

EMW-2021-GR-APP-00081

Application Information

Application Number: EMW-2021-GR-APP-00081

Funding Opportunity Name: Fiscal Year (FY) 2021 Targeted Violence and Terrorism Prevention (TVTP)

Funding Opportunity Number: DHS-21-TTP-132-00-01

Application Status: Pending Review

Applicant Information

Legal Name: Upland Police Department

Organization ID: 22861

Type: City or township governments

Division:

Department: Upland Police Department

EIN (b)(6)

EIN Shared With Organizations: City of Upland

DUNS: 015427649

DUNS 4:

Congressional District: Congressional District 27, CA

Physical Address

Address Line 1: 1499 West 13th Street

Address Line 2: [Grantee Organization > Physical Address > Address 2]

City: Upland

State: California

Province:

Zip: 91786-0460

Country: UNITED STATES

Mailing Address

Address Line 1: 1499 West 13th Street

Address Line 2: [Grantee Organization > Mailing Address > Address 2]

City: Upland

State: California

Province:

Zip: 91786-0460

Country: UNITED STATES

SF-424 Information

Project Information

Project Title: Raising Society Awareness: Domestic Extremism and Terrorism Awareness for Public Safety Initiative

Program/Project Congressional Districts: Congressional District 27, CA

Proposed Start Date: Fri Oct 01 00:00:00 GMT 2021

Proposed End Date: Sat Sep 30 00:00:00 GMT 2023

Areas Affected by Project (Cities, Counties, States, etc.): City of Upland, State of California

Estimated Funding

| Funding Source | Estimated Funding (\$) |
|------------------------|------------------------|
| Federal Funding | \$150000 |
| Applicant Funding | \$0 |
| State Funding | \$0 |
| Local Funding | \$0 |
| Other Funding | \$0 |
| Program Income Funding | \$0 |
| Total Funding | \$150000 |

Is application subject to review by state under the Executive Order 12373 process? This application was made available to the State under the Executive Order 12372 Process for review.

Is applicant delinquent on any federal debt? false

Contacts

| Contact Name | Email | Primary Phone Number | Contact Types |
|----------------|--------|----------------------|---------------------|
| Stephanie Bays | (b)(6) | | Secondary Contact |
| Darren Goodman | | | Signatory Authority |
| Sue Gutierrez | | | Authorized Official |
| Scott Sellers | | | Primary Contact |

SF-424A

Budget Information for Non-Construction Programs

Grant Program: Targeted Violence and Terrorism Prevention Grant Program

CFDA Number: 97.132

| Budget Object Class | Amount |
|------------------------------|---------------|
| Personnel | \$5859.4 |
| Fringe Benefits | \$0 |
| Travel | \$0 |
| Equipment | \$0 |
| Supplies | \$0 |
| Contractual | \$144140.6 |
| Construction | \$0 |
| Other | \$0 |
| Indirect Charges | \$0 |
| Non-Federal Resources | Amount |
| Applicant | \$0 |
| State | \$0 |
| Other | \$0 |
| Income | Amount |
| Program Income | \$0 |

How are you requesting to use this Program Income? [\$budget.programIncomeType]

Direct Charges Explanation:

Indirect Charges explanation:

Forecasted Cash Needs (Optional)

| | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
|-------------|---------------|----------------|---------------|----------------|
| Federal | \$ | \$ | \$ | \$ |
| Non-Federal | \$ | \$ | \$ | \$ |

Future Funding Periods (Years) (Optional)

| First | Second | Third | Fourth |
|-------|--------|-------|--------|
| \$ | \$ | \$ | \$ |

Remarks:

SF-424C

Budget Information for Construction Programs

Assurances for Non-Construction Programs

Form not applicable? false

Signatory Authority Name: Sue Gutierrez

Signed Date: Tue May 25 00:00:00 GMT 2021

Signatory Authority Title: Chief

Certification Regarding Lobbying

Form not applicable? false

Signatory Authority Name: Sue Gutierrez

Signed Date: Tue May 25 00:00:00 GMT 2021

Signatory Authority Title: Chief

Disclosure of Lobbying Activities

Form not applicable? true

Signatory Authority Name: Darren Goodman

Signed Date:

Signatory Authority Title:

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

| | |
|---|---|
| * APPLICANT'S ORGANIZATION | |
| <input style="width: 100%;" type="text" value="UPLAND, CITY OF"/> | |
| * PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| Prefix: <input style="width: 100px;" type="text"/> | * First Name: <input style="width: 200px;" type="text" value="Darren"/> Middle Name: <input style="width: 150px;" type="text"/> |
| * Last Name: <input style="width: 300px;" type="text" value="Goodman"/> | Suffix: <input style="width: 100px;" type="text"/> |
| * Title: <input style="width: 250px;" type="text" value="Chief"/> | |
| * SIGNATURE: <input style="width: 300px;" type="text" value="Clifford Mathews"/> | * DATE: <input style="width: 150px;" type="text" value="05/21/2021"/> |

Application for Federal Assistance SF-424

| | | |
|--|--|--|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s): _____ * Other (Specify): _____ |
|--|--|--|

| | |
|-----------------------------------|-----------------------------------|
| * 3. Date Received: 05/21/2021 | 4. Applicant Identifier: _____ |
|-----------------------------------|-----------------------------------|

| | |
|---|--|
| 5a. Federal Entity Identifier: _____ | 5b. Federal Award Identifier: _____ |
|---|--|

State Use Only:

| | |
|----------------------------------|--|
| 6. Date Received by State: _____ | 7. State Application Identifier: _____ |
|----------------------------------|--|

8. APPLICANT INFORMATION:

* a. Legal Name: UPLAND, CITY OF

| | |
|---|--|
| * b. Employer/Taxpayer Identification Number (EIN/TIN): (b)(6) | * c. Organizational DUNS: 0154276490000 |
|---|--|

d. Address:

| | |
|----------------------|--------------------|
| * Street1: | 1499 W 13TH ST |
| Street2: | _____ |
| * City: | UPLAND |
| County/Parish: | _____ |
| * State: | CA: California |
| Province: | _____ |
| * Country: | USA: UNITED STATES |
| * Zip / Postal Code: | 91786-2992 |

e. Organizational Unit:

| | |
|--|-------------------------|
| Department Name: Upland Police Department | Division Name: _____ |
|--|-------------------------|

f. Name and contact information of person to be contacted on matters involving this application:

| | |
|------------------------|-------------------|
| Prefix: _____ | * First Name: Sue |
| Middle Name: _____ | |
| * Last Name: Gutierrez | |
| Suffix: _____ | |
| Title: _____ | |

Organizational Affiliation:

| | |
|----------------------------|-------------------|
| * Telephone Number: (b)(6) | Fax Number: _____ |
|----------------------------|-------------------|

| | |
|-----------------|-------|
| * Email: (b)(6) | _____ |
|-----------------|-------|

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Homeland Security - FEMA

11. Catalog of Federal Domestic Assistance Number:

97.132

CFDA Title:

Financial Assistance for Targeted Violence and Terrorism Prevention

*** 12. Funding Opportunity Number:**

DHS-21-TTP-132-00-01

* Title:

Fiscal Year (FY) 2021 Targeted Violence and Terrorism Prevention (TVTP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Raising Society Awareness: Domestic Extremism and Terrorism Awareness for Public Safety Initiative

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

| | |
|---------------------|---|
| * a. Federal | <input type="text" value="150,000.00"/> |
| * b. Applicant | <input type="text" value="0.00"/> |
| * c. State | <input type="text" value="0.00"/> |
| * d. Local | <input type="text" value="0.00"/> |
| * e. Other | <input type="text" value="0.00"/> |
| * f. Program Income | <input type="text" value="0.00"/> |
| * g. TOTAL | <input type="text" value="150,000.00"/> |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Upland Police Department's
Raising Society Awareness: Domestic Extremism and Terrorism Awareness for Public Safety Initiative
Targeted Congressional Districts

CA-001 to CA-053

**PROJECT NARRATIVE: UPLAND CALIFORNIA POLICE DEPARTMENT 2021
TVTP (TARGETED VIOLENCE AND TERRORISM PREVENTION)**

Applicant: Upland Police Department

Primary location of activities: Using distance learning technology, the Upland Police Department will virtually host the classes which will be available to every law enforcement agency throughout the State of California.

Application Track: Promising Practices Single Track

Project Type: Raising Societal Awareness: Training

Amount of funds requested: \$150,000

Project abstract (200 words)

This project aims to deliver the course: Domestic Extremism and Terrorism Awareness for Public Safety. The goal of this initiative is to provide police officers, public safety dispatchers, and public safety employees with an overview and understanding of domestic violent extremist groups. Currently no such course exists, yet public safety dispatchers and police officers are the people who are in the key position for defusing a potentially devastating situation because they are first to encounter domestic terrorists or people with violent intentions. The eight-hour course will be offered 30 times over a 24-month period via the Zoom platform and has a goal of initially reaching 1,350 students. The course will be accessible by California's 100,000 + police officers and 6,500 dispatchers. Recorded sessions of the course will also be offered beyond the 24-month period of performance. This course is designed for members of the public safety community to have a basic understanding of the history of violent domestic extremism, why it is a growing movement, and to recognize common tactics used when they are in contact with law enforcement.

Needs Assessment

This investment justification seeks \$150,000 in funding for the delivery of 30 sessions of a Domestic Extremism and Terrorism Awareness for Public Safety class sponsored by the Upland Police Department. These sessions will be held over the Zoom software platform and will be available statewide via California Peace Officers Standards and Training (POST) which can be accessed by the State's 100,000+ sworn police officers and over 6,500 public safety dispatchers.

The Upland Police Department (UPD) provides law enforcement services to the City of Upland, California in San Bernardino County. The City of Upland is situated on the western border of San Bernardino County, is bordered by the cities of Claremont, Montclair, Ontario, Rancho Cucamonga and is 35 miles east of Los Angeles. Upland, known as the "City of Gracious Living," is nestled at the base of the San Gabriel Mountains and encompasses 15.2 square miles. It had an estimated population of 78,969 persons as of March 2020. This is predominantly a residential community. Seven percent of the city's population was below poverty level. Nine percent of the city's population is Latin American, and six percent are Asian. The UPD is staffed with 143 full-time personnel, 70 of whom are patrol officers and 18 who are dispatchers. The UPD responds to 73 emergency 9-1-1 calls daily, 23% of which are violent crimes. The assessment that validated the need for this course is based on:

- 1) Informal discussions among Upland Police Department officers and dispatch personnel who saw the need for a course in domestic terrorism awareness and recognition.
- 2) A formal survey conducted by Kim Turner LLC (Ontario, California) of 64 California public safety dispatchers and five police officers that indicated a strong need for this training. In summary, the survey determined that 55% of these personnel had never received any type of training specific to domestic extremism and terrorism and 98.5% of survey respondents felt that a course in domestic extremism and terrorism was necessary. The survey questions were electronically distributed by California Peace Officer Standards and Training (POST).

Precipitating recognition of the need for a Domestic Extremism and Terrorism Awareness course are recent US domestic terrorism events and the December 2, 2015 domestic violent extremism terrorism attack in San Bernardino County which at the time was the second largest attack on US soil besides 9/11 in New York City resulted in 14 deaths and 22 seriously injured. The primary suspect in San Bernardino was a US born violent extremist. The city of Upland, a municipality in San Bernardino County is located 20 miles west of the terrorist attack site. The National Police Foundation, a non-partisan independent research group, conducted the official after-action-report and noted, "An essential need during any emergency is the ability of an agency to communicate both internally and with other agencies. With this requirement in mind, the problem of communications should be a priority in mutual aid planning before an incident occurs." Training is preparation and though the San Bernardino attack resulted in a tragic and large loss of life, a specific training plan to address 9-1-1 dispatcher response and field response never came to fruition. This course, would in part, address the need for training throughout the state of California.

Domestic extremists' groups have a pronounced presence in Southern California. Most notably, the racially or ethnically motivated violent extremist (RMVE) groups; Rise Above Movement

(RAM) and Atomwaffen Division (AWD). The Rise Above Movement believes that its members are fighting against a world they believe to be corrupted by Jews, Muslims, liberals and the effects of non-white immigration. They see themselves as the protectors of traditional American values deeply rooted in white identity and racial superiority. According to the Anti-Defamation League, on October 2, 2018, federal and local law enforcement arrested four individuals allegedly associated with Rise Above Movement, charging them with intent to encourage, promote, incite, participate in, and commit violent acts in furtherance of a riot. The AWD, also known as Nationalist Social Order, is a small neo-Nazi group whose members are prepared for combat in what they see as the cultural and racial displacement of the white race in America. The group is believed to have formed out of the remnants of the large white supremacist showing in 2017 in Charlottesville, Virginia. At least one member of AWD, has been charged with capital murder in California for targeting and killing a former schoolmate who identified as homosexual. The special circumstance hate crime is not an isolated incident in US domestic extremist ideology.

The proposed Domestic Extremism and Terrorism Awareness for Public Safety course would address the gap in training for public safety dispatchers, police officers, and public safety employees.

Program Design

This program seeks to address law enforcement awareness of domestic extremism and potential domestic terrorism through threat assessment coupled with cultural sensitivities and the protection of civil liberties through online training suitable for all California peace officers and public safety dispatchers.

The goal of this project is to increase awareness of the threat and danger posed by domestic extremism in an effort to prevent domestic violent extremism. The goal will be accomplished through delivery of the course Domestic Extremism and Terrorism Awareness for Public Safety via the internet platform Zoom to California public safety dispatchers and police officers who are the primary source of intelligence gathering at the onset of potential domestic violent extremist actions. The training curriculum will be certified through the California Peace Officers Standards and Training (POST). The purpose of POST certification is to ensure standardized training is accessible to all 100,000+ sworn police officers and over 6,500 public safety dispatchers in the state of California. Additionally, POST certification provides formal quality assessments of curriculum and content delivery. The training will be delivered online with live facilitators who are subject-matter-experts with law enforcement and public safety experience. The training is innovative in that it specifically will include 9-1-1 first responders as part of the training cadre and student population to heighten the veil of safety and identification of potential threats as reported from local community members. The course will include a formal evaluation and short written test to identify the retention of information. Informally, students provide feedback to the value of the information learned during the course and if it is applicable in their duties as law enforcement officers or public safety dispatchers.

This course is designed for members of the public safety community to have a basic understanding of the history of violent domestic extremism, why it is a growing movement, and to recognize common tactics used when they are in contact with law enforcement.

The goal of this Domestic Extremism and Terrorism Awareness for Public Safety course is to provide police officers, public safety dispatchers, and public safety employees with an overview and understanding of domestic violent extremist groups. Under the instruction provided by a qualified instructor(s) the objectives are that each student will:

- Demonstrate their understanding of domestic extremists' groups.
- Understand the overlapping of domestic extremist groups and anti-government groups.
- Understanding the role dispatch plays in enhancing a positive outcome to the response.
- Identify various ways the community aids in identifying threats

The learning objectives are achieved with a variety of adult learning methods including but not limited to, facilitated online discussion, online polling, online surveys, online breakout group sessions, and online chat sessions and groups.

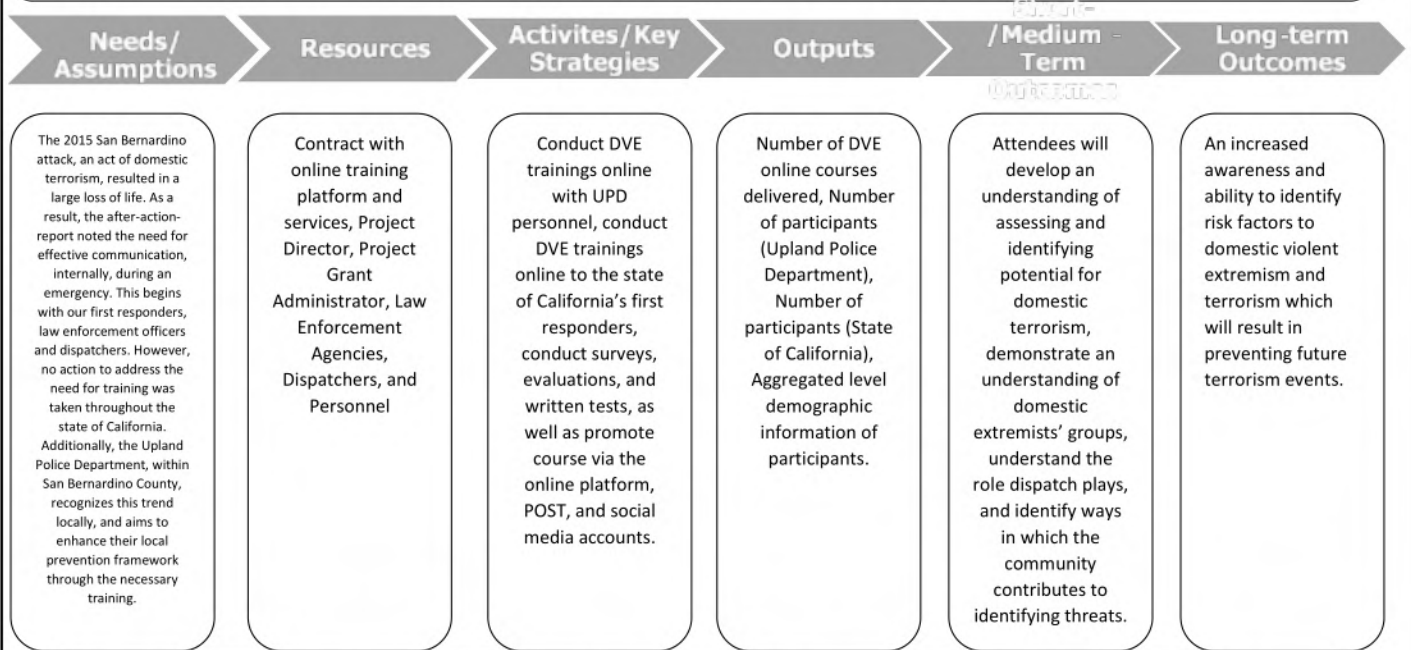
The Zoom software platform will be used to facilitate this class and achieve the learning objectives. The platform will allow students to access the course via smartphone, tablet, laptop (preferred) via the web browser. Content is viewable via internet (Wi-Fi) or cellular data connection. Validation of registration is individually approved by the course administrator and students must register with their agency email address. The student's name appears with their live video while on camera to further validate their participation in the course. The learning management system (LMS) system will be leveraged to ensure learning is occurring by offering the following features managed by the instructor(s):

- Use of breakout rooms where students are assigned to groups. The group discussions allow for learning activities, task assignments and discussion amongst the students. This class will be limited to 45 students, typical breakout will be nine groups of 5 students.
- Annotated screen share feature allows for students to create virtual poster boards for checklists, idea sharing, and teach backs
- Screen share feature allows students to teach back to the entire class by sharing their work via their screen.
- The breakout groups may be virtually visited by the instructor(s) to check in with the group, keep them on task, and to answer any questions.

Logic Model

PROGRAM: Raising Society Awareness: Training (Promising Practices-Single Track)
TARGET POPULATION: First Responders, Upland PD Personnel, State of California First Responders, Law Enforcement Agencies, Dispatchers

Theory of Change Summary: If Domestic extremism and terrorism awareness training is delivered via an easily accessible online platform to public safety personnel then these individuals will develop the knowledge and will be equipped with the resources they need to recognize and respond to domestic violent extremism.



Likelihood of Success: Past research indicates a need for more specialized courses, which this project address and will increase the success of previous training platforms. Success will be measured by conducting written tests, quantitative data, to demonstrate knowledge developed throughout the course. By providing an easily accessible online platform, attendees will develop the knowledge and will be equipped with the resources they need to recognize and respond to domestic terrorism.

Organization and Key Personnel

Upland Police Department's Sgt. Scott Sellers will be the lead administrator of this project. Under general supervision, Sgt. Scott Sellers supervises, manages, and participates in police operations relating to patrol, traffic enforcement or safety, crime prevention, investigation, special details or related police services; participates in the training and evaluation of sworn and non-sworn personnel; and performs related duties as assigned. Additionally, Sue Gutierrez, Accounting Technician, will be the lead coordinator for grant management. The Upland Police Department currently successfully manages an online program, available to the entire State through POST, that targets Cultural Diversity and Organizational Wellness. This program is the result of a grant award in the amount of \$402,022.50. Sue Gutierrez brings with her the experience of managing large training-focused program awards, along with several other grant programs, including awards through the Office of Traffic Safety. (Please refer to appendices for job descriptions).

Sustainability

Sustainability of this project beyond the two-year performance period will not be costly or a large undertaking. With all of the sessions occurring over Zoom they will be recorded and can be replayed at will in response to requests or demand anyplace in California—potentially anywhere in the United States.

Budget and Budget Narrative

This \$150,000 investment justification is for 30 Domestic Extremism and Terrorism Awareness for Public Safety course deliveries via Zoom over a 24-month performance period. Course development costs are \$25,520.60, making the actual course delivery costs \$144,140.60 or \$4,804.68 per delivery. Each presentation will last eight hours plus will have a one-hour lunch and will be presented by two instructors along with a moderator. Instructors will be compensated at \$125/hour and the moderator at \$50/hour. The goal is to instruct a minimum of 1,350 students in the 24-month performance period, making the cost per student \$111.11. This is for all costs--course development, instructor and moderator compensation, administration and all equipment, necessary internet access fees, and course advertising via online platforms, in addition to Upland Police Department personnel compensation.

| Budget Category | | Federal Request |
|--|---|------------------------|
| Personnel | | |
| Upland PD grant coordinator | .05 FTE estimated \$117,188 | \$5,859.40 |
| Contractual | | |
| Personnel | Rate 8-hour class + 1-hour lunch (2 instructors + moderator per presentation) | |
| Instructor | \$125.00 per hour | \$1125 per class |
| Instructor | \$125.00 per hour | \$1125 per class |
| Moderator | \$50.00 per hour | \$450 per class |
| Personnel cost per presentation | \$2700.00 | \$2700.00 |
| Presentations over 24-months | 30 | |
| Cost over grant period | \$81,000 | \$81,000 |
| Administration | | |
| Course Administration | \$50.00 per hour/16-hours per class | \$24,000 |
| Course Coordinator | \$25.00 per hour/8-hours per class/\$200 per class | \$6,000 |
| Presentations over 24-months | 30 | |
| Cost over grant period | \$30,000 | \$111,000 |
| Equipment | | |
| Dropbox | 3 at \$25 per month | \$1800.00 |
| Zoom | 3 at \$20 per month | \$1440.00 |
| Hi-speed internet | 3 at \$40 per month | \$2,880.00 |
| Advertising | \$50 per class | \$1,500.00 |
| Cost per presentation | \$254 | \$254 |
| Presentations over 24-months | 30 | |
| Cost over grant period | \$7,620 | \$118,620 |
| 24-month performance period online training | | |
| Course Development | \$25,520.60 | \$144,140.60 |
| Total Contractual Costs | | \$144,140.60 |
| Cost per student @ 30 presentations with 1350 | \$111.11 | |
| Total Direct Costs <small>(Contractual & Personnel)</small> | | \$150,000.00 |
| Indirect Costs | | \$0 |
| Total Project Costs | | \$150,000 |

Appendices

- 1) Completed Implementation and Measurement Plan (IMP) Template
 - a. Additionally, sections were also attached as a word document due to not being able to edit the adobe document provided.
- 2) Resumes/CVs of Key Personnel

OTVTP Implementation & Measurement Plan

You should modify the Implementation & Measurement Plan (IMP) template to the number of goals your specific project requires. For *each* goal in the IMP, create an Implementation Plan table *and* a Measurement Plan table. Please use the definitions provided in the IMP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the IMP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This IMP should span both years of performance under this grant program.

In the Measurement Plan table:

- Type each performance measure/indicator in a separate row.
- Map each performance measure to the relevant activity
- Include indicators that will help measure the results of the project; it is not necessary to have more than one indicator if that indicator sufficiently measures results.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.
- The information in the “Performance Measures” column of the Measurement Plan should align with the information in the “Anticipated Outputs” column of your Implementation Plan

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available by DHS for this purpose.

| | |
|------------------------------------|---|
| Organization Name | Upland Police Department |
| Project Title | Raising Society Awareness: Domestic Extremism and Terrorism Awareness for Public Safety |
| Grant Number | DHS-21-TTP-132-00-01 |
| Grant Implementation Period | 10/01/2021 to 09/30/2023 |

Project Goal Statement

[Please state the overarching goal of the project as identified in your program design. This overarching goal can include language from the individual goals located within this IMP]

The overall goal of the Upland Police Department's Domestic Extremism and Terrorism Awareness for Public Safety initiative is to strengthen the domestic violent extremism, local prevention framework in order to prevent and respond to future acts of violence.

Target Population

[Please include an estimated size and demographic breakdown of expected and/or served program beneficiaries. Please include a brief description of why this particular target population has been selected.]

The Domestic Extremism and Terrorism Awareness for Public Safety initiative aims to train those within local communities who are the first to become aware of violent incidents or the potential of violent incidents, as they relate to targeted violence and domestic terrorism. First responders, including 9-1-1 Dispatchers, are the first to receive or initiate communications to respond to and prevent these acts.

The Upland Police Department is staffed with 143 full-time personnel, 70 of whom are patrol officers and 18 who are dispatchers. Locally, UPD personnel will benefit directly from the online training. A population of approximately 80,000 residents in the City of Upland will indirectly benefit from this training. The target population, however, extends beyond the City of Upland to include California's 100,000 + police officers and 6,500 dispatchers. Initially, online courses will be available to an additional 1,207 trainees within the State of California within the first 24 months of this program. Subsequently, the course will be accessible to all of California's 100,000 + police officers and 6,500 dispatchers through recorded sessions of the course held during the 24-month period of performance of the program.

This target population has been selected because of significant findings identified in the needs analysis of the local prevention framework. Those findings identified a concerning gap in knowledge of how to identify, respond to and prevent domestic violent extremism. That deficiency is due to a lack of adequate training for law enforcement and 9-1-1 dispatchers both locally and throughout the State of California.

Example Goal 1 : [Example] Strengthen societal resilience against the drivers of violent extremism and ensure broad awareness of the threat of targeted violence and terrorism.

Objective 1.1: [Example] Hold in-depth, localized trainings for 300 community leaders and law enforcement stakeholders in Larimer County on the risk factors to violent extremism recruitment and mobilization by the end of the program’s period of performance.

Objective 1.2: [Example] Increase by 75% the understanding and awareness of risk factors and behaviors to violent extremism among 300 community leaders and law enforcement stakeholders by the end of the program’s period of performance

Example Goal IMPLEMENTATION PLAN

| Objectives | Activity | Inputs/Resources | Time Frame | Anticipated Outputs |
|-----------------------|---|--|---|--|
| <i>Objective 1.1:</i> | <i>Activity 1.1.1 [Example] Conduct Community Awareness Briefings with community leaders</i> | <i>[Example] Local trainers, participants to receive training, training venue, OTVTP CAB curriculum, OTVTP review of requested modifications to the CAB curriculum</i> | <i>[Example] approx. 2 per quarter, Q2-Q7</i> | <i>[Example] 12 Community Awareness Briefings conducted to 200 community leaders.</i> |
| | <i>Activity 1.1.2 [Example] Conduct Law Enforcement Awareness Briefings with law enforcement stakeholders</i> | <i>[Example] Local law enforcement to receive training, training venue, OTVTP to review requested modification to the LAB curriculum</i> | <i>[Example] approx. 1 per quarter, Q2-7</i> | <i>[Example] 6 Law Enforcement Awareness Sessions conducted to 100 law enforcement stakeholders</i> |
| <i>Objective 1.2:</i> | <i>Activity 1.2.1 [Example] Survey community leaders before and after Community Awareness Briefings</i> | <i>[Example] Survey, scheduled time before and after to give survey</i> | <i>[Example] approx. 2 per quarter, Q2-Q7</i> | <i>[Example] Measurable increase by 75% of understanding from community leaders after receiving the Community Awareness Briefing</i> |
| | <i>Activity 1.2.2 [Example] Survey law enforcement stakeholders before and after the law enforcement awareness briefing</i> | | | |

Example Goal MEASUREMENT PLAN

| Activity # | Performance Measures | Data Collection Method and Timeframe |
|------------|---|--|
| 1.1.1 | <i>[Example] Number of Community Awareness Briefing training sessions held and number of community leaders attending</i> | <i>[Example] Documented date, time, venue, number of community leaders in attendance; Q2-Q7, approx. 2 session held per quarter</i> |
| 1.1.2 | <i>[Example] Number of Law Enforcement Awareness Briefing training sessions held and number of law enforcement stakeholders attending</i> | <i>[Example] Documented date, time, venue, number of law enforcement stakeholders in attendance; Q2-Q7, approx. 1 session held per quarter</i> |
| 1.2.1 | <i>[Example] Percentage increase among community leaders in their knowledge and understanding of violent extremism</i> | <i>[Example] Surveys conducted before and after each CAB training session; Q2-Q7, approx. 2 session held per quarter</i> |
| 1.2.2 | <i>[Example] Percentage increase among law enforcement stakeholders in their knowledge and understanding of violent extremism</i> | <i>[Example] Surveys conducted before and after each LAB training session; Q2-Q7, approx. 1 session held per quarter</i> |

Locally strengthen the knowledge of Upland Police Department's personnel, including 9-1-1 Dispatchers, as it pertains to domestic violent extremism.

Goal 1: [insert long-term goal statement]

Objective 1.1: [Insert objective text]

Objective 1.2: [Insert objective text]

Objective 1.3: [Insert objective text]

Objective 1.1: Make available online courses to the 143 full-time personnel, 70 patrol officers and 18 dispatchers.

Objective 1.2: Increase by 80%, within UPD, the understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats.

Goal 1 IMPLEMENTATION PLAN

| Objectives | Activity | Inputs/Resources | Time Frame | Anticipated Outputs | |
|-----------------------|--|---|---|---|---|
| <i>Objective 1.1:</i> | <i>Activity 1.1.1</i> Conduct DVE trainings online with UPD personnel | Experienced Trainers/professional Instructors, participants to receive training, online training platform, Training review | Approximately 1-2 online training per month or 3 to 4 per quarter | 30 Online Courses implemented for 143 full-time personnel | |
| | <i>Activity 1.1.2</i> | | | | |
| <i>Objective 1.2:</i> | <i>Activity 1.2.1</i> | Survey and formal evaluation, with written test given to participants to demonstrate retention of information and to determine any improvements needed in course content. | Survey and written tests improvement development, participants to receive training, online platform (for survey, written test, formal evaluation), review for content modification. | Approximately 1-2 trainings with surveys, formal evaluations, and written tests administered per month/3-4 per quarter. | Measurable increase by 80% of understanding of Domestic Extremism and Terrorism Awareness from UPD personnel. |
| | <i>Activity 1.2.2</i> | | | | |
| <i>Objective 1.3:</i> | <i>Activity 1.3.1</i> | | | | |

Goal 1 MEASUREMENT PLAN

| Activity # | Performance Measures | Data Collection Method and Timeframe |
|------------|--|---|
| 1.1.1 | Number of training courses held and number of UPD personnel trained | Documented date, time, number of personnel in attendance Approximately 1-2 online training per month or 3 to 4 per quarter |
| 1.2.1 | Percentage increase among UPD personnel and understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats. | Surveys, Evaluations and Written Tests conducted after each course Approximately 1-2 trainings with surveys, formal evaluations, and written tests administered per month/3-4 per quarter. |

Raise awareness and enhance the knowledge of California's first responders as it pertains to

Goal 2: [insert Goal statement] preventing and responding to violent extremism.

Objective 2.1: [Insert objective text] Objective 2.1: Make available online courses to the State of California's first responders (law enforcement and dispatchers), approximately 1,200 plus trainees.

Objective 2.2: [Insert objective text] Objective 2.2: Increase by 75%, of attendees, the understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats.

Goal 2 IMPLEMENTATION PLAN

| Objectives | Activity | Inputs/Resources | Time Frame | Anticipated Outputs |
|----------------|--|---|--|---|
| Objective 2.1: | Activity 2.1.1 Conduct DVE trainings online with California's first responders (law enforcement and dispatchers) | Experienced Trainers/professional Instructors, participants to receive training, online training platform, Training review | Approximately 1-2 online trainings per month or 3 to 4 per quarter | 30 Online Courses implemented for 1,200 plus |
| Objective 2.2: | Activity 2.2.1 Survey and formal evaluation, with written test given to participants to demonstrate retention of information and to determine any improvements needed in course content. | Survey and written tests improvement development, participants to receive training, online platform (for survey, written test, formal evaluation); review for content modification. | Approximately 1-2 trainings, each with surveys, formal evaluations, and written tests administered per month/ 3-4 per quarter. | Measurable increase by 75% of understanding of Domestic Extremism and Terrorism Awareness from Californian Law Enforcement and Dispatchers. |
| Objective 2.3: | Activity 2.3.1 | | | |

Goal 2 MEASUREMENT PLAN

| Activity # | Performance Measures | Data Collection Method and Timeframe |
|------------|--|---|
| 2.1.1 | Number of training courses held and number of law enforcement and dispatchers trained | Documented date, time, number of personnel in attendance Approximately 1-2 online trainings per month or 3 to 4 per quarter |
| 2.2.1 | Percentage increase among attendees and understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats. | Surveys, Evaluations and Written Tests conducted after each course Approximately 1-2 trainings, each with surveys, formal evaluations, and written tests administered per month/ 3-4 per quarter |

Goal 3: [insert goal statement]

Objective 3.1: [Insert objective text]

Objective 3.2: [Insert objective text]

Objective 3.3: [Insert objective text]

Goal 3 IMPLEMENTATION PLAN

| Objectives | Activity | Inputs/Resources | Time Frame | Anticipated Outputs |
|-----------------------|-----------------------|-------------------------|-------------------|----------------------------|
| <i>Objective 3.1:</i> | <i>Activity 3.1.1</i> | | | |
| | <i>Activity 3.1.2</i> | | | |
| <i>Objective 3.2:</i> | <i>Activity 3.2.1</i> | | | |
| | <i>Activity 3.2.2</i> | | | |
| <i>Objective 3.3:</i> | <i>Activity 3.3.1</i> | | | |

Goal 3 MEASUREMENT PLAN

| Activity # | Performance Measures | Data Collection Method and Timeframe |
|-------------------|-----------------------------|---|
| | | |
| | | |

[REPEAT FOR AS MANY GOALS AS NEEDED FOR PROJECT]

APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

| Risk Identified | Risk Analysis (brief assessment of the impact the identified risk could/would have on the project) | Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires) |
|---|--|---|
| The number of participants does not meet the 45 per course goal | The likelihood of the risk occurring is low due to the fact that UPD has already demonstrated success in administering online programming. UPD has the current controls in place to mitigate this risk. Additionally, by performing a previous risk assessment, this | In order to minimize the impact of this risk, UPD will utilize it's current resources and online presence, in conjunction with POST in order to recruit participants. |
| | course is needed and highly anticipated within the law enforcement community. | |
| Participants do not show the anticipated increases in comprehension | The likelihood of the risk occurring is low to medium. The course curriculum that will be utilized will be conducted by peer professionals in the field. Additionally, controls will be utilized to adjust course content as needed. | Through surveys and evaluations, UPD will be able to track and quickly implement any course adjustments that will need to take place |
| | | |

IMP Responses

Project Goal Statement:

The overall goal of the Upland Police Department's Domestic Extremism and Terrorism Awareness for Public Safety initiative is to strengthen the domestic violent extremism local prevention framework in order to detect, prevent and respond to future acts of violence.

Target Population:

The Domestic Extremism and Terrorism Awareness for Public Safety initiative aims to train those within local communities who are the first to become aware of violent incidents or the potential of violent incidents, as they relate to targeted violence and domestic terrorism. First responders, including 9-1-1 Dispatchers, are the first to receive or initiate communications to respond to and prevent these acts.

The Upland Police Department is staffed with 143 full-time personnel, 70 of whom are patrol officers and 18 who are dispatchers. Locally, UPD personnel will benefit directly from the online training. A population of approximately 80,000 residents in the City of Upland will indirectly benefit from this training. The target population, however, extends beyond the City of Upland to include California's 100,000 + police officers and 6,500 dispatchers. Initially, online courses will be available to an additional 1,207 trainees within the State of California within the first 24 months of this program. Subsequently, the course will be accessible to all of California's 100,000 + police officers and 6,500 dispatchers through recorded sessions of the course held during the 24-month period of performance of the program.

This target population has been selected because of significant findings identified in the needs analysis of the local prevention framework. Those findings identified a concerning gap in knowledge of how to identify, respond to and prevent domestic violent extremism. That deficiency is due to a lack of adequate training for law enforcement and 9-1-1 dispatchers both locally and throughout the State of California.

Goal #1: Locally strengthen the knowledge of UPD's personnel, including 9-1-1 Dispatchers, as it pertains to preventing and responding to terrorism and domestic violent extremism.

Objective 1.1: Make online courses about terrorism and domestic violence extremism available to the Upland PD's 143 full-time personnel which includes 70 patrol officers and 18 dispatchers.

- Activity 1: Conduct DVE trainings online with UPD personnel
 - Inputs:
 - Experienced Trainers/professional Instructors, participants to receive training, online training platform, Training review
 - Time Frame:
 - Approximately 1-2 online training per month or 3 to 4 per quarter for the 24 month performance period of the program
 - Anticipated Outputs:

- 30 Online Courses implemented for the UPD's 143 full-time personnel
- Performance Measures
 - Number of training courses held and number of UPD personnel trained
 - Documented date, time, number of personnel in attendance

Objective 1.2: Within the UPD increase by 80% the understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats.

- Activity 1: Survey and formal evaluation, with written test given to participants of the terrorism and domestic violence extremism to demonstrate retention of information and to determine any improvements needed in course content.
 - Inputs/Resources
 - Surveys, evaluations and written tests conducted after each course.
 - Time frame
 - Approximately 1-2 trainings with surveys, formal evaluations, and written tests administered per month/ 3-4 per quarter for the 24 month performance period of the program.
 - Anticipated Outputs
 - A measurable increase of 80% in understanding of Domestic Extremism and Terrorism Awareness from UPD personnel.
 - Input and data that can be used for course improvements.
 - Performance Measure
 - Percentage increase among UPD personnel and understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats.

Goal #2: Raise awareness and enhance the knowledge of California's first responders as it pertains to preventing and responding to violent extremism.

Objective 1.1: Make available online courses to the State of California's first responders (law enforcement and dispatchers) for approximately 1,200 plus trainees in the 24-month performance period of the program.

- Activity 1: Conduct DVE trainings online with California's first responders (law enforcement and dispatchers)
 - Inputs:
 - Experienced trainers/professional Instructors to provide terrorism and domestic violent extremism courses to participants 1,200 plus trainees via online training platform. This includes a training review.
 - Time Frame:

- Approximately 1-2 online trainings per month or 3-4 per quarter for the 24 month performance period of the program.
- Anticipated Outputs:
 - 30 Online Courses implemented for 1,200 plus California law enforcement personnel and 9-1-1 dispatchers
- Performance Measures:
 - Number of training courses held and number of law enforcement and dispatchers trained
 - Documented date, time, number of personnel in attendance

Objective 1.2: An increase by 80% among attendees of the understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats.

- Activity 1: Survey and formal evaluation, with written test given to participants to demonstrate retention of information and to determine any improvements needed in course content.
 - Inputs/Resources
 - Surveys, evaluations and written tests conducted after each course.
 - Time frame
 - Approximately 1-2 trainings, each with surveys, formal evaluations, and written tests administered per month/ 3-4 per quarter for the 24 month performance period of the program.
 - Anticipated Outputs
 - Measurable increase by 80% in understanding of domestic extremism and terrorism awareness among California law enforcement personnel and dispatchers who participate in the program.
 - Performance Measures:
 - Percentage increase among attendees and understanding of domestic extremists' groups, the overlapping of domestic extremist groups and anti-government groups, the role dispatch plays in enhancing a positive outcome to the response and identifying ways the community aids in identifying threats.

Sgt. Scott Sellers Job Description and description of the grant's project manager

Under general supervision, supervises, coordinates and participates in police operations relating to patrol, traffic enforcement or safety, crime prevention, investigation, special details or related police services; participates in the training and evaluation of sworn and non-sworn personnel; and performs related duties as assigned.

1. Supervises and trains personnel in the proper handling of incidents, evidence gathering, and prisoner processing.

2. Reviews officer and investigator prepared reports for completeness and accuracy prior to submission to the District Attorney's Office.

3. Delegates assignments; maintains time book and completes payroll records; approves time off and overtime for work shifts; conducts and participates in daily briefings.

4. Trains, counsels, and evaluates assigned personnel; assists in selecting new employees.

5. Responds to patrol calls and investigation-related calls and provides direction to officers.

6. Investigates complaints against Police Officers, Police Services Technicians, Detectives, and Dispatchers.

7. Assists officers or detectives in handling difficult criminal cases, administrative problems, or in understanding departmental rules and procedures.



Accounting Technician

Class Code:
60

Bargaining Unit: Upland City Employees
Association

CITY OF UPLAND
Established Date: Jan 1, 2017
Revision Date: Oct 15, 2019

SALARY RANGE

\$22.10 - \$29.73 Hourly
\$3,831.53 - \$5,152.98 Monthly
\$45,978.30 - \$61,835.76 Annually

GENERAL PURPOSE:

Under general supervision, performs a variety of technical accounting duties related to the preparation, review, and maintenance of financial and statistical records that may include accounts payable, payroll, purchasing, and preparation of schedules, reconciliations and subsidiary journals and records; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Accounting Technician is distinguished from Senior Accounting Technician in that employees in the latter class perform duties requiring an understanding of the operations of the City's budgeting and financial accounting system and more complex construction, special assessment District, and state-funded projects. The Accounting Technician has more specialized knowledge of accounting and adjustment procedures than positions in the clerical accounting series.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. Other duties and responsibilities may be added, deleted or changed at any time at the discretion of management, either orally or in writing.

1. Coordinates and participates in accounting and clerical tasks related to the maintenance of the City's financial record keeping, reporting, and control system.
2. Processes purchase orders, invoices, and other claims for payment in accordance with City policies and procedures; ensures timely processing to receive vendor payment discounts; verifies the accuracy of vendor invoices and account numbers; ensures appropriateness of authorizations; reconciles and resolves discrepancies in supporting documentation and vendor invoice errors. Prepares a variety of accounting spreadsheets, journal entries, ledgers, and logs; ensures accuracy and compliance with established accounting procedures.
3. Assists with reviewing time sheets submitted by all departments to ensure conformance with appropriate bargaining unit contracts and administrative policies and regulations.
4. Assists with maintaining payroll records regarding salary changes, retirement, employment tax withholding, fringe benefits, voluntary deductions and leave balances, etc.; inputs personnel information and time sheet data.
5. Tabulates and checks statistical and financial data; prepares periodic financial records and reports.
6. Processes stop payment requests and reissues checks; provides assistance to City auditors on payroll matters; processes all banking service items.
7. Performs or participates in data entry of various financial records including purchase orders, invoices and claims forms, and other transactions; generates batch payment registers and verifies batch totals; generates preparation of final warrant registers and signing of payment checks; prepares check reports for City Council ratification.
8. Monitors a system of database to track each department's purchasing information, including completed purchase orders, open contracts, bid list, capital items, vendor quotes, and vendor evaluations; monitors department's credit purchases, including authorized staff and specific limits; updates and maintains vendor's list.
9. Prepares, processes, balances, and reconciles journal vouchers; prepares special and correcting entries.
10. May advise and assist in soliciting informal bids from reliable and cost-effective sources; may assist in the preparation and execution of the bid process and keep records of all bids received during the bid process.
11. Performs other related duties and responsibilities as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

General principles and practices of municipal accountancy, purchasing, accounts payable, processing and related financial transactions; Chart of Accounts for municipal budgets and cost center coding structure; public sector personnel rules, policies and labor contract provisions; practices and procedures of governmental budgeting and accounting; methods, practices, documents, and terminology used in processing accounting transactions and in financial record keeping; fundamental accounting and internal control policies and procedures; general computerized accounting systems and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices and procedures; principles and practices of sound business communication; basic methods and practices of supervision.

Ability to:

Operate a computer, calculator, and other standard office equipment; organize, set priorities and exercise sound judgment within established guidelines; interpret, apply and reach sound decisions in accordance with rules, regulations, and department procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly;

understand and carry out written and oral instructions; prepare clear and accurate financial records and reports; work effectively and courteously with City staff, vendors, customers who may be upset or dissatisfied, the public, and others encountered in the course of work.

Education:

Graduation from high school or GED equivalent.

Associates Degree in Accounting or related field is highly desirable.

Training/Experience:

Two years of progressively responsible experience in performing financial or statistical record keeping. Experience with Accounts Payable, Payroll and Procurement processing is preferred.

Experience with Munis Software is highly desirable.

Licenses/Certificates/and Special Requirements:

Possession of a valid Class C California driver's license, an acceptable driving record and evidence of insurability.

PHYSICAL AND MENTAL DEMANDS:

Possession of a valid Class C California driver's license, an acceptable driving record and evidence of insurability.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms. Employees are frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with City Managers, staff, customers, the public and others encountered in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions; the noise level is usually quiet. This position may require occasional driving to attend evening meetings and travel throughout the City.

DETAILS:

Department/Division: Various departments and divisions

Reports To: Department managers, supervisors or professional positions

Provides Direction To: Not applicable

Exemption Status: Non-exempt

Employment Grouping: General

Date Prepared: September 27, 2005

Date Updated: March 29, 2021

Effective Date:

Salary Grade: 35

SCOTT GREGORY SELLERS

(b)(6)

(b)(6)

Summary

Upland Police Department's Lead Police Detective with more than 26 years of service. I am equipped with intellectual curiosity and excellent patience. Skilled at conducting lengthy and elaborate interrogations and investigations. Reliable, diligent and flexible professional with superb leadership skills. I have served on the Upland Police Officers Association board of Directors for 14 years, 10 years as Treasurer.

Experience

Upland Police Department, Upland, CA

1988 to Present

Police Detective

2009-Present

As the department's lead detective I am responsible for managing the day-to-day operations of the bureau made up of 6 other detectives. In addition to maintaining a caseload investigating crimes, interviewing and diligently seeking the truth from witnesses and victims, and prosecuting criminals, other duties include: assigning and monitoring cases and duties of detectives, evaluating investigations and make recommendations, maintaining payroll, providing guidance to other department employees, and answering questions from the public. Specific highlights, include:

- The department's only high tech criminal investigator. I examine computers and cellular devices for digital evidence.
- Worked in conjunction with LAPD in locating a victim of human trafficking, resulting in the suspect being apprehended and sentenced to 25 years to life.
- Spent two months in 2013 as acting patrol sergeant.
- Presented internet safety training to parents.
- Assisted in a seven defendant murder investigation and trial in which two defendants received sentences of 25 years to life.

Police Officer

1992 to 2009

As a Police Officer for over 17 years I served as a patrol officer for 7. During this time I was consistently a leader in arrests and citations issued. I required little supervision as I handled calls assigned as well as self-initiated activity. As a traffic officer for ten years I again was the leader in citations issued. I investigated hit and runs as well as serious and fatal traffic collisions. Specific highlights include:

- Ten years as a motorcycle officer, including 8 years as a training officer instructing newly selected motorcycle officers how to ride motorcycles.
- Forensic mapping operator and trainer—created three-dimensional diagrams of both traffic collision scenes as well as a homicide scene.
- Wrote and administered traffic grants with the State of California's Office of Traffic Safety and oversaw over \$500,000 in traffic related grants.
- Bicycle Safety instructor.
- Assisted co-workers with computer related issues.
- Prepared and presented traffic related matters at various community meetings.
- Trained newly hired officers in traffic accident investigation and reporting as well as in the operation of radar.

Police Officer Trainee

1991 to 1992

Attended the San Bernardino County Sheriff's Basic Academy and received instruction on legal aspects of criminal laws, learned arrest and control tactics, firearms instruction, first aid and basic emergency vehicle operations.

- Graduated in the top of my class.
- Finished the academy as one of the top in physical agility.

Police Cadet

1988 to 1991

Served in the records unit for four months before being selected and assigned to the evidence division where responsibilities included, assisting with ensuring the chain of evidence, categorize thousands of items of evidence, and testify in court to on the chain of custody.

- Transported evidence to and from the crime lab.
- Handled disposition of evidence process following adjudication of crimes or expiration of the statute of limitations.

Professional Development

Mt. San Antonio Community College, Walnut, CA

1991

*A.A., Liberal Arts***Training Seminars**

- Vehicle Theft Investigators Course, California Highway Patrol, Los Angeles, CA, 2015
- Peace Officer Bill of Rights, California Peace Officers Association, Fontana, CA, 2013
- Promotional Panel, California Peace Officers Association, Fontana, CA, 2012
- High Profile Homicides and Officer Murders, Fontana Police Department, Fontana, CA, 2013

Awards

- Officer of the Year, Upland Police Department, Upland, CA, 2001
- DUI Award, Mothers Against Drunk Driving, Redlands, CA, 1997
- Officer of the Month, Upland Police Department, Upland, CA, 1997
- Grand Theft Auto, California Highway Patrol, Upland, CA, 1995
- Grand Theft Auto, California Highway Patrol, Upland, CA, 1994