



Contract Number

160-19

SAP Number

## District Attorney

<b>Department Contract Representative</b>	Claudia Walker
<b>Telephone Number</b>	(909) 382-7689
<b>Contractor</b>	California Office of Emergency Services
<b>Contractor Representative</b>	Blake Braboy
<b>Telephone Number</b>	(916) 845-8803
<b>Contract Term</b>	October 1, 2019 to December 31, 2020
<b>Original Contract Amount</b>	\$218,750 plus \$54,688 local match
<b>Amendment Amount</b>	\$0
<b>Total Contract Amount</b>	\$218,750 plus \$54,688 local match
<b>Cost Center</b>	4502001000-3000076

**Briefly describe the general nature of the contract:**

The grant award for the Unserved/Underserved Program (UV) focuses on delivery of services to victims of violent crime in the underserved populations due to race, socio-economic status, disability, or sexual orientation.

The grant award is for \$218,750 and requires a local cash match of \$54,688, for a total of \$273,438. The grant period begins October 1, 2019 and ends December 31, 2020.

**FOR COUNTY USE ONLY**

Approved as to Legal Form

▶   
Katherine Hardy, Deputy County Counsel

Date 1/22/20

Reviewed for Contract Compliance

▶ \_\_\_\_\_

Date \_\_\_\_\_

Reviewed/Approved by Department

▶   
Jason Anderson, District Attorney

Date 1/23/2020



January 2, 2020

Flerida Alarcon, Chief, Bureau of Victim Services  
San Bernardino County  
303 West 3rd Street, 6th Floor  
San Bernardino, CA 92415-502

Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Unserved/Underserved Victim Advocacy and Outreach Program  
Subaward #: UV19 04 0360, Cal OES ID: 071-00000

Dear Ms. Alarcon:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$218,750, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

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

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

14  
66

(Cal OES Use Only)

Cal OES#	071 - 00000 - 00	FIPS#	071 - 00000	VS #		Subaward #	UV19 04 0360
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** County of San Bernardino 1a. DUNS#: 073590812
2. **Implementing Agency:** San Bernardino County District Attorney's Office 2a. DUNS#: 626913172
3. **Implementing Agency Address:** 303 W. Third St. San Bernardino 92415-0502  
Street City Zip+4
4. **Location of Project:** 303 W. Third St. San Bernardino 92415-0502  
City County Zip+4
5. **Disaster/Program Title:** Unserved/Underserved Victim Advocacy and Outreach Program 6. Performance Period: 10/01/2019 to ~~09/30/2020~~
7. **Indirect Cost Rate:**  N/A;  10% de minimis;  Federally Approved ICR \_\_\_\_\_ % 12/31/2020 RB

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. VOCA		\$ 218,750		\$ 54,688		\$ 54,688	\$ 273,438
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	<b>TOTALS</b>	\$ 0	\$ 218,750	\$ 218,750	\$ 54,688	\$ 0	\$ 54,688	12. G Total Project Cost: \$ 273,438

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

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

15. **Official Authorized to Sign for Subrecipient:** Jason Anderson 16. **Federal Employer ID Number:** 956002748

Name: Jason Anderson Title: District Attorney

Telephone: 909-382-3660 FAX: 909-382-7674 Email: DA@sbcdca.org  
(area code) (area code)

Payment Mailing Address: 303 W Third St. 6th Floor City: San Bernardino Zip+4: 92415-0502

Signature: [Signature] Date: 9/17/19

(FOR CAL OES USE ONLY)

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

Sara Stillwell 12/28/19 [Signature] 12/30/19  
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

ENY: 2019-20 Chapter: 23 SL: 18408  
 Item: 0690-102-0890 Pgm: 0385  
 FAIN #: 2018-V2-GX-0029 10/01/17-09/30/21  
 Fund: Federal Trust AL#: 16.575  
 Program: Unserved/Underserved Victim Advocacy and Outreach Program  
 Match Req.: 20% C/I/K based on TPC  
 Project ID: OES18VOCA000012  
 SC: 2019-18408 Amount: \$ 218,750

**RECEIVED**  
 SEP 26 2019  
 BY: #6899288

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
Mark S. Ghilarducci, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 (phone)

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2018	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$396,642,274	\$380,776,583
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Unserved/Underserved Victim Advocacy and Outreach Program (UV)
- Project Description (Please type the Project Description):  
Provides funding focus on advocacy and support services to victims of violent crime within unserved/underserved communities.

**4. Research & Development Section:**

- Is this Subaward a Research & Development grant?      Yes       No

## PROJECT CONTACT INFORMATION

Subrecipient: County of San Bernardino Subaward #: UV 19 04 0360

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Flerida Alarcon Title: Chief, Bureau of Victim Services  
Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org  
Address/City/Zip + 4: 303 West 3rd St, 6th Floor, San Bernardino, CA 92415-0502

2. The **Financial Officer** for the project:

Name: Claudia Walker Title: Chief, Bureau of Administration  
Telephone #: 909-382-7689 Email Address: CWalker@sbcda.org  
Address/City/Zip + 4: 303 West 3rd St. 6th Floor; San Bernardino, CA 92415-0502

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Flerida Alarcon Title: Chief, Bureau of Victim Services  
Telephone #: 909-382-3669 Email Address: FAlarcon@sbcda.org  
Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Karen White Title: Supervisor, Bureau of Administration  
Telephone #: 909-382-3674 Email Address: KWhite@sbcda.org  
Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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

Name: Jason Anderson Title: District Attorney  
Telephone #: 909-382-3660 Email Address: DA@sbcda.org  
Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Jason Anderson Title: District Attorney  
Telephone #: 909-382-3660 Email Address: DA@sbcda.org  
Address/City/Zip + 4: 303 West 3rd St. 6th Floor, San Bernardino, CA 92415-0502

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

Name: Curt Hagman Title: Chairman, Board of Supervisors  
Telephone #: 909-387-4866 Email Address: curt.hagman@bos.sbcounty.gov  
Address/City/Zip + 4: 385 N. Arrowhead Ave. Fifth Floor, San Bernardino, CA 92415-0110

# SIGNATURE AUTHORIZATION

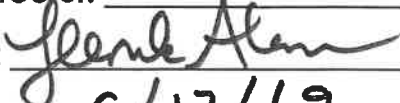
Subaward #: UV 19 04 0360

Subrecipient: County of San Bernardino

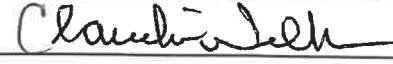
Implementing Agency: Office of the District Attorney, San Bernardino County

\*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

\***Project Director:** Florida Alarcon

Signature:   
Date: 9/17/19

\***Financial Officer:** Claudia Walker

Signature:   
Date: 9-17-19

The following persons are authorized to sign for the **Project Director**



Signature  
Alfred Moore  
Printed Name

Signature  
Printed Name

Signature  
Printed Name

Signature  
Printed Name

Signature  
Printed Name

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



Signature  
Karen White  
Printed Name

Signature  
Printed Name

Signature  
Printed Name

Signature  
Printed Name

Signature  
Printed Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE  
Victims of Crime Act (VOCA) Fund**

I, Jason Anderson hereby certify that  
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

Subrecipient: County of San Bernardino

Implementing Agency: District Attorney's Office, County of San Bernardino

Project Title: Unserved/Underserved Victim Advocacy and Outreach Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

The above named Subrecipient receives \$750,000 or more in federal grant funds annually.

The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Yvonne Johnson

Title: Senior Analyst

Address: 157 West 5th Street, 1st Floor; San Bernardino, CA 92415-0440

Phone: 909-387-5834

Email: yjohnson@hr.sbcounty.gov

**III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.



The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

## **VIII. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

## **IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds**

### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

### **2. Compliance with DOJ Grants Financial Guide**

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

### **3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)**

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

#### 4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291 (b) (13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and
- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

#### 5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

#### 6. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues

from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

## 7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- o Mail: Office of the Inspector General,  
U.S. Department of Justice, Investigations Division,  
950 Pennsylvania Avenue, N.W. Room 4706,  
Washington, DC 20530;
- o E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov);
- o DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499;  
and/or
- o DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

## 8. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

## 9. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste,

fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that

entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

#### 10. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

#### 11. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### 12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

#### 13. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)—1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

#### 14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

#### 15. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

#### 16. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

#### 17. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable

program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

#### 18. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

#### 19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

#### 20. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

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

Authorized Official's Signature: 

Authorized Official's Typed Name: Jason Anderson

Authorized Official's Title: District Attorney

Date Executed: 9/17/19

Federal Employer ID #: 95-6002748 Federal DUNS #: 626913172

Current System for Award Management (SAM) Expiration Date: 3/28/2020

Executed in the City/County of: San Bernardino

**AUTHORIZED BY:** (not applicable to State agencies)

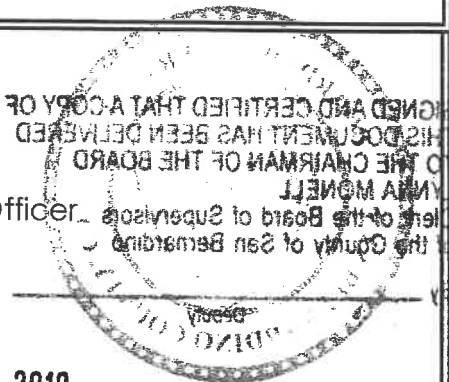
City Financial Officer


County Financial Officer

City Manager

County Manager

Governing Board Chair



Signature:  SEP 24 2019

Typed Name: Curt Hagman

Title: Chairman, Board of Supervisors









**VSPS Budget Summary Report**

<b>UV19 Unserved/Underserved Victim Advocacy and Outreach Program</b>	<b>Subaward #: UV19 04 0360</b>
<b>San Bernardino County</b>	<b>Performance Period: 10/01/19 - 12/31/20</b>
<b>Unserved/Underserved Victim Advocacy and Outreach Program</b>	<b>Latest Request: , Not Final 201</b>

**A. Personal Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	210,063	0	210,063	0	210,063
L	18VOCA	54,688	0	54,688	0	54,688
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>264,751</b>	<b>0</b>	<b>264,751</b>	<b>0</b>	<b>264,751</b>

**B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	8,687	0	8,687	0	8,687
L	18VOCA	0	0	0	0	0
<b>Total B. Operating Expenses:</b>		<b>8,687</b>	<b>0</b>	<b>8,687</b>	<b>0</b>	<b>8,687</b>

**C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	18VOCA	0	0	0	0	0
L	18VOCA	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>54,688</b>	<b>0</b>	<b>54,688</b>	<b>0</b>	<b>54,688</b>
<b>Total Funded:</b>	<b>218,750</b>	<b>0</b>	<b>218,750</b>	<b>0</b>	<b>218,750</b>
<b>Total Project Cost:</b>	<b>273,438</b>	<b>0</b>	<b>273,438</b>	<b>0</b>	<b>273,438</b>

### **Budget Narrative**

The proposed budget provides for funding in the amount of \$273,438 for a specialized Unserved/Underserved Victim Advocacy and Outreach Unit with 3.0 FTE staff members. Two full-time Victim Advocate II's and one full time Victim Advocate I will provide direct services to victims. Advocates are trained and experienced in working with victims and coordinating services and will specialize in serving victims from the unserved/underserved lesbian, gay, bi-sexual, transgender, and questioning (LGBTQ) populations.

Advocates are qualified with the experience, skills, and training to perform a variety of direct and indirect services for crime victims. Victim Advocate II's are expected to have an education equivalent to an Associate's degree in psychology, sociology, criminal justice, behavioral or social science, as well as two years of experience providing advocacy services. Supervising Victim Advocates have the same educational guidelines as above, but are expected to have three years of experience providing a wide variety of victim advocate, victim compensation claims or restitution services to victims of crime in a criminal justice organization, with lead work or supervisory experience highly desired.

The total budget includes \$218,750 in grant funds and \$54,688 in District Attorney cash match. Of the total budget, \$180,698 of grant funds will provide salaries for 2.0 FTE Victim Advocate II's and 1.0 Victim Advocate I for fifteen months. Benefits in the amount of \$84,053 are also included, \$54,688 in match and \$29,365 in grant funding. Operating costs include two trainings, the first one

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in May of 2020 in Phoenix Arizona for the Nuestras Voces National Bilingual Sexual Assault Conference for an estimated total cost of \$3,037. The second training will be in July 2020 in Orlando Florida for the NOVA Conference for a total estimated cost of \$5,650. Both conferences will help the program's advocates keep up with the latest information on helping unserved and underserved victims.

Staff members are dedicated to accomplishing the stated objectives and activities described in the project narrative and according to guidelines. No subcontracts are needed; no unusual expenditures are anticipated. Mid-year salary adjustments are calculated in the budget costs.

## **Project Narrative**

### **Plan**

San Bernardino County is the largest county in the contiguous United States, encompassing 24 incorporated cities and 72 unincorporated communities within an area of over 20,000 square miles and a population of over 2.1 million residents. The county has three distinct areas: the west valley, central, and desert region. 40 victim advocates provide services to a diverse population of Hispanic non-white, White, African American, Asian, Native American, Pacific Islander and Multi-Race residents. Considering the geographical size, population and crime rate, the program has not experienced a decline in the number of victims needing assistance. The Bureau of Victim Services advocates receive referrals from law enforcement agencies, domestic violence shelters, 195 Deputy District Attorneys, other county departments including the hospital and community-based organizations.

The Williams Institute released a report that ranks Southern California's self-identified LGBTQ residence account for 26% of the state's population.

Additionally, according to a separate study by the Williams Institute, San Bernardino County LGBTQ population ranks 363 out of 1,142 counties nationally. In San Bernardino County, due to the existing and ever emerging street gangs there is a potential to see more hate crimes reported that target people of color and gender diversity. Because of this, we could see more reported hate crimes committed against the LGBTQ community.

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The San Bernardino County District Attorney's Office Bureau of Victim Services previously housed two full-time victim advocates at the Arrowhead Regional Medical Trauma Center (ARMC Trauma Center). In February 2013 we expanded our program to place a greater focus on the high desert region of our county and one of the ARMC Trauma Center advocates was relocated to the Victorville District Attorney's Office. In 2016, our program was able to expand to the west valley region of our county in part to receiving a larger grant award. The full-time victim advocates, at each location, will continue to provide services to the underserved crime victims in the high desert, central valley, and west valley regions of the county, offering all mandatory and optional services such as crisis intervention that will include immediate, short-term emotional and physical care for victims both in-person and by telephone contact, emergency needs assessment, providing community resource referrals, assistance with completion of the California Victim Compensation Board program application, orientation to the criminal justice system, assistance with victim impact statements, arrange for transportation to court and criminal justice offices as well as accompaniment and assistance in securing child care in order for the victim to attend court. The victim advocate assigned to ARMC will continue to work in the Trauma Center, assisting crime victims requiring medical services as they arrive from all over the county, or are brought in by law enforcement officers. The victim advocate will provide immediate crisis intervention that will include immediate, short-term emotional and physical care for victims both in-



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person and by telephone contact, services may include crisis counseling, accompaniment during medical exams, referrals to qualified professional counselors and/or counseling agencies, victim compensation claim assistance, orientation to the criminal justice system, emergency needs assessment, relocation, criminal case notification, etc.

The goal of our Unserved/Underserved Victim Advocacy & Outreach Program is to improve upon and provide immediate services to crime victims of all crime types in the high desert region, central valley, west valley region, and to victims that arrive as patients at the ARMC Trauma Center. We will increase our efforts to identify and reach out to the underserved victims throughout the county. Our plan is to continue to advance our LGBTQ victim services programs at the ARMC Trauma Center, both the high desert and west valley regions through improved victim advocacy. We will continue to increase our knowledge and awareness when working with victims that are members of the LGBTQ community and be better able to recognize culturally significant and gender sensitive issues that arise and handle them appropriately. By increasing our knowledge, awareness and sensitivity, we will be better able to provide all mandatory services to victims of the LGBTQ community. We will also be able to act as a liaison between the victim and medical staff, law enforcement, the victim's family and community with a more compassionate and understanding approach. Another program goal is to continue to help the crime victim towards healing from the trauma, guide them through the criminal justice system, and restore their faith in a system

that may have disregarded them and possibly even treated them poorly in the past.

The victim advocate assigned to the ARMC Trauma Center will continue to employ the following best practices to streamline the delivery of services to crime victims from our underserved populations: When a victim arrives at the ARMC, the victim advocate will introduce themselves and offer services immediately. An intake face page will be completed by the victim advocate in addition to the application for the California Victim Compensation Program. The victim advocate will accompany the victim during the medical exam and/or law enforcement interviews at the victim's request. A thorough needs assessment of the victim will be completed by the victim advocate, after which the victim advocate will make applicable referrals to both emergency resources and to community-based programs.

The victim advocate will provide a criminal justice system orientation, assistance with victim impact statements, assistance in securing child care so that the victim can attend court and arrange for travel and accompaniment to court and criminal justice offices if the case is filed by the District Attorney's office. If the victim is admitted to the hospital as an in-patient, the ARMC Trauma Center victim advocate will follow up with the victim each day they are in the hospital, and if necessary, will provide further crisis counseling and a needs assessment. If the victim is not admitted to the hospital, the victim advocate will provide follow-up services as needed. If the victim is first seen in the high desert or west

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valley region, the victim advocate will be assigned to remain with the victim throughout the criminal proceedings to post trial. All victims receive a Marsy's card which lists all their rights under Marsy's law and all questions regarding their rights as victims will be answered by the victim advocate. Following the above best service protocol has proven to be most effective in providing comprehensive services to crime victims.

We have taken steps to meet the Cultural competency of victim advocate staff assigned to the ARMC Trauma Center and both the high desert and west valley divisions of the District Attorney's Office. The victim advocates have completed both the 40-hour Entry and Advanced Level Advocate training. We continue to have partnerships with the CSUSB Pride Center, University of Redlands Pride Center, Foothill AIDS Project offices in San Bernardino, Claremont and Hesperia, and an ongoing partnership with the San Bernardino County Department of Behavioral Health Office of Cultural Competence & Ethnic Services. The victim advocates assigned to the project will obtain additional training through these partnerships as it becomes available. The victim advocates will participate in site visits, make phone calls when necessary and will remain in communication with these centers on a regular basis to discuss available trainings and ways we can be of assistance to them, including providing presentations on the services available through the Bureau of Victim Services and attend outreach fairs and community events. Every agency that supports the LGBTQ community has a supply of our LGBTQ Victim Services brochures and business cards. In the last

year the victim advocates have continued to attend meetings with all the agencies listed who provide assistance to those in the LGBTQ community. It is our goal to continue attending meetings and sharing information on ways that we can better serve the community and it also provides an opportunity to network and address any issues that may have arisen.

Victim advocates trained in cultural competency and LGBTQ gender sensitivity will provide in-service training to the Bureau of Victim Services staff, District Attorney staff, ARMC staff, all law enforcement and community-based organizations within the County of San Bernardino. An outreach brochure was designed and printed specifically to raise awareness of the special victim service needs of the underserved population. The brochures are available at the ARMC Trauma Center, CSUSB Pride Center, University of Redlands Pride Center and Foothill AIDS Project offices in San Bernardino, Claremont and Hesperia and all District Attorney Victim Services centers. To further our goals, the trauma-based advocate assigned to the Arrowhead Regional Medical Center serves as a co-chair member of the San Bernardino County Department of Behavioral Health Office of Cultural Competence & Ethnic Services LGBTQ Subcommittee. During fiscal year 2018/2019, the victim advocate worked on aforesaid subcommittee to develop a resource guide and a safe, professional, and cordial relationship with the LGBTQ community.

The Bureau of Victim Services currently maintains an extensive community referral resource list. The list is regularly updated by the regional office assistants

and it includes mental health care providers, support groups, domestic violence shelters, dental and physical therapy providers, crime scene clean up providers, funeral and burial providers, and resources to various government agencies such as behavioral health and law enforcement. The District Attorney's Office also maintains a resource list that is available on our website. Resources include law enforcement agencies, district attorney's offices, legal aid resources, sexual assault service centers and domestic violence centers and TRO (Temporary Restraining Orders) assistance information. The community referral list was also updated to include medical care providers, county social services and child protective services agencies.

The victim advocates will continue to be trained in Cultural sensitivity which has proven to be effective in providing assistance in a compassionate manner to same sex domestic violence victims. If the victim initially receives services at the ARMC Trauma Center, the victim advocate at the Trauma Center will transition underserved clients to court-based victim advocates if a criminal case is filed. Underserved clients will be advised of their rights as crime victims and receive a Marsy's card. Domestic violence occurs within same-sex relationships just as it does in heterosexual relationships, therefore the need for advocating with sensitivity and awareness is greater than ever. People in the LGBTQ community are more reluctant to seek help for fear of judgment and harsh treatment by peace officers or attorneys. They also fear insensitivity or being exposed before they are ready to do so themselves. Understanding and acceptance of the

LGBTQ community will encourage victims to seek help, improving the victim's willingness to cooperate with and restoring their faith in the criminal justice process.

Operational Agreements are in effect with Barstow, Colton, Fontana, Montclair, Ontario, Redlands, Rialto, San Bernardino and Upland police departments and the San Bernardino County Sheriff's Department. We also have Operational Agreements with local domestic violence centers- House of Ruth, Option House and DOVES (Domestic Violence Education and Services); San Bernardino Sexual Assault Services, Inc. (sexual assault counseling center); San Bernardino County Children's Network and Department of Children and Family Services and Arrowhead Regional Medical Center. Each Operational Agreement contains original signatures, titles, agency names for both parties and effective dates. Volunteers are recruited through the District Attorney website and through the outreach efforts made by our staff at local community centers and at various college campuses. Individuals interested in volunteering contact the volunteer coordinator and are given complete information and instructions as to the process of volunteering and what the volunteering position entails. All prospective volunteers are required to complete an application that is screened by the volunteer coordinator. The volunteer coordinator and a supervising victim advocate will interview the volunteer, asking a series of questions regarding their interest in our program and past experience they have working with victims. The District Attorney's Bureau of Investigations conducts a

background check on qualified candidates and the individual is fingerprinted by the San Bernardino County Sheriff's Department. Once the applicant has received clearance they are then required to attend a 4-hour CLETS/Computer use training. The volunteers are then trained on the job and assist by requesting police reports, contacting victims for missing information for claims, updating cases, translating, sending victim contact letters and assisting the victim advocate in court. Volunteers are required to complete a weekly time sheet, which is then approved by their supervisor and submitted to the volunteer coordinator.

**ADA Compliance Statement**

All Victim Services Centers providing services to victims of crime served by the District Attorney's Office in San Bernardino County are compliant with the Americans Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulation, part 35. All Victim Service Centers have parking spaces, wheelchair ramps, restroom facilities and elevators for use by individuals with disabilities.

Victim Advocates will assist in arranging transportation to court appearance or interviews for physically challenged victims. Sign language for the hearing impaired is provided by Hanna Interpreting Services; Superior Court Services also maintains a certified listing of Sign Language interpreters. All printed material is available in large-type versions upon request from visually impaired clients.

Victims with disabilities will continue to receive the same high-quality services as

those without disabilities. Additionally, all aspects of employment comply with ADA.

### **Capabilities**

District Attorney Jason Anderson is an elected official currently serving his first 4-year term. He leads the San Bernardino County District Attorney's Office which employs a staff of 565 employees. District Attorney Anderson has an executive staff consisting of a chief assistant district attorney, one assistant district attorney, a special assistant district attorney, an executive assistant, a chief Investigator for the Bureau of Investigations, a departmental Information services administrator for the Bureau of Information Technology, a chief of administration and a chief over the Bureau of Victim Services. District Attorney Anderson also has a management team that consists of four chief deputy district attorneys, 16 supervising deputy district attorneys and 208 deputy district attorneys countywide.

The Unserved/Underserved Victim Advocacy & Outreach Program will continue to be overseen by the chief of victim services. The Bureau of Victim Services has a core program funded by a combined state and federal grant and a portion of local county general funds. The Bureau of Victim Services has a staff of 63 employees which includes the chief, an assistant chief, a secretary, supervising victim advocates, victim advocates, clerical staff, and the California Victim Compensation Board claims unit that includes claims technicians and clerical staff. The program has been administered by the District Attorney's Office since



1980 and our department has a successful history of collaboration with other agencies including law enforcement, community-based organizations and other governmental agencies through our advocacy work. Currently we have on file 23 operational agreements. Among them are law enforcement agencies, domestic violence centers, children's services and a sexual assault services center, and most of the operational agreements have been in effect for at least 16 years. The number of years and number of collaborating agencies demonstrates the level of service we provide. To address the outreach to partnering agencies, we will contact each of our current collaborative partners to discuss our Unserved/Underserved Victim Advocacy & Outreach Program. We will also actively continue to seek new partners to assist the unserved/underserved victims of crime in San Bernardino County.

In April 2013, during National Crime Victims' Rights Week we launched the One Call Now Marsy's notification system. Upon the filing of a criminal case, the system provides a telephonic notification to victims of crime informing them that they have rights under Marsy's Law and directs them to the District Attorney website for detailed information on those rights. We have an office assistant who is assigned to ensuring that the notifications are sent out on a daily basis. In June of 2014, The National Association of Counties (NACO) informed our office that our County was selected to receive an Achievement Award for the One Call Now Marsy's notification system we implemented.

The District Attorney's Office has a contract with the California Victim Compensation Board which provides partial funding for five claims technicians and two clerical staff members. The claims unit staff assist in processing applications for the State Victim Compensation and Government Claims Board, for victims seeking recovery of economic losses as a result of a crime (i.e. funeral/burial, medical bills, counseling, etc.). Staff process claims for payments, verifies services and billing invoices, and process requests for the disbursement of emergency funds.

Our budget proposal consists of 3.0 FTE victim advocate positions. The victim advocates will be supervised by supervising victim advocates funded through another grant program and from the district attorney's general fund.

The Bureau of Victim Services and the District Attorney's Information Technology department developed a comprehensive database which tracks the number of victims assisted and types and number of services provided. This database will continue to be used to track new and returning victims and the services provided to each victim; the performance measures can be easily collected from the database for the quarterly reports that are needed for the submission of service stats into the performance measurement tool required by the Office for Victims of Crime (OVC). Supervising victim advocates, victim advocates and office assistants update the database each time contact is made with a victim and services have been provided. For each victim, the database contains their name, address, e-mail address, telephone number, date of birth and crime type

Subrecipient: County of San Bernardino Subaward #: UV 19 04 0360

and services provided. Any supervising victim advocate, victim advocate or office assistant that has contact with a victim will be able to immediately identify when and what type of previous contact has been made and what services have been provided to that victim. This information will be used for reporting performance measures for the grant. Supervising victim advocates can monitor the database at any time and they have the ability to run reports. Caseloads are monitored throughout the grant year to assess needs and determine where advocates are needed; this enables us to focus on where our services are needed most, all of which are dependent upon the needs of victims.

The victim advocates will provide in-service trainings on cultural competency to the Bureau of Victim Services staff, the district attorney staff, law enforcement and community-based organizations. An outreach brochure was designed to raise awareness of the special victim service needs of the underserved population described and will continue to be distributed by the victim advocate assigned to the Arrowhead Regional Medical Center and the victim advocates in all district attorney offices to victims of crime and all law enforcement agencies, victim service provider agencies, colleges, county departments and at resource fairs.

Victim Advocates will participate on several multi-disciplinary teams (mdt's) and task forces including the Elder Abuse mdt's, Family Violence Unit quarterly meetings and the quarterly Gang meetings, and they will provide in-service

training on cultural competency pertaining to LGBTQ victims. One of the victim advocates assigned to the UV grant participated as a panel expert and shared a personal story during the County Pride training that was hosted by the County Department Diversity Committee. The said victim advocate has been a great resource for not only our staff but members of the community as well and will continue to participate as a panel expert when called upon.

The victim advocates have met with staff from the Gay and Lesbian Center in Los Angeles, CSUSB Pride Center, University of Redlands Pride Center and the Foothill AIDS Project offices in San Bernardino, Claremont and Hesperia. We are partnering with these agencies and have discussed how to provide services and outreach opportunities to our underserved populations, as well as training components for our staff. The victim advocates will continue to be trained in Cultural sensitivity which has proven to be effective in providing assistance in a compassionate manner to same sex domestic violence victims.

The District Attorney's Office Bureau of Victim Services pioneered an original approach for serving the unserved/underserved population by placing a victim advocate in the Arrowhead Regional Medical Center's emergency room (San Bernardino County's premier trauma center) that serves all cultures and ethnicities. All underserved populations including the LGBTQ community receive services at the Arrowhead Regional Medical Center. The Unserved/Underserved Victim Advocacy & Outreach Program will focus on service delivery to victims of violent crime within the unserved/underserved and socially isolated populations

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including, but not limited to, those historically underserved due to race, socio-economic status, disability or sexual orientation. Examples of targeted populations are high crime communities: communities of immigrants with limited English proficiency; Native Americans; persons with disabilities and/or deaf or hard-of-hearing; or members of LGBTQ populations. The specific needs of these groups, especially victims in the LGBTQ community, can be misunderstood by the public and law enforcement. There are cultural barriers and a lack of understanding of the LGBTQ culture in general, and consequently the victims are not always treated with the proper levels of compassion, understanding or respect.

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. Option House, Inc.	08/29/18	10/01/18	to 09/30/21
2. House of Ruth	08/30/18	10/01/18	to 09/30/21
3. San Bernardino Sexual Assault Service	08/30/18	10/01/18	to 09/30/21
4. San Bernardino County Children's Network	08/27/18	10/01/18	to 09/30/21
5. Upland Police Department	08/27/18	10/01/18	to 09/30/21
6. Ontario Police Department	08/23/18	10/01/18	to 09/30/21
7. Forgotten Children, Inc.	08/20/18	10/01/18	to 09/30/21
8. Desert Sanctuary, Inc.	08/20/18	10/01/18	to 09/30/21
9. Domestic Violence Education & Services-Doves	08/23/18	10/01/18	to 09/30/21
10. Indian Health, Inc	08/21/18	10/01/18	to 09/30/21
11. Family Assistance Program	08/18/18	10/01/18	to 09/30/21
12. Chino Police Department	08/23/18	10/01/18	to 09/30/21
13. Rialto Police Department	08/23/18	10/01/18	to 09/30/21
14. Montclair Police Department	08/20/18	10/01/18	to 09/30/21
15. Colton Police Department	08/21/18	10/01/18	to 09/30/21
16. Redlands Police Department	08/20/18	10/01/18	to 09/30/21
17. Barstow Police Department	08/21/18	10/01/18	to 09/30/21
18. San Bernardino Police Department	08/20/18	10/01/18	to 09/30/21
19. San Bernardino County Children's and Family Services	09/11/18	10/01/18	to 09/30/21
20. Project Sister Family Services	09/12/18	10/01/18	to 09/30/21

Use additional pages if necessary.

PRINT

RESET

### Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals

Date OA Signed  
(xx/xx/xxxx)

Dates of OA  
From: To:

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	From:	to	To:
21.	Fontana Police Department	09/10/18	10/01/18	to	09/30/21
22.	Arrowhead Regional Medical Center	07/18/19	10/01/18	to	09/30/21
23.	San Bernardino County Sheriff's Department	07/24/19	10/01/18	to	09/30/21

Use additional pages if necessary.  
Operational Agreement Summary - Cal OES 2-160 (Revised 7/2015)



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Option House, Inc. intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

Option House, Inc. will coordinate the following services:

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients





**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

**Option House, Inc. will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 Heather Stevning, Executive Director  
 Option House, Inc.

  
 \_\_\_\_\_  
 Date

  
 Florida Alarcon, Chief  
 San Bernardino County District Attorney's Office  
 Bureau of Victim Services

8-17-2018  
 \_\_\_\_\_  
 Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and House of Ruth intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

House of Ruth will coordinate the following services:

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**House of Ruth will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
Suzanne Gebischer, Executive Director  
House of Ruth-

8/30/18  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8/17/2018  
Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## Operational Agreement

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and San Bernardino Sexual Assault Services intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

San Bernardino Sexual Assault Services will coordinate the following services:

- San Bernardino Sexual Assault Services will refer to the San Bernardino County District Attorney's Office survivors of sexual assault to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim
- San Bernardino Sexual Assault Services will refer to the San Bernardino County District Attorney's Office survivors of sexual assault to assist in understanding and participation in the criminal justice system/judicial proceedings
- San Bernardino Sexual Assault Services will provide the following services to sexual assault survivors: 24-hour crisis intervention hotline, advocacy and accompaniment to local hospitals,



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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law enforcement interviews and legal proceedings, individual and group counseling, education and prevention programs and community referrals

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
Candy Stallings, Executive Director  
San Bernardino Sexual Assault Services

8/30/2018  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## Operational Agreement

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the San Bernardino County Children's Network intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

The San Bernardino County Children's Network will coordinate the following services:

- The Children's Network staff will refer to the San Bernardino County District Attorney's Office child victims of crime to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim
- The Children's Network staff will refer to the San Bernardino County District Attorney's Office child victims of crime for assisting them in understanding and participation in the criminal justice system/judicial proceedings
- Participation in meetings as needed to discuss interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

Compensation

No compensation is associated with this Agreement.

Term


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
Kathy Turnbull, Network Officer  
The Children's Network

8/27/18  
Date

  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
Date



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

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**Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Upland Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

**Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Upland Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The Upland Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

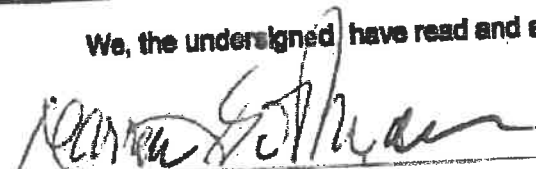
No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned have read and agree with the terms of the Operational Agreement.

  
 Upland Police Department  
 Chief, Darren Goodman

8/27/18  
 Date

  
 San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

8/16/18  
 Date



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Ontario Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Ontario Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program, application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The Ontario Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**


No compensation is associated with this Agreement.

**Term**

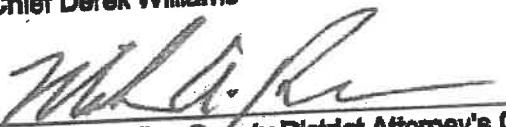
This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 \_\_\_\_\_  
 Ontario Police Department  
 Chief Derek Williams

8/23/19  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

8.16.18  
 \_\_\_\_\_  
 Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## Operational Agreement

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Forgotten Children, Inc. intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

Forgotten Children, Inc. will coordinate the following services:

- Forgotten Children, Inc. will refer to the San Bernardino County District Attorney's Office victims of human trafficking and sexual exploitation to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim
- Forgotten Children, Inc. will refer to the San Bernardino County District Attorney's Office victims of human trafficking and sexual exploitation to assist in understanding and participation in the criminal justice system/judicial proceedings



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

- **Forgotten Children, Inc. will provide the following services to human trafficking victims: advocacy, intervention programs at the Drop in and Resource Center, street outreach and emergency and long-term housing**

**Compensation**

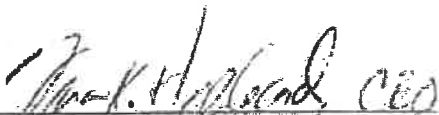
No compensation is associated with this Agreement.

**Term**

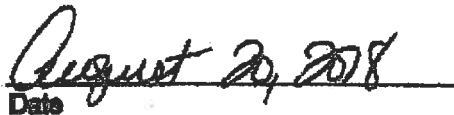
This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.



Tera Hilliard, President/CEO  
Forgotten Children, Inc.



Date



Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services



Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Desert Sanctuary, Inc intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

Desert Sanctuary, inc will coordinate the following services:

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

**Desert Sanctuary, Inc will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

Peggi Fries, Executive Director  
Desert Sanctuary, Inc

8/20/18  
Date

Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8/17/2018  
Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## Operational Agreement

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Domestic Violence Education & Services-Doves intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

Domestic Violence Education & Services-Doves will coordinate the following services:

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients





**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

**Domestic Violence Education & Services-Doves will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

*Helen A. Adams*

Helen A. Adams, Executive Director  
 Domestic Violence Education & Services-Doves

8-23-18  
 Date

*Florida Alarcon*

Florida Alarcon, Chief  
 San Bernardino County District Attorney's Office  
 Bureau of Victim Services

8-17-2018  
 Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## Operational Agreement

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Indian Health, Inc. intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

The Indian Health, Inc. staff will coordinate and provide the following services:

- Indian Health Inc., staff will refer victims of crime to the program advocate for appropriate services
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.
- Share information and serve as a resource to provide the best possible services to victims of crime



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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**Compensation**

No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Julie Andrews, LCSW  
Indian Health, Inc.

8/21/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

8-17-2018  
\_\_\_\_\_  
Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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## Operational Agreement

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Family Assistance Program intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### Program Background

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

### Roles

The San Bernardino County District Attorney's Office VW and UV Program will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

Family Assistance Program will coordinate the following services:

- Project staff of both agencies being readily available for service provision
- Meetings as needed to discuss common issues, clarify working relationships, enhance methods to ensure quality services, and identify additional services that could offer increased benefit to our mutual clients



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

**Family Assistance Program will provide the following domestic violence services:**

- 24-hour crisis intervention, advocacy, outreach services, counseling, emergency and transitional shelter, and prevention education
- Domestic violence educational materials (poster, brochures, flyers) to be distributed to victims of domestic violence
- Training and technical assistance that will impact the quality of services in our communities
- Refer victim of domestic violence and their children for appropriate services
- Share information and serve as a resource to provide the best possible services to victims of domestic violence and their children

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

\_\_\_\_\_  
 Darryl Evey, Executive Director  
 Family Assistance Program

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Florida Alarcon, Chief  
 San Bernardino County District Attorney's Office  
 Bureau of Victim Services

\_\_\_\_\_  
 Date



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Chino Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Chino Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

The Chino Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

Chino Police Department  
Chief Karen Comstock

8.23.18

Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8.16.18

Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Rialto Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13836.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Rialto Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The Rialto Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

*W.P.K.*  
 \_\_\_\_\_  
 Rialto Police Department  
 Chief Mark P. Kling

*8-23-18*  
 \_\_\_\_\_  
 Date

*[Signature]*  
 \_\_\_\_\_  
 San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

*8-16-18*  
 \_\_\_\_\_  
 Date



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Montclair Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Montclair Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

The Montclair Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

Compensation

No compensation is associated with this Agreement.

Term

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

Montclair Police Department  
Chief Robert Avels

8-20-18

Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8/16/18

Date



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Colton Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Colton Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The Colton Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 \_\_\_\_\_  
 Colton Police Department  
 Chief Mark Owens

8-21-18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

8-16-18  
 \_\_\_\_\_  
 Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Redlands Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Redlands Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

The Redlands Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

Compensation

No compensation is associated with this Agreement.

Term

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

Approval

We, the undersigned, have read and agree with the terms of the Operational Agreement.

Redlands Police Department  
Chief Christopher Catren

8/20/18

Date

San Bernardino County District Attorney's Office  
District Attorney Michael A. Ramos

8/16/18

Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **Barstow Police Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the **Victim Witness (VW)** and **Unserved/Underserved (UV)** Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the **VW** and **UV** Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's **VW** and **UV** Program provides mandatory services under **PC 13835.5** to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the **VW** and **UV** Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

**Roles**

The **San Bernardino County District Attorney's Office** **VW** and **UV** Program will closely coordinate the following services with the **Barstow Police Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of **VW** and **UV** Program cases
- Program staff will assist victims by providing the **California Victim Compensation Board (Cal VCB)** program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of **VW** and **UV** Program cases





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The Barstow Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

Barstow Police Department  
 Chief Albert S. Ramirez Jr.

8/21/18

\_\_\_\_\_  
 Date

San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

8.16.18

\_\_\_\_\_  
 Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the San Bernardino Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the San Bernardino Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The San Bernardino Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As Identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

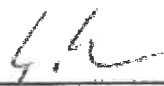
No compensation is associated with this Agreement.

**Term**

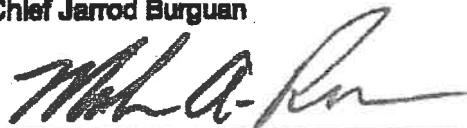
This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 \_\_\_\_\_  
 San Bernardino Police Department  
 Chief Jarrod Burguan

8-2018  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

8-16-18  
 \_\_\_\_\_  
 Date



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the San Bernardino County Children's and Family Services intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Uninjured/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

#### **Role**

The San Bernardino County District Attorney's Office VW and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

The San Bernardino County Children's and Family Services will coordinate the following services:

- Children's and Family Services staff will refer to the San Bernardino County District Attorney's Office child victims of crime to obtain information and assist with completing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim
- Children's and Family Services staff will refer to the San Bernardino County District Attorney's Office child victims of crime for assisting them in understanding and participation in the criminal justice system/judicial proceedings



**County of San Bernardino**  
**Office of the District Attorney**  
**MICHAEL A. RAMOS, District Attorney**

- Participation in meetings as needed to discuss interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases

**Compensation**

No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 \_\_\_\_\_  
 Mariana Higgen, Director  
 San Bernardino County  
 Children's and Family Services

7-18-18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Florio Alarcon, Chief  
 San Bernardino County District Attorney's Office  
 Bureau of Victim Services

8-17-2018  
 \_\_\_\_\_  
 Date

**San Bernardino County Children's Family Services (909) 388-0242**



County of San Bernardino  
**Office of the District Attorney**  
MICHAEL A. RAMOS, District Attorney

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**Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and Project Sister Family Services intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

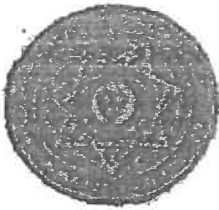
**Roles**

The San Bernardino County District Attorney's Office VW and UV Program will coordinate and provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance.
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases.

Project Sister Family Services will coordinate the following services:

- The Project Sister Family Services will refer to the San Bernardino County District Attorney's Office women and male survivors of sexual assault and abuse, child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children to obtain information and assist with filing and filing the California Victim Compensation Board program application, explaining the procedure, obtaining required documentation and tracking information related to the claim



County of San Bernardino  
**Office of the District Attorney**  
 MICHAEL A. RAMOS, District Attorney

- The Project Sister Family Services will refer to the San Bernardino County District Attorney's Office women and male survivors of sexual assault and abuse, child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children for assisting them in understanding and participation in the criminal justice system/judicial proceedings as a result of a crime committed against the child
- The Project Sister Family Services will provide the following services to victims of sexual assault: 24-hour crisis intervention, advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings, individual and group counseling, education and prevention programs to teach the community about the nature of sexual assault

**Compensation**

No compensation is associated with this Agreement.

**Term**

This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 \_\_\_\_\_  
 Julia Boynton, LCSW  
 Project Sister Family Services  
 Executive Director

4-12-18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Florida Alarcon, Chief  
 San Bernardino County District Attorney's Office  
 Bureau of Victim Services

8-17-2018  
 \_\_\_\_\_  
 Date

Project Sisters Family Services (909) 623-1619



County of San Bernardino  
**Office of the District Attorney**  
Bureau of Victim Services  
MICHAEL A. RAMOS, District Attorney

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### **Operational Agreement**

This Operational Agreement stands as evidence that the San Bernardino County District Attorney's Office and the Fontana Police Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

#### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

#### **Roles**

The San Bernardino County District Attorney's Office VW and UV Program will closely coordinate the following services with the Fontana Police Department:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases





**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**MICHAEL A. RAMOS, District Attorney**

The Fontana Police Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**

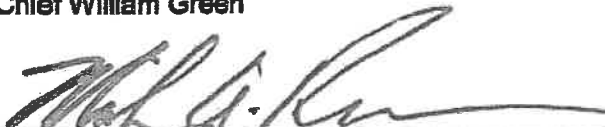
This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
 \_\_\_\_\_  
 Fontana Police Department  
 Chief William Green

8-10-18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 San Bernardino County District Attorney's Office  
 District Attorney Michael A. Ramos

8-16-18  
 \_\_\_\_\_  
 Date



**County of San Bernardino**  
**Office of the District Attorney**  
**JASON ANDERSON, District Attorney**

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**Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office and Arrowhead Regional Medical Center (ARMC)** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the **Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program** in San Bernardino County.

Each participating agency believes that implementation of the **VW and UV Program**, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

**Program Background**

The District Attorney's **VW and UV Program** provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

**Roles**

The **San Bernardino County District Attorney's Office VW and UV Program** will provide the following services:

- Coordinate services and provide referrals and emergency assistance to crime victims of **VW and UV Program** cases
- Assist victims by providing the **California Victim Compensation Board (Cal VCB)** program application and assisting them through the application process
- Provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support, and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of **VW and UV Program** cases.

The **Arrowhead Regional Medical Center** staff will coordinate and provide the following services:

- **ARMC** staff will refer victims of crime to the program advocate for appropriate services
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of **VW and UV Program** cases.
- Share information and serve as a resource to provide the best possible services to victims of crime



County of San Bernardino  
**Office of the District Attorney**  
JASON ANDERSON, District Attorney

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**Compensation**

No compensation is associated with this Agreement.


**Term**

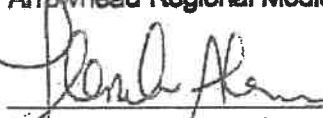
This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

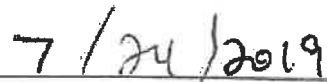
**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
Joy Davis, Assistant Administrator  
Arrowhead Regional Medical Center

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Florida Alarcon, Chief  
San Bernardino County District Attorney's Office  
Bureau of Victim Services

  
\_\_\_\_\_  
Date



**County of San Bernardino**  
**Office of the District Attorney**  
**Bureau of Victim Services**  
**JASON ANDERSON, District Attorney**

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## **Operational Agreement**

This Operational Agreement stands as evidence that the **San Bernardino County District Attorney's Office** and the **San Bernardino County Sheriff's Department** intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Bernardino County through the Victim Witness (VW) and Unserved/Underserved (UV) Victim Assistance Program in San Bernardino County.

Each participating agency believes that implementation of the VW and UV Program, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if funded and implemented, by coordinating and providing services outlined herein.

### **Program Background**

The District Attorney's VW and UV Program provides mandatory services under PC 13835.5 to victims of all crime types. The services include: crisis intervention, emergency assistance, resource and referral assistance, emotional support, victim of crime claim assistance, property return, orientation to the criminal justice system, court escort, case status/disposition, notification of family and friends, employer notification/intervention and restitution. Presentations and training for criminal justice agencies and public presentations are also mandated services through this program.

In fiscal year 17/18, the VW and UV Program provided services to 6,245 victims of crime. We have advocate staff placed at all district attorney offices, Arrowhead Regional Medical Center, the Children's Assessment Center in San Bernardino and the Sheriff's Department Headquarters.

### **Roles**

The **San Bernardino County District Attorney's Office** VW and UV Program will closely coordinate the following services with the **San Bernardino County Sheriff's Department**:

- Program staff will coordinate services and provide referrals and emergency assistance to crime victims of VW and UV Program cases
- Program staff will assist victims by providing the California Victim Compensation Board (Cal VCB) program application and assisting them through the application process
- Program staff will provide to crime victims an orientation to the criminal justice system, case status and disposition, court escort and court support and restitution assistance
- Provide training to staff on a regular basis and that said training will be expanded to include all components of the program
- Participation in meetings as needed to discuss issues of interagency coordination and information to ensure appropriate delivery of services for victims of VW and UV Program cases



County of San Bernardino  
Office of the District Attorney  
Bureau of Victim Services  
JASON ANDERSON, District Attorney

The San Bernardino County Sheriff's Department will closely coordinate the following services with the San Bernardino County District Attorney's Office VW and UV Program:

- Coordination of services for victims of VW and UV Program cases
- Provide and make available for use by VW and UV Program staff a county-wide network of law enforcement professionals in the area of victim services.
- Provide feedback and information to the VW and UV Program staff
- As identified, provide training to the VW and UV Program staff on issues related to targeted victims.

**Compensation**

No compensation is associated with this Agreement.

**Term**


This agreement will be effective beginning October 1, 2018 through September 30, 2021, or until otherwise modified by written consent of all involved parties.

**Approval**

We, the undersigned, have read and agree with the terms of the Operational Agreement.

  
\_\_\_\_\_  
San Bernardino County Sheriff's Department  
Sheriff John McMahon

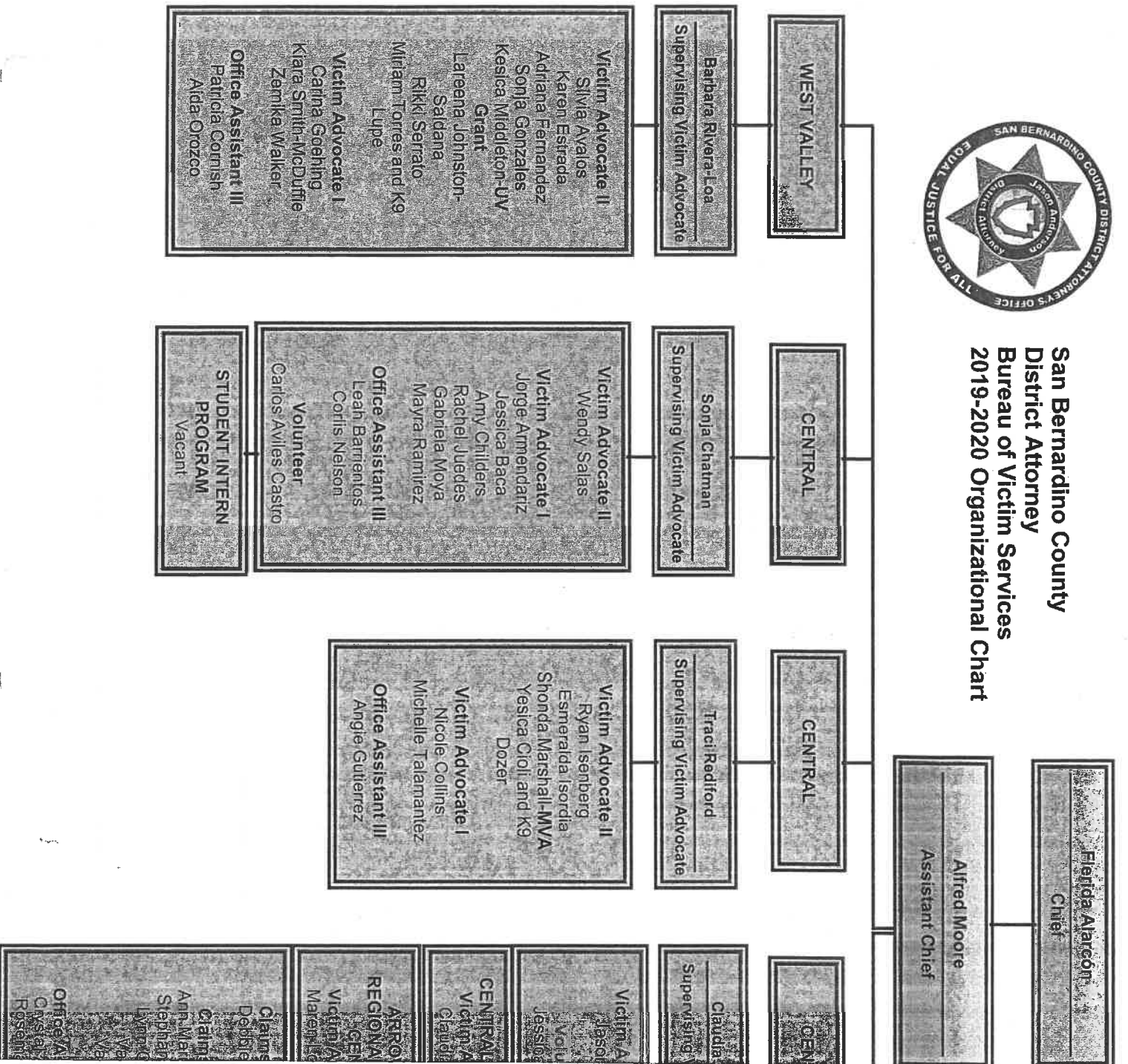
7/24/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
San Bernardino County District Attorney's Office  
District Attorney Jason Anderson

7/22/19  
\_\_\_\_\_  
Date



**San Bernardino County  
District Attorney  
Bureau of Victim Services  
2019-2020 Organizational Chart**





COUNTY OF SAN BERNARDINO  
Established Date: Feb 29, 1988  
Revision Date: Jan 3, 2009

## Victim Advocate I

Class Code:  
22046

Bargaining Unit: Administrative Services

### SALARY RANGE

\$18.99 - \$26.11 Hourly  
\$1,519.20 - \$2,088.80 Biweekly  
\$3,291.60 - \$4,525.73 Monthly  
\$39,499.20 - \$54,308.80 Annually

#### DEFINITION:

The Victim/Witness Advocate series describes levels of positions engaged in providing a variety of supportive services in assisting the victim and witnesses of crimes; positions perform related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

This is the fully qualified working level in the Victim/Witness Advocate series. Incumbents perform a variety of direct and indirect services for crime victims and witnesses and maintain a varied caseload related to crimes such as assault or domestic violence.

#### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following.

1. Interview victims of crime and/or their families to determine eligibility for Victim/Witness Program services; make appropriate referrals to community agencies; provide crisis intervention services such as immediate-needs referrals for food, shelter, protection, or the suicide hotline; refer clients to professional counseling as needed; assist victims and their families with documentation necessary to file for Victim of Crime State Compensation; maintain accurate case files; and follow through as necessary to close a case.
2. Provide emotional support and encouragement to victims and witnesses as the case moves through the criminal justice system, including providing support during court proceedings.
3. Maintain a varied caseload related to crimes such as robbery, physical violence, and homicide; make field visits to obtain additional information and provide follow-up services; may represent clients before the State Board of Control for reimbursement of out-of-pocket losses.

4. Provide or arrange for witness services such as transportation, in-court support, case status and disposition, and assist in completing applications for court witness fee reimbursement.
5. Provide information and referral services to the public; orient the public to the criminal justice system and the Victim/Witness Program; maintain an updated resource manual.
6. Act as an advocate for victims by intervening with collection agencies, employers, law enforcement, and family members.
7. Conduct presentations for community groups, schools, public service agencies, etc.; represent the Victim/Witness Program at community resource fairs, and provide information to the public on crime prevention safety tips.
8. Prepare necessary correspondence and reports.
9. Provide vacation and temporary relief as required.

Unit Change: 12-19-88  
rev: rd/2-29-88  
du/02-15-00  
ttc: rr/6-19-07

### **REPRESENTATION UNIT:**

Administrative Services

### **SALARY RANGE:**

41

### **MINIMUM REQUIREMENTS:**

**EXPERIENCE:** Applicants must meet **one** of the following options:

**Option 1:** Completion of at least two-hundred and fifty (250) total hours or more of supervised volunteer or internship **crisis intervention** counseling in a California District Attorney's Office or a private victim assistance program.

**Option 2:** One (1) year of full-time **crisis intervention** work experience counseling and case managing victims\* immediately following traumatic events of violent crimes (i.e., domestic violence, child abuse, assault, sexual assault, elder abuse, homicide, robbery, drunk driving, human trafficking, vehicular manslaughter, and hate crimes) in a private or government victim assistance program.

**Option 3:** Two (2) years of full-time **crisis intervention** work experience performing case management, face-to-face interviews, making referrals and assisting clients with applications for services in a child, elder or adult welfare agency.

*Note: Counseling clients regarding employment, program eligibility and child support issues are **not** considered **crisis intervention** counseling.*

--AND--

**Education:** Associate's degree in Psychology, Sociology, Criminal Justice, Behavioral or Social Science.



*\*A victim, as defined in the criminal justice system, is a person who has been harmed by another person that has been charged with a crime.*



SAN BERNARDINO  
COUNTY

## Victim Advocate II

Class Code:  
22047

Bargaining Unit: Administrative Services

COUNTY OF SAN BERNARDINO  
Established Date: Feb 29, 1988  
Revision Date: Jan 3, 2009

### SALARY RANGE

\$22.02 - \$30.21 Hourly  
\$1,761.60 - \$2,416.80 Biweekly  
\$3,816.80 - \$5,236.40 Monthly  
\$45,801.60 - \$62,836.80 Annually

#### DEFINITION:

The Victim/Witness Advocate series describes levels of positions engaged in providing a variety of supportive services in assisting the victim and witnesses of crimes; positions perform related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

This is the advanced working level. Incumbents in this class provide services for crime victims and witnesses related to the most complex cases, such as those involving the death penalty, gangs, or crimes against children.

#### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following.

1. Interview victims of crime and/or their families to determine eligibility for Victim/Witness Program services; make appropriate referrals to community agencies; provide crisis intervention services such as immediate-needs referrals for food, shelter, protection, or the suicide hotline; refer clients to professional counseling as needed; assist victims and their families with documentation necessary to file for Victim of Crime State Compensation; maintain accurate case files; and follow through as necessary to close a case.
2. Provide emotional support and encouragement to victims and witnesses as the case moves through the criminal justice system, including providing support during court proceedings.
3. Maintain a varied caseload related to crimes such as robbery, physical violence, and homicide; make field visits to obtain additional information and provide follow-up services; may represent clients before the State Board of Control for reimbursement of out-of-pocket losses.

4. Provide or arrange for witness services such as transportation, in-court support, case status and disposition, and assist in completing applications for court witness fee reimbursement.
5. Provide information and referral services to the public; orient the public to the criminal justice system and the Victim/Witness Program; maintain an updated resource manual.
6. Act as an advocate for victims by intervening with collection agencies, employers, law enforcement, and family members.
7. Conduct presentations for community groups, schools, public service agencies, etc.; represent the Victim/Witness Program at community resource fairs, and provide information to the public on crime prevention safety tips.
8. Prepare necessary correspondence and reports.
9. Provide vacation and temporary relief as required.

*In addition, the duties of the Victim/Witness Advocate II class may include, but are not limited to, the following:*

1. Maintain a specialized caseload relating to child molestation and sexual assault cases for children; assist parents of child victims in coping with their emotions during the criminal justice proceedings; provide in-court support for the child; make field visits to homes, schools, foster and shelter care facilities; after court proceedings have ended, follow up to ensure victims are adjusting and that their needs are being met.
2. Maintain a caseload of the more complex cases that may involve the death penalty, multiple victims, and/or such major crimes as gang or sexual violence.
3. Accompany law enforcement officials to crime scenes to provide immediate advocacy services.
4. Assist law enforcement and prosecution staff in interviewing child molestation victims; utilize puppets, anatomically correct dolls, artwork, etc., as needed.
5. Train staff and law enforcement in working with child victims of sexual abuse; develop and implement techniques for working with child victims.
6. May act as a lead worker over volunteers or other advocates for the purpose of training or assisting with assignments.

Unit Change: 12-19-88  
revised: rd/2-29-88  
du/02-15-00  
TTC 6/19/07

## **REPRESENTATION UNIT:**

Administrative Services

## **SALARY RANGE:**

47

**MINIMUM REQUIREMENTS:**

**Experience:** One (1) year of experience performing the job duties of a Victim Advocate I or equivalent in San Bernardino County, in a county's District Attorney's office, **OR** an organization that contracts with a county's District Attorney's office.

**AND**

**Education:** Associate's degree in psychology, sociology, criminal justice, behavioral or social science.

Subaward #: UV19 04 0360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County District Attorney's Office  
Project Director: Flerida Alarcon Phone #: (909) 382-3669  
Address: 303 W. Third St, 6th Floor  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: See Attached List  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 05/28/2020  
Destination (City/State) Phoenix AZ  
Description (Meeting/Conference/Other) Nuestras Voces Training  
May 28-29, 2020

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Nuestras Voces National Bilingual Sexual Assault Conference was created in 2004 to establish a network of victim advocates working to address and prevent sexual

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**  **Disapprove**

  
\_\_\_\_\_  
Program Specialist  
  
\_\_\_\_\_  
Unit Chief

10/1/19  
\_\_\_\_\_  
Date

11/9/19  
\_\_\_\_\_  
Date

**OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET**

**Travel Policy – are the rates based on internal policy or the state's travel policy?  
Please specify:**

Internal Travel Policy  State Travel Policy

Date of Trip: May 28 - 29, 2020  
Destination: Phoenix AZ  
Purpose: Nuestras Voces Training

**ESTIMATED COSTS**

<b>TRANSPORTATION:</b>	<b>AMOUNT</b>
<b>Airfare:</b>	\$ <u>999</u>
Additional Airport Expenses	
Mileage: (58 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ <u>142</u>
State/Agency Car:	\$ _____
<b>HOTEL/PER DIEM</b>	
Hotel:	
<u>2</u> _____ days @ \$ <u>570</u> _____ per day =	\$ <u>1140</u>
Per diem:	
<u>2</u> _____ days @ \$ <u>108</u> _____ per day =	\$ <u>216</u>
<b>OTHER EXPENSES</b>	
Registration/Conference Fee: _____	\$ <u>540</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL COSTS NOT TO EXCEED:</b>	\$ <u>3037</u>

# Nuestras Voces Training

Travel Dates: 5/28-29/2020 Travel Destination: Phoenix AZ

Attendees	Title	Phone Number	REGISTRATION	AIRFARE	HOTEL	MEALS	CAR RENTAL
Kessica Middleton	Victim Advocate II	909-477-8389	\$180.00	\$333.00	\$380.00	\$72.00	\$0.00
Maren Loeblein	Victim Advocate II	909-580-1443	\$180.00	\$333.00	\$380.00	\$72.00	\$142.00
Christina Hernandez	Victim Advocate I	760-552-6946	\$180.00	\$333.00	\$380.00	\$72.00	\$0.00
			\$540.00	\$999.00	\$1,140.00	\$216.00	\$142.00
<b>Total</b>							

**TOTAL TRIP**

**\$3,037.00**

Subaward #: UV19 04 0360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County District Attorney's Office  
Project Director: Flerida Alarcon Phone #: (909) 382-3669  
Address: 303 W. Third St, 6th Floor  
City: San Bernardino Zip: 92415


**ATTENDEE(S)**

Name: See Attached List  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 07/27/2020  
Destination (City/State) Orlando FL  
Description (Meeting/Conference/Other) NOVA Conference  
July 27 - 30, 2020

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

NOVA is the recognized leader in victim advocacy, education, and credentialing.  
It's important that our staff is up to date in the latest techniques for assisting those in 

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**


**FOR CAL OES USE ONLY**

Recommendation:

Approve Disapprove

  
\_\_\_\_\_  
Program Specialist

10/1/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Unit Chief

11/9/19  
\_\_\_\_\_  
Date



## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?  
Please specify:**

Internal Travel Policy  State Travel Policy

Date of Trip: July 27 - 30, 2020  
Destination: Orlando FL  
Purpose: NOVA Conference (National Association for Victim Assistance)

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

	<b>Airfare:</b>	\$ <u>1392</u>
Additional Airport Expenses		
	Mileage: (58 cents per mile)	\$ _____
	Taxi/Shuttle:	\$ _____
	Parking:	\$ _____
Auto Expenses:		
	Private Car:	\$ _____
	Rental Car:	\$ <u>475</u>
	State/Agency Car:	\$ _____

#### HOTEL/PER DIEM

Hotel:  
4 \_\_\_\_\_ days @ \$ 375 per day = \$ 1500

Per diem:  
4 \_\_\_\_\_ days @ \$ 102 per day = \$ 408

#### OTHER EXPENSES

Registration/Conference Fee: \_\_\_\_\_ \$ 1875  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL COSTS NOT TO EXCEED:** \$ 5650



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

*CUB*

<b>Subrecipient:</b> County of San Bernardino	<b>DUNS#</b> 73590812	<b>FIPS#:</b> 071-00000
<b>Grant Disaster/Program Title:</b> Unserved/Underserved Victim Advocacy and Outreach Program		
<b>Performance Period:</b> 10/01/2019 to 12/31/2020	<b>Subaward Amount Requested:</b> \$218,750	
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov.	<input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe

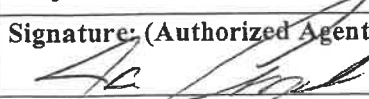
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,200,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

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

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 9/17/19
<b>Print Name and Title</b> Jason Anderson	<b>Phone Number:</b> 909-382-3660

**Program Specialist Only: SUBAWARD #** UN19040360

## PROJECT SERVICE AREA INFORMATION

1. **COUNTY OR COUNTIES SERVED:** Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

San Bernardino\*

2. **U.S. CONGRESSIONAL DISTRICT(S):** Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

25th, 26th, 41st, 42nd, and 43rd\* Districts

3. **STATE ASSEMBLY DISTRICT(S):** Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

32nd, 34th, 36th, 59th, 60th, 61st, 62nd\*, 63rd, and 65th Districts

4. **STATE SENATE DISTRICT(S):** Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

17th, 18th, 29th, 31st, and 32nd\* Districts

5. **POPULATION OF SERVICE AREA:** Enter the total population of the area served by the project.

2,153,203