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SHERIFF-CORONER

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COUNTY OF SANTA CRUZ

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MARK TRACY  
SHERIFF-CORONER

701 OCEAN STREET, ROOM 340, SANTA CRUZ, CALIFORNIA 95060  
PHONE (408) 454-2440 FAX (408) 454-2353 TDD (408) 454-2123

April 21, 1999

Agenda: May 4, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

**REQUEST TO APPLY FOR U.S. DEPARTMENT OF JUSTICE, UNIVERSAL HIRING  
PROGRAM GRANT FOR FOUR (4) DEPUTY SHERIFF POSITIONS**

Dear Members of the Board:

During his first term, President Clinton set a goal of putting 100,000 additional police officers on the streets of the United States. In his State of the Union address, at the beginning of his second term, he pledged federal funding for an additional 60,000 officers. In subsequent speeches, he has stated that he hopes his legacy will include the addition of these officers. Included in the Clinton Crime Bill is the Community Oriented Policing Services (COPS) program.

The COPS program was established in 1994 under the Public Safety Partnership and Community Policing Act. COPS has four primary goals:

1. To increase the number of community policing officers on the beat by 100,000, of which more than 70,000 throughout the nation have been hired or redeployed to date;
2. To promote the implementation of department wide community policing in law enforcement agencies across the country;
3. To help develop an infrastructure that will institutionalize and sustain community policing after Federal funding has ended; and
4. To demonstrate and evaluate the ability of agencies practicing community policing to significantly improve the quality of life by reducing crime and disorder in their communities.

The Sheriffs Office has implemented Community Policing as an integral part of combating crime and improving the quality of life in our community. Our Sheriffs Community Service Centers

Board of Supervisors  
Page Two  
April 21, 1999

have led the way in **affecting** organizational change and establishing effective community partnerships. Our staff receives regular training in Problem Oriented Policing and is encouraged to practice its philosophy within the community.

As the Board is aware, the establishment of the Community Service Centers and the development of deputies into community policing assignments has been a tremendous success. In 1998, volunteers at the Service Centers worked over 9,500 hours, answered 22,000 telephone calls and assisted over 10,000 walk-in customers. Community partnerships are finding solutions to neighborhood problems and improving their quality of life.

Individual citizens and community groups applaud and support our commitment to community policing. The Universal Hiring Program has been of great assistance to our department by providing funding that allowed us to implement and maintain a School Resource Officer Program and to hire other deputies assigned to our Community Oriented Policing Plan. As we expand our problem solving efforts it is apparent that in order to adequately meet the needs of our various communities we need more deputies to assign to community policing.

The addition of these four (4) deputies will improve our deputy to population ratio, which is below national standards. The deputy to population ratio at the Sheriffs Office in Santa Cruz County of .95 of a deputy sheriff for every 1,000 population in the unincorporated area. The national average for a similar size jurisdiction is 1.9 officers for every 1,000 population served. As a comparison, the officer to population ratio for the Santa Cruz Police Department is 1.7 police officers for every 1,000 population served.

Therefore, I am requesting the Board approve the Sheriffs Office application to the U. S. Department of Justice, Office of Community Oriented Policing Services, for a Universal Hiring Program grant for four (4) new Deputy Sheriff positions. These four (4) deputies will be assigned to front-line law enforcement duties, responding to emergency calls for service throughout the unincorporated areas as intended by the Clinton Crime Bill.

This grant enables law enforcement agencies to supplement their current sworn force. Over the three year life of the grant, Federal **funding** would provide 42% of the total costs of each deputy hired up to a maximum of \$75,000 for each deputy. The remainder is paid by matching local funds, with the local share increasing each year. Retaining deputies hired at the conclusion of the Federal funding is a requirement of the grant. Any hiring under the Universal Hiring Program must be in addition to, and not in lieu of, deputies that otherwise would have been hired.

Based on our fiscal calculations, the Federal share for one entry level Deputy Sheriff position over three years would be \$75,000. The local match for one position would be \$102,541 for a total of \$177,541.

The following chart summarizes the funding plan for the cost of each Deputy Sheriff.

	YEAR 1	YEAR 2	YEAR 3	TOTAL
Federal Amount	\$25,003	\$24,999	\$24,998	\$75,000
Local Amount	\$29,411	\$34,045	\$39,085	\$102,541
Total	\$54,414	\$59,044	\$64,083	\$177,541

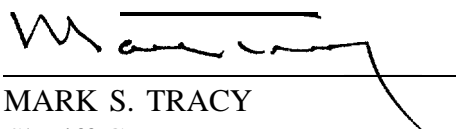
The following chart summarizes the overall cost for four (4) Deputy Sheriff positions,

	YEAR 1	YEAR 2	YEAR 3	TOTAL
Federal Amount	\$100,012	\$99,996	\$99,992	\$300,000
Local Amount	\$117,644	\$136,180	\$156,340	\$410,164
Total	\$217,656	\$236,176	\$256,332	\$710,164

It is our intention to incorporate the request for these funds into our fiscal year 1999/2000 budget.

It is, therefore, RECOMMENDED that your Board APPROVE the request by the Sheriff-Coroner to apply to the U. S. Department of Justice COPS Universal Hiring Program Grant for four (4) entry level Deputy Sheriff positions.

Sincerely,



MARK S. TRACY  
Sheriff-Coroner

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

Attachments

COPS Application, Universal Hiring Program Officer Hiring Request

# COPS Application

## Universal Hiring Program Officer Hiring Request For COPS AHEAD and FAST Grantees

Yes, we are interested in participating in the COPS Universal Hiring Program. We understand that COPS Universal Hiring Program grants provide a maximum Federal contribution of 75 percent of the salary and benefits of each officer over three years, up to a cap of \$75,000 per officer, with the Federal share decreasing from year to year unless a waiver of matching local funds is granted. All grant recipients must develop a written plan to retain their COPS-funded officer positions after federal funding has ended. This plan must be submitted to the COPS Office with your application, along with supporting documentation such as budgets and minutes of meetings where retention is mentioned.

Applications are accepted on a continual basis.

All information requested below must be typed.

Applicant Organization's Legal Name: Santa Cruz County Sheriff's office

Applicant Agency EIN Number (assigned by the IRS): 946000534  
(If your department has been assigned an EIN number by the Office of Justice Programs, please use that assigned number.  
Otherwise, your Internal Revenue Service EIN number should be used.)

Applicant Agency ORI Number (assigned by FBI for UCR reporting): CA04400

Total number of new officers requested for this application: Full-Tie: 4 Part-Time: 0

Will any officers be deployed to primary or secondary schools as a result of the requested funds?

☐ Yes ☒ No

If "Yes" please complete the attached COPS in Schools addendum.

Date(s) by which you would like to hire the officer(s): 7-1-99

Are you contracting for law enforcement services? ☐ Yes ☒ No

If "yes," enter the name and agency information of the contract law enforcement department in the Executive Information section below.

### Executive Information:

Law Enforcement Executive's Name: Mark S. Tracy Title: Sheriff-Coroner

Agency Name: Santa Cruz County Sheriff's Office

Address: 701 Ocean Street, Room 340

City: Santa Cruz State: CA Zip Code: 95060

Telephone: (831) 454-2985 FAX: (831) 454-2353

Name of contact person in your department who is familiar with this grant: Chief Deputy Charles Weaver

Telephone: FAX: (831) 414 or (831) 454-2992 2 3 5 3

Government Executive's Name: Susan A. Mauriello Title: County Administrative Officer

Name of Government Entity: County of Santa Cruz

Address: 701 Ocean Street, Room 520

City: Santa Cruz

State: CA

Zip Code: 95060

Telephone: (831) 454-2100

FAX: (831) 454-3420

### General Information:

Which COPS hiring grants are you receiving?

☐ FAST

☐ AHEAD

☒ Universal Hiring Program

Sworn force strength: 146 (including funded vacancies) as of October 1, 1998

To assist the COPS Office in forecasting future hiring, how many new officers would you like to have awarded by the COPS Office in each of the following calendar years?

(Do not include officers currently funded by the COPS Office or those included in your request above. By completing this section, you will automatically be considered for future grant awards from the COPS Office.)

	Full-Time	Part-Time
1999:	4	0
2000:	4	0

Are you requesting a waiver of the local match requirement based upon severe fiscal distress (bankruptcy, recovery from natural disaster)?

☐ Yes ☒ No

If "yes," attach a one-page, typewritten description of the extraordinary local fiscal hardship upon which you are basing your request for a waiver.

Please complete attached budget worksheet. You must submit it with your grant application. This information will provide us with the most current figures available upon which to base your department's award. Please fill out the budget worksheet based on the salary and benefits of one entry-level officer. The COPS Office will determine the amount of your grant based on the number of officers awarded.

A COPS Universal Hiring program grant award supports one or more new officer position(s) in your law enforcement agency. You are required to dedicate either these new officers, or an equal number of current sworn officers, to community policing activities.

I certify that the information provided on this form is true and accurate to the best of my knowledge. I acknowledge that the Assurances and Certifications submitted in connection with the applicant's prior COPS AHEAD or COPS FAST application remain in force. I understand that prior to my grant award, the applicant must comply with all application and program requirements of the Public Safety Partnership and Community Policing Act of 1994 and other requirements of Federal law.

Law Enforcement Executive's Signature: [Signature] Date: 11-8-99  
(signature of person named on the front of this form)

Government Executive's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of person named on the front of this form)

Mail this completed application, two copies and any additional information to: COPS Universal Hiring Program, U. S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC 20530.  
(For overnight delivery, please use 20005 as zip code.)

Note: Fax copies will NOT be accepted.

Note : Application pending OMB approval.

Updated: October 29, 1998  
App-uhp-002

# Certifications

## Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies; Non-Supplanting; and Retention.

*Although the Department of Justice has made every effort to simplify the application process, other provisions of Federal law require us to seek your certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination and non-supplanting requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.*

### 1. Lobbying

*As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:*

*A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement;*

*B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - 111, "Disclosure of Lobbying Activities," in accordance with its instructions;*

*C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly*

### 2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

*As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.*

*A. The applicant certifies that it and its principals:*

- (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of*

*Federal benefits by a state or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;*

- (ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*

- (iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and*

- (iv) Have not within a three-year period preceding this application had one or more public transactions (Federal, state or local) terminated for cause or default; and*

*B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.*

### 3. Drug-Free Workplace (Grantees Other Than Individuals)

*As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620.*

*A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:*

- (i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;*

- (ii) Establishing an on-going drug-free awareness program to inform employees about -*

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will:
- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: CCPS Office, 1100 Vermont Ave., NW Washington, DC 20530. Notice shall include the identification number(s) of each affected grant;
- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted:
- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state or local health, law enforcement or other appropriate agency;
- (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

N/A

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each Federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.

Check ☐ if the state has elected to complete OJP Form 4061/7.

#### 4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

#### 5. Non-Supplanting

The applicant hereby certifies that Federal funds will not be used to replace or supplant state or local funds, or funds supplied by the Bureau of Indian Affairs, that would, in the absence of Federal aid, be made available to or for law enforcement purposes.

#### 6. Retention

The applicant hereby certifies that it understands that it must abide by its submitted plan to retain the additional officer positions at the conclusion of the grant period.

Grantee Name and Address: Santa Cruz County Sheriff's Office, 701 Ocean St., Rm. 340. Santa Cruz, CA

Application No. and/or Project Name: CA04400

Grantee IRS/ Vendor Number: 946000534

Typed Name and Title of Law Enforcement Representative: Mark S. Tracy, Sheriff-Coroner

Signature: 

Date: 4-8-99

As the duly authorized representative of the governing body, I hereby certify that the I am binding the governing body to the above certifications, including the plan to retain. Elections of new officials will not relieve the governing body of its obligations under this grant.

Typed Name and Title of Government Representative: Susan A. Mauriello, County Administrative Officer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Assurances

Several provisions of Federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that you (the applicant) will comply with these provisions. If you would like further information about any of the matters on which we seek your assurance, please contact us.

By your authorized representative's signature, you assure us and certify to us that you will comply with all legal and administrative requirements that govern the applicant for acceptance and use of Federal grant funds. In particular, you assure us that:

1. You have been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on your behalf are authorized to do so and to act on your behalf with respect to any issues that may arise during processing of this application.
2. You will comply with the provisions of Federal law which limit certain political activities of your employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 USC § 1501, et seq.
3. You will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if they apply to you.
4. You will establish safeguards, if you have not done so already to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. You will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. You will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant; with the program guidelines; with the requirements of CMB Circulars A-87 (governing cost calculations) and A-128 or A-133 (governing audits); with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; with 28 CFR Part 66 (Uniform Administrative Requirements); with the provisions of the current edition of the appropriate CCPS grant owner's manual; and with all other applicable laws, orders, regulations or circulars.
7. You will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in your agency.
8. You will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with Federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 USC § 20001); the Indian Civil Rights Act (25 USC §§ 1301-1308); Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 USC § 12101, et seq.); the Age Discrimination Act of 1975 (42 USC § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against you after a due process hearing, you agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW Washington, DC 20531.
- B. If you are applying for a grant of \$500,000 or more and Department regulations (28 CFR 42.301 et seq.) require you to submit an Equal Opportunity Employment Plan, you will do so at the time of this application, if you have not done so in the past. If you are applying for a grant of less than \$500,000 and the regulations require you to maintain a Plan on file in your office, you will do so within 120 days of your grant award.
9. You will insure that the facilities under your ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that you will notify us if you are advised by the EPA indicating that a facility to be used in this grant is under consideration for listing by EPA.
10. If your state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, you have made this application available for review by the state Single Point of Contact.
11. You will devise a plan to retain the increased hiring level with state and local funds after the conclusion of your grant.

I hereby certify compliance with the above assurances that govern the application and use of Federal funds.

Signature: \_\_\_\_\_

Date: 4-8-99



**U.S. Department of Justice**  
Office of Community Oriented Policing Services

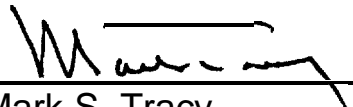
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## **Universal Hiring Program COPS Retention Plan**

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The Santa Cruz County Sheriffs Office and the County of Santa Cruz recognize a retention requirement is a condition of the COPS hiring and redeployment grant program, and that Santa Cruz County is committed to retaining the COPS funded deputy positions with state or local funding following the conclusion of Federal support at the end of the grant period. Further, Santa Cruz County understands that the U.S. Department of Justice recognizes that local fiscal and budgetary conditions cannot always be predicted with certainty, and that generally the COPS Office will not penalize grantees that have experienced natural disasters and/or severe and unforeseen fiscal conditions.

Date: 4-8-99

  
\_\_\_\_\_  
Mark S. Tracy  
Sheriff-Coroner

Date: \_\_\_\_\_

\_\_\_\_\_  
Susan A. Mauriello  
County Administrative Officer

## Universal Hiring Program Budget Information

Applicant Name: Santa Cruz County Sheriff's Office ORI Code (Assigned by FBI): CA04400 State: CA

This worksheet will assist you in properly organizing and estimating your costs and providing the necessary details for financial review. Complete Part 1 if you are requesting funds for full-time officers, Part 2 if you are requesting part-time officers, and both parts if you are requesting full- and part-time officers. Everyone must complete a Budget Summary. If you plan to hire more than one part-time officer and they will be working a different number of hours, use average salary and benefit figures.

The budget information you provide will be used to calculate your grant amount. Assistance in completing this information is available from the U.S. Department of Justice Response Center at 1-800-421-6770, or by writing the COPS Office, 1100 Vermont Avenue, NW, Washington, DC 20530. OMB Approval #1103-0027, exp. 5/98

### Part 1: Complete If You Are Requesting Full-Time Officers

#### 1. Cost Per Full-Time Officer – Year 1

Current Annual Entry-Level Base Salary \$ 44,269a )

#### Annual Fringe Benefits:

*FICA/Social Security	\$ <u>642</u>
Health Insurance	\$ <u>4,445</u>
Life Insurance	\$ _____
Vacation	\$ _____
Sick Leave	\$ _____
Retirement	\$ <u>5,058</u>
*Worker's Comp.	\$ _____
*Unemployment Ins.	\$ _____
Other _____	\$ _____
(Please list others.)	

Total Fringe Benefits	\$ <u>10,145</u> (b)
Total Year 1 Salary and Benefits	\$ <u>54,414</u> (c)

#### Instructions

Enter the base annual salary that your department currently pays a new, entry-level officer.

Department costs of FICA/SS (may not exceed 7.65%).

Department costs toward health insurance coverage.

Department costs toward life insurance coverage.

Department vacation costs, if not included in base salary.

Department sick leave costs, if not included in base salary.

Department contribution to retirement benefits.

Department costs of worker's compensation.

Department costs of unemployment insurance.

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted. Please do not include these costs.**

Sum of department fringe benefit costs for Year 1.

Year 1 base salary plus Year 1 fringe benefits (line a + line b)

## 2. Cost Per Full-Time Officer – Year 2

Current Annual Entry-Level Base Salary \$ 48,253 (d)

### Annual Fringe Benefits:

\*FICA/Social Security \$ 700  
Health Insurance \$ 4,578  
Life Insurance \$ \_\_\_\_\_  
Vacation \$ \_\_\_\_\_  
Sick Leave \$ \_\_\_\_\_  
Retirement \$ 5,513  
\*Worker's Comp. \$ \_\_\_\_\_  
\*Unemployment Ins. \$ \_\_\_\_\_  
Other \_\_\_\_\_  
(Please list others.)

Total Fringe Benefits \$ 10,791 (e)  
Total Year 2 Salary and Benefits \$ 59,044 (f)

## 3. Cost Per Full-Time Officer – Year 3

Current Annual Entry-Level Base Salary \$ 52,596 (g)

### Annual Fringe Benefits:

\*FICA/Social Security \$ 763  
Health Insurance \$ 4,715  
Life Insurance \$ \_\_\_\_\_  
Vacation \$ \_\_\_\_\_  
Sick Leave \$ \_\_\_\_\_  
Retirement \$ 6,009  
\*Worker's Comp. \$ \_\_\_\_\_  
\*Unemployment Ins. \$ \_\_\_\_\_  
Other \_\_\_\_\_  
(Please list others.)

Total Fringe Benefits \$ 11,487 (h)  
Total Year 3 Salary and Benefits \$ 64,083 (i)

## Instructions

Enter the base annual salary that your department currently pays a new, entry-level **officer** in Year 2.

Department costs of **FICA/SS** (may not exceed 7.65%).

Department costs toward health insurance coverage.

Department costs toward life insurance coverage.

Department vacation costs, if not included in base salary.

Department sick leave costs, if not included in base salary.

Department contribution to retirement benefits.

Department costs of worker's compensation.

Department costs of unemployment insurance.

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted. Please do not include these costs.**

Sum of department fringe benefit costs for Year 2.

Year 2 base salary plus Year 2 fringe benefits (line d + line e).

## Instructions

Enter the base annual salary that your department currently pays a new, entry-level **officer** in Year 3.

Department costs of **FICA/SS** (may not exceed 7.65%).

Department costs toward health insurance coverage.

Department costs toward life insurance coverage.

Department vacation costs, if not included in base salary.

Department sick leave costs, if not included in base salary.

Department contribution to retirement benefits.

Department costs of worker's compensation.

Department costs of unemployment insurance.

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted. Please do not include these costs.**

Sum of department fringe benefit costs for Year 3.

Year 3 base salary plus Year 3 fringe benefits (line g + line h).

Department Name: Santa Cruz County Sheriff's Office OR1 Code (Assigned by FBI): CA04400

## Part 2: Complete If You Are Requesting Part-Time Officers

*Note: There is a funding cap for part-time officers in proportion to the number of hours worked (e.g., 20 hours/week = .5 full-time equivalent officer).*

**1. Part-Time Hours:** What is the average number of hours per week that your part-time COPS officer will work? \_\_\_\_\_  
How many hours per week is considered full-time employment? \_\_\_\_\_  
What is the average number of hours per year that your part-time COPS officer will work? \_\_\_\_\_  
What is the hourly rate for the part-time COPS officer? \_\_\_\_\_  
Multiply the hourly rate by the average number of hours per year and enter this amount in (j) below.

### 2. Cost Per Part-Time Officer – Year 1

**Current Annual Entry-Level Base Salary  
For a Part-Time Officer** \$ N/A (j)

#### **Annual Fringe Benefits:**

\*FICA/Social Security \$ \_\_\_\_\_  
Health Insurance \$ \_\_\_\_\_  
Life Insurance \$ \_\_\_\_\_  
Vacation \$ \_\_\_\_\_  
Sick Leave \$ \_\_\_\_\_  
Retirement \$ \_\_\_\_\_  
\*Worker's Comp. \$ \_\_\_\_\_  
\*Unemployment Ins. \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list others.)

Total Fringe Benefits \$ \_\_\_\_\_ (k)  
**Total Year 1 Salary and Benefits** \$ \_\_\_\_\_ (l)

### Instructions

*Enter the base annual salary that your department currently pays a new, entry-level, part-time officer.*

*Department costs of FICA/SS (may not exceed 7.65%).  
Department costs toward health insurance coverage.  
Department costs toward life insurance coverage.  
Department vacation costs, if not included in base salary.  
Department sick leave costs, if not included in base salary.  
Department contribution to retirement benefits.  
Department costs of worker's compensation.  
Department costs of unemployment insurance.  
**Costs of equipment, training, uniforms, vehicles and overtime are not permitted. Please do not include these costs.***

Sum of department fringe benefit costs for Year 1.  
Year 1 base salary plus Year 1 fringe benefits (line j + line k).

### 3. Cost Per Part-Time Officer – Year 2

Current Annual Entry-Level Base Salary \$   N/A   (m)

#### Annual Fringe Benefits:

*FICA/Social Security	\$ _____
Health Insurance	\$ _____
Life Insurance	\$ _____
Vacation	\$ _____
Sick Leave	\$ _____
Retirement	\$ _____
*Worker's Comp.	\$ _____
*Unemployment Ins.	\$ _____
Other _____	\$ _____
(Please list others.)	

Total Fringe Benefits	\$ _____ (n)
Total Year 2 Salary and Benefits	\$ _____ (o)

### 4. Cost Per Part-Time Officer – Year 3

Current Annual Entry-Level Base Salary \$   N/A   (p)

#### Annual Fringe Benefits:

*FICA/Social Security	\$ _____
Health Insurance	\$ _____
Life Insurance	\$ _____
Vacation	\$ _____
Sick Leave	\$ _____
Retirement	\$ _____
*Worker's Comp.	\$ _____
*Unemployment Ins.	\$ _____
Other _____	\$ _____
(Please list others.)	

Total Fringe Benefits	\$ _____ (q)
Total Year 3 Salary and Benefits	\$ _____ (r)

### Instructions

Enter the base annual **salary** that your department currently pays a new, entry-level, part-time COPS **officer** in **Year 2**.

Department costs of **FICA/SS** (may not exceed 7.65%).

Department costs toward health insurance coverage.

Department costs toward life insurance coverage.

Department vacation costs, if not included in base salary.

Department sick leave costs, if not included in base salary

Department contribution to retirement benefits.

Department costs of worker's compensation.

Department costs of unemployment insurance.

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted. Please do not include these costs.**

Sum of department fringe benefit costs for Year 2.

Year 2 base salary plus Year 2 fringe benefits (line m + line n).

### Instructions

Enter the base annual salary that your department currently pays a new, entry-level, part-time COPS **officer** in **Year 3**.

Department costs of **FICA/SS** (may not exceed 7.65%).

Department costs toward health insurance coverage.

Department costs toward life insurance coverage.

Department vacation costs, if not included in base salary.

Department sick leave costs, if not included in base salary.

Department contribution to retirement benefits.

Department costs of worker's compensation.

Department costs of unemployment insurance.

**Costs of equipment, training, uniforms, vehicles and overtime- not permitted. Please do not include these costs.**

Sum of department fringe benefit costs for Year 3.

Year 3 base salary plus Year 3 fringe benefits (line p + line q).

217  
Department Name: Santa Cruz County Sheriff's Office OR1 Code (Assigned by FBI): CA04400

### Part 3: Universal Hiring Program – Budget Summary

After completing Part 1 and/or Part 2 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for the worksheet. Be sure to answer **EVERY** question. Missing or erroneous information can greatly slow the grant-making process.

1. If your department's second- and third-year costs for salaries and/or benefits are greater than the first year, check the reason(s) why in the space below:

☒ Cost of living adjustment (COLA)      ☒ Step raises      ☒ Changes in benefit costs      Other (attach an explanation)

2. If you are requesting full-time officer(s), what is the department's total 3-year cost for salaries and benefits for one officer ?

(c+f+i): 177,541 (s)  $54,414 + 59,044 + 64,083 = 177,541$

Multiple the total from (s) above by 0.75 (75%): \$ 133,156 (t). Compare (t) to \$75,000. Write whichever amount is LESS: \$ 75,000 (u). This is the maximum amount of Federal funds for which your department is eligible.

If you are requesting part-time officer(s), what is the department's total 3-year cost for salaries and benefits for one officer?

(1 + o + r): N/A (v)

Multiple the total from (v) above by 0.75 (75%): \$ N/A (w). This is the maximum amount of Federal funds for which your department is eligible.

3. State and municipal agencies that receive Federal grants are required to have audits of those grants forwarded to a single Federal agency (Justice, HUD, HHS, Transportation, etc.). The single Federal agency where such audits are sent is known as your "Cognizant Federal Agency." For assistance in determining which Federal agency receives your audits, call 1-800-421-6770. Enter the name of this Federal agency in the space below:

U. S. Department of Justice

4. Starting date of your fiscal year: July 1, 1999 Ending date: June 30, 2000

**NOTE: UNLESS A WAIVER IS AUTHORIZED, FEDERAL FUNDS FOR EACH OFFICER CANNOT EXCEED 75 PERCENT OF 3-YEAR COSTS OF AN ENTRY-LEVEL OFFICER'S SALARY AND BENEFITS, OR \$75,000, WHICHEVER IS LESS.**

**\* IF NO FUNDS WERE BUDGETED FOR WORKER'S COMPENSATION, FICA OR UNEMPLOYMENT, PLEASE EXPLAIN.**

5. Under COPS grants, the Federal share of total salaries and benefits must decrease each year leading to full local funding by the fourth year of officers' employment. At the same time, your local share must increase each year. The percentage of total officers' salaries and benefits paid with Federal funds must be less in Year 2 than in Year 1 and less in Year 3 than in Year 2. Looking at it from the local funding perspective, the percentage of total officers' salaries and benefits paid with local funds must be more in Year 2 than in Year 1 and more in Year 3 than in Year 2. Fill out the following 3-year projection, showing how the Federal share and your share will change year by year for one officer. **If applying for a waiver, you must still complete the Federal and local amount sections as if you were not receiving a waiver.**

### Federal Share Requirement for One Full-Time Officer's Salary and Benefits

	YEAR 1	YEAR 2	YEAR 3	TOTAL - 3 YEARS
Federal Amount (Percentage must decrease each year)	\$25,003	\$24,999	\$24,998	\$75,000  May not exceed 75% of total costs or \$75,000, whichever is smaller - line (u)
Local Amount (Percentage must increase each year)	\$29,411	\$34,045	\$39,085	\$102,541
Total (Federal Amount plus Local Amount)	\$54,414 Year 1 - line (c)	\$59,044 Year 2 - line (f)	\$64,083 Year 3 - line (i)	\$177,541 Total 3-year costs - line (s)

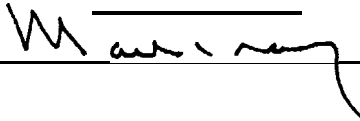
### Federal Share Requirement for One Part-Time Officer's Salary and Benefits

	YEAR 1	YEAR 2	YEAR 3	TOTAL - 3 YEARS
Federal Amount (Percentage must decrease each year)	\$ N/A	\$	\$	\$ line (v)
Local Amount (Percentage must increase each year)	\$	\$	\$	\$
Total (Federal Amount plus Local Amount)	\$ Year 1 - line (1)	\$ Year 2 - line (0)	\$ Year 3 - line (r)	\$ Total 3-year costs - line (w)

**21 Signature**

*The undersigned attests to the accuracy of the Budget Information submitted on the preceding pages.*

Name (typed) of Authorized Official: Mark S. Tracy Title: Sheriff-Coroner

Signature:  Date: 4-8-99





# County of Santa Cruz

51

SHERIFF -CORONER

701 OCEAN STREET, SUITE 340, SANTA CRUZ, CA 95060

(831) 454-2985 FAX: (831) 454-2353

MARK TRACY  
SHERIFF -CORONER

April 21, 1999

COPS Universal Hiring Program  
U.S. Department of Justice  
1100 Vermont Avenue, NW  
Washington, DC 20530

Dear COPS Universal Hiring Program Administrator:

The Santa Cruz County Sheriffs Office has implemented Community Policing as an integral part of combating crime and improving the quality of life in our community. Through police-citizen cooperation, persistent local problems have been identified. Community partnerships have further helped us all to learn more about why problem conditions exist and what can be done to prevent future crime.

The Universal Hiring Program has been of great assistance to our department by providing funding that has allowed us to implement and maintain a School Resource Officer Program and to hire other deputies to support our Community Oriented Policing Plan.

Therefore, the Santa Cruz County Sheriffs Office requests funding to hire an additional four (4) deputy sheriffs through the COPS Universal Hiring Program to continue our efforts in the development and implementation of Community Oriented Policing.

Upon notification of funding, deputies hired under the provisions of the COPS Universal Hiring Program will be deployed into community policing assignments or a comparable number of veteran deputies will be redeployed into community policing assignments in their place.

The assistance provided to our department by the COPS Universal Hiring Program has helped us put more deputies on the street in community policing roles. Your assistance has been deeply appreciated.

Sincerely,

Mark Tracy  
Sheriff-Coroner

17