

P O L I C E

DEPARTMENT

MEMO

City and Borough of Sitka

To:	City Administrator Jim Dinley <i>JD</i>
From:	Chief Sheldon Schmitt <i>SS</i>
Subject:	2011 COPS Hiring Recovery Program (CHP)
Date:	May 13, 2011

The Office of Community Oriented Policing Services (COPS Office) recently announced the availability of funding under the COPS Hiring Program (CHP). The CHP program is a means to advance community policing by addressing the full time sworn officer needs of state, and local law enforcement agencies.

One specific purpose area of the grant is to hire new police officers to fill existing officer vacancies that are no longer funded in an agency's budget. This describes our current situation as we have two unfunded positions. (We are only eligible to apply for one position from this grant program based on the size of our agency.)

Much of the grant appears similar to the past COPS grants. One major difference is that there is no required local match in the CHP. The CHP will provide 100% funding for wages and benefits for 36 months. There is a provision that the grantee maintain the position for 12 additional months at the end of the grant.

I have checked with Human Resources regarding the "Termination Studies" and the PERs issues that currently effect grant and contract funded positions. Because this grant does not represent a separate class of employees, the PERs issues from the terminations studies do not apply.

I request permission to apply for a COPS grant to fill one of our currently unfunded police officer positions. The deadline is May 25th, 2011.

Cc; Finance Director



Fact Sheet

www.cops.usdoj.gov

"Community Policing, at its simplest, is about building relationships and solving problems."

Bernard Melekian, Director
Office of Community Oriented Policing Services

Below are a variety of resources to better enable law enforcement agencies to recruit, hire, and retain officers.

- Innovations in Police Recruitment and Hiring – Hiring in the Spirit of Service**

This publication discusses how agencies met their goals of hiring service-oriented recruits; the challenges encountered as well as lessons learned. <http://cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=113>

- Recruitment, Hiring, and Retention Resources for Law Enforcement CD-ROM**

This CD provides resources to assist those responsible for finding, training, and retaining qualified staff. www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=450

- Police Recruitment and Retention Clearinghouse**

The purpose of this website is to promote evidence-based personnel planning by making information on police staffing readily available for police decision makers in an easy to use, searchable form. www.rand.org/lse/centers/qualitypolicing/cops

2011 COPS Hiring Program

Strengthening Community Policing by Hiring Officers

The fiscal year (FY) 2011 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention efforts. Available CHP funding in FY2011 will be just over \$200 million.

The FY2011 CHP grant program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

Supporting Local Law Enforcement

More than 15 years after the Violent Crime Control and Law Enforcement Act of 1994 was signed into law, the COPS Office continues to support the efforts of law enforcement agencies across the country as they develop creative and innovative ways to deal with long-standing community problems and public safety issues. To date, the COPS Office has funded the addition of nearly 122,800 officers to over 13,600 state, local, and tribal law enforcement agencies to advance community policing in small and large jurisdictions across the nation.

CHP is one of several hiring programs developed by the COPS Office since its inception to support law enforcement. This is particularly important as state, local, and tribal law enforcement agencies embrace the challenges of keeping communities safe while maintaining sufficient sworn personnel levels.

Funding Provisions

The COPS Office will accept new applications for the FY2011 CHP grant program in a two part process. First, agencies **must** register and apply online via www.grants.gov to complete the Standard Form 424 (SF-424). The SF-424 is a government-wide standard application form for federal assistance. The SF-424 is intended to reduce the administrative burden to the federal grants community, which includes applicants/grantees and federal staff involved in grants-related activities. Once the SF-424 has been submitted, the applicant will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application process through the COPS Office Online Application System found on the COPS Office website at www.cops.usdoj.gov.

All applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, are required to have a Data Universal Numbering System (DUNS) number and be registered in the Central Contractor Registration (CCR) database prior to submitting an application.

Discover Policing

This website offers first hand descriptions of law enforcement work and provides opportunities for potential recruits and agencies to connect. www.discoverpolicing.org

Police Training Officer (PTO) CD-ROM

This CD is a four-part compilation of resources of the COPS Office Police Training Officer (PTO) program, an innovative field training experience reflecting policing in the 21st century. www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=491

Police Recruitment and Retention for the New Millennium

This guidebook summarizes for police practitioners lessons on recruiting and retaining diverse, effective workforces. It provides a means for local officials to identify what has been tried elsewhere and what might be applicable in their own communities. <http://cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=599>

Today's Police and Sheriff Recruits

This report provides the results of a recruit assessment conducted by RAND, including both findings about the overall sample as well as those focused on groups often of particular interest to law enforcement recruitment professionals. <http://cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=592>

Additional COPS publications and resources are posted online at www.cops.usdoj.gov.

It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 and Section 1 on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

Complete application packages for the FY2011 CHP Solicitation are due by May 25, 2011, at 8:59 PM, EDT. Hard copies or electronic copies sent via e-mail will not be accepted.

CHP grants will provide 100 percent funding for approved entry-level salaries and fringe benefits of full-time officers for 36 months of grant funding. CHP grants may be used on or after the official grant award start date to: (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of grant funding; or (3) rehire officers scheduled to be laid off (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of grant funding. CHP applicants may request funding in one or more of the above-referenced hiring categories.

The COPS Office has capped the number of officers that an agency can request through the FY2011 CHP program. There is no local match or cap on the amount of funding that can be requested per officer position; however, CHP grant funding will be based on the current full-time entry-level salary and fringe benefits package of an officer in the department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application, up to a maximum of 50 officers. Additionally, the request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

The COPS statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward sworn officer positions if federal funding had not been awarded. CHP grant funds must not be used to supplant (replace) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with state, local, or BIA funds.

At the conclusion of the three years (36 months) of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of 12 months. The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant and identify their planned source(s) of retention funding.

Contact the COPS Office

For more information about the COPS Hiring Program, please call the COPS Office Response Center at 800.421.6770, or visit COPS Online at www.cops.usdoj.gov.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530

COPS

April 18, 2011

Dear Colleague:

The Office of Community Oriented Policing Services (COPS) is pleased to announce that we will be accepting grant applications for the Fiscal Year (FY) 2011 COPS Hiring Program (CHP). Subject to funding availability, approximately \$200 million may be available under FY 2011 CHP for the hiring and rehiring of additional career law enforcement officers.

The FY 2011 CHP solicitation will open on May 2, 2011. The application deadline will be **May 25, 2011, at 8:59 PM, EDT**. Please note that applications for this program must be submitted in two parts. First, applicants must apply online via www.grants.gov to complete the SF-424, which is a government-wide standard form required for competitive grant application packages. The SF-424 is intended to reduce the administrative burden to the Federal grants community, which includes applicants/grantees and Federal staff involved in grants-related activities. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System found on the COPS Office website at www.cops.usdoj.gov. Applications must be submitted via the COPS Office Online Application System by **8:59 PM, EDT, on May 25, 2011** to be considered for FY 2011 CHP funding.

CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to impact their community policing capacity and problem solving efforts.

CHP grants provide 100 percent funding for approved entry-level salaries and benefits for 3 years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. There is no local match requirement or cap on the amount of funding that can be requested per officer position, but CHP grant funding will be based on your agency's current entry-level salary and benefits packages. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5% of their actual sworn force strength reported in their application, up to a maximum of 50 officers. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

At the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of one year (12 months). The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

The COPS Office looks forward to working with your agency. If you would like more information or require technical assistance during the solicitation process, please contact the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian
Director

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING