

Program Narrative

The City of Santa Rosa's 2018 JAG grant application under CFDA 16.738 is not considered a disparate allocation; as a result, the City of Santa Rosa is submitting a single application for \$47,349.

Background

The City of Santa Rosa (City) is located fifty-five miles north of San Francisco and is the largest city between San Francisco, California and Portland, Oregon. Santa Rosa is in the heart of Sonoma County and is home to several regional, state, and federal offices and the county seat for Sonoma County. Once primarily an agrarian community, Santa Rosa has evolved into a more industrial and urban community and is home to several large technology corporations and numerous smaller businesses. The daily population increases to more than 200,000 during work hours due to commuting workers on the new SMART railway, major shopping centers, hospitals, regional trauma center, a large Junior College, regional medical facilities and financial institutions, as people travel in from neighboring communities.

The Santa Rosa Police Department (Department) was formed in 1867 and incorporated in 1868. In its first one hundred years the Department grew from three town marshals to a staff of fifty-five. The next forty years produced an impressive organizational growth to the present-day staff of 256.50 sworn and civilian employees, who serve a population of over 180,000. The Department is overseen by the Chief of Police who is supported by two captains and two civilian managers. The balance of employees are comprised of lieutenants, sergeants, police officers and civilian supervisors and staff. The City of Santa Rosa is divided into 9 zones for patrol purposes.

Proposed Program Activities

Safety Equipment Purchases: Two Ballistic Shields, six body-worn cameras and 24 licenses, and video equipment to outfit two existing police vehicles for as a mobile command station for currently owned unmanned aerial systems (drones).

The purchase of this equipment will increase the safety of the officers while performing their duties, which is the top priority of the department. The ballistic shields will be placed in the Sergeants vehicles for ease of access, making them immediately available in the field when the need arises. The Department currently has two ballistic shields that are assigned to SWAT, by placing these additional shields in the Sergeants vehicles it will allow for broader use of the devices in a high-risk situations.

The Santa Rosa Police Department successfully implemented a body-worn camera (BWC) program in 2015. After receiving extensive feedback from the community, the BWC policy (attached) was adopted in November 2015. The community overwhelming supported the implementation of this program and there has been a reduction in citizen complaints by over 25%. The purchase of the two additional BWC and 24 licenses will insure that every officer has a working device, to both maintain the safety of the officer as well as the community. This additional allows for several spares to be used when devices are sent for repairs, and also includes licenses for use by the IT and Field and Evidence Technicians.

The Santa Rosa Police Department recently purchased two unmanned aerial systems, or drones, to start the Unmanned Aerial System (UAS) Program for the City. The ability to obtain an aerial perspective is of tremendous value in public safety operations including search and rescue, crime and collision investigations, law enforcement operations, fire suppression, and disaster recovery. This is a new program for the department and has already been utilized on several cases to increase the safety of the officers and provide additional information to the responding officers as well as the fire department. The purchase of video equipment to outfit two police vehicles will enable the UAS pilots and the responding officers to have a better visual of the video feed from the UAS as well as act as a command center for the event.

Grant Program Accountability Measures:

The grantee will report on the relevant General Information, Activity-Program Selection, Program Module and semi-annual Goals and Objectives in accordance with the applicable JAG Accountability Measures in the BJA Performance Measurement Tool (PMT).

Coordination of Related Justice Funds and JAG Funds

The City of Santa Rosa does not anticipate any coordination of related Department of Justice funded projects and 2018 JAG funded projects.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal** (**match**) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking **(To View an Example, Click Here)** at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in [2 CFR Part 200.333](#) , all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. *(Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50)* [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (FEDERAL)

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

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TOTAL PERSONNEL	\$0
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an [approved negotiated rate](#) by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. *(Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765)* [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (FEDERAL)

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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TOTAL FRINGE BENEFITS	\$0
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C. Travel – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. **To View an Example, Click Here**

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
								\$0.00	
		Subtotal						\$0.00	\$0
FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
								\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and **expendable** equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

[To View an Example, Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
Ballistic Shields	2	\$5,300.00	\$10,600
Body-Worn Cameras with annual license	6	\$1,528.00	\$9,168
Body-Worn Camera annual licenses	18	\$1,128.00	\$20,304
Video equipment to outfit vehicles for UAS	1	\$7,277.00	\$7,277
FEDERAL TOTAL			\$47,349

SUPPLIES NARRATIVE (FEDERAL)

The price estimate to purchase two ballistic shields is based on past purchases of \$5,300 each. This will increase the safety of officers and the public. The body-worn cameras are estimated at \$400 each, this is a discounted price due to the existing contract and relationship with the vendor. The BWC licenses are to license existing cameras as well as field and evidence and IT tech employees that use the software. This will allow every officer to have a working, licenses camera and leave several for spares so that when a camera is out of service for repairs there is an available unit. The video equipment to outfit the vehicles for the UAS will include an Apple TV and monitor, required wiring and a mounting bracket/box. The Apple brand was selected so that it is able to connect to the existing Apple iPhones that are used by staff.

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$47,349
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

TOTAL CONSTRUCTION	\$0
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G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the [Federal Acquisition Regulations](#) are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
								\$0.00
		Subtotal						\$0.00
								\$0
SUBTOTAL								\$0
NON-FEDERAL TOTAL								\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS	\$0
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Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. Other Costs – List items (e.g., rent ([arms-length transaction only](#)), reproduction, telephone, janitorial or security services, and investigative or [confidential](#) funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$0
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I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a [fully executed, negotiated agreement](#)), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s [cognizant Federal agency](#) , or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in [2 CFR Part 200.414f](#) . If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$47,349	\$0	\$47,349
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$47,349	\$0	\$47,349
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$47,349	\$0	\$47,349

Federal Request	\$47,349
Non-Federal Amount	\$0
Total Project Cost	\$47,349

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Project Identifiers

This project has several identifiers which include:

- Body-Worn Cameras
- Equipment-Tactical
- Less than lethal
- Policing
- Officer Wellness
- Officer Safety
- Protective Helmets
- Surveillance

Body-Worn Cameras

450.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of body-worn cameras (“BWCs”) by employees of the Santa Rosa Police Department while in the performance of their duties.

The use of body-worn cameras by law enforcement personnel serves a number of purposes, including but not limited to: assisting law enforcement personnel in the performance of their duties by obtaining documentary evidence for criminal investigations; providing enhanced accountability for employees and protecting employees from unjustified or frivolous complaints of misconduct. BWC recordings may prove valuable in related civil litigation, citizen complaints and administrative matters arising from police activity.

While BWCs can provide an objective record of events, it is understood that video/audio recordings may not necessarily reflect the entire experience or state of mind of the individual employee(s) in a given incident. In some circumstances, the BWC could capture information that may not have been heard or observed by the involved employee(s). Similarly, there could be situations where the BWC will not capture information that was heard and/or observed by the involved employee(s).

This policy applies only to body-worn cameras and their recordings. Digital audio recorders and mobile audio/video recording systems are regulated by separate policies.

Adopted 11-18-15 by Chief Robert L. Schreeder.

Revised 3-24-16 by Chief Robert L. Schreeder.

450.2 POLICY

The use of BWCs is intended to enhance the mission of the department by recording contacts between members of the public and sworn employees of the department who are acting in their official capacity. The department will provide sworn officers and supervisors BWCs for use during the performance of their official duties. Employees are prohibited from using personally owned audio/video recording devices in place of or in addition to their department-issued BWC. Employees trained on the BWC and Digital Evidence Management System shall use the equipment in a manner consistent with department training.

Personnel shall utilize BWCs in accordance with the provisions in this policy to maximize effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity.

All recorded media, images and audio from the BWC are property of the department and shall not be copied, released, or disseminated in any form outside the parameters of this policy without the expressed written consent of the Chief of Police.

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Body-Worn Cameras

450.3 DEFINITIONS

- (a) **Activate** – Any process that causes the body worn camera system to record and store video and/or audio data.
- (b) **Body Worn Camera (BWC)** – An audio and video recording device worn on an individual officer's person.
- (c) **Critical Incident** – An incident involving a law enforcement employee where a use of lethal force or fatal injury occurs. For the purposes of this policy, a critical incident may cause, but does not require, the invocation of the countywide Law Enforcement Employee Involved Fatal Incident Protocol.
- (d) **Digital Evidence Management System** – Software and hardware used to store, catalog, view, and otherwise manage digital evidence to include audio and video files recorded on body worn cameras.
- (e) **System Administrator** – A sworn or civilian manager tasked with the maintenance, auditing, configuration, and reliable operation of the BWC and digital evidence management systems.

450.4 EMPLOYEE RESPONSIBILITIES

Each employee issued a BWC shall be responsible for maintaining the recorder in good working order. If the employee becomes aware that a recorder is not in working order or malfunctions at any time, the employee shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable. Uniformed employees shall wear the BWC on the front of their uniform in a manner allowing it to function properly. Non-uniformed employees should wear the recorder in a manner allowing it to function properly.

Employees shall document the existence of a recording in any report or other official record of the contact, including any instance where the BWC malfunctioned or was prematurely deactivated. Employees should also document the reason for any premature deactivation of the BWC.

450.5 ACTIVATION OF THE BODY WORN CAMERA

- (a) This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Officers are expected to activate their BWC in any of the following situations:
 - 1. All enforcement and investigative contacts including stops, field interview (FI) situations, and interviews with crime victims, witnesses, or suspects.
 - 2. Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops.
 - 3. Probation or parole searches
 - 4. Service of search or arrest warrants
 - 5. Self-initiated activity in which an employee would normally notify Dispatch.

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Body-Worn Cameras

6. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.
 7. Any incident where a use of force occurs or is likely to occur.
 8. Any time the employee believes the recording would provide evidence for a criminal investigation.
 9. Upon the order of a supervisor.
- (b) At no time is an employee expected to jeopardize his/her safety in order to activate a BWC or change the recording media. However, the recorder should be activated in situations described above as soon as practical.
- (c) Employees should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect the interests of witnesses, informants, and victims by discontinuing recording whenever it reasonably appears to the employee that such personal interests may outweigh any legitimate law enforcement interest in recording. Recording should resume when the employee believes the law enforcement purpose supersedes any competing interest.
- (d) Additionally, employees shall have the discretion to turn the BWC off during conversations with members of the community, including but not limited to confidential informants who wish to discuss criminal activity in their neighborhood but are hesitant to come forward if they will be recorded. Personnel shall also have the discretion to temporarily terminate a recording when communicating with fellow law enforcement personnel regarding tactical decisions and/or operational strategy.

450.5.1 SURREPTITIOUS USE OF THE BODY WORN CAMERA

- (a) Sworn personnel are not required to obtain consent to record from a private person when:
1. In a public place.
 2. In a location where there is no reasonable expectation of privacy (e.g., inside a building or dwelling where SRPD personnel are lawfully present and engaged in the performance of official duties).
- (b) However, employees are encouraged to advise private persons they are recording if the advisement may gain compliance, assist in the investigation, and will not interfere with the investigation or officer safety.
- (c) Employees are prohibited from using the BWCs to surreptitiously record any conversation of or between department employees without the individuals' knowledge and express consent to record the conversation.

450.5.2 CESSATION OF RECORDING

Once activated, the BWC should remain on continuously until the employee's direct participation in the incident is complete, or in circumstances outlined above regarding privacy, confidential information, tactical discussions, etc. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

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Body-Worn Cameras

450.5.3 EXPLOSIVE DEVICE

Many portable recorders, including BWCs and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

450.6 PROHIBITED USE OF BODY WORN CAMERAS

- (a) Employees are prohibited from using BWCs for personal use, and are prohibited from making personal copies of recorded events except as provided in this policy.
- (b) Employees shall not duplicate or distribute BWC recordings except for legitimate department purposes. All such recordings shall be retained at the department.
- (c) Recordings shall not be used for the purpose of harassment, embarrassment, intimidation or ridicule.

450.7 RETENTION OF RECORDINGS

All recordings made by employees shall be uploaded to the appropriate department server periodically, but no later than the end of the employee's shift. Employees shall not delete any recordings. A Lieutenant or Captain may authorize the deletion of accidental BWC recordings after reviewing the recording to ensure that it has no evidentiary or administrative value.

Any time an employee records any portion of a contact that the employee reasonably believes constitutes evidence in a criminal case, the employee shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in the related case report.

450.7.1 RETENTION REQUIREMENTS

All recordings shall be retained for a period consistent with the requirements of the City's records retention schedule (unless deletion is otherwise authorized pursuant to section 450.7, above). Recordings showing a use of force, subject to civil litigation or personnel complaints shall be maintained for a period not less than 27 months. Recordings constituting evidence in a criminal or civil proceeding shall be retained pursuant to the Evidence retention procedures of the department.

450.8 REVIEW OF RECORDINGS

All access to the BWC recordings is logged and subject to audit at any time. Personnel may only review BWC recordings according to the provisions of this policy.

450.8.1 EMPLOYEE ACCESS TO BWC RECORDINGS

- (a) Generally, personnel will not have access to other employees' BWC recordings unless access is approved by a supervisor for purposes of conducting a criminal or administrative investigation.
 - 1. Personnel actively assigned to conduct a criminal or administrative investigation (such as the case detective) may review the involved personnel's relevant BWC recordings as part of the ongoing investigation.

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Body-Worn Cameras

- (b) Employees may review relevant BWC recordings when completing official reports and investigations or to prepare for court testimony.
- (c) Officers may view relevant video they recorded prior to submitting to an interview as part of an administrative investigation or personnel inquiry. Officers being interviewed during an administrative investigation may view relevant recordings made by other employees only with the approval of the Lieutenant or Captain managing the administrative investigation.
- (d) In the event of a critical incident, BWC recordings shall be uploaded as soon as practical.
 - 1. Depending on the circumstances, it may be necessary for personnel other than the involved employee to upload the BWC recording. This will be determined by the supervising officer on scene.
 - 2. The review of recordings by officers following their involvement in a critical incident shall be governed by the countywide Law Enforcement Employee-Involved Fatal Incident Protocol.

450.8.2 SUPERVISOR ACCESS TO BWC RECORDINGS

Supervisors shall not review BWC recordings arbitrarily, but are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in assisting in an ongoing investigation. With approval of a Lieutenant, a supervisor may also view recordings to determine training needs or review an employee's performance. If improper conduct is discovered during any such review of BWC recordings, minor infractions (not criminal in nature) discovered during such review should be viewed as training opportunities, and not subject personnel to disciplinary action. Should the behavior or action be repetitive after being addressed by a supervisor, the appropriate disciplinary or corrective action should be pursued.

450.8.3 USE OF BWC RECORDINGS FOR TRAINING PURPOSES

BWC recordings may be used to train department employees with the approval of the Support Bureau Manager and only after notification of the employees involved in the recorded incident.

450.9 REQUESTS TO PRODUCE BWC RECORDINGS

- (a) Sonoma County District Attorney, Santa Rosa City Attorney, and/or Court Requests
 - 1. Requests for copies of BWC recordings shall be in writing and forwarded to the custodian of records. BWC recordings may be released by the custodian of records pursuant to lawful court processes. Copies may be provided to the Santa Rosa City Attorney to aid in any defense or inquiry into the conduct of employees of the department or to assist in determination of whether records should be released in response to requests from third parties.
- (b) Other Requests

Santa Rosa Police Department

Santa Rosa PD Policy Manual

Body-Worn Cameras

1. All other requests for BWC recordings shall be accepted and processed by the department custodian of records in accordance with federal, state, and local statutes and department policy related to the release of public information.
2. The Chief of Police may consult with the City Attorney and City Manager, but shall have the final authority to approve/deny requests to release audio/video files consistent with state and federal law.
3. The Chief of Police shall make all reasonable/lawful efforts to preserve the privacy of community members and employees of the department in the event it is determined that such information must be released.

CITY OF SANTA ROSA

Single Audit Reports

For the Year Ended June 30, 2017



Certified
Public
Accountants

CITY OF SANTA ROSA

**Single Audit Reports
For the Year Ended June 30, 2017**

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**Independent Auditor’s Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit on Financial
Statements Performed in Accordance with *Government Auditing Standards***

City Council of the City of Santa Rosa
Santa Rosa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Santa Rosa, California (City), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements, and have issued our report thereon dated March 29, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macias Gini & O'Connell LLP

Walnut Creek, California
March 29, 2018



**Independent Auditor’s Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance; and Report on Schedule of
Expenditures of Federal Awards Required by the Uniform Guidance**

City Council of the City of Santa Rosa
Santa Rosa, California

Report on Compliance for Each Major Federal Program

We have audited the City of Santa Rosa, California’s (City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City’s major federal programs for the year ended June 30, 2017. The City’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the City’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and the Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City’s compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City’s internal control over compliance with the types of

requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated March 29, 2018 which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Macias Gini & O'Connell LLP

Walnut Creek, California
March 29, 2018

CITY OF SANTA ROSA
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2017

Federal Grantor/Pass-Through Entity/Program Title	Federal CFDA No.	Grant / Pass-Through Entity's Identifying Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Department of Housing and Urban Development:				
<u>Direct Programs</u>				
Community Development Block Grants/Entitlement Grants	14.218	B-16-MC-06-0025	\$ 465,292	\$ 198,980
Home Investment Partnerships Program	14.239	M-12-MC-06-0219	193,778	193,778
Home Investment Partnerships Program	14.239	M-13-MC-06-0219	384,817	384,817
Home Investment Partnerships Program	14.239	M-14-MC-06-0219	412,058	412,058
Home Investment Partnerships Program	14.239	M-15-MC-06-0219	112,622	112,622
Home Investment Partnerships Program	14.239	M-16-MC-06-0219	119,237	74,552
Total Home Investment Partnerships Program			1,222,512	1,177,827
Housing for Persons with AIDS	14.241	CAHI6F012	391,313	384,928
Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation	14.856	CA088MR0002	106,900	-
Section 8 Housing Choice Vouchers	14.871	CA088	21,537,700	-
Total U.S. Department of Housing and Urban Development			23,723,717	1,761,735
U.S. Department of Justice:				
<u>Direct Programs</u>				
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2013-DJ-BX-0359	29,844	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2014-DJ-BX-0321	37,463	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2015-DJ-BX-0168	45,802	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2016-DJ-BX-0273	37,994	-
Total Edward Byrne Memorial Justice Assistance Grant Program			151,103	-
<u>Passed through the California Office of Emergency Services and YWCA</u>				
Crime Victim Assistance	16.575	Not Available	8,628	-
Total U.S. Department of Justice			159,731	-
U.S. Department of Transportation:				
<u>Direct Program</u>				
Federal Transit Formula Grants	20.507	CA-2016-124	4,474	-
Federal Transit Formula Grants	20.507	CA-2017-060	2,218,872	-
Federal Transit Formula Grants	20.507	CA-90-Z126	55,861	-
Federal Transit Formula Grants	20.507	CA-2017-0007	156,390	-
Total Federal Transit Formula Grants			2,435,597	-
<u>Passed through the State Department of Transportation</u>				
Highway Planning and Construction	20.205	CML-5028(072)	437,380	-
Highway Planning and Construction	20.205	HSIPL-5028(073)	45,060	-
Highway Planning and Construction	20.205	STPL-5028(064)	12,291	-
Highway Planning and Construction	20.205	STPL-5028(075)	34,184	-
Total Highway Planning and Construction			528,915	-
<u>Passed through the State Office of Traffic Safety</u>				
State and Community Highway Safety	20.600	PT16142	50,061	-
State and Community Highway Safety	20.600	PT17122	205,268	-
Total State and Community Highway Safety			255,329	-
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	AL1627	86,964	-
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	15C061048	5,062	-
Total Minimum Penalties for Repeat Offenders for Driving While Intoxicated			92,026	-
<u>Passed through the Metropolitan Transportation Commission</u>				
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	SRTP	30,000	-
Total U.S. Department of Transportation			3,341,867	-
Total Expenditures of Federal Awards			\$ 27,225,315	\$ 1,761,735

See accompanying notes to the schedule of expenditures of federal awards.

CITY OF SANTA ROSA

Notes to the Schedule of Expenditures of Federal Awards For the Year Ended June 30, 2017

NOTE 1 – REPORTING ENTITY

The City of Santa Rosa, California (City), for purposes of the schedule of expenditures of federal awards (Schedule), includes all the funds of the primary government as defined by GASB Statement No. 14, *The Financial Reporting Entity* as amended by GASB Statement No. 61, *The Financial Reporting Entity: Omnibus, An Amendment of GASB Statements No. 14 and No. 34*. It also includes the Housing Authority of the City of Santa Rosa, a discretely presented component unit of the City.

NOTE 2 – BASIS OF PRESENTATION

The Schedule is presented using the modified accrual basis of accounting for program expenditures accounted for in the governmental funds and the accrual basis of accounting for program expenses accounted for in the proprietary funds, as described in Note 2 to the City's basic financial statements.

NOTE 3 – RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal award expenditures agree to or can be reconciled with amounts reported in the City's basic financial statements.

NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the Schedule agree to or can be reconciled with amounts reported in the related federal financial reports.

NOTE 5 – INDIRECT COSTS

The City did not elect to use the 10% de minimis cost rate as covered in 2 CFR Section 200.414 Indirect (F&A) costs.

CITY OF SANTA ROSA

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued on whether the financial statements audited were prepared in accordance with accounting principles generally accepted in the United States of America:	Unmodified
Internal control over financial reporting:	
• Material weaknesses identified?	No
• Significant deficiencies identified?	None reported
Noncompliance material to the financial statements noted?	No

Federal Awards

Internal control over major federal programs:	
• Material weaknesses identified?	No
• Significant deficiencies identified?	None reported
Type of auditor’s report issued on compliance for major programs:	Unmodified
Any audit findings required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of major federal programs:

<u>Name of Major Federal Program or Cluster</u>	<u>CFDA Number</u>
Home Investment Partnerships Program	14.239
Section 8 Housing Choice Vouchers	14.871

Dollar threshold used to distinguish between type A and type B programs:	\$816,759
Auditee qualified as a low-risk auditee?	Yes

Section II – Financial Statement Findings

No current year findings are reported.

Section III – Federal Award Findings and Questioned Costs

No current year findings are reported.



Summary Schedule of Prior Audit Findings and Corrective Action Plan

There were no financial statements nor federal award findings for the year ended June 30, 2016.

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

1. Does your jurisdiction have any laws, policies, or practices related to whether, when or how employees may communicate with DHS or ICE?

- i. The Santa Rosa City Council declared Santa Rosa an Indivisible City which states that the police “shall not enforce federal civil immigration laws and shall not use city monies, resources or personnel to investigate, question, detect, detain or apprehend persons solely on the basis of a possible violation of immigration law.
- ii. The Police Department has a policy, #428 regarding immigration laws which states in part, “to preserve public safety it may be necessary for this department to coordinate with, share, or gather intelligence from federal agencies in order to apprehend a violent offender... Nothing in this policy is intended to prevent police officers from responding to requests for assistance in connection with officer safety, traffic control, or peacekeeping efforts.”

2. Is your jurisdiction subject to any laws from a superior political entity that meets the description in question 1?

- i. Police Department operates under California Senate Bill 54 which has guidelines for the reporting of undocumented citizens. SB54 states “A law enforcement official shall have discretion to cooperate with immigration authorities only if doing so would not violate any federal state or local law or local policy.”

3. If yes to either:

- a. Provide copy of each law or policy
- b. Describe each practice
- c. Explain how the law, policy or practice complies with section 1373.
 - i. Section 1373 states that an official may not prohibit or in any way restrict any government entity or official from sending or receiving the Immigration and Naturalization Service information regarding citizenship or immigration status. The Santa Rosa Police policy, #428 and Senate Bill 54 both state that a law enforcement official shall have the discretion to cooperate with immigration authorities, which is what the Santa Rosa Police Department is currently doing.

Attachment 5
Applicant Disclosure of Pending Applications

The City of Santa Rosa Police Department does not have any pending applications submitted within the last 12 months for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.