

## PROPOSAL NARRATIVE

### FY 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local

#### Solicitation

Grants.gov Tracking Number: GRANT13690784

Competition Identification Number: C-BJA-2022-00155-PROD

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The Norman Police Department is the lead agency for the 2022 Justice Assistance Grant (JAG) for the Norman (Oklahoma) Police Department (NPD), Cleveland County Sheriff's Office (CCSO), and Moore (Oklahoma) Police Department (MPD) with a total "joint allocation" of \$42,341. NPD's recommended direct allocation was \$31,978. MPD recommended direct allocation was \$10,363. CCSO was identified with an (\*). NPD will serve as the Financial entity since NPD has traditionally applied for this grant. As the process moves forward, NPD will prepare and complete an MOU between all three agencies identifying the specific allocations of JAG funding.

#### A. Description of the Issues:

1. Strategy/Funding Priorities – NPD determined funding priorities first by allocating a minimum of 10% of the NPD's recommended direct allocation to CCSO. NPD did not, as will be described later, initially consider the use of any MPD recommended direct allocation. With the remaining NPD allocated funds, the department reviewed current departmental needs in relationship with our annual Strategic Plan and previously denied budget requests. Priority for the grant was given to programs that were deemed of high importance related to forensic services, patrol staffing, and patrol efficiency.

2. Process Timeline – The application period does not allow for NPD, CCSO, and MPD 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, 2023.
3. Description of Programs Funded – The application consists of three **programs**:
  - NPD Allocation,
  - CCSO Allocation, and
  - MPD Allocation

For purposes of organization, we have identified specific **projects** (below) as sub-elements of these two general programs.

## **B. Project Design and Implementation:**

1. Strategic Planning Process – The Norman Police Department’s Strategic Planning process begins October 1 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 while reviewing outside source materials in the planning process. Specifically, we compare internally identified problems and needs, with our Data Driven Approaches to Crime and Traffic Safety (DDACTS) assessments, our Community Oriented Policing Work Plan, our Public Safety Sales Tax ordinance, the President’s Task Force on 21<sup>st</sup> Century Policing, all in conjunction with our Community Oriented Policing commitment. 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 and recruiting efforts have slowed the drop in staffing levels. In the current environment, we anticipate remaining at approximately 80% of our authorized strength. While other projects within the City took priority during the budget process, having the capacity to analyze staffing needs based on service demands is essential for efficient scheduling.
  - b. With the slow increase in violent crime, NPD and CCSO have both seen an increase in false identification of suspects during citations. We rely upon neighboring jurisdictions to provide assistance.

- c. Providing high quality forensic services requires a balance of resources: personnel, equipment, and supplies. All of these resources are specialized and costly. NPD often requires supplemental funding as other needs within the City frequently take precedence. This year, on-going training funds have again fallen short, and outside funding is required.
- d. MPD has identified a need for supplemental funding to outfit commissioned personnel with Body Worn Cameras. This is a priority for both the department and the community as well as rapidly becoming a standard practice for police agencies across the state and nation. MPD already has policies in place related to Body Worn Camera usage, data storage and access, privacy considerations, and training.

**C. Capabilities and Competencies:**

Additional planning/coordination – NPD and CCSO conducted two planning meetings regarding this grant. The result was a similar project for both agencies – purchasing and deploying field fingerprint scanners. Our choice of equipment was based on interoperability not only among ourselves, but also with neighboring jurisdictions who are currently called upon to provide this assistance (when available).

Unfortunately, MPD is, for the first time that we know of, another disparate entity in Cleveland County. This was overlooked at the time of the initial application mostly because of institutional inertial. We saw they were grouped with NPD and CCSO, but we simply didn't connect the dots. Once notified that there were two applications (one for NPD/CCSO and another for MPD), both agencies quickly determined that NPD will simply amend our initial application to include MPD's request.

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

**PROGRAM 1 – NPD Allocation (\$27,013)**

**Project 1.1** – Staffing and Analysis Project: Recent personnel and staffing trends show a significant reduction in available commissioned personnel. Recruiting and retention data indicate that we likely lose personnel faster than we can hire them and there is no foreseeable change to this trend. As one prong of our efforts to overcome this issue, we hope to use grant funds to purchase a subscription for *DeployPlus*, a police staffing analytical service that links data from our records data (RMS) and call information (CAD) will help identify optimal times, days of the week, and areas of the city where service needs can be anticipated. The service can be used at both and executive level for strategic planning and at an operational level for service delivery.

**Objective 1.1.1** – Purchase of *DeployPlus* subscription, set up services, and workshops.

**Performance Measure:** Complete purchase by October 31, 2022.

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

**Objective 1.1.2** – Set up, audit, and train personnel with *DeployPlus* service.

**Performance Measure:** Complete all set up, data audits, and initial personnel training by November 30, 2022.

**Required Data:** Training rosters for initial personnel training.

**Objective 1.1.3** – Generate detailed analytical staffing report.

**Performance Measure:** Generate report by January 31, 2023.

**Required Data:** Copy of completed report.

**Project 1.2 – Field Fingerprinting Project:** The capability of making positive identification of suspects in the field has increased in importance for both NPD and CCSO. Over the past several years, violent crime has moved higher and our need to positively identify suspects has grown in proportion. Unfortunately, we have no built in capability to make positive identification without an arrest and the associated book-in fingerprinting at the jail. With a low-level offense, this process is onerous for all individuals involved. Our only other option is to roll field prints, allows the suspect to go, and then to submit the prints to the state laboratory for analysis. We are requesting, therefore, to use grant funds for the purchase of 4 fingerprint scanners that can be used in the field to make positive identifications of criminal suspects. This project provides inter-operable equipment with neighboring agencies who help with identification as their availability allows.

**Objective 1.2.1 – Purchase and deploy four field fingerprint scanners.**

**Performance Measure:** Complete purchases of four fingerprint scanners and conduct in-house initial training on the equipment's' operation and legal/policy restrictions.

**Required Data:** Copies of completed purchase requisitions, invoices, purchase orders, applicable training attendance records, and directives on use.

**Project 1.3 – Forensic 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. We are requesting funds to allow both technicians to attend an Advanced Shooting Reconstruction (or an equivalent based on availability) course that fulfills both needs.

**Objective 1.3.1 – 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.

**PROGRAM 2 – CCSO Allocation (\$5,235 Total; \$4,965-JAG, \$279-Other)**

**Project 2.1 – CCSO Pass Through Project – Field Fingerprint Scanners:** As with NPD, CCSO has seen a significant increase in the importance of making positive identification of suspects in the field. Like NPD, CCSO does not have the capability to make positive identification without an arrest and the associated book-in fingerprinting at the jail. With a low-level offense, this process is onerous for all individuals involved. The only other option is to roll field prints, allows the suspect

to go, and then to submit the prints to the state laboratory for analysis. CCSO has requested grant funds for the purchase of three fingerprint scanners.

**Objective 2.1.1** – Purchase and deploy three field fingerprint scanners.

**Performance Measure:** Complete purchases of three fingerprint scanners and conduct in-house initial training on the equipment's operation and legal/policy restrictions.

**Required Data:** Copies of completed purchase requisitions, invoices, purchase orders, applicable training attendance records, and directives on use.

**PROGRAM 3 – MPD Allocation (\$11,450 Total; \$10,363 JAG, \$1,087 Other)**

**Project 3.1** – MPD Pass Through Project – Body Worn Cameras: MPD will use funding to purchase 10 Body Worn Cameras. A *Body-Worn Camera (BWS) Policy Certification* has been included with this application.

**Objective 2.1.1** – Purchase and deploy ten Body Worn Cameras.

**Performance Measure:** Complete purchases and deploy ten Body Worn Cameras.

**Required Data:** Copies of completed purchase requisitions, invoices, purchase orders, and directives on use related to Body Worn Cameras.