

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.63
(ID # 25491)**

MEETING DATE:
Tuesday, August 27, 2024

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Ratify and Approve State Standard Agreement Number 24112444 with the Commission on Peace Officer Standards and Training to Reimburse the County for the Provision of the Law Enforcement Supervisory Courses Presented by the Ben Clark Public Safety Training Center for FY24-25, District 1. [Total \$182,317 – 100% State Reimbursement]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve State Standard Agreement Number 24112444 (Agreement) with the Commission on Peace Officer Standards and Training (POST) to reimburse the County for the provision of the Law Enforcement Supervisory Courses presented by the Ben Clark Public Safety Training Center (BCTC) for FY24-25 for a total amount of \$182,317, and authorize the Chair of the Board to sign the Agreement on behalf of the County; and
2. Approve STD 1000 Generative Artificial Intelligence (GenAI) Reporting and Factsheet and authorize the Ben Clark Training Center Sheriff's Captain to execute the Factsheet; and
3. Approve the Contractor's Certification Clauses (CCC 04/2017) and authorize the Chair of the Board to sign the certification on behalf of the County.

ACTION:Policy


Zachary Hall, SHERIFF'S CAPTAIN B 8/13/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: August 27, 2024
xc: Sheriff

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$182,317	\$ 0	\$182,317	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% State Reimbursement			Budget Adjustment:	No
			For Fiscal Year:	24/25

C.E.O. RECOMMENDATION: Approve

BR# 25-006

BACKGROUND:

Summary

The Riverside County Sheriff's Office (RSO) is responsible for planning, coordinating, and conducting Law Enforcement Supervisory courses held at the Ben Clark Public Safety Training Center (BCTC). The Supervisory Course is an 80-hour course designed for first-level supervisors in a law enforcement agency which must be completed within twelve (12) months of promotion or assignment to a first-level supervisory position. This course is essential to meet the minimum standards for training required by Peace Officer Standards and Training (POST). The purpose of the course is to provide POST training curriculum for the newly promoted law enforcement supervisor. The Supervisory Course is certified by POST and presented in accordance with content provided by POST.

The RSO will present six (6) POST Supervisory Course presentations in-person. The State agrees to compensate the Sheriff's Office for expenditures incurred up to the maximum amount of the Agreement. Reimbursement claims will be submitted to the State after each presentation by providing a detailed invoice listing the Agreement Number, Course Title, Course Roster, and Dates the course was presented.

Impact on Residents and Businesses

This law enforcement course covers topics vital to the sworn first-line supervisor. Course topics include Situational Leadership, Legal Issues and Internal Affairs overview, Conflict Management, Problem Solving and Decision Making, Officer Wellness Stress Management, High Tech Crimes. Local presentation of the classes at the Ben Clark Public Safety Training Center saves the County travel and lodging expenses.

ATTACHMENTS:

- State of California Standard Agreement (No. 24112444) – 2 copies
- State of California GenAI Reporting and Factsheet STD 1000 – 2 copies
- Contractor Certification Clauses (CCC 04/2017) – 1 copy

Rebecca S. Cortez
Rebecca S. Cortez, Principal Management Analyst

8/19/2024

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel

7/9/2024

RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, August 27, 2024, that the Chair is authorized and directed to execute on behalf of said County the Standard Agreement No. 24112444 between Riverside County and the Commission on Peace Officer Standards and Training (POST) providing for: Reimburse the County for the provision of the Law Enforcement Supervisory Courses presented by the Ben Clark Public Safety Training Center (BCTC) for FY24/25.

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez

Nays: None

Absent: None

Abstain: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of the Board

BY:  _____
Deputy

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010

Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24112444

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Commission on Peace Officer Standards and Training

CONTRACTOR NAME

Riverside County Sheriff's Office

2. The term of this Agreement is:

START DATE

7/1/2024

THROUGH END DATE

6/30/2025

3. The maximum amount of this Agreement is:

\$182,316.96 (One hundred eighty-two thousand three hundred sixteen dollars and ninety-six cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	3
Exhibit A Attachment I	Supervisory Course Schedule	2
Exhibit B	Budget Detail and Payment Provisions	2
+ Exhibit B Attachment I	Budget Overview	1
+ Exhibit B Attachment II	Budget Detail	1
+ Exhibit C *	General Terms and Conditions	4/2017
+ Exhibit D	Special Terms and Conditions	2
+ Exhibit F	Inventory of Equipment Purchased	1
+ Exhibit G	Office/Classroom Supplies Purchased	1

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside County Sheriff's Office

CONTRACTOR BUSINESS ADDRESS

16791 Davis Ave

CITY

Riverside

STATE

CA

ZIP

92518

PRINTED NAME OF PERSON SIGNING

Chuck Washington

TITLE

Chair, Board of Supervisors

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

8/27/2024

FORM APPROVED COUNTY COUNSEL

BY AMRITHA CHILLON

7/31/2024

DATE

AUG 27 2024

3.63

ATTEST:

KIMBERLY A. RECTOR, Clerk

By  DEPUTY

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 24112444	PURCHASING AUTHORITY NUMBER (If Applicable)
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Commission on Peace Officer Standards and Training

CONTRACTING AGENCY ADDRESS

860 Stillwater Road, Suite 100

CITY

West Sacramento

STATE

CA

ZIP

95605

PRINTED NAME OF PERSON SIGNING

Jim Grottkau

TITLE

Assistant Executive Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCOPE OF WORK

The 80-hour Supervisory Course is specifically designed for first-level supervisors in a law enforcement agency. This course may be bifurcated into two 40 hour presentations for two consecutive months. This course must be completed within 12 months of promotion or appointment to a first-level supervisory position to meet the requirements of POST [Regulation 1005](#).

1. Riverside County Sheriff's Office (RCSO) (Contractor) agrees to provide the Commission on Peace Officer Standards and Training (POST), with services necessary for the coordination, management, and delivery of the POST Supervisory Course to California law enforcement personnel as described herein.
2. The project coordinators during the term of this Agreement will be:

POST

Name: Jim Katapodis
Phone: (916) 227-3467
Email: jim.katapodis@post.ca.gov

RCSO

Name: Lt. Joshua Parker
Phone: (951) 486-2919
Email: jparker@riversidesheriff.org

Direct all Agreement inquiries to:

POST

Contracts Unit
Attention: Frank Petropoulos
Address: 860 Stillwater Road, Ste. 100
West Sacramento, CA 95605
Phone: (916) 227-4537
Email: contracts@post.ca.gov

RCSO

Name: Lt. Joshua Parker
Address: 16791 Davis Ave
Riverside, CA 92518
Phone: (951) 486-2919
Email: jparker@riversidesheriff.org

3. The Contractor shall fully perform all responsibilities and duties as required by this Agreement and in accordance with directives of the POST Program Manager.
4. The Contractor shall present six (6) POST Supervisory Course presentations.
 - A. Each course presentation shall be certified by POST and presented in accordance with content provided by POST.
 - B. The Supervisory Course is organized under the following topics ([Commission Procedure D-3, Supervisory Course](#)) in conjunction with new mandates which include Hi-tech Crimes and Use of Force:
 - Accountability
 - Communications in a Diverse Workforce
 - Conflict Management
 - Counseling
 - Hi-tech Crimes (CalECPA)
 - Internal Affairs Investigations
 - Leadership Styles and Behaviors
 - Power and Authority
 - Recognizing and Documenting Employee Performance

- Critical Incident Management/UOF
 - Decision-Making Models
 - Role Identification and Transition
 - Officer Wellness/Stress Management
- C. The Contractor agrees to use **only** materials from the Supervisory Course Network and materials approved by the POST Program Manager.
- D. The Contractor shall assign a Coordinator to monitor the preparation and completion of Supervisory Course presentations.
- a. Coordinator:
 - i. Develops the class schedule
 - ii. Assign students to the each presentation
 - iii. Ensure students receive course related materials
 - iv. Maintain communication with facilitators
 - v. Prepare mailing labels for items to be delivered, if applicable
 - vi. Ensure all outgoing boxes contain the necessary materials, if applicable
 - vii. Purchase and store books needed for presentations, if applicable
 - viii. Create and disseminate printed handouts for presentations
 - ix. Maintain inventory of on-site supplies and supplies kept at training sites
 - x. Track attendee absences and hours missed
 - xi. Develop, print and distribute the graduation certificates
 - xii. Delegates assignments to Clerical Support
- E. The Contractor shall ensure that they provide role players and coach/evaluators for the counseling session exercise required by this course. The evaluations shall be kept on file after the completion of the course.
- a. Role Player: Shall follow POST approved script for counseling sessions scenarios. This exercise is mandatory and provides a real life situation for supervisors to engage with difficult conversations.
 - b. Coach/Evaluators: Coach/Evaluators shall oversee and provide feedback to supervisors at the completion of the counseling session scenarios.
- F. This course shall be an in-person presentation and not a webinar.
- G. The Contractor agrees to always have two (2) facilitators in the classroom and monitor guest speakers. The guest speakers shall provide a lesson plan and videos presented in the classroom to POST for approval prior to instruction.
- a. Facilitator: Facilitates using adult learning methods covering the topics detailed in section 4B of this agreement. The facilitator is required to successfully complete the POST Supervisory Train the Trainer Course prior to any instruction.
 - b. Guest Speaker: Guest speakers are subject matter experts on specific topics include but are not limited to stress management, POBR, and Internal

Affairs. Guest speakers are required to submit lesson plans and videos prior to any instruction.

- H. Presentations shall include the DISC model and Situational Leadership II and all the materials associated with those subjects.
- I. The Contractor agrees to not charge any prospective students any tuition or fees for costs associated with the Supervisory Course presentation of the curriculum except as noted below.
 - 1) Fees associated with college registration, units, and related activities; or materials fees allowed by State law.

ATTACHMENT I
Supervisory Course Schedule
Week One

Time	Monday		Tuesday		Wednesday		Thursday		Friday
0800	Introductions, Admin, SFT#1 and #2	0800	DISC Personal Profile System	0800	Situational Leadership SFT #8,9,10	0800	Discipline Action and Process SFT# 4	0800	Officer Wellness Stress Management
1200	Lunch	1000	Role Identification and Transition SFT #5						
1300	Team Relationships and Socialization SFT #3	1200	Lunch	1200	Lunch	1200	Lunch	1200	Lunch
		1300	Assign Presentation Topics to Students	1300	Evaluation Process	1300	Problem Solving and Decision Making	1300	Human Side of Critical Incidents
		1330	Leadership, Power, Influence, Authority, and Motivation SFT#6						
		1500	UOF Supervisor Responsibilities						
		1700		1700		1700		1700	

Supervisory Course Schedule
Week Two

Time	Monday		Tuesday		Wednesday		Thursday		Friday
0800	Critical Incident Management-Tactical	0800	Group Dynamics and Teams SFT#23	0800	Counseling Practice SFT #7,20,21,22	0800	Legal Issues and Internal Affairs overview SFT#16,17	0800	Ethical Leadership
1200	Lunch	1200	Lunch	1200	Lunch	1200	Lunch	1200	Lunch
1300	High Tech Crimes/ California Electronic Comm Privacy Act (CALECPA)	1300	Crucial Conversation SFT #11, 12, 15	1300	Conflict Management SFT#13,14,18,19	1300	Student Presentations Briefing on Assigned Topic	1300	Followership
		1500	Basic Communication Review			1500		Course Evaluations and Debrief of Course	
1700		1700		1700		1700		1700	

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **INVOICING AND PAYMENT**

- A. The Contractor shall receive reimbursement for services satisfactory rendered, and upon receipt and approval of the Contractor's invoices. The State agrees to compensate the Contractor for expenditures incurred, up to the maximum amount of **\$182,316.96** as set for in this Exhibit.
- B. Upon completion of each presentation, the Contractor agrees to submit a detailed invoice in duplicate with the following information before payment will be authorized:
- Agreement Number
 - Course Title
 - Course Roster (POST form 2-111)
 - Dates of Course presented

Invoices not containing the above bulleted information will be disputed and payment will be held until complete information and/or documentation is submitted. Itemized receipts for equipment, supplies and mailing purchased and travel receipts shall be kept by the presenter. The Contractor shall submit invoices not more frequently than monthly in arrears to the address provided below before the 15th of the upcoming month:

invoicereceived@post.ca.gov
Commission on POST
Accounting Section
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

2. **BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the California State Budget Act of the current fiscal year and/or any subsequent fiscal years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the California State Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. PROMPT PAYMENT CLAUSE

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

ATTACHMENT I
BUDGET OVERVIEW

Budget Overview			
Title Description	Cost	Quantity	Total
Curriculum Development			
0	\$0.00	0	\$0.00
Equipment	\$1,245.00	1	\$1,245.00
Course			
Supervisory Course	\$30,178.66	6	\$181,071.96
		Grand Total:	\$182,316.96

ATTACHMENT II
BUDGET DETAIL

Course:	Supervisory Course			
	Hours	Rate	Quantity	Total
Personnel				\$20,365.00
Coordinator	25	\$65.00	1	\$1,625.00
Facilitator	80	\$90.00	2	\$14,400.00
Clerical Support	20	\$15.00	1	\$300.00
Coach	4	\$65.00	5	\$1,300.00
Role Player/Actor	4	\$65.00	5	\$1,300.00
Guest Presenter	8	\$90.00	1	\$720.00
Guest Presenter	4	\$90.00	2	\$720.00
Travel and Per Diem				\$0.00
				\$0.00
Indirect Costs			15%	\$3,054.75
Supplies				\$2,842.11
Facilities (includes Internet, A/V equipment, tech support, breakout rooms, equipment shipping)				\$3,916.80
Large classroom		\$3,456.00	1	\$3,456.00
Breakout Rooms		\$230.40	2	\$460.80
Subvention				\$0.00
				\$0.00
Presentation Total				\$30,178.66
Number of Presentations				6
Grand Total				\$181,071.96

Equipment *Click here for instructions			
Total Number of Equipment List			
Description	Cost	Quantity	Total
Everything DiSC Workplace Facilitator Kit	\$ 1,245.00	1	\$1,245.00
			\$0.00
Equipment Total			\$1,245.00

SPECIAL TERMS AND CONDITIONS

1. **SETTLEMENT OF DISPUTES**: Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by compromise shall be decided by POST, who shall produce its decision notification decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have fifteen (15) calendar days after receipt of such a decision to submit a written protest to POST specifying in detail in what particulars the Agreement requirements were exceeded. If the Contractor fails to submit such a protest within the period specified above shall constitute a waiver of any and all rights to adjustment in the Agreement terms and POST's decision shall be final and conclusive. Pending POST final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of this Agreement.
2. **AMENDMENTS**: This Agreement may be amended for time, scope, increase or decrease of funds by mutual written consent.
3. **TERMINATION CLAUSE**: For contracts involving the presentation of POST courses, POST reserves the right to require the Contractor to discontinue the use of any particular Instructor, Facilitator, Auditor, Volunteer, or approved subcontractor under this Agreement (a) at any time, with or without cause, by delivering thirty day written notice to the Contractor; or (b) immediately, with cause, which for purposes hereof means such Instructor, Facilitator, Auditor, Volunteer, or approved subcontractor has allegedly engaged in conduct POST deems to be inappropriate, unprofessional, illegal, immoral, deceptive or fraudulent, as determined by POST in its sole discretion. The Contractor shall provide timely evidence to POST of its compliance with this paragraph. Failure to comply may result in the decertification of the Contractor's presentation.
4. **CONTRACTOR EVALUATION (if applicable)**: In accordance with provisions of the Public Contract Code, PCC § 10367, 10369 and 10370, the Contractor's performance under this Agreement will be evaluated. The evaluation will be prepared by POST within 60 days after completion of the Agreement.
5. **TRAVEL (if applicable)**: Travel expenses and per diem related to the services provided under this Agreement are subject to prior approval by the POST representative and shall not exceed the rates paid to State non-represented/excluded employees.

Rate information may be viewed at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

6. **SUBCONTRACTING (if applicable)**: The Contractor is expected to perform the services contemplated with the resources available within its own organization. Subcontracting of work pertinent to this Agreement shall be upon prior written consent by POST and subject to the permissive conditions set forth in the State Contracting Manual Section 3.06.

Based on "reasonable effort" to the best of its ability, the Contractor warrants, represents and agrees that it and its subcontractors, employees and representatives will, at all times when performing services under this Agreement (a) comply with all

applicable local, city, county, state and federal laws, codes, statutes, ordinances, rules, and regulations; and (b) fulfill student course expectations.

The Contractor shall notify POST in writing immediately upon termination of any such subcontract(s).

7. GenAI Technology Use & Reporting

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief it may be entitled to as a result of such non-disclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder / Offeror / Contractor must notify the State in writing if their solution or service includes, or makes available, any GenAI, including GenAI from third parties or subcontractors.

The State has developed a [GenAI Reporting and Factsheet \(STD 1000\)](#) to be completed by the Bidder / Offeror / Contractor .

Failure to submit the GenAI Reporting and Factsheet (STD 1000) will result in disqualification of the Bidder / Offeror / Contractor.

Failure to report GenAI to the State may void any resulting contract. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon receipt of a Bidder / Offeror / Contractor GenAI Reporting and Factsheet (STD 1000), the state reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the state.

EXHIBIT F
INVENTORY OF EQUIPMENT PURCHASED

DESCRIPTION AND MODEL NO.	SERIAL NUMBER	COST	DATE RECEIVED	POST STATE ID TAG
Total		\$1,245.00		

By signing below, the Contractor does certify the above listed equipment is located at their facility and was purchased in accordance with the contract terms herein and is being utilized for the aforementioned named program(s) under the terms of this Agreement.

Contractor's Signature

Date

Department

Telephone No.

Please return to:
Commission on Peace Officer Standards and Training
Training Program Services
Attn: Supervisory Course
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

OFFICE/CLASSROOM SUPPLIES PURCHASED

Supplies Budget Detail			
	Quantity	Cost	Total
Office Supplies			\$421.36
Easel pads	5	\$13.58	\$67.90
12 pack Staples notepads	3	\$3.47	\$10.41
Markers 6pk	5	\$4.01	\$20.05
Steno pad	25	\$6.32	\$158.00
Thumb drives	25	\$6.00	\$150.00
Pens	3	\$5.00	\$15.00
			\$0.00
Classroom Supplies			\$0.00
Projector	1		\$0.00
White boards	2		\$0.00
computer	1		\$0.00
TV	2		\$0.00
Projector screen	1		\$0.00
Printing Production			\$84.00
Certificates	25	\$1.00	\$25.00
Evaluation forms	25	\$0.09	\$2.25
Student counseling forms	25	\$0.09	\$2.25
Tactical Response handouts	25	\$0.18	\$4.50
POBOR/IA handouts	25	\$2.00	\$50.00
Books			\$2,321.75
Inv. Guide to POBOR.	25	\$21.00	\$525.00
Leadership and the 1 minute	25	\$14.87	\$371.75
DiSC Profile-Motivation Dyn.	25	\$57.60	\$1,440.00
Misc			\$0.00
			\$0.00
Grand Total:			\$2,842.11

Generative Artificial Intelligence (GenAI) Reporting and Factsheet

Section 1: Bidder / Offeror / Contractor Information

24112444

Solicitation / Contract Number Riverside County Sheriff's Office	Bidder ID / Vendor ID (optional) 951-486-2919
Business Name 16791 Davis Ave	Business Telephone Number Riverside CA 92518
Business Address	City State Zip Code

Contract / Description of Purchase

POST will reimburse for services satisfactory rendered, and upon receipt and approval of the Riverside County Sheriff's Office invoices for six (6) POST Supervisory Course presentations. The POST Supervisory Course is an 80-hour course specifically designed for first-level supervision in a law enforcement agency. This course must be completed within 12 months of promotion or appointment to a first-level supervisory position to meet the requirement of POST.

Section 2: Reporting and Factsheet

Will you and/or your subcontractor(s) be using or offering GenAI technology, model, service, or system (collectively, "product")? Yes No (If no, skip to Signature section of this form.)

If yes, provide details regarding the GenAI system. See *GenAI Reporting and Factsheet Instructions* at the end of this form for more information.

Failure to provide information requested on this form may result in disqualification or may void any resulting contract.

1. GenAI Model Name LLM Version (Including number of parameters) All Model Names/ Owners for The Solution or Offering	
--	--


2. Applications / Product Owner (GenAI powered or driven)	
3. Product Description	
4. Use Case(s)	
5. Intended Information Domain	
6. Explain how the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.	

Signature

By signing this document, I have identified and reported any GenAI use in the performance of this contract. If any new or previously unreported GenAI use is identified in the future in the performance of this contract, we will complete and submit to the State an updated STD 1000.

 
Signature Date

Submit completed form to the awarding department.

FORM APPROVED COUNTY COUNSEL
BY:  7/31/2024
AMRIT P. DHILLON DATE

GenAI Reporting and Factsheet Instructions

Please use the following definitions and instructions to complete the GenAI Reporting and Factsheet:

1. GenAI Model Name, LLM Version (including number of parameters) and All Model Names/Owners for The Solution or Offering
 - a. Definition: The unique identifier or name assigned to the specific GenAI model or service.
 - b. Purpose: Allows users to refer to and distinguish between different GenAI models.
2. Applications/Product Owner (GenAI powered or driven):
 - a. Definition: The name of the organization or entity responsible for creating or deploying the GenAI model or service.
 - b. Purpose: Helps identify the source and accountability for the GenAI system.
3. Product Description:
 - a. Definition: A concise summary of the GenAI model's purpose, functionality, and key characteristics.
 - b. Purpose: Provides a high-level understanding for users and stakeholders.
4. Use Case(s):
 - a. Definition: The intended use or goal of the GenAI model (e.g., image recognition, natural language processing, text summarization).
 - b. Purpose: Helps users assess whether the GenAI model aligns with their needs.
5. Intended Information Domain:
 - a. Definition: The context, subject matter, or domain for which the GenAI model is designed to operate effectively.
 - b. Purpose: Helps users determine if the GenAI model is suitable for their specific use case.
6. Adverse Impact:
 - a. Explain below how you are ensuring the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.
7. Signature:
 - a. The signatory for the Contract shall also sign the STD 1000

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

FORM APPROVED COUNTY COUNSEL
BY:  AMRIT CHILLON
DATE: 8/27/2024

Contractor/Bidder Firm Name (Printed) County of Riverside – Sheriff's Department		Federal ID Number
By (Authorized Signature) 		
Printed Name and Title of Person Signing Chuck Washington, Chair, Board of Supervisors		
Date Executed 8/27/2024	Executed in the County of Riverside	ATTEST: KIMBERLY A. RECTOR, Clerk

By 
DEPUTY

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.