



# LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

**Administration**  
Phone: (530) 251-8013  
Fax: (530) 251-2884

**Dispatch**  
Phone: (530) 257-6121  
Fax: (530) 257-9363

**Civil**  
Phone: (530) 251-8014  
Fax: (530) 251-2884

**Adult Detention Facility**  
Phone: (530) 251-5245  
Fax: (530) 251-5243

**Dean F. Growdon**  
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Dean F. Growdon, Sheriff-Coroner

Date: October 1, 2019

Agenda Date: October 15, 2019

**Subject:** Budget Adoption for Byrne JAG Grant and creation of 1.5 FTE Community Services Officer positions.

**Discussion:**

In 2015, the Lassen County Sheriff's Office applied for and obtained funding for a youth crime prevention and education program. The funding was made available by the federal government through the Edward Byrne Memorial Justice Assistance Grant, and administered by the California Board of State and Community Corrections (BSCC). The Sheriff's Office, in partnership with other agencies, operated a successful school-based life skills program as well as a youth diversion program. The Program funding ended in 2017 due to a dispute between state and federal governments. The BSCC issued an RFP in the spring of 2019, and the Lassen County Sheriff's Office submitted a grant proposal on behalf of Lassen County. In April of 2019, the Lassen County Board of Supervisors authorized County Administrative Officer Richard Egan to sign the application, as well as the grant agreement and any amendments. On September 12, 2019, the BSCC approved the proposal submitted by the Sheriff's Office. Our proposal scored the highest of all proposals submitted in the "small county" category. The award granted by the BSCC to Lassen County is for \$220,000 each year, for three years. The grant agreements will be received in the near future, and the grant period started on October 1, 2019.

To move the project forward, the Sheriff's Office is requesting that the Board of Supervisors approve the attached budget for the 2019/2020 fiscal year with a total appropriation of \$220,000, and an equal amount of revenue. 1.5 FTE Community Services Officer Positions will also have to be created and recruited.

This program will add to the programs the Sheriff's Office is currently providing in Lassen County Schools through tobacco grants, and will help support our goals of early intervention and prevention.

**Fiscal Impact:**

There will be no general fund impact.

**Recommendation:**

That the Board of Supervisors approve fund and budget unit 182-0544 with a total appropriation of \$220,000 and a revenue of \$220,000 for the 2019/2020 fiscal year. Additionally, it is recommended that the Board of Supervisors authorize the addition of 1.5 FTE Community Services Officer Positions

FISCAL YEAR 2019-2020 ESTIMATED Summary		
Fund:	182	
Department :	SHERIFF	
Budget Unit Name:	JAG/ Public Safety	
Budget Unit Number:	544	
Account Name	FY19/20 Requested	Expansion/ (Reduction)
Total FTE Employees		
Salaries & Benefits	\$ 97,700	
Services & Supplies	\$ 97,300	
Other Charges		
Capital Outlay	\$ 25,000	
TOTAL BUDGET REQUEST	\$ 220,000	
Revenues Available	\$ 220,000	
Fund Balance (if applicable)	\$ -	
TOTAL REVENUES AVAILABLE	\$ 220,000	
NET GENERAL FUND REQUIRED	\$ -	

Department Head Signature \_\_\_\_\_

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

ACCOUNT	ACCOUNT NAME	FY 2019/20 REQUEST
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**182 PUBLIC SAFETY  
NEW JAG**

3000100	SALARIES & WAGES	63,076
3000102	UNIFORM ALLOWANCE	360
3000105	CELL PHONE ALLOWANCE	
3000110	OVERTIME	
3000130	EXTRA HELP	
3000160	FURLOUGH SAVINGS	
3000161	VACANCY SAVINGS	
3000200	RETIREMENT	5,485
3000202	MEDICARE	915
3000204	PERS MEMBER	
3000205	PERS UNFUNDED LIABILITY	4,898
3000210	SOCIAL SECURITY	3,911
3000300	GROUP INSURANCE - HEALTH	3,834
3000310	FLEX PLAN / CAFETERIA PLAN	11,142
3000320	GROUP INSURANCE - DENTAL	480
3000330	GROUP INSURANCE - LIFE	161
3000400	WORKERS COMPENSATION INSURANCE	2,164
3000401	WORKERS COMP EXPERIENCE LOSS	
3000501	OTHER POST EMPLOYMENT BENEFITS	1,275
3000510	UNEMPLOYMENT	
3000520	RETIRES GROUP INSURANCE	
3000750	YE SALARIES AND EMPLOYEE BENEFITS	
<b>SALARIES AND EMPLOYEE BENEFITS</b>		<b>97,700</b>

3001100	CLOTHING	
3001200	COMMUNICATIONS	
3001500	INSURANCE	
3001700	MAINTENANCE - EQUIPMENT	
3002200	OFFICE EXPENSE	2,974
3002201	POSTAGE	
3002300	PROFESSIONAL AND SPECIALIZED SERVICES	36,000
3002302	IT DIRECT BILL	
3002400	PUBLICATIONS AND LEGAL NOTICES	
3002600	RENTS AND LEASE	
3002701	NON CAPITAL	4,361
3002800	SPECIAL DEPARTMENTAL EXPENSE	
3002801	COUNTY WIDE ALLOCATION PLAN	
3002900	TRANSPORTATION AND TRAVEL	2,320
3002901	CONFERENCES AND TRAINING	4,446
3003000	UTILITIES	
3003010	UTILITIES - LIGHTS	
3005200	CONTRIBUTIONS	47,199
<b>SERVICES AND SUPPLIES</b>		<b>97,300</b>
3006200	EQUIPMENT	
<b>FIXED ASSETS</b>		
3007000	OPERATING TRANSFER OUT	25,000
<b>OPERATING TRANSFERS OUT</b>		

**JAG FUNDING** **220,000**

**FTEs** **1.50**

## REVENUES

Budget Unit Name: JAG/ PUBLIC SAFETY

Fund: 182

Budget Unit #: 544

Account	Account Name	Description	Estimated FY 2019/20
2003000	INTEREST		
2006200	STATE-OTHER		220,000
2012200	OPERATING TRANSFER IN		
2011200	MISCELLANEOUS		
2007200	FEDERAL		
<b>TOTAL</b>			<b>220,000</b>

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## Dean Growdon

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**From:** McDaniel, Daryle@BSCC <Daryle.McDaniel@bscc.ca.gov>  
**Sent:** Thursday, September 26, 2019 9:06 AM  
**To:** Dean Growdon  
**Cc:** lbermsrd@co.lassen.ca.us  
**Subject:** FW: Edward Byrne Memorial Justice Assistance Grant Information

This message comes from an external sender. EXTERNAL SENDER WARNING!

Dear Sheriff Growdon, Project Director

Congratulations! The Board of State and Community Corrections (BSCC) is happy to announce Lassen County was selected as an Edward Byrne Memorial Justice Assistance Grant (JAG) award recipient at the September 12, 2019 Board meeting. Twenty-seven agencies will be offered \$16.2 million for a contracted period of October 1, 2019 to September 30, 2021. All chosen agencies will be establishing or maintaining programs within the JAG Program Purpose Areas of:

- 1.) Prevention and Education Programs
- 2.) Law Enforcement Programs
- 3.) Prosecution, Courts, Defense, and Indigent Defense

Within the next 60-days, BSCC staff will contact the project Director and/or Financial Officer for additional administrative, program, and financial information. These activities include:

- Confirming the contact information of grant-funded staff;
- Emailing a JAG Grant Agreement;
- Requesting a Governing Board Resolution;
- Requesting a detailed JAG Grant Budget;
- Discussing program outcomes and metrics; and
- Identifying Grantee Orientation Participants.

### Grant Agreement Documents

BSCC staff will email an electronic copy of the JAG Grant Agreement by October 30, 2019. Review the Grant Agreement and then complete the following:

- Carefully review the Grant Agreement and retain a copy for your records. Upon execution, this becomes your contractually obligated Scope of Work.
- Print two (2) copies of the Grant Agreement. **Both copies** must be signed and dated in **blue ink** by the Authorized Officer;
- Print, complete, and sign one (1) copy of Appendix B; and
- Mail both signed hard copies of the Grant Agreement and the signed copy of Appendix B to:

Board of State and Community Corrections  
ATTN: JAG Grant  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Please note your agency may start your local JAG project on October 1, 2019 but, the JAG Grant Agreement is not effective until the BSCC receives a signed Governing Board Resolution and the county has signed the JAG Grant Agreement. The BSCC will not execute the grant agreement or process reimbursement claims until all prior mentioned activities are complete.**

### **Grantee Orientation**

The BSCC will host a Grantee Orientation on November 5, 2019 in West Sacramento. The purpose of the Grantee Orientation is to review grant requirements; administrative responsibilities; invoicing processes and procedures; data collection, reporting and evaluation obligations; and other grant management activities.

Each Grantee may bring a team of up to four individuals. At a minimum, attendance is required for the individuals identified as the Project Director and Financial Officer. If known, a community-based service provider and project evaluator are encouraged to attend. Additional details on the Grantee Orientation will be provided in the coming weeks.

### **Additional Information**

To learn more about the JAG Grant Program please visit our webpage at <http://www.bscc.ca.gov>. For additional information on other projects recommended for funding, please view the following press release [Board Awards \\$16.2 Million in Federal JAG Grants](#).

Again, congratulations on your agency's successful JAG proposal! BSCC team members will be contacting you soon to share and request various required documentation related to your award. In the interim, please do not hesitate to contact me if you have questions or if I can be of any assistance.

### **Daryle McDaniel**

Field Representative  
Corrections Planning and Grant Programs  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833  
<http://www.bscc.ca.gov>  
phone 916.341.7392  
Cell 916.207.7714  
Fax 916.327.3317  
Email [Daryle.mcdaniel@bscc.ca.gov](mailto:Daryle.mcdaniel@bscc.ca.gov)

**LEADERSHIP \* EXCELLENCE \* SUPPORT**



Board of State and Community Corrections  
**Edward Byrne Memorial Justice Assistance Grant Program** (CFDA #16.738)

**Section I: Applicant Information Form**

**1.1. COUNTY AGENCY APPLICANT**

COUNTY AGENCY <b>Lassen County</b>		NAME AND TITLE OF DEPARTMENT/AGENCY HEAD <b>Lassen County Sheriff's Office</b>		
FEDERAL EMPLOYER ID <b>94-6000517</b>		DATA UNIVERSAL NUMBERS SYSTEM (DUNS) <b>07-378-0827</b>		
NAME AND TITLE OF PROJECT DIRECTOR <b>Dean Growdon, Lassen County Sheriff-Coroner</b>				TELEPHONE NUMBER <b>530-257-8013</b>
STREET ADDRESS <b>1415 Sheriff Cady Lane</b>	CITY <b>Susanville</b>	STATE <b>CA</b>	ZIP CODE <b>96130</b>	FAX NUMBER <b>530-251-2884</b>
MAILING ADDRESS (if different) <b>Same</b>		CITY	STATE	E-MAIL ADDRESS <b>dgrowdon@co.lassen.ca.us</b>

<b>1.2. PROJECT TITLE</b>	<b>1.3. JAG PROGRAM PURPOSE AREA(S)</b>	<b>1.4. AMOUNT OF FUNDS REQUESTED</b>
<b>Lassen County Prevention &amp; Education Program</b>	<b>Prevention and Education</b>	<b>\$ 660,000 (total all three years)</b>

**1.5. SUMMARY OF PROPOSAL**

Prevention and Education strategy to reduce juvenile delinquency, school violence and substance abuse with evidence based curriculum in schools and a community mobilization project.

**1.6. DAY-TO-DAY CONTACT PERSON**

NAME AND TITLE <b>Lisa Bernard, Youth Services Officer</b>		TELEPHONE NUMBER <b>(530)251-2645</b>	
STREET ADDRESS <b>1415 Sheriff Cady Ln.</b>		FAX NUMBER <b>(530)251-2884</b>	
CITY <b>Susanville</b>	STATE <b>CA</b>	ZIP CODE <b>96130</b>	E-MAIL ADDRESS <b>lbernard@co.lassen.ca.us</b>

**1.7. DESIGNATED FINANCIAL OFFICER**

NAME AND TITLE <b>Regina Mineau, Sheriff's Executive Assistant</b>		TELEPHONE NUMBER <b>530-251-8013</b>	
STREET ADDRESS <b>1415 Sheriff Cady Lane</b>	CITY <b>Susanville</b>	STATE <b>CA</b>	FAX NUMBER <b>530-251-2884</b>
PAYMENT MAILING ADDRESS (if <b>Same</b>	CITY	STATE	E-MAIL ADDRESS <b>gmineau@co.lassen.ca.us</b>

**1.8. APPLICANT AGREEMENT**

By signing this application, I certify that I am vested by the Applicant agency with the authority to enter into contract with the BSCC. I certify that all funds received pursuant to this Grant Agreement will be spent exclusively on the purposes specified in this Application. I further assure that the Applicant will administer the grant program in accordance with the Grant Agreement as well as any and all applicable state and federal laws, audit requirements, and state and/or federal program guidelines.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)

**Richard Egan, County Administrative Officer**

APPLICANT'S SIGNATURE (blue ink only)

DATE

RESOLUTION NO. - 19-021

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA,  
AUTHORIZING COUNTY ADMINISTRATIVE OFFICER RICHARD EGAN TO SIGN THIS  
GRANT APPLICATION AND ANY AMENDMENTS THEREOF.

Be it resolved by the Board of Supervisors of the County of Lassen, California, that County Administrative Officer Richard Egan is authorized on behalf of the Board of Supervisors to submit a grant proposal to the California Board of State and Community Corrections for the Edward Byrne Memorial Justice Assistance Grant Program. Richard Egan is authorized to sign the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

Be it further resolved that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Be it further resolved that the county agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

THE FOREGOING RESOLUTION WAS ADOPTED AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA, HELD ON THE 16th DAY OF April, 2019 BY THE FOLLOWING VOTE:

AYES: Supervisors Teeter, Gallagher, Albaugh and Hammond.

NOES: None.

ABSENT: Supervisor Hemphill

  
\_\_\_\_\_  
CHAIRMAN OF THE BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

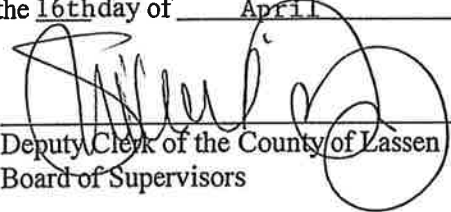
ATTEST:

JULIE BUSTAMANTE  
Clerk of the Board

BY: 

Michele Yderraga, Deputy Clerk of the Board

I, Michele Yderraga, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 16th day of April, 2019.

  
\_\_\_\_\_  
Deputy Clerk of the County of Lassen  
Board of Supervisors

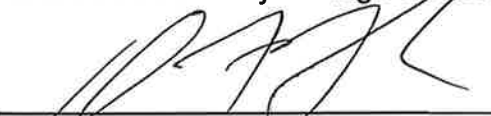
**OPERATIONAL AGREEMENT**  
**Between Lassen County Sheriff's Office & Lassen Community College**

This Operational Agreement stands as evidence that the Lassen County Sheriff's Office and Lassen Community College intend to work together toward the goals outlined in the JAG Three-Year Strategy. Both agencies believe that implementation of the Lassen County Prevention & Education Program, as described within this application, will further these goals. Each agency agrees to participate in the JAG Program, if selected for funding, as outlined herein.


The Lassen County Sheriff's Office project will closely coordinate JAG services and activities with the Lassen Community College. The Lassen Community College agrees to:

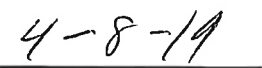
- Make project staff readily available to Lassen County Sheriff's Office for service provision for data collection and analysis.
- Attend regularly scheduled Steering Committee meetings quarterly to discuss strategies, timetables and implementation of mandated services.  
Specifically:
  - Analyze data provided by Lassen County Sheriff's Office and partner agencies.
  - Evaluate effectiveness of each facet of the Lassen County Prevention & Education Program based on the data provided.
  - Assist Lassen County Sheriff's Office in the development of the final evaluation of the program effectiveness at the end of the grant cycle.
- This agreement will be effective from January 1, 2020 to December 30, 2022
- The Lassen Community College will receive \$10,100 annually in JAG funds from the Lassen County Sheriff's Office.

We the undersigned, as authorized representatives of Lassen County Sheriff's Office and Lassen Community College do hereby approve this document.

  
\_\_\_\_\_  
Dean F. Growdon, Sheriff-Coroner  
Lassen County Sheriff's Office

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Marlon Raynald Hall, President  
Lassen Community College

  
\_\_\_\_\_  
Date



# LASSEN COUNTY SHERIFF'S OFFICE

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**Dean F. Growdon**  
Sheriff - Coroner

This Operational Agreement stands as evidence that the Lassen County Sheriff's Office and Lassen County Behavioral Health, intend to work together toward the goals outlined in the Three-Year JAG Strategy. Both agencies believe that implementation of the Lassen County Prevention and Education Program, as described within this proposal, will further these goals. Each agency agrees to participate in the JAG Program, if selected for funding, as outlined herein.

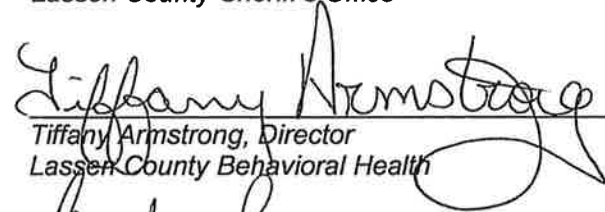
The Lassen County Sheriff's Office will closely coordinate JAG services and activities with the Lassen County Behavioral Health through:

- Project staff being readily available for service provision;
- Regularly scheduled meetings between partners to discuss strategies, timetables and implementation of mandated services.
- Staff salary and benefits up to \$25,000 per year.


We the undersigned, as authorized representatives of Lassen County Sheriff's Office and Lassen County Behavioral Health do hereby approve this document.

  
\_\_\_\_\_  
Dean Growdon, Sheriff-Coroner  
Lassen County Sheriff's Office

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tiffany Armstrong, Director  
Lassen County Behavioral Health

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Barbara Longo  
Health and Social Services Director

  
\_\_\_\_\_  
Date

**Operational Agreement**  
**Between the Lassen County Sheriff's Office and Susanville Police Department**

This Operational Agreement stands as evidence that the **Lassen County Sheriff's Office** and the **Susanville Police Department** intend to work together toward the goals outlined in the Three-Year JAG Strategy. Both agencies believe that implementation of the **Lassen County Prevention & Education Program** as described within this proposal, will further these goals. Each agency agrees to participate in the JAG Program, if selected for funding, as outlined herein.

The **Lassen County Sheriff's Office** project will closely coordinate JAG services and activities with the **Susanville Police Department** through:

- Project staff including, but not limited to the *Susanville Police Department's* Youth Services Officer, being readily available to assist all grant partners, on a full time basis in the implementation of Life Skills Training, Safe Date, and Green Dot curriculum in High Schools and Middle Schools throughout Lassen County as well as Lassen College; and
- Attend regularly scheduled meetings occurring at least monthly between Lassen County Sheriff's Office Youth Services Officer, Behavioral Health's Prevention Specialists, Susanville Indian Rancheria's Indian Education Coordinator, Community Church's Youth Leader, to discuss strategies, timetables, and implementation of mandated services.

**Specifically:**

- Implementation of Safe Date and Life Skills Training Curriculum through the school-based program in middle schools and high schools throughout Lassen County.
- Implementation of the Green Dot Program through community engagement and outreach.
- Reinstatement of the Life Skills Program through the Diversionary Program for delinquent youth;
- The Lassen County Sheriff, Susanville Chief of Police, Lassen County Chief of Probation, and Lassen County Health and Human Services' Director, Susanville Indian Rancheria Education Coordinator, and Community Church Youth Leader will meet at least quarterly to discuss the progress of the program, budget and administrative policies.
- This Agreement will be effective from October, 2019 to December 31, 2022.
- Funding for the salary and associated benefits of a full-time 1.0 FTE Susanville Police Department Youth Services Officer from JAG state funds will be designated to the City of Susanville for their services (contingent on annual funding through JAG program).
- Amount of JAG state funds designated to the Susanville Police Department are estimated at \$47,199 year 1, \$48,615 year 2 and \$50,073 year 3.

We the undersigned, as authorized representatives of **Lassen County Sheriff's Office** and **Susanville Police Department** do hereby approve this document.

\_\_\_\_\_  
Kevin Jones, Chief of Police  
Susanville Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Growdon, Lassen County Sheriff-Coroner  
Lassen County Sheriff's Office

\_\_\_\_\_  
Date

9/16/19