reduced" Risk Pesticide list. (Money, PGA tour contract, golfers loving being exposed - excuse Harding park applications - but they should not be allowed in other places.)

I want to reemphasize the point that these toxins cannot possibly be good for "sensitive species" or "biodiversity assets":
in accordance with the court order their use is prohibited in Sharp Park precisely because of the presence there of the endangered California garter snake and threatened red-legged frog. It is ridiculous to suggest that while damaging to the species on federal lists the poisoning is good for everything else designated "native."

Please include this email into the meeting minutes.

Thank you,
Anastasia Glikshtern

From: Suzanne Dumont
To: [Board of Supervisors, \(BOS\)](#); [Valdez, Anthony \(ENV\)](#); [Geiger, Chris \(ENV\)](#); [Raphael, Deborah \(ENV\)](#)
Subject: Re : "Policy Committee review of the 2018 Reduced Risk Pesticide list for City properties"
Date: Friday, August 03, 2018 8:47:25 AM

Dear Board of Supervisors and Honorable Commissioners,
As a citizen who lives near a park and who enjoys many other SF parks on a regular basis,
I implore you not to relax or encourage, the use of ANY toxic herbicides in our fair city.
Long term, natural strategies are much better for all. We only have 49 square miles to
protect, and we must do that. Our future, and our safety, is in your hands.

Please vote to protect our city and all life in it.

Thank you.
Suzanne Dumont
San Francisco, Ca

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors; Major, Erica \(BOS\)](#)
Subject: FW: Opposed to cafeteria ban
Date: Monday, July 30, 2018 1:56:00 PM

From: jones-allen [mailto:jones-allen@att.net]
Sent: Wednesday, July 25, 2018 7:42 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; metro@sfchronicle.com; newstips <newstips@sfexaminer.com>
Subject: Opposed to cafeteria ban

Attention: All Members of the San Francisco Board of Supervisors,

This proposed legislation is also further proof that SF lawmakers lack creativity. Forcing people to mingle at lunchtime out of the office can not be legislated but that will not prevent a stiff necked board from forcing peers to go along with it.

The good news is Mayor London Breed is not bumb enough to sign something so silly and usinneses will get creative and prove just how asinine this proposed ban is, if the mayor turns out to be just as bumb as her former colleagues on the board.

The bad news if passed, will threatens businesses looking to be a part of the "SOMA plan."

If someone was to ask me to describe the San Francisco Board of Supervisors, I would respond: it is one big barf bag; full of their own hypocrisy.

To beg a business like Twitter to set up shop here, offer it tax breaks and then use Twitter as an example to create an asinine piece of legislation to make a law banning future businesses from following them in providing free meals for employees is exhibit A.

Allen Jones
jones-allen@att.net
(415) 756-7733

The only thing I love more than justice is the freedom to fight for it.
--Allen Jones--

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [Major, Erica \(BOS\)](#)
Subject: FW: Please don't ban workplace cafeterias
Date: Monday, July 30, 2018 8:51:00 AM

From: Gabor Cselle [mailto:mail@gaborcselle.com]
Sent: Friday, July 27, 2018 1:21 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Please don't ban workplace cafeterias

Hi there,

I live in District 1 in San Francisco at Stanyan and McAllister. I work in the technology industry.

I recently read in the media that there are plans to ban workplace cafeterias in San Francisco

Please don't ban them for these reasons:

1. **Health:** The food at my employer's cafeteria is so much more healthy than food available at local restaurants.
2. **Collaboration:** Conveniently and informally grabbing lunch with my coworkers at our workplace cafeteria fosters better teamwork and more innovation. Coordinating lunch plans is inconvenient and we'd just separately swarm out for food. Teamwork is essential and hindering it would decrease the speed San Francisco's innovation engine.
3. **Cost:** I work in the East Cut area, where lunch prices are relatively high. I'm sure my employer wouldn't offset the increase in cost with added pay, so this ban would take real money out of our family's budget. San Francisco is already hard to afford for families, and this would just add to that crisis.

Please don't ban workplace cafeterias.

Thank you,

Gabor Cselle

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors; Major, Erica \(BOS\)](#)
Subject: FW: Public Comment: File 180777
Date: Monday, July 30, 2018 8:26:00 AM

From: Thomas Busse [mailto:tjbussesf@gmail.com]
Sent: Saturday, July 28, 2018 11:12 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Public Comment: File 180777

This legislation would be illegal as it is pre-empted at the Federal level by ERISA and would invite further litigation under Title VI of the Civil Rights Act of 1964.

Section 125 of ERISA preempts state and local governance of employer-provided Cafeteria Plans. When enacted in 1972, the Federal Government found such meal plans to be a Federal Concern, as employers routinely discriminated in their provision of such meal plans both on the basis of race and compensation. Through its power to tax, the Federal Government imposed strict nondiscrimination testing requirements on employers, who are required to make annual filings with the US Department of Labor in regard to meals provided to their employees and to prepare EBC documents to be given to their employees regarding their rights.

ERISA is specifically a preemption law: it prohibits state and local governments from regulating employee benefits - this includes meals provided as a form of compensation to employees. This proposal attempts to ban a form of employee compensation. This ban would disproportionately impact lower-paid employees who skew toward racial minorities. The Federal Government took an interest in making sure all employees - both low and highly compensated - had equal access to employer-provided cafeteria plans. The SF Board of Supervisors can no less ban Cafeteria Plans than it can ban 401k's. Both are forms of compensated regulated solely at the Federal Level.

Do not waste the City Attorney's time in costly and difficult ERISA complex litigation. He has whistleblowers to fire and kickback claims to robocut.

Thomas J. Busse

From: ellenzhou@sfcec.org
To: [Kim, Jane \(BOS\)](#); [Tang, Katy \(BOS\)](#); [Cohen, Malia \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Yee, Norman \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Mayor London Breed \(MYR\)](#); [Brown, Vallie \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#)
Cc: [DPH - teresaduque](#); [Audrey Leong](#)
Subject: Need fair regulations and laws to protect small property owners
Date: Thursday, August 02, 2018 10:35:49 PM

August 2, 2018

Dear all supervisors,

Thank you for working hard to set up regulations for our city. Our housing crisis will not solve unless we have fair housing policies for both tenants and landlords. Our current housing policies created housing crisis for tenants.

On behalf of our community, I am writing to you all to request a public hearing on small property owners / victims. We, many small property owners being sued, but lack of support from the city. Our city has millions of dollars for tenants, but nothing to protect small property owners. Our housing policies only protect tenants, but not protect small property owners. Now, small property owners are afraid of renting out their units.

We, the small property owners paid property taxes to support our city employees and city operations, but not getting support when facing legal challenges from abusive tenants and unethical lawyers. The city gives our property money to tenants, so tenants can sue our small property owners. What kind of regulations do we have now?

We hope to hear from you all sooner about fair housing policies for hard working small property owners. We need legal help just like our city gives \$ for tenants. Once we have fair housing policies and fair regulations, there will be more housing available immediate to support teachers and working families to have housing. Thank you. Together, we hope to be helpful to fair housing policies.

Ellen Lee Zhou, M.S.W.
 2798 San Bruno Avenue
 San Francisco, CA 94134
 Office Tel/Fax 415-467-1929
 24/7 Contact 415-829-9550
 Website: WWW.SFCEC.ORG

Our mission is to empower and encourage people to find supports from available resources

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From: [Dawson, Jasmine \(CHF\)](#)
To: [Nevin, Peggy \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#)
Cc: [DIETTERLE, COLLEEN \(CAT\)](#); [McGRATH, AILEEN \(CAT\)](#); [EISENBERG, SARA \(CAT\)](#); [Chyi, Leo \(CHF\)](#); [Pei, Wei \(CHF\)](#)
Subject: Submission to: Petitions and Communications Section for 9/4 BOS meeting
Date: Tuesday, August 21, 2018 3:43:59 PM
Attachments: [CCSF FY 18-19 Full Application for BOS Review.pdf](#)

Hello Peggy and Eileen,

Each year our office has issues a notice of our intention to apply for Edward Byrne Memorial JAG funding. In order to fulfill our local governing body review requirement I have enclosed a packet that we would like to share for the Petitions and Communications section of the upcoming September 4th Board of Supervisor's meeting.

Enclosed please find:

- Cover letter to the Clerk of the Board
- Application materials
- Local Solicitation Application

Please let me know if you have any additional questions.

Thank you,

Jasmine

Jasmine Dawson

Program and Planning Manager

San Francisco Department of Children, Youth & Their Families

1390 Market Street, Suite 900

San Francisco, CA 94102

(415)554-8482

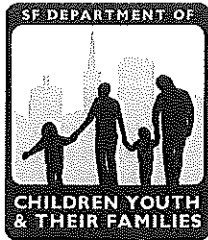
(415) 554-8965 fax

jasmine.dawson@dcyf.org

www.dcyf.org

Check out www.SFKids.org for resources for SF families & youth!

Check out our latest FREE training and coaching opportunities! <http://tinyurl.com/dcyfsupport>



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

August 20, 2018

Ms. Angela Calvillo
Clerk of the Board of Supervisors
1 Dr. Carlton B. Goodlet Place
San Francisco, CA 94102-4689

Dear Ms. Calvillo,

The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant Program (Byrne JAG) FY 2018 Local Solicitation. Department of Children, Youth and Their Families is leading in partnership with Adult Probation Department, the District Attorney's Office, the Police Department, the Public Defender's Office, and the Sheriff's Department, and intends to apply for these Federal grant funds to support San Francisco's Continuum of Alternative Responses to Drug Offenses. This is a multidisciplinary partnership that focuses on adopting a continuum of alternative responses with a harm reduction, recovery-centered approach for appropriate low-level drug offenders that seeks to not only improve their lives but to also increase the quality of life and public safety for all San Franciscans.

A complete copy of the Byrne JAG FY 2018 Local Solicitation and CCSF's application is attached. Please note in particular the following requirements.

Governing Body Review

Byrne JAG FY 2018 grant applications are due August 22, 2018, and the Bureau of Justice Assistance requires the applicant agency to make the grant application available for review by the governing body not fewer than 30 days before the application is submitted. When this requirement cannot be met at the time the application is submitted, BJA will add a withholding of funds special condition to the award, which can be cleared once we confirm the governing body review requirement has been satisfied.

In accordance with this requirement, we respectfully request that you disseminate a copy of this correspondence along with the attached Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation and CCSF's application to each member of the Board of Supervisors for review, and include this application on the next posting of City Petitions and Communications.

New Immigration-Related Certifications and Requirements

In the solicitation to local governments for FY 2018 Byrne JAG funding, DOJ has stated that units of local government must submit two certifications “regarding compliance with certain federal laws.” (Byrne JAG FY 2018 Local Solicitation at 1.) Specifically, the solicitation indicates that recipients of FY 2018 Byrne JAG awards will be required to submit (1) a document entitled “Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644” (the “Section 1373 Certification”) (Local Solicitation at 43) and (2) a document entitled “Local Government: FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)” (the “Immigration-Related Certification”) (*id.* at 45). The solicitation further states that local jurisdictions must provide answers to questions related to 8 U.S.C. § 1373 in an attachment titled “Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)” (“Section 1373 Attachment”) (*id.* at 27-28). Also, the solicitation states that local jurisdictions are required to submit a document entitled “Certifications and Assurances by the Chief Executive Officer of the Applicant Government” (“Chief Executive Certification”) before receiving award funds. (*Id.* at 27.)

In the solicitation, DOJ makes clear that applicants for FY 2018 Byrne JAG funds do not need to complete these certifications or provide the Section 1373 Attachment to submit a complete FY 2018 Byrne JAG application. Rather, DOJ has stated that the Section 1373 Certification and the Immigration-Related Certification must be executed and submitted “on or before the day the unit of local government submits an executed award document.” (Local Solicitation at 27.) Further, DOJ has represented that it will not deny an application for a FY 2018 award for failure to submit the Section 1373 Attachment, but a unit of local government will not be able to access award funds until it submits that document. (*Id.* at 28.) DOJ has also stated that “OJP will not deny an application for an FY 2018 award” for failure to submit the Chief Executive Certification by the application deadline, but “a unit of local government will not be able to access award funds” until it submits this document. (*Id.* at 27.)

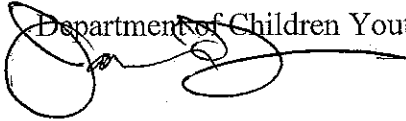
Consistent with DOJ’s representations, DCYF intends to submit the FY 2018 Byrne JAG application without executing the Section 1373 Certification or the Immigration-Related Certification, and without agreeing as part of the application to comply with those Certifications. Also, DCYF plans to submit the FY 2018 Byrne JAG application without submitting the Section 1373 Attachment, and without agreeing as part of the application to comply with the demands that Attachment makes. Finally, DCYF plans to submit the FY 2018 Byrne JAG application without executing the Chief Executive Certification, as that Certification requires the Chief Executive to adopt the Section 1373 and Immigration-Related Certifications. (Local Solicitation at 41.) Please note that the legality of these new certifications and requirements has been challenged in federal court. *City of New York v. Sessions*, No. 18-cv-06474 (S.D.N.Y. filed July

18, 2018); *State of New York v. U.S. Dep't of Justice*, No. 1:18-cv-06471 (S.D.N.Y. filed July 18, 2018).

Thank you in advance for your assistance with this matter. Department of Children, Youth and Their Families and all of our City partners are committed to complying with all lawful applicable requirements pertaining to the Edward Byrne Memorial Justice Assistance Grant. If you have any questions, please contact me at (415) 554-8482 or at jasmine.dawson@dcyf.org.

Jasmine Dawson

Department of Children Youth and Their Families

A handwritten signature in black ink, appearing to read 'Jasmine Dawson', is written over the printed name and title.

Department of Children, Youth and Their Families

1390 Market Street Suite 900 * San Francisco, CA 94102 * 415-554-8990 * www.dcyf.org

Applicant: City and County of San Francisco
Department of Children, Youth and Their Families
Title: The CCSF's Continuum of Alternative Responses to Drug Offenses
ABSTRACT

Though the number of arrests for drug offenses in San Francisco have declined dramatically over the last ten years due to statewide legislative shifts in penalties for drug offenses paired with an evolving local perspective toward what works for people with substance abuse issues, the city has never made a concerted effort to ensure that there is a full continuum of alternative responses along all decision points of the criminal justice system for people struggling with substance abuse and addiction. There have been a variety of alternative strategies implemented by different justice-involved agencies and departments that have all seen great measures of success. The City and County of San Francisco hopes to build on these successes by adopting a continuum of alternative responses with a harm reduction, recovery-centered approach for appropriate low-level drug offenders. This continuum will include a pre-arrest diversion option for low-level drug offenders and a focused drug deterrence effort for high-level drug sellers, the opportunity for defendants with substantial substance abuse issues to engage in a collaborative Drug Court, treatment for individuals who are in custody, a specialized, targeted caseload for probationers, and a social worker dedicated to supporting individuals reenter the community after incarceration. Additionally, JAG funds will support the revision of and planning for justice system-involved youth in San Francisco. The implementation of this continuum and planning process will require the collaboration of the San Francisco Police Department, the District Attorney and Public Defender's Office, the Sheriff's Department, Adult Probation, and Department of Children Youth and Their Families. By creating these alternative opportunities across the criminal justice system, San Francisco seeks to not only decrease the recidivism and improve the lives of individuals struggling with substance abuse who get caught up in the system but to also increase the quality of life and public safety for all San Franciscans.

| JAG Project Identifiers: |
|---------------------------------|
| Policing |
| Drug Court |
| Probation |
| Reentry |
| Strategic Planning |

Applicant: City and County of San Francisco
Department of Children, Youth and Their Families
Title: The CCSF's Continuum of Alternative Responses to Drug Offenses
PROGRAM NARRATIVE

❖ PROBLEM STATEMENT

The City and County of San Francisco (CCSF) is an urban environment spanning approximately 49 square miles with approximately 884,363 (U.S. Census Bureau 2016)¹ culturally, ethnically, and linguistically diverse residents (17,179 residents per square mile). San Francisco's ethnic diversity includes approximately 53.1% White, 35.9% Asian, 0.4% Pacific Islander, 15.2% Hispanic/Latino, and 5.5% African American residents. Like many urban cities, low-income African American and Latinos disproportionately live in segmented neighborhoods that are impacted by violent crime.

In 2008, the San Francisco Police Department (SFPD) completed a comprehensive performance evaluation of the department's violent crime trends and tactical operations efficiencies. The department's data showed that crime and service calls were primarily concentrated in five "hot-zone" neighborhoods which total only 2.1% of San Francisco's 49 square miles. The five zones included: Zone 1: Tenderloin/SOMA, Zone 2: Western Addition, Zone 3: Mission, Zone 4: Bayview/Hunters Point, and Zone 5: Visitation Valley. These zones are the areas with the greatest percentage of total crime incident reports from 2002-2009. To address the geographic concentration of crime, the SFPD initiated a commensurate "Zone Strategy" that aligned resources and staffing with hot-zone neighborhoods to address issues of violence and crime. Zone Strategy tactics include intensive and sustained street level narcotics enforcement, fugitive apprehension, strict enforcement of court orders, probation compliance

¹ <https://www.census.gov/quickfacts/fact/table/sanfranciscocountycalifornia/PST045217>

checks, 10-35 search teams, zone enforcement units and multi-agency law enforcement partnership with federal investigators. Since the Zone Strategy was implemented, homicides and non-fatal shootings decreased in all of the designated zones in San Francisco:

Zone 1 (Tenderloin/SOMA) Homicides decreased 22%; Non-fatal shootings decreased 58%

Zone 2 (Western Addition) Homicides decreased 29%; Non-fatal shootings decreased 73%

Zone 3 (Mission) Homicides decreased 38%; Non-fatal shootings decreased 26%

Zone 4 (Bayview) Homicides decreased 30%; Non-fatal shooting decreased 4%

Zone 5 (Visitacion Valley) Homicides decreased 50%; Non-fatal shootings decreased 33%.

Additionally, in 2008 SFPD conducted 412 parole and probation searches; 325 parolees and probationers were arrested as a result of these searches; and, 80% of these arrests occurred in a designated zone. One of the most successful “zone tactics” initiated was the coordination and calendaring of an intensive “buy/bust” street level narcotics enforcement program in the Tenderloin area of San Francisco, (Zone #1). Station level personnel, the Narcotics Division and the Gang Task force scheduled continuous narcotics enforcement at all times of the day and night resulting in a significant number of arrests. SFPD data continues to show a co-location of drug proliferation in the same hotzone neighborhoods where poverty and violence are more widespread. Drug abuse and addiction continue to be a major problem for the criminal justice system in San Francisco. The main drugs of choice for the offender population continue to be crack cocaine, heroin and methamphetamine.

Trend analysis of San Francisco’s violent crime rates indicate that there continues to be a clear need for intervention strategies and techniques to reduce the harm caused by drug proliferation and street violence in the CCSF. Table 1 illustrates the violent crime trends from 2009 to 2017. Prior to 2009 San Francisco experienced over 80 homicides a year. Of the 98

homicides reported for 2008, approximately 38% were youth and young adults aged 14 to 25.

Young adults represented 49% of victims of homicides, shootings and critical assaults tracked by the Mayor's Office of Violence Prevention Services between October 1, 2012 and December 31, 2013.²

Table 1. San Francisco Violent Crime Trends 2009-2017.

| Year | Population | Violent crime | % Change | Murder and non-negligent manslaughter | Forcible rape | Robbery | Aggravated assault |
|-------|------------|---------------|----------|---------------------------------------|---------------|---------|--------------------|
| 2009 | 788,197 | 5,957 | -11.7% | 45 | 179 | 3,423 | 2,310 |
| 2010 | 818,594 | 5,747 | -3.5% | 48 | 133 | 3,180 | 2,386 |
| 2011 | 814,701 | 5,374 | -6.5% | 50 | 131 | 3,088 | 2,105 |
| 2012 | 820,363 | 5,779 | 7.5% | 69 | 164 | 3,703 | 3,357 |
| 2013 | 841,138 | 7,064 | 22.2% | 48 | 161 | 4,202 | 2,653 |
| 2014 | 852,469 | 6,761 | -4.5% | 45 | 355 | 3,224 | 3,137 |
| 2015 | 864,816 | 6,776 | 0.22% | 52 | 344 | 3,610 | 2,703 |
| 2016 | 871,155 | 6,190 | -8.64% | 57 | 342 | 3,175 | 2,616 |
| 2017* | - | 3,069 | - | 34 | 187 | 1,599 | 1,249 |

Source: U.S Federal Bureau of Investigation. Uniform Crime Reports (2009-2017).
<https://ucr.fbi.gov/crime-in-the-u.s/2017/preliminary-report>
(Includes January to June 2016-2017)

As evidenced above, through Zone Strategy activities San Francisco has demonstrated violence reduction success. We continue to evolve and address the most efficient ways of abating illegal drug use and trafficking in some of San Francisco's most vulnerable neighborhoods. Historically, this Zone Strategy is what San Francisco has used the Edward Byrne Memorial Grant funding from the DOJ to support. But what has also become increasingly clear in San

² Mayor's Office of Violence Prevention Services Street Violence Response Team Data Brief. October 1, 2012 - December 31, 2013.

San Francisco is that though Zone Strategy activities have worked well to help address the violent crime rate, there continues to be a need to contend with rampant substance abuse, especially among those with mental health issues and San Francisco's homeless population. According to the San Francisco Local Homeless Coordinating Board's "2015 San Francisco Point-In-Time Homeless Count & Survey"³, on any given day in San Francisco there are nearly 7,000 people in San Francisco who are living on the street or in shelters across the city. Of those, 18% of homeless individuals report that alcohol or drug use is their primary cause of homelessness, 37% report drug or alcohol abuse as a chronic health condition. Among those who experience chronic homelessness, defined by HUD as a person who has experienced homelessness for longer than a year, 32% report alcohol and drug use as their primary cause of homelessness and 62% report drug or alcohol abuse as a chronic health condition. Many of these people, along with other low-level drug offenders with substantial substance abuse issues, cycle through the criminal justice system because of their substance abuse only to come back into the community without having their most basic underlying need addressed.

Though the number of arrests for drug offenses in San Francisco have declined dramatically over the last ten years due to statewide legislative shifts in penalties for drug offenses paired with an evolving local perspective toward what works for people with substance abuse issues, our analysis of crime trends and crime drivers has indicated that while drug arrests themselves are greatly reduced, untreated addiction has a significant impact on other offense categories, such as property crimes. The city is striving to ensure that we have a full continuum of alternative responses along all decision points of the criminal justice system for people

³ San Francisco Local Homeless Coordinating Board. (2015). *2015 San Francisco Homeless Point-In-Time Count & Survey Comprehensive Report*. San Jose, CA: Applied Survey Research.

struggling with substance abuse and addiction. There have been a variety of alternative strategies implemented by different justice-involved agencies and departments that have all seen great measures of success. The City and County of San Francisco hopes to build on these successes by adopting a continuum of alternative responses with a harm reduction, recovery-centered approach for appropriate low-level drug offenders that seeks to not only improve their lives but to also increase the quality of life and public safety for all San Franciscans.

❖ **CCSF OVERVIEW OF 2018-19 ACTIVITIES**

The City and County of San Francisco will use 2018 JAG funds to provide early stage diversion, focused drug deterrence activities, efficient prosecution, intensive probation supervision, recidivism reduction and system-involvement prevention efforts. JAG funding will be used specifically to support evidence based programs, including:

- **Law Enforcement Assisted Diversion (LEAD SF)**, a new approach that seeks to accomplish the goals of reduced criminal behavior and improved public safety by connecting appropriate low-level drug offenders with services,
- **Focused Drug Deterrence**, short and long-term proactive activities including targeted investigations and enforcement and social network analysis to increase the identification of individuals involved in high-level drug markets,
- **Drug Court Prosecution**, seeks to connect criminal defendants who suffer from a substantial substance abuse problem to treatment services in the community in order to enhance public safety, reduce recidivism, and to find appropriate dispositions to the criminal charges that take into consideration the individual's substance abuse problem, mental and physical health, and the seriousness of the offense,

- **Targeted Drug Treatment for Underserved Population**, a treatment intervention conducted by the San Francisco Sheriff's Department (SFSD) for individuals in-custody unable to be moved to a program facility due to classification level,
- **Intensive Probation Supervision**, a targeted caseload of probationers with substance abuse issues handled exclusively by one probation officer at Adult Probation (APD),
- **Reentry Social Work** through the San Francisco Public Defender's Office that provides efficacious legal and wrap around support to help indigent clients charged with felony drug cases and other felony offenses successfully exit the criminal justice system, and
- **Citywide Justice-Involved Youth Planning** that will coordinate funded services and supports for community-based organizations serving youth and young adults in the juvenile and adult criminal justice system. Guide and support a continuum of services for justice system-involved youth and disconnected transitional age youth (age 18-24) and implement the Multi-Agency Local Action Plan: Strategies for San Francisco Juvenile Justice (LAP) direct service strategies through funding and support from Department of Children, Youth and Their Families (DCYF) 2018-2023 RFP funding strategies. DCYF will strengthen partnerships and collaboration at various levels to create a continuum of supports for youth and young adults.

These strategies represent a comprehensive and coordinated approach by the CCSF's justice partners to provide alternative responses to people caught in the criminal justice system because of their struggles with substance abuse while simultaneously ensuring mechanisms are in place to address criminal conduct and link individuals to appropriate services.

Strengthening San Francisco's Criminal Justice System

Three-quarters of individuals involved in California's criminal justice system cycle through the criminal justice system within three years of release. CCSF realizes that we cannot incarcerate our way towards public safety and that while we need to suppress violence and crime to preserve the safety and vitality of San Francisco, we also need to attend to the mental and behavioral health and substance abuse issues that perpetuate an individual's connection to the criminal justice system. This recognition is why San Francisco will soon begin implementing the LEAD SF model, based off of Seattle's successful Law Enforcement Assisted Diversion (LEAD) model, while still including a Focused Drug Deterrence component. We will also continue to implement our successful Drug Court Model with an expanded set of eligibility criteria, support our in-custody treatment programs, ensure a targeted intensive supervision probation caseload, and assist indigent clients upon reentry into our community.

CCSF public safety investments will continue to build and strengthen our criminal justice resolve through smart policing and appropriate alternatives to incarceration and system involvement. This updated and targeted multidisciplinary effort with a focus on leveraging resources to efficiently address emerging and chronic crime and substance abuse problems allows San Francisco to respond appropriately to these issues both with a traditional criminal justice approach as well as with an alternative set of evidence-based responses. CCSF looks forward to directing federal, state and local dollars towards this continuum of alternative responses to substance abuse and focused drug deterrence and will also commit funds for promising collaborative courts, upgraded justice technology and community-based interventions and programs that address individual-level resiliency and skills building tactics that help at-risk and reentering individuals permanently exit the criminal justice system, and become productive members of our San Francisco community.

Competitive stimulus JAG, federal and state formula stimulus JAG funds has provided CCSF criminal justice partners an opportunity to strengthen collaboration and to think critically about how we conduct public safety business. These collective funds will continue to help CCSF improve communication, coordination and information sharing amongst criminal justice partners, expand strategies that strengthen public safety system efficacy, and support San Francisco in constantly reflecting upon our successes and challenges in reducing recidivism and increasing public safety. JAG funds will offer CCSF the ability to balance strategic suppression and system enhancements with pragmatic individual level interventions that will move us towards reaching holistic violence and crime reduction goals and improving quality of life for all San Franciscans.

❖ **CCSF 2018-19 JAG STRATEGIES**

Strategy 1: Continuum of Strategic Responses, Interventions, Treatment, and Enforcement for Drug Offenses throughout the Justice System

Goals of Strategy 1: Program areas addressed include Law Enforcement, Prosecution, Corrections, Community Corrections, Reentry, Drug Treatment and Enforcement, and Prevention and Education

- 1) To reduce incarceration and recidivism and increase public safety by ensuring that there is a continuum of alternative responses throughout the criminal justice system process (pre-arrest through reentry) to address the needs of people with substantial substance abuse issues.
- 2) To reduce the narcotic trade and associated violence in affected San Francisco neighborhoods through focused and proactive law enforcement, prosecution and probation efforts.

- 3) To reduce the negative impact of street drug trafficking, drug-related crime, violence and addiction through a coordinated multidisciplinary partnership between San Francisco's law enforcement, criminal justice, and substance abuse treatment agencies.

While there will continue to be the traditional routes by which many drug offenders will enter the criminal justice system in San Francisco, the City and County is committed to providing additional, alternative responses for appropriate drug offenders along all points of the criminal justice system as described below.

Law Enforcement Assisted Diversion (LEAD SF) (*Pre-Booking*)

In accordance with updates to the JAG Priority Areas identified in the Fiscal Year 2018 Local Solicitation, the City and County of San Francisco proposal includes expanded evidence-based criminal justice programs and strategies emphasizing early diversion to treatment for those with substance use challenges and/or serious mental illness.

San Francisco currently operates several innovative strategies for substance dependent individuals who come into contact with the criminal justice system. Despite these exemplary programs San Francisco has no formalized pre-booking diversion program. The City and County of San Francisco has generated a robust portfolio of diversion programs and now seeks to expand those to the earliest possible stage of diversion-at point of arrest.

Law Enforcement Assisted Diversion (LEAD SF) is a new approach that seeks to accomplish the goals of reduced criminal behavior and improved public safety by connecting appropriate low-level drug offenders, as determined by SFPD officers at point of contact, with services. LEAD SF will incorporate San Francisco's standards for harm reduction practice into program planning and implementation. This approach to diversion has been proven to cost less and be more successful at reducing future criminal behavior than processing low-level drug

offenders through the traditional criminal justice system.

The LEAD SF pilot is modeled after Seattle's Law Enforcement Assisted Diversion program (LEAD) which is a proven example of a pre-booking diversion program that identifies low-level drug and prostitution offenders for whom probable cause exists for an arrest, and redirects them from jail and prosecution by providing linkages to community-based treatment and support services.

The San Francisco Sentencing Commission is a collaborative body made up of representatives from the District Attorney's Office, Public Defender's Office, Sheriff's Department, Adult Probation, Juvenile Probation, Department of Public Health, San Francisco Police Department, BART Police Department, and other appointed members from other criminal justice organizations. Over the last four years the San Francisco Sentencing Commission has heard expert testimony on LEAD program design, implementation and the feasibility of replicating this model program in San Francisco. Formalized law enforcement assisted pre-booking diversion is an evidence based and fiscally prudent alternative. Two recently released University of Washington studies on the LEAD Program found statistically significant reductions in recidivism, most notably LEAD participants showed significant reductions in new felony cases. The evaluation team also found that the program resulted in reduced participant jail bookings, on average 39 fewer jail bed days per participant, an 87% decrease in subsequent state prison incarceration and overall substantial reductions in criminal justice costs. Additionally, a 2014 UC Berkeley analysis completed for the San Francisco Sentencing Commission explored the feasibility, benefits, and cost of replicating the LEAD program in San Francisco. The researchers concluded that, "San Francisco has the necessary tools and systems to meet the challenge of successfully implementing such a program." Ultimately the research team

recommended that San Francisco pursue the adoption of a pre-booking diversion program.

In 2016, the State of California issued a Request for Proposals to identify two jurisdictions to implement the LEAD model, and San Francisco was chosen to receive this grant award. FJAG funds will leverage state grant funds for the implementation of LEAD in San Francisco. LEAD partners are currently engaged in leadership- and operations-level planning meetings.

Focused Drug Deterrence (*Upon Arrest*)

The San Francisco Police Department (SFPD) regularly conducts ongoing, proactive investigations into high-rate drug sellers in an effort to reduce the narcotic trade and associated violence in affected San Francisco neighborhoods. These investigations allow SFPD and CCSF to reduce the negative impact of street drug trafficking, drug-related crime, violence and addiction through a coordinated multidisciplinary partnership between San Francisco's law enforcement, criminal justice, and substance abuse treatment agencies. This strategy entails first, the coordination of SFPD with other city agencies in an effort against chronic violence, then talking directly to those individuals identified as chronically criminally violent and creating the presence that a coordinated law enforcement team will respond to their violence. An on-going goal is to create awareness for drug dealers and users that the police are committed to eliminating street drug trafficking and violence and that police have support from residents and businesses in these communities.

Periodically, after identifying high rate drug sellers in the targeted area, offenders are invited to a call-in meeting, where, like in gang-based approaches, they are told continued offending will not be tolerated. Call-in participants are frequently offered access to services, such as drug treatment and job training that can assist in compliance with the law. If offenders do

continue to engage in drug activity, pending banked cases from the surveillance period are pursued.

Drug Court Prosecution (*Upon Prosecution*)

The San Francisco Drug Court (SFDC) was established in 1995 as an alternative to traditional sentencing options for drug offenders. SFDC is a collaborative effort among the Superior Court, the Office of the District Attorney, the Office of the Public Defender, the Adult Probation Department, the Department of Public Health, the Sheriff's Department, and the Police Department.

SFDC has its own treatment clinic located one block from the Hall of Justice and is supported by local funding through the Department of Public Health. After enrollment, the defendants' treatment is monitored by the Court. A series of sanctions and incentives are used to encourage compliance with treatment. Those who are non-compliant receive graduated sanctions such as writing an essay, community service or jail time - to encourage adherence with treatment. Upon successful program completion, probation is terminated or charges are dismissed.

In addition to the legal benefits, the program is designed so that participants can acquire the tools necessary to live a clean and sober lifestyle. Resources are also provided to help further their education and/or obtain vocational training and maintain stable employment allowing them to become contributing members of society.

Since its launch in 1995, San Francisco's Drug Court has worked with over 5,000 drug offenders with an estimated cost savings of over \$48 million accrued from both operating and

recidivism costs⁴. An evaluation by an independent evaluator found that over a two year period 43% of Drug Court graduates were re-arrested compared to 67% of comparable offenders⁵. This substantial decrease in re-arrest was true regardless of graduation from the program, with a decline of 37% in the average number of arrests in the three years after drug court entry even for non-graduates. For graduates, the difference was even greater with 73% fewer arrests after Drug Court⁶. In the last year, the Court, District Attorney, Public Defender and Probation have collaboratively worked to expand legal eligibility for Drug Court to reflect the types of offenses committed by individuals suffering from addiction; for example, expanding the types of property crimes that are eligible for the program.

Targeted Drug Treatment for Underserved Population (*In Custody*)

The San Francisco Sheriff's Department (SFSD) manages three housing jails. Two of these facilities offer extensive substance abuse counseling, classes, and support. SFSD provides substance use disorder treatment services to inmates in the way of two innovative programs: the SISTER Project (Sisters in Sober Treatment Empowered by Recovery) and Roads to Recovery.

The SISTER program, serves up to 56 substance abusing women in the San Francisco County Jail daily. The goal is to prevent relapse and recidivism by helping participants develop the tools needed to live healthy, drug free lives. Program activities include group and individual substance abuse counseling, and classes ranging from Parenting to Life Skills to Healthy Relationships, among others. This program provides post-release opportunities for women to continue treatment following release from jail.

⁴ Superior Court of California, County of San Francisco. "Adult Drug Court Fact Sheet: 2015. (2015) Retrieved from: <http://www.sfsuperiorcourt.org/divisions/collaborative/drug-court>.

⁵ Ibid.

⁶ Ibid.

Roads to Recovery educates male inmates about the recovery process while introducing the fundamental components of drug treatment. Roads offers classes and training in substance abuse, life skills, group and individual counseling, as well as specialized topics including parenting and conflict resolution. The third facility, County Jail # 4 at 850 Bryant Street, is a linear style jail built in 1958. Because of this jail's architectural limitations, the facility offers minimal programming in the form of 5 Keys Charter High School Independent Study, parent/child visitation and twelve-step groups. Approximately 30% of male inmates in the San Francisco County Jail are housed in this facility. In order to ensure that all incarcerated individuals receive access to treatment the Care Coordinator position was created to facilitate treatment groups in custody for inmates not eligible to be placed into a housing unit dedicated to programming, and post release at the Community Programs site. In addition to the groups at County Jail #4, the Care Coordinator will also facilitate a weekly group to the transgender population currently housed at County jail #2. The Care Coordinator utilizes the Living in Balance curriculum published by Hazelden Publishing. In order for offenders to recover from substance use disorders, they must be able to understand it in the context of their life experiences. Completing the Living in Balance worksheets, exercises, and activities helps participants to build that understanding. The Core Program is made up of twelve unique sessions to help clients address life issues that are central to achieving successful recovery. In addition to the curriculum, staff working in the program will use motivation enhancement and cognitive-behavioral therapeutic approaches when working with participants.

Intensive Probation Supervision (*Post-Adjudication*)

San Francisco's Adult Probation Department (APD) has several specialized caseloads and often assigns targeted cases to probation officers across the department. Probationers with

significant substance abuse can be challenging to supervise, often reoffend and/or continue to use which can lead to non-compliance with their term of probation. Assessing probationers and then assigning them to officers equipped to address their acute issues, allows for an effective officer-probationer dyad in which the assigned probation officer is able to supervise his or her clients, connect them to needed services, and support them in staying in compliance with their probationary terms.

Direct referrals of high-rate drug sellers for whom cases are pursued by SFPD and SFDA (as previously mentioned in the Focused Drug Deterrence Section) as well as Drug Court participants who are current probationers or who will have a term of probation if they refuse to participate or unsuccessfully terminate Drug Court, may fall under this probationer officer's caseload along with all other probationers deemed appropriate by APD.

Reentry Social Work (*Upon Reentry*)

As CCSF linkage to services and targeted arrest strategies like the LEAD SF and Focused Drug Deterrence strategies effectively mitigate drug and violence proliferation and the SFDA's Office establishes grounds on which to charge arrested individuals and the most appropriate venue (i.e. Drug Court) through which to prosecute them, there is a commensurate impact on the Public Defender's Office. The Public Defender's Office Reentry Unit provides the Office's adult indigent clients with an innovative blend of legal, social, and practical support through its social work and Clean Slate programs.

The Reentry Social Work services are a cornerstone of the holistic legal defense team approach employed by the Office of the Public Defender. The Reentry Social Workers work hand in hand with the Public Defender Attorneys in order to provide vigorous legal defense by addressing underlying and contributing social and behavioral health needs for their indigent

clients. A large proportion of the clients in the Social Work program are facing drug-related charges. The Reentry Unit's Social Workers provide the high quality clinical work and advocacy these clients need, effectively placing hundreds of individuals in drug treatment, prevention and education, and other service programs each year with limited staff.

While client needs are varied and they gain access to an array of social services, an evaluation conducted in the Spring of 2009 showed that the Reentry Unit's Social Work Program largest proportion of clients sought and enrolled in housing and substance abuse treatment programs, medical services and vocational trainings. Through these connections to services and interventions with clients, Reentry Social Workers facilitate a more organized reentry of previously incarcerated people back into their communities and help keep reentering individuals focused on treatment plan program and services.

Strategy 2: Citywide Justice-Involved Youth Planning

Goals of Strategy 2: Program area addressed is Planning, Evaluation, and Technology Improvement

- 1) To coordinate funded services and supports for community-based organizations serving youth and young adults in the juvenile and adult criminal justice system.
- 2) To implement Multi-Agency Local Action Plan: Strategies for San Francisco Juvenile Justice (LAP) direct service strategies through funding and support from DCYF's 2018-2023 RFP funding strategies. DCYF's Justice Services will aim to prevent further youth engagement in the justice system and reduce rates of youth recidivism.

In 2008, CCSF completed the San Francisco Violence Prevention Planning Initiative with the goal of creating a 3-5 year strategic plan to serve as a framework for a comprehensive citywide

approach for violence prevention. The process aimed to connect existing violence prevention strategies, fill gaps where needed, and guide violence prevention policy priorities for San Francisco moving forward. The plan was to result in the identification of policy priorities across city agencies and local communities, create an infrastructure for collaboration between agencies and with the community, increase accountability for violence prevention outcomes and to serve as a guide for violence prevention programming and funding decisions. After publishing the CCSF Violence Prevention Plan for 2008-2013 the product of a city and community partnership focused on coordination, accountability, outcomes, and sustainability, partners realized that the violence prevention plan was far too robust to effectively implement the identified recommendations for violence prevention systems' and program improvements. Subsequently, then-Mayor Gavin Newsom charged The Department of Children, Youth and their Families (DCYF) with coordinating the revision of the CCSF Violence Prevention Plan (2008-2013). DCYF developed strong partnerships with multiple City Departments and community-based organizations to work collaboratively in developing and implementing a unified City and community vision to reduce violence and victimization in San Francisco.

In 2011, DCYF, DPH and Juvenile Probation Department released the Violence Prevention and Intervention (VPI) Request for Funding Proposals (RFP) and selected 66 community-based agency programs to work with youth and young adults ages 10 to 25. DCYF quickly began working with Mission Analytics Group, Inc. (MAG) an independent evaluator, to understand the referral process for youth and young adults who had formal contact with the juvenile or criminal justice system. DCYF's VPI and Youth Workforce Development for Justice System Involved funded programs were evaluated and five service areas were examined. In 2013, MAG's evaluation report examined juvenile justice system involved youth and young adults who

participated in these programs. The report analyzed contact with JPD and community-based program's capacity to serve youth and young who were system-involved. In early 2014 MAG released their draft process referral report which combined detailed analysis of linked data from the Juvenile Justice System (JJIS) and DCYF's Contract Management System with qualitative findings from interviews, focus groups and written reports by DCYF program offers.

MAG's 2014 report illuminate's trends that were highlighted from a Transitional Age Youth convening in 2012. DCYF led and convened this multidisciplinary panel discussion and successfully brought key community-based agency groups to better understand promising practices when working with adult criminal system partners. After the panel discussion many suggested the importance of continuing the dialogue and including juvenile justice system partners who also serve young adults.

CCSF has not revised its citywide strategy since the release of the last RFP in 2011. Armed with information from the Transitional Age Youth convening, MAG's 2014 report, and the various shifts around the city toward a comprehensive, systemic shift away from over-reliance on system-involvement for youth, CCSF has since used this time to refocus, reexamine, and refine these planning efforts for justice-involved youth and young adults in San Francisco. In March 2017, CCSF completed the Comprehensive Multi-Agency Local Action Plan: Strategies for San Francisco Juvenile Justice (LAP).

The LAP methodology included aligning with DCYF's Community Needs Assessment process which included engaging young people, parents, and service providers. Results ultimately informed the development of DCYF's citywide action plan, Services Allocation Plan. Interviews were conducted with Juvenile Justice Coordinating Council members, DCYF's Violence

Prevention and Intervention grantees, focus groups at the Juvenile Justice Center, and other targeted information gathering.

The LAP determined the City's direction and strategy in reducing barriers to success for system-involved youth. The strategy set by the LAP guided DCYF in refining current funding streams and strategy areas that target this population. Part of this refinement included strengthening partnerships between city agencies as well as building stronger relationships between city agencies and CBOs.

In Summer 2017 DCYF released the 2018-2023 RFP and through a competitive selection process selected 34 programs to fund services in five strategy areas that include Cultural Programming, Detention Based Services, Girls' and Young Women's Programming, Multi-Service Programming and Young Adult Court Case Management. DCYF will monitor these communities based organizations and support the implementation of these strategies for justice involved youth and young adults beginning July 1, 2018 to June 30, 2023. Simultaneously, DCYF will act as the program manager on all JAG grants and convene all partner departments as well as oversee federal reporting requirements.

❖ CCSF 2018-19 JAG PARTNER ROLES AND ACTIVITIES

Strategy 1: Partner Roles and Activities for Continuum of Alternative Responses for Drug

Offenders:

Law Enforcement Assisted Diversion (LEAD SF) and Focused Drug Deterrence–

San Francisco Police Department (SFPD)

SFPD will divide their time, 612 hours, between a series of LEAD SF planning and implementation activities and Focused Drug Deterrence activities and operations. SFPD

personnel assigned to the Field Operations Bureau and Investigations Bureau will execute their roles in these programs. After policy and practice planning is completed for LEAD SF with all justice-involved agencies, CCSF will roll out a pilot program in one of the hot zones from the zone strategy (discussed above). SFPD officers will be the first point of contact for low-level drug offenders and will determine if someone is appropriate and eligible to be diverted pre-arrest for LEAD SF. The assumption is that the majority of arrests that result from Focused Drug Deterrence operations will be filed for prosecution by the SFDA's Office. The coordination of these agencies' resources and the diversion and targeted arrest efforts of the police allow investigators to move efficiently up the distribution hierarchy and identify and arrest larger distributors. When arrests are made, SFPD sends a list of arrestees to all authorized partners to ensure communication and "flagging" of arrestees.

The SFPD Narcotics Division will be tasked with the administrative duties of the programs enforcement component. These duties include in part, record keeping of all LEAD SF contacts and diversions, all Focused Drug Deterrence arrests, date and number of operations, overtime days, hours and personnel worked, source document collection and retention, identification of assets seized with grant funds, data needed to complete the progress report forms and completion of progress report forms. If assets are seized in any contact, it will be reported. Assets will be reported to the Program Director who will make a determination of project expenditures.

LEAD SF Activities include but are not limited to:

1. Policy Coordinating group planning and implementation meetings with LEAD SF partners. Time devoted to the development of program eligibility criteria and referral process;
2. Training on Harm Reduction and LEAD SF Eligibility Criteria and Referral Process;

3. LEAD SF Operational Meetings with service providers, Department of Public Health and District Attorney's Office; and
4. Officer time devoted to pilot program implementation.

Focused Drug Deterrence activities include but are not limited to:

1. Officer time devoted to ongoing, proactive identification and investigation of individuals involved in high-level drug markets;
2. Targeted enforcement of individuals identified and coordination of partner agency resources and arrest efforts with police which allow investigators to move efficiently up the distribution hierarchy and identify and arrest larger distributors;
3. Provide direct information to APD related to known/observed probationers' behaviors associated to sale and/or drug use;
4. Notify APD of arrests made during focused drug deterrence operations, including those of people already under probation supervision;
5. Respond to APD's request for support during special operations; and
6. Planning and implementation for call-in meeting policy and procedure for individuals identified as appropriate for this intervention by SFPD.

Drug Court Prosecution – San Francisco District Attorney's Office (SFDA)

SFDA will dedicate a 0.55 FTE **Attorney**, directed by the Head Managing Attorney of the Collaborative Courts team to serve as the Drug Court prosecutor. The role of the District Attorney assigned to Drug Court includes but is not limited to the following:

1. Assessment of eligibility and suitability for felony and/or misdemeanor Drug Court, hereafter referred to simply as Drug Court;

2. Handle grant identified probation revocations in collaboration with the Drug Court Team;
3. Work closely with collaborative Drug Court team to ensure that suitable defendants are efficiently connected with Drug Court support and services;
4. Notify SFAPD of any probationer admitted to Drug Court or any participant in Drug Court who has been terminated from the program and carries a term of probation; and
5. Community education and community-based problem solving through regular participation at community meetings in target neighborhoods.

Targeted Drug Treatment for Underserved Population – San Francisco Sheriff's Department (SFSD)

SFSD will expand its in-custody substance abuse services to reach an underserved high risk population by:

1. Partially dedicating a 0.25 FTE **SA Care Coordinator** to provide treatment groups in custody at County Jail #4 and post release at the Community Programs site who will:
 - Complete intake assessments for clients referred by SFSD Rehabilitation Service Coordinators and/or Jail Behavioral Health and approved by SFSD Classification for group participation;
 - Conduct a minimum of six hours per week of group time using Living in Balance curriculum; and
 - Refer group participants to SFSD intensive case management for post-release support and transitional housing;
2. Partially dedicating a 0.05 FTE **Transitional Age Youth Services Manager** to provide clinical oversight over all Care Coordinator activities who will
 - Oversee recruitment and assessment for clients;

- Meet with Facility Commander to determine logistics;
 - Work with SFSD staff to determine group capacity and prioritization method; and
 - Provide information to all “General Population” inmates who are eligible to participate, describe the groups and recruit volunteers.
3. Engaging staff in professional development and training to better support this population of individuals in custody.

Staff working in the program will use motivation enhancement and cognitive-behavioral therapeutic approaches when working with participants:

Motivational Enhancement Therapy or MET is a counseling approach that helps participants resolve their ambivalence about engaging in treatment and quitting their drug use. This approach, which is based on a technique called motivational interviewing, typically includes an initial assessment of the participant’s motivation to participate in treatment, followed by interactions designed to help the participant develop a desire to engage in treatment by providing non-confrontational feedback. Being empathic yet directive, the therapist discusses the need for treatment and tries to elicit self-motivational statements from the participant to strengthen his or her motivation and build a plan for change.

Cognitive-Behavioral Therapy or CBT, strategies are based on the theory that learning processes play a critical role in the development of problem behaviors like drug abuse. A core element of CBT is teaching participants how to anticipate problems and helping them develop effective coping strategies. In CBT, participants explore the positive and negative consequences of using drugs. They learn to monitor their feelings and thoughts and recognize distorted thinking patterns and cues that trigger their substance abuse; identify and anticipate high-risk

situations; and apply an array of self-control skills, including emotional regulation and anger management, practical problem solving, and substance refusal.

Intensive Probation Supervision –Adult Probation Department (APD)

APD will dedicate a 0.60 FTE **Probation Officer** time to exclusively handle cases resulting from Focused Drug Deterrence operations and/or Drug Court, when the participant is terminated unsuccessfully from Drug Court. The Probation Officer will file “Motions to Revoke” (MTRs) upon violations of probation, primarily new arrests. Additionally, the Probation Officer will closely monitor compliance with the terms of probation by conducting field and address visits, actively enforcing stay away orders, conducting warrantless searches, and utilizing licensed community-based treatment services. Caseload ratios will be 1 to 60. The Probation Officer will primarily operate in the community. Immediate access to a range of treatment services provides individuals with the supervision and treatment referrals they need to extricate themselves from their addiction.

APD Intensive Supervision activities will include:

1. Receive notification from SFDA of any probationers refusing to participate in Drug Court, as well as any participant in Drug Court who is terminated unsuccessfully and will likely be granted probation;
2. Receive direct information from Focused Drug Deterrence police officers including SFPD officers in District Stations related to known/observed probationers’ behaviors associated with and/or drug use;
3. Receive notification from SFPD related to Focused Drug Deterrence operations regarding probationers actively involved in narcotics activities in the targeted neighborhoods;
4. Interview, assess, and inform each probationer of treatment modalities;

5. Refer each probationer to a substance abuse treatment program when appropriate;
6. Upon re-offense, increase legal sanctions and treatment interventions or if necessary pursue probation revocation proceedings;
7. Conduct probation supervision activities to ensure compliance of probation terms; and
8. Request support of SFPD when necessary during special operations; and
9. Engage in professional development and training around supporting this population of probationers.

Reentry Social Work – San Francisco Public Defender’s Office

Reentry Social Workers facilitate a more organized reentry of previously incarcerated people back into their communities and help keep reentering individuals focused on treatment plan program and services. The Reentry Social Workers have extensive knowledge of San Francisco social services and treatment networks as well as deep relationships with the social services staff and directors to which they connect their clients. The Reentry Unit’s ultimate goal is to decrease sentence length and severity of sentencing location (from state prison to jail to program placement) by providing alternatives to incarceration that promise better client, family, and community outcomes through decreased recidivism and healthier reentry into defendants’ communities.

The 0.60 FTE **Reentry Social Worker** activities include but are not limited to:

1. Reviewing client referrals from Deputy Public Defenders. Clients are prioritized if a) they are charged with a felony and b) their probable sentence may likely include state prison time which could be avoided by placement into a treatment program or other alternative to incarceration.

2. Partnering with Deputy Public Defender to critically evaluate the best legal course of action for an indigent client.
3. Conducting a client assessment within 5 days of being assigned the case.
4. Administering a psychosocial assessment tool adapted to Reentry Social Worker's unique needs, incorporating aspects of instruments that local treatment providers use to ensure accuracy and consistency when making referrals to these local partners.
5. Creating a comprehensive reentry plan if the client is determined appropriate for social services and alternatives to likely incarceration.
6. Solidifying linkages with community-based education, employment, and mental health services detailed in the client's treatment plan.

Strategy 2: Partner Roles and Activities for Citywide Justice System-Involved Youth

Planning:

CCSF will use a portion of 2018 JAG funds to support a 0.30 FTE **Community Development Specialist** in DCYF to coordinate funded services and supports for community-based organizations serving youth and young adults in the juvenile and adult criminal justice system. DCYF will oversee the RFP process of DCYF Justice Service proposals and make funding recommendations which with the goal of strengthening partnerships between community-based agencies and criminal justice partners. The Analyst will also oversee the implementation of the LAP strategies and implementation. The **JAG Program Manager** (0.25 FTE) will monitor all JAG activities and convene partner departments as well as oversee federal reporting requirements. The **JAG Fiscal Analyst** (Admin 0.10 FTE) will monitor fiscal compliance, submit federally required fiscal reports and process all grant related financial transitions in the CCSF's financial management system.

DCYF's Citywide Planning efforts and activities include but are not limited to:

1. Coordinating funded services and supports for community-based organizations serving youth and young adults in the juvenile and adult criminal justice system; and
2. Overseeing implementation of the Multi-Agency Local Action Plan: Strategies for San Francisco Juvenile Justice (LAP) direct service strategies through funding and support from DCYF's 2018-2023 RFP 5 funding strategies. DCYF's Justice Services will aim to prevent further youth engagement in the justice system and reduce rates of youth recidivism.

CCSF 2018-19 JAG GOALS, OBJECTIVES, AND OUTCOMES

Strategy 1: Continuum of Alternative Responses to Drug Offenses

Goal 1: To reduce incarceration and recidivism and increase public safety by ensuring that there are a continuum of alternative responses throughout the criminal justice system process (pre-arrest through reentry) to address the needs of people with substantial substance abuse issues through a coordinated multidisciplinary partnership between San Francisco's law enforcement, criminal justice, and substance abuse treatment agencies.

Objective 1: SFPD will plan and implement LEAD SF diversion program activities for eligible low-level drug offenders in target area.

Outcomes:

- Policy and practice memorialized for LEAD SF activities including eligibility criteria and process for referrals.
- At least 100 individuals will be assessed for eligibility for LEAD SF participation.

Objective 2: SFDA will ensure appropriate defendants are referred to Drug Court and collaborate with JAG innovation grant partners to ensure consistent charging and handling of

narcotics cases (possession, possession-for-sale, and sale) and other eligible cases involving individuals with substance abuse treatment needs.

Outcomes:

- 100% of people will have a thorough individualized eligibility and suitability review.
- SFDA's office will participate in monthly collaborative Drug Court meetings to troubleshoot issues and strategize on how to continue to strengthen Drug Court operation and successes.
- SFDA's Office will report the number of participants that are referred to Drug Court during the reporting period.
- SFDA's Office will report the number of participants that successfully complete Drug Court during the reporting period.

Objective 3: SFSD will recruit and complete intake assessments for inmates interested in substance abuse treatment services who are ineligible to participate in other programming due to classification reasons, and will refer participants to SFSD treatment groups and other post-release services including intensive case management and transitional housing.

Outcomes:

- 100% of interested and eligible inmates will be offered an intake assessment and access to the treatment groups.
- 100% of group participants will be referred to SFSD post-release services.

Objective 4: APD will refer clients in appropriate treatment programs, have contact with probationers in the community, and coordinate with other JAG partners.

Outcomes:

- A Deputy Probation Officer (0.60 FTE) will interview, assess and refer probationers (those arrested through Focused Drug Deterrence activities and other probationers deemed appropriate for this caseload) to treatment programs when appropriate;
- 24 attempt visits per month will be conducted by the Probation Office either to the probationers' homes or to the assigned treatment program;
- At least once per month, more often as needed, APD will contact the SFDA's Office regarding all probationers, especially those involved with Drug Court.

Objective 5: To reduce re-incarceration and recidivism amongst clients within the Reentry Social Work program by addressing their social and behavioral needs, and efficiently connecting reentry clients to stabilizing support services including housing, substance abuse treatment, mental health, employment and education.

Objective 5a: Ensure critical evaluation and assessment of clients to determine appropriateness for Social Work services, and complete comprehensive intakes to determine legal advocacy and reentry needs.

Outcomes:

- 100% of referrals will be discussed with the Deputy Public Defender.
- 100% of eligible clients will receive an intake within 5 days, unless there is a valid reason for the assessment to be delayed.
- 100% of clients will exit jail or court sentencing with a pragmatic reentry treatment plan.

Objective 5b: Contingent on space availability, clients will enroll in mental/behavioral health, medical, housing and/or treatment services, education or employment services upon release.

Outcomes:

- 100% of clients will receive a direct referral from the Social Worker to the essential services.
- 65% of all clients will enroll in essential services, contingent on space availability.

Goal 2: To reduce the narcotic trade and associated violence in affected San Francisco neighborhoods through focused and proactive law enforcement, prosecution and probation efforts.

Objective 1: SFPD will plan and implement Focused Drug Deterrence activities and operations targeting high-level market drug sellers throughout the city.

Outcomes:

- Policy and practice memorialized for Focused Drug Deterrence call-in process.
- Total of 10 Focused Drug Deterrence operations will take place.
- Total of 10 individuals will be arrested as a result of Focused Drug Deterrence operations in the targeted zones.
- 100% (10 cases) of cases will include communication between SFPD and APD on arrestee information and status.

Objective 2: APD will analyze, track and classify every person.

Outcomes:

- 10 police reports from the Focused Drug Deterrence operations will be evaluated by APD.
- One intensive probation supervision caseload with up to 60 clients will be supervised by APD.

Strategy 2: Citywide Justice System-Involved Youth Planning:

Goal 1: To coordinate funded services and supports for community-based organizations serving youth and young adults in the juvenile and adult criminal justice system.

Objective 1: DCYF will leverage existing partnerships with community-based agencies that work with justice partner agencies to help strengthen and align efforts in order to create a continuum of supports for young adults impacted by drug abuse, addiction and homicide.

Outcomes:

- Facilitate coordination meetings with service providers and criminal justice partners.
- Create a Juvenile Probation Certification process for service provides to strengthen service providers and criminal justice partnerships, collaboration and communication.

Goal 2: To implement the LAP direct service strategies through funding and support from DCYF's 2018-2023 RFP Justice Services Area funding strategies.

Objective 2: DCYF will support the implementation of the 5-year RFP Justice Service (July 2018 – June 2023) in the following service strategies: Cultural Programming; Detention Based Services; Girls' and Young Women's Programming; Multi-Service; and Young Adult Court Case Management.

Outcome:

- DCYF will monitor the service provider grants, implement the LAP strategies that directly align with the RFP that address findings of the LAP and support community based agency services and coordination along with adult justice partners.

❖ CCSF JAG DATA TRACKING AND DOCUMENTATION

SFPD maintains an effective protocol for tracking individuals contacted and/or apprehended through all JAG activities. All JAG partners maintain open lines of communication to evaluate criminal history, current charges and department specific perspective on case matters. This level of coordination creates a variety of individual and system benefits and efficiencies – any SFPD arrests that result in detention receive information from SFSD regarding community-based drug treatment and other support services – this information is valuable to an individual whose case results in release and/or probation. While the Public Defender’s Reentry Social Work services are not inextricably woven into this process, any defendant who is custody and/or system involved and struggling with substance abuse may also benefit through the advocacy, community-based support and prevention and education provided by the Social Worker.

All JAG partners maintain internal electronic and hardcopy tracking procedures to measure progress towards JAG goals and maintain department specific records needed to regularly report on required JAG performance measures.

The Public Defender’s Office Reentry Unit, Social Work component will maintain department specific tracking protocols to measure the success of individuals served through social work interventions, and data required for reporting on performance measures.

DCYF will provide narrative documentation of the Violence Prevention Planning Analyst's progress towards the implementation of the planning efforts to strengthen partnerships and collaborations, as well as progress towards the VPI/System-Involved Youth Refinement and new RFP.

❖ CCSF JAG COORDINATION

The 2018 JAG funds will be administered by DCYF. CCSF has successfully overseen federal and state JAG funds for over a decade, and will continue to deliver on JAG activities under the administration of DCYF. The JAG Program Manager will lead CCSF's coordination of JAG partners and project activities. Once funds are available to CCSF, DCYF will convene the partners to discuss implementation of JAG-funded strategies, meeting schedules and review reporting protocols. The JAG Steering Committee will also convene to make recommendations for citywide planning that will include making future JAG applications reflective of innovative programming that the City is leading including specialized programs, innovative programs and a range of violence reduction strategies.

❖ CLOSING

These JAG funds provide CCSF criminal justice partners an opportunity to strengthen collaboration and to think critically about how we conduct our public safety business. To that end, CCSF looks forward to using 2018 JAG funds to adopt this innovative and comprehensive continuum of alternative responses with a harm reduction, recovery-centered approach for appropriate low-level drug offenders not only to keep them from a cycle of incarceration and improve their lives but to also move us towards reaching holistic violence and crime reduction goals to improve quality of life for all San Franciscans.

Acronym Table

| Acronym | Term |
|---------|--|
| LEAD SF | Law Enforcement Assisted Diversion San Francisco (CCSF Diversion Program) |
| APD | Adult Probation Department |
| CCSF | City and County of San Francisco |
| DCYF | The Department of Children Youth and Their Families |
| JPD | Juvenile Probation Department |
| LAP | City and County of San Francisco's Comprehensive Multi-agency Local Action Plan: Strategies for San Francisco Juvenile Justice |
| LEAD | Law Enforcement Assisted Diversion (Seattle Diversion Program) |
| MAG | Mission Analytics Group |
| MTRs | Motions to Revoke Probations |
| PD | San Francisco Public Defender |
| R-NET | CCSF's Rotating Narcotic Enforcement Team |
| SFPD | San Francisco Police Department |
| SFDA | San Francisco District Attorney |
| SFSD | San Francisco Sheriff's Department |
| SFUSD | San Francisco Unified School District |
| SVRI | Street Violence Reduction Initiative |
| VPI | Violence Prevention and Intervention |

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

| Name | Position | Computation | | | | | | |
|---------------------------|--------------------------------|---|--------|---|-----------------------|------------------|-----------------------------|--------------------|
| List each name, if known. | List each position, if known. | Show annual salary rate & amount of time devoted to the project for each name/position. | | | | | | |
| | | Salary | Rate | Time Worked (# of hours, days, months, years) | Percentage of Time | Total Cost | Non-Federal Contribution | Federal Request |
| DCYF Staff Person | Finance and Operations Analyst | \$114,618.00 | yearly | 1 | 10% | \$11,462 | \$0 | \$11,462 |
| DCYF Staff Person | Program Specialist | \$127,901.00 | yearly | 1 | 30% | \$38,371 | \$0 | \$38,371 |
| DCYF Staff Person | Program and Planning Manager | \$132,989.00 | yearly | 1 | 25% | \$33,248 | \$0 | \$33,248 |
| SFDA Gregory Flores | Assistant District Attorney | \$100.30 | hourly | 1,136 | 100% | \$113,941 | \$0 | \$113,941 |
| PDR Mileti Afuha'amango | Court Alternative Specialist | \$68,354.00 | yearly | 1 | 59% | \$39,988 | \$0 | \$39,988 |
| SFPD TBD | Sworn Personnel | \$92.76 | hourly | 612 | 100% | \$56,769 | \$0 | \$56,769 |
| ADP Nicole Luporini | Deputy Probation Officer | \$101,478.00 | yearly | 1 | 59% | \$59,813 | \$0 | \$59,813 |
| SFSD Staff Person | Youth Services Manager | \$53,560.00 | yearly | 1 | 5% | \$2,679 | \$0 | \$2,679 |
| SFSD Staff Person | SA Care Coordinator | \$45,325.00 | yearly | 1 | 25% | \$11,330 | \$0 | \$11,330 |
| Total(s) | | | | | | \$367,601 | \$0 | \$367,601 |
| Narrative | | | | | | | | |

Purpose Area #4

DCYF Finance and Operations Analyst will spend 10% of time to monitor compliance and budgets, submit fiscal reports, and process transactions.

DCYF Program Specialist will spend 30% of time to collaborate with community agencies and criminal justice partners.

DCYF Program and Planning Manager will spend 25% of time to monitor program activities, discuss program progress, and oversee Federal reporting.

SFDA Assistant District Attorney will spend 100% of the time to work on Drug Court over 14.2 payperiods.

The Public Defender's (PDR) Court Alternative Specialist will spend 59% of the time to perform duties of this grant.

SFPD sworn personnel assigned to the Major Crimes Unit of the Investigations Bureau will work 612 overtime hours between LEAD SF planning and implementation activities and Focused Drug Deterrence activities and operations.

ADP Deputy Probation Officer will spend 59% of the time exclusively, working on cases resulting from Focused Drug Deterrence operations and/or Drug Court, when the participant is terminated unsuccessfully from Drug Court for this grant.

SFSD (SHF) contracts with Healthright 360 to provide substance use disorder treatment. This will expand its custody substance abuse services to reach underserved high risk population by dedicating a 0.25 FTE of a Care Coordinator and 0.05 FTE Youth Services Manager to provide treatment groups.

Purpose Area #4

| B. Fringe Benefits | | | | | |
|--|--------------|---------------------------------|------------|--------------------------|-----------------|
| Name | | Computation | | | |
| List each grant-supported position receiving fringe benefits. | | Show the basis for computation. | | | |
| | Base | Rate | Total Cost | Non-Federal Contribution | Federal Request |
| DCYF Finance and Operations Analyst | \$11,462.00 | 41.85% | \$4,797 | \$0 | \$4,797 |
| DCYF Program Specialist | \$38,371.00 | 41.85% | \$16,059 | \$0 | \$16,059 |
| DCYF Program and Planning Manager | \$33,248.00 | 41.85% | \$13,915 | \$0 | \$13,915 |
| SFDA Assistant District Attorney | \$113,941.00 | 31.49% | \$35,885 | \$0 | \$35,885 |
| PDR Court Alternative Speicalist | \$39,988.00 | 53.59% | \$21,430 | \$0 | \$21,430 |
| SFPD Sworn Personnel | \$56,769.00 | 2.70% | \$1,533 | \$0 | \$1,533 |
| ADP Deputy Probation Officer | \$59,813.00 | 38.69% | \$23,142 | \$0 | \$23,142 |
| SFSD Youth Services Manager | \$2,679.00 | 40.00% | \$1,072 | \$0 | \$1,072 |
| SFSD SA Care Coordinator | \$11,330.00 | 40.00% | \$4,532 | \$0 | \$4,532 |
| Total(s) | | | \$122,365 | \$0 | \$122,365 |
| Narrative | | | | | |
| DCYF uses a fringe benefit rate 41.85% for projections for the three DCYF positions, which covers retirement, unemployment insurance, disability insurance, social security, Medicare, and health insurance. | | | | | |
| SFDA uses a fringe rate 31.50%, which covers retirement, unemployment insurance, disability insurance, social security, Medicare, health insurance. | | | | | |
| PDR uses a fringe rate 53.59%, which covers retirement, disability insurance, unemployment insurance, social security, Medicare, health insurance. | | | | | |
| SFPD uses an overtime fringe benefit rate 2.7%, which covers Medicare, unemployment insurance, and retiree health match. | | | | | |
| ADP's fringe benefits are calculated on percentage of salary, which covers retirement/PERS, unemployment insurance, Medicare, health dependant coverage and dental coverage. | | | | | |
| SFSD (SHF) uses a 40% fringe rate for budget projections. | | | | | |

Purpose Area #4

| C. Travel | | | | | | | | | | |
|---|---|-----------------------------|----------------------------------|---|----------|------------|------------|------------|--------------------------|-----------------|
| Purpose of Travel | Location | Type of Expense | Basis | Computation | | | | | | |
| <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i> | <i>Indicate the travel destination.</i> | <i>Lodging, Meals, Etc.</i> | <i>Per day, mile, trip, Etc.</i> | <i>Compute the cost of each type of expense X the number of people traveling.</i> | | | | | | |
| | | | | Cost | Quantity | # of Staff | # of Trips | Total Cost | Non-Federal Contribution | Federal Request |
| | | | N/A | | | | | \$0 | | \$0 |
| Total(s) | | | | | | | | \$0 | \$0 | \$0 |
| Narrative | | | | | | | | | | |
| | | | | | | | | | | |

Purpose Area #4

| D. Equipment | | | | | |
|--|---|-----------|------------|--------------------------|-----------------|
| Item | Computation | | | | |
| <i>List and describe each item of equipment that will be purchased</i> | <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i> | | | | |
| | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
| | | | \$0 | | \$0 |
| Total(s) | | | \$0 | \$0 | \$0 |
| Narrative | | | | | |
| | | | | | |

Purpose Area #4

| E. Supplies | | | | | |
|---|-------------------|---|-------------------|---------------------------------|------------------------|
| Supply Items | | Computation | | | |
| <i>Provide a list of the types of items to be purchased with grant funds.</i> | | <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i> | | | |
| | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
| | | | \$0 | | \$0 |
| Total(s) | | | \$0 | \$0 | \$0 |
| Narrative | | | | | |
| | | | | | |

Purpose Area #4

| F. Construction | | | | | | |
|--|---|--|-------------|-------------------|---------------------------------|------------------------|
| Purpose <i>Provide the purpose of the construction</i> | Description of Work <i>Describe the construction project(s)</i> | Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i> | | | | |
| | | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | \$0 | | \$0 |
| Total(s) | | | | \$0 | \$0 | \$0 |
| Narrative | | | | | | |
| | | | | | | |

Purpose Area #4

| G. Subawards (Subgrants) | | | | | | | | |
|---|--|---------------------------------|--|-----------------------------|-------------------|---------------------------------|---------------------------------|------------------------|
| Description | Purpose | | Consultant? | | | | | |
| <i>Provide a description of the activities to be carried out by subrecipients.</i> | <i>Describe the purpose of the subaward (subgrant)</i> | | <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i> | | | | | |
| | | | | | Total Cost | Non-Federal Contribution | Federal Request | |
| | | | | | | | \$0 | |
| Total(s) | | | | | \$0 | \$0 | \$0 | |
| Consultant Travel (if necessary) | | | | | | | | |
| Purpose of Travel | Location | Type of Expense | Computation | | | | | |
| <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i> | <i>Indicate the travel destination.</i> | <i>Hotel, airfare, per diem</i> | <i>Compute the cost of each type of expense X the number of people traveling.</i> | | | | | |
| | | | Cost | Duration or Distance | # of Staff | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | | | \$0 | | \$0 |
| Total | | | | | | \$0 | \$0 | \$0 |
| Narrative | | | | | | | | |
| | | | | | | | | |
| H. Procurement Contracts | | | | | | | | |
| Description | Purpose | | Consultant? | | | | | |

Purpose Area #4

| | | | | | | | | |
|---|--|---|--|-----------------------------|---------------------------------|------------------------|---------------------------------|------------------------|
| <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i> | | <i>Describe the purpose of the contract</i> | <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i> | | | | | |
| | | | | Total Cost | Non-Federal Contribution | Federal Request | | |
| | | | | | | \$0 | | |
| Total(s) | | | | \$0 | \$0 | \$0 | | |
| Consultant Travel (if necessary) | | | | | | | | |
| Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i> | Location <i>Indicate the travel destination.</i> | Type of Expense <i>Hotel, airfare, per diem</i> | Computation <i>Compute the cost of each type of expense X the number of people traveling.</i> | | | | | |
| | | | Cost | Duration or Distance | # of Staff | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | | | \$0 | | \$0 |
| Total | | | | | | \$0 | \$0 | \$0 |
| Narrative | | | | | | | | |
| | | | | | | | | |
| I. Other Costs | | | | | | | | |
| Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i> | | Computation <i>Show the basis for computation</i> | | | | | | |

Purpose Area #4

| | | <i>Quantity</i> | <i>Basis</i> | <i>Cost</i> | <i>Length of Time</i> | <i>Total Cost</i> | <i>Non-Federal Contribution</i> | <i>Federal Request</i> |
|------------------|--|-----------------|--------------|-------------|-----------------------|-------------------|---------------------------------|------------------------|
| | | | | | | \$0 | | \$0 |
| <i>Total(s)</i> | | | | | | \$0 | \$0 | \$0 |
| <i>Narrative</i> | | | | | | | | |
| | | | | | | | | |

Purpose Area #4

| J. Indirect Costs | | | | | | |
|--|--|---|---------------------------|-------------------|---------------------------------|------------------------|
| Description <i>Describe what the approved rate is and how it is applied.</i> | | Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i> | | | | |
| | | Base | Indirect Cost Rate | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | \$0 | | \$0 |
| Total(s) | | | | \$0 | \$0 | \$0 |
| Narrative | | | | | | |
| | | | | | | |

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

Edward Byrne Justice Assistance Grant Program FY 2018 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2018 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I certify that— (a) the programs to be funded by the award (if any) that OJP makes based on the application described above meet all the requirements of the JAG Program statute (34 U.S.C. §§ 10151-10158); (b) all the information contained in that application is correct; (c) in connection with that application, there has been appropriate coordination with affected agencies; and (d) in connection with that award (if any), the applicant unit of local government will comply with all provisions of the JAG Program statute and all other applicable federal laws.
7. I have examined certification entitled "State or Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644" executed by the chief legal officer of the applicant government with respect to the FY 2018 JAG program and submitted in support of the application described above, and I hereby adopt that certification as my own on behalf of that government. (This provision is not applicable to Indian tribal government applicants.)
8. I have examined certification entitled "State or Local Government: FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1357(a), & 1366(1) & (3)" executed by the chief legal officer of the applicant government with respect to the FY 2018 JAG program and submitted in support of the application described above, and I hereby adopt that certification as my own on behalf of that government. (This provision is not applicable to Indian tribal government applicants.)

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the applicant unit of local government to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

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

Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644

On behalf of the applicant government entity named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

- (1) I am the chief legal officer of the State or local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed 8 U.S.C. §§ 1373(a) & (b), and 1644, including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. §§ 1373 & 1644 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the applicant entity) understand that the U.S. Department of Justice will require States and local governments (and agencies or other entities thereof) to comply with 8 U.S.C. §§ 1373 & 1644, with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program.
- (4) I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—
 - (a) the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. §§ 1373(a) & (b), and 1644, whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. §§ 1373(a) & 1644; or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: Local

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Local Government: FY 2018 Certification Relating to
8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)

On behalf of the applicant government entity named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDJO"), that all of the following are true and correct:

1. I am the chief legal officer of the unit of local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
2. I have carefully reviewed each of the following sections of title 8, United States Code:
 - a. § 1226(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government "shall take into custody" certain criminal aliens "when the alien is released");
 - b. § 1231(a)(4) (federal government may not "remove an alien who is sentenced to imprisonment until the alien is released from imprisonment");
 - c. § 1324(a) (forbidding any "person," in "knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law," to "conceal[], harbor[], or shield[] from detection, or attempt[] to conceal, harbor, or shield from detection, such alien in any place, including any building or any means of transportation" or to "engage in any conspiracy to commit any of the preceding acts ... or aid[] or abet[] the commission of any of the preceding acts");
 - d. § 1357(a) (authorizing immigration officers, "anywhere in or outside the United States" (see 8 C.F.R. § 287.5(a)), to "interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States"); and
 - e. § 1366(1) & (3) (requiring the Attorney General annually to submit to Congress "a report detailing ... (1) the number of illegal aliens incarcerated in Federal and State prisons for having committed felonies, stating the number incarcerated for each type of offense; [and] (3) programs and plans underway in the Department of Justice to ensure the prompt removal from the United States of criminal aliens subject to removal").
3. I (and also the applicant entity) understand that USDJO will require States and local governments (including State and local government entities, -agencies, and -officials), with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program, not to violate, or to aid or abet any violation of, 8 U.S.C. § 1324(a), and not to impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a) or relating to 8 U.S.C. § 1366(1) & (3) or 8 U.S.C. § 1226(a) & (c).
4. I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
5. I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—
 - a. the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - b. any laws, rules, policies, or practices potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that implicate any of the requirements relating to 8 U.S.C. §§ 1226(a) & (c), 1324(a), 1357(a), & 1366(1) & (3) that are described in ¶ 3 of this certification, whether imposed by a State or local government entity, -agency, or -official.
6. As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any law, rule, policy, or practice that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that would or does— (1) violate, or aid or abet any violation of, 8 U.S.C. § 1324(a); (2) impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a); (3) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1366(1) & (3); or (4) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1226(a) & (c).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including associated certifications, are subject to review by USDJO, including by OJP and the USDJO Office of the Inspector General.

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: Local

Applicant: City and County of San Francisco
Department of Children, Youth and Their Families
Title: The CCSF's Continuum of Alternative Responses to Drug Offenses
Attachment 1: REVIEW NARRATIVE

REQUEST FOR APPLICATION SUBMISSION PRIOR TO 30 DAYS

Time did not permit the City and County of San Francisco (CCSF) to fulfill the 30 day governing body review requirement AND therefore CCSF acknowledges in this written statement that a withholding of funds special condition will be applied to our award restricting draw-down until the 30 day governing body review requirement has been satisfied. This language parallels that from the Byrne JAG FAQs. *See* Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) -- https://www.bja.gov/Jag/#_blank

GOVERNING BODY REVIEW

The City and County of San Francisco (CCSF) is a dual jurisdiction governed by the Mayor and the Board of Supervisors. The CCSF will make the grant application available for review by the governing body on August 13, 2018. This item will appear on the Board of Supervisor's agenda on September 4, 2018. An opportunity to comment will be made available to citizens on September 4, 2018. Documentation of this review and comments, if made, will be kept on site for audit purposes throughout the duration of the grant award.

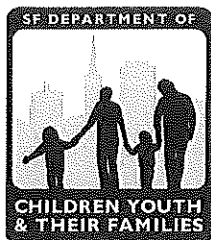
PUBLIC COMMENT

Notice for Public comment was made available throughout the San Francisco Public Library System and Department of Children Youth and Their Families website. The following language was posted:

PUBLIC NOTICE OF AVAILABILITY OF FUNDS

On August 10, 2018, the Department of Children Youth and Their Families of the City and County of San Francisco issued a notice of intent to apply for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY2018 Local Solicitation. The JAG Program (34 U.S.C. 10151-10158) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment and justice information sharing initiatives. The due date for applying for funds under this announcement is August, 22, 2018. However, those interested in commenting on this funding opportunity are required to respond by close of business on August 13, 2018.

The Solicitation and Fund Guidelines will be available for down load at: https://www.bja.gov/jag/#_blank



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

MEMO

August 20, 2018

To: Tahitia Barringer

From: Jasmine Dawson, Policy and Planning Manager, San Francisco Department of Children,
Youth & Their Families *J.D.*

Cc: Wei Pei & Leo Chyi

Re: **Attachment 2: Disclosure of High-Risk Status for Edward Byrne Memorial Justice
Assistance Grant FY 18-19**

This is to confirm that the Department of Children, Youth and Their Families is not currently on High Risk Status.

Applicant: City and County of San Francisco
Department of Children, Youth and Their Families
Title: The CCSF's Continuum of Alternative Responses to Drug Offenses
Attachment 3: RESERVATION REGARDING NEW CONDITIONS

The City and County of San Francisco ("San Francisco"), through its Department of Children, Youth & Their Families ("San Francisco DCYF"), submits this supplement to its application for the 2018 Edward Byrne Memorial Justice Assistance Grant Program ("Byrne JAG program") regarding the U.S. Department of Justice's ("DOJ") newly announced grant certifications and requirements. San Francisco DCYF intends that this supplement be part of its Byrne JAG application.

In the solicitation to local governments for FY 2018 Byrne JAG funding, DOJ has stated that units of local government must submit two certifications "regarding compliance with certain federal laws." (Byrne JAG FY 2018 Local Solicitation at 1.) Specifically, the solicitation indicates that recipients of FY 2018 Byrne JAG awards will be required to submit (1) a document entitled "Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644" (the "Section 1373 Certification") (Local Solicitation at 43) and (2) a document entitled "Local Government: FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)" (the "Immigration-Related Certification") (*id.* at 45). The solicitation further states that local jurisdictions must provide answers to questions related to 8 U.S.C. § 1373 in an attachment titled "Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)" ("Section 1373 Attachment") (*id.* at 27-28). Also, the solicitation states that local jurisdictions are required to submit a document entitled "Certifications and Assurances by the Chief Executive Officer of the Applicant Government" ("Chief Executive Certification") before receiving award funds. (*Id.* at 27.)

In the solicitation, DOJ makes clear that applicants for FY 2018 Byrne JAG funds do not need to complete these certifications or provide the Section 1373 Attachment to submit a complete FY 2018 Byrne JAG application. Rather, DOJ has stated that the Section 1373 Certification and the Immigration-Related Certification must be executed and submitted “on or before the day the unit of local government submits an executed award document.” (Local Solicitation at 27.) Further, DOJ has represented that it will not deny an application for a FY 2018 award for failure to submit the Section 1373 Attachment, but a unit of local government will not be able to access award funds until it submits that document. (*Id.* at 28.) DOJ has also stated that “OJP will not deny an application for an FY 2018 award” for failure to submit the Chief Executive Certification by the application deadline, but “a unit of local government will not be able to access award funds” until it submits this document. (*Id.* at 27.)

Consistent with DOJ’s representations, San Francisco DCYF is submitting this application without executing the Section 1373 Certification or the Immigration-Related Certification, and without agreeing as part of this application to comply with those Certifications. Also, San Francisco DCYF is submitting this application without submitting the Section 1373 Attachment, and without agreeing as part of this application to comply with the demands that Attachment makes. Finally, San Francisco DCYF is submitting this application without executing the Chief Executive Certification, as that Certification requires the Chief Executive to adopt the Section 1373 and Immigration-Related Certifications, which San Francisco is not providing for the reasons set forth in this letter. (Local Solicitation at 41.)

More fundamentally, and in furtherance of positions it has consistently taken in correspondence with DOJ and in federal court, San Francisco asserts that the Section 1373 Certification, the Section 1373 Attachment, and the Immigration-Related Certification are all unconstitutional and

DOJ may not apply them to FY 2018 Byrne JAG funds. San Francisco has filed a lawsuit in the Northern District of California challenging, among other things, DOJ's authority to require Byrne JAG program grant recipients to certify or otherwise report their compliance with Section 1373. (First Amended Complaint for Declaratory and Injunctive Relief, *City and County of San Francisco v. Sessions*, No. 3:17-cv-04642-WHO (N.D. Cal. filed Dec. 12, 2017).) San Francisco will file a lawsuit in the same court challenging DOJ's authority to require Byrne JAG recipients to execute the Immigration-Related Certification. San Francisco will file this lawsuit well in advance of September 30, 2018—the date DOJ has represented that it will issue FY 2018 Byrne JAG awards. (Local Solicitation at 35.)

Applicant: City and County of San Francisco
Department of Children, Youth and Their Families
Title: The CCSF's Continuum of Alternative Responses to Drug Offenses
APPLICANT DISCLOSURE OF PENDING APPLICATIONS

The City and County of San Francisco does not have pending applications for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and would cover the identical cost items outlines in the budget narrative and worksheet in the application under this solicitation.

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2018 Local Solicitation

Applications Due: August 22, 2018

Eligibility

Only units of local government may apply under this solicitation. By law, for purposes of the JAG Program, the term "units of local government" includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government (e.g., a mayor) properly executes, and the unit of local government submits, the "Certifications and Assurances by Chief Executive of Applicant Government" attached to this solicitation as [Appendix A](#).

In addition, as discussed further [below](#), in order to validly accept a Fiscal Year (FY) 2018 JAG award, the chief legal officer of the applicant unit of local government must properly execute, and the unit of local government must submit, the specific certifications regarding compliance with certain federal laws attached to this solicitation as [Appendix B](#) and [Appendix C](#). (Note: this requirement does not apply to Indian tribal governments.) (The text of the relevant federal laws appears in [Appendix D](#).)

Eligible allocations under JAG are posted annually on the [JAG web page](#).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Deadline

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 5 p.m. eastern time on August 22, 2018.

For additional information, see [How to Apply](#) in [Section D. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service (NCJRS) Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** in order to request approval to submit its application. Additional information on reporting technical issues appears under “Experiencing Unforeseen GMS Technical Issues” in [How to Apply](#) in [Section D. Application and Submission Information](#).

For assistance with any other requirement of this solicitation, applicants may contact the NCJRS Response Center by telephone at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); by email at grants@ncjrs.gov; by fax to 301-240-5830, or by web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date. Applicants also may contact the appropriate BJA [State Policy Advisor](#).

Release date: July 20, 2018

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Edward Byrne Memorial Justice Assistance (JAG) Grant Program FY 2018 Local Solicitation CFDA #16.738

A. Program Description

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to states and units of local government. BJA will award JAG Program funds to eligible units of local government under this FY 2018 JAG Program Local Solicitation. (A separate solicitation will be issued for applications to BJA directly from states.)

Statutory Authority: The JAG Program statute is Subpart I of Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968. Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10158), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).

Program-specific Information

Permissible uses of JAG Funds – In general

In general, JAG funds awarded to a unit of local government under this FY 2018 solicitation may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for **criminal justice**, including any one or more of the following:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)
- Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams

Additionally, JAG funds awarded to a unit of local government under this FY 2018 solicitation may be used for any purpose indicated in [Appendix F](#).

In connection with all of the above purposes (including those indicated in the appendix), it should be noted that the statute defines “criminal justice” as “activities pertaining to crime

prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

Under the JAG Program, units of local government may also use award funds for broadband deployment and adoption activities as they relate to criminal justice activities.

Limitations on the use of JAG funds

Prohibited uses of funds – JAG funds may not be used (whether directly or indirectly) for any purpose prohibited by federal statute or regulation, including those purposes specifically prohibited by the JAG Program statute as set out at 34 U.S.C. § 10152.

JAG funds may not be used (directly or indirectly) for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, **JAG funds may not be used (directly or indirectly) to pay for any of the following items unless the BJA Director certifies that extraordinary and exigent circumstances exist**, making them essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft*
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar items

***Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification.**

For information related to requesting a waiver to obtain BJA certification for a listed prohibited item, or for examples of allowable vehicles that do not require BJA certification, refer to the [JAG FAQs](#).

Cap on use of JAG award funds for administrative costs – Up to 10 percent of a JAG award, including up to 10 percent of any earned interest, may be used for costs associated with administering the award.

Prohibition of supplanting; no use of JAG funds as match – JAG funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities. See the [JAG FAQs](#) for examples of supplanting.

Although supplanting is prohibited, as discussed under [What An Application Should Include](#), the leveraging of federal funding is encouraged.

Absent specific federal statutory authority to do so, JAG award funds may not be used as a match for the purposes of other federal awards.

Other restrictions on use of funds – If a unit of local government chooses to use its FY 2018 JAG funds for particular, defined types of expenditures, it must satisfy certain preconditions:

- **Body-Worn Cameras (BWC)**

A unit of local government that proposes to use FY 2018 JAG award funds to purchase BWC equipment, or to implement or enhance BWC programs, must provide OJP with a certification(s) that each unit of local government law enforcement agency receiving the equipment or implementing the program has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training. The certification form related to BWC policies and procedures can be found at: <https://www.bja.gov/Funding/BodyWornCameraCert.pdf>.

A unit of local government that proposes to use JAG funds for BWC-related expenses will have funds withheld until the required certification is submitted and approved by OJP. If the unit of local government proposes to change project activities to utilize JAG funds for BWC-related expenses after the award is accepted, the unit of local government must submit the signed certification to OJP at that time.

Further, before making any subaward for BWC-related expenses, the unit of local government JAG recipient must collect a completed BWC certification from the proposed subrecipient. Any such certifications must be maintained by the unit of local government JAG recipient, and made available to OJP upon request.

The BJA [BWC Toolkit](#) provides model BWC policies and best practices to assist departments in implementing BWC programs.

Apart from the JAG Program, BJA provides funds under the Body-Worn Camera Policy and Implementation Program (BWC Program). The BWC Program allows jurisdictions to develop and implement policies and practices required for effective program adoption and address program factors, including the purchase, deployment, and maintenance of camera systems and equipment; data storage and access; and privacy considerations. Interested units of local government may wish to refer to the [BWC web page](#) for more information. Units of local government should note, however, that JAG funds may not be used as any part of the 50 percent match required by the BWC Program.

- **Body Armor**

Body armor purchased with FY 2018 JAG funds may be purchased at any threat level designation, make, or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with the latest applicable [National Institute of Justice \(NIJ\) ballistic or stab standards](#). Further, body armor purchased with FY 2018 JAG funds must be made in the United States, and must be “uniquely fitted.” See 34 U.S.C. § 10202(c)(1)(A). For a definition of “uniquely fitted” and more information about requirements associated with body armor purchases, see the [JAG FAQs](#).

A unit of local government that proposes to use FY 2018 JAG award funds to purchase body armor must provide OJP with a certification(s) that each unit of local government law enforcement agency receiving body armor has a written “mandatory wear” policy in effect. See 34 U.S.C. § 10202(c). The certification form related to mandatory wear can be found at: www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf.

A unit of local government that proposes to use JAG funds to purchase body armor will have funds withheld until the required certification is submitted and approved by OJP. If the unit of local government proposes to change project activities to utilize JAG funds to purchase body armor after the award is accepted, the unit of local government must submit the signed certification to OJP at that time.

Further, before making any subaward for the purchase of body armor, the unit of local government JAG recipient must collect a completed mandatory wear certification from the proposed subrecipient. Any such certifications must be maintained by the unit of local government JAG recipient, and made available to OJP upon request.

A mandatory wear concept and issues paper and a model policy are available at the BVP Customer Support Center, at vests@usdoj.gov or toll free at 1-877-758-3787. Additional information and FAQs related to the mandatory wear policy and certifications can be found at <https://www.bja.gov/Funding/JAGFAQ.pdf>.

Apart from the JAG program, BJA provides funds under the Bulletproof Vest Partnership (BVP) Program. The BVP Program is designed to provide a critical resource to state and local law enforcement agencies for the purchase of ballistic-resistant and stab-resistant body armor. For more information on the BVP Program, including eligibility and application, refer to the [BVP web page](#). Units of local government should note, however, that JAG funds may not be used as any part of the 50 percent match required by the BVP Program. *It is also important to note that eligibility for the BVP Program is impacted by a local jurisdiction's use of funds under a local JAG award to purchase body armor.* For additional information on the BVP Program, and eligibility restrictions related to receipt of JAG funding, review the [BVP FAQs](#).

▪ Interoperable Communications

Units of local government (and subrecipients) that use FY 2018 JAG funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission Waiver Order) should review [FY 2018 SAFECOM Guidance](#). The SAFECOM Guidance is updated annually to provide current information on emergency communications policies, eligible costs, best practices, and technical standards for state, local, tribal, and territorial grantees investing federal funds in emergency communications projects. Additionally, emergency communications projects funded with FY 2018 JAG funds should support the Statewide Communication Interoperability Plan (SCIP) and be coordinated with the fulltime Statewide Interoperability Coordinator (SWIC) in the state of the project. As the central coordination point for their state's interoperability effort, the SWIC plays a critical role, and can serve as a valuable resource. SWICs are responsible for the implementation of SCIP through coordination and collaboration with the emergency response community. The U.S. Department of Homeland Security Office of Emergency Communications maintains a list of SWICs for each of the states and territories. Contact OEC@hq.dhs.gov. All communications equipment purchased with FY 2018 JAG Program funding should be identified during quarterly performance metrics reporting.

Further, information sharing projects funded with FY 2018 JAG funds must comply with DOJ's [Global Justice Information Sharing Initiative](#) guidelines, as applicable, in order to

promote information sharing and enable interoperability among disparate systems across the justice and public safety community. Recipients (and subrecipients) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://www.it.ojp.gov/gsp_grantcondition. Recipients (and subrecipients) will be required to document planned approaches to information sharing and describe compliance to the GSP and an appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

For JAG applicants considering implementing communications technology projects, it is worthwhile to consider the First Responder Network Authority (FirstNet) program. The Middle Class Tax Relief and Job Creation Act of 2012 (47 U.S.C. §§ 1401 *et seq.*) established FirstNet as an independent authority within the National Telecommunications and Information Administration. FirstNet's statutory mission is to take all actions necessary to ensure the establishment of a nationwide public safety broadband network (NPSBN). The NPSBN will use the 700 MHz D block spectrum to provide Long-Term Evolution (LTE)-based broadband services and applications to public safety entities. The network is based on a single, national network architecture that will evolve with technological advances and initially consist of a core network and radio access network. While mission critical voice communications will continue to occur on land mobile radio, in time, FirstNet is expected to provide the public safety entities with mission critical broadband data capabilities and services including, but not limited to: messaging; image sharing; video streaming; group text; voice; data storage; applications; location-based services; and quality of service, priority, and preemption. This reliable, highly secure, interoperable, and innovative public safety communications platform will bring 21st century tools to public safety agencies and first responders, allowing them to get more information quickly and helping them to make faster and better decisions. For more information on FirstNet services, the unique value of the FirstNet network to public safety, and how to subscribe for the FirstNet service once your state or territory opts in, visit www.FirstNet.gov. To learn about FirstNet's programs and activities, including its consultation and outreach with public safety, the state plan's process, FirstNet's history and promise, and how it plans to ensure the FirstNet network meets the needs of public safety—every day and in every emergency—visit www.FirstNet.gov or contact info@firstnet.gov.

- DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database
If JAG Program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the FBI) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA.

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not acceptable for entry into CODIS.

- Entry of Records into State Repositories
As appropriate and to the extent consistent with law, a condition may be imposed that would require the following: With respect to any “program or activity” that receives federal financial assistance under this solicitation that is likely to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NICS) determinations, a system must be in place to ensure that all such

NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

Requirements specific to “disparate” jurisdictions

According to the JAG program statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. See 34 U.S.C. § 10156(d)(4). Three different types of disparities may exist:

- The first type is a zero-county disparity. This situation exists when one or more municipalities within a county are eligible for a direct award but the county is not; yet the county is responsible for providing criminal justice services (such as prosecution and incarceration) for the municipality. In this case, the county is entitled to part of the municipality’s award because it shares the cost of criminal justice operations, although it may not report crime data to the FBI. This is the most common type of disparity.
- A second type of disparity exists when both a county and a municipality within that county qualify for a direct award, but the award amount for the municipality exceeds 150 percent of the county’s award amount.
- The third type of disparity occurs when a county and multiple municipalities within that county are all eligible for direct awards, but the sum of the awards for the individual municipalities exceeds 400 percent of the county’s award amount.

Jurisdictions identified by BJA as disparate must identify a fiscal agent that will submit a joint application for the aggregate eligible allocation to all disparate municipalities. The joint application must determine and specify the award distribution to each unit of local government and the purposes for which the funds will be used. A memorandum of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to: www.bja.gov/Funding/JAGMOU.pdf.

Once an award is made, the fiscal agent will be responsible for distributing award funds to the other jurisdictions in the disparate group through subawards that include all appropriate award conditions. Unless specified differently, any reference in this solicitation to “applicant” or “recipient” includes each fiscal agent applying on behalf of a disparate group. Further, “subrecipients” includes those disparate jurisdictions that receive award funding from the fiscal agent, rather than directly from OJP.

Required compliance with applicable federal laws

By law, the chief executive (e.g., the mayor) of each unit of local government that applies for an FY 2018 JAG award must certify that the unit of local government will “comply with all provisions of [the JAG Program statute] and all other applicable Federal laws.” To satisfy this requirement, each unit of local government applicant must submit three properly executed certifications using the forms shown in Appendices A, B, and C.

All applicants should understand that OJP awards, including certifications provided in connection with such awards, are subject to review by DOJ, including by OJP and by the DOJ Office of the Inspector General. Applicants also should understand that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in a

certification submitted to OJP in support of an application may be the subject of criminal prosecution, and also may result in civil penalties and administrative remedies for false claims or otherwise. Administrative remedies that may be available to OJP with respect to an FY 2018 award include suspension or termination of the award, placement on the DOJ high risk grantee list, disallowance of costs, and suspension or debarment of the recipient.

National Incident-Based Reporting System (NIBRS) 3 percent set-aside

In FY 2016, the Federal Bureau of Investigation (FBI) formally announced its intention to sunset the Uniform Crime Reporting (UCR) Program's traditional Summary Reporting System (SRS) and replace it with the UCR Program's National Incident-Based Reporting System (NIBRS). By January 1, 2021, the FBI intends for NIBRS to be the law enforcement crime data reporting standard for the nation.

By statute, JAG Program awards are calculated using summary Part 1 violent crime data from the FBI's UCR Program. See 34 U.S.C. § 10156. Once SRS has been replaced by NIBRS, JAG award amounts will be calculated using NIBRS data. In preparation for the FBI's 2021 NIBRS compliance deadline, beginning in FY 2018, BJA is requiring, through the application of a special condition, that direct JAG award recipients not certified by their state (or, as applicable, the FBI) as NIBRS compliant to dedicate 3 percent of their JAG award toward achieving full compliance with the FBI's NIBRS data submission requirements under the UCR Program. The 3 percent requirement will assist state and local jurisdictions in working toward compliance to ensure they continue to have critical criminal justice funding available through JAG when SRS is replaced by NIBRS in FY 2021.

The requirement for a NIBRS set-aside will be applicable to all jurisdictions in a disparate group, but will not otherwise be applied to subawards. That is, the unit of local government serving as fiscal agent for a disparate group will be required by special condition to require each of the other jurisdictions in the disparate group to set aside 3 percent of FY 2018 JAG funds received by that jurisdiction to be used for NIBRS compliance activities, unless that jurisdiction receives a waiver from the BJA Director, as described below. Units of local government must clearly indicate in their application narratives and budgets what projects will be supported with this 3 percent set-aside.

The following are examples of costs and projects that relate to NIBRS implementation at the state or local level that could be funded under the JAG Program: software, hardware, and labor that directly support or enhance a state or agency's technical capacity for collecting, processing, and analyzing data reported by local law enforcement (LE) agencies and then submitting NIBRS data to the FBI; training personnel responsible for the state's Incident Based Reporting (IBR) program on receiving, processing, analyzing, and validating incident-based data from local LE agencies in their state; training local agencies in how to collect and submit NIBRS data; and technical assistance for LE agency personnel responsible for (1) managing the agency's crime incident data, (2) processing and validating the data, and (3) extracting and submitting IBR data to the state UCR Program, according to the states, and/or directly to the FBI, according to the NIBRS standard.

Units of local government that have been certified as NIBRS compliant by their state, or directly by the FBI, may submit a waiver to the BJA Director requesting an exemption from the 3 percent set-aside requirement. The waiver request from an appropriate local official must clearly state that the unit of local government has been certified as NIBRS compliant by their state, or directly by the FBI, and should be submitted with the application, or, as appropriate, through request for a Grant Adjustment Notice after an award is made. In any instance in which a waiver

request is submitted, the unit of local government must retain documentation on file that demonstrates the state or FBI certification of NIBRS-compliance. Such documentation must be made available for BJA review, upon request. The BJA Director will review all requests for waivers. If approved, states will not be subject to the 3 percent set-aside requirement.

Note: U.S. Territories and tribal jurisdictions will not be subject to the 3 percent set-aside for NIBRS-compliance until FY 2019. Tribal jurisdictions and the five U.S. territories are strongly encouraged to dedicate a portion of JAG funding to NIBRS conversion; however, this is not a requirement for FY 2018 JAG funding. Utilizing this phased-in approach will allow the territories and tribal jurisdictions to plan for the change in funding direction and provide BJA with time to coordinate or provide any necessary technical assistance surrounding this topic.

BJA Areas of Emphasis

BJA recognizes that many state and local criminal justice systems currently face challenging fiscal environments, and that an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation between federal, state, and local law enforcement. BJA intends to focus much of its work on the areas of emphasis described below, and encourages each recipient of an FY 2018 JAG award to join federal law enforcement agencies in addressing these challenges.

Reducing Violent Crime – Recognizing that crime problems, including felonious possession and use of a firearm and/or gang violence, illegal drug sales and distribution, human trafficking, and other related violent crime, vary from community to community, BJA encourages states to tailor their programs to the local crime issues, and to be data-informed in their work. States should consider investing JAG funds in programs to combat gun violence, and to improve the process for ensuring that persons prohibited from purchasing guns (see, e.g., 18 U.S.C. § 922(g)) are prevented from doing so, by utilizing technology such as eTrace and NIBIN to analyze evidence as well as by enhancing complete, accurate, and timely reporting to the FBI's NICS. States are also encouraged to coordinate with United States Attorneys Offices and Project Safe Neighborhood (PSN) grantees in order to leverage funding for violence reduction projects, and to coordinate their law enforcement activities with those of federal law enforcement agencies, such as the FBI, the Bureau of Alcohol, Tobacco, Firearms, and Explosives, the Drug Enforcement Administration, and the Department of Homeland Security.

Officer Safety and Wellness – The issue of law enforcement safety and wellness is an important priority for BJA and DOJ. According to the *Preliminary 2017 Law Enforcement Officer Fatalities Report*, released by the National Law Enforcement Officers Memorial Fund (NLEOMF), as of December 28, 2017, there were 128 law enforcement line-of-duty deaths nationwide in 2017. Firearms-related deaths were the second leading cause of law enforcement deaths (44) in 2017, according to the NLEOMF report. Of those deaths, the leading circumstance was officers shot while responding to a domestic disturbance (7), followed by traffic enforcement, investigative activities, and dealing with a suspicious person or vehicle—6 instances in each circumstance. Additionally, deaths due to circumstances other than firearms- or traffic-related deaths increased by 61 percent in 2017, with 37 deaths compared to 23 in 2016. Sixteen of those deaths were due to job-related illnesses, including 10 due to heart attacks.

Based on the latest reports (2016 and 2015) from the FBI's *Law Enforcement Officers Killed and Assaulted* (LEOKA) data, there appeared to be a continuing increase in assaults between 2015 and 2016. There were 57,180 assaults in 2016 versus 50,212 in 2015. Of those, 16,535 resulted in officer injuries in 2016 compared to 14,281 in 2015. The 2016 LEOKA reports that

there were 17 officers killed in ambush situations, which is an increase from 2015 when 4 officers were killed in ambush situations.

BJA sees a vital need to focus not only on tactical officer safety concerns, but also on health and wellness as they affect officer performance and safety. It is important for law enforcement to have the tactical skills necessary, and also be physically and mentally well, to perform, survive, and be resilient in the face of the demanding duties of the profession. BJA encourages states to use JAG funds to address these needs by providing training, and paying for tuition and travel expenses related to attending trainings such as those available through the [BJA VALOR Initiative](#), as well as funding for health and wellness programs for law enforcement officers.

Border Security – Securing U.S. borders (and internationally accessible waterways and -airports) is critically important to the reduction and prevention of transnational drug-trafficking networks and combating all forms of human trafficking within the United States (including sex and labor trafficking of foreign nationals and U.S. citizens of all sexes and ages). Smuggling and trafficking operations to, from and within the United States contribute to a significant increase in violent crime and U.S. deaths. BJA encourages units of local government to enhance border, waterway, and port security by using JAG funds to support law enforcement hiring, training, and technology enhancement, as well as cooperation and coordination among federal, state, local, and tribal law enforcement agencies.

Collaborative Prosecution and Law Enforcement – BJA supports strong partnerships between prosecutors and law enforcement, at all levels of government, in order to help take violent offenders off the street. BJA strongly encourages state and local law enforcement agencies to foster strong partnerships with federal law enforcement agencies, and with their own prosecutors, as well as federal prosecutors, to adopt new, cost-effective, collaborative strategies to reduce crime, particularly violent crime. (BJA's Innovative Prosecution Solutions Initiative is a related effort to promote partnerships between prosecutors and researchers to develop and deliver effective, data-driven, evidence-based strategies to solve chronic problems and fight crime.)

Objectives and Deliverables

In general, the FY 2018 JAG Program is designed to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice. Although the JAG Program provides assistance directly to states, through pass-through (and similar) requirements, the JAG Program also is designed to assist units of local government with respect to criminal justice.

As discussed in more detail in the [General Information about Post-federal Award Reporting Requirements](#) discussion, a state that receives an FY 2018 JAG award will be required to produce various types of reports and to submit data related to performance measures and accountability. The objectives and deliverables are directly related to the JAG Program accountability measures at <https://bjapmt.ojp.gov/help/jagdocs.html>.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.

- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

A useful matrix of evidence-based policing programs and strategies is available through BJA's Matrix Demonstration Project. BJA offers a number of program models designed to effectively implement promising and evidence-based strategies through the BJA "Innovation Suite" of programs including Innovations in Policing, Prosecution, Supervision, Reentry, and others (see <https://www.bja.gov/Programs/CRPPE/innovationssuite.html>). BJA encourages states to use JAG funds to support these "crime innovation" strategies, including effective partnerships with universities and research partners and with non-traditional criminal justice partners.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs and crime victim services to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

BJA Success Stories

The BJA-sponsored [Success Stories](#) web page features projects that have demonstrated success or shown promise in reducing crime and positively impacting communities. This web page is a valuable resource for states, localities, territories, tribes, and criminal justice professionals who seek to identify and learn about JAG and other successful BJA-funded projects linked to innovation, crime reduction, and evidence-based practices. **BJA strongly encourages the recipient to submit success stories annually (or more frequently).**

If a state has a success story it would like to submit, it may be submitted through [My BJA account](#), using "add a Success Story" and the Success Story Submission form. Register for a My BJA account using this [registration](#) link.

B. Federal Award Information

BJA estimates that it will make up to 1,147 local awards totaling an estimated \$84,500,000.

Awards of at least \$25,000 are 4 years in length, and performance periods will be from October 1, 2017 through September 30, 2021. Extensions beyond this period may be made on a case-by-case basis at the discretion of BJA and must be requested via GMS no fewer than 30 days prior to the grant end date.

Awards of less than \$25,000 are 2 years in length, and performance periods will be from October 1, 2017 through September 30, 2019. Extensions of up to 2 years can be requested for these awards via GMS no fewer than 30 days prior to the grant end date, and will be automatically granted upon request.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by statute.

Type of Award

BJA expects that any award under this solicitation will be in the form of a grant. See [Statutory and Regulatory Requirements; Award Conditions](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

JAG awards are based on a statutory formula as described below:

Once each fiscal year's overall JAG Program funding level is determined, BJA works with the Bureau of Justice Statistics (BJS) to begin a four-step grant award calculation process, which, in general, consists of:

- (1) Computing an initial JAG allocation for each state, based on its share of violent crime and population (weighted equally).
- (2) Reviewing the initial JAG allocation amount to determine if the state allocation is less than the minimum award amount defined in the JAG legislation (0.25 percent of the total). If this is the case, the state is funded at the minimum level, and the funds required for this are deducted from the overall pool of JAG funds. Each of the remaining states receives the minimum award plus an additional amount based on its share of violent crime and population.
- (3) Dividing each state's final award amount (except for the territories and District of Columbia) between the state and its units of local governments at a rate of 60 and 40 percent, respectively.
- (4) Determining unit of local government award allocations, which are based on their proportion of the state's 3-year violent crime average. If the "eligible award amount" for a particular unit of local government, as determined on this basis, is \$10,000 or more, then the unit of local government is eligible to apply directly to OJP (under the JAG Local solicitation) for a JAG award. If the "eligible award amount" to a particular unit of local government, as determined on this basis, is less than \$10,000, however, the funds are not made available for a direct award to that particular unit of local government, but

instead are added to the amount that otherwise would have been awarded to the state. (Additional requirements related to “disparate” jurisdictions are summarized [above](#)).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities¹) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review the OJP Financial Management and System of Internal Controls Questionnaire (<https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>) that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

¹ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to carry out part of the funded award or program.

² The “Part 200 Uniform Requirements” refers to the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Budget and Financial Information

Trust Fund – Units of local government may draw down JAG funds either in advance or on a reimbursement basis. Non-federal entities must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 CFR 200.305(b)(8)).

Subrecipients that draw down JAG funds in advance are subject to the same requirement and must first establish an interest-bearing account.

Tracking and reporting regarding JAG funds used for administrative costs – As indicated earlier, up to 10 percent of a JAG award, including up to 10 percent of any earned interest, may be used for costs associated with administering the award. Administrative costs (when utilized) must be tracked separately; a recipient must report in separate financial status reports (SF-425) those expenditures that specifically relate to each particular JAG award during any particular reporting period.

No commingling – Both the unit of local government recipient and all subrecipients of JAG funds are prohibited from commingling funds on a program-by-program or project-by-project basis.

For this purpose, use of the administrative JAG funds to perform work across all active awards in any one year is not considered commingling.

Cost Sharing or Match Requirement

The JAG Program does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional cost sharing and match information, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Pre-agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does **not** typically approve pre-agreement costs. An applicant must request and obtain the prior written approval of OJP for any such costs. All such costs incurred prior to award and prior to approval of the costs are incurred *at the sole risk* of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.)

Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such

events, available at:

<https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the “Civil Rights Compliance” section under “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For information on eligibility, see the title page.

Note that, as discussed in more detail below, the certifications regarding compliance with certain federal laws. (See Appendices B and C) must be executed and submitted before a unit of local government (other than an Indian tribal government) can make a valid award acceptance. Also, a unit of local government may not access award funds (and its award will include a condition that withholds funds) until it submits a properly executed “Certifications and Assurances by Chief Executive of Applicant Government.” (See Appendix A).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Memoranda of Understanding,”

“Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

In general, if a unit of local government fails to submit required information or documents, OJP either will return the unit of local government’s application in the Grants Management System (GMS) for submission of the missing information or documents, or will attach a condition to the award that will withhold award funds until the necessary information and documents are submitted. (As discussed elsewhere in this solicitation, the certification regarding compliance with certain federal laws—which are set out at [Appendix B](#) and [Appendix C](#)—will be handled differently. Unless and until those certifications are submitted, the unit of local government (other than an Indian tribal government) will be unable to make a valid acceptance of the award.)

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant’s profile to populate the fields on this form.

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. Current OJP award recipients, when completing the field for “Legal Name,” should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP’s financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name, its address, its EIN, and its Data Universal Numbering System (DUNS). A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review:

This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental-Review-SPOC_01_2018_OFFM.pdf. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 16 once the applicant has complied with its State E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 16 by

selecting the response that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

2. Project Identifiers

Applications should identify at least three and no more than ten project identifiers that would be associated with proposed project activities. The list of identifiers can be found at www.bja.gov/funding/JAGIdentifiers.pdf.

3. Program Narrative

The following sections **should** be included as part of the program narrative³:

- a. Description of the Issues – Identify the unit of local government’s strategy/funding priorities for the FY 2018 JAG funds, the subgrant award process and timeline, and a description of the programs to be funded over the grant period. Units of local government are strongly encouraged to prioritize the funding on evidence-based projects.
- b. Project Design and Implementation – Describe the unit of local government’s strategic planning process, if any, that guides its priorities and funding strategy. This should include a description of how the local community is engaged in the planning process and the data and analysis utilized to support the plan; it should identify the stakeholders currently participating in the strategic planning process, the gaps in the needed resources for criminal justice purposes, and how JAG funds will be coordinated with state and related justice funds.
- c. Capabilities and Competencies – Describe any additional strategic planning/coordination efforts in which the units of local government participates with other criminal justice criminal/juvenile justice agencies in the state.
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures – OJP will require each successful applicant to submit specific performance measures that demonstrate the results of the work carried out under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance measures data directly relate to the objectives and deliverables identified under [Objectives and Deliverables](#) in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Post award, recipients will be required to submit quarterly performance metrics through BJA’s Performance Measurement Tool (PMT), located at: <https://bjapmt.ojp.gov>. The application should describe the applicant’s plan for collection of all of the performance measures data listed in the JAG Program accountability measures at: <https://bjapmt.ojp.gov/help/jagdocs.html>.

³ For information on subawards (including the details on proposed subawards that should be included in the application), see “Budget and Associated Documentation” under [Section D. Application and Submission Information](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

Research, for the purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the Protection of Human Subjects" section of the "Requirements related to Research" web page of the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](https://ojp.gov/funding/index.htm)" available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the proposed budget detail worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). **This narrative should include a full description of all costs, including funds set aside for NIBRS project(s) and administrative costs (if applicable).**

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the objectives of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make “subawards.” Applicants also may propose to enter into procurement “contracts” under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a

procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a “subaward” or is instead a procurement “contract” under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards and required certifications regarding certain federal laws from certain subrecipients

General requirement for federal authorization of any subaward; statutory authorizations of subawards under the JAG Program statute. Generally, a recipient of an OJP award may not make subawards (“subgrants”) unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) particular subawards, a recipient must have authorization from OJP before it may make a subaward.

JAG subawards that are required or specifically authorized by statute (see 34 U.S.C. § 10152(a) and 34 U.S.C. § 10156) do not require prior approval to authorize subawards. This includes subawards made by units of local government under the JAG Program.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation and is not sufficiently described and justified in the

application as approved by OJP, the recipient will be required, post award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, and those subawards are not specifically authorized (or required) by statute or regulation, the applicant should: (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

Required certifications, generally relating to various federal statutes, from any proposed subrecipient that is a state or local government entity. Before a unit of local government may subaward FY 2018 award funds to another unit of local government or to a public institution of higher education, it will be required (by specific award condition, the terms of which will govern) to obtain a properly executed certification, generally relating to various specific federal laws, from the proposed subrecipient. (This requirement regarding these federal laws will not apply to subawards to Indian tribes). The specific certification the unit of local government must require from another unit of local government will vary somewhat from the specific certification it must require from a public institution of higher education. The forms will be posted and available for download at: <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-Agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the (DOJ) Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

Note: This rule does not eliminate or alter the JAG-specific restriction in federal law that charges for administrative costs may not exceed 10 percent of the award amount, regardless of the approved indirect cost rate.

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 1–800–458–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at: www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both-- (1) the applicant's eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that ever has had a federally-approved negotiated indirect cost rate is eligible to use the “de minimis” rate.) For the “de minimis” rate requirements (including additional information on eligibility to elect to use the rate), see Part 200 Uniform Requirements, at [2 C.F.R. 200.414\(f\)](#).

6. Tribal Authorizing Resolution

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

Every OJP applicant is to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, 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. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the

information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit a [Disclosure of Lobbying Activities form \(SF-LLL\)](#). An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. Certifications and Assurances by the Chief Executive of the Applicant Government

A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government (e.g., the mayor) properly executes, and the unit of local government submits, the “Certifications and Assurances by the Chief Executive of the Applicant Government” attached to this solicitation as [Appendix A](#).

OJP will not deny an application for an FY 2018 award for failure to submit these “Certifications and Assurances by the Chief Executive of the Applicant Government” by the application deadline, but a unit of local government will not be able to access award funds (and its award will include a condition that withholds funds) until it submits these certifications and assurances, properly executed by the chief executive of the unit of local government (e.g., the mayor).

10. Certifications by the Chief Legal Officer of the Applicant Government

The chief legal officer of an applicant unit of local government (e.g., the City Attorney) is to carefully review the two certifications attached to this solicitation as [Appendix B](#) and [Appendix C](#). If the chief legal officer determines that he or she may execute the certifications, the unit of local government is to submit the certification as part of its application. (Note: this requirement does not apply to Indian tribal governments.)

As discussed further in the [Federal Award Notices](#) section, a unit of local government (other than an Indian tribal government) applicant will be **unable to make a valid award acceptance** of an FY 2018 JAG award unless and until both properly executed certifications by its chief legal officer are received by OJP on or before the day the unit of local government submits an executed award document.

11. Additional Attachments

a. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- (3) If yes to either:
 - Please provide a copy of each law or policy;

- Please describe each practice; and
- Please explain how the law, policy, or practice complies with section 1373.

See [Appendix E](#) for a template that applicants may use to prepare this attachment.

Note: Responses to these questions must be provided by the applicant as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG funding, for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of JAG funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

OJP will not deny an application for an FY 2018 award for failure to submit these required responses by the application deadline, but a unit of local government will not be able to access award funds (and its award will include a condition that withholds funds) until it submits these responses.

b. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

| Federal or State Funding Agency | Solicitation Name/Project Name | Name/Phone/Email for Point of Contact at Federal or State Funding Agency |
|---|---|--|
| DOJ/Office of Community Oriented Policing Services (COPS) | COPS Hiring Program | Jane Doe, 202/000-0000; jane.doe@usdoj.gov |
| Health & Human Services/ Substance Abuse and Mental Health Services Administration | Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program | John Doe, 202/000-0000; john.doe@hhs.gov |

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover identical cost items outlined in the budget submitted as part of this application.”

c. Research and Evaluation Independence and Integrity (if applicable)

If an application involves research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the

independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct,

or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

d. Local Governing Body Review

Applicants must submit information via the Certification and Assurances by the Chief Executive (See [Appendix A](#)) which documents that the JAG application was made available for review by the governing body of the unit of local government, or by an organization designated by that governing body, for a period that was not less than 30 days before the application was submitted to BJA. The same Chief Executive Certification will also specify that an opportunity to comment on this application was provided to citizens prior to the application submission to the extent applicable law or established procedures make such opportunity available. In the past, this has been accomplished via submission of specific review dates; now, OJP will only accept a chief executive's certification to attest to these facts. Units of local government may continue to submit actual dates of review, should they wish to do so, in addition to the submission of the Chief Executive Certification.

How to Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Each applicant entity **must register in GMS for each specific funding opportunity** and should **register promptly** to meet the GMS registration deadline for this funding opportunity, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. An applicant that experiences technical difficulties during this process should email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), available 24 hours a day, 7 days a week, including on federal holidays. OJP recommends that each applicant **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

If the applicant entity already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the entity does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. For more information about EIN, visit <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>.

Registration and Submission Steps

All applicants should complete the following steps:

1. **Acquire a unique entity identifier (DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a “unique entity identifier” in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com/. A DUNS number is usually received within 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail. Read the Alert at www.sam.gov to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change.**

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN).

Information about SAM registration procedures can be accessed at <https://www.sam.gov/>.

3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://www.gms.gov) home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt. Previously registered

applicants should ensure, prior to applying, that the user profile information is up-to-date in GMS (including, but not limited to, address, legal name of agency and authorized representative) as this information is populated in any new application.

4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requires each applicant to verify its SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select “BJA” and **“FY 18 Edward Byrne Memorial Local Justice Assistance Grant (JAG) Program.”**
6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the “funding opportunity” (solicitation) title along with the registration and application deadlines for this solicitation. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once the application is submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review **only** the most recent system-validated version submitted.

Experiencing Unforeseen GMS Technical Issues

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline may contact the [GMS Help Desk](#) or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the NCJRS Response Center identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant’s email must describe the technical difficulties, and must include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant’s request, and contacts the GMS Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant’s failure to follow all required procedures, OJP will deny the applicant’s request to submit its application.

The following conditions generally are insufficient to justify late submissions to OJP solicitations:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls

E. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. BJA will also review applications to help ensure that JAG program-statute requirements have been met.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things, to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIS").

Important note on FAPIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIS, in its assessment of the risk posed by the applicant. The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants. OJP takes into account information pertinent to matters such as:

- (1) Applicant financial stability and fiscal integrity
- (2) Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
- (3) Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
- (4) Reports and findings from audits of the applicant, including audits under the (DOJ) Part 200 Uniform Requirements
- (5) Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

Award notifications are expected to be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

NOTE: In order to validly accept an award under the FY 2018 JAG Program, a unit of local government (other than an Indian tribal government) must submit to GMS the certification by its chief legal officer regarding compliance with certain federal laws, executed using the forms that appear in [Appendices B and C](#). (The forms also may be downloaded at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.) Unless the executed certifications either (1) are submitted to OJP together with the signed award document or (2) are uploaded in GMS no later than the day the signed award document is submitted, **OJP will reject as invalid** any submission by a unit of local government (other than an Indian tribal government) that purports to accept an award under this solicitation.

Rejection of an initial submission as an invalid award acceptance is not a denial of the award. Consistent with award requirements, once the unit of local government **does** submit the necessary certification regarding compliance with certain federal laws, the unit of local government **will** be permitted to submit an award document executed by the unit of local government on or after the date of those certifications.

Also, in order for an applicant validly to accept an award under the FY 2018 JAG program, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including **all** award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully-executed award document (along with the required certifications regarding compliance with certain federal laws, if not already uploaded in GMS) to OJP.

Statutory and Regulatory Requirements; Award Conditions

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed at the time of award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the

following two legal documents, as each successful applicant must execute both documents in GMS before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The web pages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Individual FY 2018 awards made pursuant to this solicitation will, as appropriate and to the extent consistent with law, include conditions that will require the recipient (and any subrecipient) that accepts the award to do various things, with respect to the “program or activity” that would receive federal financial assistance thereunder. **Although the specific terms of each of those conditions are what will govern the awards**, included among such conditions will be some that, **generally speaking**, will require the recipient (and any subrecipient) that accepts the award to do some or all of the following:

- Not to violate 8 U.S.C. § 1373 (prohibiting restrictions on—
 - (1) communication to/from the Department of Homeland Security (“DHS”) of information regarding the citizenship or immigration status of any individual; and
 - (2) maintaining, or exchanging with any government entity, information regarding the immigration status of any individual).
- Not to violate 8 U.S.C. § 1644 (prohibiting restrictions on communication to/from DHS of information regarding the immigration status of an alien).
- Not to violate, or aid or abet any violation of, 8 U.S.C. § 1324(a) (forbidding any “person,” in “knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law,” to “conceal, harbor, or shield from detection, or attempt to conceal, harbor, or shield from detection, such alien in any place, including any building or any means of transportation” or to “engage in any conspiracy to commit any of the preceding acts ... “or aid or abet the commission of any of the preceding acts”).
- Not to impede the exercise of the authority of the federal government under 8 U.S.C. § 1266(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government “shall take into custody” certain criminal aliens “when the alien is released”) and 8 U.S.C. § 1231(a)(4) (relating to removal from the United States of aliens after detention/confinement at the federal, state, and local level), specifically by requiring such recipients to provide (where feasible) at least 48 hours’ advance notice to DHS regarding the

scheduled release date and time of an alien in the recipient's custody when DHS requests such notice in order to take custody of the alien pursuant to the Immigration and Nationality Act.

- Not to impede the exercise by DHS agents, “anywhere in or outside the United States” (8 C.F.R. § 287.5(a)(1)), of their authority under 8 U.S.C. § 1357(a)(1) to “interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States,” specifically by requiring such recipients to permit DHS agents to have access to any correctional facility in order to meet with an alien (or an individual believed to be an alien) and inquire as to his right to be or remain in the United States.

The reasonable costs (to the extent not reimbursed under any other federal program) of complying with these conditions, including honoring any duly authorized requests from DHS that is encompassed by these conditions, will be allowable costs under the award.

General Information about Post-federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial status reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at: <https://ojp.gov/funding/FAPIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post award, to provide accountability metrics data as part of regular progress reporting. Accountability metrics data must be submitted through BJA's Performance Measurement Tool (PMT), available at <https://bjapmt.ojp.gov>. The accountability measures are available at: <https://bjapmt.ojp.gov/help/jagdocs.html>. (Note: if a law enforcement agency receives JAG funds from a state, the state must submit quarterly accountability metrics data related to training that officers have received on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.) Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

OJP may restrict access to award funds if a recipient of an OJP award fails to report the required accountability metrics data in a timely manner.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for GMS, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply to messages it receives in this mailbox. A prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this solicitation document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a

peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A

Certifications and Assurances by the Chief Executive of the Applicant Government

Template for use by chief executive of the unit of local government (e.g., the mayor)

Visit <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm> to download the most up-to-date version.

Note: By law, for purposes of the JAG Program, the term “unit of local government ” includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

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

Edward Byrne Justice Assistance Grant Program FY 2018 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2018 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I certify that— (a) the programs to be funded by the award (if any) that OJP makes based on the application described above meet all the requirements of the JAG Program statute (34 U.S.C. §§ 10151-10158); (b) all the information contained in that application is correct; (c) in connection with that application, there has been appropriate coordination with affected agencies; and (d) in connection with that award (if any), the applicant unit of local government will comply with all provisions of the JAG Program statute and all other applicable federal laws.
7. I have examined certification entitled "State or Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644" executed by the chief legal officer of the applicant government with respect to the FY 2018 JAG program and submitted in support of the application described above, and I hereby adopt that certification as my own on behalf of that government. (This provision is not applicable to Indian tribal government applicants.)
8. I have examined certification entitled "State or Local Government: FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1357(a), & 1366(1) & (3)" executed by the chief legal officer of the applicant government with respect to the FY 2018 JAG program and submitted in support of the application described above, and I hereby adopt that certification as my own on behalf of that government. (This provision is not applicable to Indian tribal government applicants.)

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the applicant unit of local government to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

Appendix B

State or Local Government:

Certification of Compliance with 8 U.S.C. §§ 1373 and 1644

Template for use by the chief legal officer of the unit of local government (e.g., the city attorney)

Visit <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm> to download the most up-to-date version.

Note: This Certification is not required by Indian tribal government applicants.

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

Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644

On behalf of the applicant government entity named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

- (1) I am the chief legal officer of the State or local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed 8 U.S.C. §§ 1373(a) & (b), and 1644, including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. §§ 1373 & 1644 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the applicant entity) understand that the U.S. Department of Justice will require States and local governments (and agencies or other entities thereof) to comply with 8 U.S.C. §§ 1373 & 1644, with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program.
- (4) I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—
 - (a) the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. §§ 1373(a) & (b), and 1644, whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. §§ 1373(a) & 1644; or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: Local

Appendix C

State or Local Government:

Certification of Compliance with 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), and 1366(1) & (3)

Template for use by chief legal officer of the unit of local government (e.g., the city attorney)

Visit <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm> to download the most up-to-date version.

Note: This Certification is not required by Indian tribal government applicants.

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

**Local Government: FY 2018 Certification Relating to
8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)**

On behalf of the applicant government entity named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief legal officer of the unit of local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
2. I have carefully reviewed each of the following sections of title 8, United States Code:
 - a. § 1226(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government "shall take into custody" certain criminal aliens "when the alien is released");
 - b. § 1231(a)(4) (federal government may not "remove an alien who is sentenced to imprisonment until the alien is released from imprisonment");
 - c. § 1324(a) (forbidding any "person," in "knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law," to "conceal[], harbor[], or shield[]" from detection, or attempt[] to conceal, harbor, or shield from detection, such alien in any place, including any building or any means of transportation" or to "engage in any conspiracy to commit any of the preceding acts ... or aid[] or abet[] the commission of any of the preceding acts");
 - d. § 1357(a) (authorizing immigration officers, "anywhere in or outside the United States" (see 8 C.F.R. § 287.5(a)), to "interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States"); and
 - e. § 1366(1) & (3) (requiring the Attorney General annually to submit to Congress "a report detailing ... (1) the number of illegal aliens incarcerated in Federal and State prisons for having committed felonies, stating the number incarcerated for each type of offense; [and] (3) programs and plans underway in the Department of Justice to ensure the prompt removal from the United States of criminal aliens subject to removal").
3. I (and also the applicant entity) understand that USDOJ will require States and local governments (including State and local government entities, -agencies, and -officials), with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program, not to violate, or to aid or abet any violation of, 8 U.S.C. § 1324(a), and not to impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a) or relating to 8 U.S.C. § 1366(1) & (3) or 8 U.S.C. § 1226(a) & (c).
4. I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
5. I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—
 - a. the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - b. any laws, rules, policies, or practices potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that implicate any of the requirements relating to 8 U.S.C. §§ 1226(a) & (c), 1324(a), 1357(a), & 1366(1) & (3) that are described in ¶ 3 of this certification, whether imposed by a State or local government entity, -agency, or -official.
6. As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any law, rule, policy, or practice that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that would or does— (1) violate, or aid or abet any violation of, 8 U.S.C. § 1324(a); (2) impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a); (3) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1366(1) & (3); or (4) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1226(a) & (c).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including associated certifications, are subject to review by USDOJ, including by OJP and the USDOJ Office of the Inspector General.

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: Local

Appendix D

Certain relevant federal laws, as in effect on June 7, 2018

8 U.S.C. § 1373

Communication between government agencies and the Immigration and Naturalization Service

(a) In general

Notwithstanding any other provision of Federal, State, or local law, a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual.

(b) Additional authority of government entities

Notwithstanding any other provision of Federal, State, or local law, no person or agency may prohibit, or in any way restrict, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status, lawful or unlawful, of any individual:

- (1)** Sending such information to, or requesting or receiving such information from, the Immigration and Naturalization Service.
- (2)** Maintaining such information.
- (3)** Exchanging such information with any other Federal, State, or local government entity.

(c) Obligation to respond to inquiries

The Immigration and Naturalization Service shall respond to an inquiry by a Federal, State, or local government agency, seeking to verify or ascertain the citizenship or immigration status of any individual within the jurisdiction of the agency for any purpose authorized by law, by providing the requested verification or status information.

8 U.S.C. § 1644

Communication between State and local government agencies and Immigration and Naturalization Service

Notwithstanding any other provision of Federal, State, or local law, no State or local government entity may be prohibited, or in any way restricted, from sending to or receiving from the Immigration and Naturalization Service information regarding the immigration status, lawful or unlawful, of an alien in the United States.

8 U.S.C. § 1226(a) & (c)

Apprehension and detention of aliens

(a) Arrest, detention, and release

On a warrant issued by the Attorney General, an alien may be arrested and detained pending a decision on whether the alien is to be removed from the United States. Except as provided in subsection (c) and pending such decision, the Attorney General--

- (1) may continue to detain the arrested alien; and
- (2) may release the alien on--
 - (A) bond of at least \$1,500 with security approved by, and containing conditions prescribed by, the Attorney General; or
 - (B) conditional parole; but
- (3) may not provide the alien with work authorization (including an "employment authorized" endorsement or other appropriate work permit), unless the alien is lawfully admitted for permanent residence or otherwise would (without regard to removal proceedings) be provided such authorization.

(c) Detention of criminal aliens

(1) Custody

The Attorney General shall take into custody any alien who--

- (A) is inadmissible by reason of having committed any offense covered in section 1182(a)(2) of this title,
- (B) is deportable by reason of having committed any offense covered in section 1227(a)(2)(A)(ii), (A)(iii), (B), (C), or (D) of this title,
- (C) is deportable under section 1227(a)(2)(A)(i) of this title on the basis of an offense for which the alien has been sentence¹ to a term of imprisonment of at least 1 year, or
- (D) is inadmissible under section 1182(a)(3)(B) of this title or deportable under section 1227(a)(4)(B) of this title,

when the alien is released, without regard to whether the alien is released on parole, supervised release, or probation, and without regard to whether the alien may be arrested or imprisoned again for the same offense.

(2) Release

The Attorney General may release an alien described in paragraph (1) only if the Attorney General decides pursuant to section 3521 of Title 18 that release of the alien from custody is necessary to provide protection to a witness, a potential witness, a person cooperating with an investigation into major criminal activity, or an immediate family member or close associate of a witness, potential witness, or person cooperating with such an investigation, and the alien satisfies the Attorney General that the alien will not pose a danger to the safety of other persons or of property and is likely to appear for any scheduled proceeding. A decision relating to such release shall take place in accordance with a procedure that considers the severity of the offense committed by the alien.

8 U.S.C. § 1231(a)(4)

(a) Detention, release, and removal of aliens ordered removed

4) Aliens imprisoned, arrested, or on parole, supervised release, or probation

(A) In general

Except as provided in section 259(a) of title 42 and paragraph (2), the Attorney General may not remove an alien who is sentenced to imprisonment until the alien is released from imprisonment. Parole, supervised release, probation, or possibility of arrest or further imprisonment is not a reason to defer removal.

(B) Exception for removal of nonviolent offenders prior to completion of sentence of imprisonment

The Attorney General is authorized to remove an alien in accordance with applicable procedures under this chapter before the alien has completed a sentence of imprisonment-

- i. in the case of an alien in the custody of the Attorney General, if the Attorney General determines that (I) the alien is confined pursuant to a final conviction for a nonviolent offense (other than an offense related to smuggling or harboring of aliens or an offense described in section 1101(a)(43)(B), (C), (E), (I), or (L) of this title and (II) the removal of the alien is appropriate and in the best interest of the United States; or
- ii. in the case of an alien in the custody of a State (or a political subdivision of a State), if the chief State official exercising authority with respect to the incarceration of the alien determines that (I) the alien is confined pursuant to a final conviction for a nonviolent offense (other than an offense described in section 1101(a)(43)(C) or (E) of this title), (II) the removal is appropriate and in the best interest of the State, and (III) submits a written request to the Attorney General that such alien be so removed.

(C) Notice

Any alien removed pursuant to this paragraph shall be notified of the penalties under the laws of the United States relating to the reentry of deported aliens, particularly the expanded penalties for aliens removed under subparagraph (B).

(D) No private right

No cause or claim may be asserted under this paragraph against any official of the United States or of any State to compel the release, removal, or consideration for release or removal of any alien.

8 U.S.C. § 1324(a)

Bringing in and harboring certain aliens

(a) Criminal penalties

(1)(A) Any person who—

- i. knowing that a person is an alien, brings to or attempts to bring to the United States in any manner whatsoever such person at a place other than a designated port of entry or place other than as designated by the Commissioner, regardless of whether such alien has received prior official authorization to come to, enter, or reside in the United States and regardless of any future official action which may be taken with respect to such alien;
- ii. knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law, transports, or moves or attempts to transport or move such alien within the United States by means of transportation or otherwise, in furtherance of such violation of law;
- iii. knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law, conceals, harbors, or shields from detection, or attempts to conceal, harbor, or shield from detection, such alien in any place, including any building or any means of transportation;

- iv. encourages or induces an alien to come to, enter, or reside in the United States, knowing or in reckless disregard of the fact that such coming to, entry, or residence is or will be in violation of law; or
 - v. (v)(I) engages in any conspiracy to commit any of the preceding acts, or
 - vi. (II) aids or abets the commission of any of the preceding acts, shall be punished as provided in subparagraph (B).
- (B) A person who violates subparagraph (A) shall, for each alien in respect to whom such a violation occurs—
- I. in the case of a violation of subparagraph (A)(i) or (v)(I) or in the case of a violation of subparagraph (A)(ii), (iii), or (iv) in which the offense was done for the purpose of commercial advantage or private financial gain, be fined under title 18, imprisoned not more than 10 years, or both;
 - II. in the case of a violation of subparagraph (A)(ii), (iii), (iv), or (v)(II), be fined under title 18, imprisoned not more than 5 years, or both;
 - III. in the case of a violation of subparagraph (A)(i), (ii), (iii), (iv), or (v) during and in relation to which the person causes serious bodily injury (as defined in section 1365 of title 18) to, or places in jeopardy the life of, any person, be fined under title 18, imprisoned not more than 20 years, or both; and
 - IV. in the case of a violation of subparagraph (A)(i), (ii), (iii), (iv), or (v) resulting in the death of any person, be punished by death or imprisoned for any term of years or for life, fined under title 18, or both.
- (C) It is not a violation of clauses (ii) or (iii) of subparagraph (A), or of clause (iv) of subparagraph (A) except where a person encourages or induces an alien to come to or enter the United States, for a religious denomination having a bona fide nonprofit, religious organization in the United States, or the agents or officers of such denomination or organization, to encourage, invite, call, allow, or enable an alien who is present in the United States to perform the vocation of a minister or missionary for the denomination or organization in the United States as a volunteer who is not compensated as an employee, notwithstanding the provision of room, board, travel, medical assistance, and other basic living expenses, provided the minister or missionary has been a member of the denomination for at least one year.

(2) Any person who, knowing or in reckless disregard of the fact that an alien has not received prior official authorization to come to, enter, or reside in the United States, brings to or attempts to bring to the United States in any manner whatsoever, such alien, regardless of any official action which may later be taken with respect to such alien shall, for each alien in respect to whom a violation of this paragraph occurs-

(A) be fined in accordance with title 18 or imprisoned not more than one year, or both; or

(B) in the case of-

(i) an offense committed with the intent or with reason to believe that the alien unlawfully brought into the United States will commit an offense against the United States or any State punishable by imprisonment for more than 1 year,

(ii) an offense done for the purpose of commercial advantage or private financial gain, or

(iii) an offense in which the alien is not upon arrival immediately brought and presented to an appropriate immigration officer at a designated port of entry,

be fined under title 18 and shall be imprisoned, in the case of a first or second violation of subparagraph (B)(iii), not more than 10 years, in the case of a first or second violation of

subparagraph (B)(i) or (B)(ii), not less than 3 nor more than 10 years, and for any other violation, not less than 5 nor more than 15 years.

(3)(A) Any person who, during any 12-month period, knowingly hires for employment at least 10 individuals with actual knowledge that the individuals are aliens described in subparagraph (B) shall be fined under title 18 or imprisoned for not more than 5 years, or both.

(B) An alien described in this subparagraph is an alien who-

- (i) is an unauthorized alien (as defined in [section 1324a\(h\)\(3\) of this title](#)), and
- (ii) has been brought into the United States in violation of this subsection.

(4) In the case of a person who has brought aliens into the United States in violation of this subsection, the sentence otherwise provided for may be increased by up to 10 years if-

- (A) the offense was part of an ongoing commercial organization or enterprise;
- (B) aliens were transported in groups of 10 or more; and
- (C)(i) aliens were transported in a manner that endangered their lives; or
- (ii) the aliens presented a life-threatening health risk to people in the United States.

8 U.S.C. § 1357(a)

Powers of immigration officers and employees

(a) Any officer or employee of the Service authorized under regulations prescribed by the Attorney General shall have power without warrant—

- (1) to interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States;
- (2) to arrest any alien who in his presence or view is entering or attempting to enter the United States in violation of any law or regulation made in pursuance of law regulating the admission, exclusion, expulsion, or removal of aliens, or to arrest any alien in the United States, if he has reason to believe that the alien so arrested is in the United States in violation of any such law or regulation and is likely to escape before a warrant can be obtained for his arrest, but the alien arrested shall be taken without unnecessary delay for examination before an officer of the Service having authority to examine aliens as to their right to enter or remain in the United States;
- (3) within a reasonable distance from any external boundary of the United States, to board and search for aliens any vessel within the territorial waters of the United States and any railway car, aircraft, conveyance, or vehicle, and within a distance of twenty-five miles from any such external boundary to have access to private lands, but not dwellings, for the purpose of patrolling the border to prevent the illegal entry of aliens into the United States;
- (4) to make arrests for felonies which have been committed and which are cognizable under any law of the United States regulating the admission, exclusion, expulsion, or removal of aliens, if he has reason to believe that the person so arrested is guilty of such felony and if there is likelihood of the person escaping before a warrant can be obtained for his arrest, but the person arrested shall be taken without unnecessary delay before the nearest available officer empowered to commit persons charged with offenses against the laws of the United States; and
- (5) to make arrests-
- (6) for any offense against the United States, if the offense is committed in the officer's or employee's presence, or

- (7) for any felony cognizable under the laws of the United States, if the officer or employee has reasonable grounds to believe that the person to be arrested has committed or is committing such a felony,
- (8) if the officer or employee is performing duties relating to the enforcement of the immigration laws at the time of the arrest and if there is a likelihood of the person escaping before a warrant can be obtained for his arrest.

Under regulations prescribed by the Attorney General, an officer or employee of the Service may carry a firearm and may execute and serve any order, warrant, subpoena, summons, or other process issued under the authority of the United States. The authority to make arrests under paragraph (5)(B) shall only be effective on and after the date on which the Attorney General publishes final regulations which (i) prescribe the categories of officers and employees of the Service who may use force (including deadly force) and the circumstances under which such force may be used, (ii) establish standards with respect to enforcement activities of the Service, (iii) require that any officer or employee of the Service is not authorized to make arrests under paragraph (5)(B) unless the officer or employee has received certification as having completed a training program which covers such arrests and standards described in clause (ii), and (iv) establish an expedited, internal review process for violations of such standards, which process is consistent with standard agency procedure regarding confidentiality of matters related to internal investigations.

8 U.S.C. § 1366(1) & (3)

Annual report on criminal aliens

Not later than 12 months after September 30, 1996, and annually thereafter, the Attorney General shall submit to the Committees on the Judiciary of the House of Representatives and of the Senate a report detailing—

- (1) the number of illegal aliens incarcerated in Federal and State prisons for having committed felonies, stating the number incarcerated for each type of offense;

- (3) programs and plans underway in the Department of Justice to ensure the prompt removal from the United States of criminal aliens subject to removal;

Appendix E

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- (3) If yes to either:
 - Please provide a copy of each law or policy;
 - Please describe each practice; and
 - Please explain how the law, policy, or practice complies with section 1373.

Note: Responses to these questions must be provided by the applicant to BJA as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG funding, for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of JAG funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

Appendix F

Additional purposes for which JAG funds awarded to a state under this FY 2018 solicitation may be used:

(a) To enforce state and local laws that establish offenses similar to offenses established in 21 U.S.C. § 801 et seq., to improve the functioning of the **criminal justice** system, with emphasis on violent crime and serious offenders, by means including providing additional personnel, equipment, training, technical assistance, and information systems for the more widespread apprehension, prosecution, adjudication, detention, and rehabilitation of persons who violate these laws, and to assist the victims of such crimes (other than compensation), including—

(1) demand-reduction education programs in which law enforcement officers participate;

(2) multi-jurisdictional task-force programs that integrate federal, state, and local drug-law-enforcement agencies and prosecutors for the purpose of enhancing inter-agency co-ordination and intelligence, and facilitating multi-jurisdictional investigations;

(3) programs designed to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations;

(4) providing community and neighborhood programs that assist citizens in preventing and controlling crime, including special programs that address the problems of crimes committed against the elderly and special programs for rural jurisdictions;

(5) disrupting illicit commerce in stolen goods and property;

(6) improving the investigation and prosecution of white-collar crime, organized crime, public-corruption crimes, and fraud against the government, with priority attention to cases involving drug-related official corruption;

(7)(A) improving the operational effectiveness of law enforcement through the use of crime-analysis techniques, street-sales enforcement, schoolyard-violator programs, and gang-related and low-income-housing drug-control programs; and

(B) developing and implementing anti-terrorism plans for deep-draft ports, international airports, and other important facilities;

(8) career-criminal prosecution programs, including the development of proposed model drug-control legislation;

(9) financial investigative programs that target the identification of money-laundering operations and assets obtained through illegal drug trafficking, including the development of proposed model legislation, financial investigative training, and financial information-sharing systems;

(10) improving the operational effectiveness of the court process, by expanding prosecutorial, defender, and judicial resources, and implementing court-delay-reduction programs;

(11) programs designed to provide additional public correctional resources and improve the corrections system, including treatment in prisons and jails, intensive-supervision programs, and long-range corrections and sentencing strategies;

(12) providing prison-industry projects designed to place inmates in a realistic working and training environment that will enable them to acquire

marketable skills and to make financial payments for restitution to their victims, for support of their own families, and for support of themselves in the institution;

(13) providing programs that identify and meet the treatment needs of adult and juvenile drug-dependent and alcohol-dependent offenders;

(14) developing and implementing programs that provide assistance to jurors and witnesses, and assistance (other than compensation) to victims of crimes;

(15)(A) developing programs to improve drug-control technology, such as pretrial drug-testing programs, programs that provide for the identification, assessment, referral to treatment, case-management and monitoring of drug-dependent offenders, and enhancement of state and local forensic laboratories; and

(B) developing programs to improve **criminal justice** information systems (including automated fingerprint identification systems) to assist law enforcement, prosecution, courts, and corrections organizations;

(16) innovative programs that demonstrate new and different approaches to enforcement, prosecution, and adjudication of drug offenses and other serious crimes;

(17) addressing the problems of drug trafficking and the illegal manufacture of controlled substances in public housing;

(18) improving the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse, and abuse of the elderly;

(19) drug-control evaluation programs that the state and units of local government may utilize to evaluate programs and projects directed at state drug-control activities;

(20) providing alternatives to prevent detention, jail, and prison for persons who pose no danger to the community;

(21) programs of which the primary goal is to strengthen urban enforcement and prosecution efforts targeted at street drug sales;

(22) programs for the prosecution of driving while intoxicated charges and the enforcement of other laws relating to alcohol use and the operation of motor vehicles;

(23) programs that address the need for effective bindover systems for the prosecution of violent 16- and 17-year-old juveniles, in courts with jurisdiction over adults, for the crimes of—

(A) murder in the first degree;

(B) murder in the second degree;

(C) attempted murder;

(D) armed robbery when armed with a firearm;

(E) aggravated battery or assault when armed with a firearm;

(F) criminal sexual penetration when armed with a firearm; and

(G) drive-by shootings as described 18 U.S.C. § 36;

(24) law-enforcement and prevention programs relating to gangs or to youth who are involved or at risk of involvement in gangs;

(25) developing or improving, in a forensic laboratory, a capability to analyze DNA for identification purposes; and

(26) developing and implementing anti-terrorism training programs and procuring equipment for use by local law-enforcement authorities; and

- (b) To reduce crime and improve public safety, including but not limited to, the following:
- (1)(A) hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel;
 - (B) paying overtime to presently-employed law enforcement officers and necessary support personnel for the purpose of increasing the number of hours worked by such personnel; and
 - (C) procuring equipment, technology, and other material directly related to basic law-enforcement functions;
 - (2) enhancing security measures—
 - (A) in and around schools; and
 - (B) in and around any other facility or location that is considered by the unit of local government to have a special risk for incidents of crime;
 - (3) establishing crime-prevention programs that may, though not exclusively, involve law-enforcement officials and that are intended to discourage, disrupt, or interfere with the commission of criminal activity, including neighborhood-watch and citizen-patrol programs, sexual-assault and domestic-violence programs, and programs intended to prevent juvenile crime;
 - (4) establishing or supporting drug courts;
 - (5) establishing early-intervention and -prevention programs for juveniles, in order to reduce or eliminate crime;
 - (6) enhancing the adjudication process of cases involving violent offenders, including violent juvenile offenders;
 - (7) enhancing programs under (a), above;
 - (8) establishing co-operative task forces between adjoining units of local government to work co-operatively to prevent and combat criminal activity, particularly criminal activity that is exacerbated by drug- or gang-related involvement; and
 - (9) establishing a multi-jurisdictional task force, particularly in rural areas, composed of law-enforcement officials representing units of local government, that works with Federal law-enforcement officials to prevent and control crime.

Appendix G Application Checklist

Edward Byrne Memorial Justice Assistance Grant (JAG) Program: FY 2018 Local Solicitation

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see page 31)
- _____ Acquire or renew registration with SAM (see page 32)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 32)
- _____ For existing users, check GMS username and password* to ensure account access (see page 32)
- _____ Verify SAM registration in GMS (see page 32)
- _____ Search for correct funding opportunity in GMS (see page 32)
- _____ Select correct funding opportunity in GMS (see page 32)
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity title (see page 32)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 17)
- _____ If experiencing technical difficulties in GMS, contact the NCJRS Response Center (see pages 2 and 33)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

- _____ Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](https://ojp.gov/funding/index.htm)” in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of the FY 2018 JAG Allocations List as listed on BJA’s [JAG web page](#).

Eligibility Requirement: Only units of local government may apply under this solicitation. By law, for purposes of the JAG Program, the term “units of local government” includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of

a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes.

What an Application Should Include:

| | |
|---|-------------------|
| _____ Application for Federal Assistance (SF-424) | (see page 19) |
| _____ Intergovernmental Review | (see page 19) |
| _____ Project Identifiers | (see page 19) |
| _____ Program Narrative | (see page 20) |
| _____ Budget Detail Worksheet | (see page 21) |
| _____ Budget Narrative | (see page 22) |
| _____ Indirect Cost Rate Agreement (if applicable) | (see page 25) |
| _____ Tribal Authorizing Resolution (if applicable) | (see page 26) |
| _____ Financial Management and System of Internal Controls Questionnaire | (see page 26) |
| _____ Disclosure of Lobbying Activities (SF-LLL) (if applicable) | (see page 27) |
| _____ Certifications and Assurances by Chief Executive | (see page 27) |
| _____ Certification of Compliance with 8 U.S.C. § 1373 by Chief Legal Officer (Note: this requirement does not apply to Indian tribal governments.) | (see page 27) |
| _____ OJP Certified Standard Assurances | (see pages 39–44) |
| _____ Additional Attachments | |
| _____ Applicant Disclosure of Pending Applications | (see page 28) |
| _____ Research and Evaluation Independence and Integrity (if applicable) | (see page 29) |