

Office of Highway Safety and Justice
Programs



south carolina
DEPARTMENT *of* **PUBLIC SAFETY**
PROTECT. EDUCATE. SERVE.

**Justice Programs:
Equipment Grant
Application Tool**

Preface

This document is intended to provide guidance to the applicant on the content expected in select programmatic sections of the grant application. Information provided by the applicant on each subject area should be applicable to their particular jurisdiction and should be tailored to meet the needs of the community in which the program would be implemented. However, the applicant is invited to utilize the “Standard Examples” provided in this document when applicable.

Problem Statement

- ❖ Specific and current information from your jurisdiction must be included in this section.

The Problem Statement presents the reason that you are applying for the grant. (It ***should not*** include what you will do with the grant funds).

1) Discuss the ***actual problem that exists*** in your agency.

Talk about the nature of the problem and include any background information that helps to explain the difficulties.

- Population and economic level of city/county, unemployment rate, and agency/county budget cuts, etc.
- Include any data/statistics that support your statements (from past 2-3 yrs.)
 - Calls for service
 - Breakdown of department's overall caseload (numbers, type)
 - Overall department issues/officer safety issues with current equipment or lack of equipment
 - Age/condition of equipment
 - Repair types, repair costs
- Specific/serious incidents that have recently occurred in the jurisdiction as a result of the problem

2) The second part will discuss the current resources and existing efforts being made to address the problem.

- Explain what resources (personnel/equipment) your agency is currently using to address the problems and why they are insufficient.
 - Breakdown of department's personnel (patrol, investigators, etc.)
 - Number of shifts, number of officers per shift
- Provide information on whether or not funding has been requested from your municipal/county government and results (i.e. partial funding received, funds not available in current budget or request denied)
- Discuss the efforts being made by both the agency and city/county administration to address the problems noted above.

Equipment-Specific Information to include in Problem Statement:

Crime Scene/Forensics Equipment – Describe exactly what the department currently does when responding to crime scenes (investigate themselves, contact SLED, contact a neighboring jurisdiction), and include the average response time. If the department requests assistance from other law enforcement agencies, include the number of times they have called on other agencies for assistance with crime scenes.

Metal Detectors – Discuss the average number of individuals who enter the facility (weekly or monthly). Describe the current process for screening individuals (handheld wand only, existing walk-thru metal detector) and why this is not working (including the amount of time it currently takes, other issues/problems). Discuss any specific incidents which have occurred in the facility.

Radios – List the number and type of radios in the department, number of officers that are assigned radios in the department, number that are not P25 compliant and other problems associated with current radios (communication/interoperability issues).

Security Camera Systems - Discuss the average number of individuals who enter or occupy the facility (weekly or monthly). Describe in detail the facility's existing security system or lack thereof (include the specific location of blind spots) and why this is a problem (response time to incidents, etc.). (You may also attach a diagram of the facility to your application.) Discuss any specific incidents which have occurred in the facility.

Tasers - List the number of tasers in department, number of officers that are assigned tasers in the department, age of current tasers, and other problems associated with current tasers.

Project Purpose – Standard Example

The Project Purpose states the broad goals of the project and a specific plan that will be followed.

Broad Goals: To enhance the law enforcement efforts of the _____ Police Department

- The Goals state the purpose of the grant project in general terms.

Specific Plan: Bid equipment, request permission to purchase equipment, purchase equipment, develop/revise policies and procedures for the equipment, train users of equipment, install equipment, use equipment, compile/submit financial reports and compile/submit programmatic reports.

- The Plan discusses what activities will be done to achieve the goals. This is basically an overview of what will take place over the entire grant year. Include all duties and responsibilities, such as hiring grant-funded personnel, purchasing equipment, the training plan for officers assigned the equipment, and the tasks that will be undertaken.
- ❖ If requested equipment requires data storage or ongoing maintenance, discuss your specific plan for this.
- ❖ If requesting security camera systems, describe the specific plan for the monitoring of the security system.

Project Objectives & Performance Indicators – Standard Example

Crime Scene / Forensics Equipment

- Objectives
 1. Improve the quality of criminal investigation and case preparation through the use of grant-funded crime scene/forensics equipment.
 2. Ensure written, standardized protocols on the quality and uniformity of evidence collection, preservation, analysis and report writing are in place.

- Performance Indicators
 1. A detailed log will be maintained of cases investigated using the grant-funded equipment. These logs include the case, and type of crime.
 2. A copy of standardized protocols will be available for the funding agency to view.

Metal Detectors

- Objectives
 1. To provide enhanced security methods and procedures for the _____ (facility).
 2. Reduce the number of illegal weapons and contraband coming into the facility (or _____ complex), thereby increasing the quality of security for all conducting business within and around the facility.

- Performance Indicators
 1. Policies and procedures of improved security measures for the _____ (facility) will be established and documented. These policies and procedures will incorporate the use of the walk-through metal detector.
 2. Maintain data on the number of illegal weapons, contraband and individual incidents resulting in criminal charges as a direct result of security enhancements in place.

Radios (800 MHz)

- Objectives
 1. To improve the department's communications with other agencies who are currently on the 800 MHz system.
 2. To enhance and maintain officer safety and communication capabilities by

providing officers new 800 MHz radios.

- Performance Indicators
 1. A log will be maintained throughout the grant period detailing radio communications with other agencies in which these agencies were able to provide assistance to a call more quickly, which was not possible before the grant-funded 800MHz radios.
 2. Documentation will be maintained of each radio purchased (by serial #) and to whom it is assigned.

Radios (Non- 800 MHz)

- Objective
 1. To enhance and maintain officer safety and communication capabilities by providing officer's new, up-to-date radios.
- Performance Indicator
 1. Documentation will be maintained of each radio purchased (by serial #) and to whom it is assigned.

Security Camera Systems

- Objectives
 1. To enhance the immediate protection of all individuals who enter the facility on a daily basis.
 2. To provide enhanced security methods and procedures for the facility.
- Performance Indicators
 1. The camera system will be monitored daily, and a log of all security incidents will be maintained.
 2. Policies and procedures of improved security measures will be updated and documented to incorporate the use of surveillance cameras.

Tasers

- Objectives
 1. To enhance officer safety by providing a less than lethal use of force option.
 2. To enhance the knowledge and skills of officers being issued the taser.

- Performance Indicators
 1. Documentation will be maintained regarding the number of times the equipment is used, as well as circumstances of the usage.
 2. Records will be maintained of officer training and certification. Documentation will also be maintained of each taser purchased (by serial #) and to whom it is assigned.

Weapons

- Objective
 1. To enhance officer proficiency and safety by providing reliable weapons.
- Performance Indicator
 1. Records will be maintained of officer training and qualification. Documentation will also be maintained of each weapon purchased (by serial #) and to whom it is assigned.

Project Evaluation – Standard Example

The Project Director will evaluate the project based on the objectives and performance indicators and the impact it has made on the community. The Project Director will submit this evaluation as the last page of the Final Progress Report.