

## **2.11 Actions Related to the 2023 California Governor's Office of Emergency Services Internet Crimes Against Children Task Force Grant.**

### **Recommendation:**

(a) Adopt a resolution accepting the 2023 California Governor's Office of Emergency Services Internet Crimes Against Children Task Force Grant in the amount of \$950,000; and authorizing the City Manager, or her designee, to execute the Grant Agreement and execute additional amendments and all related documents, including online certifications at time of award acceptance and reimbursement requests, without further City Council action.

(b) Adopt the following 2023-2024 Appropriation Ordinance and Funding Sources Resolution amendments in the General Fund:

(1) Establish the 2023-2024 Internet Crimes Against Children State Grant City-Wide Expenses appropriation to the Police Department in the amount of \$833,940; and

(2) Increase the estimate for Revenue from State of California by \$833,940.

CEQA: Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment. (Police/City Manager)



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Anthony Mata  
Jim Shannon

**SUBJECT:** SEE BELOW

**DATE:** December 18, 2023

Approved

Date

12/18/23

**SUBJECT: ACTIONS RELATED TO THE 2023 CALIFORNIA GOVERNOR'S  
OFFICE OF EMERGENCY SERVICES INTERNET CRIMES AGAINST  
CHILDREN TASK FORCE GRANT**

## **RECOMMENDATION**

- (a) Adopt a resolution accepting the 2023 California Governor's Office of Emergency Services Internet Crimes Against Children Task Force Grant in the amount of \$950,000; and authorizing the City Manager, or her designee, to execute the Grant Agreement and execute additional amendments and all related documents, including online certifications at time of award acceptance and reimbursement requests, without further City Council action.
- (b) Adopt the following 2023-2024 Appropriation Ordinance and Funding Sources Resolution amendments in the General Fund:
  - (1) Establish the 2023-2024 Internet Crimes Against Children State Grant City-Wide Expenses appropriation to the Police Department in the amount of \$833,940; and
  - (2) Increase the estimate for Revenue from State of California by \$833,940.

## **SUMMARY AND OUTCOME**

Approval of this recommendation provides continued grant funding for the Internet Crimes Against Children (ICAC) Task Force in the total amount of \$950,000 to investigate and allow for the prosecution of child predators.

## **BACKGROUND**

Since 1976, commercial child pornography has grown and become more sophisticated as the technology to reproduce and distribute pornography has developed. The internet has provided predators easier access to children with greater anonymity and has enabled child predators to

form clubs and other organizations to expand their exploitation of children. Law enforcement very quickly recognized the danger these predators posed to children and began efforts to combat their activities.

In February 2003, the San José Police Department applied for and was awarded its first ICAC grant from the United States Department of Justice. Since that time, the Police Department has applied for and received numerous ICAC continuation grants. ICAC grant funding has provided overtime, equipment, vehicles for investigations, and training, including the national ICAC conferences. Funding has also provided equipment and training for investigators from 11 Bay Area counties participating in the Silicon Valley ICAC Task Force. Investigators from the San José Police Department Child Exploitation Detail were instrumental in developing the first series of nationwide investigative trainings for ICAC. The San José Police Department's ICAC Task Force received the first California Governor's Office of Emergency Services (Cal OES) ICAC grant award in 2007 to aid in meeting the program objectives.

In June 2023, the Cal OES released a grant solicitation for Fiscal Year (FY) 2023 ICAC Task Force Grant Program and the Police Department submitted a grant application proposal. On November 16, 2023, the application was accepted and approved in the amount of \$950,000. This is a one-year reimbursable grant and the Police Department will be responsible to ensure the expenditures are allowable as set forth in the Cal OES Financial Handbook and City Policy and Procedures.

## **ANALYSIS**

The Police Department has been awarded \$950,000 for the 2023 ICAC Task Force Grant Program. The grant term is January 1, 2024 through December 31, 2024. This grant will fund activities as they relate to the Silicon Valley ICAC program, including personnel cost, operating supplies, software licenses, equipment, undercover vehicles, and the Vigilant Parent program that provides online safety training for parents to recognize signs when a child may potentially be in danger online and how to keep their children safe on the internet.

The following list provides information on the project budget for the 2023 ICAC Task Force Grant approved by Cal OES. These estimates are subject to reallocation and/or change over the course of the grant term; however, the total grant amount to the City will remain the same.

1. \$232,121 of the funds will be used for personal services costs to support a digital Forensic Analyst position. In addition, funds will be used for Community Service Officers' overtime to assist in facilitating the Vigilant Parent program.
2. \$297,380 of the funds will be utilized for operating costs that include, but are not limited to, forensic analytical tools, training, and supplies for task force operations.

3. \$420,499 of the funds will be utilized for equipment costs that include, but are not limited to, software license renewals, evidence processing equipment, and two undercover operations vehicles.

The below table lists the funding amounts for personal expenses, operating expenses, and equipment for the grant year, January 1, 2024, to December 31, 2024.

<b>Budget Category</b>	<b>FY: 2023-2024</b>	<b>FY: 2024-2025</b>	<b>Total</b>
A. Personal Expenses	\$116,061	\$116,060	\$232,121
B. Operating Expenses	\$297,380	\$0	\$297,380
C. Equipment	\$420,499	\$0	\$420,499
<b>Total City Appropriation by Fiscal Year</b>	<b>\$833,940</b>	<b>\$116,060*</b>	<b>\$950,000</b>

*\*Recommendations to recognize and appropriate \$116,060 of this grant will be brought forward for City Council approval as part of the development of the 2024-2025 Operating Budget.*

## **EVALUATION AND FOLLOW-UP**

This memorandum will not require any staff follow up.

## **COST SUMMARY/IMPLICATIONS**

The recommended actions in this memorandum will recognize and appropriate \$833,940 of the \$950,000 ICAC state grant and will provide funding for personal services costs, operating costs, and the purchase of equipment. Forensic tools and vehicles may have minor future maintenance, repair, or monthly service charges. These costs are expected to be absorbed in the Police Department's existing non-personal/equipment budget.

This project is being funded by Cal OES and there is no cash or in-kind match requirement with this grant.



### **BUDGET REFERENCE**

The table below identifies the fund and appropriations recommended to be amended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Current Appn.	Recommended Budget Action	2023-2024 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	R100	Revenue from State of California	\$37,819,465	\$833,940	162	10/24/2023 Ord. No. 23-377
001	New	2023-2024 Internet Crimes Against Children State Grant	N/A	\$833,940	N/A	N/A

### **COORDINATION**

This memorandum has been coordinated with the Office of the City Attorney.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City Council Agenda website for the January 9, 2024 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment.

HONORABLE MAYOR AND CITY COUNCIL

December 18, 2023

**Subject: Actions Related to the 2023 California Governor's Office of Emergency Services Internet Crimes Against Children Task Force Grant**


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**PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.


/s/

ANTHONY MATA  
Chief of Police



JIM SHANNON  
Budget Director

I hereby certify that there will be available for appropriation in the General Fund in the Fiscal Year 2023-2024 moneys in excess of those heretofore appropriated there from, said excess being at least \$833,940.



JIM SHANNON  
Budget Director

For questions, please contact Lisa Perez, Division Manager, San José Police Department, at (408) 537-1624 or Jennifer Otani, Administrative Officer, San José Police Department, at (408) 537-1625.

RESOLUTION NO.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE ACCEPTING THE 2023 CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES INTERNET CRIMES AGAINST CHILDREN TASK FORCE GRANT IN THE AMOUNT OF \$950,000; AND AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE THE GRANT AGREEMENT AND EXECUTE ADDITIONAL AMENDMENTS AND ALL RELATED DOCUMENTS, INCLUDING ONLINE CERTIFICATIONS AT TIME OF AWARD ACCEPTANCE AND REIMBURSEMENT REQUESTS, WITHOUT FURTHER CITY COUNCIL ACTION**

**WHEREAS**, due to increased access to computers and other technology-related communication devices, the potential for online victimization of children and youth, including unwanted exposure to sexual material, unwanted sexual solicitations, and online harassment, has increased; and

**WHEREAS**, the City of San José ("City") Police Department's Internet Crimes Against Children Task Force, known as the Silicon Valley Internet Crimes Against Children ("SVICAC") Task Force, conducts proactive and reactive investigations into computer and technology crimes perpetrated against children; and

**WHEREAS**, the SVICAC Task Force received its first federal grant award in 2003, followed by its initial State of California Office of Emergency Services ("Cal OES") grant award in 2007; and

**WHEREAS**, in June 2023, the Cal OES released a grant solicitation for the Fiscal Year 2023 Internet Crimes Against Children Task Force Grant Program and the Police Department submitted an application to the Cal OES to continue its work in the area of Internet Crimes Against Children; and

**WHEREAS**, the City was awarded and desires to accept a grant award in the amount of \$950,000 that will be used for personnel services, including a digital forensic analyst position and overtime for Community Service Officers to assist in facilitating the Vigilant Parent program; operating costs, including forensic analytical tools, training, and supplies for task force operations; and equipment, including software license renewals, evidence processing equipment, and two undercover operations vehicles;

**NOW, THEREFORE**, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

1. The 2023 California Governor's Office of Emergency Services Internet Crimes Against Children Task Force Grant in the amount of \$950,000 is hereby accepted.
2. The City Manager or her designee is hereby authorized to execute the Grant Agreement and execute additional amendments and all related documents, including online certifications at time of award acceptance and reimbursement requests, without further City Council action.

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ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

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MATT MAHAN  
Mayor

ATTEST:

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TONI J. TABER, CMC  
City Clerk

November 16, 2023

Sylvia Perez  
Senior Grants Analyst  
San Jose, City of - Police Department  
201 West Mission Street  
San Jose, CA 95110-1701

Subject: **Grant Subaward Application Approval**  
Internet Crimes Against Children  
Grant Subaward #: IC23 14 7928

Dear Sylvia Perez:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$950,000, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Please contact your Program Specialist Olga Stupak, at [Olga.Stupak@caloes.ca.gov](mailto:Olga.Stupak@caloes.ca.gov) with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

3650 SCHRIEVER AVENUE, MATHER, CA 95655  
[www.CalOES.ca.gov](http://www.CalOES.ca.gov)

**DRAFT--Contact the Office of the City Clerk at (408) 535-1260 or [CityClerk@sanjoseca.gov](mailto:CityClerk@sanjoseca.gov) for final document.**

(Cal OES Use Only)

Cal OES # 085-68000-04 FIPS # 085-95011 VS# Subaward # 1023147928 MS TL

## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. Subrecipient: City of San Jose 1a. UEI#: QUA4AULJ8FM3

2. Implementing Agency: San Jose Police Department 2a. UEI#: QUA4AULJ8FM3

3. Implementing Agency Address: 201 W Mission St San Jose 95110-1701  
(Street) (City) (Zip+4)

4. Location of Project: San Jose Santa Clara 95110-1701  
(City) (County) (Zip+4)

5. Disaster/Program Title: IC - Internet Crimes Against Children 6. Performance/Budget Period: 1/1/2024 to 12/31/2024  
(Start Date) (End Date)

7. Indirect Cost Rate: N/A Federally Approved ICR (if applicable): %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	ICAC	\$950,000						\$950,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$950,000		\$950,000				\$950,000

**13. Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

**14. CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

**15. Official Authorized to Sign for Subrecipient:**

Name: Sarah Zarate Title: Director of Administration, Policy & Intergovernmental Relations

Payment Mailing Address: 201 W. Mission St City: San Jose Zip Code+4: 95110-1701

Signature: Sarah Zarate Date: 10/13/2023  
Email: sarah.zarate@sanjoseca.gov  
Date: 10/13/2023 PDT

16. Federal Employer ID Number: 946000419

**(FOR Cal OES USE ONLY)**

I hereby certify by my personal knowledge that budgeted funds are available for the period of this expenditure stated above.

Mary Rucker 11/14/2023 Heather Carlson 11/14/2023  
(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

DS

JH

ENY: 2023-24 Chapter: 12 SL: 14135  
Item: 0690-10110-0001 Pgm: 0385  
Fund: General Fund  
Program: Internet Crimes Against Children  
Match Req.: NONE  
Project ID: OES23ICAC000000  
SC: 2023-14135 Amount: \$950,000

Received by CalOES, Lorna Allen  
Mail log #: 228395, Tuesday, October 17, 2023  
Grant Subaward Face Sheet Cal OES 2-101 (Revised 8/2023)





## Grant Subaward Contact Information

Grant Subaward #: 1023 14 7928 B

Subrecipient: City of San Jose

1. **Grant Subaward Director:**

Name: Sylvia Perez Title: Senior Grants Analyst  
Telephone #: 408-537-1617 Email Address: sylvia.perez@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 201 W. Mission St. San Jose, CA 95110-1701

2. **Financial Officer:**

Name: Jennifer Otani Title: Administrative Officer  
Telephone #: 408-537-1618 Email Address: jennifer.otani@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 201 W. Mission St. San Jose, CA 95110-1701

3. **Programmatic Point of Contact:**

Name: Sean Pierce Title: Police Sergeant  
Telephone #: 408-537-1397 Email Address: sean.pierce@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 201 W. Mission St. San Jose, CA 95110-1701

4. **Financial Point of Contact:**

Name: Jennifer Gonzalez Title: Grants Analyst  
Telephone #: 408-537-1631 Email Address: jennifer.gonzalez@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 201 W. Mission St. San Jose, CA 95110-1701

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Anthony Mata Title: Police of Chief  
Telephone #: 408-277-4212 Email Address: anthony.mata@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 201 W. Mission St. San Jose, CA 95110-1701

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Sarah Zarate Title: Director of Administration, Policy & Intergovernmental Relations  
Telephone #: 408-535-8100 Email Address: sarah.zarate@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 200 East Santa Clara St. San Jose, CA 95113-1903

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Jennifer Maguire Title: City Manger  
Telephone #: 408-535-8100 Email Address: jennifer.maguire@sanjoseca.gov  
Address/City/ Zip Code (9-digit): 200 East Santa Clara St. San Jose, CA 95113-1903





**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Signature Authorization

Grant Subaward #: 1023 14 7920 05

Subrecipient: City of San Jose

Implementing Agency: San Jose Police Department

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

### Grant Subaward Director:

Printed Name: Sylvia Perez

Signature: [Signature]

Date: 10/13/23

### Financial Officer:

Printed Name: Jennifer Otani

Signature: [Signature]

Date: 10/13/23

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: [Signature]

Printed Name: Maria Ochoa

The following persons are authorized to sign for the **Financial Officer**:

Signature: [Signature]

Printed Name: Lisa Perez

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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## Grant Subaward Certification of Assurance of Compliance

Subrecipient: City of San Jose

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Internet Crimes Against Children	1023 14 7928	01/01/2024-12/31/2024
2			
3			
4			
5			
6			

I, Sarah Zarate

(Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

### I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

### II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

### III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.





**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature:

*Sarah Zarate*  
Email: sarah.zarate@sanjoseca.gov

Official Designee's Typed Name: Sarah Zarate

Official Designee's Title:

Director of Administration, Policy & Intergovernmental Relations

Date Executed:

10/13/2023

**AUTHORIZED BY:**

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

☐ City Financial Officer

☐ County Financial Officer

☒ City Manager

☐ County Manager

☐ Governing Board Chair

Signature:

*Jennifer A. Maguire*  
Email: jenna@sanjoseca.gov

Typed Name:

Jennifer Maguire

Title:

City Manager

Date Executed: 10/13/2023

**Cal OES**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**Grant Subaward Budget Pages**  
Single Fund Source

②

<b>Subrecipient:</b> <i>San Jose City</i>	<b>Grant Subaward #:</b> <i>1C23 14 7928</i>
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>Total Amount Allocated</b>
Salary - 40 hours per week x \$56.50753 x 52 weeks 1.0 FTE - Digital Forensic Analyst (Dylan Hodges)	\$117,536
Benefits - 65% x \$117,536 Retirement= 54%, Health/Dental =11%	\$76,398
Overtime - CSO Vigilant Parent Community Service Officer, I/II/Senior/Supervising \$85.238244 x 8 hrs x 2 CSOs x 4 sessions/month x 7 months	\$38,187
<b>PERSONNEL COSTS CATEGORY TOTAL</b>	<b>\$232,121</b>



**Cal OES**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**Grant Subaward Budget Pages**

Single Fund Source

<b>Subrecipient:</b> <i>San Jose City</i>	<b>Grant Subaward #:</b> <i>1023147928</i> <i>OS</i>
<b>B. Operating Costs</b> - Line-item description and calculation	<b>Total Amount Allocated</b>
Vigilant Parent PSA, Outreach Supplies and Materials \$20,000 x 1	\$20,000
Digital Collector for Affiliates \$900/license x 2 licenses	\$1,800
ADF for Affiliates \$3,750/license x 10 licenses	\$37,500
Penlink \$4,000 per License x 2 licenses	\$8,000
Hootsuite \$600 license x 1 license	\$600
Equipment for Salinas Police Department	\$70,000
Equipment for Contra Costa Co.	\$70,000
Laptops for Affiliates \$1,500 each x 40 laptops	\$60,000
Task Force Operations	\$14,740
Task Force Evidence Processing	\$14,740
<b>OPERATING COSTS CATEGORY TOTAL</b>	<b>\$297,380</b>

TL



**Grant Subaward Budget Pages**  
Single Fund Source

<b>Subrecipient:</b> <i>San Jose City</i>	<b>Grant Subaward #:</b> <i>102314 7928 (AS)</i>
<b>C. Equipment Costs</b> - Line-item description and calculation	<b>Total Amount Allocated</b>
Axiom License Renewals \$5,833 per license x 3 licenses	\$17,499
Cellebrite Premium for Affiliates \$14,500 per license x 10 licenses	\$145,000
XRY for Affiliates \$5,000 per license x 6 licenses	\$30,000
Cellebrite Pathfinder	\$97,000
Vehicles for Operations \$55,000 per vehicle x 2 vehicles	\$110,000
Night Vision Goggles \$6,000 each x 2	\$12,000
Whooster \$9000 each x 1	\$9,000
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>	<b>\$420,499</b>
<b>Total Project Cost</b> (Must match the Grant Subaward Face Sheet)	<b>\$950,000</b>

*TL*

# Budget Summary Report

IC23 Internet Crimes Against Children

Subaward#: IC23 14 7928

San Jose, City of

Subaward Period: 01/01/24 - 12/31/24

Internet Crimes Against Children

Latest Request:

## A Personnel Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	23ICAC	232,121	0	232,121	0	232,121
<b>Total A Personnel Services - Salaries/Employee Benefits</b>		<b>232,121</b>	<b>0</b>	<b>232,121</b>	<b>0</b>	<b>232,121</b>

## B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	23ICAC	297,380	0	297,380	0	297,380
<b>Total B. Operating Expenses</b>		<b>297,380</b>	<b>0</b>	<b>297,380</b>	<b>0</b>	<b>297,380</b>

## C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	23ICAC	420,499	0	420,499	0	420,499
<b>Total C. Equipment</b>		<b>420,499</b>	<b>0</b>	<b>420,499</b>	<b>0</b>	<b>420,499</b>

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
<b>Total</b>						

DRAFT--Contact the Office of the City Clerk at (408) 535-1260 or CityClerk@sanjoseca.gov for final document.

## Budget Summary Report

**IC23 Internet Crimes Against Children**

**Subaward#: IC23 14 7928**

**San Jose, City of**

**Subaward Period: 01/01/24 - 12/31/24**

Internet Crimes Against Children

**Latest Request:**

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>950,000</b>	<b>0</b>	<b>950,000</b>	<b>0</b>	<b>950,000</b>
<b>Total Project Cost:</b>	<b>950,000</b>	<b>0</b>	<b>950,000</b>	<b>0</b>	<b>950,000</b>

**DRAFT--Contact the Office of the City Clerk at (408) 535-1260 or CityClerk@sanjoseca.gov for final document.**





## Grant Subaward Budget Narrative

Grant Subaward #: 1023 14 7928 (B)

Subrecipient: City of San Jose

### Budget Narrative

#### Categories A - Personal Services

##### 1) Salaries

Digital Forensic Analyst - 1.0 FTE

Funds will be utilized to retain a highly trained, full-time forensic analyst dedicated to the Silicon Valley Internet Crimes Against Children (SVICAC) Task Force. The Digital Forensic Analyst will assist in digital forensic examinations; improve task force effectiveness to prevent, interdict, investigate, and prosecute Internet crimes against children and technology-facilitated child exploitation; and reduce forensic examination backlog and increase the number of forensic exams that taskforce complete during the project period. The full-time staff will provide an immense benefit to the SVICAC Task Force that is currently backlogged in digital forensic examinations.

40 hours per week x \$56.50753 x 52 weeks = **\$117,536**

##### 2) Benefits

Digital Forensic Analyst - 1.0 FTE



## Grant Subaward Budget Narrative

Grant Subaward #: 1C2314 7928 OS

Subrecipient: City of San Jose

Funds will be utilized to fund the job benefits of a full time digital forensic analyst, which calculates to 65% of total salaries. Of the 65% benefits, 54% is for retirement contribution and 11% is for medical and dental health benefits.

$$65\% \times \$117,536 = \$76,398$$

### 3) Overtime

Community Service Officer (CSO) Vigilant Parent

Overtime funds have been budgeted for Community Service personnel to assist in facilitating the Vigilant Parent Initiative. The Vigilant Parent Initiative is an interactive program for parents that provides hands-on access to some of the social media Applications (APPS). Often our children are more tech savvy than parents; however, they are unaware of the dangers of the Internet. This program allows parents to log into fictitious Social Media accounts and see what their children are exposed to. It also teaches them how to use safety filters in APPS most popular with children. Eight overtime hours for up to 2 Community Service personnel (Community Service Officer (CSO) I, II, Senior, and/or Supervising classifications) will assist in facilitating three to four classes a month for 7 months. These hours and number of instructors may vary depending on the school year and outreach events such as National Night Out.

$$\$85.238244 \text{ rate} \times 8 \text{ hours} \times 2 \text{ CSOs} \times 4 \text{ session per month} \times 7 \text{ months} = \$38,187$$



## Grant Subaward Budget Narrative

Grant Subaward #: 1023 14 7928 08

Subrecipient: City of San Jose

### **Categories B – Operating Expenses**

Vigilant Parent PSA, Outreach Supplies and Materials

Funds are being requested for PSA funds that will help with one of the most fundamental missions of ICAC: to provide education and awareness to parents and those being targeted by predators. The victims of crimes investigated by SVICAC are juveniles and do not understand the dangers of the internet. SVICAC is finding that parents also do not understand the dangers of the internet. SVICAC is working on spreading our awareness through billboard campaigns and community outreach events that will not only encourage questions and start the conversations, but it leads them to the SVICAC site directly, where they are able to find resources that facilitate education and reporting. The use of these funds will increase accessibility to information which is vital for those who do not know where to attain this information. Parents and youth will be exposed to large amounts of information that is useful in preventing internet crimes and helps facilitate reporting. Purchases for this project include, but are not limited to, uniforms for instructors, translation materials and services, brochures/cards/paper for presentations, and other supplies and materials to support the program.

PSA Outreach Supplies and Materials = \$20,000 x 1





## Grant Subaward Budget Narrative

Grant Subaward #: 1C23 14 7928 @S

Subrecipient: City of San Jose

### Digital Collector Renewal

Funds are being requested to renew affiliate agencies' Cellebrite Digital Collector license. The Cellebrite Digital Collector product is a forensics analytical tool for conducting examination on Apple Products only. SVICAC is seeing a large increase of Apple products being used and many affiliates in the task force need the appropriate tools to conduct thorough forensic examinations to strengthen cases.

\$900/Digital Collector x 2 Digital Collector = \$1,800

### ADF and Penlink Renewals for Affiliates

Funds are being requested to renew SVICAC affiliates ADF licenses. This license allows forensic investigations to be more efficient and provides intelligence to investigators and forensic examiners that is needed to further investigations, operations to prosecute these criminals. Funds are also being requested to renew Penlink Licenses that will help detectives organize data. SVICAC has seen an increase in social media search warrants and many of these warrant returns are as much as 2,500 pages. The Penlink licenses will allow detectives to track suspects with proper legal service as well as parse out returns. This tool will decrease detectives' hours during an investigation and provide investigators with



## Grant Subaward Budget Narrative

Grant Subaward #: 1C2314 7928 @

Subrecipient: City of San Jose

the analytical tools to ensure successful analysis of digital data and successful investigations and examinations.

\$3,750/ADF renewal x 10 ADFs = **\$37,500**

\$4,000/Penlink License X 2 licenses = **\$8,000**

### SVICAC Social Awareness

The use of social media is increasing significantly amongst the members of our community. SVICAC has the goal of increasing our Social Media footprint to engage with the community to raise awareness and education. Funds are being requested to help increase our Social Media footprint and ensure that updates to our website are up to date and provided frequently. Hootsuite Social Media Manager is a social media management tool that allows SVICAC to manage multiple social media networks and view analytical data from the social media engagement that is attained from the public. SVICAC is finding that social media engagement has significantly helped to educate community members with information on how to better protect the youth. Social media has been a vital medium of communication with the community. Additionally, funds are requested to work on a billboard campaign to further increase outreach with the community.

\$600/media manager x 1 media manager = **\$600**



## Grant Subaward Budget Narrative

Grant Subaward #: 1C23 14 7928 (K)

Subrecipient: City of San Jose

### Equipment for Contra Costa County and Salinas Police Department

Being in the heart of the Silicon Valley, home of the world's largest high-tech companies and developers, the national statistics represent what is occurring locally in our SVICAC Task Force's multi-county service area. The SVICAC Task Force represents 11 counties in Northern California, which include Napa, Sonoma, Marin, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara, Santa Cruz, Monterey, and San Benito. With the San Jose Police Department being the lead task force, all affiliates often require assistance. Contra Costa is in the northern part of the task force region. Therefore, by providing Contra Costa County with equipment funds, they will provide assistance to local jurisdictions on the northern part of the task force. In addition, equipment funds have been set aside for the Salinas PD to provide assistance to the southern part of the task force. SJPD will support the central part of the task force and other regions as needed. Equipment being requested includes, but is not limited to, forensic towers, forensic software, tactical equipment, equipment storage, hardware (i.e., hard drives, USB, cables), drone upgrade, storage server and door rams.

Contra Costa County Equipment: **\$70,000**

Salinas Equipment: **\$70,000**





## Grant Subaward Budget Narrative

Grant Subaward #: 1C2314 7928 B

Subrecipient: City of San Jose

### Dell Laptops for Affiliates

Funds are being requested to supply SVICAC affiliates with the proper equipment to successfully conduct ICAC investigations. The goal of the SVICAC is to expand not only the investigation side of the Task Force, but the forensic side. The time and expertise that is needed to conduct forensic examinations is increasing with technology. We currently have 103 affiliate agencies and over 250 members.

One of the many tasks required of an ICAC affiliate is to investigate Cyber Tips that are distributed from the National Center for Missing and Exploited Children to San Jose. The Cyber Tips are then rerouted to the appropriate jurisdiction. The Cyber Tips involve contraband that most affiliate agencies do not want on their agency computers. The computers will be distributed to affiliates to investigate Cyber Tips. SVICAC is seeing an increase in the number of affiliates that are working Cyber Tips with limited number of laptops. By providing these affiliate agencies with laptops, they will be able to support in processing Cyber Tips in a more efficient manner.

$\$1,500/\text{laptop} \times 40 \text{ laptops} = \$60,000$



## Grant Subaward Budget Narrative

Grant Subaward #: 102314 7928 (S)

Subrecipient: City of San Jose

### Equipment for Task Force Operations

When the task force is performing operations, equipment is needed to ensure that all tasks are performed safely and efficiently. Funds in the amount of \$14,740 are being requested to ensure that the task force has all the required equipment to execute these operations. Equipment to be purchased includes but is not limited to, wiring, tactical helmets, safety supplies, battering rams, and utility carts for both SJPd and affiliates.

Equipment for operations = **\$14,740**

### Equipment for Task Force Evidence Processing

When the ICAC task force performs operations and processes evidence, specialized equipment is required to ensure that suspects cannot delete data remotely via the cloud. Additionally, equipment is required to ensure safe storage of evidence and to increase efficiency of evidence processing. Funds in the amount of \$14,740 are being requested to purchase equipment for task force evidence processing, including, but not limited to safes, faraday bags, faraday boxes, USBs, hard drives and charging stations for SJPd and affiliates.

Evidence Processing Equipment = **\$14,740**





## Grant Subaward Budget Narrative

Grant Subaward #: 1023 14 7928 (B)

Subrecipient: City of San Jose

### Category C – Equipment

#### Forensic Renewals for Affiliates

In response to the increased need for Forensic examinations, funds have been budgeted to renew affiliates Axiom Licenses. The Axiom license is a forensics analytical tool used for conducting examination on phones and computers. Axiom is the only tool that currently does Cloud based forensics. Additionally, funds are being requested to renew affiliates XRY licenses. The XRY tool is a cell phone forensic tool used by a forensic examiner to extract data from suspect and victims' phones to assist in a successful investigation. These tools have been integral in the investigations for our affiliates and need to be renewed to help continue to meet SVICAC objectives.

\$5,833/Axiom x 3 Axiom = **\$17,499**

\$5,000/ XRY x 6 XRY = **\$30,000**

#### Cellebrite Licenses

Funds have been budgeted to purchase vital software that assist in forensic investigations and examinations. Cell phones are becoming a predominant technological medium in the daily lives of everyone including many of the



## Grant Subaward Budget Narrative

Grant Subaward #: 1023 14 7928 (K)  
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predators that are being investigated. Cellebrite has been essential for SVICAC affiliates by providing the appropriate forensic tools that help SVICAC unlock passcodes and encryptions on cell phones. These forensic tools have been essential in reducing case backlogs and speeding up investigations by allowing forensic investigators and detectives to unlock and extract digital data that can then be analyzed, which is critical to meeting SVICAC objectives. Additionally, the renewal of Cellebrite Pathfinder will help with the processing of evidence and data from a variety of digital devices and cloud sources. These licenses will provide investigators with the analytical tools that will ensure successful analysis of digital data and ensure successful investigations and examinations.

Cellebrite for Affiliates \$14,500 x 10 = **\$145,000**

Cellebrite Pathfinder Renewal \$97,000 x 1 = **\$97,000**

### Vehicles for Operations

As the lead Agency, the San Jose Police Department (SJPd) is frequently requested to travel and assist affiliate agencies with on-scene forensic examinations during the service of a search warrant. The geographical area which encompasses the most northern city within the Task Force to the most southern city within the task force is over 230 miles apart. The purchase of two



## Grant Subaward Budget Narrative

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vehicles is an essential tool used by ICAC investigators. Additionally, investigators are frequently tasked with conducting pre-raid surveillance, search warrant surveillance, suspect identification, identifying/surveying daily patterns of suspects, long term surveillance, suspect vehicle surveillance, covert internet-sting arrests, sexual offender registrant contacts and child predator arrests. By acquiring two vehicles, SJPd will have the ability to assist multiple affiliated agencies at time. This will result in an increase of proactive case investigations which leads to more arrests.

\$55,00 per vehicle x 2 vehicles = **\$110,000**

### Night Vision Goggles (NVG)

SVICAC may be conducted to perform undercover surveillance during low-light/no-light hours. Funding is being requested to purchase 2 Night Vision Devices enabling officers to navigate around interior safely, clearly, and confidently around the exterior of a structure while conducting their duties such as surveillance and apprehension, high-risk search warrants, barricaded suspect(s), and hostage rescue. The acquisition of this equipment will not only increase efficiency but ensure officer safety.

\$6,000 per NVG/ 2 NVG's = **\$12,000**



## Grant Subaward Budget Narrative

Grant Subaward #: 1023 14-7928 08

Subrecipient: City of San Jose

### Whooster

Funds are being requested to renew Whooster license, an investigative software that provides investigators link analysis to evaluate, identify and aid in their investigations. Whooster allows the affiliates to access data analytics that allow investigators to directly connect suspects, locate people and better protect children from predators online.

\$9,000/license x 1 license = **\$9,000**





## Grant Subaward Programmatic Narrative

Grant Subaward #: 1C23 14 7928 (S)

Subrecipient: City of San Jose

### Project Narrative

#### a. Problem Statement

The access to computers and other technology-related communication devices in the United States today has increased at an immeasurable rate. Computers are available to the children in our homes, schools, public libraries, community youth centers, and countless other public places youth congregate. Smart phone devices with internet access are becoming more and more common among youth. Based on data from the Internet Live Stats (2021), it is estimated that there are over 5.1 billion internet users in the World with over 312 million in the United States alone. Many of these users are children, who are accessing the internet at ever-increasing levels. In 2021, Facebook estimated over 2.9 billion people utilized their site for social networking (Internet live stats). This is an increase from 2010, when 149 million users were updating their status on Facebook. Keeping these statistics in mind, Internet Crimes Against Children (ICAC) investigators face an overwhelming task of educating our youth, while at the same time investigating those who try to claim their childhood innocence.

Unfortunately, the technology has also brought an increased potential for online victimization of these same children and youth to include unwanted exposure to sexual material, unwanted sexual solicitations, and online harassment. Over the



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1C23 14-7928 08

Subrecipient: City of San Jose

last several years, the aggressive marketing of sexual material on the Internet has increased. Children and youth encounter unsolicited exposure to sexual material through pop-up ads and malicious software. These items have even been found bundled in game demos.

Children and youth continue to receive unwanted sexual solicitations while surfing online. Approximately, one in five youth ages 10 to 17 years-old received a sexual solicitation or were approached over the Internet, according to GuardChild 2017. Ninety percent (90%) of youth ages 8-16 years-old have accidentally encountered online pornography, when entering an innocent search term while doing their homework (GuardChild 2019).

Particularly disturbing trends in these solicitations are requests for youth to send sexual pictures of themselves. It is a crime, under federal laws, to take, distribute, or possess sexually explicit images of children younger than 18. Many of these photographs would constitute as child pornography. If a child or teen were to comply with these requests, they may be unable to realize the potential negative impact of their actions. The pictures could be circulated online to hundreds of people and the victim would have no way of retrieving these images.

Due to evolving technology, the Silicon Valley Internet Crimes Against Children (SVICAC) Task Force has experienced an increase in the amount of digital



## Grant Subaward Programmatic Narrative

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evidence confiscated (laptops, desktop, Smartphone's, CD's, USB flash drives, and tablets) throughout the course of investigations. Unfortunately, almost all computers described have the capability to utilize an external USB flash drive and/or a Micro SD Card. USB flash drives are often used for the same purposes for which floppy disks or CDs were once used (i.e., storage, data backup, and transfer of computer files). USB flash drives and/or micro-SD cards are smaller, faster, have thousands of times more capacity, more durable and reliable because they have no moving parts.

Smartphone devices with Internet access are becoming more and more common. Most smartphones access the Internet at high speeds, because of 5G and high powered 5G data networks. The growth of Wi-Fi also allows users to access the Internet to browse their favorite websites. Although all cell phones can send or receive text messages, a smartphone can send or receive multimedia messages, which includes picture and video messaging.

Smartphone's can handle small programs or mini applications that perform a wide variety of functions. Some Smartphones come with additional storage options such as Micro SD Cards and/or external expandable storage. We are experiencing the growth in technology, which has seen Smartphones being as big as 1TB. External storage devices and iCloud storage can give you virtually





## Grant Subaward Programmatic Narrative

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unlimited extra space for music, movies, photos, documents, and other data.

Many of them are surprisingly affordable. While executing search warrants the average number of computer components located and confiscated is approximately 23 items per household.

External USB flash drives and/or Micro SD Cards are also hard to detect with the naked eye. To avoid detection from law enforcement; suspects are utilizing these disguised USB drives as well as Micro SD cards to store/conceal child pornography and other illegal contraband. Some drives are the size of a human fingernail while others are disguised to appear as various items such as:

1. Lipstick container
2. Jewelry
3. Toys (Transformers)
4. Desserts (ice cream)
5. Food (Sushi)
6. Paperclips
7. Erasers

Being in the heart of the Silicon Valley, home of the world's largest high-tech companies and developers, the national statistics represent what is





## Grant Subaward Programmatic Narrative

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Subrecipient: City of San Jose

occurring locally in our SVICAC Task Force's multi-county service area. The SVICAC Task Force represents 11 counties in Northern California, which include Napa, Sonoma, Marin, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara, Santa Cruz, Monterey, and San Benito. The San Jose Police Department (SJPd) is the lead agency for the SVICAC Task Force.

The SVICAC Task Force is currently on pace to receive over 10,000 CyberTips this year from the National Center for Missing and Exploited Children. This will be over a 100% increase from 2019. CyberTips are investigative leads generated by the Internet service providers, law enforcement agencies, and residents. These leads relate directly to cases involving child sexual exploitation on the Internet. The SVICAC Task Force continues to receive documented complaints regarding the manufacture, distribution, and possession of child pornography. In addition to the documented complaints and CyberTips received, the SVICAC Task Force receives countless phone calls, emails, and referrals from parents, teachers, relatives, and other agencies regarding possible online crimes committed against children and youth.

Both the national and local statistics point to the fact that the online victimization of children is not going away, in fact, is growing rapidly. More than 30 million children in the United States use the Internet on a regular basis (Online



## Grant Subaward Programmatic Narrative

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Risks for Youth, n.d). 94% of children between 3 to 17-year-old children use the Internet (American Community Survey Report, 2019). This attributes to an increase in the number of online child predators, an increase in access to computers and other technology devices by both children/youth and predators, an increase in the technological advances of the computer devices that we use, an increase in the amount of time children and youth spend using the internet each day, or this increase could be attributed to a combination of all these factors listed above. The SVICAC Task Force is working hard to provide parents with Smartphone and Social Media awareness, while also providing them with the tools they need to keep their children safe. Community and school presentations are also conducted with the focal point on Cyberbullying and Internet safety. In addition, the SVICAC.ORG website is in full operation. This website is an excellent tool for providing resource information for parents, children, law enforcement, and the community so that they may stay safe online. We have also recently launched the Vigilante Parent Initiative, which is an interactive training class for parents only. This program is seeing great success and we have launched it Nationwide. SVICAC consists of 103 local, state, and federal law enforcement agencies, which is the largest ICAC task force within the state of California. The Task Force is responsible for investigating child sexual exploitation and child sexual abuse



## Grant Subaward Programmatic Narrative

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investigations. Our region expands across 11 different counties within the peninsula. The two farthest compass locations within the Task Force are Monterey County and Sonoma County.

b. **Plan**

The SVICAC Task Force was formally established in March of 2003. The mission of the SVICAC Task Force is to identify, apprehend, and prosecute Internet sexual predators who exploit children using computers, and to sponsor community education efforts regarding the prevention of Internet crimes against children. All participating agencies acknowledge that the SVICAC Task Force is a joint operation in which all agencies act as partners in a joint effort to address Internet crimes against children.

The SVICAC Task Force will conduct both proactive and reactive investigations into computer/technology crimes perpetrated against children throughout its geographic service area. These investigations target suspects who are sharing child pornography online or who are attempting to exploit children. The SVICAC conducts undercover criminal investigations by utilizing specific software, which allows investigators to conduct peer-to-peer file-sharing investigations. These investigations target predators that are sharing child pornography online or attempting to exploit children. In addition, the Task Force





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conducts undercover investigations in various on-line chat forums. These investigations target suspects that are "sexting" and/or are attempting to lure children to meet a sexual predator - also known as traveler investigations. The investigations usually culminate with an arrest warrant, search warrant, or both.

Despite being in the heart of the Silicon Valley, the SVICAC Task Force needs up-to-date equipment to facilitate an ICAC computer-based training center. SVICAC has limited facilities designated to host ICAC training. Each law enforcement agency has very stringent security guidelines within their own agency. This prohibits outside law enforcement agencies from utilizing their computer components.

A detailed action plan for meeting each of the project objectives is outlined in the Objectives and Activities section of this application. The SVICAC Task Force will collect data relative to the listed objectives monthly. The SVICAC Task Force Commander will utilize existing statistical information gathered in a monthly statistics sheet and a quarterly case-tracking form to measure the number of investigations (reactive/proactive), how they are investigated, and their subsequent dispositions. Statistics on community outreach and the number of attendees will be collected and maintained. Child sexual Internet crime trends will be identified and tracked.



## Grant Subaward Programmatic Narrative

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The SVICAC Task Force will track and report, on a quarterly basis, information about cases submitted to local, state, and/or federal prosecutors using the ICAC Case Tracker report submission form. The SVICAC Task Force will solicit statistical information from affiliated agencies on a monthly and quarterly basis. This statistical information will be compiled onto the ICAC Case Tracker report form and uploaded into the ICAC data portal. The number of arrests, community presentations and prosecutions will be compiled and compared to previous statistical information to determine the effectiveness of the project.

Objectives and Activities (during 12-month performance period)

Objective #1: **The SVICAC Task Force will serve as an investigative resource for communities and agencies within its geographic service area.**

Activities #1:

The Task Force will:

- Conduct criminal investigations initiated from Task Force members, allied agencies (local, state, and federal), resident complaints, the National Center for Missing and Exploited Children's Cybertip line, and other similar sources.
- Assess initial report information.





## Grant Subaward Programmatic Narrative

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- Identify jurisdiction-related to prosecution and additional investigative follow up.
- Develop suspect information.
- Develop probable cause through investigative techniques (surveillance, undercover operations, and stings.).
- Write and execute search and arrest warrants.
- Collect and process evidence.
- Coordinate case presentation with the appropriate prosecutorial designee (District Attorney, Deputy Attorney General, and/or the Assistant United States Attorney).
- Identify potential training classes applicable to affiliated agencies.
- Advise affiliated agencies of training classes and ascertain interest and availability for classes; and
- Make available the forensic van and forensic officer to affiliated agencies when applicable.
- Make available forensic software and tools to affiliated agencies when applicable.
- Make available operation equipment and equipment for evidence processing to affiliated agencies when applicable.



## Grant Subaward Programmatic Narrative

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Project Goal #1: 600 SVICAC-related technical assistance and requests received and forwarded to the appropriate agency per year.

Objective #2: **The SVICAC Task Force will conduct both proactive and reactive investigations into the computer/technology crimes perpetrated against children and youth.**

Activities #2:

To achieve this objective for reactive cases, the Task Force will complete the following activities:

- Conduct criminal investigations initiated from Task Force members, allied agencies (local, state, and federal), resident complaints, teachers, Cybertips, the National Center for Missing and Exploited Children, and other similar sources. The Task Force will strive to integrate federal, state, and local efforts as identified in the U.S. Attorney General's Project Safe Childhood Initiative.
- Assess initial report information.
- Identify the responsible jurisdiction- related to prosecution and additional investigative follow up.



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14 7928 @CS

Subrecipient: City of San Jose

- Collect suspect information.
- Develop probable cause through appropriate investigative techniques.
- Write and execute search and arrest warrants.
- Collect and process evidence.
- Coordinate case presentation with the appropriate prosecutorial designee (District Attorney, Deputy Attorney General, and/or the Assistant United States Attorney.); and
- Complete a statistical tracking form for investigation to include information on case outcomes (arrests).

To achieve this objective for proactive cases, the Task Force will complete the following activities:

- Conduct undercover investigations to include, but not limited to, online chat, Peer-to-Peer, monitoring of social network sites (e.g., Craigslist, Omegle.com, Facebook, Tagged.com). The Task Force will strive to integrate federal, state, and local efforts as stated in the Project Safe Childhood Initiative.
- Identify the responsible jurisdiction related to prosecution and additional investigative follow up.
- Collect suspect information.



## Grant Subaward Programmatic Narrative

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- Develop probable cause through appropriate investigative techniques.
- Write and execute search and arrest warrants.
- Collect and process evidence.
- Coordinate case presentation with the appropriate prosecutorial designee (District Attorney, Deputy Attorney General, and/or the Assistant United States Attorney); and
- Complete a statistical tracking form for investigation to include information on case outcomes (arrests).

Projected Goal #2: 375 reactive investigations and 275 proactive cases that will be investigated per year.

Objective #3: **The SVICAC Task Force will serve as a forensic resource to affiliate agencies and other agencies within our Task Forces geographical area of service.**

Activities #3:

To achieve this objective, the Task Force will complete the following activities:

- Receive forensic requests from Task Force members, affiliate agencies, and other agencies within the Task Forces service area.





## Grant Subaward Programmatic Narrative

Grant Subaward #: 1025 1023 14 7928 OS

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- Assess forensic requests received for appropriateness as related to the ICAC Program.
- Refer non-ICAC related referrals and requests to the appropriate agency.
- Triage forensic requests based on Task Force guidelines (based on pending court dates, and crime types).
- Coordinate forensic requests/requirements with the respective prosecutor to minimize unneeded analysis.
- Assign forensic requests to the forensic examiner most skilled in the area needed.
- Examine media for the requested information.
- Prepare forensic reports based on Task Force policy; and
- Complete statistical tracking form for forensic examinations completed.

Projected Goals #3: 2,000 forensic examinations will be completed per year.

Objective #4: **The SVICAC Task Force will assist and enhance, to the extent possible, with the effective prosecution of cases at the appropriate level.**

Activity #4:

To achieve this objective, the Task Force will:

- Prepare cases for prosecution based on prosecutor's standards.



## Grant Subaward Programmatic Narrative

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- Complete statistical tracking to include the number of cases submitted for federal prosecution, the number of cases accepted for federal prosecution, the number of cases submitted for state prosecution, and the number of cases submitted for local prosecution; and
- Complete statistical tracking to include case dispositions (e.g., unfounded, suspended, plea, or trial).

Project Goal #4: 240 cases will be submitted to the appropriate level (federal, state, or local) for prosecution per year.

Objective #5: **The SVICAC Task Force will effectively track and respond to referrals from affiliate agencies (other task forces, federal partners, and Cybertips).**

Activity #5:

To achieve this objective, the Task Force will:

- Accept referrals from participating agencies, residents, teachers, NCMEC, and other related entities.
- Assess referrals for appropriateness as related to the ICAC Program.
- Refer non-ICAC related referrals and requests to the appropriate agency.
- Identify information/resources needed by requesting party.



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14 7928 (B)

Subrecipient: City of San Jose

- Provide requested information/resources to the requesting party.
- Provide other information identified by assessment to the requesting party;  
and
- Document actions taken on the statistical reporting form.

Project Goal #5: 4,000 ICAC-related referrals from the state and local law enforcement agencies will be addressed per year by the Task Force.

**Objective #6: The SVICAC Task Force will engage in law enforcement and community outreach activities to include training, prevention, and educational activities.**

Activities #6:

To achieve this objective, the Task Force will:

- Receive requests via telephone, mail, and email for presenters from people representing law enforcement agencies and community groups (community groups includes, but is not limited to, schools, youth organizations, community-based organizations, state and local law enforcement associations and chapters, local businesses, business organizations, victim service providers, faith-based organizations, the media, and family advocacy organizations).



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1C23 14 7928 (RS)

Subrecipient: City of San Jose

- Complete the Speaker Request Form with information pertaining to the date/time of the event, the identity and contact information of the requestor, the location of the event, the number of people expected, and the topic desired.
- Search for and identify the Task Force member with the skills and knowledge to facilitate the presentation.
- Coordinate with the identified presenter to ensure that he/she is available on the date requested.
- Provide the identified speaker with the information needed (copy of the Speaker Request Form).
- Re-contact the requestor to provide the name of the chosen presenter.
- Provide copies of the Speaker Request Form to supervisors and the Task Force Records Officer.
- After the presentation, follow-up to ascertain the number of attendees via a sign-in sheet (if applicable); and
- Report the presentations on the monthly statistical reports.

Projected Goal #6: 150 community outreach and 100 law enforcement presentations will be conducted to include training, prevention, and education activities per year.





## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14 7928 08

Subrecipient: City of San Jose

**Objective #7: The SVICAC Task Force will formalize law enforcement partnerships through signed Memorandums of Understanding (MOU's) and Operational Agreements.**

Activity #7:

To achieve this objective, the Task Force will:

- Contact agencies that have requested assistance, training, or information in the past year.
- Discuss with these agencies the advantages of having a signed MOU. Ensure the MOU includes language requiring affiliated agencies to adopt ICAC Task Force Investigative Standards for all ICAC-related investigations.
- Provide a copy of ICAC Task Force Investigative Standards to all partner agencies.
- Provide a copy of the MOU to the agency.
- Keep copies of the signed MOUs on file.
- Add agency to list of formal ICAC partners.
- Keep agencies apprised for training opportunities, national coordinated investigations, and planning meetings; and



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1C23 14 7928 @S

Subrecipient: City of San Jose

- Invite agencies to attend quarterly Task Force Steering Committee meetings.

Project Goal #7: A Memorandum of Understanding signed by all affiliated agencies, which include adoption of Federal ICAC Task Force investigative standards will expand to approximately 106 law enforcement agencies per year.

Objective #8: **The SVICAC Task Force will fully participate in nationally coordinated investigations.**

Activity #8:

When notification is received of nationally coordinated investigations, including any investigation that involves agencies from multiple states, the Task Force will:

- Identify available resources for participation.
- Make personnel resources available for all necessary meetings as identified by investigation leader.
- Participate in investigations as directed by investigation leader; and
- Report participation on the six-month progress reports.

Projected Goal #8: The SVICAC Task Force will participate in at least 3 nationally coordinated ICAC investigations per year.



## Grant Subaward Programmatic Narrative

Grant Subaward #: 102314 7928 ES

Subrecipient: City of San Jose

Objective #9: **The SVICAC Task Force will assist with arrests for computer/technology crimes perpetrated against children and youth.**

Activity #9:

To achieve this objective, the Task Force will:

- Conduct criminal investigations initiated from Task Force members, allied agencies (local, state, and federal), resident complaints, the National Center for Missing and Exploited Children's CyberTip line, and other similar sources.
- Assess initial report information.
- Identify jurisdiction-related to prosecution and additional investigative follow up.
- Develop suspect information.
- Develop probable cause through investigative techniques (surveillance, undercover operations, and stings).
- Write and execute search and arrest warrants.
- Collect and process evidence.
- Coordinate case presentation with appropriate prosecutorial designee (District Attorney, Deputy Attorney General, and/or the Assistant United States Attorney).



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14-7928 OS

Subrecipient: City of San Jose

- Identify potential training classes that may be applicable to affiliated agencies.
- Advise affiliated agencies of training classes and ascertain interest and availability for classes; and
- Make available the forensic van and forensic officer to affiliated agencies when available.

Projected Goal # 9: The SVICAC Task Force will conduct 250 arrests for computer/technology crimes perpetuated against children and youth per year.

### **Capabilities**

The SJPd is the lead agency for the SVICAC Task Force. The Department provides law enforcement services to all residents in the City of San Jose. Chief Anthony Mata provides leadership for the SJPd. Chief Mata, along with Assistant Chief Paul Joseph, oversee the agency's four Deputy Chiefs. The Deputy Chiefs are responsible for the Executive Officer, Division of Gaming, and operations of four bureaus.

- Bureau of Administration
- Bureau of Field Operations
- Bureau of Investigations
- Bureau of Technical Services





## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14 7928 @B

Subrecipient: City of San Jose

The SVICAC Task Force is part of the Special Victims Unit, which operates within the Bureau of Investigations. The activities of the SVICAC Task Force will be governed by a signed MOU between participating agencies. Participating agencies will also be required to adhere to the national ICAC Program's Operational and Investigative Standards. Copies of these standards shall be made available to all participating agencies.

The day-to-day activities of the assigned ICAC detectives will be supervised by a Sergeant, who is assigned to the SJPd's Child Exploitation Detail, Special Victims Unit. This Sergeant will also serve as the SVICAC Task Force Commander. The Commander will ensure all investigators follow the ICAC Task Force Investigative Standards. He/She will be responsible for case assignments, forensic assignments, and public presentation assignments. The Commander will also be responsible for assigning requests for technical assistance and requests for resources. On an as-needed basis, the SVICAC Task Force Commander will assist with requests for technical assistance, resources, and training by other law enforcement agencies and the community.

The SVICAC Task Force Commander is supervised by a Lieutenant who is assigned to the ICAC Program for a portion of his/her time. The Lieutenant is



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14 7928 05

Subrecipient: City of San Jose

supervised by a Captain who oversees all Task Force activities (both ICAC and non-ICAC).

The current SVICAC Task Force Commander has attended the ICAC New Commander Training Program, ICAC-Peer-to-Peer, and sexual assault investigation training. The on-site forensic examiners have attended trainings that include, but not limited to, Wireless Devices, EnCase Forensics and FTK Software. The four full-time ICAC investigators have attended the ICAC Peer-to-Peer course, along with pertinent child exploitation courses provided at the National ICAC Training Events.

The SJPd has received and managed federal and state grants since 2003. The SJPd has demonstrated administrative and financial capacity to successfully implement all grant requirements. The Department has provided timely and accurate financial status reports and biannual programmatic reports to the granting agencies. There have been no findings in recent financial, administrative, and programmatic audits. The Division Manager of Office of the Executive Officer oversees the functions of the Fiscal Administration Division and Employment Services Division. The Fiscal Administration Division is supervised by the Administrative Officer. The Unit is comprised into three teams: Accounting and Compliance; Budget and Strategic Planning; and Grants Management. The



## Grant Subaward Programmatic Narrative

Grant Subaward #: 1023 14 7928 (B)

Subrecipient: City of San Jose

Grants Management Unit manages all Department grants. The Grants Management Unit will search, develop, and submit grant proposals; secure and execute grant awards; prepare financial and programmatic reports; ensure department meet grant obligations and requirements; and complete the grant closeout process.



## Operational Agreement Summary

Grant Subaward #: 1023 14 7928 AS

Subrecipient: City of San Jose

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Alameda County HEAT Task Force	04/16/2010	04/16/10 to
2. Alameda County DA	05/22/2008	05/22/08 to
3. Alameda County SAFE Task Force	09/29/2009	09/29/09 to
4. Alameda County SO	01/21/2010	01/21/10 to
5. Alameda PD	10/01/2020	10/01/20 to
6. Albany PD	07/24/2008	07/24/08 to
7. Bart PD	04/14/2008	04/14/08 to
8. Belmont PD	09/10/2019	09/10/19 to
9. Central Marin Police Authority	08/10/2016	08/10/16 to
10. City of Monterey PD	08/12/2016	08/12/16 to
11. City of Atherton PD	04/14/2008	04/14/08 to
12. City of Berkeley PD	04/25/2008	04/25/08 to
13. City of Brentwood	07/29/2008	07/29/08 to
14. City of Campbell PD	04/14/2008	04/14/08 to
15. City of Capitola PD	04/14/2008	04/14/08 to
16. City of Carmel PD	08/15/2016	08/15/16 to
17. City of Los Altos	04/21/2008	04/21/08 to
18. City of Mill Valley	04/18/2008	04/18/08 to
19. City of Morgan Hill	04/11/2008	04/11/08 to
20. City of Oakland	04/28/2008	04/28/08 to



## Operational Agreement Summary

7L Grant Subaward #: IC23 14 928

Subrecipient: City of San Jose

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. <u>City of Palo Alto PD</u>	10/16/2009	10/16/09 to _____
2. <u>City of Pittsburg</u>	01/25/2010	01/25/10 to _____
3. <u>City of Salinas PD</u>	08/06/2019	08/06/19 to _____
4. <u>City of San Pablo</u>	05/21/2012	05/21/12 to _____
5. <u>City of Seaside PD</u>	04/11/2008	04/11/08 to _____
6. <u>City of Union City PD</u>	05/15/2008	05/15/08 to _____
7. <u>Cloverdale PD</u>	12/13/2011	12/13/11 to _____
8. <u>Concord PD</u>	01/21/2010	01/21/10 to _____
9. <u>Contra Costa County DA</u>	03/24/2014	03/24/14 to _____
10. <u>Contra Costa County SO</u>	09/01/2008	09/01/08 to _____
11. <u>Dublin PD</u>	04/21/2008	04/21/08 to _____
12. <u>East Bay Regional Park Police</u>	02/25/2010	02/25/10 to _____
13. <u>East Palo Alto PD</u>	06/18/2012	06/18/12 to _____
14. <u>Emeryville PD</u>	11/04/2020	11/04/20 to _____
15. <u>Foster City PD</u>	08/09/2016	08/09/16 to _____
16. <u>Fremont PD</u>	04/29/2008	04/29/08 to _____
17. <u>Gilroy PD</u>	05/01/2008	05/01/08 to _____
18. <u>Hayward PD</u>	03/23/2016	03/23/16 to _____
19. <u>Healdsburg PD</u>	04/14/2008	04/14/08 to _____
20. <u>Homeland Security Investigations US ICE</u>	02/06/2014	02/06/14 to _____

## Operational Agreement Summary

TL Grant Subaward #: IC23 14 928

Subrecipient: City of San Jose

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Jan Bashinski Crime Lab	05/28/2014	05/28/14 to
2. Kensington PD	02/24/2010	02/24/10 to
3. King City PD	08/09/2016	08/09/16 to
4. Livermore PD	04/21/2008	04/21/08 to
5. Los Gatos / Monte Sereno PD	04/21/2008	04/21/08 to
6. Marin County SO	06/02/2008	06/02/08 to
7. Marina PD	11/25/2013	11/25/13 to
8. Martinez PD	12/16/2008	12/16/08 to
9. Milpitas PD	05/07/2008	05/07/08 to
10. Monterey County	08/20/2008	08/20/08 to
11. Monterey County DA	08/15/2014	05/15/14 to
12. Monterey County SO	08/20/2008	08/20/08 to
13. Mountain View PD	04/18/2008	04/18/08 to
14. Napa County SO	06/25/2008	06/25/08 to
15. Napa PD	08/04/2008	08/04/08 to
16. NASA OIG	07/10/2019	07/10/19 to
17. Newark PD	03/11/2011	03/11/11 to
18. Northern District of CA US Probation Office	04/28/2015	04/28/15 to
19. Novato PD	04/21/2008	04/21/08 to
20. Pacific Grove PD	04/24/2008	04/24/08 to

## Operational Agreement Summary

7L Grant Subaward #: IC23 14 928

Subrecipient: City of San Jose

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. <u>Pacifica PD</u>	11/30/2010	11/30/10 to _____
2. <u>Petaluma PD</u>	04/30/2008	04/30/08 to _____
3. <u>Piedmont PD</u>	04/30/2008	04/30/08 to _____
4. <u>Pinole PD</u>	02/26/2010	02/26/10 to _____
5. <u>Pleasant Hill PD</u>	02/03/2011	02/03/11 to _____
6. <u>Pleasanton PD</u>	04/17/2008	04/17/08 to _____
7. <u>Redwood City PD</u>	05/02/2008	05/02/08 to _____
8. <u>Richmond PD</u>	02/22/2011	02/22/11 to _____
9. <u>Rohnert Park DPS</u>	05/12/2016	05/12/16 to _____
10. <u>San Benito County SO</u>	05/01/2008	05/01/08 to _____
11. <u>San Bruno PD</u>	08/18/2016	08/18/16 to _____
12. <u>San Carlos PD</u>	04/21/2008	04/21/08 to _____
13. <u>San Francisco DA</u>	11/19/2009	11/19/09 to _____
14. <u>San Francisco PD</u>	04/21/2008	04/21/08 to _____
15. <u>San Jose State University Police</u>	04/11/2008	04/11/08 to _____
16. <u>San Leandro PD</u>	05/30/2012	05/30/12 to _____
17. <u>San Mateo County DA</u>	05/21/2012	05/21/12 to _____
18. <u>San Mateo County SO</u>	05/02/2008	05/02/08 to _____
19. <u>San Mateo County</u>	03/11/2014	03/11/14 to _____
20. <u>San Mateo PD</u>	05/21/2012	05/21/12 to _____



## Operational Agreement Summary

7L Grant Subaward #: IC23 14 928

Subrecipient: City of San Jose

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. <u>San Rafael PD</u>	04/18/2008	04/18/08 to _____
2. <u>San Ramon PD</u>	08/04/2008	08/04/08 to _____
3. <u>Santa Clara County DA</u>	04/15/2008	04/15/08 to _____
4. <u>Santa Clara County Probation ASD</u>	03/27/2017	03/27/17 to _____
5. <u>Santa Clara County SO</u>	04/14/2009	04/14/09 to _____
6. <u>Santa Clara PD</u>	04/29/2008	04/29/08 to _____
7. <u>Santa Cruz County</u>	04/15/2018	04/15/18 to _____
8. <u>Santa Cruz DA</u>	01/04/2012	01/04/12 to _____
9. <u>Santa Cruz PD</u>	04/15/2008	04/15/08 to _____
10. <u>Santa Rosa PD</u>	07/01/2008	07/01/08 to _____
11. <u>Scotts Valley PD</u>	04/15/2008	04/15/08 to _____
12. <u>Sebastopol PD</u>	04/10/2008	04/10/08 to _____
13. <u>Sonoma County SO</u>	04/28/2008	04/28/08 to _____
14. <u>South San Francisco PD</u>	06/26/2012	06/26/12 to _____
15. <u>Sunnyvale DPS</u>	04/17/2008	04/17/08 to _____
16. <u>Tiburon PD</u>	09/29/2008	09/29/08 to _____
17. <u>Town of Danville</u>	04/16/2010	04/16/10 to _____
18. <u>Town of Moraga</u>	05/12/2008	05/12/08 to _____
19. <u>Twin Cities PD</u>	04/05/2012	04/05/12 to _____
20. <u>University of California Santa Cruz PD</u>	02/25/2016	02/25/16 to _____



## Operational Agreement Summary

TL Grant Subaward #: IC23 14 928

Subrecipient: City of San Jose

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Santa Clara County Juvenile Probation	05/05/2008	05/05/08 to
2. Walnut Creek PD	06/02/2008	06/02/08 to
3. Watsonville PD	01/30/2018	01/30/18 to
4. Marin County DA	08/31/2023	08/31/2023 to
5. Greenfield PD	02/21/2023	02/21/2023 to
6. Oakley PD	05/02/2023	05/02/2023 to
7. Gonzales PD	06/01/2023	06/01/2023 to
8. Soledad PD	02/02/2010	02/02/2010 to
9. City of Saint Helena	09/15/2016	09/15/2016 to
10.		to
11.		to
12.		to
13.		to
14.		to
15.		to
16.		to
17.		to
18.		to
19.		to
20.		to

# SAN JOSE POLICE DEPARTMENT

bmaster  
artholomew

Video Unit  
Brook Dain

Special Investigations  
Lt. Steven Payne

Mayor's Security  
Ofc. Robert Biebel

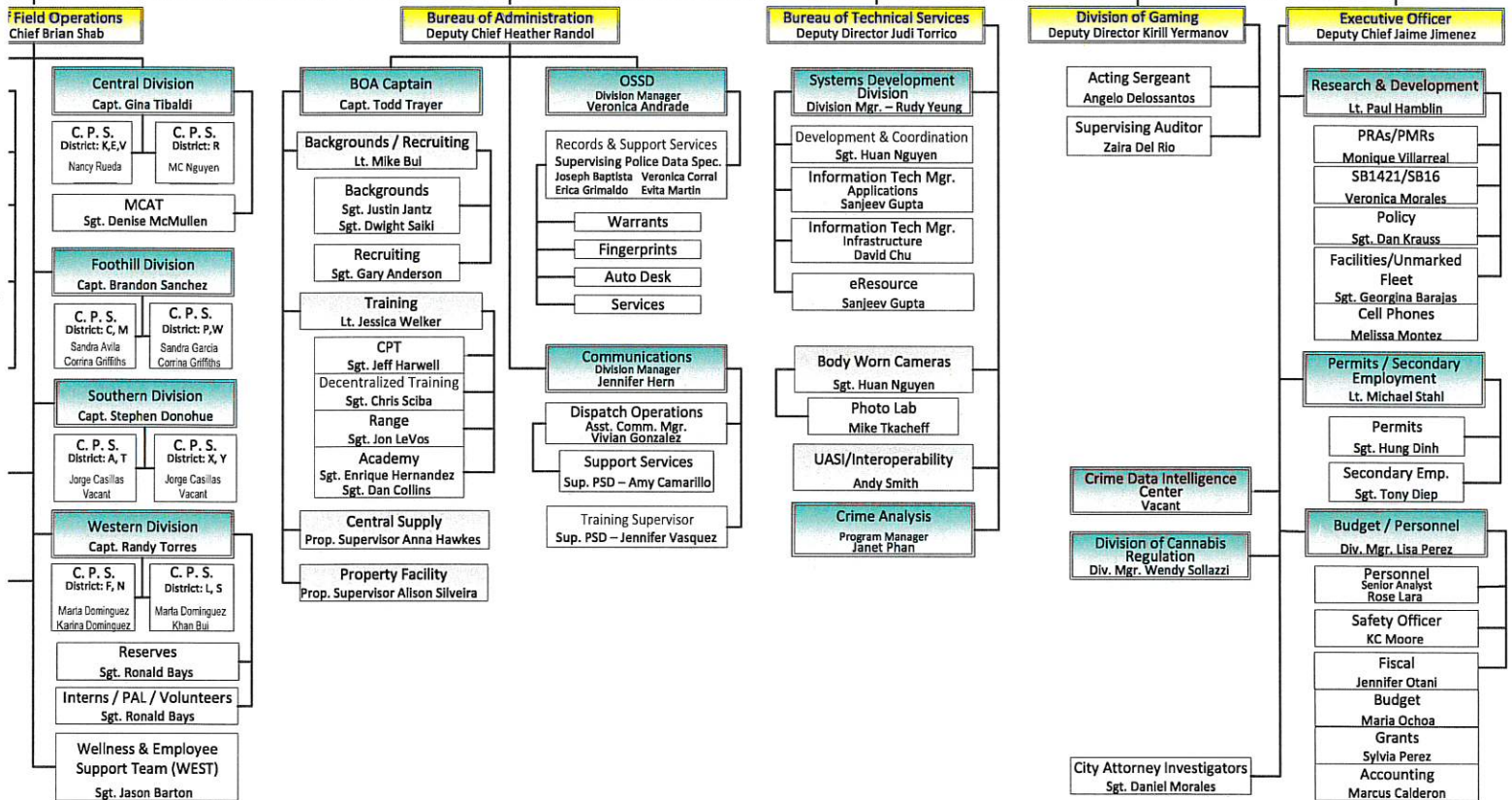
Vice Admin  
Sgt. Aaron Offenberg

NCRIC  
Northern California Regional  
Intelligence Center  
Lt. John Carr

## Acronyms/Abbreviations Used In This Chart

BART Transit Center Patrol Unit  
BFO Bureau of Field Operations  
CED Child Exploitation Detail  
CIA Crime & Intelligence Analyst  
CIDC Crime Intelligence Data Center  
C.P.S. Crime Prevention Specialist  
CPT Continuous Professional Training  
CPTED Crime Prev. Through Environmental Design  
CSO Community Service Officer  
DCR Division of Cannabis Regulation  
GSU Gang Suppression Unit  
ICAC Internet Crimes Against Children Task Force

LFE Latent Fingerprint Examiner  
MERGE Mobile Emergency Response Group & Equipment  
MCAT Mobile Crisis Assessment Team  
NCRIC N. California Regional Intelligence Center  
OSSD Operations Support Services Division  
PM Program Manager  
PPC Pre-Processing Center  
PSD Public Safety Dispatcher  
RATTF Regional Auto Theft Task Force  
SAA Supervising Applications Analyst  
SCU Street Crimes



Org. Chart Maintained By R&D - Contact Melissa Montez

Effective July 9, 2023 ver-04



**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

085-68000 7L

<b>Subrecipient:</b> City of San Jose	<b>UEI #</b> QUA4AULJ8FM3	<b>FIPS #:</b> <del>08575011</del>
<b>Grant Disaster/Program Title:</b> Internet Crimes Against Children (ICAC)		
<b>Performance Period:</b> 01/01/24 to 12/31/24	<b>Subaward Amount Requested:</b> \$ 950,000	
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	



Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 yrs <input checked="" type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	<3 yrs <input checked="" type="checkbox"/>
3. How many grants does your organization currently receive?	>10 gr <input checked="" type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 8,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes <input checked="" type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input checked="" type="checkbox"/>
7. How often does your organization have a financial audit?	Annual <input checked="" type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes <input checked="" type="checkbox"/>
10. Do you have written procurement policies?	Yes <input checked="" type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Always <input checked="" type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 yrs <input checked="" type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input checked="" type="checkbox"/>

**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

<b>Signature: (Authorized Agent)</b>  <small>Email: sarah.zarate@sanjoseca.gov Date: 10/13/2023 PDF</small>	<b>Date:</b> 10/13/2023
<b>Print Name and Title:</b> Sarah Zarate	<b>Phone Number:</b> 408-535-8100
Cal OES Staff Only: SUBAWARD # 102314 7928 	



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Service Area Information

Grant Subaward #: 1023 14-7928 OS

Subrecipient: City of San Jose

1. County or Counties Served:  
Santa Clara, San Mateo, Marin, Sonoma, Santa Cruz, San Benito, Alameda, San Francisco, Contra Costa, Napa and Monterrey

County where principal office is located: Santa Clara

2. U.S. Congressional District(s) Served:  
CA11, CA12, CA13, CA14, CA15, CA16, CA17, CA18, CA19

U.S. Congressional District where principal office is located: CA19

3. State Assembly District(s) Served:  
11, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 27, 28

State Assembly District where principal office is located: 28

4. State Senate District(s) Served:  
2, 3, 7, 9, 10, 11, 12, 13, 15

State Senate District where principal office is located: 15

5. Population of Service Area: 7,832,301