

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

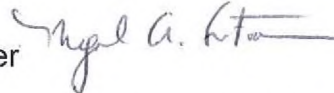
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Date: January 9, 2013

CAO File No. 0130-01868-0012  
Council File No. 12-0817  
Council District: --

To: The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Board of Police Commissioners Transmittal dated October 23, 2012

Subject: **2012-13 SOBRIETY CHECKPOINT MINI-GRANT PROGRAM**

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### SUMMARY

The Los Angeles Police Department (LAPD) is seeking retroactive approval to apply for and accept a \$2,170,800 grant award for the 2012-13 Sobriety Checkpoint Mini-Grant Program from the University of California Berkeley – Safe Transportation Research and Education Center for the period October 1, 2012 through September 30, 2013.

The goal of the program is to reduce the number of people killed and injured in driving under the influence (DUI) traffic collisions within the City. The LAPD will utilize \$2,160,000 to provide overtime to sworn and civilian personnel to staff 160 sobriety checkpoints throughout the grant term. The balance of \$10,800 will be utilized for checkpoint supplies including portable breath alcohol testing devices, lights and cones.

Acceptance of the grant does not require a direct match. Further details on the grant are provided in the attached correspondence from the Board of Police Commissioners dated October 23, 2012.

### RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Chief of Police or designee to retroactively apply for and accept the 2012-13 Sobriety Checkpoint Mini-Grant in the amount of \$2,170,800 from the University of California Berkeley – Safe Transportation Research and Education Center (UCB-SafeTREC) for the period October 1, 2012 through September 30, 2013;
2. Authorize the Chief of Police or designee to negotiate and execute the 2012-13 Sobriety Checkpoint Mini-Grant Agreement on behalf of the City and submit all necessary documents relative to the grant award and to negotiate, execute and submit any other necessary agreements and documents relative to the grant, subject to the approval of the City Attorney as to form and legality;

3. Authorize the Los Angeles Police Department (LAPD) to submit grant reimbursement requests to the grantor and deposit grant receipts in the Police Department Grant Trust Fund No. 339, Department 70;
4. Authorize the Controller to:
  - a. Establish a grant receivable in Fund 339 in the amount of \$1,540,000 and establish an appropriation account, account number to be determined, within Fund 339, Department 70 for the receipt and disbursement of grant funds;

- b. Increase appropriations on an as-needed basis as follows:

	<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
From:	339/70	70XXXX	2012-13 Sobriety Checkpoint Mini-Grant	\$1,540,000
To:	100/70	001090	General Overtime	\$ 50,000
	100/70	001092	Sworn Overtime	1,490,000

5. Instruct the City Clerk to place on the Council Calendar on July 1, 2013, the following action relative to the 2012-13 Sobriety Checkpoint Mini-Grant:

- a. Increase appropriations on an as-needed basis as follows:

	<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
From:	339/70	70XXXX	2012-13 Sobriety Checkpoint Mini-Grant	\$ 620,000
To:	100/70	001090	General Overtime	\$ 20,000
	100/70	001092	Sworn Overtime	600,000

6. Authorize the LAPD to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize and instruct the Controller to implement the instructions.

**FISCAL IMPACT STATEMENT**

Approval of the recommendations in this report will have no additional impact on the General Fund. Acceptance of the grant is in compliance with the City's Financial Policies as one-time revenue is used for one-time expenses.

MAS:AS:04130066c

Attachment

CF 12-0187

Attachment

LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

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ALEXANDER A. BUSTAMANTE  
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EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

October 23, 2012

BPC #12-0409

The Honorable Antonio Villaraigosa  
Mayor, City of Los Angeles  
City Hall, Room 303  
Los Angeles, CA 90012

The Honorable City Council  
City of Los Angeles  
c/o City Clerk's Office

Dear Honorable Members:

RE: TRANSMITTAL OF THE GRANT AGREEMENT FOR THE FISCAL YEAR 2012-2013  
SOBRIETY CHECKPOINT MINI-GRANT PROGRAM FROM THE UNIVERSITY OF  
CALIFORNIA BERKELY - SAFE TRANSPORTATION RESEARCH AND  
EDUCATION CENTER

At the regular meeting of the Board of Police Commissioners held Tuesday, October 23, 2012, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

*Memo*

INTERNAL DEPARTMENTAL CORRESPONDENCE

BPC #12-0409  
RECEIVED  
OCT 17 2012

October 9, 2012  
1.17

POLICE COMMISSION

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

*Richard M. Tefank*  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
10/12/12  
DATE

SUBJECT: TRANSMITTAL OF THE GRANT AGREEMENT FOR THE FISCAL YEAR 2012-2013 SOBRIETY CHECKPOINT MINI-GRANT PROGRAM FROM THE UNIVERSITY OF CALIFORNIA BERKELEY – SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) TRANSMIT the attached grant application and award for the Fiscal Year (FY) 2012-2013 Sobriety Checkpoint Mini-Grant Program, pursuant to Administrative Code Section 14.6(a), to the Offices of the Mayor, the City Administrative Officer (CAO), and the Chief Legislative Analyst, and to the City Clerk for Committee and City Council consideration.
2. That the Board REVIEW and APPROVE this report.
3. That the Board REQUEST the Mayor and City Council to:
  - A. AUTHORIZE the Chief of Police or his designee to ACCEPT the award of the FY 2012-2013 Sobriety Checkpoint Mini-Grant Program from the University of California Berkeley – Safe Transportation Research and Education Center (UCB – SafeTREC) in the amount of \$2,170,800, for the period of October 1, 2012, through September 30, 2013;
  - B. AUTHORIZE the Chief of Police or his designee to execute the Grant Agreement on behalf of the City and submit the necessary documents relative to the grant award, subject to the approval of the City Attorney as to form and legality;
  - C. AUTHORIZE the Chief of Police to reapply for UCB – SafeTREC grants on behalf of the City as they become available;
  - D. AUTHORIZE the Los Angeles Police Department (LAPD) to expend \$2,170,800 of Sobriety Checkpoint Mini-Grant funds in accordance with the Grant Agreement;
  - E. AUTHORIZE the Controller to set up a grant receivable in the amount of \$2,170,800 and establish an appropriation account, account number to be determined, within Fund No. 339, Department No. 70, for the disbursement of 2012-13 Sobriety Checkpoint Mini-Grant funds;

- F. AUTHORIZE the Controller to increase appropriations as needed from FY 2012-2013 Sobriety Checkpoint Mini-Grant Program, Fund No. 339, appropriation account number to be determined, Department No. 70, to Fund No. 100, Department No. 70, account numbers and amounts as follows:

Account No. 001092, Overtime Sworn, \$1,490,000  
Account No. 001090, Overtime Civilian, \$50,000; and

- G. AUTHORIZE the City Clerk to place on the City Council agenda on July 1, 2013 or the first meeting day thereafter the following instructions:

AUTHORIZE the Controller to increase appropriations as needed from Fund No. 339, Department No. 70, of the FY 2012-2013 Sobriety Checkpoint Mini-Grant Program appropriation, account number to be determined, to Fund No. 100, Department No. 70, account numbers and amounts as follows:

Account No. 001092, Overtime Sworn, \$600,000  
Account No. 001090, Overtime Civilian, \$20,000; and

- H. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts into Fund No. 339, Department No. 70; and
- I. AUTHORIZE the LAPD to prepare Controller instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

## DISCUSSION

In 2011, approximately 1,000 people were killed or injured in DUI-related traffic collisions in the City. The Sobriety Checkpoint Program will use grant funding to deploy officers and civilians at 160 sobriety checkpoints from October 1, 2012, through September 30, 2013. The goal of the checkpoints is to reduce the number of victims killed and injured in DUI-related traffic collisions.

The remaining sworn and civilian overtime amount of \$620,000 will be utilized in Fiscal Year 2013-2014. In addition, \$10,800 of the grant will be used to purchase breath alcohol testing devices, lights, cones and other pertinent equipment needed to safely conduct a sobriety checkpoint.

In 2011, the Department was a recipient of a \$749,920 Sobriety Checkpoint Mini-Grant. During the grant period, the Department conducted 55 sobriety checkpoints that resulted in 503 DUI arrests and 194 vehicles were impounded.

The Honorable Board of Police Commissioners

Page 3

1.17

The UCB – SafeTREC classifies the Sobriety Checkpoint Programs as “mini-grants” because they are grants directed towards a specific issue (i.e. sobriety checkpoints) as opposed to a typical grant wherein the grantee decides how the funds should be used. The Sobriety Checkpoint Program Grant Agreement uses a standard format (with the exception of statistical data) used by all law enforcement agencies. The Sobriety Checkpoint Program requires zero matching funds from the Department except for the compensation of officers who are subpoenaed for court or administrative hearings resulting from arrests made during the checkpoints.

If you have any questions regarding this matter, please contact Chief Information Officer Maggie Goodrich, Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



CHARLIE BECK  
Chief of Police

Attachments

BOARD OF  
POLICE COMMISSIONERS  
Approved *October 23, 2012*  
Secretary *Maria Selva*

INTRADPARTMENTAL CORRESPONDENCE

October 5, 2012

1.17

**TO:** Chief of Police

**FROM:** Commanding Officer, Information Technology Bureau

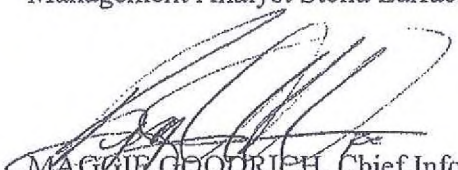
**SUBJECT:** TRANSMITTAL OF THE GRANT AGREEMENT FOR THE FISCAL YEAR 2012-2013 SOBRIETY CHECKPOINT MINI-GRANT PROGRAM FROM THE UNIVERSITY OF CALIFORNIA BERKELEY – SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER

It is requested that the Chief of Police sign the three (3) attached grant award agreements, which can only be signed by the Chief of Police. Please note that each of the attached three original documents requires a signature and a date. The agreement would allow the Los Angeles Police Department to accept grant funding in the amount of \$2,170,800 for the Fiscal Year 2012-2013 Sobriety Checkpoint Mini-Grant Program.

Also attached for your approval and signature is an Intradepartmental Correspondence to the Board of Police Commissioners (Board) requesting approval from the Mayor and City Council for the Los Angeles Police Department (LAPD) to submit the application and accept the grant award for the Fiscal Year 2012-2013 Sobriety Checkpoint Mini-Grant Program. The LAPD was awarded grant funding in the amount of \$2,170,800 from the University of California Berkeley – Safe Transportation Research and Education Center for the Sobriety Checkpoint Mini-Grant Program. The award period will commence on October 1, 2012, and ends on September 30, 2013.

The LAPD will conduct a total of 160 sobriety checkpoints during the grant period. The grant funds will provide overtime for both sworn and civilian employees to conduct the sobriety checkpoints. The goal of the grant program is to reduce the number of victims killed and injured in alcohol-related vehicle accidents in the City of Los Angeles.

If you have any questions regarding this matter, a member of your staff may contact Senior Management Analyst Stella Larracas, Grants Section, at (213) 486-0380.

  
MAGGIE GOODRICH, Chief Information Officer  
Commanding Officer  
Information Technology Bureau

Attachments

**APPLICATION for the  
SOBRIETY CHECKPOINT GRANT PROGRAM  
October 01, 2012 - September 30, 2013**

Sign and mail to:  
Sobriety Checkpoint Grant Program  
UC Berkeley - Safe Transportation Research and Education Center  
2614 Dwight Way MC #7374, Berkeley, CA 94720-7374  
If you have questions, email: [checkpoint@berkeley.edu](mailto:checkpoint@berkeley.edu) or call Adrienne Moore at (510) 643-7625.

**Section 1: Contact and City Information**

Please identify where the sobriety checkpoint would be conducted, what agency would be conducting the sobriety checkpoint, what agency would authorize the work (i.e.; the grantee agency) to be conducted in accordance with the terms and conditions of the grant, and what office in the grantee agency would be authorized to receive the payments. An asterisk indicates that the information is required.

Location of Checkpoints: <u>Los Angeles</u>	
Name of Agency Conducting CPs: <u>Los Angeles Police Department</u>	
Agency Address Street (1): <u>100 West First Street, Room 469</u>	
Street (2): _____	
City/Zip/County: <u>Los Angeles</u>	<u>90012</u> <u>Los Angeles</u>
Agency Contact Name/Title: <u>Don Inman</u>	<u>Police Officer</u>
Contact Telephone/Ext./Fax: <u>(213) 486-0703</u>	<u>(213) 486-0705</u>
Contact Email Address: <u>30891@lapd.lacity.org</u>	Contract City: <u>No</u>
Name and title of the official whose signature on the grant document would signify that the grantee agency agrees to the terms and conditions of the grant, i.e., the Authorizing Official *:	
Name: <u>Charlie Beck</u>	Title: <u>Chief of Police</u>
Address, email, and phone no. of the Authorizing Official*:	
Street Address: <u>100 West First Street</u>	
City: <u>Los Angeles</u>	Zip Code: <u>90012</u>
Telephone: <u>(213) 486-0150</u>	Fax: <u>(213) 486-0168</u>
Email Address: <u>charlie.beck@lapd.lacity.org</u>	
Address of the finance department. This will be the address where payments are sent*:	
Applicant Agency: <u>Los Angeles, City of</u>	
Agency Office: <u>Contracts and Grants Section</u>	
Street Address: <u>100 West First Street, Room 842</u>	
City: <u>Los Angeles</u>	Zip: <u>90012</u>
If the office authorized to receive payments is not the finance department please specify department name: _____	
Name/phone no./email of the contact for the office that would be authorized to receive the payments*:	
Contact Name: <u>Annette Arredondo</u>	
Telephone: <u>(213) 486-0381</u>	Email Address: <u>N1462@lapd.lacity.org</u>
Tax I.D. number of the agency that would be authorized to receive the payments*:	
Tax ID #: <u>95-6000735</u>	
The Authorizing Official or additional signatories as designated below may sign claims. If additional signatories may be needed (e.g., the Authorizing Official is not available to sign a claim), it is strongly recommended that the other signatory(ies) be identified at this time:	
Additional Claims Signatory #1 Name: <u>Laura Luna</u>	Title: <u>Police Administrator</u>

**Section 2: Number of Checkpoints**

Identify the maximum number of checkpoints in each time period. A minimum of one checkpoint is required in each of the two mobilization periods.

How many checkpoints during the Winter Holiday Mobilization, December 14, 2012 through January 1, 2013 (minimum one)?	<u>14</u>
How many checkpoints during the Labor Day Mobilization, August 16 through September 2, 2013 (minimum one)?	<u>14</u>
How many checkpoints in the months outside the above mobilization periods (no minimum)?	<u>132</u>
<b>The proposed Number of Checkpoints is:</b>	<b><u>160</u></b>

How many DUI/drug-impaired driving arrests do you average from a single checkpoint operation?	<u>9.3</u>
How many FSTs do you average from a single checkpoint operation?	<u>17.3</u>
How many alcohol-involved fatalities did you have in 2011?	<u>12</u>
How many alcohol-involved injuries did you have in 2011?	<u>874</u>

**Section 3: Personnel Overtime Hours and Rates**

For this application, state the maximum overtime rates for each personnel category that would be working under the grant. The Safe Transportation Research and Education Center reimburses only the actual overtime costs (hourly rate and benefits). Describe (name) each overtime benefit category and the percentage (**REQUIRED**). A grant covers actual overtime costs for supervisors (e.g. sergeants, corporals) officers/deputies, dispatchers, and administrative personnel (e.g. community services officers and clerical personnel). Supervisors and officers/deputies should be assigned solely to sobriety checkpoint operations. Dispatchers should be assigned solely to the sobriety checkpoint overtime shifts. The CSO and clerical personnel should be assigned solely to sobriety checkpoint administrative duties (i.e., clerical hours for entering payroll data would not be covered). Only benefits accrued from overtime hours would be covered (i.e., retirement, medical/dental/vision insurance, uniform allowances would not be covered). Only state-run disability and unemployment insurance charges would be covered. Indirect costs would not be covered (e.g., individuals who are contracted by the police department).

Grant funded operations may be conducted by personnel such as an officer, sergeant, corporal, deputy, community services officer, dispatcher, etc. depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Personnel Category	Average No. Personnel per Checkpoint (a)	Average No. OT Hours per Checkpoint (b)	Maximum Hourly OT Rate Without Benefits (c)	Total OT Cost Without Benefits (a x b x c) (d)	% OASDI (e)	% Workers Comp. (f)	% Medicare (g)	% Other Benefits (Specify below) (h)	% Other Benefits (Specify below) (i)	Total % Benefits (e+f+g+h+i) (j)	Total Benefit Amount (d x j/100) (k)
Supervisor	3	9.0	\$85.00	\$2,295.00							\$0.00
Officer Category (1)	10	9.0	\$75.00	\$6,750.00							\$0.00
Officer Category (2)	10	9.0	\$65.00	\$5,850.00							\$0.00
CSO											
Dispatcher											
Clerical	1	9.0	\$60.00	\$540.00							\$0.00
Criminalist											
Other (1)											
Other (2)											
<b>Total OT Cost Without Benefits (sum of column d):</b>				\$15,435.00	<b>Total Benefit Amount (sum of column k):</b>					\$0.00	
<b>Maximum Cost per Checkpoint (Total OT Cost without Benefits + Total Benefit Amount):</b>											<b>\$15,435.00</b>
<b>Specify Additional Benefits (if any listed in column h and i):</b>											

**Section 4: Checkpoint Supplies**

On-scene checkpoint supplies are needed to appropriately conduct sobriety checkpoints. Items included are cones, OTS approved checkpoint signage, vests (a maximum of 10), PAS devices/supplies, and lighting equipment. The cost of food and beverages will not be reimbursed.

Item	Unit Price	Qty.	Cost
Cones			
Signage	\$280.00	10	\$2,800.00
Vests (maximum 10)			
PAS devices/supplies	\$800.00	10	\$8,000.00
Lighting equipment			
<b>Total Cost of Checkpoint Supplies:</b>			<b>\$10,800.00</b>

Provide a detailed description of these supplies. This information is needed for the awards process.  
**Detailed Description of Supplies:**  
 Signage: 48 inch, orange, diamond shaped with stand. The signs will have OTS approved language warning drivers of an impending checkpoint.  
 PAS devices/supplies: Portable PAS devices and if needed, related hardware and software to be used for accuracy tests

**Section 5: Total Amount Requested**

No. of Checkpoints (Section 2) (a)	Maximum Cost per Checkpoint (Section 3) (b)	Estimated Cost of Checkpoint Supplies (Section 4) (c)	Total Amount Requested (d) = (axb) + (c)
160	\$15,435.00	\$10,800.00	\$2,480,400.00

Submitted by:

*Ron Katona*

*3/7/12*

Signature

Date

*RON KATONA*

*LIEUTENANT OIC TCS.*

Print Name

Title/Rank



The Regents of the University of California  
 School of Public Health, Berkeley,  
 with Primary Funding from the  
 California Office of Traffic Safety

GRANT NUMBER

SC13239

GRANT

1. Title of Program

**SOBRIETY CHECKPOINT GRANT PROGRAM FOR 2012-2013**

2. Name of Applicant Agency

LOS ANGELES, CITY OF

4. Period of Grant

Month - Day - Year

3. University of California Berkeley, Safe Transportation Research and Education Center  
**DAVID RAGLAND, PRINCIPAL INVESTIGATOR, UC BERKELEY SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER**

From: 10/01/12

To: 09/30/13

5. Description of Program

The goal of the Sobriety Checkpoint Grant Program for 2012-2013 is to reduce the number of victims killed and injured in alcohol-involved crashes in participating cities. The period of this grant contract ("contract"), October 01, 2012 to September 30, 2013, encompasses two national mobilization periods: the Winter Holiday Mobilization period, December 14, 2012 - January 01, 2013, and the Labor Day Mobilization period, August 16, 2013 - September 02, 2013. The **Los Angeles Police Department** will conduct sobriety checkpoints in **Los Angeles** in accordance with this contract. The contract includes the attached Schedule A - Descriptions, Schedule B - Detailed Budget Estimate, Schedule B-1 - Budget Narrative, and Schedule C - Terms and Conditions.

6. Federal Funds Allocated Under This Grant Shall Not Exceed:

\$2,170,800.00

7. Approval Signatures (By signing this page, Agency agrees to the terms and conditions which follow and are attached)

A. The Regents of the University of California Authorized Signature

Name: Jyl Baldwin Phone: 510-642-8110

Title: Associate Director, SPO Fax: 510-642-8236

Address: UC Berkeley Sponsored Projects Office  
 2150 Shattuck Avenue, Suite 300  
 Berkeley, CA 94704-5940

Email: jbaldwin@berkeley.edu

(Signature)

(Date)

B. Authorizing Official For Applicant Agency

Name: Charlie Beck Phone: (213) 486-0150

Title: Chief of Police Fax: (213) 486-0168

Address: 100 West First Street  
 Los Angeles, CA 90012

Email: charlie.beck@lapd.lacity.org

(Signature)

(Date)

10-10-12

C. Agency Office Authorized to Receive Payments

Agency: Los Angeles, City of Phone: (213) 486-0381

Office: Grants Section

Address: 100 West First Street, Room 842  
 Los Angeles, CA 90012

Tax ID #: 95-6000735

Contact Person: Annette Arredondo

Email: N1462@lapd.lacity.org

D. Optional: Individuals Authorized to Sign Claims (in addition to the Authorizing Official For Applicant Agency)

Name: Laura Luna Title: Police Administrator

(Signature)

(Date)

9/28/12

Name: Philip Fontanetta Title: Captain

(Signature)

(Date)

9/28/12

**Schedule A - Description  
Sobriety Checkpoint Grant Program for 2012-2013**

**GOALS**

1. To reduce the number of victims killed in alcohol-involved crashes.
2. To reduce the number of victims injured in alcohol-involved crashes.
3. To reduce nighttime (2100 hours to 0259 hours) fatal crashes.
4. To reduce nighttime (2100 hours to 0259 hours) injury crashes.
5. To reduce hit and run fatal crashes.
6. To reduce hit and run injury crashes.

**AGENCY OBJECTIVES**

1. To conduct a total of 160 sobriety checkpoints by September 30, 2013 (should be a minimum of one checkpoint per mobilization).

NOTE: If a department elects to combine a Driver License (DL) checkpoint with a sobriety checkpoint, the department should: 1) inform the public (via the press release) that driver licenses will be checked and 2) conduct DUI/DL checkpoint operations with signs reading, "DUI/Driver License Checkpoint Ahead".

To better identify and apprehend drug-impaired drivers in addition to alcohol-impaired drivers, it is highly recommended that all personnel assigned to staff the greeting lane of the checkpoint be Drug Recognition Experts (DRE's) and/or Advanced Roadside Impaired Driving Enforcement (ARIDE) trained sworn officers. At the very minimum, all officers contacting drivers in the greeting lane should be National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Test (SFST) trained and certified.

To maximize effectiveness, checkpoint operations may be conducted at more than one location on any evening. Each checkpoint should be highly publicized and visible. **The Office of Traffic Safety (OTS) does not fund or support independent DL checkpoints.**

**Only on an exception basis and with OTS pre-approval will OTS fund checkpoint operations that begin prior to 1800 hours.** When practicable it is recommended that checkpoint operations run until 0300 hours.

2. If appropriate, a supervisor(s) should attend OTS-sponsored "DUI Checkpoints - Planning and Management" eight-hour, POST-certified training by December 31, 2012. Officers are encouraged to attend this training as well.
3. To collect and report checkpoint statistics on-line for checkpoints conducted during the Winter and Labor Day mobilization periods and submit the data by the deadlines established by the Safe Transportation Research and Education Center (SafeTREC).
4. To collect and report checkpoint statistics on-line for checkpoints conducted outside the mobilization periods and to submit the data by the end of the applicable quarter(s).

**Schedule A - Description (continued)**  
**Sobriety Checkpoint Grant Program for 2012-2013**

**MEDIA OBJECTIVES**

1. After the statewide kick-off press event, issue a press release announcing the kick-off of this grant, using the OTS kick-off press release template provided by SafeTREC.
2. During the mobilization periods (December 14 - January 1 and August 16 - September 2), if an AVOID media campaign is active in the county, grantee should notify the AVOID Coordinator of checkpoint locations, dates and times at least fourteen (14) days in advance of all planned checkpoints. The AVOID Coordinator should issue press releases including checkpoints conducted during the mobilization periods to all major media outlets in the region.
3. For each checkpoint operation, grantee should distribute a separate press release using the OTS template provided by SafeTREC unless multiple checkpoints are to be conducted within a seven (7) day period, in which case one press release covering the seven (7) day period that covers all operations will suffice. When using the OTS press release template provided by SafeTREC, grantee should forward press releases, media advisories, alerts and other press materials to SafeTREC concurrently with distribution to the media. If any other press release format or copy is used, grantee should submit the press release to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for his review. Optimum lead-time would be 10 – 20 days prior to the operation. The approved press release should also be sent to the SafeTREC. For post-operational media communications that report the results of checkpoints, grantee does not need to have the release approved by OTS.
4. Grantee should use OTS's Tagline "Report Drunk Drivers. Call 911" on all news releases and checkpoint publication materials.
5. To use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
6. Grantee should issue to the media a post-operational news release reporting the results of the checkpoint (do not submit to OTS media communications reporting the results of checkpoints). Any drug-impaired driving arrests (23152(a)) and other drug arrests (possession, transportation, for sale) made as the result of the checkpoint operation should be incorporated into the post-operational media release.

**METHOD OF PROCEDURE**

**Phase I: Program Preparation (October 1, 2012 – December 13, 2012)**

1. Review the contract to ensure compliance with contract provisions.
2. Notify the SafeTREC of any changes in contact information. The contract, purchase order number and Fact Blasts are emailed to the contact person listed in the agency application.
3. Attend OTS-sponsored "DUI Checkpoints – Planning and Management" eight-hour, POST-certified training by December 31, 2012.
4. Plan checkpoint staffing, e.g., supervisors, officers, clerical staff, or community service officers as needed to staff each sobriety checkpoint on an overtime basis.
5. Send a written request to the SafeTREC to seek approval of any changes to grant funded work or deliverables.
6. Order grant approved checkpoint supplies, if applicable.

**Schedule A - Description (continued)**  
**Sobriety Checkpoint Grant Program for 2012-2013**

**Phase II: Mobilization** (December 14, 2012 – January 1, 2013 and August 16, 2013 – September 2, 2013)

7. After the statewide kick-off press event in December, grantee should issue a press release announcing the kick-off of this grant using the OTS kick-off press release template provided by SafeTREC.

8. If an AVOID media campaign is active in the county, grantee should notify the AVOID Coordinator of checkpoint locations, dates and times at least fourteen (14) days in advance of all planned checkpoints. The AVOID Coordinator should issue press releases including checkpoints conducted during the mobilization periods to all major media outlets in the region.

9. For each checkpoint operation, grantee should distribute a separate press release using the OTS template provided by SafeTREC unless multiple checkpoints are to be conducted within a seven (7) day period, in which case one press release covering the seven (7) day period that covers all operations will suffice. When using the OTS press release template provided by SafeTREC, grantee should forward press releases, media advisories, alerts, and other press materials to SafeTREC concurrently with distribution to the media. If any other press release format or copy is used, grantee should submit the press release to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for his review. Optimum lead-time would be 10 – 20 days prior to the operation. The approved press release should also be sent to the SafeTREC. For post-operational media communications that report the results of checkpoints, grantee does not need to have the release approved by OTS.

10. Use OTS's tagline, "Report Drunk Drivers. Call 911" on all news releases and checkpoint publication materials.

11. Conduct roll call training. Roll call training costs are not reimbursable.

12. To better identify and apprehend drug-impaired drivers in addition to alcohol-impaired drivers, it is highly recommended that all personnel assigned to staff the greeting lane of the checkpoint be Drug Recognition Experts (DRE's) and/or Advanced Roadside Impaired Driving Enforcement (ARIDE) trained sworn officers. At the very minimum, all officers contacting drivers in the greeting lane should be NHTSA Standardized Field Sobriety Test (SFST) trained and certified.

13. Begin the checkpoint no earlier than 1800 hours and if possible and practicable, operate the checkpoint until 0300 hours.

14. Conduct the last checkpoint no later than September 30, 2013.

**Phase III: Post Operational Data Reporting** (at the end of each mobilization period and each applicable calendar quarter)

15. Submit post-operational data on-line for checkpoints conducted during the Winter Holiday and Labor Day mobilizations. Submit data by the SafeTREC deadlines.

16. Submit post-operational data on-line for checkpoints conducted outside the mobilization periods. Submit the data by the end of the applicable quarter. If multiple checkpoints are conducted during the quarter, summarize(total) the checkpoint statistics.

17. Issue to the media a post-operational news release reporting the results of the checkpoint. Any drug-impaired driving arrests (23152(a)) and other drug arrests (possession, transportation, for sale) made as the result of the checkpoint operation should be incorporated into the post-operational media release.

**Phase IV: Claim Submission** (at the end of the applicable calendar quarter)

18. Compile actual overtime and checkpoint supply costs incurred for operating the grant-funded checkpoints.

19. Download the claim form from the SafeTREC web site at:  
[http://www.safetrec.berkeley.edu/checkpointgrants/2012\\_2013checkpoint.html](http://www.safetrec.berkeley.edu/checkpointgrants/2012_2013checkpoint.html)

20. Complete the claim form for the applicable quarter in accordance with Schedule B – Detailed Budget Estimate and Schedule B-1 – Budget Narrative.

21. Mail the claim forms for the quarter, with the required supporting documentation (specified in Schedule B-1) to the SafeTREC following the end of the applicable calendar quarter.

**Schedule B - Detailed Budget Estimate  
Sobriety Checkpoint Grant Program for 2012-2013**

The Los Angeles, City of will conduct a total of 160 sobriety checkpoints in Los Angeles as described in Table B below.

Table B

	Number of Checkpoints	Cost Per Checkpoint	Total Cost
Winter Holiday Mobilization, December 14, 2012 – January 01, 2013 (should be a minimum of one checkpoint)	14	\$13,500.00	\$189,000.00
Labor Day Holiday Mobilization, August 16, 2013 – September 02, 2013 (should be a minimum of one checkpoint)	14	\$13,500.00	\$189,000.00
Number of checkpoints outside the mobilization periods	132	\$13,500.00	\$1,782,000.00
<b>Total Number of Checkpoints</b>	<b>160</b>	<b>Maximum Reimbursable Amount for Checkpoints</b>	<b>\$2,160,000.00</b>

The cost per checkpoint includes overtime benefits. Only actual benefits accrued from overtime hours will be covered (e.g., retirement, medical/dental/vision insurance, uniform allowances will not be covered). Allowable benefits include: Social Security (OASDI), Workers Compensation, Medicare, State-run disability, and unemployment insurance.

<b>Maximum Reimbursable Amount for Checkpoint Supplies</b>	<b>\$10,800.00</b>
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Only OTS-approved supplies will be reimbursed. The prices of supplies will be reimbursed in accordance with policies established by the OTS.

<b>Grant Total Amount</b> (Maximum Reimbursable Amount for Checkpoints + Maximum Reimbursable Amount for Checkpoint Supplies)	<b>\$2,170,800.00</b>
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**Schedule B-1 - Budget Narrative  
Sobriety Checkpoint Grant Program for 2012-2013**

Los Angeles, City of will be reimbursed for overtime personnel costs and checkpoint supplies to conduct the checkpoints.

Overtime reimbursement will reflect actual costs (overtime hourly rate and overtime benefit rates) of the personnel conducting the appropriate operation(s) up to the amount of the approved cost per check point and the grant total stated in Schedule B- Detailed Budget Estimate. Only actual benefits accrued from overtime hours will be covered (e.g., retirement, medical/dental/vision insurance, uniform allowances will not be covered). Allowable benefits include: Social Security (OASDI), Workers Compensation, Medicare, State-run disability, and unemployment insurance.

Budgeted grant activities will be conducted by personnel on an overtime basis. The grant covers only the costs of police department personnel. Grants do not cover contractual services (with the exception of contract cities). Grant-funded operations may be conducted by personnel such as an officer, sergeant, corporal, deputy, community service officer, dispatcher clerical/administrative, etc. depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives. Administrative/clerical personnel are allowable only if they worked on the checkpoint operation, e.g., to process the larger than normal volume of citations, towing records, and arrest/incident reports. These reports must be a result of the operation and required to be processed quickly for distribution to the courts and the District Attorney's Office, or to meet statutory time limits. Clerical overtime incurred before the checkpoint or more than one business day after the last day of the checkpoint is not allowable. Costs for preparing claims are not reimbursable.

OTS-approved checkpoint supplies (cones, signage, vests, PAS devices/supplies and lighting equipment) are reimbursable provided that the total cost of supplies, including tax and shipping, does not exceed the awarded amount specified in Schedule B. The prices of supplies will be reimbursed at unit costs not to exceed OTS-established unit costs. Other direct costs are not reimbursable, except for OTS-approved checkpoint supplies.

Indirect costs are not reimbursable.

Reimbursements are contingent upon the following (exceptions must be approved by the SafeTREC):

- i. The applicable post-operational data have been submitted using the SafeTREC's on-line reporting system.
- ii. The claim form is correctly filled out, using the SafeTREC Excel-based form.
- iii. The claim amounts do not exceed the limits set forth in *Schedule B - Detailed Budget Estimate*.
- iv. The information in the overtime slips and the ledger report are consistent and fully support the claim.
- v. A ledger report(s) supporting the claim amount is attached to the claim. Only source documents are accepted to support the claim amount. Explanatory documentation such as spreadsheets may be submitted to provide additional information but cannot be accepted in lieu of a ledger report(s).
- vi. *Contract cities only:* A contract city must also provide the sheriff's department's invoice to the contract city for the checkpoint overtime costs described in the contract city's claim. The invoice (or an attachment to the invoice) must contain the contract rates that are the basis for the sheriff's department's invoiced amount. The contract city must provide a ledger report showing payment of the invoice amount. If a sheriff's department or police department is administering the grant for a contract city, then that administering agency must provide the ledger report only.
- vii. An invoice(s) for the amount of checkpoint supplies is attached to the claim. The invoice must contain a sufficient description of the purchased item(s), quantity, and unit cost.
- viii. The claim is signed by the Authorizing Official (Box B of the grant cover page) or Individuals Authorized to Sign Claims (Box D) as designated in the grant cover page.
- ix. Changes in the Authorizing Official For the Applicant Agency or the designation of any other additional individual(s) to sign claims are documented in accordance with SafeTREC documentation requirements.
- x. The final claim is submitted no later than October 31, 2013.

**Schedule C - Terms and Conditions  
Sobriety Checkpoint Grant Program for 2012-2013**

**A. INDEMNIFICATION**

Applicant Agency agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, the Regents of the University of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Applicant Agency in the performance of this contract.

**B. GOVERNING LAW**

This Contract shall be governed by and construed in accordance with the laws of the State of California.

**C. NON-ASSIGNABILITY**

The obligations of the applicant agency under this Contract are not assignable to any third party.

**D. USE OF UNIVERSITY NAME/TRADEMARKS**

Applicant Agency shall not use the name of the University of California, or any abbreviation thereof, or any name of which "University of California" is a part, or any trademarks of the University, in any commercial context, such as may appear on products, in media (including web sites) and print advertisements in cases when such use may imply an endorsement or sponsorship of the Applicant Agency, its products, or services. All uses of the University's name and trademarks, therefore, must first receive prior written consent of The Regents of the University of California through the Office of Marketing & Business Outreach. This policy is in compliance with the State of California Education Code Section 92000.

**E. TERMINATION**

Each party has the right to suspend, terminate or abandon the execution of any work by the Applicant Agency without cause at any time upon giving prior written notice. In the event that this contract is suspended, terminated, or abandoned, the Regents of the University of California shall pay the Applicant Agency for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. Said payment shall be computed in accordance with Schedules B and B-1, provided that the maximum amount payable to the Applicant Agency for its services shall not exceed the Grant Total Amount on Schedule B for services provided hereunder prior to the effective date of suspension, termination, or abandonment.

**F. STATE OF CALIFORNIA TERMS, CONDITIONS, AND CERTIFICATIONS**

Applicant Agency agrees to abide by the General Terms, Conditions, and Certifications contained in OTS Grant Program Manual, Chapter 8, Exhibit D, Federal Certifications and Assurances.