

## POSSIBLE MOTION

I MOVE TO authorize the acceptance of a 2011 COPS Grant to fund a full time police officer for a three year period



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**P O L I C E**

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**DEPARTMENT**

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**MEMO**City and Borough of Sitka

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<b>To:</b>	City Administrator Jim Dinley
<b>From:</b>	Chief Sheldon Schmitt
<b>Subject:</b>	2011 COPS Grant - <b>AWARDED</b> - Request to Accept
<b>Date:</b>	October 6, 2011

**This memo is to request that we accept the 2011 COPS grant award to fund a full time police officer position that has been unfunded since FY10.**

The office of Community Oriented Policing Services (COPS) earlier this year announced the availability of funding under the COPS Hiring Program (CHP). The CHP 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 unfunded positions.

In FY10, the Police Department personnel staffing was reduced by 2.5 permanent positions and 1 temporary position (which had been used for extra parking enforcement in the summer). The temporary position was cut while the permanent positions were simply unfunded. The current unfunded positions are 1 Dispatcher position and 1.5 Police Officer positions. Based on the size of our agency, we are only eligible to fund one Police Officer position through the 2011 COPS grant program.

At the May 24, 2011 Assembly meeting, I requested permission to apply for this grant, and the request was approved. For those new to the Assembly, I've again attached the summary of the 2011 CHP.

On September 30, 2011, I received notice that the grant has been awarded to us fully at \$326,835 to pay for the salary and benefits of a full time Police Officer for three years, with the provision that the grantee maintain the position for an additional 12 months at the end of the grant. We have 90 days from that notice to officially accept the grant.

I request permission to accept the 2011 COPS grant award in order to fill one of our unfunded Police Officer positions.

cc: Finance Director, Human Resources Director



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

**COPS**

September 30, 2011

Chief of Police Sheldon Schmitt  
Sitka, City and Borough of  
304 Lake Street  
Room 102  
Sitka, AK 99835

Re: COPS Hiring Grant Program Grant #2011UMWX0002  
ORI#: AK00109

Dear Chief of Police Schmitt:

On behalf of the COPS Office, congratulations on receiving an award for 1 officer position(s) and \$326,835 in federal funds over a three-year grant period under the 2011 COPS Hiring Program (CHP). Your agency may use CHP grant funding to hire or rehire officers on or after the official grant award start date. Enclosed in this packet is your grant award. A list of conditions that apply to your grant is included on the reverse side of the grant award and on the additional award condition pages. You should read and familiarize yourself with these conditions. **To officially accept your grant, the award document must be signed, and all award condition pages, front and back, must be returned to the COPS Office within 90 days from the date of this letter. The enclosed materials include detailed instructions for returning the signed award document by e-mail, fax, or standard mail.**

The official start date of your grant is September 1, 2011. Therefore, you can be reimbursed for approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum and Final Funding Memorandum included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. The Financial Clearance Memorandum will specify the final award amount, and will also identify any disallowed costs.

A supplemental online award package for 2011 COPS CHP grantees can be found at <http://www.cops.usdoj.gov/Default.asp?Item=2367>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2011 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. A Frequently Asked Questions (FAQ) document is available to assist you with many questions you may have about your new CHP award. A copy is included in this award packet, and can also be found on the COPS website listed above. Within a few weeks you should receive a financial documentation package from the Office of the Chief Financial Officer, Office of Justice Programs. This important package will contain the forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian  
Director



**COPS**

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

## Fact Sheet

[www.cops.usdoj.gov](http://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 meet their goals of hiring service-oriented recruits; the challenges encountered as well as lessons learned. <http://cops.usdoj.gov/RC/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/RC/ResourceDetail.aspx?RID=450](http://www.cops.usdoj.gov/RC/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/lsc/centers/qualitypolicing/cops](http://www.rand.org/lsc/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](http://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](http://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](http://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](http://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](http://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](http://www.cops.usdoj.gov).