

## Memorandum of Understanding-WI WINS Program 2006

### City of Racine Health Department Racine County Sheriff's Department

This Memorandum of Understanding is between the City of Racine Health Department and the Racine County Sheriff's Department in order to reduce the rate of illegal tobacco sales to minors at retail outlets. Enforcement activities will be integrated into the Wisconsin Wins (WI WINS) protocols. WI WINS is an intervention program designed to help the state of Wisconsin come into and stay in compliance with requirements of the federal Synar Regulation, as well as to reduce youth tobacco consumption. Increased enforcement of local and state laws prohibiting the sale of tobacco to minors has been shown to strengthen these efforts.

The Sheriff's Department will conduct the compliance investigations through the use of minor student volunteers. The following objectives must be achieved by the Health Department through this agreement with the Sheriff's Department:

1. By December 31, 2006, enforcement activities will be implemented by the Racine County Sheriff in the jurisdiction of the Racine on the Lake Tobacco Free Coalition in collaboration with Wisconsin Wins tobacco compliance inspections.
2. By December 31, 2006, 126 compliance investigations at licensed tobacco retail vendors, 3 related public outreach activities, and 3 related media outreach activities will be completed in the jurisdiction of the Racine on the Lake Tobacco Free Coalition according to the prescribed schedule.

The following requirements are part of this Memorandum of Understanding:

#### Protocols

1. The Sheriff's Department must comply with the requirements of State Statute 254, Sub Chapter 9, Sale or Gift of Cigarettes or Tobacco Products to Minors.

#### Pictures

2. The Sheriff's Department will take individual pictures of the students each day before conducting compliance investigations. The pictures need to be dated.

#### Outreach Activities

3. The Sheriff's Department will provide the City of Racine Health Department with documentation of 3 media outreach activities (e.g., press release, letter to editor, interviews) and 3 public outreach activities (e.g., informational presentations to policy makers, civic groups, retailers, educators, law enforcement officials, etc.), all of which occurred in the jurisdiction of the

Racine on the Lake Tobacco Free Coalition In addition, all media shall include the City of Racine Health Department name.

#### Vendor Letters

4. The Sheriff's Department will issue a letter to the vendor detailing the occurrence (sell or not) in accordance with § 254 within 72 hours of any inspection.

#### Citations

5. Citations will be issued to all second offenders (would have sold). Second offenders are vendors who would have sold at least one time in 2004 to 2006 that have at least one of the same owners listed on the vendor license.

#### Compliance Investigation Schedule

6. As a result of the elimination of positions at the Sheriff's Department in 2006, all compliance investigations will be conducted by June 30, 2006.

#### Deliverables

7. Palm OS real-time reports must be submitted by the Sheriff's Department to Wisconsin Wins. Quarterly written reports must be filed by the Health Department with Wisconsin Wins within 15 days of the end of the calendar quarter listing the number of compliance investigations completed in the Racine on the Lake Tobacco Free Coalition's jurisdiction, the number of citations issued, and a description of related public and media outreach activities.

#### The City of Racine Health Department will provide the following:

8. a. Buy Money (\$1000):  
Each student will receive \$10.00 to purchase gum or a candy bar and possible cigarettes. When the student is purchasing gum or candy, the student should spend no more than \$1.00 and recycle the leftover change for further investigations. The \$10.00 is made available for the possibility of a cigarette purchase.
- b. Lunches (\$1026):  
The City of Racine Health Department will provide the Sheriff's Department with money for student lunches during compliance investigations. A receipt is required, with a limit of \$10.00 per person (not to exceed \$1026 in 2006).
- c. Compliance Investigation Reimbursement (\$3780):  
For each compliance investigation, \$30.00 will be given to the Sheriff's Department to offset their expenses (not to exceed \$3780 in 2006) based on the quarterly reports.
- d. Volunteer Recognition (\$250):  
After all compliance investigations are completed in 2006, the City of Racine Health Department will give a \$50 gift certificate to student volunteers as determined by the Sheriff's Department.
- e. Vendor Certificates:  
The City of Racine Health Department will provide certificates of recognition for the vendors who are in compliance.

The City of Racine Health Department is the fiscal agent for the WI WINS grant. Receipts for expenditures and information on compliance investigations completed by the Sheriff's Department must be submitted quarterly to:

Sarah Clemons  
City of Racine Health Department, Rm. 4  
730 Washington Avenue  
Racine, WI 53403

Signature below signifies agreement of all parties to the terms outlined in the Memorandum of Understanding.

City of Racine Health Department

Racine County Sheriff's Department

By:

By:

\_\_\_\_\_  
Janelle M. Grammer

\_\_\_\_\_  
Name

Public Health Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

City of Racine

By:

\_\_\_\_\_  
Gary Becker  
Mayor

ATTEST:

By:

\_\_\_\_\_  
Janice M. Johnson-Martin  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Daniel P. Wright  
City Attorney