



SHERIFF EMERGENCY ACCESS REIMBURSEMENT PROGRAM GUIDELINES

PURPOSE

To establish policy guidelines and procedures regarding the application and reimbursement process for the Rancho Mirage Sheriff Emergency Access Reimbursement Program.

INTRODUCTION

The Sheriff Emergency Access Reimbursement Program seeks to accelerate the installation of new sheriff emergency access systems to increase sheriff personnel's response times and to accelerate the rate of compliance from gated communities. Rancho Mirage's Sheriff Emergency Access Reimbursement Program offers an incentive of up to a \$300 reimbursement per access key system installed to any gated community who installs a sheriff-approved method of emergency access by or before the date October 19, 2020. The reimbursement is established to cover the actual costs incurred by gated communities, in an amount not to exceed \$300 per access key system installed. This will result in lower out-of-pocket costs for gated communities as they comply with law enforcement demands for immediate emergency access.

The following program guidelines act to detail the various aspects of the program including procedures, eligibility, and termination. Eligibility of reimbursement shall be determined by City staff in accordance with these guidelines.

PROCEDURES

To install a sheriff-approved method of immediate emergency access and receive a reimbursement, applicants must first coordinate with the Riverside County Sheriff's Department. The City of Rancho Mirage contracts with the Riverside County Sheriff's Department for their policing services, who approves the method of emergency access. To begin the process of receiving a certification from the Sheriff's Department, applicants must contact the Sheriff's Department Crime Prevention Office by calling (760) 836-1600. The Sheriff's Department will then provide instructions on what their standards of immediate emergency access entails, including what product to purchase and where the product should be installed. Once the appropriate hardware has been purchased, applicants will need to install the appropriate hardware. The Sheriff's Department and the City of Rancho Mirage will not provide contracting services. The Sheriff's Department will only be responsible for providing certification of compliance. Once the means of immediate emergency access has

been installed, applicants must coordinate with the Sheriff's Department to have the Sheriff's Department attest and certify the means of immediate emergency access meets their standards. Upon a successful inspection of immediate emergency access, the Sheriff's Department will provide certification to the applicant stating the applicant has complied with the Sheriff's Department standards. Once the applicant has completed the necessary installation and has received certification from the Sheriff's Department, the applicant may begin the process of applying for reimbursement.

After receiving certification from the Sheriff's Department, the applicant must complete and sign the Sheriff Emergency Access Reimbursement Request form, which can be located on the City of Rancho Mirage's website under the police tab. Once the reimbursement form has been completed and signed, the applicant must also include a copy of the certification from the Sheriff's Department as well as a copy of the appropriate expense reports the applicant is looking to have reimbursed. The Reimbursement Request form, certification of compliance from the Sheriff's Department, and appropriate expense reports, must then be either mailed or dropped off together as one completed application to Rancho Mirage City Hall, located at 69825 Highway 111, Rancho Mirage, CA 92270.

City staff will review all requests, make eligibility determinations at its sole and absolute discretion, and process all eligible reimbursements which will be mailed to the applicant.

ELIGIBILITY

To participate in the Rancho Mirage Sheriff Emergency Access Reimbursement Program, all applicants must:

- Represent a residential or mixed-use development consisting of at least two residential units that limits free and open access to law enforcement.
- Be the responsible party that paid the costs associated with installation and purchase of equipment. Contractors are not eligible to apply for reimbursement.
- Provide to the City of Rancho Mirage certification from the Sheriff's Department that the gated community is within compliance of the standards set by the Sheriff's Department. The Sheriff's Department will provide such validation upon compliance.
- Provide appropriate expense reports that the applicant is looking to have reimbursed, which may include a receipt of purchase of appropriate hardware and installation costs provided by a contractor.
- Provide a completed Reimbursement Request form, which can be found on the City of Rancho Mirage's website under the police tab.

Reimbursements will only be provided for emergency access systems that are installed on gates that restrict access from a residential or mixed-use development consisting of at least two residential units.

TERMINATION

The City of Rancho Mirage reserves the right to terminate any rights conferred upon a participant under the Sheriff Emergency Access Program if a participant is found to be in violation of any conditions set forth in these guidelines.

APPLICATION AND INFORMATION

If you have any questions regarding compliance standards for sheriff emergency access, please contact the Rancho Mirage Sheriff's Department Crime Prevention Office by calling (760) 836-1600.

If you require clarification regarding the Sheriff Emergency Access Reimbursement Program please contact Tyler Fowlkes at (760) 324-4511, Ext. 753 or via email at tylerf@ranchomirageca.gov.