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State of California

Department of Alcoholic Beverage Control

Alcohol Policing Partnership Program

PROPOSAL COVER SHEET

(TO BE COMPLETED BY APPLICANT AGENCY)

1. Name of Applicant Agency:**NAPA POLICE DEPARTMENT**

2. Description of Applicant Agency: Provide your city or county and a brief summary of department size, staffing, and structure. The City of Napa is the Napa County seat, and has a population of approx. 79,774. The Napa Police Department (NPD) is budgeted 77 sworn law enforcement officers supported by a professional staff of 53 non-sworn employees, and an active volunteer program. NPD is organized into two Divisions – Operations and Administrative Services. The Operations Division is comprised of two bureaus - the Patrol Bureau and Special Operations Bureau. Patrol contains Patrol, SWAT, Traffic, and Parking. The Special Operations Bureau is comprised of Investigations, Special Enforcement Unit (SEU), Youth Services Bureau, and the Napa Special Investigations Bureau (NSIB), the countywide drug task force. Administrative Services houses the Consolidated Communications Center, Records and Property Bureaus.

3. Number of Licenses in Project Area: 657**4. Population of Service Area:** 79,774

5. Project Description: Provide a list of your projects goals and objectives and briefly summarize. NPD will: Host 2 LEAD classes for ABC licensees and business owners; Conduct 6 minor decoy operations; Conduct 6 shoulder tap operations; Use NPD's Bicycle Team to supplement Patrol on 24 occasions and provide extra police presence to ABC-licensed downtown establishments during busy weekends, BottleRock and Special Events, insuring compliance with ABC laws and City ordinances; Utilize an ABC task force comprised of NPD and ABC personnel to conduct at least 50 IMPACT inspections/re-inspections of licensed premises in Napa; Utilize officers to visit licensed premises and attend BottleRock and downtown Special Events to ensure compliance with ABC and City of Napa regulations; Partner with community groups such as the DUI Coalition during BottleRock and Special Events to provide alcohol prevention tips.

6. Funds Requested: \$80,000.00**7. Project Period:** July 1, 2019 – June 30, 2020

8. Acceptance of Conditions: By submitting this proposal, the applicant signifies acceptance of the responsibility to comply with all requirements stated in the Request for Proposals. The applicant understands that ABC is not obligated to fund the project until the applicant submits correctly completed documents required for the contract.

A. Project Director (person having day-to-day responsibility for the project)

Name: Gary Pitkin
Address: 1539 First Street
Napa, CA. 94559
Phone: 707-257-9563
Fax: 707-254-9208
E. Mail Address: GPitkin@cityofnapa.org
Signature: *[Signature]* 03/27/2019

Title: Police Lieutenant

B. Chief of Police or Sheriff (authorizing official)

Name: Robert Plummer
Address: 1539 First Street
Napa, CA. 94559
Phone: 707-257-9641
Fax: 707-257-9208
E. Mail Address: RPlummer@cityofnapa.org
Signature: *[Signature]*

Title: Chief of Police

C. Fiscal or Accounting Official

Name: Joy Riesenberg
Address: 1539 First Street
Napa, CA. 94559
Phone: 707-257-9302
Fax: 707-258-7816
E. Mail Address: JRiesenberg@cityofnapa.org
Signature: *[Signature]*

Title: Administrative Services Manager

D. ABC USE ONLY**RECEIVED**

MAR 28 2019

Dept of Alcoholic Beverage Control
Admin Svcs.

SCOPE OF WORK

1. Summary

Agency Description

The Napa Police Department (NPD) is made up of 77 sworn personnel and 53 professional staff members assigned to Operations, Dispatch, Records, Evidence and Administration roles. NPD is comprised of 1 Chief of Police, 2 Captains, 3 Lieutenants, 11 Sergeants, and 60 Officers. The department is structured in two (2) Divisions - Operations and Administration. Our Communications Center is responsible for dispatching law and ambulance services for a majority of law enforcement agencies throughout the City and County of Napa, as well as fire services for the Napa and American Canyon Fire Departments. According to the US Census' latest estimates, the City of Napa has 79,774 residents. Our population swells greatly throughout the summer and fall months with the tourism industry. Additionally, Special Events held within the City of Napa, such as Bottle Rock, can bring in excess of 40,000 additional people per day to our City. Per the Alcohol Beverage Control (ABC) website, there are currently 657 active on-sale and off-sale licenses in the City of Napa.

Funding Requested

The Napa Police Department is requesting total funding in the amount of \$80,000. This funding will be used to pay for overtime expenses for sworn personnel during operations related to this proposal, buy funds for enforcement activities, equipment and travel/registration fees for 2 officers to attend the 2019 GAP Conference.

Goals and Objectives

1. Identify and target problematic ABC licensed establishments, as identified through calls for police service, community complaints and information from our partners with the Catalyst Youth Coalition, Friday Night Live, Napa Valley Unified School District (NVUSD), and the like.
2. Develop and implement a multi-agency task force concept (involving ABC, Labor Law, Health Department, code enforcement, etc.) to target disorderly locations.
3. Conduct 3 undercover operations during BottleRock enforcing ABC-related laws and regulations.
4. Conduct 3 operations with officers at Special Events in downtown Napa permitting alcohol to insure compliance with ABC-related laws and regulations, as well as NPD conditions of operation.
5. Conduct 24 downtown bicycle patrol operations augmenting patrol to deter criminal activity and enforce alcohol-related laws during busy weekends, BottleRock and/or Special Events.
6. Develop and implement an ongoing standard operating ABC enforcement procedure and training program within the agency.
7. Conduct at least 2 undercover task force operations targeting disorderly-licensed premises.
8. Prepare a written evaluation of the existing system of transmitting arrest reports involving licensees to the ABC (as required by Section 24202 Business & Professions Code) by August 1, 2019.
9. Conduct at least 6 Minor Decoy operations.
10. Conduct at least 6 "Shoulder Tap" operations.
11. Provide 2 roll call trainings on alcohol-related issues for all sworn personnel.
12. Coordinate and conduct at least 50 IMPACT (Informed Merchants Preventing Alcohol Related Crime Tendencies) premise inspections and/or re-inspections in Napa.
13. Facilitate 2 LEAD (Licensee Education on Alcohol and Drugs) Classes.
14. Facilitate 1 TRACE (Target Responsibility for Alcohol Connected Emergencies) training.
15. Continue to work with our DA's Office to insure ongoing prosecution of ABC-related offenses.
16. Issue at least 6 press releases regarding the grant and/or the activities conducted under the grant.

SCOPE OF WORK

Number of ABC Licensed Locations

On-Sale Retail licensed locations in the City of Napa:	220
Off-Sale Retail licensed locations in the City of Napa:	<u>437</u>
Total On & Off-Sale licensed locations in the City of Napa:	657*

* *Alcoholic Beverage Control's License Query System (Ad Hoc Query by City) as of March 20, 2019*

Number of *allotted* full time Peace Officer positions

NPD is allotted 77 full-time sworn peace officer positions. Our City of Napa Position Table showing authorized sworn positions is attached and incorporated for reference.

2. Problem Statement - Describe the issues or problems to be addressed with grant funds.

The Napa Police Department experiences numerous alcohol related calls for service in the downtown area of Napa daily. There is a high concentration of on-sale licenses in this area due to the thriving downtown area. There is a high concentration of bars, wine bars, restaurants and retail stores that sell and/or serve alcoholic beverages in this area. Patrol is responding to a high number of calls for service regarding drunkenness and fights. Community members as well as elected officials have been voicing their concerns about the increase of this type of activity. There are several premises in the downtown area that are under investigation by NPD due to these activities. This area is also known for its transient population that have alcohol and drug related problems. There are several known premises where this population purchases their alcoholic beverages. These premises have been contacted by the police department but the problem with drunkenness persists. Despite strong continuing prosecutorial support from the District Attorney's Office, alcohol-related problems in our downtown area continue.

Sales of alcoholic beverages to minors and furnishing alcoholic beverages to minors is a top alcohol-related concern of the Napa youth, community and law enforcement. Continued efforts are being made to inform and educate youth on the dangers of alcohol consumption by minors. Binge drinking and the sale of alcoholic beverages that resemble energy drinks are a huge concern for parents of this community. The movie theater in Napa sells beer and wine that can be taken into the dark theaters. There is no oversight by the movie theater and adults have been purchasing alcoholic beverages and providing them to minors that are in the theater area. In this past year, the Napa Police Department investigated a fatal vehicle accident investigated as a manslaughter case involving underaged victims, witnesses and suspect. In this case, ABC helped our NPD investigators track down where the minors obtained the alcohol prior to the accident.

The downtown area is expected to experience approximately 26 Special Events this year. Many of these Special Events permit the sale and consumption of alcohol. These events include the July 4th Fireworks, Blues, Brews and Barbeque, Cinco de Mayo, Locals Night Out and a large car show to name a few. The organizations putting on these events must hire law enforcement officers to assist with security and the protection of the event. Persons selling alcoholic beverages at these events must be Responsible Beverage Server trained prior to the event but even with this strategy in place drunkenness and fights persist at these events. Alcoholic beverages are often purchased by one patron who then provides those beverages to others who may already be too intoxicated or are under aged.

In addition to the large number of Special Events being held in downtown Napa, BottleRock has become a regularly scheduled annual event. The 3-day music festival draws crowds in excess of 40,000 people per day and is held at the Napa Fairgrounds, immediately adjacent to, and a short walk away from, our

SCOPE OF WORK

downtown area. During this event, alcohol and marijuana consumption is very high. Annually, BottleRock stretches the Napa Police Department's resources and pushes us to capacity. We routinely deny time off during this event to insure adequate BottleRock staffing. The Napa Police Department relies on the assistance from outside agencies such as ABC, the California Highway Patrol (CHP) and Napa Sheriff's Department (NSD) for support with traffic control and area staffing.

During the BottleRock event, thousands of pedestrians walk from the event into and/or through downtown Napa to attend "after parties" and continue dining and consuming alcohol in local ABC-licensed establishments. As a result, the Napa Police Department shifts resources and personnel nightly from the BottleRock event to local bars in the downtown area to address traffic and pedestrian congestion, drunkenness and fights. Based on past experiences, many on-sale premises in our downtown area have been willing to make exceptions to rules and regulations during BottleRock in order to make money. Many establishments have been filled beyond capacity and there was one business that were providing alcoholic beverages with no ABC license. The Napa Police Department did not have the resources to provide oversight for all of these locations. To mitigate future unlawful activities, the Napa Police Department desires to meet with downtown establishments, prior to May when BottleRock and the Special Events season swings into full speed, and provide training and education related to ABC laws and City ordinances.

The Napa Police Department believes that several strategies must be employed to gain compliance. Enforcement and education are both the key components of this proposal but this also takes a considerable amount of time and resources. NPD does not have the resources to actively educate and proactively combat alcohol violations unless it is completed on an overtime basis. The cost of these activities is high and current budget constraints will not allow us to pursue ABC laws and regulations issues without outside funding.

3. Project Description

The project goals and objectives will be targeted at reducing future crimes involving alcohol and alcohol licensees involving a wide variety of enforcement and education activities. The project will focus on three key areas. 1. Identifying and educating premises with licensee violations within the City of Napa focusing on the downtown area, 2. Reducing the opportunity for minors to obtain alcohol and, 3. Enforcement in the downtown and surrounding area where Special Events (including BottleRock) are held. The downtown area draws significant numbers of people to ABC-licensed establishments. These numbers increase dramatically during the dozens of Special Events held in the downtown area. Calls for police service increase accordingly, with many alcohol-related issues including fights, drunkenness and ABC violations.

Education is a key component of our strategy. Educating all sworn officers with the Napa Police Department, our community, and the merchants and their personnel on the importance of providing, selling, purchasing and consuming alcoholic beverages responsibly. Enforcement is another strategy we will employ to reduce the amount of alcohol available to minors. Our enforcement strategy will be employed in a variety of operations in order to reduce crimes involving alcohol and alcohol licensing violations.

The following strategies will be utilized to accomplish our goals and objectives:

- The Napa Police Department, in partnership with ABC, will host two (2) LEAD class for ABC licensees and business owners within the city and county of Napa.
- Conduct six (6) minor decoy operations.
- Conduct six (6) shoulder tap operations

SCOPE OF WORK

- Utilize a task force consisting of Napa Police personnel and invite ABC personnel to conduct licensee premises checks three (3) times a year in order to ensure that the premises are in compliance with ABC and City of Napa requirements.
- Over the course of 24 operations, augment patrol staffing on busier weekends with downtown bike patrol officers providing extra patrols of ABC-licensed establishments in downtown Napa.
- Utilized undercover officers during 3 separate operations at BottleRock to check for compliance with ABC-related laws, rules & regulations
- Utilize officers at 3 Special Events in downtown Napa permitting alcohol to insure compliance with ABC-related laws and regulations, as well as the Napa Police Department conditions of operation.
- During BottleRock and Special Events in the downtown area, partner with groups such as the DUI Coalition and Catalyst Coalition to provide alcohol prevention tips and techniques for attendees. Utilize a Preliminary Alcohol Screening Device (PAS) to allow participants who have been consuming alcoholic beverages to learn what their present blood alcohol level is.
- On dates in which there is a high likelihood that neighborhood parties where alcoholic beverages are consumed, utilize a marked unit with two officers to respond to party disturbance calls to take appropriate enforcement action. Parties with alcoholic beverages with minors attending will be a focus of this unit. Dates in which the Napa Community experience an increase of party calls for service are May 5, July 4th and High School Graduations.
- Continue support for the strong, ongoing alcohol-related prosecution efforts of our DA's Office.
- As a part of an ongoing partnership with the Friday Night Live (FNL) Programs, IMPACT Inspections with the assistance of ABC personnel will be conducted. The FNL group has identified the top ten premises in Napa that are not in compliance with ABC and City of Napa laws and rules, are close to schools and are known for premises that youth can purchase alcoholic beverages.
- Conduct briefing trainings to all patrol officers in this ABC grant proposal, ABC laws and regulations and the Napa Police Department protocol for Juvenile Parties.
- Conduct one (1) Target Responsibility for Alcohol Connected Emergencies (TRACE) training.
- Educate the media and community about alcohol related strategies described in this proposal monthly via our NPD Web-site and social media pages.
- Meet with NPD Records Bureau to assess workflow, continuity of process, and efficiencies related to our current process of sharing crime reports with ABC. Make adjustments as appropriate.
- Continue to partner with the Napa County District Attorney's Office to insure ongoing prosecution of ABC-related offenses.

3. Project Personnel

Lieutenant (Lt.) Gary Pitkin (NPD) will serve as the Project Director providing managerial oversight for all ABC grant activities. Lt. Pitkin has experience managing grants; managing the countywide drug task force; working with ABC in a variety of operations; conducting undercover, Shoulder Tap and Decoy Operations; and managing Special Events and operations at the BottleRock Music Festival.

Sergeant Heath Morrison will assume supervisory responsibilities for organizing and planning day to day ABC grant activities, operations and trainings. Sergeant Morrison has experience participating in and supervising ABC, Shoulder Tap and Decoy Operations. Additionally, Sergeant Morrison has experience with undercover and tactical operations. Personnel for Prevention, Education and Enforcement Operations will be provided by sworn staff on an overtime basis.

BUDGET DETAIL

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)	
A.1 Straight Time - None	
A.2 Overtime - 576 hours worked by Officers @ \$99.23 /hour = \$57,156.48	\$57,156
93 hours worked by Sergeants @ \$123.32/hour = \$11,468.76	\$11,469
A.3 Benefits Officers: \$57,156 x 11% (overtime benefit rate) = \$6,287.21	\$6,287
Sergeants: \$11,469 x 11% (overtime benefit rate) = \$1,261.56	\$1,262
TOTAL PERSONNEL SERVICES	\$76,174
B. Operating Expenses (maximum \$2,500)	
Investigative buy funds for use in Shoulder Tap and Decoy Operations	\$126
Investigative buy funds for alcohol and illicit drug investigations	\$100
TOTAL OPERATING EXPENSES	\$226
C. Equipment (maximum \$2,500)	
(Attach receipts for all equipment purchases to monthly billing invoice) Callyo Annual Contract for transmitting and recording undercover conversations during ABC Shoulder Tap Operations, Decoy Sting Operations, and undercover operations in ABC-licensed establishments. Callyo is a software service used for capturing undercover conversations, phone calls, text messages and the like for evidentiary purposes. Assisting Law Enforcement personnel can also listen in to the undercover conversations in real-time for officer safety purposes. (Annual contract cost is \$2,640. Difference to be borne by Napa Police Department).	\$2,500
TOTAL EQUIPMENT	\$2,500
D. Travel Expense/Registration Fees (maximum \$2,500)	
(Registration fee for July 2017 GAP Conference attendee is \$275 each) Registration for two attendees	\$650
Lodging, per diem and travel expenses for two	\$450
TOTAL TRAVEL EXPENSE	\$1,100
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	\$80,000

OTHER FUNDING SOURCES

Complete the following to report the total funds available to support the activities related to accomplishing the goals and objectives of the contract. In the "Grant Funds" column, report the ABC funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category (if none, leave blank). Then calculate the totals by category in the "Program Total" column. Total each column down to arrive at the total program funds available. (Round all budget amounts to the nearest dollar—No Cents.)

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	\$76,174	\$0	\$76,174
Operating Expenses	\$226	\$0	\$226
Travel/Registration Fees	\$1,100	\$0	\$1,100
Equipment	\$2,500	\$140	\$2,640
TOTALS	\$80,000	\$140	\$80,140

This form does not become part of the contract but is required in the Request for Proposals package.

City of Napa
PCN/Position Table by Entity and Position

Entity ID: ROOT

Report Date: 03/26/2019

Div.	PCN/ Position	Job Class Description	Bargain Unit	# FTE Budgeted	Filled	Vacant	Max Salary For Job Class	Note
Department POLICE - 421								
Division: POLICE ADMINISTRATION								
4211	421170008	POLICE CHIEF	EXEC	1.00	1.00	0.00	230,788.00	
4211	421150414	MANAGEMENT ANALYST I	AMPR	1.00	1.00	0.00	94,865.00	
4211	421140371	ADMINISTRATIVE SECRETARY	NCEA	1.00	1.00	0.00	81,500.00	
4211	421140356	SECRETARY	NCEA	1.00	0.00	1.00	72,294.00	
Totals for Division POLICE ADMINISTRATION				4.00	3.00	1.00		
Division: POLICE SPECIAL OPERATIONS								
4212	421220422	POLICE LIEUTENANT	NPOM	2.00	2.00	0.00	168,569.00	
4212	421220110	POLICE SERGEANT	NPOA	3.00	4.00	-1.00	137,278.00	
4212	421220108	POLICE OFFICER	NPOA	15.00	14.00	1.00	111,705.00	
4212	421240213	POLICE FORENSIC SPECIALIST	NCEA	1.00	0.00	1.00	82,483.00	
4212	421240421	HOMELESS OUTREACH SPECIALIST	NCEA	1.00	1.00	0.00	66,419.00	
Totals for Division POLICE SPECIAL OPERATIONS				22.00	21.00	1.00		
Division: POLICE PATROL								
4213	421320436	POLICE CAPTAIN	NPOM	1.00	1.00	0.00	193,837.00	
4213	421320422	POLICE LIEUTENANT	NPOM	1.00	1.00	0.00	168,569.00	
4213	421320110	POLICE SERGEANT	NPOA	8.00	7.00	1.00	137,278.00	1 FTE UF AS PO TRAINEE
4213	421320108	POLICE OFFICER	NPOA	45.00	44.00	1.00	111,705.00	
4213	421340275	COMMUNITY SERVICES OFFICER II	NCEA	1.00	1.00	0.00	68,011.00	
4213	421340274	POLICE OFFICER TRAINEE	NCEA	2.00	0.00	2.00	68,011.00	
4213	421340431	COMMUNITY SERVICES OFFICER I	NCEA	5.00	4.00	1.00	63,074.00	
Totals for Division POLICE PATROL				63.00	58.00	5.00		
Division: POLICE SUPPORT SERVICES								
4215	421520436	POLICE CAPTAIN	NPOM	1.00	1.00	0.00	193,837.00	
4215	421550267	COMMUNICATIONS MANAGER	AMPR	1.00	1.00	0.00	137,297.00	

User: SAGUIER - Aguilera, Susana

Report: HR0005_PCN - HR0005: PCN-Position Table by Entity

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City of Napa
PCN/Position Table by Entity and Position

Entity ID: ROOT

Report Date: 03/26/2019

Div.	PCN/ Position	Job Class Description	Bargain Unit	# FTE Budgeted	Filled	Vacant	Max Salary For Job Class	Note
4215	421550459	POLICE RECORDS BUREAU ADMIN	AMPR	1.00	1.00	0.00	110,139.00	
4215	421540237	PUB SAFETY DISPATCH SUPERVISOR	NCEA	4.00	4.00	0.00	97,284.00	
4215	421540236	PUBLIC SAFETY DISPATCHER II	NCEA	18.00	17.00	1.00	88,507.00	
4215	421540235	PUBLIC SAFETY DISPATCHER I	NCEA	2.00	0.00	2.00	81,127.00	
4215	421540423	PS DISPATCH CALL TAKER	NCEA	5.00	5.00	0.00	73,749.00	
4215	421540359	SR POLICE RECORDS ASSISTANT	NCEA	1.00	1.00	0.00	72,294.00	
4215	421540465	POLICE PROPERTY TECHNICIAN	NCEA	2.00	2.00	0.00	68,011.00	
4215	421540352	POLICE RECORDS ASSISTANT II	NCEA	2.00	1.00	1.00	59,575.00	
4215	421540349	POLICE RECORDS ASSISTANT I	NCEA	4.00	4.00	0.00	54,096.00	
Totals for Division POLICE SUPPORT SERVICES				41.00	37.00	4.00		
Totals for Department POLICE				130.00	119.00	11.00		

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Report: HR0005_PCN - HR0005: PCN-Position Table by Entity

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