

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: POLICE

AGENDA DATE: May 5th, 2009

CONTACT PERSON/PHONE: Assistant Chief Eric Shelton / 564-7309
Griselda T. Martinez

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

The City Manager be authorized to sign and submit any grant related documents to the Auto Burglary and Theft Prevention Authority (ABTPA), including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant, in the amount of \$1,308,027.00 with a cash match of a total of \$261,895.00 and in-kind match in the total amount of \$1,370,829.00. Total project cost is \$2,940,751.00.

BACKGROUND / DISCUSSION:

The purpose of this grant is to continue the efforts of the El Paso Police Department's Auto Theft Task Force against auto theft and related crimes in the City of El Paso. The grant money will cover Auto Theft Task Force officers and civilian personnel salary, fringe benefits, overtime, equipment, training, and other direct operating expenses.

PRIOR COUNCIL ACTION:

No.

AMOUNT AND SOURCE OF FUNDING:

A cash match is required in the amount of \$261,895.00 from General Fund for the Police Department.

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

DEPARTMENT HEAD: _____

(Example:

if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That the El Paso City Council approves submission of the grant application to the Auto Burglary & Theft Prevention Authority (“ABTPA”) for the benefit of the El Paso Police Department’s Auto Theft Task Force, also known as El Paso County Auto Burglary and Theft Prevention Task Force.
2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant in the amount of ONE MILLION THREE HUNDRED AND EIGHT THOUSAND AND TWENTY SEVEN NO/100 DOLLARS (\$1,308,027.00) from the El Paso Police Department, on behalf of its Auto Theft Task Force, to the ABTPA for purpose of continuing the efforts of the El Paso Police Department’s against auto theft and related crimes the City of El Paso.
3. The City of El Paso agrees to provide a cash match in the amount of TWO HUNDRED SIXTY ONE AND EIGHT HUNDRED NINETY FIVE AND 00/100 DOLLARS (\$ 261,895.00), and in-kind match in the amount of ONE MILLION THREE HUNDRED SEVENTY EIGHT HUNDRED AND TWENTY NINE 00/100 DOLLARS (\$1,370,829.00).
4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City of El Paso receives or provides to its police department at or after the time the grant is awarded.

ADOPTED this 5th day of May 2009.

CITY OF EL PASO

John Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Jennifer Callan
Assistant City Attorney

Greg Allen
Chief of Police

GRANT INFORMATION APPLICATION FORM (GIAF)

Departments applying for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below. Department Director must certify cash match availability, when required, prior to pursuing grant proposal. **PRIOR AUTHORIZATION IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT. Grant applications under \$25,000 do not require City Manager's signature unless specified by funding agency or if application is to a federal agency.**

1. DEPARTMENT (Grant Applicant/Contact Person) Name: Griselda T. Martinez Title: Grant Planner Phone: (915) 564-7119 Fax No. (915) 564-7177	2. GRANT DATA Grant Title: ABTPA FY2010 Funding Agency: Office of the Attorney General Due Date: 05/08/09 Requires Mayor or City Manager's Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. FINANCIAL DATA Amount of Funding Request: \$ 1,308,027.00 Amount of Matching Funds: \$ 261,895.00 Amount of In-kind: \$ 1,370,829.00 Total Project Amount: \$ 2,940,751.00	4. GRANT CLASSIFICATION <input checked="" type="checkbox"/> Competitive (award based on competition among eligible Applicants) <input type="checkbox"/> Entitlement (a set of funds determined under a formula grant) <input type="checkbox"/> Continuation (on-going funding from existing funding agency) <input type="checkbox"/> Other:
5. Cash Match Certification Department Director certified cash match availability: Yes <input type="checkbox"/> None required <input checked="" type="checkbox"/> Account No. for Matching Funds: 21010050-506000-01101 Grant allows for operating/administrative costs: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Brief description of grant: This grant application is requesting a total amount of \$1,308,027.00 to the Auto Burglary & Theft Prevention Authority (ABTPA). The cash match is of a total of \$261,895.00 and the in-kind match is in the total amount of \$1,370,829.00. These funds will cover law enforcement salaries, civilian salaries, overtime, equipment, training, and other direct and operating expenses. The goals of this program are to reduce the auto theft / burglary rates, strengthen the international strategy through Border Partners, and to educate law enforcement and general public in crime prevention.	

Required Signatures

(Sign #s 1 – 5 if grant is over \$25,000 or requires city manager, top elected official or council approval. Sign #s 1 – 2 only if grant is under \$25,000 and not a federal grant).

1. Department Director	Date
2. Financial Services – Grants Services Division	Date
3. Legal Department (skip if not required)	Date
4. Deputy City Manager (in the absence of City Manager and if required)	Date
5. City Manager (skip if not required)	Date

Dedicated to Outstanding Customer Service for a Better Community

S E R V I C E S O L U T I O N S S U C C E S S



TO: Laura F. Garcia
FROM: Griselda T. Martinez
RE: ABTPA FY2010
DATE: April 21, 2009

Grant Foundation: Auto Burglary & Theft Prevention Authority (ABTPA)

Grant Request Amount: \$1,308,027.00

In-kind match: \$ 1,370,829.00

Cash match: \$ 261,895.00

Summary:

This grant application is requesting a total amount of \$1,308,027.00 to the Auto Burglary & Theft Prevention Authority (ABTPA). The cash match is of a total of \$261,895.00 and the in-kind match is in the total amount of \$1,370,829.00. These funds will cover law enforcement salaries, civilian salaries, overtime, equipment, training, and other direct and operating expenses. The goals of this program are to reduce the auto theft / burglary rates, strengthen the international strategy through Border Partners, and to educate law enforcement and general public in crime prevention.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Chief of Police
Gregory K. Allen





El Paso County
Auto Burglary & Theft
Prevention Task Force



Application for State Assistance
Auto Burglary & Theft Prevention
Authority FY10

A Domestic and International
Strategy to Combat Auto Theft

Dedicated to Outstanding Customer Service for a Better Community

S E R V I C E S O L U T I O N S S U C C E S S

April 10, 2009

Texas Auto Burglary & Theft Prevention Authority
4000 Jackson Avenue
Austin, TX 78731

Dear Director and ABTPA Board Members:

The El Paso Police Department Auto Burglary & Theft Task Force is pleased to submit this Application for State Assistance for FY2010. We look forward to continue our actions in the proactive enforcement of auto theft initiatives and strategies in El Paso, Texas. We commend you for your concern regarding the reduction of auto theft in the State of Texas and for providing the leadership necessary to focus attention on this issue.

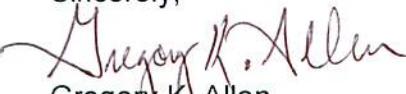
The El Paso Police Department's Auto Burglary & Theft Task Force is committed to addressing the issues of auto theft and related crimes by targeting problems unique to El Paso that contribute to the criminal activity related to auto thefts.

The Application for State Assistance for FY 2010 details the action agenda of the Auto Burglary & Theft Task Force. The application highlights the strategies and tactics intended to address problems created by our community's isolation as determined by geographic location, organized criminal activity, and a 9.7% decrease in auto theft in 2008. The action agenda of our application is based on our community's shared vision for El Paso.

The key to our success and efforts will be that of a strong private – public partnership. The action agenda of our application is meant to guide all of the partners participating in the improvement of El Paso's community profile and maintain or improve El Paso's status as the Third Safest City in the United States.

We salute your commitment to making El Paso a healthier and more vital community and offer our continued support of your efforts.

Sincerely,


Gregory K. Allen
Chief of Police



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John F. Cook

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AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

DESCRIPTION OF PROPOSED PROJECT

This section must include a brief description (not exceeding 200 words) of the proposed project.

For continuation, if necessary, of any item on application page ABTPA-1. Identify by number the item being continued.

This sheet may also be used for any other remarks, at the applicant's option.

The goals of the program represented by this grant application are to reduce auto theft / burglary rates, strengthen our International Strategy via Border Partners and educate Law Enforcement Officials on both sides of the border and the public in crime prevention.

The El Paso County Auto Theft Task Force (ATTF) represents a "continuation" program entering its seventeenth year and operating with grant funding from the Texas Auto Burglary & Theft Prevention Authority. The El Paso Police Department is the agency funded through this grant.

Operationally, the El Paso County ATTF works directly with local, state, federal, domestic and international agencies. The El Paso County ATTF has ongoing working relationships with New Mexico Law Enforcement Agencies and legal representatives in Mexico as part of their participation in Border Solutions. Private cooperatives include OCRA and AMIS, representing insurance companies in Mexico and the National Insurance Crime Bureau (NICB) in the United States.

The program represented by this application is both a holistic and cyclical approach to impacting the auto thefts in the City and County of El Paso. The unit is structured to address prevention, enforcement, investigations, intelligence, information dissemination, training and instruction. The unit's goals and objectives can be found in ATPA-21/26.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROJECT APPROVAL INFORMATION

Item 1.

Does this assistance request require state, local, regional, or other priority rating?

Yes No

Name of Governing Body _____
Priority Rating _____

Item 2.

Does this assistance request require state, or local advisory, educational, or health clearance?

Yes No

Name of Agency or Board _____
(Attach Documentation)

Item 3.

Does this assistance request require TRACS review?

Yes No

(Attach Comments)

Item 4.

Does this assistance request require state, local, regional, or other planning approval?

Yes No

Name of Approving Agency ABTPA

Item 5.

Is the proposed project covered by an approved comprehensive plan?

Yes No

Check One: State
 Local
 Regional

Location of Plan _____

Item 6.

Will the assistance requested serve a federal installation?

Yes No

Name of Federal Installation _____

Federal Population Benefiting from Project _____

Item 7.

Will the assistance required be on federal land or installation?

Yes No

Name of Federal Installation _____

Location of Federal Land _____

Percent of Project _____

Item 8.

Will the assistance requested have an impact or effect on the environment?

Yes No

See instructions for additional information to be provided.

Item 9.

Will the assistance requested cause the displacement of individuals, families, businesses or farms?

Yes No

Number of Individuals _____

Families _____

Businesses _____

Farms _____

Item 10.

Is there other related assistance on this project (previous, pending, or anticipated)?

Yes No

See instructions for additional information to be provided.

Item 11.

Is the project in a designated flood hazard area?

Yes No

See instructions for additional information to be provided.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

BUDGET SUMMARY

Section A—Budget Summary						
Line	Schedule	Budget Categories	(1) ABTPA Funds	(2) Cash Match	(3) In-Kind Match	(4) Total
1	A	Personnel (Salaries)	786,938		996,975	1,783,913
2	A	Personnel (Fringe Benefits)	287,232		373,854	661,086
3	B	Contractual	37,296			37,296
4	C	Travel	7,000	12,000		19,000
5	D	Equipment		79,100		79,100
6	E	Supplies & Direct Operating Exp.	189,561	170,795		360,356
7		Total Direct Charges (Sum of 1-6)	1,308,027	261,895	1,370,829	2,940,751
8	F	Indirect Costs				
9		TOTALS (Sum of 7-8)	1,308,027	261,895	1,370,829	2,940,751

Section B—Cash and/or In-Kind Match
 Enter separately each source of matching funds and the amounts.
 Total Match must agree with Line 9, Column 2 above and the total of lines 14 (b) and (c) on
 ABTPA-1.

CASH				TOTAL	261,895
Source	Amount	Source	Amount		
A	0	D	79,100		
B	0	E	170,795		
C	12,000				
PROGRAM INCOME (To be utilized.)				TOTAL	261,895
Total Program Income (available) \$					
IN-KIND (Total must agree with ABTPA-1, Line 14c.)				TOTAL	1,370,829
Schedule	Amount	Schedule	Amount		
A	1,370,829	D	0		
B	0	E	0		
C	0				
				TOTAL	1,370,829

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PERSONNEL

SCHEDULE A

TITLE OR POSITION	% OF SALARY	ABTPA FUNDS	CASH MATCH	IN-KIND	TOTAL
(A) Police Lieutenant	100%			84,096	84,096
(B) Police Sergeant	100%			68,910	68,910
(C) Police Sergeant	100%	70,634			70,634
(D) Police Sergeant	100%	70,710			70,710
(E) Police Detective / Officer	100%			64,820	64,820
(F) Police Detective / Officer	100%			63,529	63,529
(G) Police Detective / Officer	100%			59,808	59,808
(H) Police Detective / Officer	100%			63,989	63,989
(I) Police Detective / Officer	100%			62,309	62,309
(J) Police Detective / Officer	100%			63,231	63,231
(K) Police Detective / Officer	100%			63,295	63,295
(L) Police Detective / Officer	100%			63,748	63,748
(M) Police Detective / Officer	100%			54,520	54,520
(N) Police Detective / Officer	100%			63,721	63,721
(O) Police Detective / Officer	100%			63,531	63,531
(P) Police Detective / Officer	100%			62,987	62,987
(Q) Police Detective / Officer	100%			63,295	63,295
(R) Police Detective / Officer	100%	63,237			63,237
(S) Police Detective / Officer	100%	49,865			49,865
(T) Police Detective / Officer	100%	62,987			62,987
(U) Police Detective / Officer	100%	63,333			63,333
(V) Police Detective / Officer	100%	63,288			63,288
(W) Police Detective / Officer	100%	54,472			54,472
(X) Police Detective / Officer	100%	54,524			54,524
(Y) Police Detective / Officer	100%	53,870			53,870
(Z) Police Detective / Officer	100%	45,195			45,195
(AA) Police Detective / Officer	100%	47,485			47,485
(AB) Police Detective / Officer	100%	49,865			49,865
(AC) Senior Office Assistant	100%			31,186	31,186
Overtime	100%	37,473			37,473
Total Direct Salaries		786,938		996,975	1,783,913

FRINGE BENEFITS

	% of \$ Rate	ABTPA FUNDS	CASH MATCH	IN-KIND	TOTAL
FICA Med		13,730		13,613	27,343
Unemp Comp		1,576		1,996	3,572
POS-Employee Contribution		86,353		121,565	207,918
Vision and Dental		4,697		5,728	10,425
Life Insurance		518		588	1,106
Police Pension		139,249		177,475	316,724
Workers Compensation		41,109		52,889	93,998
Total Fringe Benefits		287,232		373,854	661,086
Total Personnel Budget		1,074,170		1,370,829	2,444,999

1. Include only one position per line. Attach a description of the duties or responsibilities of each position. (Job posting can not substitute for descriptive narrative for each position.)

2. Percentage of salary to be funded by grant funds.

3. Should reflect employee's gross salary attributable to the project.

4. Include percent of time on auto theft for each position. (40 hours per week)

**ABTPA Grant Application
Fiscal Year 2010**

Gen Fund	A
	P5-7
	Lt. Medina
Salaries	80,699
Incentive Pay	2,470
Longevity	927
Sub Total	84,096
Fica Med	1,219
Unemp Comp	168
POS-Emp Contribution	6,021
Vision And Dental	410
Life Insurance	35
Police Pension	15,137
Workers Compensation	4,592
Sub Total	27,582
Total	111,678

Gen Fund	B
	P4-7
	Sgt. Gomez
Salaries	67,655
Incentive Pay	663
Longevity	592
Sub Total	68,910
Fica Med	999
Unemp Comp	137
POS-Emp Contribution	3,073
Vision And Dental	199
Life Insurance	35
Police Pension	12,404
Workers Compensation	3,762
Sub Total	20,609
Total	89,519

Gen Fund	E P3-5 Det. Quinn	F P3-5 Det. Bailey	G P3-2 Off. Concha	H P3-5 Off. Hernandez	I P3-5 Off. Gil	J P3-5 Off. Olivares	K P3-5 Off. Dominguez	L P3-5 Det. Rosales	M P2-5 Off. Sizemore	N P3-5 Off. Plummer	O P3-5 Off. Arredondo	P P3-5 Off. Baeza
Salaries	61,278	61,278	56,834	61,278	60,909	61,278	61,103	61,278	52,851	61,278	61,278	60,865
Incentive Pay	2,470	1,506	2,470	1,506	1,265	1,265	1,265	1,265	1,265	1,265	1,265	1,265
Longevity	1,072	745	504	1,205	135	688	927	1,205	404	1,178	988	857
Sub Total	64,820	63,529	59,808	63,989	62,309	63,231	63,295	63,748	54,520	63,721	63,531	62,987
Fica Med	940	921	867	0	903	917	918	0	791	0	921	913
Unemp Comp	130	127	120	128	125	127	127	128	109	128	127	126
POS-Emp Contribution	9,598	9,598	9,598	9,598	3,073	9,598	6,021	9,598	6,021	9,598	9,598	9,598
Vision And Dental	410	410	410	410	199	410	410	410	410	410	410	410
Life Insurance	35	35	35	35	35	35	35	35	35	35	35	35
Police Pension	11,667	11,435	10,765	11,518	11,216	11,381	11,393	11,475	9,814	11,470	11,436	11,338
Workers Compensation	3,539	3,469	3,266	3,494	3,402	3,452	3,456	3,481	2,977	3,479	3,469	3,439
Sub Total	26,319	25,995	25,061	25,183	18,953	25,920	22,360	25,127	20,157	25,120	25,996	25,859
Total	91,139	89,524	84,869	89,172	81,262	89,151	85,655	88,875	74,677	88,841	89,527	88,846

Gen Fund	AC Senior Office Asst Ruiz	Q P3-5 Vacant	
Salaries	31,186	61,103	Salaries
Incentive Pay		1,265	Incentive Pay
Longevity		927	Longevity
Sub Total	31,186	63,295	Sub-total
FICA Med-Civilian	452	918	Fica Med
FICA City Match-Civilian	1,934	127	Unemp Comp
Unemp Comp-Civilian	62	6,021	POS-Emp Contribution
POS-Emp Contribution	4,953	410	Vision and Dental
Life Insurance	63	35	Life Insurance
City Pension	3,633	11,393	Police Pension
Workers Compensation	156	3,456	Workers Compensation
Sub Total	11,253	22,360	
Total	42,439	85,655	

**ABTPA Grant Application
Fiscal Year 2010**

Grant	C	D
	P4-7 Sgt.Ceniceros	P4-7 Sgt.Lanahan
Salaries	68,371	68,371
Incentive Pay	1,265	1,265
Longevity	998	1,074
Sub Total	70,634	70,710
Fica Med	1,024	1,025
Unemp Comp	141	142
POS-Emp Contribution	9,598	9,598
Vision And Dental	410	410
Life Insurance	35	35
Police Pension	12,714	12,728
Workers Compensation	3,857	3,861
Sub Total	27,779	27,799
Total	98,413	98,509

Grant	R	S	T	U	V	W	X	Y	Z	AA	AB
	P3-5 Det. Padilla	P3-5 Det. Ramos	P3-5 Det. Salazar	P3-5 Off. Aguirre	P3-5 Off. Gurroia	P2-3 Off. Cervantes	P2-4 Off. Lopez	P3-5 Off. Escobedo	P3-5 Off. Mijares	P3-5 Off. Moreno	P3-5 Off. Olivas
Salaries	61,001	48,911	60,865	61,278	61,278	52,822	52,851	52,822	44,321	46,580	48,911
Incentive Pay	1,265	663	1,265	1,265	1,265	1,265	1,265	663	663	663	663
Longevity	971	291	857	790	745	385	408	385	211	242	291
Sub Total	63,237	49,865	62,987	63,333	63,288	54,472	54,524	53,870	45,195	47,485	49,865
Fica Med	917	723	913	918	918	790	791	781	665	689	723
Unemp Comp	127	100	126	127	127	109	109	108	90	95	100
POS-Emp Contribution	6,021	6,021	3,073	9,598	3,073	6,021	6,021	3,073	9,598	6,021	6,021
Vision And Dental	410	199	199	410	410	410	410	199	410	410	410
Life Insurance	35	35	35	35	35	35	35	35	35	35	35
Police Pension	11,383	8,976	11,338	11,400	11,392	9,805	9,814	9,696	8,135	8,547	8,976
Workers Compensation	3,453	2,723	3,439	3,458	3,456	2,974	2,977	2,941	2,468	2,593	2,723
Sub Total	22,346	18,777	19,123	25,946	19,411	20,144	20,157	16,833	21,401	18,390	18,988
Total	85,583	68,642	82,110	89,279	82,699	74,616	74,681	70,703	66,596	65,875	68,853



JOB SPECIFICATION
POLICE LIEUTENANT

Code 7562
Grade P 5

General Purpose

Under direction, perform second level supervisory functions as head of an assigned police section, or provide other professional individual contributor commissioned law enforcement services as required.

Typical Duties:

Responsibly develop, coordinate and evaluate designated ongoing patrol, investigation or support by subordinate units commonly headed by Police Sergeants or other first level supervisors, or carry out delegated complex operational or administrative public safety project management functions. Involves: Plan, generally oversee and control person and property protection, traffic regulation and safety, or other uniform operations on an assigned shift, a detective detail engaged in investigating and apprehending violators of crimes such as homicide, burglary and robbery, narcotic offenses, vice or vehicle theft, or criminalistic, auxiliary or patrol support, airport detail, homeland security, special project and grants, or other public safety services. Serve as detective division executive lieutenant, as assigned. Direct and review preparation of cases for court. Give testimony at trials and hearings. Establish rapport and confer with public groups and individuals in person and by telephone to listen to, identify and resolve law enforcement grievances or problems, and consult social service agencies and civic organizations to ascertain community public safety needs. Provide information and advise on City code and other laws in response to inquires; and interpret department rules, regulations and policies for employees and the public. Cooperate with County, State and Federal law enforcement agencies in apprehending and detaining wanted persons or criminals, recovering stolen property, and in other matters of mutual interest. Advise and assist other police officers in law enforcement investigations, and personally participates in more difficult cases. Analyze and recommend acquisition of or improvements to equipment and facilities. Participate in evaluation and development of department programs, policies and procedures, and in preparation and administration of department budget affecting operations or services for which accountable.

Perform, as qualified, expert uniformed Police Officer or Police Detective functions that include modifying standard practices, adapting precedents and establishing validity of approached in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned supervisors, police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Participate in administration by overseeing and reviewing or personally gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting section for which accountable, as requested. Direct or personally prepare and submit daily section activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Direct or personally maintain equipment, supplies and facilities in clean,

Effective 09/03/06

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



JOB SPECIFICATION
POLICE LIEUTENANT

Code 7562
Grade P 5

orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Application of considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Application considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Application of considerable knowledge of City geography and locations of important buildings.
- Application of considerable knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Application of good knowledge of supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration procedures.
- Establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Comprehend and analyze highly complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Plan, assign, direct, and inspect work of subordinate supervisors and other personnel firmly and impartially.
- Skillfully use and care in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skillfully use and care in safe operation and care of a motor vehicle.
- Skillfully use and care in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skillfully use and care in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.



JOB SPECIFICATION
POLICE LIEUTENANT

Code 7562
Grade P 5

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications

Education and Experience: Ninety (90) semester credit hours toward an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus six (6) years of experience as a commissioned police officer with the El Paso Police Department, including two (2) years as a Police Sergeant. Except that incumbents in this job class prior to the approval of the ordinance effecting this change are not required to meet the upgraded educational requirement.

Licenses and Certificates: Maintain the Basic Peace Officer license issued by TCLEOSE in compliance with state statute by time of appointment.

Texas Class "C" Driver's License or equivalent from another state by time of appointment.



JOB SPECIFICATION
POLICE SERGEANT

Code 75610
Grade P4

General Purpose

Under general supervision, perform first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required.

Typical Duties:

Plan, organize, direct and control day-to-day field or station activities of an assigned uniformed officer, detective or police support unit on a designated shift. Involves: Oversee, personally perform or assist with security patrol, traffic safety, emergency response, crime investigation, subject identification, academy training or other customary law enforcement work in response to calls or as otherwise assigned. Initiate appropriate police action to deal with complaints. Develop, arrange for and inform supervisors of individual tactical matters such as equipment to be used for particular operations, deployment of personnel in response to incidents, or details of standard and new approaches to investigation problems. Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances. Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court. Give testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public. Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court and City officials regarding performance of assigned police activities. Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.

Perform, as qualified, technically difficult or uncommon uniformed Police Officer or Police Detective functions necessitating adroit application of established procedures and approved techniques to solve intricate tactical problems and criminal cases, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates' performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Assist with administration by gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting unit for which accountable, as requested. Prepare and submit daily unit activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

Effective 09/03/06

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As provided under Classification and Compensation Ordinance 8084, Section 2.2. General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



JOB SPECIFICATION
POLICE SERGEANT

Code 75610
Grade P4

Knowledge, Skills, and Abilities

- Application of considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Application of considerable knowledge of pertinent federal, state and local laws, city ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Application of considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Application of good knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Application of good knowledge of City geography and locations of important buildings.
- Application of some knowledge of supervisory techniques, office management practices, and governmental budgeting, fiscal and personnel administration procedures.
- Establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Communicate persuasively and effectively, orally and in writing, in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, objective and professional court testimony, in following and giving instructions, and in conducting training.
- Comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Plan, assign, direct and inspect work of subordinates firmly and impartially.
- Skillfully use and care in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skillfully use and care in safe operation and care of a motor vehicle.
- Skillfully use and care in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skillfully use and care in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.



JOB SPECIFICATION
POLICE SERGEANT

Code 75610
Grade P4

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications

Education and Experience: Equivalent to a combination of an accredited Associate's degree or sixty (60) semester credit hours toward an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or related field, or a Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Intermediate Certificate, plus four (4) years of experience as a commissioned police officer with the El Paso Police Department in any rank below Police Sergeant Except that incumbents in this job class prior to the approval of the ordinance effecting this change are not required to meet the upgraded educational requirement.

Licenses and Certificates: Maintain the Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute.

Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Human Resources Director

Chief of Police

Public Safety Branch
Police Group
Commissioned Officer Series

POLICE DETECTIVE

06/04 (JAS)

General Purpose

Under general supervision, perform technical police services such as investigator, first level identification officer or community relations officer as required.

Typical Duties:

As a skilled investigator, conduct investigations in conformance with Federal, State, County and City laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own initiative or as assigned. Involves: Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons. Engage in specialized vice probes and raids. Conduct sensitive inquiries of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required. Perform detailed background checks of prospective department employees. Obtain confidential information by questioning or interrogating and taking written, or audio or video recorded statements, depositions, or admissions of suspects, prisoners, complainants and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center (NCIC), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Alcohol, Tobacco and Firearms (ATF), and other criminal history or intelligence resources. Maintain surveillance of suspected criminals or frequent known Locations of criminals and become familiar with subjects' habits, associates, characteristics, aliases and other personal facts. Analyze facts of particular cases to detect planned criminal activity or clues. Arrest or assist in arrest of suspects or violators. Return fugitives from outside the City or State. Check pawnshops, second-hand stores and junk shops for stolen property. Receive and document civil complaints. Prepare and serve search warrants. Prepare, submit and follow-up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required. Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus counteracting specific legal defenses and assist in case reviews or plea bargaining negotiations with defense counsel as requested by prosecuting attorney which includes locating and interviewing those listed on defense witness lists. Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by assisting in obtaining, enhancing, creating or presenting exhibits or other evidence in court as required. Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.

As an identification officer, collect evidence, take photographs, process fingerprints and check docket of prisoners with a printable charge against docket file to ascertain if subject is wanted by a law enforcement agency. Involves: Receive and keep records of narcotics and narcotic paraphernalia. Check latent fingerprints for legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification. Classify legible latent fingerprints in accordance with currently accepted methods.

As a community relations officer, engage in crime prevention and related activities. Involves: Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-up by others. Refer citizens to appropriate agencies.

As a backup uniformed Police Officer, perform assigned municipal law and ordinance enforcement and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own

professional development. Explain and demonstrate criminal investigation techniques to less knowledgeable employees as requested. Serve on designated ad hoc committees.

Knowledge, Abilities and Skills

- Considerable knowledge of Police Department policies, rules and regulations.
- Considerable knowledge of modern criminal investigation, identification and fingerprint classification principles, methods and equipment, and rules for securing, handling, and preserving legally accepted evidence.
- Good knowledge of law enforcement, court, state and federal and other criminal history resources and related security clearance access procedures.
- Good knowledge of City geography.
- Good knowledge of radio procedures and operation.
- Good knowledge and awareness of cultural differences.
- Ability to follow oral and written instructions.
- Ability to obtain and remember information, including names, faces and details of incidents, through investigation, interviews, interrogations and observations.
- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Ability to communicate effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, and to testify in court in an objective and professional manner.
- Ability to produce or obtain exhibits such as graphs, charts, photographs or other evidence.
- Ability to establish rapport and maintain effective working relationships with coworkers, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices and other City property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications

Education and Experience: Two (2) years of experience as a commissioned police officer with the El Paso Police Department.

Licenses and Certificates:

- Basic Peace Officer license issued by Texas Commission on Law Enforcement Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Human Resources Director

Police Chief



JOB SPECIFICATION
POLICE OFFICER

Code 7542
Grade P1-P3

General Purpose

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Typical Duties:

Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Involves: Check stores, businesses, houses and other premises for burglars, fires, and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers, and drug abuse. Examine suspicious conditions and conduct primary searches of scenes of attempted or committed crimes for clues. Seek out and question victims, witnesses and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities. Detain or arrest, restrain, search and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned. Obtain advice from City Attorney, Municipal Court, and Prosecutor's Office regarding cases, policies and procedures, as needed and assigned. Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers and other pertinent information, and operate speed detecting radar device. Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries. Rescue and render first aid to the injured, and summon ambulances and other law enforcement vehicles. Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations or surveillance, if assigned. Engage in community oriented policing by mediating disputes, providing assistance to the public with such routine matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime prevention, self defense techniques, drug abuse resistance and traffic safety, and furnish general information about department activities. Serve warrants and commitments to fulfill court orders. Testify in court.

Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: Compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety to superior officers. Prepare various records including officer's daily activity log, arrest register, Breathalyzer checklist, bad check form, and vehicle impoundment form.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested. Serve on designated ad hoc committees.



JOB SPECIFICATION
POLICE OFFICER

Code 7542
Grade P1-P3

Knowledge, Skills, and Abilities

- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) including modern law enforcement principles, procedures, techniques and equipment, and applicable laws, ordinances, and department rules and regulations.
- Application of some knowledge of City's geography.
- Follow oral and written instructions.
- Exercise sound judgment in order to quickly and calmly evaluate situations and make sound decisions when reacting to emergencies.
- Express oneself persuasively, clearly and concisely, orally and in writing to analytically and objectively discuss, report on and testify about evidence and observed situations, and to record them precisely and completely.
- Establish rapport and maintain effective working relationships with coworkers, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Skillfully use and care in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices and other City property, as required.
- Skillfully use and care in safe operation and care of a motor vehicle.
- Skillfully use and care in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skillfully use and care in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.



JOB SPECIFICATION
POLICE OFFICER

Code 7542
Grade P1-P3

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications

Education and Experience: Graduation from El Paso Police Academy, or one (1) year of commissioned police officer experience in a law enforcement agency.

Licenses and Certificates: Basic Peace Officer license issued by TCLEOSE in compliance with state statute by time of appointment. Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Special Requirements: Must be twenty-one (21) years old by time of appointment. Must pass comprehensive background investigation including pre-offer physical fitness, medical, psychological and polygraph examinations, and drug screening.



JOB SPECIFICATION
SENIOR OFFICE ASSISTANT

Code 11230
Grade GS 44

General Purpose

Under general supervision, perform a wide variety of general clerical tasks and functions.

Typical Duties:

Greet and assist city personnel, officials and the public in person and over the telephone. Involves: Greet and respond to visitors and personnel in a professional manner. Provide appropriate information and documents to the city personnel and the public related to area of responsibility. Exercise of proper telephone etiquette, responding to inquiries, taking messages and forwarding inquires to the appropriate party.

Prepare and edit specialized documents and correspondence for review. Involves: Use of personal computer for the preparation of documents, correspondence, memoranda, forms and certificates. Maintain record keeping and file documents and information in accordance with specified guidelines to include scanning documents. May post simple accounting records, prepare records, vouchers or other documentation.

Review and enter sensitive or complex data, maintain records and files, databases and record keeping sources. Involves: Enter data, verify accuracy maintain and update pertinent data characteristic of assigned area and monitor systems operation. Data may include: accounting (purchase orders, vouchers); human resource data (employee information, payroll data entry); activity/location codes, change orders, inventory, service applications, meeting minutes, material description and unit price, surveys, invoices, requisitions and class C citations, parking citations and charging instruments. Update and prepare spreadsheets, and generate reports (work history, billing, etc.). Review computer generated printouts for accuracy.

Provide computer assistance to users. Involves: Train office personnel in use of various computer programs. Locate computer files, run back up of primary computer server. Assist users with printer problems.

Perform a broad variety of related office clerical activities and support functions. Involves: Maintain inventory and order office supplies, coordinate and schedule meetings, track schedules, prepare payroll documents and complex records, receipt and conveyance of information within area of responsibility, handle petty cash. May perform minor cashing as a back up.

Receive, review and sort mail, interoffice correspondence, packages and other communications. Involves: Identification of recipient and delivery priority, review and maintenance of appropriate level of confidentiality, and distribution of all communications.

May supervise assigned small staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development; enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.



JOB SPECIFICATION
SENIOR OFFICE ASSISTANT

Code 11230
Grade GS 44

Knowledge, Skills, and Abilities

- Application of good knowledge of customer service techniques.
- Application of good knowledge of office and record keeping procedures and departmental policies and procedures.
- Application of good knowledge of network computers/servers, data base entry.
- Application of good knowledge of English grammar, spelling and punctuation.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications and the operation of routine office equipment including, but not limited to, multi-line telephones, fax machines, copiers, calculators and filing systems.
- Application of good knowledge of business arithmetic.
- Interpretation of oral and written instructions.
- Application of some knowledge of supervisory techniques and pertinent policies and procedures.
- Establish and maintain effective working relationships with City officials, coworkers, and the public.
- Clear and concise written and oral communication to respond to inquiries and prepare and present information.
- Work under pressure to meet deadlines.
- Ability to type at the rate of 35 wpm.

Other Job Characteristics

- Office environment.
- Repetitive motion in the operation of computer software.
- Pass a criminal background check and obtain and maintain federally mandated security clearance as required.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and two (2) years office support experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE A - OVERTIME NARRATIVE

REQUIRED NARRATIVE: Provide a brief summary on the use of overtime funds.

- 1. Include description of work activity to be conducted.**
- 2. Estimate number of hours and cost for overtime activities.**

Overtime – ATTF is requesting to utilize approximately 5% of the grant funds towards overtime. This overtime will go towards combining our efforts with US Customs to conduct bridge operations at the US & Mexican port of entries, both southbound and northbound lanes. This effort is needed to be conducted outside our normal tour of duty in order to assist in recovering and preventing stolen vehicles from being taken into Mexico and recovering those brought back into the US from Mexico. The overtime would also go towards conducting Salvage Inspections at various car lots, mechanic shops and junk yards. These Salvage Inspections are used to assist in the recovery of stolen vehicles, engines, and to verify that they are in compliance. In addition, certain investigations, which require extensive time to process will require the use of overtime. Administrative duties are also part of an essential ingredient in the successful operation of this program.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE B

PROFESSIONAL AND CONTRACTUAL SERVICES

Description of Service	(1)	(2)	(3)	(4)
	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Translator Specialist	37,296			37,296
(B)				
(C)				
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
TOTAL PROFESSIONAL AND CONTRACTUAL SERVICES	37,296			37,296

Grant	Contractual Sevices
	Translator
	Avila
Salaries	38,489
Incentive Pay	
Longevity	
Sub Total	38,489
FICA Med-Civilian	558
FICA City Match-Civilian	2,386
Unemp Comp-Civilian	39
POS-Emp Contribution	2,606
Life Insurance	35
City Pension	4,484
Workers Compensation	192
Sub Total	10,300
Total	48,789

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE B NARRATIVE

REQUIRED NARRATIVE: Briefly describe any anticipated contractual arrangement and work products expected. Describe basis for arriving at the cost of each line item. Professional services (such as consultants, trainers, counselors, evaluators, etc.) should be described by type of service, number of hours, rate per hour, and travel costs, if any.

A Professional and Contractual Service award would compensate the continued employment of a Translation Specialist for use in the Border Partners Project portion of this grant application.

The duties are based on the expected needs and requirements of the position. Additionally, the salary is the maximum according to the job description as it compares with other related positions, i.e. Senior Secretary and Court Interpreter. The position will be carried out under a contractual agreement. A copy of her contract is attached to the job description. The Translator will work a forty-hour workweek.

Attached earnings; which include fringe benefits are an estimated projection provided by the City of El Paso Personnel Department. This amount does not include any merit increase that can be applied to the translator specialist.

STATE OF TEXAS)
)
COUNTY OF EL PASO)

EMPLOYMENT AGREEMENT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ANGELINA AVILA** hereinafter referred to as "Employee," witnesseth:

WHEREAS, on August 21, 2007, City Council adopted Ordinance No. 16727 granting authority to the City Manager or his or her designee or a Department Head to enter into and sign certain contracts on behalf of the City that are employment, personal services, professional services, volunteer services and other contracts authorized in the City Charter; and

WHEREAS, this contract falls within the parameters of Ordinance No. 16727; and,

WHEREAS, the City, on behalf of the El Paso Police Department, desires to employ the Employee as a Translation Specialist; and,

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. **SCOPE OF SERVICES**. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Police Department, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Police Department.

2. **TIME OF PERFORMANCE**. The services of Employee are to commence on or about September 1, 2008 and be completed by August 31, 2009. The City

Manager shall have the authority to automatically renew this contract for one or more additional set of periods of time, by giving written notice to the Employee not less than thirty (30) days prior to the date upon which this contract would otherwise terminate. Written notice is given by way of this contract.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid hourly at the rate of Seventeen and 62/100 Dollars (\$17.62) for forty (40) hours per week. Total amount of the contract shall not exceed \$46,656.00 plus benefits. Contract Employee will normally not be scheduled to work in excess of 40 hours a week, however, in the event that unforeseen circumstances arise that require the Contract Employee to work in excess of 40 hours per week, Contract Employee shall be paid overtime at the hourly rate of Twenty-Six and 43/100 (\$26.43) Dollars in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's Insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, Employee shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. This is an irrevocable election which may not be changed in subsequent contracts.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will Employee make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments.

5. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the El Paso Police Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

6. **LAW GOVERNING CONTRACT.** For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

7. **COMPLETE AGREEMENT.** This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

8. **TERMINATION.** Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contract Employee of the cause for termination. As a member of the unclassified services for the City, Employee is subject to removal from his or her position pursuant to Section 6.2-3 of the Charter. Employee acknowledges that Employee has no right of appeal with respect to termination of his or her employment.

9. **MISCELLANEOUS.** The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his/her duties under this Contract.

10. **NOTICE.** Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
El Paso Police Department
Attn: Chief of Police
911 N. Raynor
El Paso, Texas 79903

EMPLOYEE: Angelina Avila
12105 Road House Drive
El Paso, Texas 79936

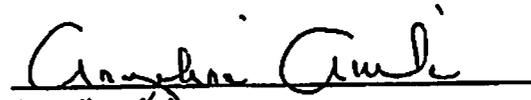
IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 15th day of August, 2008.

CITY OF EL PASO, TEXAS:



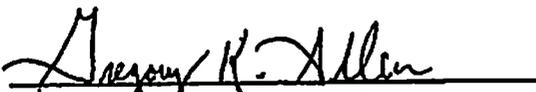
Joyce A. Wilson
City Manager

EMPLOYEE:



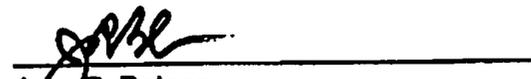
Angelina Avila

APPROVED AS TO CONTENT:



Gregory K. Allen, Chief of Police
El Paso Police Department

APPROVED AS TO FORM:



John R. Baloon
Assistant City Attorney

City of El Paso – Job Specification

Translation Specialist

Summary –

Under general supervision, performs responsible translation, secretarial, and clerical duties; performs related duties as required.

Typical Duties

Interprets/Translates from Spanish/English and English/Spanish official proceedings and any other communication and reduces to writing. Types memoranda, correspondence, reports, forms and related materials from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; composes routine correspondence for supervisors signature; composes and mails responses to public inquiries and complaints; screens and distributes departmental mail.

Establishes and maintains files and records; reviews documents for accuracy and completeness and corrects errors and brings to the attention of appropriate personnel. Compiles information for reports; maintains balances on budget accounts, inventory list and related records.

Greets visitors and provides information or refers to appropriate person; takes and relays messages, information and instructions to designated personnel. Schedules appointments for supervisor or other staff; arranges travel itineraries and reservations for department staff; arranges time and place of board, committee and staff meetings and notifies interested parties; prepares, posts and distributes agenda and related materials; takes/transcribes minutes of board, committee and staff meetings.

Be able to operate electronic office equipment including typewriters, word processing and computerized input and retrieval system.

Minimum Qualifications

Training and Experience: Graduate from high school and capable of interpreting from English/Spanish and Spanish/English, knowledge in interpreting legal vocabulary and reducing such communication to writing. Three years of progressively responsible clerical experience, including one year performing stenographic or secretarial duties; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of office practices and procedures; good knowledge of English, spelling and punctuation; good knowledge of the use and care of office equipment; some knowledge of the methods and techniques of public contact.

Ability to type at fifty (50) words per minute; ability to tactfully and courteously respond to public inquiries and provide requested information; ability to make sound decisions; ability to develop, establish and maintain filing systems; ability to independently plan and complete information; ability to perform arithmetic calculations; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing.

Have the skill in the use and care of office equipment.

Physical Requirements: Mobility within an office environment.

***Note: The aforementioned Job description is a proposal for the upcoming Border Partners Grant Application. The Duties are based on the expected needs and requirements of the position. Additionally, the salary is based on the job description as it compares with other related positions, i.e. Senior Secretary and Court Interpreter.**

ATTACHMENT "A" SCOPE OF DUTIES

Interprets / translates from Spanish / English and English / Spanish, including conversations from tapes & written material and reduces to writing when needed; types memoranda, correspondence, reports, forms and related materials from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes, composes routine correspondence for project director's signature; composes and mails responses to public inquiries and complaints; screens and distributes departmental mail.

Establishes and maintains files and records; reviews documents, such as reports and memorandums, for accuracy and completeness; corrects grammatical errors, and alerts project director to any errors pertaining to content; compiles information for reports; maintains balances on budget accounts and inventory list pertaining to the grant and related records.

Greets visitors and provides information as needed, or makes referrals to proper source; receives and relays messages, information and instructions to designated personnel; schedules appointments for project director and other department staff; arranges travel itineraries and reservations for department staff, arranges time and place of board, committee and staff meetings, and notifies pertinent parties; prepares, posts and distributes agenda and related materials; takes / transcribes minutes of board, committee and staff meetings.

Be able to operates electronic office equipment, including typewriters, word processing, and computerized input and retrieval system.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE C

TRAVEL

1. Local Travel		(1)	(2)	(3)	(4)
Title or Position	Miles Traveled Annually/\$Rate	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A)					
(B)					
(C)					
(D)					
(E)					
(F)					
(G)					
(H)					
LOCAL TRAVEL TOTAL					

2. In-State Travel (Specify clearly and use continuation pages if necessary)

Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
ABTPA (3)	Austin, Texas	3,500	5,000		8,500
Border Solutions (1)	Unknown	1,000	2,000		3,000
TAVTI (4)	Austin, Texas	1,000	2,000		3,000
DPS (4)	Austin, Texas	1,000	2,000		3,000
IN-STATE TRAVEL TOTAL		6,500	11,000		17,500

3. Out-of-State Travel (Specify clearly and use continuation pages if necessary)

Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
Border Partners Training	Mexico	500	1,000		1,500
OUT-OF-STATE TRAVEL TOTAL		500	1,000		1,500
TOTAL TRAVEL BUDGET		7,000	12,000		19,000

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE C NARRATIVE

REQUIRED NARRATIVE: Briefly describe the applicant's travel policy (i.e., mileage rates and per diem rates). Specify purposes for each item of travel. Break out costs of each in-state and each out-of-state trip to separately show the specific costs of transportation and per diem.

Travel requests will be used to fund travel for out of town training as the continued emphasis on crime prevention and syndicated crime disruption requires the Task Force to stay a step ahead of the criminal element. The Task Force has made several contacts nationwide that specialize in the investigation of organized crime and strides will be made to receive training from these agencies throughout the nation. Every officer on the street knows that the auto thief is the most elusive of all criminals. The "Auto Theft Business" has become more lucrative in recent years, which has attracted new and ambitious criminals to the ranks of the organized crime groups. The El Paso County Auto Burglary & Theft Prevention Task Force will utilize all resources, community support, and specialized training in its fight against auto theft.

The members of the El Paso County Auto Burglary & Theft Prevention Task Force will attend advanced auto theft courses related to criminal investigation, insurance fraud, crime prevention, community policing, maintaining and documenting informants, apprehension and identification of suspects, and stolen vehicles. The additional specialized training will assist the Task Force in the empowerment of the community and other law enforcement agencies by training them in the deterrence of auto theft.

The funds will also pay for attendance at the ABTPA / Border Solutions Committee Meetings held throughout the state of Texas and Mexico. Two members from the Task Force will attend meetings to keep informed of any changes. In addition, members of the Asset Recovery Unit, a Supervisor from the Task Force who will oversee the project, and the Intelligence Personnel from the Border Partners Initiative will participate.

Investigation and International Border Conferences are also included in this request, such as: IAATI, TAVTI & DPS Training and Conferences. El Paso's proximity to the Southwest states of New Mexico and Arizona as well as to Mexico makes investigative travel a necessity.

Requested figures shown for travel is an estimate based on anticipated travel, both in and outside the state of Texas, including the need for investigative intelligence travels into Mexico.

The Recovery Unit will require travel into Mexico for training and prosecution for U.S. cases acting as the representative of the complainant. The training will encompass the ever-changing protocol and procedures of law related to the recovery of stolen vehicles in Mexico. The Recovery Unit and Border Partners Initiative will be working closely with local, state, and federal agencies from Mexico and as such will need the presence of these members in various Mexican cities.

The members of the Auto Theft Task Force will also seek training on intelligence identification, trend analysis, and the recovery and seizure of assets involved with organized crime. The training and travel is anticipated both in and outside the state of Texas. This training will supplement the overall mission of the project, which is the reduction of auto theft and the recovery of stolen vehicles in a foreign country.

Attached you will find the "Administrative Directive" from the City of El Paso, Texas concerning travel authorization and expense allowances.

City of El Paso ADMINISTRATIVE DIRECTIVE	<u>SUBJECT</u> TRAVEL AUTHORIZATION & EXPENSE ALLOWANCES	Number 89-106
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I. DEFINITIONS

- A. Actual Expenses – Expenses supported by actual receipts.
- B. Advance – Funds allotted to the employee prior to travel.
- C. Emergency Travel – Travel authorized by the Mayor for the conducting of City business in an emergency.
- D. Expense Reconciliation – Audit of expense reports and attached receipts upon completion of travel, to determine if actual travel expenses exceeded or were less than approved amounts advanced.
- E. Expense Report – A copy of an authorized Travel Request form with the “Actual Expenses” section filled out and accompanied with all original expense receipts which is used to reconcile travel expenses. Completed Authorized Travel Request is due within 10 working days after completion of travel.
- F. Local Travel/Training (Intra-City) – Any same day travel to locations in El Paso County and in other locations such as Van Horn, Alamogordo, Las Cruces, Dell city which does not require overnight accommodations and for which approval is not required.
- G. Necessary and Reasonable Expenses – Criteria used to evaluate expenses which are not supported by actual receipts such as miscellaneous expenses.
- H. Per Diem Allowance – Monetary allowance for lodging and meals.
- I. Reimbursement – Funds paid to an employee upon returning from travel when actual expenses exceed the amount advanced.
- J. Refund – Any advance in excess of actual expenses which must be returned to the City of El Paso.
- K. Travel Request – Form prescribed by OMB and the Comptroller’s Office which is transmitted for approval and which is subsequently used for expense reconciliation.
 - 1. “Open” Travel Request – An authorized Travel Request is considered “open” when an expense report has not been filed with OMB for reconciliation and any refund of travel advance due the City or reimbursement due the employee has not been paid.

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2. "Closed" Travel Request – An authorized Travel Request is considered "closed" when an expense report has been filed, reconciled and any refund of travel advances due the City or reimbursement due the employee has been paid.

L. GAO Schedules – As published in 41 CFR Chapter 301 (as amended) – Federal travel Regulations; Maximum Per Diem Rates; Final Rule.

II. POLICIES

Reference Ordinance 9699 as amended.

A. Department heads are responsible to plan and arrange for requested travel of employees so as to achieve maximum economy and efficiency. Travel should not be granted if the purpose of the trip can be handled by mail or telephone.

It will be the Department's responsibility to ascertain that funding is available for travel as well as obtaining separate billing accounts for the Universal Air Travel Plan (ghost cards) accounts. A copy of the application form is attached.

It will be the Department's responsibility to ensure that both the Department Head and Assistant Department Head are not absent from the Department at the same time.

Travel shall be approved only to transact official business, attend official and professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of the City's affairs.

The policies and regulations for travel set forth in this procedure shall apply to all activities financed by an enterprise fund and state, federal or private grants unless the terms of the said grant require differently.

The Comptroller's Office will charge grants thirty-six and one half (\$0.365), or the latest amount recorded in the Federal Register per mile for the use of City vehicles by employees.

B. The mode of travel wherever feasible shall be air travel by commercial carrier and shall be the most economical available, but in any event shall never exceed coach fare by air. In the event the City designates a City Travel Agency, air travel reservations shall be made by the Agency and the ticket paid by City check.

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- C. Transportation and registration expenses incurred pursuant to an approved Travel Request shall be paid on the basis of actual costs. All other usual travel expenses will be advanced on the basis of a per diem allowance.
- D. The City shall not pay expenses resulting from indirect routes of travel and arriving earlier and leaving later than necessary to conduct official business.
- E. Vacation may be taken in conjunction with travel on official business at no additional cost to the City provided this fact is specifically indicated on the face of the Travel Request and is authorized by the Department Head.
- F. Expense reports and refunds of unused travel monies advanced shall be completed within ten (10) working days after conclusion of travel.

No travel advances shall be made to anyone who has permitted a previous Travel Request to remain "open" by failure to file the required Expense Reports and/or repay the unused portion of any travel advance within ten days after conclusion of travel, unless such delay has been approved as provided in Ordinance 8611.

- G. When a spouse or other members of an employee's family attend a conference or meeting, none of their expenses shall be borne by the City. The Travel Request shall reflect only those expenses incurred by the employee.
- H. In instances where use of personal automobile is allowed for the convenience of the employee, lodging, meals, and other expenses will be allowed on the same basis as if the employee had traveled by air. Travel time will also be allowed on the same basis as if the employee had traveled by air. The employee will charge the City only the time that would have been required to make the trip using airline transportation. All time used in excess of air travel time shall be charged to employee leave time.

III. AUTHORIZED EXPENSES

A. Local travel/training (Intra-City) - Valid Expenses

- 1. Actual cost for registration fees (and meals if included in fee) at conference or meetings only when attendance is approved by the department head in advance and is a requirement of the job or in the interest of the City because of essential information. Normally, lunches are not paid.

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2. If a city vehicle is available for use, employees must use this method of transportation rather than a personal vehicle. In instances where use of a personal vehicle is required, the employee, will be reimbursed at thirty six and one half cents (\$0.365), or latest amount in the Federal Register per mile. When a personal vehicle is used for the convenience of the employee and approved by the department head, reimbursement will be at thirty six and one half cents (\$0.365), or latest amount in the Federal Register per mile.

3. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for local travel expenses in addition to the said gasoline allowance, and is prohibited from driving city-owned vehicles for other than emergency purposes.

B. Travel Other Than Local - Valid expenses include only those directly related to the official duties of the employee as stated below:

1. Lodging - shall be for the actual expenses at the rate established by the most current applicable Federal Register schedules for the particular location unless otherwise approved by City Council or the Mayor in emergency travel situation. Such approval must be obtained in advance except for circumstances beyond the control of the employee and must be supported by actual receipts.

2. Meals - maximum amount as shown in the latest Federal Register for geographical area.

3. Registration fees - shall be paid, where feasible, directly by the City through the Department's Voucher Payable process to the sponsoring organization and shall be supported by an actual receipt, agenda or program identifying all activities and meals that are included in the registration fee. The Department shall not pay for expenses for registration or tuition which are not allowed or which are unreasonable. Registration costs are authorized to the extent necessary to transact official business; expenses of "tour packages" offered in connection with conference registration or other similar expenses are not allowed.

4. Ground transportation - shall be only for what is reasonable and necessary and must be supported by actual receipts.

5. Telephone calls - shall be for what is reasonable and necessary, only for official city business and must be supported by appropriate documentation relative to cost and purpose and with the approval of the Department Head.

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6. Miscellaneous expenses - i.e., porter services or tips, which shall only be what is reasonable and necessary not to exceed \$10.00 total.
7. Rental car - may be authorized when determined to be necessary. "Necessary" means that a rental car is needed to conduct official business and other alternatives, such as public transportation, are either more costly or impractical due to the exigency of travel. Insurance should be purchased from the rental car agency when personal insurance companies will not insure a driver using a rental car and must be supported by receipt as well as gasoline receipts. All rental cars should be filled up before return and not at Rental Agency Car station to avoid exorbitant fuel charges.
8. Personal vehicle use - shall be thirty six and one half cents (\$0.365), or latest approved rate listed in the Federal Register per mile when approved in advance not to exceed the cost of coach air fare.
9. Items such as entertainment, alcoholic beverages, dry cleaning service or any other personal services are not authorized expenses.

IV. PROCEDURES

A. Transportation

1. All commercial air transportation reservations shall be processed according to the following procedure:
 - a. In the event of designation of a Travel Agency, departments shall notify the designated agency of destination, dates, and preferred hour of departure and return. Departments are responsible for ensuring that the travel agency makes reservations for their employees. Travel should be planned sufficiently in advance to take advantage of reduced fares. Pricing may be obtained from the Internet.
 - b. Coach fare shall be considered standard for air travel, however, the most economical available shall be utilized, i.e., discount fares where feasible. If a City travel agency is designated, the travel agency shall state the terms of the ticket purchase such as seven day advance, weekend stay etc.

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- c. In the event a City travel agency is designated, the travel agency will deliver airline tickets to the Department Head. Purchasing tickets from the Internet should be sent to the Department requesting the airline tickets.
- d. In the event a City travel agency is designated a monthly invoice for all City travel booked through a travel agency will be provided by the agency to the Department. Departments will verify services received.
- e. If a situation arises that during travel additional fees or fares are incurred they must be substantiated by a receipt and written justification, and will be subject to approval as provided herein and in Ordinance 8611.
- f. If a City travel agency is designated, frequent flier or bonus miles obtained as a result of City travel will be utilized only for official city business. If not used accordingly, employee will be given a 1099 - Miscellaneous form for taxable fringe benefits received. Designated travel agency will provide the City with reports indicating frequent flier or bonus miles earned.

2. All vehicular transportation shall comply with the following:

- a. Travel in a City vehicle may be authorized if it is in the best interest of the City considering such factors as time required, destination, travel distance, and number of persons in the travel group. Gas, oil, and other service station assistance will be paid by use of a City credit card which will be issued by the Director of Purchasing if so approved on the Travel Request.
- b. Travel by personal vehicle for City business, at the reimbursement rate of \$.365 or latest rate in the Federal Register per mile, may be authorized if commercial transportation is not practical and a City vehicle is not available. Travel by personal vehicle for the convenience of the employee is reimbursable at \$.365 or latest rate in the Federal Register per mile. Odometer readings from employee's residence or official work site (whichever is shorter distance) to final destination and return should be used to calculate mileage.
- c. Rental car credit cards are available for use at travel destination when so approved in advance. A Travel Request must indicate approval by the City council prior to issuance of a credit card by the Director of Purchasing. Travelers must fill up rental car gas tanks prior to returning to the agency in order to avoid exorbitant fuel charges. Gas receipts are to be submitted with reconciliation.

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d. Reimbursements will be made for the use of taxis or airport limousine in connection with travel when supported by actual receipts. Most hotels provide this shuttle service free of charge.

e. Reimbursements will be made for miscellaneous expenses not to exceed \$10.00 total.

B. Lodging

The per diem allowance for lodging is the rate established by the most current applicable Federal Register for the particular unless otherwise approved by City Council or the Mayor in emergency travel situation. Such approval must be obtained in advance except for circumstances beyond the control of the employee and must be supported by actual receipts. The City will pay the actual cost of hotel rooms. The room rate must be substantiated by an original hotel issued receipt that indicated all charges and payments credited.

C. Meals

1. The maximum per diem allowance for a designated geographical area according to the most current applicable Federal Register will be used. Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers in accordance with the following schedules:

- a. Breakfast - Between 6:00 a.m. and 11:00 a.m.
- b. Lunch - Between 11:00 a.m. and 5:00 p.m.
- c. Dinner - After 5:00 p.m.

Schedules should be as follows:

a. At Designated Geographical Area

- 1. Breakfast - Between 6:00 a.m. and 11:00 a.m. 20%
- 2. Lunch - Between 11:00 a.m. and 5:00 p.m. 30%
- 3. Dinner - After 5:00 p.m. 50%

b. Leaving and Returning to El Paso

- 1. Flights leaving before 8:00 a.m. – Breakfast
- 2. Flights leaving between 11:00 a.m. and 1:00 p.m. - Lunch
- 3. Flights leaving between 5:00 p.m. and 8:00 p.m. – Dinner

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4. Flights returning between 8:00 a.m. and 11:00 a.m. - Breakfast
5. Flights returning between 2:00 p.m. and 5:00 p.m. - Lunch
6. Flights returning after 6:00 p.m. - Dinner

2. Meals included in registration fees, airline tickets or provided by another agency shall be deducted from the per diem reimbursement allowance.

D. Time Away From Duty Station

Travel requests should indicate the number of hours the employee is away from the duty station. If the person must be replaced during these hours, so state on the Travel Request. Do not include weekend hours unless employee normally works on the weekend.

E. Registration Fees

Requests for attendance at conferences, training sessions, or other meetings, must be supported by a program or other evidence of the opening and closing dates and time, the fee rate, and meals that are included.

It is preferred that registration fees be paid directly by the City to the sponsoring organization if the vendor has been established by the Purchasing Department, if not, then the registration fee will be advanced to the employee and it will be his/her responsibility to pay the vendor.

A receipt or some other proof of the fee payment shall be submitted with reconciliation when the fee is paid by the employee out of advanced funds.

F. Long Distance Telephone Calls While Traveling

Long distance telephone charges will be allowed for official business calls and will be governed by the following:

1. Calls to City offices shall be made on a collect call basis; all other business related calls to locations other than City offices shall be paid by the employee, who will be reimbursed upon submission of appropriate documentation relative to cost and purpose and with the approval of the Department Head.
2. Calls for other than City business shall not be made at City expense. One (1) telephone call to the employee's family indicating a safe arrival is permissible for reimbursement.

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G. Travel Advances

1. Travel advances are authorized on the basis of an approved Travel Request. It will be the Department Head's responsibility to approve Travel Requests for their Departments providing funds are available. Checks for travel advances shall be prepared by the Department's Voucher Payable process.
2. The amount of advance will be the total of column two (2) on approved travel request.
3. It is the Department's responsibility to make reservations for airline tickets and hotel/motel reservations.

H. Expense Report Reconciliation

1. Within ten (10) working days after completion of travel an Expense Report shall be filed with OMB. Original receipts only for lodging, transportation, and official long distance phone calls, etc. shall be filed with the report. The total amount due to the City or from the traveler shall be noted on the Report. If funds are due the City, a City of El Paso Cashier's Receipt (original) shall accompany the Expense Report. Reimbursements in amounts over \$50 or 10% of the travel amount, whichever is higher, shall be submitted to City Council for approval prior to payment. If reimbursement is due, a check will be issued to the traveler. Amounts less than \$50 or 10% of travel amount will be reimbursed by the Comptroller's Office after reconciliation is completed. Reimbursements under \$1.00 will not be necessary. If an employee does not wish to receive a reimbursement, then that must be indicated on the reconciliation.
2. If the advance exceeds expenses reimbursable under provisions of this directive or in the event of the cancellation or indefinite postponement of travel for which an expense advance has been issued, monies due the City shall be promptly returned to the Comptroller's Office. If purchased by designated City travel agency all airline tickets shall be returned to the travel agency for credit. The applicable Travel Request along with the refund receipt shall be filed by the Comptroller's Office and the Travel Request shall be closed.

<p>City of El Paso</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p><u>SUBJECT</u></p> <p>TRAVEL AUTHORIZATION & EXPENSE ALLOWANCES</p>	<p>Number 89-106</p>
		<p>Effective Date 1 Sept. 2003</p>
		<p>Page 10 of 10</p>

V. GENERAL GUIDELINES FOR DEPARTMENT HEADS

- A. Planning of trips is essential to reduce travel costs. Travel should be requested far enough in advance for authorization to be granted in time to take advantage of reduced fees offered for early registration and discount airline fares.
- B. Examine travel destinations to ensure that travel is to destinations which are in closest proximity to the City. If there are seminars, conferences, etc., scheduled throughout the year at various locations and the determination is made to have an employee attend, choose the location closest to El Paso.
- C. Screen all travel requests to limit trips, number of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of department mission.
- D. Exercise control of travel expense by keeping it within established appropriations.
- E. Review expense reports at completion of trips to ensure completeness and appropriateness of expenses claimed.

VI. FORMS

- A. Travel Request
- B. Multiple Attendees Travel Request Forms and Instructions

AN ORDINANCE AMENDING ORDINANCE #9699, AS AMENDED, ESTABLISHING PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO should be either updated or revised based on the information presented above.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE D

EQUIPMENT PURCHASES

	(1)	(2)	(3)	(4)
Equipment Name or Description and Quantity (Do Not List Brand Names)	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Trackers (2)		1,600		1,600
(B) Scanner (2)		2,000		2,000
(C) Trailers (2)		40,000		40,000
(D) Generators (2)		5,000		5,000
(E) Laptops		4,000		4,000
(F) Thermo Night Vision (2) – {Flir}		25,000		25,000
(G) Coveralls (disposables)		1,500		1,500
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
TOTAL EQUIPMENT PURCHASES		79,100		79,100

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE D NARRATIVE

REQUIRED NARRATIVE: Briefly describe the use of equipment and the cost of each line item.

- (A) **Trackers** - The Auto Theft Task Force (ATTF) has experienced the value of mobile tracking devices while combating auto thieves. These devices are instrumental while conducting covert operations. The use of tracking devices along with other proven methods will allow the unit to acquire intelligence and monitor the actions of auto thieves with real time capability, which will ultimately enable the task force to catch them in the act of stealing a vehicle.
Total cost for 2 trackers - \$1,600
- (B) **Scanners** –The Auto Theft Task Force is requesting funds for the acquisition of high speed scanners that will enable the unit to scan all documents for distribution and sharing of the information with greater ease via e-mail. In addition, documents that are scanned into PDF files retain their authenticity and allow for documents with signatures to be e-mailed and archived in a manner that make the documents available as needed for case management or prosecutorial purposes.
Total cost for 2 scanners - \$2,000
- (C) **Trailer** – The trailers will be utilized as a mobile command post at the bridges while working the weekly bridge checkpoint operations. In addition, it can be utilized as an installation to help the officers regroup while serving as an office to process paperwork or to serve as an investigatory detention site while interviewing and processing prisoners. In addition, the size of the vehicle lends itself as mobile bill board to display our message "Watch Your Car".
Total cost for 2 trailers: \$40,000
- (D) **Generator Electrical** – The trailers listed in item "C" will require one generator for each to serve as a power plant to enable the trailers to function with lighting, heating and cooling, and other essential small tools and equipment.
Total cost for 2 generators – \$5,000
- (E) **Laptops** – In a continued effort to maintain our bait tracking system efficient, portable laptop computers will assist the unit in monitoring and tracking the bait vehicle from the field. These laptop computers come with an Intel Pentium processor 740 (1.73 GHz) and a 14-inch screen. The 1.73 GHz processor will enable the system to be compatible in operating any of the bait vehicles. The 14-inch screen will be utilized to view the maps when tracking the vehicle in motion. The package consists of the Microsoft Office Basics, which includes: Word, Excel, Outlook, and PowerPoint. The package also contains an additional 9-cell lithium battery for longer portability for users in the field. In addition, the system would allow our Crime Prevention Officer to make site presentations to educate the public in how to make their vehicle a hardened target for auto thieves.
Total cost for 2 laptops - \$4,000

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE D NARRATIVE

REQUIRED NARRATIVE: Briefly describe the use of equipment and the cost of each line item.

- (F) **Thermo Night Vision (Flir)** - The Thermo Vision FlashSight is a low cost, lightweight thermal imager packed with features and purpose built for the law enforcement market. The FlashSight features instant-on imaging and sees in total darkness, fog, smoke, and most other obscurants. It also has a bellows eyecup for covert operation and is easy to operate.
Total cost for 2 - \$25,000
- (G) **Coveralls (disposable)** – The Task Force requires the use of high quality disposable coveralls for their daily investigative field operations. The nature of the work makes it necessary for the officers to utilize the coveralls in order to protect their clothing. Whether it is their uniform or their undercover clothing, the coveralls protects from all sorts of harmful materials such as: paint, chemicals, oil, grease, fiberglass, mold, and any other substance that may damage their attire. Members of the unit are routinely required to get underneath the vehicles in order to obtain confidential numbers and/or other identifying markings. The use of these coveralls will benefit the unit, and when the workday is done, the members of the unit can either throw the coverall away eliminating the need to laundry or repair it in the event of excessive soiling.
Total cost for 15 boxes - \$1,500

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**SCHEDULE E****SUPPLIES AND DIRECT OPERATING EXPENSES**

	(1)	(2)	(3)	(4)
Directly Charged Supplies and Other Operating Expenses	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Leased Vehicles (26) @ 700 / vehicle	114,200	104,200		218,400
(B) Office Operating and Safety Supplies	10,266	6,000		16,266
(C) Membership		500		500
(D) Crime Prevention	6,000	3,500		9,500
(E) Confidential Informant Funds	5,000	2,500		7,500
(F) Fuel and Vehicle Maintenance	41,495	41,495		82,990
(G) Communication Devices	10,800	10,800		21,600
(H) Air Cards	1,800	1,800		3,600
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
TOTAL SUPPLIES AND DIRECT OPERATING EXPENSES	189,561	170,795		360,356

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE E NARRATIVE

REQUIRED NARRATIVE: Briefly describe the basis for arriving at the cost of each line item AND THE USE OF EACH ITEM.

(A) Leased Vehicles - The Task Force requires the use of unmarked vehicles for their daily tactical and field operations. The nature of the undercover work makes it necessary for the field officer to blend in with the vehicles of the general public. The average cost per vehicle is \$700 dollars a month for the fiscal year. The total combined price includes a cash match of \$104,200 dollars to offset the cost incurred by the grant for the fiscal year.
Total cost combined: \$218,400

(B) Office Operating & Safety Supplies – This item provides an operating budget to the Task Force for daily necessities, which allows the unit to have an efficient and professional office. Printing publications of materials for investigation and intelligence is a daily requirement. Additionally, the cost of binding presentations, purchasing safety equipment supplies, publications and subscriptions, photography supplies, uniforms and other operating expenses are covered in this budget. This budget is also used to purchase and upgrade tools required for vehicle inspections, purchase camcorder batteries used during undercover operations, and low cost equipment maintenance expenses. In addition, this will cover minor supplies to facilitate locating confidential Vehicle Identification Numbers. Also included are the daily inspection of suspected vehicles, bridge operations and numerous salvage yard inspections, which require the use of small tools for the investigator to find numerous confidential identifying markings.

Border Partners – Furthermore, this program will need funds for the printing and binding of educational pamphlets, banners, publications and needed subscriptions that will help the general public in the recovery of their stolen vehicles in the U.S. and Mexico. The officer/detective will also require yearly administrative supplies for the optimal operation of the Border Partners Program. The assets recovery and assistance team will have the responsibility of utilizing the binders and pamphlets in order to further the mission of the program.

Total combined cost: \$16,266

(C) Memberships – Memberships pertaining to auto theft investigators, crime prevention initiatives, community policing, tactical and covert operations, and legal updates. Costs are based on annual fees ranging from \$40 - \$70 dollars.
Total cost: \$500

(D) Crime Prevention – With crime prevention being a key component in the reduction of auto theft, this funding will be used to purchase equipment, materials or attire aimed at public awareness such as hand-outs, stickers, flyers, pencils, key chains, shirts, coffee cups and any other item promoting the 'Watch Your Car' campaign and/or any other ABTPA program.
Total cost combined: \$9,500

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE E NARRATIVE

REQUIRED NARRATIVE: Briefly describe the basis for arriving at the cost of each line item **AND THE USE OF EACH ITEM.**

- (E) **Confidential Informant Funds** – In an effort to combat auto theft while advancing investigations to effect more arrests of offenders, the ATTF unit will benefit from confidential informant funds. These funds will be utilized to pay informants in exchange for valuable information that will identify offenders linked to organized criminal auto theft rings. With informants on hand and with planned activity learned from paid informants, ATTF members could set up in advance to take down offenders on sight, corroborating other evidence of the case after being witnessed by police personnel. If needed, funds would be utilized for covert operations.
Total cost combined: \$7,500
- (F) **Fuel & Vehicle Maintenance** - The ATTF has seen an increase in counter surveillance conducted by auto thieves in the recent years. The City of El Paso being a border city with Mexico has made auto theft a lucrative criminal enterprise and has caused the criminal elements to become more resourceful in the attempts to identify ATTF personnel and their vehicles. It has been proven that in order to combat auto theft with surveillance and undercover operations, the vehicles ATTF personnel drive must be kept covert. Therefore, ATTF members take their assigned vehicles to their private residence in order to maintain the integrity of their undercover vehicles. The appearance of a vehicle being owned by a police officer could provide sufficient deception in order to combat counter surveillance techniques used by auto thieves looking to identify police vehicles assigned to Task Force members. Lastly, an added benefit to allowing an assigned vehicle to be housed at an officer's residence is the availability of the vehicle to the officer to respond to investigative call outs. The time spent traveling to and from a police facility in order to obtain a police vehicle is reduced causing a reduction of overtime and improved call out response times.
Total cost combined: \$82,990
- (G) **Communication Device** – In order to maintain excellent communication within the members of the task force while alleviating the potential of being monitored through scanners, wireless phones are essential items for a tactical section such as the Task Force. Officers / Detectives utilize the phones in their daily operations keeping constant communication with the teams. As previously mentioned, the proximity to the border has given the auto thieves access to scanning devices, which in turn allows them to listen to police radios. The instant “push to talk” (phone to phone two-way) capability allows the officers / detectives the freedom to communicate without compromising their operations.
Total cost combined: \$21,600
- (H) **Air Cards** – The Auto Theft Task Force has been upgrading the use of technology by introducing License Plate Readers (LPR), Bait Vehicle Equipment, and Tracking Devices to assist in the continuous efforts to combat auto theft. As a result, the utilization of this equipment requires monitoring of this equipment by using the listed laptops equipped with air cards. This will enable the Task Force to respond accordingly such as in the case of the detection of a stolen vehicle through the use of the LPR or to catch auto thieves through the use of tracking devices monitored with air card equipped laptops while out in the field.
Total cost combined: \$3,600

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SCHEDULE F NARRATIVE

Currently ABTPA does not fund indirect costs, except for the Council of Governments agencies. Applicants may not use option (A) without having an official cost allocation plan developed in accordance with OMB Circular No. A-87. The amount may be entered as ABTPA funds or cash match for those applicants having such an approved plan.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

(Instructions)

- I. To be considered for funding, a proposed grant project:
 1. Must address a problem that is clearly identified, is measurable and is supported by relevant statistical evidence;
 2. Must minimize duplication or overlapping of existing programs;
 3. Must have a design wherein the activities and goals are realistic and attainable;
 4. Preferably should, but is not required to, be innovative in its concept/ design/operation; (a project is considered innovative if it provides a new and different strategy or approach that prevents, deters, intervenes, or stops a criminal act from occurring);
 5. Must have a cost structure which is realistic when compared to its goals;
 6. Must cooperate and coordinate its activities with other appropriate agencies/projects;
 7. Must include measures to assure that it demonstrates cross-cultural awareness in all project activities and in its staffing and training; and
 8. Must include a proposed evaluation design that provides relevant data to measure the effectiveness of the project and a plan for performing such evaluation.

- II. Accordingly, the Program Narrative must present the information by which the eligibility and merit of the project can be assessed. Applications will be scored and ranked numerically, for funding consideration, according to the congruence of the project with the criteria stated above. At a minimum, the five sections of the Program Narrative must include the following information:
 1. **PROBLEM STATEMENT & HISTORICAL INFORMATION: (Please limit information to 2 pgs)**
 - ◆ Provide an assessment of the auto theft problem in the areas of coverage and what efforts have been undertaken to address it.
 - a. Describe and document trends of the problem and the need that makes this grant necessary. (e.g., cite 3 years of UCR data)
 - b. Identify the target population and the geographic target area.
 - c. Describe existing activities that address the problem.
 - d. Describe the extent to which this project will duplicate or overlap existing activities, and why that (if any) is necessary.
 - e. Provide and cite accurate statistical data for problem in project area.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

(Instructions Continued)

2. PROPOSED GOALS & OBJECTIVES:

The applicant must provide specific goals and objectives for the project that are consistent with the proposal. The goals should reflect the overall impact that you intend the project to attain.

The objectives should explain how the goal will be accomplished. The activities described should support the goal and be Specific, Measurable, Action-oriented, Realistic, and Time-oriented.

- a. Describe the specific goals of the project.
- b. Describe the proposed activities of this project. Include any quantifiable data by which project activities can be measured.
- c. Describe how the project will impact the stated problem.
- d. Describe the functions of significant personnel involved.
- e. Describe proposed plan for auto theft crime prevention, education and training.

3. FUNCTIONS OF PROPOSED PROJECT:

The functions of the project should:

- ◆ Identify the target population, the estimated number of persons to be served, and the service needs to be met by this project.
- ◆ Describe the applicant's experience or qualifications.
- ◆ Describe how this project will cooperate / coordinate activities with other appropriate agencies/projects.
- ◆ Describe in what way (if any) is this project innovative and what methods taken to assure that the project demonstrates cross-cultural awareness in all project activities and in its staffing and training.

4. EVALUATION DESIGN:

◆ The program evaluation should indicate how the applicant will assess the success of the project and the extent to which the strategy achieved the project's goals and objectives.

- a. Describe the design of a plan for local evaluation of this project.
- b. Cite relevant data that will be used to measure the effectiveness of this project.
- c. Describe the mechanism to evaluate the program's progress.

EL PASO/JUAREZ FACT SHEET
Estimated Population as of December 31, 2006

City of El Paso.....	624,365
Remainder of El Paso County.....	130,720
Total for County of El Paso.....	755,085*
Ciudad Juarez, Mexico.....	<u>1,563,973**</u>
Total Metro.....	2,319,058

Projected Population to 2020

City of El Paso.....	767,750
Remainder of El Paso County.....	169,497
Ciudad Juarez, Mexico.....	<u>2,541,900**</u>
Total Metro.....	3,479,147

* Source: Development Services, Planning Division. The Age Cohort Model started with 2000 Census data and includes influence by historic birth, death, and fertility data. Migration of existing population was estimated at 25%.

** Estimated and projected population source: Calculos del IMIP, datos de INEGI y del Plan de Desarrollo Urbano, 2003.

El Paso, Texas

Date incorporated	1873
Mayor	John Cook
Altitude	4,000 ft. ASL
Latitude	31° 45' 31.9' North
Longitude	106° 29' 34.4' West
Time zone	Mountain
Mean high temperature	76.8°F
Mean low temperature	50.6°F
Mean precipitation	8.65 inches
Mean # of days clear skies	202 days per year
Mean # of days partly cloudy	108 days per year
Mean # of days with precipitation of 0.01 inches or more	49 days
Mean wind speed	1.1 mph
Mean wind direction	229° (Southwest)
Mean peak gust direction	From South
Highest Mountain peak	7,200 feet
Land Area (City)	251.1 square miles
Land Area (County)	1058 square miles
Location	Southwest Texas adjoining New Mexico and Mexico.
County	El Paso County

**THE CITY OF EL PASO IS THE 5th LARGEST CITY IN TEXAS
AND THE 23rd LARGEST CITY IN THE UNITED STATES.
THE CITY OF JUAREZ IS THE 5th LARGEST CITY IN MEXICO.
(RANKING ACCORDING TO THE YEAR 2000 U.S. CENSUS AND XII CENSO 2000)**

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

1. Problem Statement and Historical Information (See Instructions on page 19)

Land Ports and Border Areas have been identified as special targets for vehicle theft according to the National Insurance Crime Bureau (NICB). NICB has reported that nine of the top ten metropolitan areas for vehicle theft are in or near land ports, i.e., Canadian and Mexican borders. Many of the stolen vehicles are shipped overseas or driven across international borders. NICB estimates approximately 200,000 stolen vehicles are illegally exported out of the country each year. A decline in recoveries of stolen vehicles is particularly troublesome and indicates a growth in well-organized, professional theft rings that direct stolen vehicles to "chop shops" or illegal exportation. These alarming trends and projected increases demand increased vigilance and the continuation of anti-auto theft initiatives and strategies. Modifications of previous tactics and the introduction of new strategies have been implemented to maintain proactive approaches to vehicle theft and related crimes. Despite successful operations, four major issues continue to plague El Paso County: Demographics, Isolation, Commercial Profit Thefts supported by organized criminal activities, and continued incidents of auto thefts.

DEMOGRAPHICS AND TARGET POPULATION – The estimated population of El Paso, Texas is 624,365 within the city limits and another 130,720 for the remainder of the county for a total of 755,085. The population is represented by 78% Hispanic, 17% Non-Hispanic/White, 2.7% Black, and 1.3% Other. Fort Bliss, Texas (which is located within the El Paso City limits) is the second largest army post and currently supports 15,000 permanent military and approximately 68,500 family members. The base is expected to expand by approximately 20,000 permanent troops over the next two-years as a part of the BRAC expansion program. El Paso's sister city of Ciudad Juarez has a population of nearly 1.5 million. The El Paso/Juarez Metro-plex is the largest International Metro-plex in the world with a combined population of about 2.3 million people. There were approximately 567,693 vehicles registered in El Paso County for the 2008 fiscal year. In addition to the vehicle theft crimes, criminal activity includes registration violations, fraud, counterfeit operations and non-title state operations.

ISOLATION – The isolation of El Paso as part of Texas creates an atmosphere demanding residence in or near the city limits. El Paso County encompasses 1,058 square miles. Sixty-miles of the southern edge share the international border with Mexico dominated by the City of Juarez. El Paso's surrounding area consists of numerous smaller communities that house an excessive number of salvage yards and chop shops. The northern and western edge of the county abuts New Mexico. In addition to salvage yards and chop shops, these organized criminal organizations utilize jurisdictional restrictions to provide a pipeline for the distribution of stolen vehicles into New Mexico and other destinations northward. The eastern side of the county abuts Fort Hancock, and Esperanza, which are at the locations of two additional ports-of-entry into Mexico that are minimally staffed. El Paso County has four international ports-of-entry into Mexico. El Paso is the largest International Metro-plex in the world, and according to US Customs, it represents the highest number of pedestrian and automobile traffic in the United States. Interstate 10 passes through the County, east and west, and provides easy access to the international border. The close proximity to international boundaries and state lines provide a means to rapidly move stolen property from El Paso through this thoroughfare. The jurisdictional issues, legal issues, and recovery issues are obstacles that hinder successful operational, investigative and intervention initiatives. El Paso serves as a direct pipeline between the identified crime episode (anywhere in the U.S. or Mexico), and an extensive distribution network that disposes of stolen vehicles and parts to both national and foreign markets. Auto theft has become a sophisticated business and is one of the 'staple' enterprises of many organized crime groups. Export Rings, Fonterra Rings, Chops Shops, Distribution Networks, etc. satisfy the supply and demand needs of illegal activity. Recent activities and events have demonstrated a direct correlation between auto thefts, narcotics, homicides, human trafficking, and other smuggling operations in El Paso.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

ISOLATION (continuation) –As a result, auto theft has developed into a significant indicator of major crime activity. Conspiracy cases that associate auto thieves with business entities have increased. These operations include import/export operations, salvage yards, insurance distributors, registration facilities, criminal street/prison gangs, motorcycle clubs, and narcotic cartels in Mexico.

REORGANIZATION – In spite of recent budget reductions (federal, state and local), the department has undertaken measures to adopt a set of organizational activities on the part of management designed to improve organizational efficiency, productivity, and/or competitiveness.

HOMELAND SECURITY – With historic and statistical data supporting the value of stolen vehicles to terrorist activity, the Auto Theft Task Force has been identified as a security measure and prevention tool in the war against terrorism. Worldwide, stolen vehicles have been a resource for terrorists as a funding source and also to commit crimes such as car bombings, kidnappings, and other illegal activities. Unlike first responders that react to criminal activity resulting from terrorist acts, the goals and objectives of the Auto Theft Task Force are in prevention, detection, identification, and intelligence. The tactics and strategies being developed to address these tasks will assist in anti-auto theft initiatives.

SUMMARY – The demographics, project site's isolation, organized criminal activity, reorganization, and homeland security responsibilities demand substantial staff to manage intensive time consuming operations to successfully target ongoing criminal activity that involves stolen vehicles and related crimes in the City and County of El Paso. Key priorities call for domestic law enforcement projects and an international strategy. These problems are unique to border cities; however, these problems are compounded by El Paso's size and role in the scheme of its Metro-plex design.

HISTORICAL DATA – UCR Stats, City of El Paso:

Year 2004: Motor Vehicle Thefts	1840	from 2003 to 2004 there was a 1% decrease
Year 2005: Motor Vehicle Thefts	2479	from 2004 to 2005 there was a 34.7% increase
Year 2006: Motor Vehicle Thefts	3290	from 2005 to 2006 there was a 32.71% increase
Year 2007: Motor Vehicle Thefts	3049	from 2006 to 2007 there was a 14.2 decrease
Year 2008: Motor Vehicle Thefts	2,753	from 2007 to 2008 there was a 9.7% decrease

Burglary of vehicles	2006 = 3,257	2007 = 3,212	2008 = 2,933
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AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

2. Goals and Objectives (See Instructions on page 20)

The following Proposed Goals and Objectives address auto thefts in the City / County of El Paso, Texas. UCR numbers indicate that the City of El Paso had a decrease in auto thefts from 2007 to 2008 of 9.7%.

Goal #1: In the primary area of assignment, City of El Paso, the Auto Burglary & Theft Prevention Task Force (ATTF) will strive to achieve a 2% reduction of auto thefts within the coverage area from the previous fiscal year (08 / 09); however, numbers for the grant application have not been finalized. The El Paso County Auto Burglary & Theft Prevention Task Force, comprised of the El Paso Police Department, will utilize a combination of the following task force models to target auto thefts in the El Paso area: Investigations, Intelligence and Surveillance. The auto thefts will be addressed by controlling, reducing and stabilizing auto thefts in addition to other related crimes. Key priorities facilitated by the Auto Burglary & Theft Prevention Task Force include the disruption and dismantling of auto theft organizations by investigation, arrest, prosecution, and ultimately imprisonment of auto thieves and stolen auto traffickers. The El Paso Auto Burglary & Theft Prevention Task Force initiatives will emphasize attacking auto theft organizations at every level through a careful coordination of local, state, federal, and foreign criminal enforcement, as well as civil & regulatory enforcement related to auto theft crimes.

In addition to the 2% reduction of auto thefts and among the many arrests throughout the year, the Auto Burglary & Theft Prevention Task Force will diligently work toward the arrest of at least 4-high profile career auto thieves in the El Paso Metro-plex area, an average of one for each quarter of the fiscal year.

Objectives to accomplish Goal #1 are as follows:

- Aggressive follow-ups on investigative leads related to auto theft to impact and reduce vehicle thefts. This objective will be impacted by the utilization of several initiatives: Big Rico - Little Rico, Operation Hard-Line and Operation Red Flag.
- Effective and efficient surveillance will place emphasis on the profile of a career auto thief. The Auto Burglary & Theft Prevention Task Force will enhance field intelligence for the timely identification of vehicle theft offenses prior to a vehicle theft occurring. This aggressive stance against auto thefts will help to reduce the vehicle theft toward the targeted goal.
- Coordination on vehicle theft cases with the District Attorney's Office along with training of Auto Burglary & Theft Prevention Task Force personnel in criminal law and case management will successfully contribute to the conviction rate in the City and County of El Paso.
- The Auto Burglary & Theft Prevention Task Force goal of reducing auto thefts will be enhanced by the department's CALEA accreditation of the El Paso Police Department. This accreditation has enhanced both accountability and documentation related to the grant requirements.
- Conduct Bridge Operations for the identification of auto thieves through Border Star funding affecting the impact of on-going investigations and/or field surveillance of auto thieves. The bridge operations will also focus on vehicles exiting the U.S. displaying H.E.A.T. stickers to ensure that only those authorized to drive the vehicle are doing so. Bridge operations will be scheduled weekly during the quarterly reporting period totaling at least fifty-two bridge operations during the fiscal year.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

Goal #2: Enhancement of Border Partners Initiatives: Border Partners will utilize an international strategy that will continue to emphasize the U.S. pursuit of cooperative efforts with Mexico to confront the problems of supply, demand, trafficking in stolen vehicles and related crimes. Specifically, the Auto Theft Task Force will work closely with Mexican law enforcement agencies to promote the exchange of information related to auto theft in the area.

By working with our Border Partners, the Auto Burglary & Theft Prevention Task Force will increase auto theft recoveries in Mexico by at least 2% over the previous fiscal year. At least one weekly contact or visit with Mexican officials will be conducted over the term of the fiscal year.

Objectives to accomplish Goal #2 are as follows:

- Initiatives will address salvage-yard and storage facilities in the City and County of El Paso for compliance of salvage-yard laws, inventory checks for stolen vehicles.
- Immediately process all the requirements of courtesy reports filed for U.S. citizens who had their vehicles stolen while visiting Mexico.
- Provide immediate written notification to all known lien holder and/or owner(s) upon discovery of a vehicle being recovered on either side of the U.S. Mexican border.
- Interdict vehicle shipments, impede and ultimately dismantle auto theft organizations through international criminal, civil and regulatory enforcement.
- The Auto Burglary & Theft Prevention Task Force Border Partners will conduct two-training sessions for its counter parts in Mexico in areas pertaining to finger printing / lifting, identification of stolen vehicles and other issues related to auto theft.
- Increase On-Star recoveries in Mexico and encourage other companies to participate in the area with other vehicle recovery systems.

Goal #3: Crime Prevention: Education initiatives to prevent auto thefts, i.e. H.E.A.T. Drives, Protect Our Parts (POP), CHOP Shop (Citizens Helping Other People) and 'Watch Your Car' program initiatives. The Task Force will disseminate information; provide training and instruction in crime prevention. This will establish working partnerships with the public to address the causes of auto theft crimes, promote prevention of auto theft, and educate Law Enforcement Officials on both sides of the border on prevention.

Objectives to accomplish Goal #3 are as follows:

- The Auto Burglary & Theft Prevention Task Force - Crime Prevention Officer will have a display booth in each of the four major malls in the County of El Paso. The display will encourage H.E.A.T. registration and provide education to the public on auto theft initiatives.
- The Auto Burglary & Theft Prevention Task Force Crime Prevention Officer will increase public contacts by 15 per quarter for the fiscal year.
- Increase the number of H.E.A.T. registered vehicles in the County of El Paso by 1,000 for the fiscal year and encourage re-activation of expired H.E.A.T. registrations in the County of El Paso. The number of registrations will be recorded by the Crime Prevention Officer to keep accurate count to achieve our intended goal. The H.E.A.T. registration is free to the public.
- VIN etching events will be held during 'Watch Your Car' month and throughout additional events to promote and provide vehicle identification labeling to positively deter the sale of stolen vehicles or vehicle parts.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

Objectives to accomplish Goal #3 - continuation:

- Initiatives such as passing out 'Stick It' flyers during traffic checkpoints and placing "50-ways to Watch Your Car" flyers on high profile vehicles will be conducted.
- The Auto Burglary & Theft Prevention Task Force will encourage companies to test experimental equipment that is considered and designed for auto theft deterrence.
- Media releases or announcements photos of offenders of auto crimes will be posted in the department's website.

The proposed two goals and objectives to address burglary of vehicles by this grant application are to strive to achieve a 1% reduction of burglary of vehicles through media spots, education and public awareness events. UCR numbers indicate that the City of El Paso had a decrease in burglary of vehicles from 2007 to 2008 by 9.5%.

Goal #4: Enforcement goal for Burglary of Vehicles – In the primary area of assignment, City of El Paso, the Auto Burglary & Theft Prevention Task Force (ATTF) will strive to achieve a 2% reduction of burglary of vehicles within the coverage area from the previous fiscal year (08/ 09); however, numbers for the grant application have not been finalized. The El Paso County Auto Burglary & Theft Prevention Task Force, comprised of the El Paso Police Department, will utilize a combination of the following task force models to target the increasing number of burglary of vehicles in the El Paso area: Intelligence and Surveillance will be used in order to control, reduce and stabilize the number of vehicles burglarized in the El Paso area.

Key priorities facilitated by the Auto Burglary & Theft Prevention Task Force include the disruption and dismantling of burglary of vehicle organizations by investigation, arrests, prosecution, and ultimately imprisonment of organized burglary rings and their members. The El Paso Auto Burglary & Theft Prevention Task Force initiatives will emphasize attacking burglary of vehicle organizations at every level through a careful coordination of local, state, federal and foreign criminal enforcement, as well as civil enforcement efforts related to the crime of burglary of vehicles.

Objectives to accomplish Goal #4 are as follows:

- Effective and efficient surveillance will place emphasis on the profile of a career burglar. The Auto Burglary & Theft Prevention Task Force will enhance field intelligence for the timely identification of burglary offenders and their known areas of operation. This aggressive stance against burglary offenders will help to reduce the number of vehicles burglarized and help ATTF reach targeted goals.
- Coordination on burglary of vehicle cases with the District Attorney's Office along with training of Auto Burglary & Theft Prevention Task Force personnel in criminal law and case management will successfully contribute to the conviction rate in the City and County of El Paso.
- The Auto Burglary & Theft Prevention Task Force goal of reducing burglary of vehicles will be enhanced by the department's CALEA accreditation of the El Paso Police Department. This accreditation has enhanced both accountability and documentation related to the grant requirements.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

Goal #5: Crime Prevention for Burglary of Vehicles – Burglary of vehicles is a gateway crime associated to other crimes not limited to theft and identity theft. The El Paso County Auto Burglary & Theft Prevention Officer's goal will be to reduce the Burglary of Vehicles in El Paso by 2% through media spots, education and public awareness events. The Task Force will disseminate information; provide training and instruction in crime prevention. This will establish working partnerships with the public to address the causes of burglary of vehicles promote prevention and educate Law Enforcement Officials on both sides of the border on prevention.

Objectives to accomplish Goal #5 are as follows:

- The Auto Burglary & Theft Prevention Task Force Crime Prevention Officer will conduct auto crime prevention presentations to schools, private, and public organizations. During those presentations, the Auto Burglary & Theft Prevention Officer's emphasis will be on burglary of autos and auto theft prevention. 15 – 20% more public displays will be conducted in the City of El Paso and Ft. Bliss area.
- The growth of the El Paso Region is spurred by new retail shopping spaces. A portable display booth will be utilized in each of the major malls. New retail shopping center will be addressed by the Crime Prevention Officer and Auto Crime Prevention Displays will be utilized to target the increasing of the El Paso population.
- With the expected Military expansion of Ft. Bliss by over 60,000 new troops, not including their dependants, the Crime Prevention Officer will work directly with the Provost Marshall of Ft. Bliss to educate the newcomers. The Crime Prevention Officer will provide the troops with welcome packages that include crime prevention materials provided by the ABTPA and the El Paso Police Department.

QUANTIFIABLE DATA

1. The Auto Burglary & Theft Prevention Task Force maintains statistical data for ABTPA through monthly, quarterly and annual reports. The quarterly reports include arrest ratios, recovery amounts, recoveries and auto theft rates
2. The I-Leads case management system is used to keep track of investigative assignments and dispositions to produce quantifiable data.

IMPACT OF PROJECT ON STATED PROBLEMS

1. **Law Enforcement/Detection / Apprehension Projects:** The Auto Burglary & Theft Prevention Task Force will impose an integrated and coordinated enforcement effort to target both domestic and international auto theft issues. Taking into account differing criminal thresholds, the Auto Burglary & Theft Prevention Task Force will dismantle and eliminate illegal resources operating in the project area with targeted investigations on various charges.
2. **Prosecution / Adjudication / Conviction Projects:** The Auto Burglary & Theft Prevention Task Force provides prosecutors with sophisticated and specialized resources to satisfy prosecutorial discretion in case selection for trial. The investigative model seeks to include prosecutors at the earliest possible stage to ensure cases are acceptable for prosecution.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

IMPACT OF PROJECT ON STATED PROBLEMS - continuation

3. **Prevention / Anti-Theft Devices / Automobile Registration Projects:** The Auto Burglary & Theft Prevention Task Force will actively seek out and arrange for testing of experimental equipment for past products and prototypes related to auto theft prevention. All products will be displayed to the public at crime prevention fairs. Additionally, the Crime Prevention Officer will provide direct service to the community, oversee and equip his counterparts at the five regional commands to continue promotion of registration projects.
4. **Reduction of the Sale of Stolen Vehicles or Parts Projects:** The Crime Prevention Officer through the C.H.O.P. Shop project and upon request will offer VIN etching to vehicle owners. Property identification through markings that include the person's Texas Driver's License Number continues to be the responsibility of the Crime Prevention Officer through coordination with the Fire Department.

FUNCTIONS OF SIGNIFICANT PERSONNEL GRANT FUNDED PERSONNEL

1. Two sergeants to serve as field supervisor of the designated field team and is responsible for tactical level enforcement.
2. Eleven detectives or officers distributed among Investigations, Border Partners and Field Teams.
3. One civilian translator assigned to Border Partners.

FUNCTIONS OF SIGNIFICANT PERSONNEL WITHOUT GRANT FUNDING THE EL PASO POLICE DEPARTMENT WILL ASSIGN:

1. One lieutenant to serve as project director and section commander of the El Paso County Auto Theft Task Force.
2. One sergeant to perform administrative and field duties.
3. Twelve detectives or officers distributed between Investigations and Field Teams.
4. One officer assigned to Crime Prevention.
5. One senior office assistant to perform administrative duties.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

CRIME PREVENTION, EDUCATION AND TRAINING

The El Paso County Auto Burglary & Theft Prevention Task Force will continue its efforts in the H.E.A.T. program and the Protect Our Parts (POP) training and instruction program, which increases community involvement. The task force will also incorporate the following into their prevention strategies:

- 1. C.H.O.P. Shop:** The concept of "Citizens Helping Other People" is to advertise the importance of the auto theft related issues, especially prevention. The Prevention Officer also conducts several major crime prevention fairs at the four major malls to showcase accomplishments, reach out to educate and empower the public, explore new relationships, and develop sources of information. To conduct these prevention fairs, the Prevention Officer will utilize the assistance of former victims obtained through volunteer programs, active solicitation, theft acknowledgement letters, quality control surveys and victim surveys.
- 2. Consortium of Law Enforcement and Private Security:** The Auto Burglary & Theft Prevention Task Force regards private security as a private adjunct to the public criminal justice system. As a result, the Auto Burglary & Theft Prevention Task Force will utilize the efforts of both entities to focus on auto theft issues. Law enforcement is designed to detect and apprehend (reactive), where private security is designed to prevent and protect (proactive). The dimensions of private security can complement the goals of the task force, especially in the area of personnel, resources, and sources of information.
- 3. Keeping Auto Theft Activity Out of Rental Property:** Apartment complexes and motel parking lots are significant problem sites for vehicle thefts and are often used as temporary storage facilities by thieves. The development and implementation of Landlord Training Programs will help the Auto Burglary & Theft Prevention Task Force assist property owners, property managers, and residents keep illegal activity out of rental property.

Media/Press Releases: Working with print and electronic media, the Auto Burglary & Theft Prevention Task Force will provide community alerts on trends and patterns to area residents to reinforce the importance of auto theft crimes promote education to the public and promote community involvement.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

3. Functions of the Proposed Project (See Instructions on page 20)

The El Paso County Auto Burglary & Theft Prevention Task Force will pursue auto theft initiatives dealing with prevention and interception and will formalize the objectives that include the disruption and dismantling of criminal organizations with a special interest in auto theft as part of its domestic efforts.

Multi-national cooperative law enforcement efforts integrating intelligence, international liaison, and investigation will be the foundation of the Task Force's international strategy. This model relies heavily on electronic reporting, a citizen assistance program, and coordinated law enforcement initiatives with Mexican officials. The goal is to provide a model plan that can eventually be implemented at every port to stop the exportation of stolen vehicles.

The Auto Burglary & Theft Prevention Task Force will facilitate the pooling of expertise and other resources to address the entire spectrum of auto theft activity that includes syndicated crime organizations and unaffiliated small workgroups referred to as Fronterra rings and criminal street gangs.

INTERCEPTION

The Auto Burglary & Theft Prevention Task Force will have an investigative orientation with formal planning and strategies emphasizing criminal organizations and specific criminals. Taking the task force to new levels, a staff intensive and comprehensive approach will include the following tactics:

1. **El Paso County Area Auto Theft Information Network:** The Task Force will amass auto theft related information from a variety of sources that are generated from patrol's field contacts, crime prevention initiatives, international cooperatives, suspect / associate debriefings, federal access, and informant information. This will allow for the creation of analytical databases and a timely transmission to the appropriate recipient. Intelligence gathering and information sharing will allow for more action from other agencies.
2. **Big RICO, Little RICO:** Auto Burglary & Theft Prevention Task Force will implement a multi-agency (local, state, and federal) investigative response to target major conspiracies operating across multiple jurisdictions, which may include one or more prosecution authorities. The Task Force will establish a formal project mechanism whereby investigative and prosecutive resources can be allocated to focus and manage on a shared basis against targeted offenses and offenders that include Active Criminals in Auto Theft (ACAT / identified repeat offenders). Tactics will include electronic surveillance, assets forfeiture to secure illicit profits and proceeds, witness testimony through grand jury subpoena, investigative grand juries through the Attorney General's Office, use of conspiracy and anti-trust laws, special perjury prosecutions, and net worth investigations.

Already instrumental in this endeavor is the working partnership the Auto Burglary & Theft Prevention Task Force has with the Procuraduría General de la Republica (PGR), which is the key enforcement and established money laundering unit to search, seize, arrest, and present cases to the Mexican Judiciary targeting Mexican Banks and smaller Mexican businesses where currency can be exchanged.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

3. **Operation Hard-Line:** The Task Force will incorporate civil and regulatory authorities to increase the use of civil remedies and recover criminal assets acquired with funds traceable to criminal activity. These authorities will include TX D.O.T., Texas D.P.S. Licensing section, County Tax Assessor, health, occupational safety, and environmental agencies. Instrumental to this project will be the use of revocation of business licenses, corporate charters and other certifications possessed by criminal enterprises.
4. **Operation Red Flag:** This is an investigative effort targeting false reports and suspicious claim reports. Operationally, the Task Force will conduct investigations with NICB, OCRA, independent agents, non-member agencies, and the Bureau of Fraudulent Claims. Targets of deployment will be based on established criteria and identified for dismantling and disruption.
5. The Task Force will include street level enforcement that is activity response oriented. It is designed to provide sophisticated and specialized service through a strategy of flexible response.
 - **Surveillance Activities:** In covert and clandestine operations, the Auto Burglary & Theft Prevention Task Force will conduct surveillance operations as a discovery tool to collect evidence of illegal activity, to gather suspect information, to establish links between suspects and others, to locate residences and hidden sites, to corroborate informant information and to locate wanted person(s). In addition, a surveillance team is available to support a strategically planned interdiction mission and to conduct intelligence missions.
 - **Salvage Operations:** The Auto Burglary & Theft Prevention Task Force will improve salvage inspections by coordinating checks with other agencies such as DPS.
 - **Bait Vehicle:** The use of informant placement techniques will be the basis of deployment of the bait vehicle in clandestine operations, sting operations and reversals to target the supply levels of the unaffiliated small workgroups and criminal street gangs.
 - **Operation Border Guard:** The Task Force will establish communication protocols between the Task Force, U.S. Customs, and Border Protection to facilitate the rapid and accurate exchange of interdiction tactical information. The communications regime allows for a timely response by an on-call rapid response team as operational events occur.

TARGET POPULATION

1. Taking into account the population figures for the city, county, military reservation and commuters from surrounding countries and states, the target population is estimated at 2,402,558.
2. The City and County of El Paso account for 552,750 vehicle registrations.
3. The El Paso County Auto Burglary & Theft Prevention Task Force project is aimed at both residents and visitors to the target area, with residual effects outside the city, state, and country via recoveries.
4. Problem Site Identification applications have identified businesses, residential areas, apartment complexes, and hotel / motel parking lots as primary target areas for auto theft, which is proving to be a challenge.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

APPLICANT'S EXPERIENCE / QUALIFICATIONS

Lt. Marc Medina has 18 years experience with the El Paso Police Department and has risen through the ranks to the present grade of Police Lieutenant. In the rank of Lieutenant, he has served as a Patrol Shift Commander for the Westside Regional Command Center. He is currently assigned as Commander of the El Paso County Auto Burglary & Theft Prevention Task Force. The applicant served nine years in the capacity of Police Sergeant where his assignments included the following: Central Regional Command Center – Patrol Sergeant, Central Regional Command – Community Policing Sergeant, Auto Burglary & Theft Prevention Task Force – Field Surveillance Sergeant and finally Auto Burglary & Theft Prevention Task Force – Investigations / Border Partners Sergeant.

The applicant has also worked for six years as a Police Officer serving in the following sections: Central Regional Command Radio Patrol with temporary assignments to specialized units such as, the Impact Unit at the Central Regional Command (Surveillance Team), and Vice Unit at Headquarters of the El Paso Police Department. The applicant has a variety of experience in criminal investigations, case management and a wide array of knowledge concerning various fields in the department. Lt. Marc Medina currently holds a Bachelor of Science in Criminal Justice from Park University.

INTER-AGENCY COOPERATIVES AND COORDINATION

1. The Auto Burglary & Theft Prevention Task Force has benefited from previous networking and / or re-establishment of positions within the community and surrounding regions.
2. Positive working relations with multiple government agencies of different jurisdictions were successful in formalizing investigative programs with federal services, civil and regulatory authorities. Some of the active cooperatives involved included U.S. Customs; Drug Enforcement Agency, TX D.O.T., D.P.S. Licensing, the Mexican State Police and the Procuraduría General de la Republica. This in turn laid the groundwork for upcoming events and investigative endeavors.
3. The Auto Burglary & Theft Prevention Task Force continues to organize in an expansive, functional, and flexible manner with the ability to adapt and overcome any complex criminal organization.
4. The Auto Burglary & Theft Prevention Task Force provides the formal framework for local to national multi-agency planning and coordination of case activities, both domestic and abroad.

PROJECT INNOVATIVENESS

1. In its persistence for Border Solutions, the Auto Burglary & Theft Prevention Task Force feels its projects and programs serve to facilitate the pooling of expertise and other resources so that the individual strengths of the member agencies become collective task force member strengths.
2. Intelligence gathering, information sharing and communications among agencies are greatly enhanced in the more formal coordinated task force setting and on a much broader base than in a case by case setting.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

3. Decentralization of responsibilities have allowed the task force to develop and evolve into a proactive entity that is directed to auto theft crime issues rather than reacting to crime after the fact.
4. Through Community Policing efforts, the task force has empowered the public to take an active role in crime suppression initiatives.
5. Dismantling and disruption of operations have provided the arena to incorporate working partnerships with other law enforcement agencies, civil and regulatory agencies, domestic and abroad.
6. Training and cross-training programs have united efforts in Mexico, New Mexico, and surrounding communities. This training now includes federal, state, local, and international concerns.

BORDER PARTNERS PROJECT

Incorporating the essential principals of intelligence, international liaison, and investigation, Border Partners is a project designed as an international strategy to combat auto theft along the border. In an unprecedented program, the project provides for the exchange of information between the Mexican State Judicial Police / Attorney General's Office, the border community, which directly involves the El Paso Police Department. Near real time information allows for increased seizures, locations, and recoveries under the after hours exchange of information with Base ALFA. The circumstances of seizures provide the impetus for an effective and efficient law enforcement response resulting in more warrants for arrest, prosecutions and imprisonment. Disruption and dismantling of the involved criminal organizations occurs through the elimination of anonymity of the person(s) involved in vehicle theft and the trafficking of stolen vehicles.

Border Partners implemented an Assets Recovery Assistance Team (ARAT) to assist the citizens (United States and Mexico) in the recovery of stolen property. It facilitates the process, documents final dispositions, and ensures compliance with the U.S. / Mexico Treaty. It also provides the assistance and services of a certified and qualified translator to assist in the preparation of necessary documents required by both the requesting agency and the responding agency. This allows for a more timely return of the property, reduction in fees to the victim, and a means to determine final disposition of the property that would allow for disposal within the guidelines of the U.S. / Mexico treaty. Designed specifically with the victim in mind, it is meant to minimize the material loss and bureaucratic procedures.

Border Partners also implemented a prosecution initiative that supports the investigative model for task forces. The investigative model is a multi-agency, multi-national, investigative response that includes one or more prosecution authority to target major conspiracies operating across multiple jurisdictions. It establishes a formal mechanism whereby investigative and prosecution resources can be allocated, focused and managed on a shared basis targeting offenses as well as offenders. According to the PJE (Mexico State Judicial Police) there are at least 37 auto theft organized crime rings operating in the Juarez area.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

CROSS CULTURAL AWARENESS

1. In keeping with the demographics of the City and County of El Paso, the unit composition reflects that of the community. The numbers approximate the population figures of 78% Hispanic, 17% Non-Hispanic/White, 2.7% Black, and 1.3% Other Ethnicity. The City and County of El Paso are cross-culturally represented throughout its communities.
2. Cultural awareness and sensitivity training is conducted on a bi-annual basis and background checks verify the absence of negative indicators.
3. Statistical data and crime analysis determine where auto burglary & theft activities are more prone to occur. The execution of operational projects is subjected to staff review prior to implementation to determine allocation of personnel and resources.

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

PROGRAM NARRATIVE

4. Proposed Evaluation Design (See Instructions on page 20)

REPORTS

The Auto Burglary & Theft Prevention Task Force maintains statistical data for ABTPA through Departmental weekly, monthly, quarterly, and annual reports. The quarterly reports include arrest ratios, recovery amounts, recoveries, and auto theft rates.

Each objective in this project will be evaluated in a concise standardized report form using statistical and narrative data. These reports will provide sufficient data to measure the effectiveness of the project on a scheduled basis to address the weekly activity report, monthly activity report, quarterly report, and annual report to ABTPA. The combination of the requested data for the various reports provides an abundance of quantifiable data to determine the quality of the project.

A Morning Report is a narrative that details any event, which results in arrest and / or seizures. This report is used to document significant incidents / arrests.

RELEVANT DATA

Arrests: Adults/Juveniles, in U.S. / In Mexico
Other Arrests
Bait vehicle
Vehicles located/recovered/returned
Criminal Cases filed
Civil Cases filed-Right of Possession
Regulatory Enforcement
Subject checks
Recovered vehicles
Tampered vehicles
Self-initiated cases
HEAT registrations
CHOP Shop
Special events
Salvage checks
Mall Checks

Citations
Seizure Cases filed
Enforcement action
Bridge checks
Value of vehicles recovered
Prosecutions
Assistance to other agencies
Vehicle Checks
Seized Vehicles
Assigned cases
Crime prevention
Surveillance
Training programs
Presentations
Call-outs
Insurance investigations

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

DESIGNATION OF GRANT OFFICIALS

The ABTPA rules require that three persons be designated to the positions of Authorized Official, Project Director, and Financial Officer for the purposes of administering a grant. The Project Director and the Financial Officer may not be the same person, but under extenuating circumstances, one person may otherwise fill two positions. In accordance with the criteria and definition of responsibilities set forth in the Financial and Administrative Requirements section of the ABTPA Grant Application and Administration Guidelines governing submission of this application, the following designations are made:

APPLICANT: City of El Paso

PROJECT TITLE: El Paso County Auto Theft Prevention Task Force

Mr. Marc Medina
Project Director (Type or Print)

Lieutenant, El Paso Police Department
Title and Agency

9600 Dyer St.
Business Address (Street or P. O. Box)

El Paso, Texas 79924
City Zip

(915) 298-9600 (915) 298-9806
Telephone and Fax Numbers

Mr. William Studer
Financial Officer (Type or Print)

Deputy City Manager for Financial Services
Title and Agency

2 Civic Center Plaza
Business Address (Street or P. O. Box)

El Paso, Texas 79901
City Zip

(915) 541-4293 (915) 541-4446
Telephone and Fax Numbers

Ms. Joyce Wilson
Authorized Official (Type or Print)

City Manager – City of El Paso
Title and Agency

2 Civic Center Plaza
Business Address (Street or P. O. Box)

El Paso, Texas 79901
City Zip

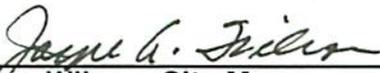
(915) 541-4844 (915) 541-4866
Telephone and Fax Numbers

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SPECIAL CONDITION

AMERICANS WITH DISABILITIES ACT CERTIFICATION

The Grantee hereby assures and certifies compliance with Subchapter II, Part A of the Americans with Disabilities Act (ADA), 42 U.S.C., Sections 12131-12134, and Department of Justice ADA regulations, 28 CFR Part 35.



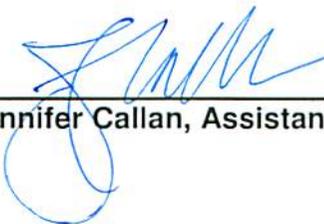
Joyce Wilson, City Manager
Authorized Official

04/22/09

Date

City of El Paso, El Paso Police Department
Grantee

El Paso County Auto Theft Prevention Task Force
Project Title.

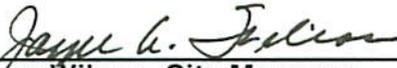
Approved as to form 

Jennifer Callan, Assistant City Attorney

Non Supplanting Certification

I certify that the programs proposed in this application meet all the requirements of the Texas Civil Statutes, Article 4413(32a), §6(a)(7), (a) Texas Civil Statutes, Article 4413(32a), §6(a)(7), requires that state funds provided by this Act shall not be used to supplant state or local funds. Public Law 98-473 requires that federal funds provided by that Act shall not be used to supplant state or local funds.

I further certify that ABTPA funds have not been used to replace state or local funds that would have been available in the absence of ABTPA funds. The certification shall be incorporated in each grantee's report of expenditure and status of funds referred to under §57.3(6) of this title (relating to Adoption by Reference).



Joyce Wilson, City Manager
AUTHORIZED OFFICIAL

04/22/09

DATE

City of El Paso, El Paso Police Department
GRANTEE

Approved as to form _____

Jennifer Callan, Assistant City Attorney

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

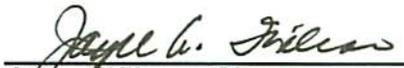
SPECIAL CONDITION

COMPLIANCE REQUIREMENT

The attached digest of your grant application represents the Automobile Burglary & Theft Prevention Authority Board's approved amount. The digest represents budgeted amounts only and does not approve any items that conflict with the participating agency's personnel, procurement, travel, or local government code policies and procedures.

The grantee will be responsible in determining that the following requirements are being met prior to the release of funds:

- 1) Salaries are in accordance with local policy of the participating agencies.
- 2) Personnel are classified in accordance with the needed qualification for the position.
- 3) Fringe Benefits are in accordance with local policy of the participating agencies.
- 4) Travel Policy is in accordance with the travel policy of the participating agencies.



Joyce Wilson, City Manager
Authorized Official

04/22/09

Date

City of El Paso, El Paso Police Department
Grantee

Approved as to form _____



Jennifer Callan, Assistant City Attorney

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SPECIAL CONDITION

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

I, Joyce Wilson, City Manager, certify that:

This agency employs fewer than 50 people; therefore, the _____
(Agency)

is not required to file an equal opportunity program in accordance with 28 CFR 42.301 et seq., Subpart E.

or

This agency employs 50 or more people and has received or applied to the Automobile Burglary & Theft Prevention Authority for total funds in excess of \$25,000; therefore, the El Paso Police Department has formulated an equal employment opportunity program in accordance with 28 CFR 42.301 et seq., Subpart E and that it is on file in the office of:

Ms. Linda Thomas
(Name)

Interim Director of Personnel
(Title)

2 Civic Center Plaza; El Paso, Texas 79901
(Address)

for review or audit by an official of the Automobile Burglary & Theft Prevention Authority as required by relevant laws and regulations.

PROJECT TITLE: El Paso County Auto Theft Prevention Task Force

Joyce Wilson
Joyce Wilson, City Manager
Authorized Official (signature)

Marc Medina
Lt. Marc Medina, Lieutenant
Project Director (signature)

04/22/09
Date

04/21/09
Date

Approved as to form Jennifer Callan
Jennifer Callan, Assistant City Attorney

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SPECIAL CONDITION

ASSURANCES

A Grantee and the Applicant hereby makes and certifies that as grantee, it and any subgrantee shall comply with the following conditions:

- 1. A grantee and subgrantee must comply with ABTPA grant rules and UGMS.**
- 2. A grantee and subgrantee must comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any persons related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.**
- 3. A grantee and subgrantee must insure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.**
- 4. A grantee and subgrantee must comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law.**
- 5. A grantee and subgrantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child payments.**
- 6. No health and human services agency or public safety or law enforcement agency may contact with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.**
- 7. A grantee and subgrantee that is a law enforcement agency regulated by Texas Government Code, Chapter 415, must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in process of achieving compliance with such rules.**
- 8. When incorporated into a grant award or contract, these standards assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contact administration system to insure that all terms, conditions, and specifications are met. (See Section ____.36 for additional guidance on contract provisions.)**
- 9. A grantee and subgrantee must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees and subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.**

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SPECIAL CONDITION

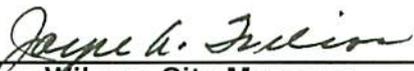
- 10. Grantees and subgrantees will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.**
- 11. Grantees and subgrantees will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.**
- 12. Grantees and subgrantees will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.**
- 13. Grantees and subgrantees will comply with the provisions of the Hatch Political Activity Act (5 U.S.C. § 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.**
- 14. Grantees and subgrantees will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.**
- 15. Grantees and subgrantees will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO11738)**
- 16. Grantees and subgrantees will comply with Article IX, Section 5 of the state appropriations act which prohibits the use of state funds to influence the outcome of any election or the passage or defeat of any legislative measure.**

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

SPECIAL CONDITION

ASSURANCES CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Texas Automobile Burglary & Theft Prevention Authority Program, that all the information presented is correct, and that the applicant will comply with the provisions of the Automobile Burglary & Theft Prevention Authority and all other federal and state laws, regulations, and guidelines. By appropriate language incorporated in each grant, subgrant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions above apply to all recipients of assistance.



Joyce Wilson, City Manager

04/22/09

Date

Approved as to form _____

Jennifer Callan, Assistant City Attorney

AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

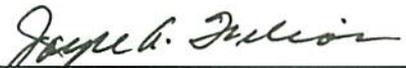
SPECIAL CONDITION

INDEPENDENT ANNUAL AUDIT CERTIFICATION

The grantee hereby assures compliance by itself and its applicable sub-recipients (contractors) with the Single Audit Act Amendments of 1996, PL 104 - 156 and, particularly, with the requirements of OMB Circular A-133 as follows (check one):

- 1. Grant(s) expenditures of \$300,000 or more in federal funds - An annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- 2. Grant(s) expenditures of \$300,000 or more in state funds - An annual single audit by an independent auditor made in accordance with the Uniform Grant and Contract Management Standards (UGCMS).
- 3. Grant(s) expenditures of less than \$300,000 in federal funds - Exempt from the Single Audit Act. However, ATPA may require a limited scope audit as defined in OMB Circular A-133.
- 4. Grant(s) expenditures less than \$300,000 but \$50,000 or more in state funds - A program-specific audit.
- 5. Grant(s) expenditures less than a total of \$50,000 in state funds - Financial Statements audited in accordance with Generally Accepted Auditing Standards (GASS).

NOTE: Grantees exempt from the Single Audit Act requirements (i.e. those expending less than \$300,000 in total federal financial assistance) are prohibited from charging the cost of a Single Audit to a Federal Award.



Joyce Wilson, City Manager
Authorized Official (Signature)



Mr. William Studer
Financial Officer (Signature)

04 / 22 / 09
Date

04 / 22 / 09
Date

El Paso Police Department
Grantee Organization

Grant Number

Regardless of items checked above, the grantee should, within 60 days following the date of the grant award, furnish the following information:

- 1. The identity of the organization conducting the audit.
- 2. Approximate time audit will be conducted.
- 3. Audit coverage to be provided.

Approved as to form _____
Jennifer Callan, Assistant City Attorney
ABTPA-43