

NEVADA OFFICE OF THE ATTORNEY GENERAL
Federal Fiscal Year 2018 STOP/SASP Program Sub-Grant Application

Part 1 - TITLE PAGE

Agency: Sparks Police Department
(Enter the full legal name of the applicant.)

Project Title: Victim Advocate
(Enter a brief, descriptive title, e.g. Law Enforcement Training: Sexual Assault Investigations.)

Project Jurisdiction: City of Sparks, Washoe County
(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)

Service Area: (check all applicable)

☒ Urban/Suburban
☐ Rural/Frontier
☐ Northern Nevada

State Priorities: (Check all applicable)

☒ Local/regional collaborative approaches
☒ Core victim services (Crisis Intervention/Referral/Shelter)
☒ Advocacy (community-based, system-based)
☐ Area with limited availability of services
☐ Training (law enforcement, prosecutors, victim services, courts)
☒ Linguistically/Culturally Underserved Populations
☐ Data Collection project

Federal Purpose Areas

STOP Number(s) # 5, 10, 11

SASP Number(s) # _____

(Include all applicable Purpose Areas being addressed in this application)

Source of Funds	Totals	*Describe Match Type/Source, if any
Grant Funds	\$75,471	<i>Personnel and Fringe Benefits</i>
Match Funds*	\$25,157	
TOTAL PROJECT BUDGET (all funds)	\$100,628	

Contact Info	Executive Director	Project Director	Fiscal Officer <i>(must be different than Executive Director)</i>
Name	Brian Allen	Tara Bell	Rick Parton
Title/Position	Chief of Police	Grant Administrator	Accountant II
Mailing Address City, State & Zip	1701 E. Prater Way, Sparks NV 89434	1701 E. Prater Way, Sparks NV 89434	431 Prater Way, Sparks NV 89431
Physical Address City, State & Zip	Same as Above	Same as Above	Same as Above
Telephone	775-353-2220	775-353-2223	775-353-7846
Fax	775-353-7834	775-353-7834	775-353-7899
E-Mail	ballen@cityofsparks.us	tbell@cityofsparks.us	rparton@cityofsparks.us
Signature/Date	 3/22/2018	 3/22/18	 3/27/18
DUNS Number	030950187	SAM Expiration Date	09/13/2018

Part 2 – ABSTRACT

The proposed project of the Sparks Police Department is to continue to employ a second full-time bilingual Victim Advocate who will provide services and resources to victims of interpersonal violence (domestic violence, stalking, and sexual abuse) who are often vulnerable individuals within an underserved population. VAWA-STOP funds will help to pay for salary and fringe benefits for this advocate position. The Sparks Police Department will enhance the services offered to victims of crime and collaborate with other systems-based agencies and non-profit agencies like the Washoe County District Attorney's Office-Victim Witness Assistance Center, Safe Embrace, and the Victims of Crime Treatment Center. The second victim advocate will continue to review reports of domestic violence, sexual violence, and stalking to provide appropriate services tailored to meet the needs of victims of interpersonal violence. This may include safety planning, survivor support, therapy referrals, temporary protection order information and emergency shelter information that is available locally within the community. Additionally, the second victim advocate will continue to aid victims of crime over various communication platforms (i.e. in-person, telephone, text message or email) and locations (i.e. police station, courts, medical facilities, and domestic violence shelters).

Part 3 - PROJECT NARRATIVE

Statement of Need - A:

The City of Sparks continues to grow in population. According to the United States Census Bureau, Sparks' population since 2010 has increased over nine percent and is estimated at over 98,000 people in 2016. Due to this, the community is being impacted with higher rates of violent crime which has created a greater need for direct victim services. Domestic violence, specifically, is a crime that impacts the Sparks community almost daily. During the 2017 calendar year, the Sparks Police Department responded to 2,505 family disturbance calls. A family disturbance call can indicate that a domestic battery has occurred, or it may also be a verbal domestic disturbance that would not necessarily result in a criminal case. Of the 2,505 family disturbance calls, 969 cases were taken for misdemeanor and felony domestic battery offenses. During this same time frame, the Sparks Police Department also investigated 181 criminal sex offense cases, 169 temporary/extended protection order violations, 17 stalking cases and two homicides.

The Sparks Police Department currently has two full-time Victim Advocates; one of whom has been funded through the Violence Against Women Act (VAWA) - Services Training Officers Prosecutors (STOP) grant since January 2016. The two Victim Advocates comprise the department's entire Victim Services Unit who serve all victims of violent crime and interpersonal violence (domestic violence, sexual assault, and stalking). The addition of the second Victim Advocate has enabled the volume of crime victims to be dispersed more evenly and provide more timely assistance to the victim's needs. Currently, the STOP grant-funded advocate focuses primarily on victims of interpersonal violence; within the past year, 185 victims of domestic violence, stalking and/or sexual assault were provided assistance, to include, referrals to counseling services, housing, legal assistance, language services, shelter, court accompaniment and hospital accompaniment. Without the continued funding support from the VAWA grant programs, the Sparks Police Department will face significant financial difficulty in maintaining the personnel expenses of both full-time Victim Advocates and will have to consider eliminating one of the positions (lay-off). This potential loss of an advocate will not only significantly impact the workload of the remaining full-time Victim Advocate, but it will have negative ramifications for the victims of crime within the City of Sparks.

Statement of Need - B:

The City of Sparks is located on the eastern portion of Washoe County and is the fifth most populous city in Nevada. The Sparks Police Department Victim Services Unit (VSU) operates as a systems-based advocacy that not only focuses upon the primary victim of a crime, but on secondary victims such as children and witnesses. The Sparks Police Department VSU offers victim-centered programs which are single minded in helping crime victims within our community re-establish their own personal sense of comfort and control over their bodies and lives by explaining all options and resources available to them to make educated decisions. In a study by Wasco, Campbell, Barnes, and Ahrens (1999), research found that victims who worked with an advocate experienced less distress during contact with the legal and medical systems. Studies further show that when systems-based advocates are involved, survivors of crime find their individual victim advocates supportive and informative.

Our Sparks Police Department Victim Advocates regularly collaborate with other agencies, systems-based and non-profits alike, in the facilitation of victim recovery and education of the criminal justice system regarding the crime victim's case. Several of the partnering agencies exclusively devote themselves to preventing and supporting crime victims in specific areas, to include, interpersonal violence (domestic violence, sexual assault, and stalking), or child abuse. For example, Tu Casa Latina primarily assists our Hispanic community regarding issues of domestic violence; Child Protective Services focuses on children and their safety for the child's physical and emotional well-being; the Crisis Call Center utilizes their Sexual Assault Support Services (SASS) volunteers to advocate for sexual assault victims by providing support before and after the forensic exam process; and the Sparks City Attorney's Office Victim Advocate provides direct support and fosters decision-making to victims and witnesses participating in the criminal prosecution and courtroom process. Ideally, by increasing victim knowledge of the criminal justice system there is an increased willingness to testify which will increase successful prosecution and reduce further victimization. It is imperative that these agencies continue to work together to reach every victim of crime.

Statement of Need - C:

The Sparks Police Department currently has two full-time Victim Advocates; one of whom is bilingual and has been funded through the Violence Against Women Act (VAWA) - Services Training Officers Prosecutors (STOP) grant since January 2016. The additional Victim Advocate within the Sparks Police Department Victim Services Unit has ensured the needs of our crime victims, their families and survivors are met. Victims of violent crimes are often confused by the criminal justice system and are often unaware of the rights available to them. Unfortunately, much of the justice system is based around trying to ensure that the rights of the accused are protected. Victims of violent crime rely on a victim advocate to obtain assistance in getting protection orders, registering with Victim Information and Notification Everyday (VINE), applying for the Victims of Crime Compensation Program, help with immigration status issues (U-Visa), and referrals to the appropriate victim-centered trauma-informed programs available. Each time a victim, a member of their family, a friend, or a concerned neighbor reports a crime involving interpersonal violence to a law enforcement agency, an officer begins an investigation. When a patrol officer is dispatched to the call, it is their priority to assess the safety of the victim and possible apprehension of the suspect. Once officers have completed their investigation and have decided the appropriate course of action to be taken with the case, it is paramount to have a Victim Advocate available to step in and provide emotional and practical support for the victim and their family. The Victim Advocate assesses the victim's short term needs and long terms goals.

Retention of both full-time Victim Advocate positions will enable the Sparks Police Department to continue to provide more immediate and comprehensive services to victims of interpersonal violence. The Victim Advocates will continue to connect with local community and systems-based resources to provide a more streamlined approach for victims of crime. Core services and available resources to crime victims will continue to improve; especially, within the increasing population of our local Hispanic community. An interpreter is no longer needed because a bilingual Victim Advocate is on-hand, enabling the advocate and the victim to speak directly to each other without the embarrassment of having a third party listening to intimate details or the fear of judgement from strangers. Having two full-time advocates employed increases the ability of an advocate to accompany a victim to follow-up medical appointments, employers, school administrators, case managers from social services organizations and landlords.

Statement of Need - D:

The second Sparks Police Victim Advocate primarily provides services to victims of interpersonal violence that occurs within the City of Sparks, Washoe County, Nevada jurisdiction. The face of interpersonal violence reaches beyond the barriers of gender, age, economics, and ethnicity. Those most often vulnerable tend to be elderly, those with mental and physical disabilities, mental health issues, the undocumented and predominantly Spanish-speaking population. According to data from the 2009-2013 Census Bureau, 229,792 Nevada households (44% of total Hispanic households) are primarily Spanish-speaking and speak English “less than well.” Washoe County possesses the second largest Hispanic population with 28,236 households. Within the City of Sparks, nearly 30 percent of households are Hispanic. The lack of ability to communicate in a common language can foster myths, inaccurate information, and outright falsehoods regarding their rightful protection under the law. Expansion of the Violence Against Women Act (VAWA) provides protection to undocumented immigrants; but, many crime victims are unaware of this or where to turn for help. The second Victim Advocate, who is bilingual and has an experienced background in providing services to the mentally ill, works in cooperation with local resources to provide the unique and specialized assistance that each crime victim needs with the best resources available with continuity of care regardless of cultural or language barriers.

What Will Be Done:

The 2018-2019 STOP/SASP Violence Against Women Grant Program funds will ensure continued employment of the second Sparks Police Victim Advocate position, originally provided by the STOP Grant Pilot Program from fiscal year 2014-2015. The Sparks Police Department will continue to collaborate with local partners in the Washoe County and Northern Nevada area to help continue to support and train a professional, cohesive, and knowledgeable Victim Advocate to serve survivors of interpersonal violence. The second Victim Advocate will continue to work in tandem with the veteran Victim Advocate to provide support and advocacy to all victims of interpersonal violence. The second Victim Advocate will continue to assist police officers and investigators in working directly with victims; and will train quarterly with other law enforcement advocates, community-based advocates, and appropriate coordinated programs. Both victim advocates currently report directly to a Detective Sergeant within the Detective Section and receive annual performance evaluations.

The Victim Advocate will continue to collaborate with other like-minded agencies in their mission of helping those affected by crime to make informed decisions regarding their own lives. Facing an increase in victim advocacy needs, our second Victim Advocate reaches out to those affected by domestic violence, sexual assault and stalking cases and connects them to specialized counseling with community mainstays. The University of Nevada-Reno's THRIVE Center, Victims of Crime Treatment Center and La Clinica VIVA for Spanish speaking victims are a few examples. Each one of these programs is offered free of charge and exists solely to support and counsel adults and children of interpersonal violence and sexual abuse. The Crisis Call Center & Sexual Assault Support Services (SASS), Safe Embrace, Awaken, Child Protective Services, the Washoe County Child Advocacy Center, and local enforcement and prosecution agencies will continue to work with our second Victim Advocate to provide support to all adults and children over 13 years of age who are victims of violence and the cycle of violence. The joint efforts of this funded position will allow the Sparks Police Department to further support interpersonal violence victims and their families from the time the referral is made to the time that assistance is no longer needed.

The second Victim Advocate, now incorporated into the community, provides core services to victims of interpersonal violence. She develops rapport with each victim, informs them of their rights in the criminal justice system, contributes to safety planning and assists with short-term and long-term safety needs by utilizing local resources within the community. The second Victim

Advocate will continue to fulfill the following responsibilities: work alongside police officers and investigators, provide emotional support during the investigative stage of the criminal justice process, help coordinate case information with court advocates and prosecutors, continue to assist victims in completing Victims of Crime Program paperwork and provide referrals to victims of crime that are eligible for assistance. The second Victim Advocate participates in community outreach and education on interpersonal violence (domestic violence, sexual assault, and stalking) by being involved in various associated committees and providing victims' rights curriculum to law enforcement officers. The second Victim Advocate will continue to document, input data, track the number of victims served and the types of services provided to calculate where our victims' needs are not being met and where victim services could be better applied.

Evaluation Plan & Estimated Number of Clients/Services:

The Sparks Police Department and Human Resources will follow our internal policies and Civil Service Regulations regarding the employment of the second full-time Victim Advocate. A Sparks Police Detective Sergeant directly supervises and has fully incorporated the second Victim Advocate into the Victim Services Unit and is responsible for completion of both advocates' annual employee performance evaluations. The department's goals are to ensure the Victim Advocate participates in training on a quarterly basis, assists primary and secondary victims of interpersonal violence to include, domestic violence, sexual assault, and stalking, with emergency needs to community resources and professional referrals during office hours and when working on-call. The Victim Advocate will provide outreach and educational support to non-profit and law enforcement agencies.

Service to a client traditionally begins when a police report is created or when a citizen of Sparks contacts the Sparks Police Victim Services Unit (VSU). Assistance provided to primary and secondary victims is tracked by VSU advocates by documenting client information, service date, and referrals provided in a confidential Excel database. Each client that receives assistance or services has a file that is locked and maintained in the assigned Victim Advocate's office. The second Victim Advocate will help transition the client to the appropriate court advocate and will be available in extreme circumstances when a victim has requested additional support. Victims often stay in contact with our Victim Advocate for additional referrals or have friends, family members or acquaintances in similar interpersonal violence situations who need assistance. A Victim Advocate's contact with a victim does not necessarily end once the police investigation or court case is completed.

A second secure Excel database, certificates, and a Curriculum Vitae tracks the number of training hours that the Victim Advocate completes. The Victim Advocate will also attend community committee meetings and maintain the agenda and minutes of the meetings attended. The Victim Advocate will facilitate and teach in educational "in-service trainings" to support collaborative programs like Safe Embrace and other victim support groups as well as provide training to law enforcement agencies on victim's rights and resources available to victims of domestic violence, sexual assault, and stalking. Attendance sign-in sheets will be maintained to document the date, participant information, location and type of training provided.

The above noted goals and objectives are outlined in table format on the following page.

Goal	Objective	Method of Measurement	Estimated Number of Services/Clients (if applicable)	Responsible Party & Start Date
Goal 1 – Increase core victim services to victims of interpersonal violence, sexual assault and stalking.	A. Provide more comprehensive services to victims of crime effected in the city of Sparks.	A. Update an Excel spreadsheet tracking the number of primary and secondary victims and the types of services offered and referrals made. Update Victims files with notes reflecting services offered.	A. 200 victims within the year	A. Victim Advocate- July 1, 2018
Goal 2- Continue developing a professional, competent and community savvy Victim Advocate.	A. Attend regular trainings and seminars to maintain knowledge and grow skillset. B. Attend community committee meetings.	A. Certificates of completion and Curriculum Vitae B. Committee meetings minutes	A. One training per quarter B. One meeting per quarter	A. Victim Advocate- July 1, 2018 B. Victim Advocate- July 1, 2018
Goal 3- Provide outreach and educative support to collaborative non-profit agencies as well as law enforcement agencies.	A. Victim Advocate will facilitate in-service trainings with law enforcement and Safe Embrace as well as victim support groups.	A. Record number of participants on sign in sheets or if confidentiality is an issue, track the number of primary and secondary victims and the types of services offered and referrals made.	A. 30 staff/200 victims of crime	A. Victim Advocate- July 1, 2018

Sexual Assault Services:

If sexual assault services are being proposed, please answer the following questions:

1. What is your agency's mission statement?	"Your Sparks Police Department is dedicated to being a leader in building a strong, safe community through innovative service, sound management and a commitment to our employees."
2. Does your agency have a strategic plan for its sexual violence program?	Active participation in a multi-disciplinary team and monthly/bimonthly meeting attendance with partners to insure protocols are similar and based upon "best practice" to provide consistency of care.
3. Does your agency have strategic goals established for its sexual violence program?	See above.
4. Does your agency provide services to the full continuum of sexual violence survivors, including adult, youth, and child survivors?	Yes. The Sparks Police Department provides services and resources to all victims within the City of Sparks regardless of age, gender, race/ethnic background, sexual orientation, gender identity, or religious belief.
5. Does your agency have strong leadership that is committed to addressing sexual violence?	Yes. The Sparks Police Department is committed to providing services and resources to the needs of our victims, conducting thorough and complete investigations, and assisting prosecutors through the court process to hold sexual perpetrators accountable for their actions. This dedication helps aids victims in the recovery process by providing closure.
6. Does your agency understand the connection between sexual violence and oppression and work to end both?	Yes. Significant connection that involves power & control and the possible presence of other incidents on interpersonal violence. Important to provide services and resources that are victim-centered, and trauma informed.
7. What type of services does your agency provide to meet short-term needs of sexual violence survivors?	Our agency informs victims of their rights and often provides hospital accompaniment for victims in need of medical care, if they wish. Advocates can problem solve with the victim while also offering validation of the victim's own concerns. At no time, however, does the victim advocate influence the victim in their decisions. Successful advocacy for a victim benefits them and all victims who would follow.
8. What type of services does your agency provide to meet long-term needs of sexual violence survivors?	Our agency focuses on local referrals for counseling, food banks, housing and whatever else our Sexual Assault survivors need throughout the process of the police investigation. If requested, we will provide court accompaniment.
9. Does your agency provide specific advocacy training on sexual violence and core service	Victim Advocates sit as a panelist biannually to discuss victim services, law enforcement agency response, and impact on victims with the Crisis Call Center and the

provision?	Sexual Assault Support Services Volunteers.
10. Does your agency have a plan that is both proactive and responsive to vicarious trauma experienced by staff and volunteers?	Health Insurance Wellness Program in partnership with Specialty Health, Sparks Police Department Peer Support Program, Employee Assistance Program, classes on self-care and vicarious trauma provided by the Reno Police Department VSU.
11. How does your agency listen and respond to the needs of the community?	Most contact with the community is generated through calls for service to the police department or by directly contacting the VSU. Information, services, and resources provided to the community, like victims, are customized to meet their needs.
12. Explain how your agency speaks to the community about sexual violence.	Advocate has participated in community outreach at the “Generator” in Sparks to discuss sexual violence in the art community. Advocates are also available to answer questions regarding interpersonal violence situations in their families, to include, individuals who wish to remain anonymous.
13. Explain how your agency works with systems.	The Victim Services Unit within the Sparks Police Department is system-based. However, there is active and on-going participation in a multi-disciplinary team with the Washoe County Child Advocacy Center and collaboration with non-profit entities like Safe Embrace, the Crisis Call Center, and THRIVE/La Clinica VIVA.

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Collaborative Process:

Agency Name	Contact Name and Phone #	Describe Collaboration/Roles
The THRIVE Center/La Clinica VIVA/Victims of Crime Treatment Center	Lorraine Benuto, Ph.D.; Director, 775-682-8609	Work cooperatively to assist victims of interpersonal violence and children who are victims of violence that occurs in the City of Sparks and to foster a relationship of cooperation and mutual support by working to maintain the physical and emotional safety of victims of crime in shared jurisdiction. All services provided via VIVA/THRIVE/VCTC are free and available in Spanish, if needed.
Washoe County District Attorney's Office-Victim Witness Assistance Center	Stephanie Shuman; DA Supervising Investigator; 775-321-4311	Victims of gross misdemeanors and felonies are transitioned to the Victim Witness Assistance Center at the Washoe County District Attorney's office. Sparks Police Department's VSU advocates relay information they have learned of or been told by the victim(s) so the VWAC advocate is not repeating questions of events already answered by the victim(s) or paperwork already completed. It is not uncommon for a victim to request court accompaniment by both the Sparks Police Department victim advocate who initially assisted the victim and the VWAC advocate who will walk the victim(s) through the criminal justice process.
Crisis Call Center – Sexual Assault Support Services (SASS)	Rachelle Pellissier, Exec. Dir.; 775-784-8085	The Sparks Police Victim's Services Unit provides training on victims' rights and laws associated to sexual violence. SASS provides advocacy for sexual assault victims.

Sustainability Plan:

The Sparks Police Department is committed to emulating its vision of implementing strategies to prevent crime, promote excellence in leadership and to have its employees serve our community with honor, pride and privilege. Realizing that all crime cannot be prevented, members of the Sparks Police Department provide direct victim services to those who have been impacted by crime in our city. Depending on the needs of crime victims, Sparks Police as a primary responder will identify the immediate needs of the victims and with assistance from the Sparks Police Victim Services Unit will help identify which victims will benefit from comprehensive services. For victims of interpersonal violence, the Sparks Police Victim Services Unit regularly collaborates and works in conjunction with established non-profit organizations like Safe Embrace and La Clinica VIVA.

The initial goal was to absorb the grant-funded Victim Advocate position into the City of Sparks General Fund budget when current grant funds expire June 30, 2018. However, the city is experiencing an unexpected budgetary shortfall due to the required repayment of approximately \$1.3 million of tax revenues, which is the city's share of over \$30 million in overpaid tax monies to the state. This is a significant monetary loss to the city's general fund and as a result virtually all "new needs" requests for the upcoming fiscal year were denied citywide. The City of Sparks is anticipating financial recovery and increases in revenue in fiscal year 2019-2020. It is the current plan of the Sparks Police Department to absorb the second Victim Advocate position into its budget in fiscal year 2019-2020, once the grant funds expire.

Performance:

In January 2016, with the assistance of VAWA-STOP program funding the Sparks Police Department (S.P. D.) hired a second Victim Advocate, who is bilingual, to our Victim Services Unit (V.S.U.). For the last three grant cycles funding has been received, all required reporting has been successful and completed on time. Since 2016, goals and expectations have been exceeded in reaching out to our underserved and vulnerable population. The continued support of grant funding has enabled S.P.D. to maintain full-time employment of our bilingual Victim Advocate to insure effective communication occurs and the needs of our Hispanic population are met. Recently, our second Victim Advocate has attended comprehensive training through the National Organization for Victim Assistance (NOVA) as well as locally in collaboration with the Washoe County Domestic Violence Task Force, whose members include systems-based victim advocates from local police departments and courts as well as from non-profit organizations.

From January 1, 2016 through March 6, 2018, a total of 378 primary victims/survivors were served or partially served by the grant-funded Victim Advocate. Within the first few months of 2018, 31 primary victims and 35 secondary victims were provided assistance. Our crime victims are being contacted in a more efficient manner via phone calls, text messages, hospital visits, on scene and in our police station. Crime victims and their families are being offered direct victim services after their needs are assessed and an effective safety plan constructed. Sparks Police V.S.U. continues to strive to reach identified goals and expectations by providing needed services/resources to as many of Sparks' victims of intimate partner violence, sexual assault and stalking as possible.

Part 4 – REQUIRED FORMS

Attachment A

STOP Certification
Confidentiality Acknowledgement
Standard Certifications
Standard Assurances
Nevada Attorney General's Office Acknowledgement Form

**NEVADA ATTORNEY GENERAL OFFICE
REQUEST FOR APPLICATIONS ACKNOWLEDGEMENT FORM**

In signing this form as the authorized representative of the submitting agency, I acknowledge that the applicant agency Sparks Police Department (agency name) is aware of these requirements and is prepared to comply with each as well as with any other requirements that are imposed after any award of funding due to changes in federal or state requirements.

1. **Reviewed Entire Solicitation.** By signing below as the authorized representative of the agency noted above, I acknowledge that I have read and reviewed the entire solicitation.
2. **Subgrantee Monitoring.** Each funded agency may receive an on-site monitoring visit which will include both a programmatic and fiscal component. Ideally, the agency will have a 30-day advance notice of such visits; however, the NOAG reserves the right to conduct visits with little or no notice if problems are suspected or in the event that complaints are received.
3. **Quarterly Teleconferences.** The NOAG will assess training needs as well as compliance issues and provide trainings using teleconferences. Funded agencies are expected to participate in these teleconferences.
4. **Networking.** Networking opportunities will be facilitated by the NOAG. Agencies may be asked to send staff to another agency locally that provides similar services to better understand services as well as referral processes and limitations/eligibility requirements.
5. **Disaster Response Plan and Evacuation Plan.** All funded agencies providing services to clients shall have a Disaster Response Plan as well as an Evacuation Plan. All agencies which provide housing and/or shelter to clients shall have an Evacuation Plan clearly posted and shared with clients. Agencies that provide services to clients but do not have a shelter or housing program shall have an evacuation plan for their offices which provide client services clearly posted. All staff shall receive ongoing training on the Disaster and Evacuation Plan on a regular basis.
6. **Cost Allocation Plan for All Agency Funding.** All applicant agencies are required to complete and submit a cost allocation plan to include all funding received, applied for (pending), and discretionary funds anticipated from fund raising or other donations. Additionally, this cost allocation plan should show how the agency's anticipated funding will be allocated across anticipated agency expenses and should show how each position will be funded across all revenue streams (including actual or anticipated discretionary funds).
7. **All awards are contingent upon available funding.**

Sparks Police Department

Name of Agency

Brian Allen

Print Name of Authorized Person

Chief of Police

Title


Authorized Signature

03/26/2018
Date



OMB APPROVAL NUMBER 1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—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, as provided under 34 U.S.C. § 10382(c)(11).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Brian Allen, Chief of Police
Printed Name of Executive Director

Neil Krutz, Assistant City Manager
Printed Name of Board President or Equivalent


Signature of Executive Director


Signature of Board President or Equivalent

03/24/2018

3/27/18

*U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER*

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. 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 (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." 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 transaction, grant, or cooperative agreement.

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 - LLL, "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:

(a) 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;

(b) 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 a 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;

(c) 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 (1)(b) of this certification; and (d) 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:

(a) 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;

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

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) 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 (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) 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;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) 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

(2) 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;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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)

1701 E. Prater Way, Sparks, Washoe County, NV 89434

Check X 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.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE 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. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Sparks Police Department

1701 E. Prater Way, Sparks, NV 89434


2. Application Number and/or Project Name:

Victim Advocate

3. Grantee IRS/Vendor Number 88-60000202

4. Type/Print Name and Title of Authorized Representative

Brian Allen, Chief of Police


5. Signature

03/26/2018
6. Date

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE.
OFFICE OF JUSTICE PROGRAMS BJA NIJ OJJDP BJS OVC



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Brian Allen, Chief of Police

Typed Name of Authorized Representative

Title

Telephone Number 775-353-2220



Signature of Authorized Representative

03/26/2018

Date Signed

Sparks Police Department

Agency Name

U.S. Department of Justice
Office on Violence Against Women



OMB Clearance #1122-0001
Expiration Date 12/31/2015

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

Applicants should refer to the laws cited below for further information regarding the certifications to which they are required to attest. Signature on this form certifies that the state is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 and 42 U.S.C 3796gg through 3796gg-5 and 3796gg-8. The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Upon complying with the application requirements set forth in this Application Guide, any state shall be qualified for funds provided under the Violence Against Women Act upon certification that:

(1) the funds will be used only for the statutory purposes described in 42 U.S.C. § 3796gg (a) and (b);

(2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with:

- (A) the State sexual assault coalition;
- (B) the State domestic violence coalition;
- (C) the law enforcement entities within the State;
- (D) prosecution offices;
- (E) State and local courts;
- (F) Tribal governments in those States with State or federally recognized Indian tribes;
- (G) representatives from underserved populations, including culturally specific

populations;

- (H) victim service providers;
- (I) population specific organizations; and
- (J) other entities that the State or the Attorney General identifies as needed for the planning process;

(3) grantees will coordinate the State implementation plan with the State plans described in section 307 of the Family Violence Prevention and Services Act (42 U.S.C. 10407) and the programs described in section 1404 of the Victims of Crime Act of 1984 (42 U.S.C. 10603) and section 393A of the Public Health Service Act (42 U.S.C. 280b-1b).

(4) the amount granted will be allocated, without duplication, as follows: not less than 25 percent for law enforcement, not less than 25 percent for prosecutors, not less than 30 percent for victim

services (of which at least 10 percent will be distributed to culturally specific community-based organizations), and not less than 5 percent to state and local courts;

(5) not later than 2 years after March 7, 2013, and every year thereafter, not less than 20 percent of the total amount granted to a State under this subchapter shall be allocated for programs or projects in 2 or more allocations listed in paragraph (4) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship; and

(6) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by 42 U.S.C. 3796gg-4, 3796gg-5, and 3796gg-8 and implemented at 28 CFR Part 90:

(1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

(a) A State, Indian tribal government, or unit of local government shall not be entitled to funds under this subchapter unless the State, Indian tribal government, unit of local government, or another governmental entity—

(1) incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and

(2) coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims.

(b) A state, Indian tribal government, or unit of local government shall be deemed to incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault if any government entity:

(1) provides such exams to victims free of charge to the victim; or

(2) arranges for victims to obtain such exams free of charge to the victims.

(c) A State or Indian tribal government may use STOP grant funds to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams by any State, Indian tribal government, or territorial government that requires victims of sexual assault to seek reimbursement for such exams from their insurance carriers.

(d) (1) To be in compliance with this section, a State, Indian tribal government, or unit of local government shall comply with this provision without regard to whether the victim participates in the criminal justice system or cooperates with law enforcement.

(2) States, territories, and Indian tribal governments shall have 3 years from march 7, 2013 to come into compliance with this section.

(2) Filing Costs For Criminal Charges and Protection Orders

A state, Indian tribal government, or unit of local government will not be entitled to funds unless it

certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony sexual assault, domestic violence, dating violence, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

(3) Judicial Notification

A State or unit of local government shall not be entitled to funds under this part unless the State or unit of local government--

(a) certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related federal, state, or local laws; or

(b) gives the Attorney General assurances that its judicial administrative policies and practices will be in compliance with the requirements of subparagraph (A) within the later of—

(1) the period ending on the date on which the next session of the State legislature ends; or

(2) January 5, 2008.

(4) Polygraph Testing Prohibition

(a) In order to be eligible for grants under this part, a state, Indian tribal government, territorial government, or unit of local government shall certify that, not later than January 5, 2009, their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

(b) Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with above certifications.

Brian Allen	Chief of Police	775-353-2220
Typed Name of Authorized Representative	Title	Telephone Number



Signature of Authorized Representative



Date Signed

Sparks Police Department

Agency Name

Public Reporting Burden Paperwork Reduction Act Notice.

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, 10th Floor, Washington, DC 20530.

Attachment B

VAWA 2018 PROGRAM GRANT CERTIFICATION OF NON-DISCRIMINATION

Please submit this completed page as part of your application.

The State of Nevada will not provide support to organizations that in their constitution or practice discriminate against a person or group on the basis of age, gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation, or gender identification.

STATEMENT OF APPROVAL

The undersigned affirms that the responsible governing body approved this request on 3/26/2018 (date) and is aware of and concurs with the foregoing information. Further, if the proposed grant is awarded, the undersigned agrees to use the funds only for the purpose granted and to provide any reports or information that may be requested by the Nevada Office of the Attorney General.

Additionally, the undersigned affirms that the governing body of this agency has read and understands the nondiscrimination policy. Furthermore, the undersigned declares that this organization, operating in accord with said policy, does not discriminate against any person or group and will ensure that the Project Director and/or funded program staff will view or read the OCR training found at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Signature: 

Name: Brian Allen
(Please type/print name)

Title: Chief of Police

Organization: Sparks Police Department – 1701 E. Prater Way, Sparks, NV 89434

Date: 03/26/2018

Attachment C

Letter of Collaboration & Memorandum of Understanding



Christopher J. Hicks
District Attorney

P.O. Box 11130
Reno, Nevada 89520

775.328.3200
washoecounty.us/da

March 12, 2018

Office of the Attorney General

100 North Carson Street

Carson City, NV 89701

To Whom it May Concern:

I am writing this letter of support for the Sparks Police Department. Spark Police Department has made direct victim services since May of 2008. In January of 2016 Sparks Police Department expanded their services to include a bilingual Victim Advocate. This advocate has been providing services to survivor of intimate partner violence. Our agency can attest to the professionalism exhibited by Sparks Police Department, as we work together to serve victims of crime.

Through the STOP grant, the Sparks Police Department will be able to continue providing direct services to survivors of intimate partner violence, to include domestic violence, sexual assault, and stalking. The role the bilingual Victim Advocate plays at Sparks Police Department is essential to provide direct resources and support to the victims in the Hispanic community of Sparks, Nevada. In 2017, Sparks Police Department was able to assist 185 victims of domestic violence, stalking and sexual assault.

I fully support their efforts to continue serving our community. If granted this funding the Sparks Police Department will be able to address the ever growing need to assist and support victims of domestic violence, stalking and sexual assault.

Thank you,

A handwritten signature in blue ink, appearing to be "Shuman", is written over a horizontal line.

Stephanie Shuman

DA Supervising Investigator
Washoe County District Attorney's Office

Attachment C-1

MEMORANDUM OF UNDERSTANDING (MOU)
by and between SPARKS POLICE DEPARTMENT VICTIM SERVICES UNIT, LA
CLINICA VIVA, the THRIVE CENTER, and the VICTIMS OF CRIME TREATMENT
CENTER

This MOU is made by and between:

Sparks Police Department Victim Services Unit (SPD VSU)
1701 E Prater Way
Sparks, NV 89434

And

La Clinica VIVA, the THRIVE Center, and the Victims of Crime Treatment Center
(VCTC) (collectively, VIVA/THRIVE/VCTC)
Department of Psychology/296
University of Nevada, Reno
Reno, NV 89557

SPD VSU and/or VIVA/THRIVE/VCTC shall individually be referred to as a "Party" or collectively as "Parties."

The Parties agree to work cooperatively to assist victims of domestic violence, sexual abuse, and/or sexual assault (interpersonal violence) and children who are victims of violence and/or sexual abuse residing in the City of Sparks and Northern Nevada. The Parties further agree to foster a relationship of cooperation and mutual support between the Parties as they work to maintain the physical and emotional safety of victims of crime in the Northern Nevada community.

SPD VSU and VIVA/THRIVE/VCTC are prepared to provide the services and support designated below:

SPD VSU shall:

1. Commit to collaborative efforts to streamline referrals and services for victims served by VIVA/THRIVE/VCTC.
2. Refer victims of interpersonal violence and their children to VIVA/THRIVE/VCTC for mental health services.

VIVA/THRIVE/VCTC shall:

1. Be available to provide services to victims of interpersonal violence and their children when requested by any member of the Sparks Police Department or SPD VSU.
2. Conduct a thorough assessment and develop a detailed treatment plan for each client who is referred to VIVA/THRIVE/VCTC. Individuals who are victims of interpersonal violence and who are appropriate for group therapy will be invited to participate in a five-module Dialectical Behavioral Therapy group, delivered over approximately ten (10) weeks, where they will learn skills to help them to cope with depressed and anxious mood, interpersonal challenges, and emotional regulation. If the client requires additional mental health services, they may be provided with an appropriate referral. Child victims of sexual abuse will be connected with therapists who can provide individual treatment to them. Victims of sexual assault who, in the professional opinions of VIVA/THRIVE/VCTC and its staff, would benefit from individual therapy will be connected with therapists who can provide individual treatment to them. All services provided by VIVA/THRIVE/VCTC are free and available in Spanish, if needed.
3. Refer clients who may benefit from advocacy to SPD VSU.

Confidentiality:

Each Party acknowledges that certain confidential information may only be released or exchanged between the Parties under the following terms:

1. Any release or exchange of confidential information between the Parties must serve the shared primary goal of preserving the physical and emotional safety of the victim,
2. Any release or exchange of confidential information between the Parties must comply with each Party's internal statement or policy of confidentiality, and
3. Each Party shall comply with legal requirements, policies, and procedures in the event of a breach in privacy.

Each Party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is declared confidential by law or otherwise required by this MOU.

Compensation:

There will be no compensation or any other consideration except as expressly stated in this MOU by a Party to any other Party.

Non-Binding Nature:

This MOU represents the intentions of the Parties, made in good faith, to collaborate for the benefit of the Northern Nevada community. No third-party beneficiaries are intended by this MOU. Each Party understands and agrees that this MOU is not intended to constitute a legally binding obligation of any Party. All provisions and terms of this MOU are subject to contract.

No Indemnification

In the event that any Party or purported third-party beneficiary brings any legal action against any Party based in whole or in part upon this MOU or any services rendered pursuant to this MOU, each Party shall bear its own attorney fees and costs. There shall be no duty by any Party to indemnify or defend any other Party. The Parties acknowledge and agree that they would not have entered into this MOU if monetary damages of any kind were contemplated by this MOU, and no monetary damages of any kind are available to any Party under this MOU.

Modifications:

This MOU may be modified only by means of a written amendment signed by both parties.

Effective Date:

The Parties agree that this MOU will become effective when signed by both Parties.

Termination:

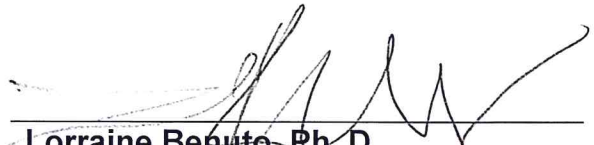
This MOU may be terminated at any time for any reason, with no penalty, by either Party subsequent to a written notice served by mail to the other Party of such termination.

[Signatures on following page]

Signed in the City of Sparks, Washoe County, State of Nevada, on
March 7, 2018, in two original sets, both of which shall constitute one and
the same instrument. The undersigned hereby execute this Memorandum of
Understanding on behalf of the Parties.



Brian Allen, Chief of Police
Sparks Police Department
1701 E Prater Way
Sparks, NV 89436



Lorraine Benuto, Ph. D
Director, THRIVE Center
Director, La Clinica VIVA
Director, VCTC
University of Nevada, Reno
Reno, NV 89557

Attachment D

Letter Regarding Supplanting

BRIAN ALLEN, *Chief of Police*



March 13, 2018

The Honorable Adam Laxalt
Attorney General, State of Nevada
100 North Carson Street
Carson City, Nevada 89701

Dear Attorney General Laxalt:

The Sparks Police Department certifies that any funds awarded through the 2018 Violence Against Women Act (VAWA) Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the same purpose. The Sparks Police Department understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

Brian Allen
Chief of Police

Attachment D-1

"Where Community Comes First"

1701 E. Prater Way, Sparks, Nevada 89434 • 775.353.2279 • Fax 775.353.2436

Attachment E

The City of Sparks is a local government entity that is exempt from sales tax, but does not hold 501 (c) (3) status. Associated tax documents are attached.



KENNY C. GUINN
Governor

THOMAS R. SHEETS
Chair, Nevada Tax Commission

DINO DICIANNO
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>
1550 College Parkway, Suite 115
Carson City, Nevada 89708-7937
Phone: (775) 884-2000 Fax: (775) 884-2020

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada, 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 688-1295
Fax: (775) 688-1303

HENDERSON OFFICE
2550 Paseo Verde Parkway Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

April 14, 2006

CITY OF SPARKS
431 PRATER WAY
SPARKS NV 89431

ACCOUNT NO.: RCE-013-173
THIS LETTER HAS NO EXPIRATION DATE

Pursuant to NRS 372.325 and related statutes, CITY OF SPARKS has been granted sales/use tax exempt status. Direct purchases of tangible personal property made by CITY OF SPARKS are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to CITY OF SPARKS are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor may use a copy of this letter to document the transaction as tax exempt. However, documentation adequate to prove the purchase was made by a governmental entity is acceptable.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

Sincerely,

Dino Dicianno
Executive Director



NOTICE TO VENDORS

The City of Sparks is a Tax Exempt Municipal Government Entity whose last general obligation bonds were rated "A" by both Moody's and Standard & Poors.

Charge Purchases may not be made without an approved Purchase Order or authorized Procurement Card issued by Bank of America to City of Sparks employees.

The City of Sparks operates on a Purchase Order Encumbrance basis. The Purchase Order is the approval/authorization to complete our order based on the quantity, price and extended amount with F.O.B. Destination, and applicable payment terms. The completed order will be processed for payment upon delivery receipt acknowledgment from the receiving party, within our organization.

Cash or Procurement Card purchases for the City of Sparks may be made by a City Employee. Please verify that the individual representing the City of Sparks is a City Employee. Identification might include an employee ID, City of Sparks uniform, Business Card, or other identification. The City of Sparks has been assigned a Certificate of Register which covers all Federal Excise Tax Exemption and any Nevada State Sales or Use Tax under NRS 372. The city's Federal Tax Exempt number is A-396200. The City's payer's request for Taxpayer ID# is 88-6000202.

Further questions may be directed to the City of Sparks Purchasing Division, 431 Prater Way, P.O. Box 857, Sparks, NV 89432-0857, (775) 353-2325.

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

CITY OF SPARKS

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☒ Other (see instructions) ▶ **GOVERNMENT**

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

431 PRATER WAY

City, state, and ZIP code

SPARKS, NV 89431

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

88 6000202

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶ **03/10/2010**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

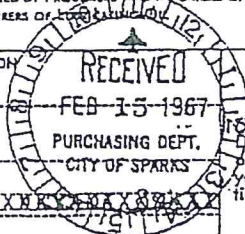


NOTICE TO VENDORS

The City of Sparks has been assigned a Certificate of Registry which covers all Federal Excise Tax Exemption and any Nevada State Sales Taxes. (NRS 372.325)

Please find below a copy of our original Certificate # A-396200.

FORM 637 (Rev. Mar. 1960) U.S. Treasury Department Internal Revenue Service		REGISTRATION FOR TAX-FREE TRANSACTIONS UNDER CHAPTER 32 OF THE INTERNAL REVENUE CODE THIS APPLICATION SHOULD ALSO BE USED BY PRODUCERS AND IMPORTERS OF GASOLINE AND MANUFACTURERS OF LIQUOR	A- 396200
Please type, or print	NAME OF INDIVIDUAL, CORPORATION, PARTNERSHIP, OR ASSOCIATION CITY OF SPARKS, NEVADA		
	NAME UNDER WHICH BUSINESS IS OPERATED CITY OF SPARKS, NEVADA		
	BUSINESS ADDRESS (Number and Street) 222 -12TH- STREET, SPARKS, NEVADA		
	(City, State, and Postal ZIP code) SPARKS, NEVADA 89431		



File this application in duplicate with your District Director of Internal Revenue. The original will be validated and returned as your Certificate of Registry. See the instructions on the reverse side.

Application is hereby made for a certificate of registry in the name(s) indicated above. The applicant is a MUNICIPAL GOVERNMENT

(Manufacturer, producer, importer, wholesaler, jobber, retailer, or other) _____ selling or purchasing

All types of merchandise _____ and affirms that the use of the articles purchased or sold tax free is to be for the exempt purposes specified in
(Type of product)

the applicable provisions of the law and regulations and understands that the misuse of this certificate will lead to its revocation and/or the penalties provided by law.

I declare under the penalties of perjury that this application has been examined by me and to the best of my knowledge and belief is a true, correct, and complete application.

Signature Charles T. Goodwin Title Purchasing Agent Date Jan 30, 1967

District Director's Validation

A certificate of registry for the above-named applicant is approved and issued under the number indicated above.

By Betty A. Regit Date 2/13/67
District Director of Internal Revenue

15-72047-1



KENNY C. GUINN
Governor

BARBARA SMITH CAMPBELL
Chair, Nevada Tax Commission

CHARLES E. CHINNOCK
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>

1550 E. College Parkway, Suite 115

Carson City, Nevada 89706-7937

Phone: (775) 684-2000 Fax: (775) 884-2020

In State Toll Free (800) 992-0900

LAS VEGAS OFFICE

Grant Sawyer Office Building, Suite 1300

555 E. Washington Avenue

Las Vegas, Nevada, 89101

Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE

4800 Kietzke Lane

Building L, Suite 235

Reno, Nevada 89502

Phone: (775) 688-1285

Fax: (775) 688-1303

HENDERSON OFFICE

2550 Paseo Verde Parkway Suite 180

Henderson, Nevada 89074

Phone: (702) 486-2300

Fax: (702) 486-3377

EXEMPT ORGANIZATIONS

Governmental, religious, charitable and educational organizations that are granted exemption from sales and use taxes for purchases or sales may only use their exemption in an official capacity.

Exemption status may not be transferred to individual organization members or anyone else for their personal use. Accordingly, use of an organization's exemption letter for other than its official capacity is inappropriate. Misuse of an organization's exemption may result in its revocation by the Department.

Attachment F

Confidentiality Policy

**Confidentiality Policy
Sparks Police Department
Victim Services Department**

The Victim Advocate will follow Sparks Police Department policy and procedures regarding confidentiality and the dissemination of criminal justice information. The following information is compiled into one document obtained from Sparks Police General Order DM 2.1 Rules of Conduct and Standard Operating Procedure (SOP) 144.0117 Victim Services Unit.

A. Confidentiality:

Statutes regarding privilege do not apply to Victim Advocates working for a Law Enforcement agency. Follow Sparks Police Department guidelines when providing information to outside entities. In all case documentation, notes should reflect fact and observation; not the personal opinion or perception of an Advocate.

2.1.1006 No Unauthorized Removal of Records:

Members of the department shall not remove or reproduce Department of Justice records from the Records Section without approval of a records supervisor. No official record or item shall be removed from official police custody without approval of a division deputy chief or manager.

2.1.1007 Use of Records Limited:

Police records are confidential and their use is restricted to bona-fide law enforcement agencies or other individuals and/or agencies pursuant to the Federal Privacy and Security Act and Nevada Law.

2.1.1008 No Revealing of Confidential Information to Unauthorized Persons:

Members of the department shall not in any manner impart confidential police information to any person unauthorized to receive it.

B. Dissemination of Criminal Justice Information and Victim Confidentiality

The Victim Advocate will follow the Department policy regarding confidentiality and dissemination of criminal justice information.

Criminal history obtained through Tiburon CJIS, NCIC, Triple I or any other law enforcement resource may not be released to any individual or agency outside of law enforcement as defined by N.R.S 179 and may only be used for professional purposes.

A Victim Advocate may only confirm that a police report was filed with this agency at a specific date. The victim of crime may be directed to the Records section of SPD and obtain a copy of the report from Records personnel for the required fee.

All paperwork generated by the VSU will be maintained in a locked cabinet or office. All files are confidential. No victim files are to be removed from the office

other than for purposes of providing direct assistance to the victim. No files are to be maintained outside of the office.

Information regarding police investigations will be released by a Victim Advocate to a victim of crime only with prior supervisory approval.

Information that the Victim Advocate collects from victims of crime is not used for research purposes.

C. Maintaining Records

Due to the confidential nature of the records maintained, all files must be secured in a locked file cabinet. In compliance with federal grant requirements, files must be secured for five years and may be requested during a site visit.

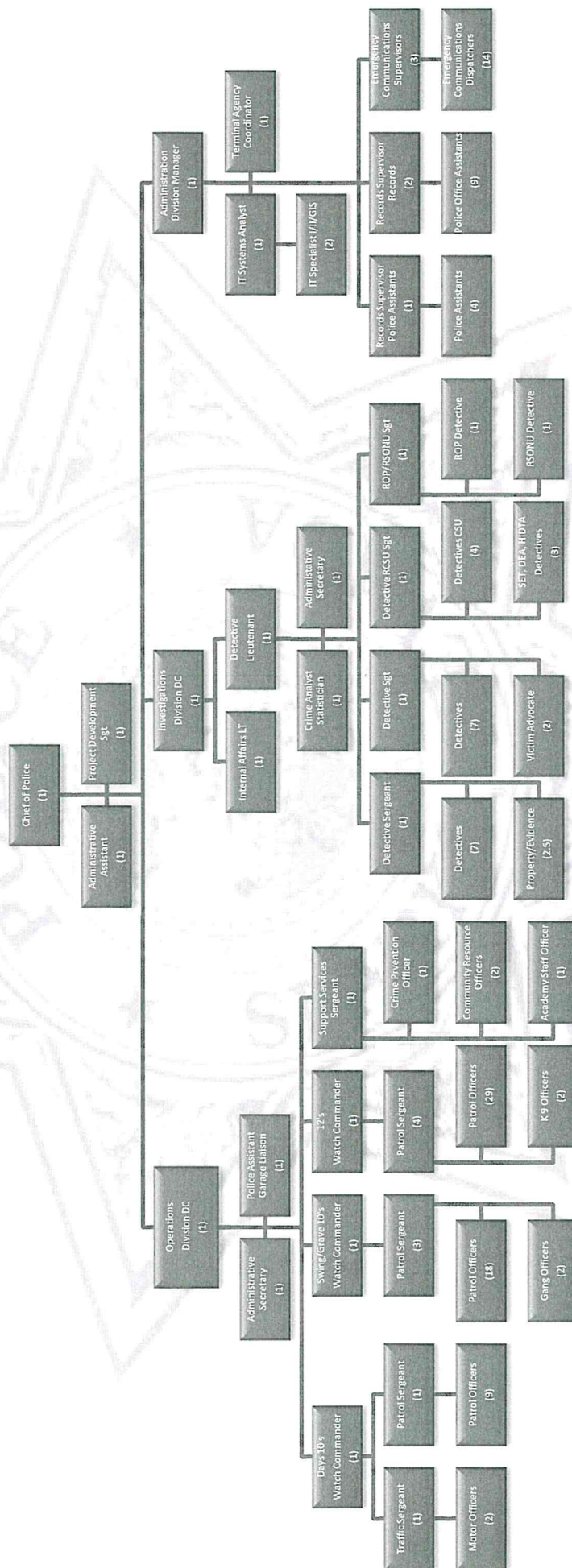
Attachment G

Organizational Chart/Table

SPARKS POLICE DEPARTMENT

TABLE OF ORGANIZATION

April 7, 2016



Compliment (Full Time):

112 Sworn Authorized

Actual 107

47 Civilian Authorized

Actual 46

Total 159 Authorized

Actual 153

Vacant Positions

5 Police Officers

Civilian Staffing (Authorized 47)

Administration Division

1 Administration Division Manager

Communications Section

5 Emergency Communications Supervisors

(Underfilled by two Communications Dispatchers)

12 Emergency Communications Dispatchers

Records Section

3 Records Section Supervisors

1 Terminal Agency Coordinator

1 IT Systems Analyst

1 IT Specialist I/II

1 IT Specialist GIS

4 Police Assistants

9 Police Office Assistants

Office of the Chief

1 Administrative Assistant

Patrol Section

1 Administrative Secretary

1 Police Assistant

Detective Section

1 Administrative Secretary

1 Crime Analyst/Statistician

2 Victim Advocates

2 Property/Evidence Technicians

1 Part Time (Fiore)-Not in Grand Total

Sworn Staffing (Authorized 112)

Office of the Chief

1 Chief of Police

1 Police Sergeant: Project Development

Operations Division

1 Deputy Chief

3 Lieutenants

10 Sergeants

62 Officers

1 Police Officer: Crime Prevention

2 Police Officers: Community Resource

1 Police Officer: Academy Staff

Investigation Division

1 Deputy Chief

1 Lieutenant: Internal Affairs Section

1 Lieutenant: Detective Section

4 Sergeants

23 Detectives

Attachment H

Cost Allocation Plan

Attachment I

Budget Forms



General Instructions & Resources

[View Budget Summary](#)

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

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal(match) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (To View an Example, Click Here) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in 28 CFR Parts 66 and 70, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

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

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Isis Morales	Victim Advocate	\$64,376.86	Year	75.00	1	\$48,283
FEDERAL TOTAL						\$48,283

PERSONNEL NARRATIVE (FEDERAL)

This represents 75% of the estimated annual salary covered by the grant to employ victim advocate, Isis Morales. The annual wage is based upon FY 2018-19 budget projections to include current collective bargaining or resolution agreements and performance-based merit increases.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Isis Morales	Victim Advocate	\$64,376.86	Year	25	1	\$16,094
NON-FEDERAL TOTAL						\$16,094

PERSONNEL NARRATIVE (NON-FEDERAL)

This represents 25% of the estimated annual salary covered by the City of Sparks to employ victim advocate, Isis Morales. The annual wage is based upon FY 2018-19 budget projections to include current collective bargaining or resolution agreements and performance-based merit increases.

TOTAL PERSONNEL	\$64,377
-----------------	----------

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

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Special assignment, PERS, Health Insurance, Workers Comp., Medicare coverage for Isis Morales	\$36,250.00	0.75	\$27,188
FEDERAL TOTAL			\$27,188

FRINGE BENEFITS NARRATIVE (FEDERAL)

This represents 75% of the fringe benefits covered by the grant for Isis Morales.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Special assignment, PERS, Health Insurance, Workers Comp., Medicare coverage for Isis Morales	\$36,250.00	0.25	\$9,063
NON-FEDERAL TOTAL			\$9,063

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

This represents 25% of the fringe benefits covered by the City of Sparks for Isis Morales.

TOTAL FRINGE BENEFITS	\$36,251
-----------------------	----------

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

TRAVEL (FEDERAL)

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

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

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

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
--------------	-----

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

EQUIPMENT (FEDERAL)

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

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

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

EQUIPMENT NARRATIVE (NON-FEDERAL)

	TOTAL EQUIPMENT
	\$0

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

To View an Example, Click Here

SUPPLIES (FEDERAL)

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

SUPPLIES NARRATIVE (FEDERAL)

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

TOTAL SUPPLIES		\$0

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

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

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

CONSTRUCTION NARRATIVE (NON-FEDERAL)

TOTAL CONSTRUCTION
\$0

G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

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

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

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

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

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

CONSULTANT EXPENSES (FEDERAL)

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

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

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

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

TOTAL CONSULTANTS	\$0
-------------------	-----

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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

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

OTHER COSTS (FEDERAL)

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

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

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

OTHER COSTS NARRATIVE (NON-FEDERAL)

TOTAL OTHER COSTS	\$0
-------------------	-----

I. **Indirect Costs** – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency , which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73) To View an Example, Click Here

INDIRECT COSTS (FEDERAL)

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

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

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

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

	TOTAL INDIRECT COSTS
	\$0

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

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$48,283	\$16,094	\$64,377
B. Fringe Benefits	\$27,188	\$9,063	\$36,251
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$75,471	\$25,157	\$100,628
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$75,471	\$25,157	\$100,628

Federal Request	\$75,471
Non-Federal Amount	\$25,157
Total Project Cost	\$100,628

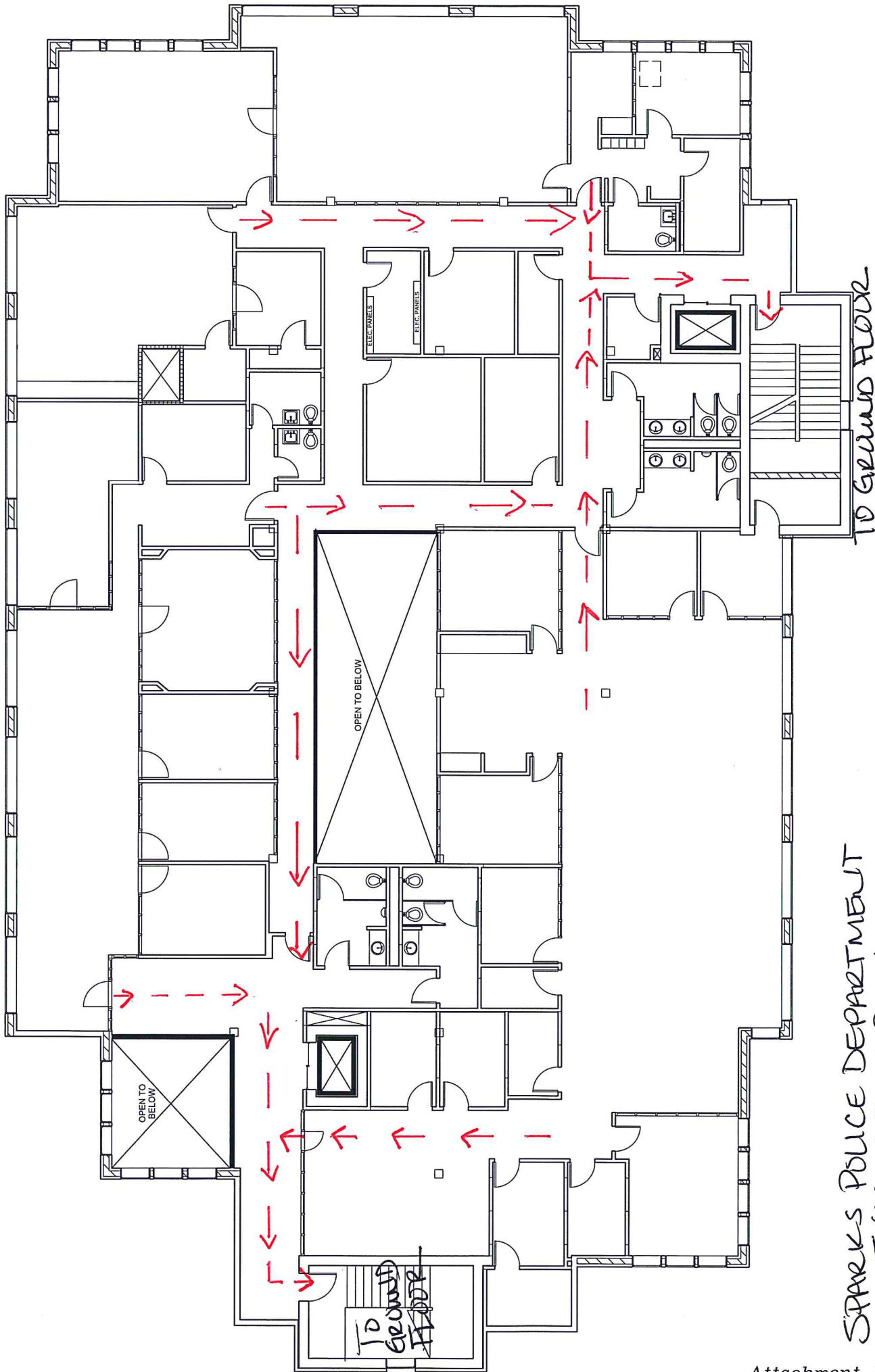
Public Reporting Burden

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

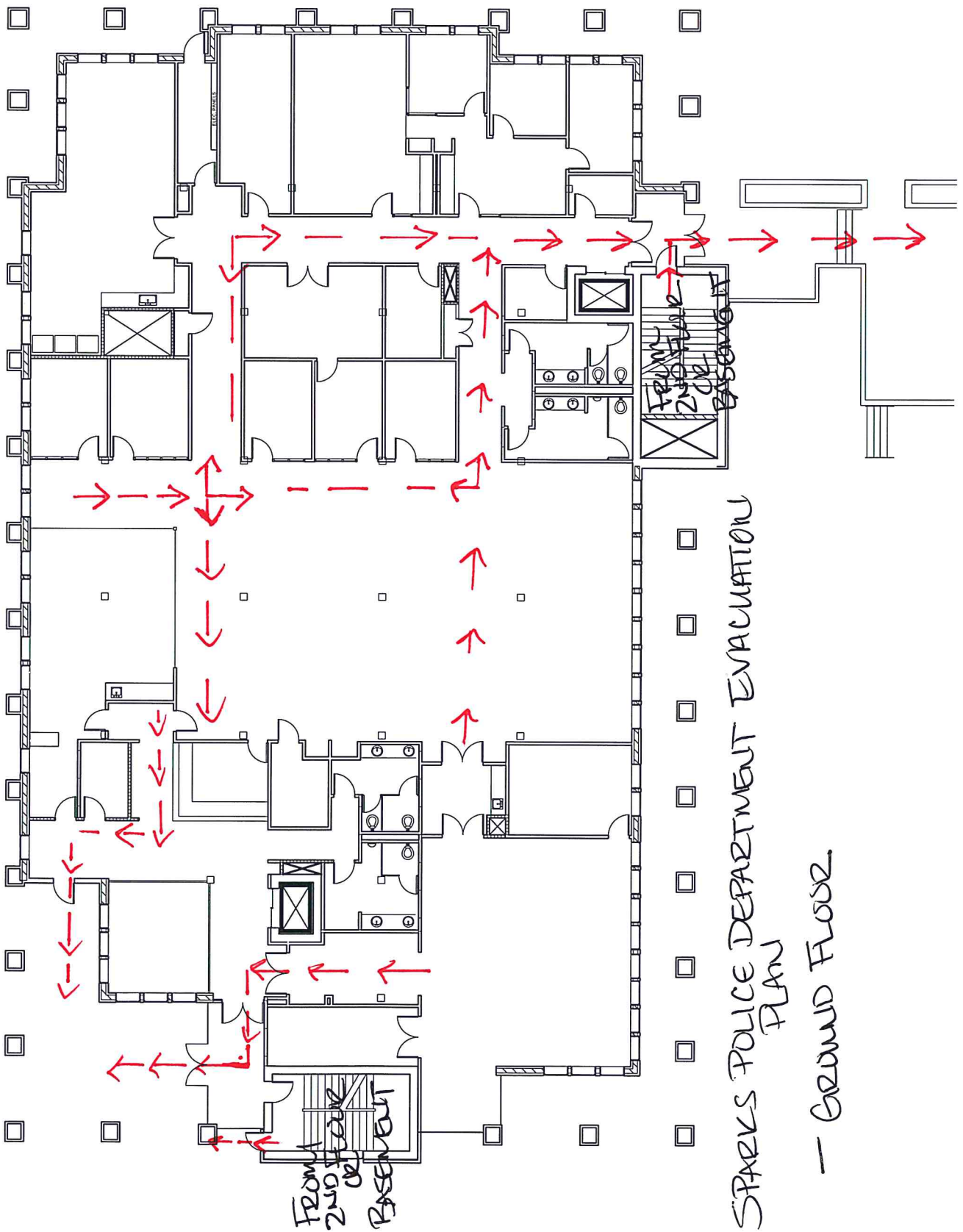
Attachment J

Agency Evacuation Plan and Agency Disaster Response Plan

NORTH ↑

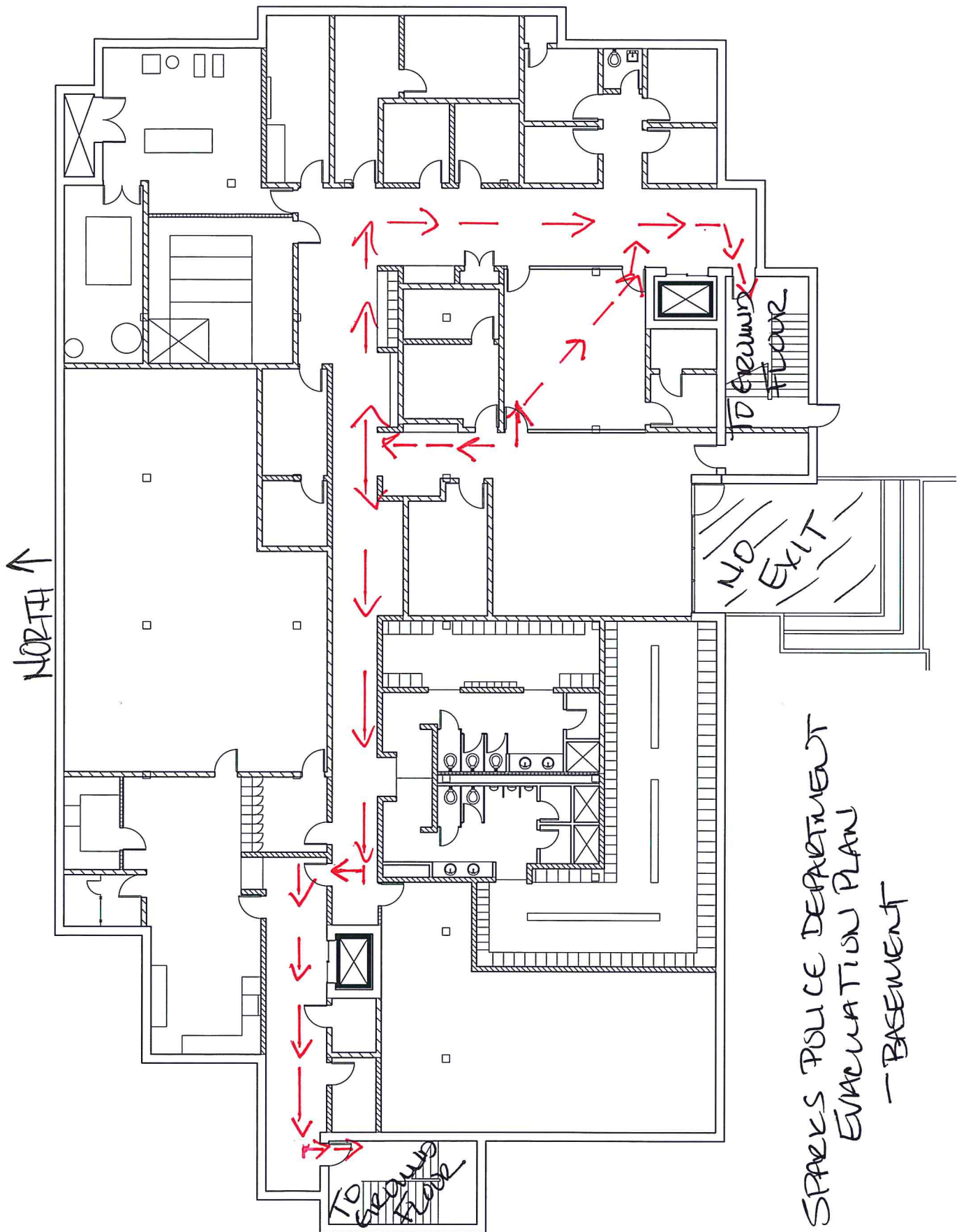


SPARKS POLICE DEPARTMENT
EVACUATION PLAN
- 2ND FLOOR



SPARKS POLICE DEPARTMENT EVACUATION
PLAN

— GROUND FLOOR



SPARKS POLICE DEPARTMENT
EVACUATION PLAN
— BASEMENT



CITY OF SPARKS

EARTHQUAKE ACTION PLAN

August 2016

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APPENDIX

APPENDIX A ATC EVALUATION FORMS

ATC-20 Rapid Evaluation Safety Assessment Form

ATC-20 Fixed Equipment Checklist

ATC-20 Detailed Evaluation Safety Assessment Form (2 Pages)

APPENDIX B GUIDE FOR DAMAGED BUILDINGS

Guidance for Owners and Occupants of Damaged Buildings (5 Pages)

APPENDIX C ASSESSMENT PLACARDS

INSPECTED (Green Placard Example)

RESTRICTED USE (Yellow Placard Example)

UNSAFE (Red Placard Example)

POLICE DEPARTMENT CHECKLIST IMMEDIATE ACTIONS UPON DETECTION OF EARTHQUAKE ACTIVITY

The following checklist is a comprehensive guide to be followed during an earthquake event. It should be noted that all of the outlined tasks may not need to be followed based on the day, time and size of an earthquake event. There also may be unforeseen situations that require a deviation from this plan.

The on-duty Watch Commander is the basis of the organization while functioning in the Earthquake Emergency Response Mode. During this time, depending on the day and time of the earthquake event, there may be times in which Sparks Police Department personnel may be placed into a role that is not commensurate with their rank until they can be relieved.

NOTE: As the extent of the earthquake becomes known, it may be desirable to divide the Department into two response teams which consist of normal patrol duties and earthquake response teams.

OFFICE OF THE CHIEF: POLICE CHIEF/DEPUTY CHIEFS

The responsibility of the Police Chief/Deputy Chiefs is to establish Departmental policy and guidance during the duration of the emergency. The Police Chief/Staff will:

	Take Cover
	Receive update from Division Commander on Situation Status and Resources
	Evaluate the Need for Regional Command Center (RCC) or Emergency Operations Center (EOC) activation
	Respond to the RCC/EOC
	Once RCC/EOC is operational, notify the Watch Commander
	Provide coordination and control Police Department emergency operations

Action Planning:

An effective operation in an earthquake disaster will depend on a realistic plan of action to cope with the emergency. The Police Chief and his Command Staff will have the responsibility to coordinate and develop an overall action plan for the City.

1. Planning Responsibilities:

- a. Short-range planning shall be the responsibility of the Watch Commander. Plans should be developed to cope with the immediate problems and related contingencies. Such plans shall be predicated on Police Department self-sufficiency until availability of additional resources is determined. Operations must be based on established priorities and realistic objectives.
- b. Long-range planning shall be the responsibility of the Police Chief and Command Staff. Long-range plans should be developed for an operation which will continue for an

extended period of time. Consideration must be given to the existing situation, potential problems, operational limits, logistic needs, staffing requirements, etc. Long-range plans will need review and updating as the situation dictates.

2. Establish realistic priorities and goals. Priorities and goals will change based on the size date and time of the earthquake event. The priority and goals will be based on the most effective utilization of available resources within the area of concern. Areas of concern are:
 - a. Police Department on-duty personnel: Verify the safety and availability of on-duty personnel from all four divisions. Consider employees' location and job classification. Consider allowing non-essential personnel to be relieved.
 - b. Police Department Facility: Verify the status of the Police Facility and the Communications function. Consider structural safety and functionality of the Police Department Building.
 - c. Determine needs to sustain 12-hour operational periods. Consider call-back of essential employees to meet the needs of the first operational period.
 - d. Calls for Service Prioritization. Day-to-day calls for service must be evaluated with the overall priorities and goals of the operational period. Consider prioritizing in progress crimes with earthquake event support.
 - e. Consider the needs for staffing, equipment, special expertise, relief of personnel, food, drink and equipment supplies. Review needs based on weather conditions.

PATROL DIVISION

Depending on the time and day of an earthquake event, Patrol Division personnel are the only sworn personnel that may be available for response. The availability of personnel may be extremely limited.

Watch Commander:

The Watch Commander is typically a Police Lieutenant assigned to a shift. There are shifts and times when a Lieutenant is not assigned to a shift or the Lieutenant is not available and the shift Sergeant will assume the role of the Watch Commander until such time as they can be relieved. If there are two patrol sergeants on a shift and no Watch Commander, the sergeant with the most disaster preparedness training shall assume the role of the Watch Commander.

The Watch Commander is responsible for command and control of all emergency operations within the City. The following actions will be implemented by all command personnel in the event of an earthquake magnitude that produces damage to structures and/or utilities within the City. The Watch Commander will:

	Evaluate the impact of the earthquake and the implementation of this plan.
	Set up Unified Command with the Sparks Fire Department at the RCC location within the Sparks Police Department or a designated safe location for the Mobile Command Center (MCC). Do not respond to individual emergencies.
	Determine if Dispatch is operational and if not, set up the MCC as a temporary dispatch center.
	If Dispatch is operational, advise dispatch to broadcast to all department personnel over the in-house paging system and simulcast on all Departmental radio frequencies that an earthquake emergency exists and the Department will be in EARTHQUAKE EMERGENCY RESPONSE MODE.
	If Dispatch is operational, conduct an emergency status roll call and receive situation status from personnel completing an activity log.
	If Dispatch is not operational, attempt contact to on-duty department personnel via landline or cellular phones.
	Assign personnel to assist in an ICS role under Unified Command, if available.
	Request Dispatch to commence an emergency recall of off-duty personnel based on a needs assessment for the first operational period. If Dispatch is unable to perform this function, the Unified Command Center will assume this role.
	In the event of widespread telephone disruption or other notification difficulties, recall instructions may be broadcast over local radio and television stations. During a major disaster, the Emergency Broadcast System may be activated.
	Requests for additional assistance, resources, etc, will be routed through the Watch Commander at the Unified Command.
	Provide the function of resource status, situation status, dispatching, etc, until such time as these functions can be delegated.
	Develop and manage the resources necessary for sustaining emergency operations within the City until the RCC or EOC is operational.

Sergeant:

In the event that the patrol sergeant assumes the role of the Watch Commander, the acting Watch Commander shall assign the other Sergeant or a Senior Patrol Officer to the role of the Sergeant. If the event takes place during non-normal working hours, the Sergeant is responsible for all personnel, equipment and the Police Facility. If the event takes place during normal working hours (Mon-Fri 7a-5p except holidays) the Patrol Sergeant is responsible for the patrol function and responses to event emergencies.

The Sergeant will:

During normal working hours:

	Take Cover.
	Respond to the Police Department. If the Sergeant cannot return to the station due to damage, they are to report to the closest Sparks Fire Department Station.
	Coordinate the response of Patrol Officers to the Police Station or the closest Fire Department Station.
	Assist station personnel in completing a Department structural assessment utilizing ATC-20 guidelines (See Appendices A and B), to include checking for gas leaks.
	Coordinate with station personnel in the moving of the SWAT van, MCC and the Bomb Truck/Trailer out of the vehicle storage building and into a safe area.
	Complete a resource checklist of available personnel and equipment and forward to Watch Commander.
	Coordinate with Watch Commander on police personnel response
	If there are injured personnel or major damage to the station or equipment, notify Dispatch/Watch Commander immediately.
	Contact and determine the operational status of the Washoe County Sheriff's Office Detention Facility.

During Non-normal working hours:

	Take Cover.
	Respond to the Police Department. If the Sergeant cannot return to the station due to damage, they are to report to the closest Sparks Fire Department Station.
	Coordinate the response of Patrol Officers to the Police Station or the closest Sparks Fire Department Station.
	Complete a Department structural assessment utilizing the RAPID EVALUATION SAFETY ASSESSMENT FORM & FIXED EQUIPMENT CHECKLIST (See Appendix A), to include checking for gas leaks.
	Coordinate with personnel in the moving of the SWAT van, MCC and the Bomb Truck/Trailer out of the vehicle storage building and into a safe area.
	Complete a resource checklist of available personnel and equipment and forward to Watch Commander.
	Coordinate with Watch Commander on police personnel response.
	If there are injured personnel or major damage to the station or equipment, notify Dispatch/Watch Commander immediately.

Officers:

Based on the event, Officers may be assigned roles as deemed necessary by the Watch Commander or Sergeant. It is important for the Patrol Officer not to self-dispatch him or herself to an emergency and respond to the listed rally points. Officers should note damage to buildings or roadways while responding to the rally point to give the Sergeant a situational status report.

Patrol Officers will:

	Take Cover.
	If ordered to do so, or if radio communication is lost, respond to the Police Department. If an Officer cannot respond to the Police Department due to damage, respond to the closest Fire Department Station.
	While en-route, conduct a response area survey. This is a survey function, not an emergency response function. Do not self-dispatch if emergency conditions are found during the survey.
	Coordinate response efforts with the Sergeant.

Support Services Sergeant:

A Support Services Sergeant may be available for immediate response during normal working hours and for call back for after hours. The Support Services Sergeant may or may not play a role in the City's EOC team and may not be available long term or for after-hours call-back.

During normal working hours:

Support Services Section Sergeant/Officers

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Support Services Section.
	If damage is seen, evacuate the Support Services Section to a "safe area" until structural evaluation takes place.
	Coordinate with Deputy Chief of Patrol on roll call of Support Services Section personnel.
	Coordinate with the Watch Commander and Unified Command to determine where assistance is needed.

INVESTIGATIONS DIVISION

Investigations Division personnel consist of sworn Police Detectives and non-sworn office personnel. Investigations Division personnel work normal business hours Mon-Fri 7a-5p except holidays. Investigations personnel are both in and out of the station on a regular basis during their work day. Depending on the time and day of an earthquake event, Investigations Division personnel may be at the station or available for response.

Detective Division Lieutenant:

The Detective Division Lieutenant would be available for immediate response during normal working hours and for call-back after hours. Once the EOC is activated, the Detective Division Lieutenant is a part of the City's EOC Team and would not be available for operational use if the EOC was activated. The Detective Division Lieutenant will:

During normal working hours:

	Take Cover
	If at the station, check for injuries to personnel and damage to the Detective Section.
	If damage is seen, evacuate the Detective Section to a "safe area" until structural evaluation takes place.
	Coordinate with Detective Division Sergeants on roll call of detective personnel.
	Coordinate with the Watch Commander and Unified Command to determine where assistance is needed.

Detective Division Sergeant:

Up to three Detective Division Sergeants may be available for immediate response during normal working hours and for call-back for after hours. Detective Division Sergeants may or may not play a role in the City's EOC team and may not be available long-term or for after hours call-back.

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Detective Section.
	If damage is seen, evacuate the Detective Section to a "safe area" until structural evaluation takes place.
	Coordinate with Detective Division Lieutenant on roll call of detective personnel.
	Coordinate with the Detective Lieutenant to determine where assistance is needed.

Detectives:

General assignment Detectives may be available for immediate response during normal working hours and for call back for after hours. Detectives may or may not play a role in the City's EOC team and may not be available long-term or for after hours call-back.

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Detective Division.
	If damage is seen, evacuate the Detective Division until structural evaluation takes place.
	Coordinate with Detective Division Sergeants on roll call of Detective personnel.
	Coordinate with the Detective Division Lieutenant or Sergeants to determine where assistance is needed.

Property and Evidence Personnel:

Property and Evidence Personnel consist of non-sworn personnel working day shift hours and may be available for immediate response during regular work hours. If not working at the time of the event, Property and Evidence Personnel may be available for call-back. The Property and Evidence Personnel will:

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Property/Evidence Unit.
	If damage is seen, evacuate the Property/Evidence Unit to a "safe area" until structural evaluation takes place.
	Coordinate with a Detective Sergeant to determine where assistance is needed.

Internal Affairs Division:

The Internal Affairs Lieutenant would be available for immediate response during normal working hours and for call-back after hours. Once the EOC is activated, the Internal Affairs Lieutenant is a part of the City's EOC Team and would not be available for operational use if the EOC was activated. The Internal Affairs Lieutenant will:

During normal working hours:

	Take Cover.
	If at the station, check for injuries and damage to the Internal Affairs Division.
	If damage is seen, evacuate the Internal Affairs Division to a "safe area" until structural evaluation takes place.
	If the Communication Section is still operational, a determination on evacuation of the Dispatch Center will be based on the amount of damage sustained.
	If evacuation is needed, assist in the evacuation and set up of the MCC
	Coordinate with the Watch Commander and Unified Command to determine where assistance is needed.

ADMINISTRATION DIVISION

The Administration Division consists of non-sworn personnel in Records, Communications, I.D., I.T. and the Police Assistants who work the front desk. A majority of the Administration Division personnel work normal business hours Mon-Fri 7a-5p except holidays. Some Administration Division personnel, especially Emergency Communications Dispatchers and Records Personnel are assigned to work swing and graveyard shifts. Administration Division personnel are primarily in the station on a regular basis during their work day. Depending on the time and day of an earthquake event, the number of Administration Division personnel at the station may vary.

Administration Division Manager:

The Administration Division Manager would be available for immediate response during normal working hours and for call-back after hours. The Administration Division Manager will:

During normal working hours:

	Take Cover.
	If at the station, check for injuries to personnel and damage to the Records Division, Communications Division, I.D., I.T. and Police Assistants at the front desk.
	If damage is seen, evacuate the appropriate divisions and public areas until structural evaluation takes place.
	Coordinate with Records Division Supervisors, Communication Supervisors, I.D. Personnel, I.T. Personnel and Police Assistants at the front desk on roll call of all personnel in these areas.
	Coordinate with the Watch Commander to determine where assistance is needed.
	Check the status of the computer system and server room.

RECORDS DIVISION

Records Division personnel consist of non-sworn office personnel and non-sworn police assistants. A majority of the Records Division personnel work normal business hours Mon-Fri 7a-5p except holidays. Some Records Division office personnel are assigned to work swing and graveyard shifts. Records personnel are primarily in the station on a regular basis during their work day. Depending on the time and day of an earthquake event, the number of Records Division personnel at the station may vary.

RECORDS DIVISION SUPERVISORS:

The Records Division Supervisors work shift work and may be available for immediate response both during normal and after hours. If not working at the time of the event, Records Division Supervisors may be available for call-back. The Records Division Supervisors will:

During normal working hours:

	Take Cover.
	Check for injuries to personnel and damage to the Records Division.
	If damage is seen, evacuate the Records Division and public areas until structural evaluation takes place.
	Coordinate with Administration Division Manager on roll call of Records personnel.
	Coordinate with the Administration Division Manager or the Watch Commander to determine where assistance is needed.
	Check the status of the computer system and the server room.

RECORDS DIVISION PERSONNEL:

Records Division Personnel work shift work and may be available for immediate response both during normal and after hours. If not working at the time of the event, Records Division personnel may be available for call-back. The Records Division Personnel will:

During normal working hours:

	Take Cover.
	Check for injuries to personnel and damage to the Records Division.
	If damage is seen, evacuate the Records Division and public areas until structural evaluation takes place.
	Coordinate with the Records Supervisors or the Watch Commander to determine where assistance is needed.
	If no supervisor is available, check the status of the computer system and the server room.

COMMUNICATIONS DIVISION

Communications Division personnel consist of non-sworn personnel. Communications Division personnel work shift work. Some Communications Division office personnel are assigned to work swing and graveyard shifts. Communications personnel are primarily in the station on a regular basis during their work day. Depending on the time and day of an earthquake event, the number of Communications Division personnel at the station may vary.

COMMUNICATIONS DIVISION SUPERVISORS/PERSONNEL:

Communications Division Supervisors/Personnel work shift work and may be available for immediate response both during normal and after hours. If not working at the time of the event, Communications Division personnel may be available for call-back. The Communications Division Supervisors/Personnel will:

	Take Cover
	Check for injuries to personnel and damage to the Communications Section.
	If damage has occurred and the communications equipment is non-operational, evacuate the Communications Section to a "safe area" until structural evaluation takes place.
	Remove all portable radio communication equipment as possible.
	Communication Section Supervisors or Dispatchers should coordinate with the Administration Division Manager to determine where assistance is needed.

I.T. SECTION PERSONNEL:

The I.T. Section works regular dayshift hours or when called in. If not working at the time of the event, I.T. Section personnel be available for call-back. The I.T. Section Personnel will:

During normal working hours:

	Take Cover.
	Check for injuries to personnel and damage to the Records Division.
	If damage is seen, evacuate the Records Division and public areas until structural evaluation takes place.
	Coordinate with Administration Division Manager on roll call of I.T. personnel.
	Coordinate with the Administration Division Manager or the Watch Commander to determine where assistance is needed.
	Check the status of the computer system, server room and other systems monitored by I.T.

RESPONSE AREA SURVEY

Through Unified Command, the Sparks Fire Department and the Sparks Police Department will initiate a survey of the City (with assistance from other City Departments if available) for damage and emergency conditions. The first areas to be surveyed are the 5 Fire Department Stations and the Police Department. A survey of City Hall to determine if the EOC is operational would follow if necessary. The Unified Command would then break the City into geographical districts for a complete survey. Information gained as the survey progresses will be communicated to the Watch Commander, Battalion Chief or their designee. This is a survey function, not an emergency response function. Do not self-dispatch if emergency conditions are found during the survey. Report to the Watch Commander and wait for orders.

Information shall be forwarded concerning the following situations: (Also contained in the Fire Department Checklist)

Fires	Life threatening, conflagration potential, isolated, product burning.
Structural Damage	Buildings, Bridges, highways, Ditches, Dams, Etc.
Physical Rescue	Type of Problem, evacuation needs, resources required.
Medical Needs	Type of problem, number of casualties, casualty collection points, and resources needed.
Hazardous Materials	Life Threatening incidents, product involved, casualties, evacuation needs, and resources needed.
Water Supply	Broken water mains, dry systems, damage to reservoirs, treatment plants and hydrants.
Access Routes	Impassable streets, essential access routes that can be readily and safely cleared.
Utilities	Area-wide disruption of services (telephone, electrical, gas), downed transmission lines, damaged substations, etc.
Civil Unrest	Areas of potential looting, riotous behavior, etc.
Other situations	Problems requiring Department assistance of affecting Department operations.

OPERATIONAL PRIORITIES

During a disaster, off-duty personnel will attempt to remain available for call-back. It is recognized that caring for the emergency needs and safety of their family is primary consideration. After those needs are met, personnel shall make themselves available for contact by the Police Department for assignment.

Watch Commander:

The Watch Commander shall establish operational priorities based on problem assessment and availability of resources considering that the overall objective during a major earthquake disaster is to accomplish the following:

1. Save lives: The immediate lifesaving problem should be evaluated on the basis of the complexity of the situation, the availability of resources and the potential life-saving actions.
2. Save property: In response to the operational priorities due to potential looting or riotous behaviors.

A primary goal of the Watch Commander is to work with the Battalion Chief in Unified Command to establish realistic plans and priorities based upon an objective appraisal of the known situations. The strategies and tactics used to accomplish the objectives will vary according to the existing conditions at the scene of the operation and the resources available. Some operations priorities should be, but not limited to the following:

Communications:

It will be essential for the Watch Commander and unified Command to establish radio and phone communication from the pre-assigned "Safe-Area" if dispatch is not functional. This will be accomplished using the mobile radios and cellular phone service if available.

Mobile and Handi-Talkie radios will be the primary field communication systems due to self-contained configurations. Transmission/reception limitations may be alleviated by "relay" and/or utilization of "high ground" locations for transmission sites.

Landline and cellular telephones communications if available will be established at the earliest opportunity in an effort to limit radio traffic.

It will be a priority of the Unified Command to evaluate the ability of the Sparks Dispatch Center to reestablish operations and bring the Dispatch Center on-line at this or an alternate location. Consider utilization of the Mobile Command Center.

See Communication Tab for complete information on SPD radio frequencies etc.

Patrol Tactics:

Normal patrol tactics will need to be evaluated based on the degree of damage and may have to be modified to fit the situations encountered during an earthquake disaster. Areas of consideration should be, but not limited to priority calls for service, arrests and use of force.

Documentation:

A field Log (ICS 214) shall be kept by the Watch Commander for all event related incidents. Personnel shall utilize ICS 214 forms to maintain at a minimum the following data:

1. Emergency Activities – Location, time, equipment, etc.
2. Personnel – On-duty, injuries, exposures, etc.
3. Unusual Incidents, conditions and situations.
4. Civilian workers injured and disposition of same.
5. Assistance provided by other agencies.
6. Assistance and equipment provided by civilians.
7. Any other information considered necessary by the Watch Commander.

Consider the use of cameras, video, and audio tape to facilitate the documentation process.

Site Security:

Within the first 12-24 hour operational period, emergency shelters may be established by the City of Sparks, Red Cross, Churches or other civic groups. Consideration should be given to provide for site security at these locations.

Support Functions:

The Sparks Police Department will assist the Sparks Fire Department, Sparks Building Inspectors or other government entities as much as possible to provide security, traffic control and perimeter assistance in instances such as fires, hazardous material spills, search and rescue, and multi-casualty incidents.



CITY OF SPARKS FLOOD RESPONSE ACTION PLAN

September 19, 2016



Prepared by:
City of Sparks Emergency Management Team

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Sparks Flood Response Action Plan

Police Department

Police
Dept.

SPARKS POLICE DEPARTMENT FLOOD RESPONSE PLAN

The Police Department shall be responsible for the necessary evacuation, protection of property, traffic control, and communications during a flood emergency. This will be accomplished by using resources to manage the flood area while continuing to provide services throughout the City. Time frames to have officers in place to deal with the event would be within 2 hours depending on available personnel, the size of the event, and the need to cover shift shortages. Outside resources from other law enforcement agencies could be utilized depending on availability. All officers participating in the evacuation and traffic control points are trained and require no additional training.

Based on available information from prior events, the primary focus of the Police Department's response will be the geographic area south of Interstate 80 as defined in the Washoe County Regional Flood Threat Detection Plan (FTDP). Police personnel and equipment required to successfully manage the flood area will be coordinated through the City of Sparks' Emergency Operation Center. The Police Department along with Community Services and other city departments will identify locations that require traffic control and road closures.

Pre-Event Warning

Initial notification that flooding may occur, requires the following actions to be taken:

- The Chief of Police, Deputy Police Chief, and Division Commanders will be notified
- Review Flood Action Plan based on proposed level of event
- Monitor weather conditions
- Shift supervisor will assign beat officer to monitor river conditions
- EOC personnel identified and notified of possible EOC activation
- Patrol Commander/designee will review staffing levels for long term event
- On duty patrol supervision will ensure the flood response Personal Protective Equipment (PPE) response bags and police vehicles are checked and inventoried
- On duty patrol supervision will ensure the fuel storage tanks are checked

Vista Gauge River Level 15' - 18'

Possible Minor flooding is indicated in the low lying areas in the Sparks Industrial Area Complex south of I-80: (see FTDP page 14-15)

- On duty patrol supervision will identify off duty officers for the initial response team consisting of 12 officers and 8 patrol vehicles
- Beat officers will continue to monitor river conditions
- Designated on duty personnel will be assigned by patrol supervision to distribute flood advisory handouts to the Apollo Trailer Park located at 695 East Greg Street, R&R Campground located at 1405 South Rock Blvd, and Glendale Manor located at 1555 Freeport. Note: Informational Handouts to be drafted in the EOC to reflect the current event status, then reviewed and approved by the EOC Public Information Officer on duty.

- Personnel assigned to EOC will respond to the City of Sparks' EOC in the basement of City Hall
- Law Enforcement Operations Chief and Community Services will identify traffic control points and traffic control devices needed
- Evacuation plans reviewed and coordinated with Fire Department personnel

Vista Gauge River Level 18' – 21'

Moderate River flooding is expected in numerous areas of the Industrial Area: (See FTDP page 15-16)

- Response team will be activated and assigned to the following duties:
 - Two officers and one patrol vehicle assigned to each check point identified by the EOC
 - One officer and one patrol vehicle assigned as rover to monitor industrial area east of McCarran Blvd.
 - One officer and one patrol vehicle assigned as rover to monitor industrial area west of McCarran Blvd.
 - Two officers and two patrol vehicles assigned as relief teams
- PPE response bags assigned to each response team officer
- Police and Community Services, through the EOC, will identify the need for additional police personnel

Vista Gauge River Level 21'-25'

Major River flooding has made certain areas of the Industrial Area impassable and poses a serious threat to the public. Assessments between the Police Department and other City departments will determine which areas of the incident will be closed to all vehicular and pedestrian traffic. (See FTDP page 16-17)

- Additional police officers may be needed to prevent unauthorized entries and for evacuation which will be performed in conjunction with the Fire Department
- The Patrol Commander/designee, will be responsible for ensuring adequate staffing levels to meet the demands of the flood event as well as continuation of service delivery throughout the City. Officers will revert to a 12-hour work schedule. Depending on the severity of the event, all days off may be cancelled

RESOURCES REQUIRED

1. Initial response team will consist of 12 police officers. Additional officers and patrol vehicles may be needed for evacuation and additional traffic control points as identified
2. 8 marked Police Vehicles
3. Emergency Response Trailer
4. Barricades committed for traffic control points and other street closure areas
5. 4 Portable lighting stands to be put at traffic control points
6. Portable/roving restroom
7. Personal Protection Equipment included in "go-bag":

Rubber Gloves
Hip Boots
Flash Lights

Safety Vests
Rain Gear
Extra portable radio batteries