

PROPOSAL NARRATIVE

FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local

Solicitation

Grants.gov Tracking Number: GRANT13957950

Competition Identification Number: C-BJA-2023-00105-PROD

The Norman Police Department (NPD) is the lead agency for the 2023 Justice Assistance Grant (JAG). The disparate jurisdictions involved include the NPD, the Moore Police Department (MPD), and the Cleveland County Sheriff’s Office (CCSO). The total allocation for this year’s grant is \$52,233.

Description of the Issues:

1. *Strategy/Funding Priorities* – The agencies determined funding priorities for each agency first by reviewing the funding allocations listed in the “2023 Oklahoma Local JAG Allocations”. CCSO requested a review of their allocated funding, but did not initially have any specific project or program identified for funds. As a planning decision, NPD suggested we reserve 5% of the total award (\$2,612) for the CCSO with the ability to make adjustments as projects and/or programs are identified. Priority of funding will go to those projects and programs that are more closely associated with the Bureau of Justice Assistance’s “Areas of Emphasis”.
2. *Process Timeline* – The application period does not allow for the Norman Police Department to fully complete the process due to constraints on public meeting agendas. However, once the grant is awarded, we anticipate at least two weeks to accommodate the public hearings and accept the award and upload the required

documentation to complete the full award requirements. We then anticipate another two weeks for the award to be processed and special conditions to be removed. Once all conditions are removed and the final award is generated, we anticipate the project to start immediately and to run through September 30, 2024.

3. *Description of Programs Funded* – The application consists of three **programs**: NPD allocation, MPD allocation, and CCSO allocation. For purposes of organization, we have identified specific **projects** (below) as sub-elements of these three general programs.

B. Project Design and Implementation:

1. *Strategic Planning Process* – The Norman Police Department’s Strategic Planning process begins October 1st of each year. Planners review the organization’s mission/vision/values, assess crime trends and forecasts, and compare outside sources to develop departmental goals and objectives. The budgeting process follows in January of each year, and planners prioritize personnel, training, equipment, facility, and operational needs in 1, 2, 3-5, and 5-10 year forecasts. JAG funds are used to supplement local, state, and other federal funds for projects that would not be funded otherwise through the budget.
2. *Local Engagement/Data Analysis* – Planners incorporate local stakeholders – most specifically our disparate partners – while reviewing outside source materials in the planning process. Specifically, we compare internally identified problems and needs with City Council and City Administration direction to identify goals and objectives. We use numerous community meetings and data sharing initiatives to provide community input into our plans.

3. *Stakeholders/Gaps Identified/Coordinated Funding* – Stakeholders include various citizen groups and internal/external advisory boards, civic and non-governmental entities, local governmental agencies, and enforcement/criminal justice partners at various levels of government. We have identified the following specific gaps in funding related to this grant:
 - a. NPD continues to suffer from a shortage of personnel. Retention, recruiting, and staffing efforts have reduced the impact somewhat, but recovery from an industry-wide commissioned personnel shortage has been slow. We anticipate remaining at approximately 80% of our authorized commissioned strength. Efficient use of personnel is essential, and bolstering the training of our forensic and analytical staff provides a staffing modifier. Unfortunately, other City needs take precedence and funds for continuing education in these specialized areas has fallen short. Outside funding is necessary to fill the gap in funding. Additionally, the Chief of Police and Executive Staff share a single conference room with other commanders and departmental personnel. The telecommunications infrastructure is used multiple times a day, but relies on a borrowed computer and monitor system that were adapted from abandoned property and obsolete office machines. Funding would allow minimal upgrades to equipment and support teleconferencing, presentations, and planning.
 - b. Specialized surveillance equipment is necessary in high-crime areas to identify criminal activity that otherwise cannot be observed or recorded for investigative purposes. MPD has not received necessary funding to replace

outdated and non-operable surveillance equipment – specifically, a pole camera to fill this investigative need. JAG funding provides an opportunity to update equipment that has exceeded its usable life.

- c. The number of collisions, both injury and non-injury, has consistently increased within the boundaries of Cleveland County. Most often, driver inattention or aggressive driving are the causes of collisions. Enforcement if one of the most effective deterrents to positively impact these high-risk behaviors. Speed capturing equipment, LIDAR specifically, is a well established industry standard for traffic enforcement projects in problem areas. Unfortunately, the CCSO has not received the funding necessary to ensure patrol deputies have adequate LIDAR equipment.

C. Capabilities and Competencies:

Additional planning/coordination – NPD, MPD, and CCSO conducted one planning meeting followed by several email discussions regarding this grant. The result was the identification of disparate needs between the agencies. The funding level for NPD provides an opportunity to model state and federal agencies who routinely use forensic specialists and analysts to reduce the occurrence and impact of crime on victims and society. Remaining funds, and the allocation levels for both MPD and CCSO are better suited to seeking essential equipment for other law enforcement activity.

D. Plan for Collecting the Data Required for this Solicitation’s Performance Measures:

PROGRAM 1 – NPD Allocation (\$33,108)

Project 1.1 – Forensic Technician Training Project: Providing forensic services to victims of crime requires a commitment to developing the technical expertise necessary for our

forensic technicians to process scenes and to providing the equipment and supplies required. While NPD is committed to providing this service, we are also obligated to seek funding when other city priorities mean that our budget does not cover all of our needs. NPD has two technicians who are both International Association of Identification (IAI) certified crime scene technicians. Continuing education that both meets certification requirements and develops new skills and expertise for these specialists is not available locally.

Objective 1.1.1 – Complete advanced forensic training.

Performance Measure: Complete course registration and travel requirements for class attendance and successful course completion.

Required Data: Copies of completed purchase requisitions, invoices, purchase orders, applicable training attendance records, and certifications.

Project 1.2 – Digital Forensic Training Project: Providing digital forensic services to victims of crime requires a commitment to developing the technical expertise necessary for our digital forensic analysts to extract and examine digital information from a variety of media including digital devices, computers, and media. While we are often assisted by Federal partners in developing the skills necessary for certification, continuing education is an expense that quickly exceeds local funding. NPD has three certified digital analysts who require continuing education credits to ensure that these services are available to our Local, County, State, and Federal partners.

Objective 1.2.1 – Complete digital forensic continuing education.

Performance Measure: Complete course registration and travel requirements for class attendance and successful course completion.

Required Data: Copies of completed purchase requisitions, invoices, purchase orders, applicable training attendance records, and certifications.

Project 1.3 – Crime and Intelligence Analyst Training Project: As with the previous projects, providing analytical support for law enforcement activities requires a commitment to developing the technical expertise necessary for analysts to use both internal and external systems in a way that facilitates successful proactive and reactive enforcement activities. We have recently added to our analytical personnel (we have one Crime Analyst and one Intelligence Analyst) in an effort to expand this capability, but initial and continuing education for the analysts and their immediate supervisor is critical to ensure that we meet industry standards as established by Local, State, and Federal partners.

Objective 1.3.1 – Attending Crime and Intelligence Analyst conferences for initial certification and continuing education.

Performance Measure: Complete conference registration and travel requirements for attendance and successful completion.

Required Data: Copies of completed purchase requisitions, invoices, purchase orders, applicable attendance records, and certifications.

Project 1.4 – Conference Room Telecommunications Upgrade Project: Strategic and operational planning, as well as coordination at the executive level with Local, State, and Federal partners, requires adequate meeting and presentation infrastructure. A computer and associated peripherals that support teleconferencing, digital presentations, and data/screen sharing is essential for effective information sharing and coordination.

Objective 1.4.1 – Purchasing a computer, monitor, and other telecommunications equipment.

Performance Measure: Complete the purchase of equipment prior to December 31, 2023.

Required Data: Copies of completed purchase requisitions, invoices, and purchase orders.

PROGRAM 2 – MPD Allocation (\$13,195)

Project 2.1 – Pass Through Project – Surveillance Equipment: MPD will use JAG funds to purchase a pole camera that can replace failing equipment that has outlived its useful life.

Objective 2.1.1 – Purchase and deploy pole camera.

Performance Measure: Complete purchase of equipment by December 31, 2023.

Required Data: Copies of completed purchase requisitions, invoices, and purchase orders.

PROGRAM 3 – CCSO Allocation (\$5,930)

Project 3.1 – Pass Through Project – Traffic Enforcement Equipment: CCSO will use JAG funds to purchase two LIDARs that can supplement existing equipment.

Objective 3.1.1 – Purchase and deploy LIDARs.

Performance Measure: Complete purchase of equipment by December 31, 2023.

Required Data: Copies of completed purchase requisitions, invoices, and purchase orders.