

PLACER COUNTY
SHERIFF
CORONER-MARSHAL

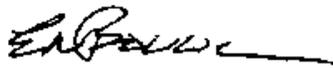
MAIN OFFICE
P.O. BOX 6990
AUBURN, CA 95604
PH. (530)889-7900 FAX. (530)889-7999

TAHOE SUBSTATION
DRAWER 1710
TAHOE CITY, CA 96145
PH. (530)581-6300 FAX (530)581-6377

ESI 1851

EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

STEPHEN L. D'ARCY
UNDEPUTY SHERIFF

To: Board of Supervisors
Date: October 23, 2007
From: Edward N. Bonner, Sheriff-Coroner-Marshal 
Subject: Final Budget Revision to set up the Autotheft Task Force and Automated Mobile and Fixed Location Fingerprint Identification

ACTION REQUESTED

Your Board is requested to approve the Final Budget Revision setting up the initial funds and appropriations for the Autotheft Task Force and Automated Mobile and Fixed Location Fingerprint Identification funds in the amount of \$120,000 each per attachment A. In addition, your Board is requested to approve the Memorandum of Understanding with the Placer County Auto Theft Task Force participants and authorize the Chair and Sheriff to execute.

BACKGROUND

Your Board approved resolutions on March 20, 2007 to establish two interest-bearing funds/accounts for the Placer County Regional Autotheft Task Force and the Placer County Automated Mobile and Fixed Location Fingerprint Fund. Pursuant to Vehicle Code 9250.14 and 9250.19, as approved by resolution, the State of California will collect a one-dollar (\$1) vehicle registration fees for each vehicle registered in Placer County to support this program and a two-dollar (\$2) vehicle registration fee on commercial vehicles fitting the legislation criteria. Based on the number of registered vehicles, the estimated amount of fees collected in a full year of funding \$357,472 plus any commercial fees as applicable. The Department of Motor Vehicles (DMV) is allowed to reduce distributions to the county for the cost of administering the collection of fees. Initial deposits, per DMV, should start trickling in about October, 2007. The estimated amount per DMV for this Fiscal Year is \$120,000 for each program after their fees have been deducted. Thereafter, deposits will be made on a quarterly basis based on current registrations collected. We expect the growth rate in fees to be about 5% per year based on the population projections.

Placer Law Enforcement Agencies (PLEA) is comprised of the city police departments, Sheriff, Auburn Area CHP commander, District Attorney and Chief Probation Officer. They have prepared a Memorandum of Understanding (MOU) for the Autotheft Task Force which has been approved by the participating agency chief law enforcement officers and is currently being submitted for signature by each participating agency. Our county counsel has reviewed the MOU and we are submitting it for your review and approval. The MOU includes a budget that is consistent with the one proposed for your Board's approval today. We are requesting your approval for the Chair and the Sheriff to execute the MOU.

SB 720 money funded from VC 9250.19 was developed to provide monies at the local level (cities/county) to build the necessary infrastructure to operate and share automated identification systems. Additionally, reconvening the Remote Access Network Board is required as well as completing an overall county or regional CAL-ID/Livescan master plan coordinated with other agencies. These activities are necessary as part of participating and receiving monies under this program. In the interim to the completion of this plan and in order to have the Fund and Appropriation established as required, we are recommending the attached final budget revision be approved.

FISCAL IMPACT

This Final Budget Revision establishes the accounting structure approved by your Board on March 20, 2007. The monies received are for their specific purpose as recommended in the MOU with the Autotheft Task Force and the CAL-ID/Livescan master plan. The Fund and Appropriations should be in place in order to start depositing the monies in October, 2007. Fund 111 has been set up by the Auditor-Controller as previously directed by the Board. The budget is established per Attachment A in the amount of \$120,000 each for both expenditures and anticipated revenues for a net affect of zero.

PLACER COUNTY
BUDGET REVISION

PAS DOCUMENT NO. _____
Attachment A

Attachment A

Auditor-Controller
 County Executive
 Board of Supervisors

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

Dept No.	Doc Type	Total \$ Amount	Total Lines
20	BR	480,000.00	2

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT									
Dept No.	T	Code	Rev	OCA	PCA	OBJ L-3	Proj. No.	G/L Sub GL	AMOUNT	Dept No.	T	Code	Rev	OCA	PCA	OBJ L-3	Proj. No.	G/L Sub GL	AMOUNT
20	006			PRATTF	02412	7232			120,000.00	20	014			PRATTF	02412	2555			99,960.00
20	006			AUTOFFP	2412	7232			120,000.00	20	014			PRATTF	02412	2051			5,040.00
										20	014			PRATTF	02412	2840			10,000.00
										20	014			PRATTF	02412	2844			2,500.00
										20	014			PRATTF	02412	2931			2,500.00
										20	14			AUTOFFP	2412	2840			120,000.00
TOTAL										240,000.00									
TOTAL										240,000.00									

REASON FOR REVISION: TO RECORD FINAL BUDGET ADJUSTMENT FOR THE AUTO THEFT TASK FORCE AND AUTO FINGER PRINT FUNDS FROM DMV

Paulina Beck

Department Head
Board of Supervisors
Auditor-Controller

Date: 9/17/07
Page: 1 of 1
Budget Revision #

Distribution:
All copies to Auditor
Rev 9/14/06

Placer County
Regional Auto Theft Task Force
Memorandum of Understanding
September 2007

MEMORANDUM OF UNDERSTANDING
PLACER COUNTY REGIONAL AUTO THEFT TASK FORCE

I. OVERVIEW

In an effort to suppress vehicle theft crimes and address mounting public concern, the California Legislature passed into law Senate Bill 2139 (Vehicle Code Section 9250.14). This bill authorizes the Board of Supervisors to impose a one dollar fee on all passenger vehicles and a two dollar fee on all commercial vehicles registered in the County at the time of registration renewal to enhance the capacity of local law enforcement and prosecutors to deter, investigate, and prosecute vehicle theft crimes.

On March 20, 2007, the Placer County Board of Supervisors passed and adopted a resolution pursuant to Vehicle Code Section 9250.14 to specifically fund local agency programs which combat vehicle theft. Subsequently, a memorandum of understanding was entered into between the Placer County Chiefs of Police, Sheriff, and the California Highway Patrol to establish the Placer County Regional Auto Theft Task Force.

II. MISSION

It is the mission of the Placer County Regional Auto Theft Task Force (RATTF) to reduce vehicle theft and related crimes within Placer County through aggressive, innovative and proactive enforcement measures.

A. Objectives

1. Decrease the incidence of auto thefts.
2. Increase the recovery rate of stolen vehicles.
3. Increase the clearance rate of vehicle thefts.

III. TASK FORCE ORGANIZATION

A. Executive Committee

The Executive Committee of the Placer County Regional Auto Theft Task Force shall consist of the participating Chiefs of Police, Sheriff and the California Highway Patrol Commander of the Auburn Area.

The department head or designee from each participating agency shall serve on the Task Force Executive Committee, which shall be responsible for monitoring the operations and progress of the Task Force operations and procedures, and to provide guidance and input to the Task Force Commander. Members of the Committee should meet at-least quarterly to review Task Force operations, provide direction, review long-range goals and objectives, and discuss other issues relevant to the Task Force. One member of the Executive Committee shall be selected by majority as the chairperson to serve in a term of one year, running from July 1, to June 30. Quorum voting of the Committee shall be by majority vote. A quorum shall be defined as no less than three members and shall be by Executive Committee members only.

C. Task Force Commander.

The Captain of the California Highway Patrol, Auburn Area, shall serve as Commander of the Task Force. The Commander will be responsible for overall management of the Task Force and will provide quarterly reports to the Executive Committee. The Commander will dedicate that amount of time necessary to efficiently manage the Task Force

D. Supervision

The California Highway Patrol will provide a Sergeant as a full-time supervisor of the Task Force. The CHP Sergeant will report directly to the Task Force Commander, and will have the primary responsibility for supervision of all Task Force unit members.

E. Administrative Support Staff

The Rocklin Police Department will provide one full - time clerical position to support Task Force office operations and other duties as assigned by the Task Force Supervisor. This position will be funded through task force monies.

F. Personnel

The California Highway Patrol, Placer County Sheriff, Roseville Police Department and Rocklin Police Department agree to assign one full-time sworn investigator to the Task Force during the term of this agreement.

Personnel assignments to the Task Force shall generally be for a minimum period of three years, but may be extended by mutual agreement of the Task Force member and his/her parent agency. Personnel not meeting acceptable standards of performance or refusing to comply with Task Force policies and procedures may be removed from the Task Force and transferred back to his/her department. If the Task Force Commander has cause to remove a member,

he/she shall discuss the issue with the participating agency. If the contributing agency does not concur with the decision of the Task Force Commander to remove and replace the participating member, the issue shall be forwarded to the Executive Committee for final disposition. It is agreed, however, that the resolution of operational problems will be accomplished at the lowest level and in the best interest of the Task Force.

Scheduling of Task Force personnel shall be the responsibility of the Task Force Supervisor in accordance with the policies of the members' respective parent agencies. When mission requirements necessitate a schedule adjustment of work shift hours, when possible, notice shall be given in writing to all effected personnel no less than the prescribed time for written notice, as outlined in the member's labor contract. All affected personnel shall adjust their shifts accordingly in compliance with their agency's policies and procedures. In order to meet scheduling needs, parent agencies shall make every effort to minimize any Task Force members time away from the unit.

Due to the uniqueness of operating in a small unit, vacation scheduling requires the understanding and consideration of all Task Force members. All vacation requests shall be submitted and approved through the Task Force Supervisor. The staffing needs of the unit shall be the defining factor in scheduling vacations. In no event shall vacations lower the Task Force personnel less than 50%. Seniority as a full-time California peace officer shall be the governing factor should more than 50% of the investigators choose the same vacation dates. The needs of the Task Force shall supersede any and all vacation requests.

Personnel assigned to the Task Force shall, at the direction of the Supervisor, participate in all training exercises which the Supervisor deems necessary to maintain an effective and proficient unit. All required employing agency training shall be attended by respective Investigators. Notification of training shall be given to the Task Force Supervisor as soon as the Investigator is notified.

Personnel assigned to the Task Force shall be deemed to be continuing under the employment of their respective jurisdictions, and shall have the same powers, duties, privileges, responsibilities, and immunities as are conferred upon them as peace officers in their own jurisdictions.

All terms and conditions of an employee's labor contract shall be in full effect, and shall be abided by, even though the employee is assigned to the Task Force.

IV. FISCAL PROCEDURES

Task Force funding will come from the amounts provided to Placer County pursuant to Vehicle Code Section 9250.14 and will be used to pay for the purposes specified in that section. The California Department of Motor Vehicles will process fees quarterly per 9250.14. The fees will be deposited into an

interest bearing account maintained by the Placer County Auditor-Controller's Office. All expenditures will follow Placer County guidelines.

The Task Force Supervisor will present an annual budget to the Executive Committee for approval or modification and will report expenses to the Executive Committee on a quarterly basis. The Executive Committee will consider the draft budget in February of each year. The final budget will be determined by the Executive Committee in July for approval by the Placer County Board of Supervisors during the normal budget cycle.

Funding priority from the fees collected pursuant to California Vehicle Code Section 9250.14 follows the following order:

1. Administrative staff support. The County of Placer agrees to reimburse the City of Rocklin for all actual costs of the clerical staff member assigned to the Task Force. The City of Rocklin shall submit an invoice of the cost of the clerical staff to the Placer County Auditor-Controller's each quarter. Placer County shall pay City within thirty (30) days of receipt of the invoice.
2. Approved Operating Budget.
3. Overtime reimbursement for Task Force Supervisor, or other CHP personnel assigned within approved budgeted amounts.
4. Any unused funds received pursuant to California Vehicle Code Section 9250.14 in excess of those expended in above items 1 through 3 shall be distributed to Placer County Sherriff's Department, Roseville Police Department, and Rocklin Police department in equal shares up to the actual personnel costs for sworn personnel assigned to the unit.
5. Any revenue exceeding the sum of 1 through 4 in any given year shall be retained in the fund for future use by the Task Force at the direction of the Executive Committee.

The Task Force Supervisor will be authorized to make purchases up to \$1,000.00. However, purchases in excess of \$1,000.00 will require Executive Committee approval. Additionally, equipment purchases in excess of \$5,000.00 per item will require the approval of the Placer County Board of Supervisors.

Task Force members will be reimbursed for actual, necessary and appropriate business and travel expenses incurred as a result of Task Force operations per each participating agency Memorandum of Understanding. The reimbursement will be from Task Force funds.

Although CHP personnel salaries are not paid through Task Force funding any overtime hours worked should be reimbursed. Members assigned to the Task Force whose salaries are reimbursed by the Task Force fund shall be assigned as a full - time position.

V. LIABILITY

Each participating agency will bear all Worker's Compensation responsibility for its respective employees assigned to the Task Force, and shall be responsible for the acts of its participating officer(s), and shall incur any liabilities arising out of the service and activities of those officers while participating in the Task Force.

This agreement is between law enforcement agencies and is not intended to be a joint powers agreement under Section 650 of the Government Code of the State of California. Personnel assigned to the Task Force shall be deemed continuing under employment of their jurisdiction and shall have the same powers, duties, privileges, responsibilities, and immunities as are conferred upon him/her as a peace officer in his/her own jurisdiction.

VI. OPERATIONAL LOCATION

The Task Force will be based within the Rocklin Police Department Headquarters for a minimum of two years. Upon the conclusion of the two years and upon approval of the Executive Committee appropriate space will be leased by the Task Force to house participants and equipment. The Task Force office shall be located within Placer County. All policies and procedures regarding facility security of the Rocklin Police Department shall be adhered to as outlined in the SOP.

VII. EQUIPMENT

The Task Force Supervisor will be accountable for equipment assigned to the Task Force and will provide for the accounting, and safeguarding of fixed assets. The contributions of participating agencies will be negotiated, and will be based on what items and funding each agency has available. It is anticipated that participating agencies will provide a vehicle, safety equipment, and miscellaneous surveillance items in support of their assigned personnel. All equipment provided by an individual agency shall remain the property of that agency, and shall be returned upon termination of that agency's participation in the Task Force.

A. Vehicles

Each agency is required to supply a vehicle for their investigator(s). However, if the agency is not able to provide a vehicle the Task Force will assist with acquiring one through other means. Vehicles obtained from the National Insurance Crime Bureau shall be registered, insured, and equipped (undercover radio and emergency lighting) through the parent agency. Additionally, the parent agency will be responsible for cost associated with the maintenance and fuel of their vehicle.

B. Communication Equipment

Hand held radios will be provided to the Task Force by the Rocklin Police Dept. Cellular telephones and monthly cellular telephone bills will be paid for with Task Force funds. Procedures will be developed to ensure proper use and accountability of this equipment.

C. Additional Equipment

The Task Force will provide surveillance equipment, binoculars, video cameras, etc., to members from Task Force inventory. Additional or replacement equipment will be purchased by the Task Force fund.

Should the Task Force be disbanded, equipment provided by a specific agency will be returned to that agency. Equipment purchased through Task Force funding will be distributed equally amongst the participating agencies as determined through the Executive Committee.

D. Confidential/Buy funds

Confidential/buy funds, will be established yearly by the Executive Committee and maintained by the Task Force for investigative resources and buys. This money will be established from the Placer County Vehicle Theft Funds and replenished as necessary. The buy funds will be maintained at the Task Force office. A safe will be acquired to maintain the funds, and at the same time, provide access and control measures to ensure security of the funds. The decision to expend confidential /buy funds should be weighed against the potential for the arrest of the suspect(s) involved and the value of the property to be recovered. All requests for payment to informants and buy money must have approval from the Task Force Supervisor. Approval from the Task Force Commander is required for expenditures in excess of \$500.00. Executive Committee approval is required for expenditures in excess of \$1,000.00. Reporting of confidential/buy funds will be done monthly to the Executive Committee.

E. Task Force Operation Funds

The Task Force will be provided funds in the amount determined by the Executive Committee for expenses necessary to conduct auto theft investigations. These funds will be used for equipment, training, cellular telephones, pagers, buy money, informant funds, and petty cash. The Task Force Supervisor will prepare an annual budget for approval and report expenses to the Executive Committee on a monthly basis.

VIII. UNDERCOVER DOCUMENTS

The use of covert identities to support or enhance undercover operations is essential. This may require detective/investigators to possess undercover driver's licenses, and/or other sources of identification. The procurement, utilization, and control of these documents will rest with the participating agency.

IX. ASSET SHARING

Any funds resulting from forfeiture actions or other lawful sources initiated by the Task Force shall be maintained in a trust fund. The trust fund shall be administered by the Executive Committee. Funds shall be used to further achieve the purpose of the Task Force and may be used to buy equipment, training; and/or other lawful expenditures consistent with the purposes of the Task Force.

X. STANDARD OPERATING PROCEDURES

All Task Force members shall abide by a Standard Operating Procedures (SOP) manual which shall be prepared by the Task Force Supervisor and approved by the Executive Committee. The SOP shall specify policies and procedures for the Task Force, and shall include the following specific items:

A. In any case where the policies or procedures of the Task Force conflict with those of a member's parent agency, the member shall abide by the directives of his or her own agency.

B. The investigation of officer-involved shootings and vehicle accidents will be handled by the agency with investigative authority.

C. Task Force member evaluations and disciplinary actions shall be handled jointly between the Task Force Supervisor and the parent agency.

D. The release of media information regarding Task Force operations will be coordinated through the Task Force Supervisor. All affected participating agencies will be notified, as practical, prior to the release of information to the media.

E. Prior to any special operations (i.e., store front, sweeps, long term covert operations) the Task Force Supervisor or case agent will apprise the head of each participating agency, or their designee of the target and the strategies for the execution of the operation. Each operation may be reviewed at the next Executive Committee meeting.

F. The Task Force Supervisor will be responsible for implementing a reporting system which tracks Task Force activities and accomplishments in detail. This reporting system will serve as the basis for regular reports to the Executive

Committee, as well as ensure an ongoing accounting of personnel and equipment resources.

G. Should a member or members of the Executive Committee wish to amend a procedure or policy as expressed in the agreement or the Task Force SOP, those changes shall be presented jointly to the entire Executive Committee and the Task Force Commander, and shall be adopted upon a majority vote of the Executive Committee. All members of the Task Force shall be notified prior to the effective date of any change in policy or procedure.

XI. REPORTING

A. The Task Force Commander will be responsible for implementing a reporting system which tracks team activities, statistics, and accomplishments of Task Force operation. This reporting system will serve as the basis for monthly reports to the Executive Committee and ensure accountability of resources, personnel, and equipment.

B. The Task Force Supervisor will submit an operational report to the Executive Committee on a monthly basis.

C. An annual report will be provided to the County Board of Supervisors, with copies to each participating City Council.

XII. AMENDMENTS TO THE MOU

The Executive Committee may propose amendment to the MOU for approval by the governing bodies of the participating jurisdictions.

XIII. TERM OF AGREEMENT

This agreement shall terminate three years from the signed date of agreement.

Any participating agency desiring to terminate its participation in this agreement shall indicate such intent, in writing, to the Executive Committee. The termination shall be deemed to take effect not less than thirty (30) days after receipt of the written communication, or upon a date established by mutual agreement.

XIV. SIGNATURES

The undersigned represent that they have the authority to execute this agreement on behalf of their respective agencies; and, in signing this formal agreement represent concurrence with and support of the Placer County Regional Auto Theft Task Force as set forth in this agreement and for the period and purposes as stated herein.

Rick Ward, Captain
California Highway Patrol
Auburn Area

Date

Bruce Kranz, Chairperson
Placer County Board of Supervisors

Date

Edward Bonner, Sheriff
Placer County
Sheriff's Department

Date

Carlos Urrutia, City Manager
City of Rocklin

Date

Mark Siemens, Chief
Rocklin Police Department

Date

Craig Robinson, City Manager
City of Roseville

Date

Joel Neves, Chief
Roseville Police Department

Date

Recommended Expenditure for 2007/2008.

As of June 29, 2007, DMV estimates, after a one time implementation cost of \$7,570.00, the initial first month funding amount to be approximately \$19,000.00. After the implementation cost the funding amount will be approximately \$26,570.00 or \$106,280.00 quarterly. The budget below is based upon a conservative estimate.

It should be noted that a large portion of funding will be spent this inaugural year for purchase of start up equipment. Numbers are all approximate and/or projected.

Grant Gap funding provided through Rocklin Police Dept. \$100,000.00

Annual Expenditures

DMV Funds		Grant Gap Funds
Salary	<i>*see below</i>	
Clerical Salary		\$57,000.00
Overtime	\$12,000.00	
General Expense	\$5,000.00	
Communications	\$5,040.00	
Training Conferences	\$2,500.00	
Travel	\$2,500.00	
Facilities	\$0.00	\$22,500.00
Utilities	\$0.00	
Vehicle Operations	\$0.00	
Confidential/Buy Funds	\$5,000.00	\$20,500.00
Storage/Impound	\$26,500.00	
Total	\$58,540.00	\$100,000.00

After expenses noted above the remaining funding amount would be reimbursed on a prorated schedule to participating agencies for salary and benefits.