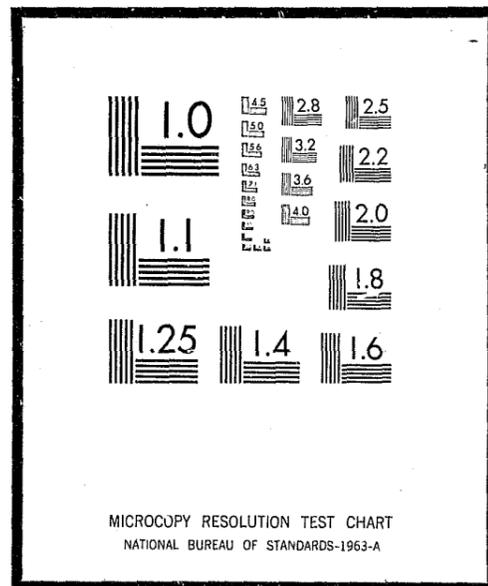


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed 8/28/75

STATE OF TENNESSEE LAW ENFORCEMENT PLANNING AGENCY

1974 Program Areas

Law Enforcement
Assistance Administration
Program

Part "C" and "E"
Funds

014285

Winfield Dunn
GOVERNOR

TENNESSEE LAW ENFORCEMENT PLANNING COMMISSION

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General Assembly

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Law Enforcement Training Academy

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Executive Secretary
District Attorneys General Conference

Layman A. Johnson
Human Resource Planner
Southwest Tennessee Development District

Robert Kendrick
(for State Attorney General David Pack)
Deputy State Attorney General
Supreme Court Building

Mark Luttrell
Commissioner
State Department of Corrections

Joe Magill
County Judge
Anderson County

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Jackson

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Hugh Wells
Chief of Police
Greeneville

STATE OF TENNESSEE

LAW ENFORCEMENT
PLANNING AGENCY

1974
Program
Areas

Law Enforcement
Assistance Administration
Program

Part "C" and "E"
Funds

Winfield Dunn
GOVERNOR

PREFACE

The 1974 Comprehensive Plan for the Improvement of Law Enforcement in Tennessee discusses the criminal justice system in this state. The Plan is prepared annually by the Tennessee Law Enforcement Planning Commission. The Commission is composed of citizens and experienced practitioners in the criminal justice system. These people review problems and propose solutions based on their expertise and daily contact with the system. The Plan is developed with input from the Commission, regional and local planners, and criminal justice agencies across the state.

The complete document contains an in-depth discussion of the system's problems and needs, as well as those solutions recommended by the Tennessee Law Enforcement Planning Commission. Because of the bulk of the original document, this booklet has been prepared for your convenience. It summarizes much of the information presented in the 1974 Plan by outlining the problem areas and discussion recommended corrective measures. The booklet also contains an explanation of Block Grant Funding, a discussion of the Grant Application Procedure, and a directory of regional and local law enforcement planning agencies.

For additional information, contact:
Tennessee Law Enforcement Planning Agency
Suite 205, Capitol Hill Building
301 Seventh Avenue, North
Nashville, Tennessee 37219

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ANNUAL ACTION PROGRAMS

Annual action programs were developed in accordance with LEAA Guidelines to meet the goals as set out in the Multi-Year Plan. Each program is designed to help alleviate a specific need established by the definition of problems with the existing criminal justice system in Tennessee.

The following programs are presented according to the functional categories as outlined below. Program numbers were assigned accordingly for simple identification of programs by functional category.

- A. Legislation
- B. Planning and Evaluation
- C. Research and Information Systems
- D. Prevention
- E. Detection, Deterrence, Apprehension
- F. Diversion
- G. Adjudication
- H. Institutional Rehabilitation
- I. Non-Institutional Rehabilitation

PROGRAM A-1

IMPROVED POLICE SELECTION AND RETENTION STANDARDS

Objective

This program will be concerned with the development of appropriate legislation to enable the "contracting" of law enforcement services between municipal and county governments in Tennessee. An additional objective of this program is to see established at least two merit systems designed to improve police selection and retention levels.

Implementation

It is anticipated that legislation will be passed similar to Senate Bill No. 257 which provided for the contracting of law enforcement services relative to the enforcement of municipal ordinances by the sheriff and courts of general sessions in counties of the 6th, 7th, and 8th classes according to Section 16-1108 of the Tennessee Code Annotated. It is anticipated that legislation will be proposed to broaden Senate Bill No. 257 in order to include all counties within Tennessee and provide for the contracting of law enforcement by city and county governments. This legislation should be utilized as a tool by local governments and would be effective only through the expressed approval of both municipal and county government.

It is further expected that at least two departments in the state will establish merit systems, and that technical assistance from the TLEPA staff will be requested and made available.

Subgrant Data

No grant awards will be necessary in that this will be a Tennessee Law Enforcement Planning Agency staff function.

Budget

	LEAA	State, local or other
Part C Block Support	-0-	-0-
Part E Block Support	-0-	-0-
Program Total	-0-	-0-

Multi-Year Forecast

1975 — All legislation adopted in 1974 dealing with improved police selection and retention standards will be developed into funding programs if needed. Adoption of educational promotional standards will be undertaken by metropolitan law enforcement agencies. (\$-0-)

1976 — Additional legislation dealing with improved police selection and retention standards will be prepared. It is expected that police entrance exams and promotional standards will be developed for consideration by law enforcement agencies. (\$-0-)

1977 — Promotional standards relating to college educational levels will be encouraged for adoption by law enforcement agencies in Tennessee. Standardized entrance exams will also be encouraged. (\$-0-)

1978 — All selection standards and procedures will be reexamined and updated to satisfy present needs. A standardized, updated employment and promotion system would be in use by law enforcement agencies. (\$-0-)

PROGRAM A-2

COURT IMPROVEMENT

Objective

The objective of this program is to accomplish by legislation, an improvement of the Tennessee judicial system.

Implementation

The majority of those measures advocated in the sections of Problems, Needs, and Goals pertaining to court improvement can be best accomplished by legislation. The Tennessee Law Enforcement Planning Commission is particularly interested in proposed legislation to re-district the existing judicial circuits. The Commission has not offered legislation on this matter although it has recognized that such a need exists and endorsed the concept of redistricting. A redistricting of judicial circuits would permit a more equitable division of the judicial workload.

The Tennessee Law Enforcement Planning Commission has recognized the need for legislation to establish a statewide public defender system. This topic is addressed in more detail in Program G-2 of this plan.

Another problem which could be alleviated by statutory action is the status of Tennessee's tribunals of limited jurisdiction, general sessions courts. Legislation will be presented to the Gen-

eral Assembly to bring the general sessions courts into the state judicial system. This will allow more uniformity in these courts and the qualifications of their judges.

Subgrant Data

No grants are anticipated for these programs since they require legislation more than money to insure implementation. One exception is the establishment of a public defender system but a budget for such a network is included in Program G-2.

Budget

	LEAA	State, local or other
Part C Block Support	\$-0-	\$-0-
Part E Block Support	\$-0-	\$-0-
Program Total	\$-0-	\$-0-

Multi-Year Forecast

- 1975 — Because this program deals with legislation no funds are anticipated. (\$-0-)
- 1976 — No funds anticipated (\$-0-)
- 1977 — No funds anticipated (\$-0-)
- 1978 — No funds anticipated (\$-0-)

PROGRAM B-1

PLANNING AND EVALUATION

Objective

The objective of this program is to encourage subgrantees to evaluate projects that have been funded for three or more years.

Implementation

An important component of the planning process is the evaluation of projects to determine their success and the resulting impact on the criminal justice system. Subgrantees seeking continuation funding should consider the possibility of evaluating those projects that have received the Tennessee Law Enforcement Planning Commission support for three or more years. This should be an in-depth review, possibly conducted by an agency or organization apart from the subgrantee.

Subgrant Data

Evaluation is an essential part of projects, especially those requesting funds for continuation. It is suggested that subgrantees interested

in an extensive evaluation should include the cost of this component in the application for funds. It is anticipated that approximately five continuation projects will be selected for an in-depth evaluation. Only those projects which have received Tennessee Law Enforcement Planning Commission assistance for three or more years will be considered. No funds are listed in this program because money for the evaluation will be included in the request for funding the project, under the project's program number.

Budget

	LEAA	State, local or other
Part C Block Support	-0-	-0-
Part E Block Support	-0-	-0-
Program Total	-0-	-0-

Multi-Year Forecast

1975 - Same as 1974 (\$-0-)
1976 - Same as 1975 (\$-0-)
1977 - Same as 1976 (\$-0-)
1978 - Same as 1977 (\$-0-)

PROGRAM B-2

CRIMINAL JUSTICE COORDINATING COUNCIL

Objective

The goal of this program is to assure improved planning and coordination of all law enforcement and criminal justice activities within the four metropolitan areas of the state.

Implementation

With consideration being given to the fact that the criminal justice system in Tennessee is centered within the geographic boundaries and governmental entities within the counties, the implementation of this program depends on the cooperative efforts of the decision-makers holding administrative positions in those agencies within the county. Each municipality within the county having full-time 24-hour-a-day police services and support effort and each county agency having some function in the system must be represented in the criminal justice coordinating council. The council in each of the four metropolitan areas of Tennessee — Memphis & Shelby County, Metropolitan Nashville-Davidson County, Knoxville and Knox County, and Chattanooga and Hamilton County — shall consist of:

- The mayor of the principal city of the county
- The chief county administrative officer
- The sheriff
- The chief of police of each municipality
- The district attorney general
- The public defender (If no public defender, the president of the local bar association should serve)
- The juvenile court judge
- A general sessions judge
- A criminal court judge
- The clerk of criminal court
- The chief administrative officer of the county penal institution
- The budget officer of the principal city
- The budget officer of the county
- A citizen representing some agency associated with the criminal justice system.

The council shall establish by-laws similar to those used by local planning agencies. They shall meet at least once each quarter and preferably with more frequency. Application for the grant to fund the council shall be signed by both the mayor of the principal city and the chief administrative officer of the county. The council shall

determine whether the city or the county fiscal department will handle the accounting necessary for the project. The council shall elect a chairman and such other officers as are deemed necessary. They shall not be paid but shall have necessary expenses of meeting paid. They will select staff members to serve the council and will supervise the activities of this staff.

The council and its staff shall prepare input for the state comprehensive plan in accordance with guidelines presently established for local and regional planning units. They shall cooperate in data collection and shall furnish the law enforcement planners for the development district in which the county is located with a segment of his plan — this being the input for the state comprehensive plan.

The council shall function to coordinate the criminal justice activities within the county and serve as a forum for the exchange of information and solution of problems presented to the practitioners in the system in that area.

Staff will work with all practitioners in the county and its metropolitan agencies to develop improved techniques and projects. Their function will include the preparation of grant applications for funding from any available source.

Subgrant Data

It is anticipated that a grant will be awarded to each of the four metropolitan areas in Tennessee.

Budget

	LEAA	State, local or other
Part C Block Support	85,238.00	9,470.89
Part E Block Support	-0-	-0-
Program Total	85,238.00	9,470.89

Multi-Year Forecast

- 1975 — Funding will be increased by approximately 10 percent to continue this program. (\$93,000)
- 1976 — Funding will increase by approximately 10 percent. (\$103,000)
- 1977 — Funds will again increase by approximately 10 percent. (\$113,000)
- 1978 — Funds will again increase by approximately 10 percent. (\$124,000)

PROGRAM C-1

CRIMINAL JUSTICE INFORMATION SYSTEMS

Objective

To provide funds for the continued operation and expansion of a state and municipal computerized criminal justice information system, to implement basic mechanical records systems in every law enforcement agency which does not presently have such a system in operation and to update and improve those systems currently in operation.

Implementation

A master plan for criminal justice information systems has been prepared by a committee made up of applicable members of the criminal justice system and through the services of a qualified consultant firm. Application of this Master Plan will insure that the criminal justice information system in Tennessee will be helpful to all segments of the criminal justice system.

In accordance with the CJIS Master Plan funds will be made available to the state criminal justice data system and to any of the metropolitan areas within the state to further implement or initiate a CJIS. Funds are anticipated to be awarded to the Department of Safety, Metropolitan Nashville, and the Memphis-Shelby County Law Enforcement Data Center for expansion of their systems. It is also anticipated that funds will be awarded to Chattanooga and Knoxville for the initiation of their CJIS. Courts of criminal jurisdiction will also be awarded funds for transcribers and microfilm equipment.

Subgrant Data

Grants will be awarded only for projects which concur with CJIS Master Plan; however, no funds will be awarded to implement Phase III objectives as defined in the Master Plan. It is expected that grants will be awarded to the criminal justice data system of the Department of Safety to continue and expand the operation of the statewide CJIS for \$350,000.00. These funds will be used to develop software and to purchase or lease hardware equipment. However, additional field terminals that are installed as a result of this grant will not be placed in any jurisdiction that does not utilize state standardized records-keeping or a comparable system.

It will be necessary for the Department of Safety to obtain a waiver for funds from the local jurisdictions in which the terminals are placed. The Chattanooga Police Department can be awarded funds to design and begin implementation of a computerized records system. These funds will amount to \$150,000.00. Grants can also be awarded to the Metropolitan Nashville Police Department for the amount of \$350,000.00. The Memphis-Shelby County CJIS can also be awarded funds for the continuation of their system in the amount of \$350,000.00. The Knoxville Police Department can also be awarded funds, in the amount of \$40,000.00, to further implement their criminal justice information system. \$40,000.00 will be available for the continuation and implementation of mechanical records systems throughout the state. Grant applications are also expected from courts of criminal jurisdictions for transcribers and microfilming equipment. These grants will not total more than \$10,000.00.

Budget

Part C Block Support	1,290,000	143,333.33
Part E Block Support	—0—	—0—
Program Total	1,290,000	143,333.33

Multi-Year Forecast

- 1975 — Before mentioned subgrantees will begin to assume a greater portion of operational cost. New funds will be available to Knoxville. Mechanical records will continue to be funded. (\$1,100,000)
- 1976 — Same as 1975 with subgrantees continuing to absorb a greater portion of the project cost. Nashville, Memphis and TBCI systems should be self-supportive. (\$750,000)
- 1977 — Same as 1976, Mechanical records funds will still be awarded to initiate new systems in police and sheriffs' departments. (\$750,000)
- 1978 — Funds will be available for improvement and/or expansion of Chattanooga and Knoxville criminal justice information system. (\$750,000)

PROGRAM C-2

CONSULTANT SERVICES

Objective

The objective of this program is to provide funds so that improved procedures can be developed to prevent, detect, and apprehend criminals, through the employment of consultant services.

Implementation

The justification for this program stems from a lack of expertise or knowledge within the criminal justice system in Tennessee. In order to make specific skills and knowledge available to all practitioners within the criminal justice system, grants will be awarded to local and state criminal justice agencies to contract with private and public consulting firms to provide these services.

State and local agencies may avail themselves of consultant services to study and design new procedures in records maintenance, fiscal management, research and development projects, expanded or improved rehabilitation programs for criminal offenders, and improved and/or streamlined procedures in the criminal courts.

Subgrant Data

One grant will be awarded to the Municipal Technical Advisory Service at the University of Tennessee to fund a project for police consultants to work with municipal law enforcement units. This grant should be approximately \$45,500.00.

Another grant of approximately \$45,000.00 will be available to the Government, Industry, and Law Center at the University of Tennessee

to provide consultant services to the sheriffs of Tennessee.

An additional grant for approximately \$20,000.00 will be awarded to the Center for the Study of Crime, Law Enforcement, and Corrections at Middle Tennessee State University to help fund the Law Enforcement Candidate Assessment Program.

Other eligible subgrantees for consultant projects will include local and state criminal justice system agencies.

Budget

	LEAA	State, local or other
Part C Block Support	\$110,500.00	\$12,277.77
Part E Block Support	-0-	-0-
Program Total	\$110,500.00	\$12,277.77

Multi-Year Forecast

- 1975 — Additional research projects will be funded with prior consultant programs becoming self-supporting. (\$85,000)
- 1976 — Same as 1975. (\$75,000)
- 1977 — Additional research projects will be funded but all existing programs should become self-supporting with lesser amounts of grant monies being expended. (\$70,000)
- 1978 — Innovative research projects mainly from metropolitan police departments will be funded. All consultant projects which have been active since 1974 should assume complete local support. (\$50,000)

PROGRAM C-3

ESTABLISHMENT OF RESEARCH PROGRAMS

Objective

The objective of this program will be to advance the state of knowledge concerning ways of reducing, controlling or eliminating those factors which are criminogenic and to determine the degree of crime present in metropolitan airports and the design of appropriate programs to reduce the criminal activity.

Implementation

Emphasis will be placed on research aimed at delineating the extent and etiology of crime and the relative capabilities and strategies of the criminal justice system in dealing with chronic, acute and potential offenders of the law. Encouragement will be given to the development of evaluative research programs designed to obtain scientific information concerning the nature and effectiveness of existing methods, procedures and resources of the criminal justice system. Furthermore, projects designed to develop new techniques in handling physical evidence, court administration and correctional rehabilitation will be encouraged.

It is anticipated that grant activity among units of local government will be somewhat restricted to cataloguing and evaluating existing services, recommending methods and examining the feasibility of implementing innovative programs which could involve other units of local and state government as well as non-governmental agencies. On the state level, it is expected that Tennessee's institutions of higher learning and the Department of Correction will take a more active interest in pure research as it relates to the criminal justice system.

It is apparent that major criminal offenses occur at airports across Tennessee. The degree of crime and the specific criminal acts which are carried out, however, is uncertain at this time. Also, unavailable are specific projects which could be implemented to reduce airport crime.

This program will make funds available to conduct a study which should provide information relating to: the specific types of criminal offenses occurring; frequency of occurrence; modus operandi; character of offenders; rates of

apprehension and convictions; and existing security systems in airports. Although the above criteria should be utilized for development of a crime study, it is expected that a demand for other types of information will be evident upon implementation of the study.

As set forth above, specific programs relating to the reduction of airport crime should also be developed after adequate research into the problem has been carried out. Specific enforcement and preventive programs should be prepared and implemented upon completion of the problem identification study.

Subgrant Data

Several subgrants are anticipated under this program to implement research programs and to fund innovative programs to aid law enforcement agencies. Additionally, a grant will be awarded for the design of a state wide airport crime study which will show present crime problems and suggest specific programs to reduce the criminal activity in airports.

Part E funds will be available for either state or local correctional agencies to develop and implement innovative programs. These subgrants may take the form of promotion in the field of public relations or development of guidelines to create harmonious techniques within certain areas of the correctional system.

All Part E assurances, emphasis, and practices will be adhered to under this program.

Budget

	LEAA	State, local or other
Part C Block Support	\$100,000.00	\$11,111.11
Part E Block Support	\$ 24,000.00	\$ 2,666.66
Program Total	\$124,000.00	\$13,777.77

Multi-Year Forecast

- 1975 — Programs will be funded to research innovative methods and procedure in the criminal justice system. (\$50,000)
- 1976 — Same as 1975. (\$30,000)
- 1977 — Same as 1976. (\$20,000)
- 1978 — Same as 1977. (\$20,000)

PROGRAM D-1

JUVENILE DELINQUENCY PREVENTION

Objective

The objective of this program is to provide funds for training and expansion of personnel, and increasing necessary equipment, in order to enable law enforcement agencies to provide services to prevent, detect, and correct problems attributed to juvenile offenders.

Implementation

Grants will be made to consolidated youth services units of the four metropolitan cities-counties to employ additional staff as is needed for proper functioning of the unit, and to provide equipment such as automobiles, police radios, projectors, films, and informational materials as is needed for effective use of the youth services unit. Office furniture and recreational equipment will not be purchased under this program as it is felt that they are not necessary for improved criminal justice activities.

Grants as described above will also be awarded to units outside the four metropolitan areas if these units are consolidated units serving either the entire county, two or more counties, and/or several agencies within the county.

Offices employed in youth services units in the metropolitan areas must have at least a bachelor's degree from an accredited institution in a field related to the criminal justice system. Officers employed in such agencies in non-metropolitan areas must have received a minimum of two years of college credit work in a criminal justice system-related field.

Proper functioning and effective use of a youth services unit demand that the unit serve a two-fold purpose: first, it should have the tradi-

tional role of juvenile law enforcement. Second, and more important in this program, this unit would be a liaison with community and schools. It would work with other agencies to provide services directed towards preventing and correcting the situations which often lead to juvenile crime, and in addition, it would work with the juveniles to establish meaningful programs and projects to enable them to overcome the "juvenile delinquency trap" which is often a product of current juvenile programs.

Subgrant Data

Grants will be awarded to metropolitan units and other consolidated units outside the metropolitan areas.

Budget

	LEAA	State, local or other
Part C Block Support	\$46,000.00	\$5,111.11
Part E Block Support	-0-	-0-
Program Total	\$46,000.00	\$5,111.11

Multi-Year Forecast

- 1975 — Upon successful evaluation of the 1974 programs, funds will be awarded to expand and upgrade existing juvenile delinquency units and to initiate new ones. (\$100,000)
- 1976 — Same as 1975. (\$100,000)
- 1977 — Same as 1976. (\$100,000)
- 1978 — Same as 1977 except units that have been previously funded should be beginning to be funded by local governments. (\$100,000)

PROGRAM D-2

IMPROVEMENT OF COMMUNITY RELATIONS

Objective

The objective of this program is to provide public education and awareness programs to further facilitate a mutual awareness of law enforcement officers and the public.

Implementation

Grants will be awarded to implement and support public education programs which are developed to insure police-community interaction. Police and community educational programs should be directed to crime prevention, delinquency control, the containment of vice and organized crime, or other sound objectives directly relating to police functions.

As stated in past police-community relations programs, the development of educational programs which inform the public at large of these symptoms and behavior of persons under the influence of narcotics and/or dangerous drugs or suffering from mental disorders will be encouraged. In addition, funding for specific educational projects designed to inform the public of safeguard techniques which can be implemented to prevent specific crimes such as home burglaries and simple assaults will also be encouraged. It is suggested that these types of programs be carried on through the various news media, civic organizations and school groups.

Funds may also be utilized for the development of effective mechanisms to which citizen grievances can be handled. The establishment of citizen complaint units which would review justified citizen complaints, and recommend appropriate action by supervisory police personnel would be

one acceptable approach.

Programs to establish community-based "storefront" information and service centers along with crisis control centers will also be applicable.

Subgrant Data

Grants will be awarded under this program for the development and expansion of community relations in each of the four metropolitan areas and other local jurisdictions. Coordination of police and sheriffs' departments in these areas is a necessity and subgrants relating to the establishment of "storefront" information service centers or crisis control centers must be joint ventures between multi-jurisdictional law enforcement agencies. These grants will not total more than \$16,000.00.

Budget

	LEAA	State, local or other
Part C Block Support	\$16,000.00	\$1,777.78
Part E Block Support	-0-	-0-
Program Total	\$16,000.00	\$1,777.78

Multi-Year Forecast

1975 — Programs will be expected to include additional consolidated efforts to improve police community relations. (\$60,000)

1976 — Same as 1975. (\$60,000)

1977 — Same as 1976. (\$60,000)

1978 — Projects will continue to be funded in that it is felt that police community relations is a constant need. (\$60,000)

PROGRAM E-1

IMPROVEMENT OF LAW ENFORCEMENT COMMUNICATION SYSTEMS

Objective

The objective of this program is to improve communications capabilities of law enforcement agencies throughout Tennessee by providing funds for approximately 100 local law enforcement agencies to convert present communication systems to meet Communication Master Plan guidelines; to assist approximately 20 additional agencies in completing or expanding their existing system to comply with the State Communications Plan; and to provide communication technical assistance to state and local law enforcement agencies.

Implementation

In order to assure the installation of effective communication systems throughout Tennessee, a comprehensive statewide Communications Master Plan has been prepared. The major objectives of this study were to define local, regional, and state systems; determine the problems in the existing systems with special emphasis on the problems in major metropolitan areas; recommend changes in network configurations and frequency allocations; and prepare long range projections as to system needs and priorities. In accordance with these directives, therefore, this program will make funds available to convert communication systems not presently in accord with the master plan and to expand systems established in 1973. Grants for base station equipment will be awarded to units which have a manned 24-hour dispatching service and no grants will be awarded for communications systems which are not in compliance with the guidelines set forth in the Communications Master Plan.

Grants made to agencies may also include expenses for dispatcher salaries where consolidated or multi-jurisdictional systems are implemented. Grantees are encouraged to employ individuals as dispatchers who possess at least a high school education and have received training in communications dispatching techniques at the Tennessee Law Enforcement Training Academy.

It is expected that approximately 100 local law enforcement agencies along with the Tennessee Department of Safety will purchase and install necessary equipment which will be in accord with Master Plan guidelines and allow for the replacement of outdated communication sys-

tems. In addition, approximately 20 law enforcement agencies will continue to convert and expand the radio systems which are presently in compliance with the State Communications Plan.

While the Columbia Police Department and Gibson County Sheriff's Department have completed conversion of radio communications systems, additional equipment may be necessary to eliminate "dead areas" and provide adequate communication coverage.

Due to a critical shortage of radio frequencies in Tennessee all agencies that purchase communications equipment will only be assigned frequencies as needed to comply with the State Communications Plan. Due to the expected unavailability of frequencies it is anticipated that minor changes to the State Communications Master Plan may be necessary.

In order to insure that local and state law enforcement agencies purchase the best communication systems available technical assistance in system design, preparation of specifications, vendor selection, and system performance test will be available from the Tennessee Law Enforcement Planning Agency. All law enforcement agencies throughout Tennessee are encouraged to request this assistance if a need exists.

Subgrant Data

The Tennessee Law Enforcement Planning Commission has allocated \$1,553,000.00 for improvement of law enforcement communications systems.

Allocations of the above amount are expected to be funded for the following projects: \$923,000.00 for the purchase of communications equipment by local and state law enforcement agencies for the purpose of converting present systems to the State Communications Master Plan; and \$630,000.00 for the purchase of equipment to expand or complete the conversion of communication systems which currently meet Master Plan guidelines. Due to the types of projects which will be funded under this program it is anticipated that some grants may be approved on a 50/50 funding ratio.

It is expected that a grant award of approximately \$493,000.00 will be given to the Tennessee Department of Safety to begin Phase I of converting the present system to meet Master Plan

specifications. Grants to metropolitan law enforcement agencies to expand present systems which are currently in accord with guideline provisions will be awarded to Chattanooga for approximately \$100,000.00 to complete a three phase communications program, Knoxville for approximately \$35,000.00, and Memphis for approximately \$375,000.00 to implement Phase II of a currently operational conversion plant.

Due to the fact that law enforcement agencies in the Southeast Region, Upper Cumberland Region, and Southwest Region have not begun conversion programs, it is expected that approximately \$400,000.00 will be awarded to these regions for communication projects. Other funds in the amount of \$150,000.00 will be awarded to law enforcement agencies in other regions throughout Tennessee in order that both expansion and conversion programs can be completed.

In addition to the purchase of communications equipment it is expected that approximately \$3,000.00 will be funded for the design and implementation of a 911 system within law enforcement agencies in the East Tennessee Development District and the Metropolitan-Nashville Police Department. As explained above, a system of this nature should be utilized strictly for emergency telephone communication and not for routine complaint calls.

Budget

	LEAA	State, local or other
Part C Block Support	\$1,556,000	\$172,888.88
Part E. Block Support	-0-	-0-
Program Total	\$1,556,000	\$172,888.88

Multi-Year Forecast

1975 — Funding for communication which is in accord with Master Plan guidelines. Priorities for funding have been established for the Southwest, Upper Cumberland and South Central Regions. (\$2,000,000)

1976 — Funding for communications which is in accord with Master Plan guidelines. Priorities for funding have been established for the Mid-Cumberland, Northwest, and Southeast Regions. (\$2,200,000)

1977 — Funding for communications which is in accord with Master Plan guidelines. Priorities for funding have been established for the Memphis Delta and Mid-Cumberland and Southeast Regions. (\$1,300,000)

1978 — Funding for communications which is in accord with Master Plan guidelines. Priorities for funding have been established for the Mid-Cumberland and Southeast Regions. (\$700,000)

PROGRAM E-2

DRUG ABUSE PREVENTION AND CONTROL

Objective

The objective of this program is to strengthen the capability of local governments to suppress or eliminate traffic in narcotics and dangerous drugs and to continue to support the state Narcotics Task Force.

Implementation

Grants will be awarded to combined units of municipal agencies for the establishment and expansion of narcotics and dangerous drugs task forces. Such task forces established in the major metropolitan areas of Tennessee must consist of personnel from the various law enforcement agencies in order that a true "task force" concept can be obtained.

The Tennessee Bureau of Criminal Identification will continue to be primarily responsible for investigation of offenses arising out of narcotics and dangerous drugs traffic. All local task force programs must be coordinated with local district attorney generals, the TBCI, and the Bureau of Narcotics and Dangerous Drugs in order to insure a reasonable degree of cooperative effort.

Before any steps are taken to establish a metropolitan or rural drug control task force, background data and information must first be gathered which would consist of but not be limited to the following information:

1. A statistical determination as to whether or not the metropolitan area or multi-agency jurisdiction has a major drug problem.
2. Information disclosing what types of drugs are the major ones being illegally used and sold in the area.
3. Area population statistics showing the extent of the drug problem as related to the population.
4. A determination as to what units of local or state government in the area (if any) have a drug enforcement unit within their department and to what degree they are capable of dealing with drug problems in their respective jurisdictions.
5. Information relating to how many drug arrests have been made in the area over the past three or four years and what specific types of drugs have been confiscated.

6. The degree of liaison which has been established between local and state governmental units and organized crime suppression organizations.

The formation of a Narcotics and Dangerous Drugs Advisory Council representative of all participating jurisdictions would be helpful in coordinating all task force efforts and obtaining the maximum benefit from programs developed on a local level to suppress or eliminate narcotics and dangerous drugs traffic. It should also be a responsibility of the advisory council to coordinate the utilization of "undercover agents" in order that participating law enforcement agencies could swap agents in an effort to eliminate the possibilities of undercover personnel becoming recognized or "burned" and consequently, being of no use to the narcotics unit.

The proper training of all narcotics task force personnel must be insured through participation in Tennessee Law Enforcement Planning Commission acceptable narcotics and dangerous drugs schools. An example of applicable training sessions would include schools furnished by the Tennessee Law Enforcement Training Academy and the Bureau of Narcotics and Dangerous Drugs.

All undercover agents must be sworn police personnel and a standard personnel file should be developed and maintained in a confidential section. All undercover officers must sign receipts for all monies advanced for the purchase of drugs. All sales must be fully documented to show when the purchase was made, the type and quantity of drugs purchased, and the amount paid. The record should serve both as the evidence for subsequent prosecution and a record for insuring proper auditing. A standardized record system must be maintained by all participating agencies in order to insure that usable statistics can be obtained in relation to local criminal activities.

It is anticipated that personnel expenditures associated with this project should involve outlays for both employment and training. Confidential funds which may also be needed for informant development should meet accounting provisions as set forth in the Becker, Skoler Memorandum or an applicable accounting system which is approvable by the TLEPA. All confidential funds which are not budgeted as local expenditures will require LEAA approval prior

to expenditure. Necessary operational supplies and equipment to include vehicles, communications, surveillance, narcotics test kits, and other similar items may be included within the application if needed to insure adequate program development.

Objectively, evaluation procedures should be made by comparing the number of arrests made this year versus the number made last year, the quantity of drugs confiscated, and the overall reduction of drug availability on the street.

Subgrant Data

Due to the availability of funds in the 1973 Comprehensive Plan for the Improvement of Law Enforcement in the State of Tennessee, funds will be made available through this program for the expansion and, when justified, continuation of presently operating narcotics and dangerous drugs task forces.

In addition, grants for approximately \$15,000.00 each will be awarded to establish three other consolidated units outside the metropolitan

areas. Grants will also be awarded to the four consolidated metropolitan units in the amount of approximately \$15,000.00 each and the TBCI for no more than \$285,000.00.

Budget

	LEAA	State, local or other
Part C Block Support	\$390,000	\$43,333.33
Part E Block Support	—	—
Program Total	\$390,000	\$43,333.30

Multi-Year Forecast

- 1975 — Funds will be awarded to expand and upgrade the existing units and to initiate new units in consolidation units of government. (\$250,000)
- 1976 — Same as 1975. (\$250,000)
- 1977 — Same as 1976. (\$250,000)
- 1978 — Same as 1977 with local and state governments of previously funded units picking up the cost. (\$250,000)

PROGRAM E-3

COLLECTION, PROCESSING, AND PRESERVATION OF PHYSICAL EVIDENCE

Objective

The objective of this program will be to improve the equipment and procedures necessary for the proper collection, processing and preservation of physical evidence. Specific objectives will be achieved through improving local and state law enforcement investigative efforts and providing crime laboratory services for detection, investigation, and solution of crimes.

Implementation

Grants will be awarded under this program to improve crime scene investigation teams in the four metropolitan police departments and to encourage the formation of such teams on a multi-jurisdictional basis outside metropolitan areas. In accordance with the Tennessee State Master Plan for the development of crime laboratory facilities throughout Tennessee, the adequate collection, processing and preservation of physical evidence by local law enforcement agencies is necessary before a proper laboratory analysis can be performed. All local jurisdictions and state agencies involved in criminal investigations should provide safe and secure storage places and proper methods of handling physical evidence so that the chain of evidence can be protected and ultimate laboratory analysis will be insured.

Funds may be expended to employ qualified personnel and to purchase safety devices, evidence storage lockers and investigative crime scene kits. The purchase of records to firmly establish the chain of evidence, and expenditures associated with investigative training and the development and printing of procedural manuals will be provided through Program E-4.

Jurisdictions outside the metropolitan areas of Tennessee will be encouraged to establish crime scene teams housed and staffed by one law enforcement agency but available for multi-jurisdictional service. Mobile crime scene units to be funded under this program should be staffed by one to three trained investigators as the needs dictate. Written agreements that provide for continued funding of the team on a shared basis by all agencies within the region should also be enacted.

Funds under this program will be allocated for the development of self-contained mobile crime units; for procedures for the proper processing

and storage of collected evidence; and for the purchase of equipment deemed necessary to properly process evidence. Requirements for funding the above projects are that adequate training is afforded all investigators associated with the program and records are maintained reflecting acceptable investigative and evidence processing recording techniques.

A comprehensive plan for criminal justice laboratory services in the state of Tennessee has been developed by the Tennessee Law Enforcement Planning Agency and approved by the Law Enforcement Assistance Administration. When fully implemented, this plan will provide a laboratory system which will:

1. Increase the number of agencies submitting evidence to the laboratories,
2. Increase the quantity of evidence submitted by each agency,
3. Improve the quality of the evidence submitted,
4. Improve the ability of laboratories to handle the increased quantities of evidence — increase response time,
5. Improve the quality of laboratory analysis,
6. Increase the value of laboratory analysis to investigators, prosecutors, and other users, and
7. Achieve the greatest possible cost-effectiveness for the laboratory system.

In accord with the Master Plan for criminal justice laboratory services in Tennessee, the first crime lab will be a central laboratory located in Nashville with three branch labs operating in Memphis, Knoxville, and Chattanooga. All crime laboratory services will be under the direction of the Department of Safety with the cooperative sharing of facilities and work load with the Department of Health. Monies made available in this program will allow for the staffing and equipping of a central crime laboratory in Nashville which will be constructed by September of 1975. As set forth in the Crime Lab Master Plan, the establishment of a central laboratory will be carried out and after approximately one year's operation an annual expansion will be made to the three other laboratories set forth above.

The Tennessee Law Enforcement Planning Commission has proposed that a central laboratory will be formed and offer the following services to law enforcement agencies throughout Tennessee:

1. Ballistics examination, which will include examination of projectile shell and cartridge cases, weapons, tool marks and number respirations on metal items;
2. Microscopic examinations, which will include examinations of soil, fire clay (from safes), hairs and fibers, paints, wood chips, and clothing;
3. Chemical examinations;
4. Specialized photography, such as infra-red and black light photography.

Subgrant Data

As set forth in regional law enforcement plans, grants for the purchase of region-wide mobile crime scene units are anticipated from law enforcement agencies in the Northwest, Southwest, and South Central Regions. Implementation of county-wide investigative units in Decatur County, Henderson-Chester County, and Selmer-McNairy County, are also anticipated along with the establishment of one consolidated or county-wide investigative team in two regions throughout the state.

Due to the limitation of funds, it will not be possible for the Tennessee Law Enforcement Planning Commission to award grants for investigative teams and mobile crime vans in all locations requested through regional law enforcement plans. It is expected that approximately two multi-jurisdictional mobile crime units or vans will be funded in 1974 for approximately \$20,000.00 each. Other grants requesting funds for the purchase of investigative equipment and employment of investigative personnel for multi-jurisdictional projects will be considered by the Tennessee Law Enforcement Planning Commission and \$30,000.00 has been allocated for those projects.

In order to provide funds for preliminary personnel cost and staff development of a state crime laboratory to be located in Donelson, Tennessee, approximately \$73,000.00 will be awarded to the Department of Safety and the Department of Public Health. It is also anticipated that a grant of approximately \$45,000.00 will be awarded to the Tennessee Department of Public Health in order to provide equipment for forensic and pathological analysis at regional drug analysis centers. With an estimated completion date of September, 1975 for construction of the crime laboratory, it is expected that funds for equipment purchase and personnel expenses will be available through the 1975 Comprehensive Plan.

Budget

	LEAA	State, local or other
Part C Block Support	\$188,000	\$20,888.89
Part E Block Support	-0-	-0-
Program Total	\$188,000	\$20,888.89

Multi-Year Forecast

1975 - Continued as in 1974. (\$1,000,000)

1976 - A satellite laboratory in Memphis will be constructed and staffed. Continued funding of regional evidence vans will occur and additional investigative teams will be developed on a multi-jurisdictional level. (\$1,000,000)

1977 - An additional satellite crime laboratory will be developed in the Knoxville, Tri-Cities area with all presently existing laboratories being expanded and improved. (\$1,000,000)

1978 - A last satellite lab will be constructed in Chattanooga. (\$1,000,000)

PROGRAM E-4

LAW ENFORCEMENT MANAGEMENT AND ADMINISTRATION

Objective

The objective of this program relates to the development of improved police administration and management systems through the employment of administrative law enforcement personnel; development of police administrative and policy manuals; improved patrol deployment plans; and the consolidation of small law enforcement agencies.

Implementation

In order to facilitate the administrative functioning of law enforcement agencies throughout Tennessee a sworn officer, knowledgeable of the local court system, will be chosen to develop, implement and evaluate a positive system of coordinated court appearances of law enforcement officers. Where legal advisors are employed this individual will work in conjunction with the advisor in the execution of court scheduling responsibilities. It is anticipated that the court scheduling officer will be employed primarily in metropolitan law enforcement agencies.

The addition of chief administrators for large sheriff's departments is an area which should also be addressed under the implementation and improvement of law enforcement administrative efforts. Due to the fact that the sheriff is an elected official and few departments have merit systems which insure continued employment for deputies there is often a large turn-over in these departments. As a result, records are often misplaced, projects may not be carried to completion, priorities may change, and knowledge essential to the efficient operation of the department has to be learned anew. This program will allow sheriffs to have a chief administrator who will be appointed by the county court to serve a renewable term of not less than five (5) years.

By having an administrator selected and appointed by the county court, this person will not be subject to dismissal by the sheriff. He will serve at the direction of the court although he will be assigned to the sheriff's department and work for the sheriff. The administrator must have either an educational background relating to or practical experience in administration and would be paid not less than the chief deputy. Principal duties of the sheriff's administrator would be personnel administration, supervision of records

keeping, financial administration, and any other areas which are not directly enforcement oriented. It is anticipated that this project will be undertaken on a pilot basis in one metropolitan and one rural sheriff's department in Tennessee.

In order to furnish law enforcement officers throughout Tennessee with information explaining departmental policies and the specific tasks, duties, roles and skills which will be expected of the officer in the efficient and competent performance of assigned duties, policy and procedural manuals should be developed. Ideally, manuals should involve a comprehensive merit system which would insure the continued employment of qualified law enforcement officers.

In metropolitan agencies it may be necessary for a management consultant team, working with the section heads of the department, to assist in the development of an administrative and policy manual. Basically such a consultant team should develop the manual through a study which would include job profile analysis; written work tasks specifications for all positions in the department; a validation study of police officer selection criteria; and the development of a merit system.

Present patrol deployment plans utilized by many police departments throughout Tennessee do not insure effective patrol coverage of designated geographical boundaries nor provide quick and accurate responses to criminal activities. It is anticipated that subgrants will be submitted for developmental, experimental or innovative programs which deal with patrol methods.

Based on the collection of data on the time and location of criminal activity, it is anticipated that some projects may be submitted for employment of increased patrols in high crime areas. The high crime area may be a neighborhood, a several-block region, a patrol beat, a squad car area, precinct, an industrial complex, or perhaps a housing project. Data collected on time and place of criminal activity should be compared to present patterns and methods of police patrol and each project should formulate a plan for re-allocation of resources to provide optimum patrol and resource coverage to the high crime areas.

Subgrants may include increased car patrols, rearrangement of patrol shifts or designation of

patrol zones to provide increased patrol coverage. Other preventive techniques may involve the employment of overlapping shifts in high crime areas during particularly active time periods; or the adoption of patrol techniques which utilize specialized vehicles such as trail bikes or scooters for parks, recreation areas, or the grounds of public buildings such as schools.

The subgrantee must designate a project area in terms of blocks, patrol beats, squad car areas, or precincts that have a higher than average rate of crimes relative to surrounding areas. Information must also be provided as to present fleet strength and patrol procedures.

Although a majority of the funds available for a patrol project will be utilized for the purchase of patrol vehicles, it is anticipated that the major thrust of the program will be aimed at actual planning procedures as related to the development of effective patrol deployment patterns. A portion of program funds, therefore, will be available for patrol procedure and allocation studies.

Evaluating procedures of patrol deployment plans could consist of the presentation of statistics showing increased response time, reduction of criminal activity in high crime areas, or more effective utilization of manpower and equipment.

Projects funded under this program will also attempt to alleviate the problems brought about by the operation of numerous small law enforcement agencies. It has been shown that consolidated county-wide law enforcement can bring about uniform enforcement of laws, increased crime prevention capabilities and traffic control, and provide a wider base of financial support for operation of the agency. Specialization in specific law enforcement areas is also easily obtained through consolidation efforts.

The contracting of law enforcement duties in small municipalities is an area which should be considered for possible application submission. The 88th Tennessee General Assembly passed an Act which amended TCA Section 8-810, 12-804 (a), and 16-1104 relative to the enforcement of municipal ordinances by the sheriff and courts of general sessions in counties of the sixth, seventh, and eighth classes. This action allows for the "contracting" of law enforcement services by municipalities and provides for the enforcement of municipal ordinances by county sheriff's departments which are located in the designated counties. Contracting considerations should be given in areas which are too small to maintain a full-time law enforcement agency. See Program A-1 entitled Improved Police Selection and Retention Standards for additional information per-

aining to "contracting" for law enforcement services.

Subgrant Data

It is anticipated that funds in this program will be utilized to improve the administration and management of law enforcement agencies in Tennessee through the employment of one court scheduling liaison clerk for the Metropolitan Nashville Police Department and for one additional metropolitan law enforcement agency at an estimated cost of \$10,000.00 per project. Two grants for approximately \$15,000.00 each will be awarded for the employment of a chief administrator for one metropolitan sheriff's department within the State and one rural sheriff's department in the First Tennessee Development District.

It is also estimated that approximately \$3,000.00 will be expended for the development of administrative and policy manuals for ten law enforcement agencies across Tennessee.

Patrol deployment applications will also be submitted to the Tennessee Law Enforcement Planning Agency for funding at a total estimated cost of \$75,000.00. It is expected that programs of this nature will be funded for two metropolitan and ten rural law enforcement agencies throughout the state.

Contract or consolidated law enforcement programs are expected to be funded in Cheatham County — Kingston Springs — Pegram; Stewart County — Cumberland City; and Wilson County — Mount Juliet. In addition, it is anticipated that grants for consolidation of law enforcement agencies will be submitted to the Tennessee Law Enforcement Planning Commission from one sheriff's department in the South Central and East Tennessee Regions along with two other similar programs which will be submitted from other jurisdictions throughout the State. The total federal cost for the consolidation — contracting programs in Tennessee for the next year is expected to be \$70,000.00.

Budget

	LEAA	State, local or other
Part C Block Support	\$198,000	\$22,000
Part E Block Support	—0—	—0—
Program Total	\$198,000	\$22,000

Multi-Year Forecast

1975 — Studies will be undertaken to determine value and legality of "contracting" law enforcement. Improved management procedures set forth in 197

will be expanded to additional law enforcement agencies. (\$150,000)

1976 — Additional consolidation and "contracting" programs will be funded. All law

enforcement agencies will be encouraged to adopt improved management procedures. (\$100,000)

1977 — Continued as in 1976. (\$50,000)

1978 — Continued as in 1976. (\$50,000)

PROGRAM E-5

LAW ENFORCEMENT TRAINING

Objective

The objective of this program is to provide instructors, chiefs, sheriffs, patrolmen, dispatchers — in short, every sworn full-time officer in the state of Tennessee — with basic, specialized and in-service training at all levels of the police service. It is a primary objective to make basic training required by Chapter 575, Public Acts of 1970, commonly called the Minimum Standards Act, available to all officers. An additional objective is to upgrade, improve and expand criminal justice system training programs in the areas of basic qualifications, curricula and methods of instruction.

Implementation

Implementation in this program will be achieved by funding training at the state and the local level. Expansion of existing programs will include the continuation of training for police training officers, supervisory training for mid-level to superior officers, intelligence training, training for dispatchers and training for chiefs and sheriffs. In addition, regionalized and state wide specialized and in-service training workshops are expected to be held by both development districts and metropolitan training academies.

Basic training should be offered to approximately 320 officers at the state level and 340 officers in the metropolitan training academies. Three sessions for approximately 20 training officers should be offered, 6 sessions each for police chiefs and sheriffs, state-sponsored intelligence training and 50 officers in dispatcher training. The aforementioned specialized training sessions are expected to be held at the Tennessee Law Enforcement Training Academy. Additional state or region-wide conferences are expected to be held, for training in the areas of human relations, campus security, records keeping, etc.

Grants from the TLETA, the four metropolitan city/county law enforcement academies and the Tennessee Highway Patrol will be considered for funds for actual specialized and in-service training costs such as training materials, training equipment, instructors fees (in justifiable cases, not exceeding \$10.00 per hour), training aids, books, supplies for approved schools.

In the realm of basic training ONLY, funds may be utilized to pay travel cost and lodging

in residential academies, and course materials for all training projects. Up to 50 percent of a basic trainee's salary may be paid while attending approvable basic training schools for the 6 weeks required in the aforementioned Minimum Standards Act.

Training instructors will be encouraged to participate in programs offered by Northwestern University, the Southern Police Institute, the F.B.I., University of Louisville and other recognized training schools. The instructors will be encouraged to attend conferences and seminars in criminal justice system related subjects offered on a national level by other recognized associations such as the National Institute, and the District Attorneys General Association.

Grants will also be awarded for improved training aids and equipment, and training resource libraries where appropriate. Limited amounts of teaching aids such as visual and sound equipment including films, training booklets and pamphlets, and other such training materials may be funded under this program. Video equipment may also be purchased insofar as its need is justified and the project conforms to the TLEPC policy statement on video tape equipment purchases.

Grants will also be awarded for outside consultants to evaluate and provide recommendations for improvement of existing training programs. This should include the evaluation of curricula, training materials, scope of program and evaluation procedures.

Also eligible for grants will be regional law enforcement planning groups which conduct approved in-service training or refresher training courses on a regional basis. Grants from these regional groups may include funds for travel and meals as allowed under state travel regulations.

Grants will be awarded to regional groups in the First Tennessee Region at Johnson City, the East Tennessee Region at Knoxville, the Southeast Region at Cleveland, the Upper Cumberland Region at Gallatin, the Mid-Cumberland Region at Nashville, the Southwest Region at Jackson, Memphis Delta at Memphis, South Central at Columbia, and the Northwest Region at Martin. In addition, grants will be awarded to state agencies, consistent with the Governor's policy. These regions and agencies should offer 40 to 50 hours of refresher training in general police

functions and exposure to new techniques and court determined procedures as available.

Regional planning units are encouraged to set up basic riot control courses and hazardous devices courses and make them available to all police officers in the region during the course of the regularly scheduled 40-hour in-service training schools. In the four regions where one of the metropolitan police departments is located, the metropolitan department is encouraged to make the aforementioned types of training available to all police officers in the region.

Curricula for all in-service schools, workshops, and conferences must be reviewed and approved by the coordinator of in-service training at the Tennessee Law Enforcement Training Academy before grant awards will be made by the Tennessee Law Enforcement Planning Commission. This coordinator will also assist in obtaining training aids, instructors and evaluation techniques for the courses and programs. Each grant application must contain a procedure whereby progress of each individual trainee is measured.

Subgrant Data

It is anticipated that grants will be received from the Tennessee Law Enforcement Training Academy, the metropolitan training academies, and state law enforcement agencies to fund basic training for both local and state officers. Both local and state law enforcement agencies whose officers have general criminal jurisdiction will be eligible for funding under this program. Grant applications will be received from state and local law enforcement agencies to fund training in specialized areas listed in the objectives at locations other than the TLETA. This will include training conducted by the Police Institute at the University of Louisville, the Police Management School at Northwestern University, and other Commission approved schools. As specified earlier, funds will be utilized to pay travel costs, lodging and tuition in residential schools, and course materials including books and supplies. In all instances where travel is involved, it must be in accordance with state travel regulations. Basic training expenses will be allowable only up to \$700.00 per recruit.

Departments of 25 men or more are expected to file an annual training plan with the Tennessee Law Enforcement Planning Commission. This training plan is to outline the training needs of the entire department for the following fiscal year, and is to include all the in-service and specialized training that the department expects to need for the coming year. The annual training

plan is to take the form of a grant application, which, upon approval, will be funded accordingly. Training records of each man are to be kept and submitted prior to final reimbursement on each training plan. Departments of less than 25 men are also encouraged to file an annual training plan, and records, though it is not a necessity unless either the chief or the sheriff expects to attend the Annual Police Chiefs' or Sheriffs' meeting. The Annual Chiefs' or Sheriffs' meeting must be included as part of the training in an annual training plan before funding is considered. Annual training plans for FY 1974 may be submitted at any time, but must be on file in the Tennessee Law Enforcement Planning Agency at least 30 days prior to the first training taking place. Technical assistance in the preparation of annual training plans will be available from the Tennessee Law Enforcement Planning Agency wherever necessary.

In the case of state agencies applying for funds for basic, specialized and in-service training, they are encouraged to include all their training needs in one training plan, and not to submit a separate grant for their basic training.

A limited number of officers from potentially troublesome areas will be encouraged to attend the Senior Officers Civil Disturbance Orientation Course (SEADOC) and other Commission-approved riot control schools as they become available. The same applies to Hazardous Devices training held at Fort Gordon, Georgia, where Tennessee traditionally receives approximately 7 spaces per year in this LEAA-funded specialized training course. Any department interested in either of these types of training is encouraged to contact the Tennessee Law Enforcement Planning Agency for further information.

Local law enforcement agencies will also be encouraged to cooperate with the Tactical Enforcement Unit of the Department of Safety for assistance in riot control training and operational support.

Budget

	LEAA	State, local or other
Part C Block Support	\$748,500	\$83,166.66
Part E Block Support	—0—	—0—
Program Total	\$748,500	\$83,166.66

Multi-Year Forecast

1975 — Basic training should be standardized across the state to a minimum of 8

weeks and made available to an additional 640 officers. Specialized training should be afforded to approximately 200 officers, and in-service training expanded to 50 hours for 7,200 persons. (\$1,415,000)

1976 — Basic training should be expanded and further standardized across the state to allow 650 officers 9 weeks training. Specialized training should be af-

forded 225 persons and every sworn officer should receive 60 hours in-service training. (\$1,440,000)

1977 — Basic training should be standardized at 10 weeks and afforded 650 officers. Specialized training should be made available as in 1976 and in-service standardized at 80 hours per sworn officer per year. (\$1,150,000)

1978 — Same as 1977. (\$1,115,000)

PROGRAM E-6

LAW ENFORCEMENT EDUCATION

Objective

This program is designed to support, expand and allow for modification of the criminal justice educational programs now in operation in state institutions of higher education. An additional goal is to provide funds for in-service criminal justice personnel to advance their educations in criminal justice-related subjects.

Implementation

In an effort to increase the quantity and quality of people interested in employment within the criminal justice system, and to improve the academic backgrounds of these prospective workers, the Tennessee Law Enforcement Planning Agency has undertaken a program to provide quality criminal justice courses at both two- and four-year institutions of higher learning.

Funds available through this program will continue to allow institutions to employ additional instructors who are well qualified to teach subject matter germane to the criminal justice system. The aforementioned instructors will be expected to meet the requirements established by the Tennessee State Board of Higher Education.

The funds available under this program and utilized in criminal justice programs may be utilized for salaries and other state-approved benefits. The funds may be allocated to the institutions to build up library resources in order that students in the criminal justice system programs have ready access to appropriate literature in the field.

In some of the colleges and universities where programs are in operation, minimal teaching aids such as visual aids and sound equipment are available. Funds under this program may also be utilized to purchase additional necessary equipment.

As in past years, funds will be made available to employees of the criminal justice system who wish to enroll in criminal justice-related courses of higher education in institutions where no Law Enforcement Education Program (LEEP) funds are available. Since the beginning of this program, over 176 individuals have been assisted with school expenses for one or more college-level criminal justice courses.

During 1974, the Tennessee Law Enforcement Planning Commission will again encourage employees of the Tennessee criminal justice system to raise their professional competence by attaining higher levels of education in criminal justice-related subjects. Funds will be made available again to bona fide full-time employees of the system at both the state and local level for tuition, mandatory fees and books in institutions which have been approved by the Tennessee Law Enforcement Planning Commission.

Criminal justice agencies or employees seeking assistance under this program must be enrolled in courses related directly to their respective job areas. No funds will be made available to any criminal justice employee enrolled in a law school for the purpose of attaining an LLB or JD Degree in Law.

Subgrant Data

It is anticipated that grants will be received from institutions which have an established criminal justice degree program for expansion and improvement of their programs. It is further anticipated that there will be a minimum of one additional request for development monies to be used in conjunction with the development of post-baccalaureate programs in the area of criminal justice.

In conjunction with educational assistance, grants will be awarded to agencies of bona fide full-time employees of the criminal justice system are employed. Grants will not be made for employees of college or university security or police departments, nor will grants be awarded for support personnel.

Individuals receiving assistance from this program will be required to sign a contract stipulating length and term of employment with their employing agency. Approximately 25 persons are anticipated to need funding under this program and subgrants are anticipated to range from \$150 to \$300.

In addition to the individual assistance grants, one grant in the amount of \$70,000.00 is anticipated to fund Phase II of the Memphis Police Department Cadet program.

Budget

	LEAA	State, local or other
Part C Block Support	\$375,000	\$41,666.67
Part E Block Support	-0-	-0-
Program Total	\$375,000	\$41,666.67

Multi-Year Forecast

1975 — Funding will continue.
 Five universities,
 each at \$38,000 \$190,000
 Four two-year colleges,
 each at \$18,750 75,000
 Educational assistance 50,000
 \$315,000

1976 — Funding will continue with educational
 institutions assuming greater share of
 program expense.
 Five universities, \$150,000
 each at \$30,000
 Four two-year colleges, 75,000
 each at \$18,750
 Educational assistance 45,000
 \$270,000

1977 — Funding will continue on a decreasing
 basis.

Five universities,
 each at \$20,000 \$100,000
 Four two-year colleges,
 each at \$16,000 64,000
 Educational assistance 40,000
 \$204,000

1978 — Funding will continue and again be
 reduced.

Five universities, \$ 93,750
 each at \$18,750
 Four two-year colleges, 56,000
 each at \$14,000 35,000
 Educational assistance
 \$184,750

PROGRAM E-7

ORGANIZED CRIME PREVENTION AND INTELLIGENCE

Objective

The objective of this program is to prevent and eliminate organized crime through the improvement and upgrading of intelligence capabilities on metropolitan and state levels and to establish effective regional and statewide organized crime prevention councils.

Implementation

It has long been acknowledged that organized crime does not recognize the carefully drawn jurisdictional lines found throughout the state. The coordinated efforts of cities and towns, with independent police forces and separate legal systems is a prerequisite to an effective organized crime effort. This project focuses attention on expansion of the strategic and technical intelligence capabilities of metropolitan and state organized crime units. The coordination of intelligence gathering functions of local agencies will also be addressed in this program.

Grants will be awarded to each of the four metropolitan area law enforcement agencies to improve projects begun in 1973 to bring about better intelligence gathering procedures. It is suggested that each unit in operation should presently contain at least four and not more than 10 men per agency.

Efforts should also be made to include the prosecutor's office in the main stream of the operation in order to allow the district attorney to coordinate his staff's efforts with those of the intelligence unit.

Organized crime units should be responsible for gathering all criminal intelligence for disbursement to the appropriate division within each agency. Included within these responsibilities should be the gathering of information relative to the control of vice, organized crime, and civil disturbances. It is also anticipated that vice units within metropolitan law enforcement agencies will have the direct responsibility and authority for the enforcement of vice crimes which may occur within the jurisdiction.

Funds will be utilized in 1974 to pursue regional cooperation in the collection and dissemination of criminal intelligence. Knoxville, in a program initiated in 1973, is attempting to bring regional law enforcement officials into one com-

mon vice control program. Emphasis in this program is being placed on the identification of fences, illegal transportation of narcotics, vice operations and the various elements of organized crime in East Tennessee. In continuing this program, activities are expected to include regional meetings and workshops, improved surveillance techniques, specialized training for intelligence officers, publication of intelligence bulletins and the incorporation of data processing and improved records systems in the overall campaign against criminal activity. Continuing efforts will be directed towards improving the extent of participation among regional agencies. By the end of FY-75, a cooperative, active, and workable regional system in the East Tennessee area should be developed and in operation.

Subgrant Data

A grant of approximately \$40,000.00 will be awarded to the Metro-Nashville Police Department to employ vice control officers and purchase adequate organized crime enforcement equipment. It is also expected that the Knoxville Police Department will apply for approximately \$20,000.00 in FY-75 to continue its criminal intelligence program.

Budget

	LEAA	State, local or other
Part C Block Support	\$60,000	\$6,666.67
Part E Block Support	—0—	—0—
Program Total	\$60,000	\$6,666.67

Multi-Year Forecast

1975 — Continued funding of intelligence units and implementation of programs designed by the organized crime prevention councils. (\$100,000)
 1976 — Program will be revised to meet the needs of improved services as depicted by crime data and information gathered from the four metropolitan departments and the Tennessee Bureau of Criminal Identification. (\$100,000)
 1977 — Continued as in 1976. (\$50,000)
 1978 — Continued as in 1976. (\$20,000)

REDUCTION OF PART I OFFENSES IN METROPOLITAN AREAS

Objective

The objective of this program is to reduce by 10 percent specific Part I Offenses in metropolitan areas by the establishment of special task forces.

Implementation

In view of the fact that each metropolitan area in the state has a major crime problem which can be classified as a Part I Offense (criminal homicide, forcible rape, robbery, assault, burglary, larceny, auto theft), this program has been designed to reduce a major Part I Offense in each metropolitan jurisdiction.

The development of a task force should be considered for the assignment of special duties relating to reduction of Part I Offenses. The establishment of burglary task forces, for example, to develop effective means of identifying "fences" and exposing other methods utilized for the disposal of stolen property has proven to be an effective deterrent against crimes of burglary.

Elimination of jurisdictional boundaries for the purpose of enforcing crimes of auto theft is another hurdle which must be addressed by any jurisdiction attempting to eliminate or significantly reduce auto thefts in a particular jurisdiction. Chattanooga, for example, is located in such a geographical area as to make it an easy mark for the auto thief. The particular location of Chattanooga in Hamilton County and the fact that the city is surrounded by mountainous terrain and bordered by (or is in close proximity to) several states has made it a prime target for this kind of lawlessness. The formation of a multi-jurisdictional unit to allow for the development of a task force composed of representatives from surrounding law enforcement agencies, as well as the district attorneys general and the TBCI, is a type of approach which has been taken to reduce auto thefts in Chattanooga.

Other types of projects which will be given consideration for funding by the Tennessee Law Enforcement Planning Commission include the establishment of a crime specific strike force unit in the Metropolitan Nashville Police Department, the formation of a burglary strike task force which will be designed for the purpose of reducing burglaries in Memphis by 10 percent, and similar projects which are aimed at the reduction of specific Part I Offenses.

In order to demonstrate a major Part I Offense problem, reliable statistics must be furnished which provide the following types of information concerning the crime:

1. frequency and time frame of occurrence, e.g., the season, year, day of the week, and the hour of the day that the crime is committed.
2. nature and location of the targets or victim.
3. after arrest, additional information should be compiled relating to the nature of the offender, e.g., age, family history, criminal history, status as to professional or amateur, education, and physical and mental status.
4. attitude of citizens in regards to the employment of preventative techniques.

Although the above information will provide some indication of the major crime problem, it is by no means intended to be all inclusive. Adequate documentation must be furnished in order to justify a program to combat a specific Part I Offense.

In developing programs to reduce Part I Offenses through the implementation of task forces, special attention should be given to coordination of activities with other law enforcement agencies in order to provide for an exchange of information between all participating police and sheriffs' departments. Proper records should also be maintained and circulated from agency to agency as well as being listed in the National Crime Information Center where possible.

While the makeup of the task force must continue to be left to the wisdom and expertise of local people closest to the problem, it would appear that at least two detectives from the municipal police department, one investigator from the county sheriff's office, and one or two representatives of law enforcement agencies in nearby counties should be involved as members of the task force. In addition, personnel from state and federal law enforcement agencies should be included in task force efforts.

Adequate training must be afforded all investigators associated with a Part I Offense project. Inter-agency conferences should be carried out for the purpose of transferring information relating to specific crime problems. Specialized investigative training will be encouraged prior to project implementation in order that increased expertise can be devoted to programs which have been developed to reduce Part I Offenses.

Personnel expenditures associated with this project should involve outlays for employment and training. Confidential funds which may also need to be appropriated for informant development should meet the provisions as set forth in Appendix IV of the Tennessee Law Enforcement Planning Agency Grants Management and Financial Administrative Guide. All confidential funds which are not budgeted as local expenditures will require LEAA approval prior to expenditure. Necessary operational supplies and equipment to include vehicles, communications, surveillance, and other similar items may be included with the application to insure adequate program development.

In an attempt to evaluate this project, it is expected that a significant reduction will occur in the rate of the specific Part I Offense which has been attacked.

Subgrant Data

It is anticipated that four subgrants will be given under this program amounting to approximately \$45,000.00 each to develop or continue task forces in each metropolitan police department. No metropolitan law enforcement agency will be eligible for more than one subgrant application to implement a task force project. Additional subgrants may be submitted to this office only for the improvement or expansion of existing task forces and approximately

\$10,000.00 will be expended for these projects. Each task force should have as a goal the reduction of a specific Part I Offense which is a major contributor to criminal activity within the jurisdiction.

Budget

	LEAA	State, local or other
Part C Block Support	\$190,000	\$21,111.11
Part E Block Support	—0—	—0—
Program Total	\$190,000	\$21,111.11

Multi-Year Forecast

- 1975 — Continued expansion of task forces implemented in 1974 will occur. (\$300,000)
- 1976 — Assuming that a particular Part I Offense has been reduced to a level requiring additional grant support, other task forces will be developed to reduce other Part I crimes by 10 percent. (\$200,000)
- 1977 — Continued expansion of task forces implemented in 1976 with complete local support of task forces developed in 1974. (\$150,000)
- 1978 — Additional task forces will be funded after evaluation of existing level of Part I Offense in metropolitan areas. (\$150,000)

PROGRAM E-9

CIVIL DISORDERS PREVENTION AND CONTROL

Objective

The objective of this program is to encourage the development of riot control operational plans, and to allow for the purchase of riot control equipment by jurisdictions which have a potential for civil disturbance occurrences.

Implementation

Awards under this program will be made to the four metropolitan law enforcement agencies, the Department of Safety, and other agencies which can establish a potential for civil disturbances.

Factors such as population breakdown, presence of radical elements in the community, large potentially troublesome groups such as college or university students, large numbers of minority group members in the general population, or past or present large-scale labor problems are a few factors which can be used in determining the potential for a civil disturbance occurrence.

In relation to riot control training and the development of procedural plans for civil disturbance situations it will be necessary for both of these objectives to be carried out before civil disturbance equipment will be funded for any law enforcement agency. Acceptable riot control training courses should include such subjects as: character of riots and professional behavior, crowd control, intelligence methods, planning for civil disturbances, arrest and booking procedures, press relations, drill formation, use of mace and chemical agents, tactical operations, firearms use and care, command post operations, and apprehension of snipers. It is anticipated that effective training programs will be developed and implemented through regional in-service schools and the Tennessee Law Enforcement Training Academy. Other available courses, however, such as SEADOC will be acceptable providing an approvable training curriculum has been developed.

An effective civil disorder plan should be developed within applicable counties in Tennessee setting forth mutual aid agreements, location and responsibilities for riot control command posts, and a clear chain of command showing administrative responsibility in each individual jurisdiction. Riot control command posts should be responsive to such needs as the collection,

evaluation, and dissemination of information; logistics deployment and control; rumor control and press releases; communications headquarters; casualty information center; and administrative headquarters for all local law enforcement officials, National Guard commanders, state enforcement administrators, and federal civil disturbance experts.

Special units or tact teams should be developed for riot and civil disturbance control and provided with ample training, leadership, and sufficient equipment for implementation. Types of equipment to be funded under this program include; crowd control equipment (gas grenades or canisters, launchers, non-lethal weapons, pepper foggers) or basic protective equipment (helmets, armored vests, batons, and gas masks).

It is also expected that equipment will be funded on a regional level for the handling of hazardous devices which are frequently present in civil disorder situations. As was stated above, however, adequate training must be undertaken by local law enforcement officials before civil disturbance equipment can be justified for funding.

Subgrant Data

The Tennessee Law Enforcement Planning Commission anticipates the funding of a grant for approximately \$2,000.00 to the Tennessee Department of Safety in order that necessary civil disturbance equipment can be purchased. Funds of approximately \$5,000.00 will also be awarded to local law enforcement agencies in order to employ the expertise necessary to develop local civil disorder enforcement plans. Upon the development of such plans it is anticipated that subgrants of approximately \$3,000.00 each will be awarded to three units of local government in order to provide necessary equipment to carry out civil disorder enforcement plans.

In relation to the funding for civil disturbance training, subgrants should be submitted to the Tennessee Law Enforcement Planning Commission under Program E-5 which provides monies for all specialized and in-service training projects. Each civil disorder application should, however, as set forth above, specify what training will be given or has been received by officers of the participating law enforcement agency.

Priority for subgrant funding will be given to agencies with 25 or more officers or a combination of agencies which employ a multi-jurisdictional project. Subgrantees which have a disorder control plan including training provisions for the use of special equipment and agencies with a qualified graduate of the Hazardous Devices School at Huntsville, Alabama will also receive top priority funding.

Budget

	LEAA	State, local or other
Part C Block Support	-0-	-0-
Part E Block Support	-0-	-0-
Program Total	-0-	-0-

Due to the availability of funds in the 1973

Comprehensive Plan, no monies have been allocated to this program.

Multi-Year Forecast

- 1975 - Continued refresher training will be carried out in order to teach all improvements of advance riot control methods. As in prior years, the development of medical aid packs will be encouraged. (\$10,000)
- 1976 - This program will be changed to meet the needs of law enforcement agencies to cope with the changing civil disturbance problems. (\$10,000)
- 1977 - Continued as in 1976. (\$5,000)
- 1978 - Continued as in 1977. (\$5,000)

PROGRAM F-1

ALCOHOL AND DRUG ABUSE

Objective

It is the objective of this program to provide funds for the development and implementation of programs that result in the diversion of the alcoholic and drug user from the criminal justice system.

Implementation

Studies and records indicate that one of the most time-consuming and expensive activities in the criminal justice system is the case of the alcoholic offender. County and municipal governments spend millions of dollars annually, with little apparent success, in the law enforcement and judicial process of the chronic drunk.

Funding will be provided to state and local agencies for the initiation and development of programs for the detoxification of alcoholics. In some instances, this will require coordination of existing programs, while in other areas new programs must be developed.

The Tennessee Department of Mental Health has completed a plan for the development of a statewide network of detoxification centers. For 1974, this plan calls for funding to centers in Chattanooga, Nashville, Knoxville, Memphis, and Jackson.

No funds will be awarded under this program unless the subgrantee has the full cooperation of the local municipality. This may necessitate, in some instances, a change of city ordinances enabling police and/or public officials to take into custody anyone too intoxicated to take care of himself and detain that person in the detoxification center rather than the city or county jail. This reflects an attitude toward treating alcoholism as a disease rather than a crime, as reflected by TCA 39-2531. This statute emphasizes treatment over incarceration.

Funds for these centers will be expended for personnel services, consulting services, travel equipment, and operating supplies.

The current increase in drug arrests has led to the realization that incarceration is often an ineffectual means of combating the mounting drug problem. Alternatives such as "out-patient" therapy and counseling are being applied to the

drug problem. The office of the District Attorney General in Nashville has implemented a project utilizing many of these alternatives.

This program is to continue the Nashville project and to encourage the development of a similar program in another metropolitan area. Counseling services must, of course, be provided and past attempts indicate that hospital facilities should also be available for use.

Since this program emphasizes counseling and "out-patient" therapy, most of the cost in these projects will go for personnel salaries. Participating will be group and individual counselors, physicians, research assistant, secretarial help, and a project coordinator.

Subgrant Data

It is anticipated that grants will be awarded to the Department of Mental Health for the establishment and continuation of detoxification centers.

It is anticipated that grants will be awarded for programs providing alternatives to incarceration for drug offenders.

Budget

	LEAA	State, local or other
Part C Block Support	\$415,000	\$46,111.11
Part E Block Support	-0-	-0-
Program Total	\$415,000	\$46,111.11

Multi-Year Forecast

- 1975 - Implement the expansion planned for detoxification facilities developed in 1973. Funding for alternatives for drug offenders to other urban areas. (\$770,000)
- 1976 - Funding will decrease as local units of government assume more of the cost of the project. (\$630,000)
- 1977 - Funding will again decrease with more local participation. (\$420,000)
- 1978 - Funding will continue but local government should assume more of the cost. (\$210,000)

PROGRAM F-2

JUVENILE SERVICES

Objective

The objective of this program is to provide assistance, at the community level, to those projects aimed at developing alternatives for the treatment of juvenile offenders.

Implementation

Just as the procedures in juvenile court are different from those in adult tribunals, the goals of the participants in these courts may also differ. For the defense attorney, winning the case is not always the best solution for his client. However, the traditional disposition of institutionalization for the convicted offender may also be a disservice. Through this program, it is hoped that participating juvenile courts will seek to develop and continue alternatives to adjudication and incarceration, while upholding the rights of the juvenile. The juvenile should be protected in court but his entire situation should be presented to the juvenile court judge so an appropriate and beneficial disposition can be made.

The majority of the funds awarded through this program should go for personnel. Projects will usually need a director, secretarial assistance, counselors, and investigators. Funds will also be utilized for those expenses incidental to the operation of counseling services.

Subgrant Data

It is anticipated that a grant will be awarded to the Juvenile Court of Metro Nashville to continue those projects providing alternatives within the juvenile justice system. It is hoped that better coordination can be effected by awarding only one grant for all the projects.

Budget

	LEAA	State, local and other
Part C Block Support	\$285,300	\$31,700
Part E Block Support	-0-	-0-
Program Total	\$285,300	\$31,700

Multi-Year Forecast

- 1975 — Provide legal counsel for indigent juvenile defendants as well as suggested programs of rehabilitation. (\$300,000)
- 1976 — If the work of these projects have been proven, local governments should begin to assume more of the cost. (\$225,000)
- 1977 — Local government should play a larger role in financing this program. (\$125,000)
- 1978 — TLEPA will again reduce its assistance as local governments near 100 percent of the project cost. (\$50,000)

PROGRAM F-3

ADULT SERVICES

Objective

The objective for this program is to support programs for alternatives to adjudication and incarceration for defendants and offenders.

Implementation

Surveys conducted during recent years have revealed that defendants often remain in jail pending trial for long periods of time. In some instances this pre-trial jail time exceeds the maximum possible for their alleged crime. Such a lengthy jail stay usually causes the defendant to lose his job and renders it difficult to assist his attorney in the preparation of the case. This situation is occasioned because many defendants are indigents and cannot afford the expense of bail bond.

The Tennessee Law Enforcement Planning Commission will encourage the establishment of programs that will function as follows: The accused will be interviewed by a representative of a probation unit as soon as possible after being taken into custody, preferably prior to the initial judicial appearance, but in no event later than the preliminary hearing. A report on this interview will be made available to the judge, the state, the defense, and the police.

Releases on personal recognizance will be encouraged for defendants with strong community ties. The police and the prosecution will notify the probation agency and the court if the defendant demonstrates a risk of flight or a risk of further criminal activity. In these cases, if the offense is bailable and the defendant is able to make bond, appropriate restrictions — akin to special conditions of probation — shall be established. The determination should be the result of an evidentiary hearing and be appealable by the state and the accused. Among the factors to be considered are the likelihood of conviction, the defendant's past record, and the difficulty of preparing a defense if the accused is not allowed to be at large. The accused could be released for several hours in the custody of a responsible person — his attorney, a police officer, a probation officer — to help locate and interview witnesses, and otherwise gather evidence. Arrest for any offense while free on bail should exclude

the possibility of further participation in such a program.

It is noted that criminal justice standards approved by the American Bar Association will require prosecution and defense counsel to explore diversion as an alternative disposition of criminal cases. However, too often district attorneys general have neither the staff nor time to investigate the possibilities of diversion or recommend to judges alternatives to incarceration. The objective of this program would be to provide funds for additional staff to attorneys general in at least two areas in the state. Personnel employed through this program would investigate selected cases for the district attorney's office after their arrest but before their trial or recommend sentences through the district attorney general to the sentencing judge in an effort to avoid incarceration where possible.

It would be expected that persons employed under this program would work closely with programs designed to release accused persons on recognizance, probation and parole personnel, employment security personnel, or other social agencies. This program should not be confused with probation work since it is designed for pre-trial diversion where possible. This program is written advocating operation within the office of the district attorney general. That concept is preferable and has worked in other jurisdictions but it does not preclude the placement of such a project in some other offices.

Subgrant Data

As with most of the diversionary projects operating in conjunction with the courts, most of the funds in this program will be for personnel. These projects require a director, counselors, investigators, and secretarial assistance. Money is also used for rent and operating expenses.

Three subgrants are anticipated to continue the pre-trial release projects in Memphis, Knoxville, and Nashville.

It is anticipated that one or two grants will be awarded to implement an alternative to incarceration/adjudication project. These grants will go to the district attorney in the jurisdiction.

Budget

	LEAA	State, local or other
Part C Block Support	\$280,000	\$31,111.11
Part E Block Support	-0-	-0-
Program Total	\$280,000	\$31,111.11

Multi-Year Forecast

1975 - Funding for these projects will continue with expansion of Pre-Trial Release to

Chattanooga and expansion of diversion, alternatives to incarceration to Knoxville. (\$300,000)

1976 - Funding for existing projects will be decreased and the program will be implemented in other urban areas, perhaps adopting new approaches to diversion. (\$240,000)

1977 - Funding for existing projects will be decreased. (\$200,000)

1978 - Funding should again decrease to allow for local participation. (\$125,000)

PROGRAM G-1

COURT ADMINISTRATION

Objective

The objective of this program is to increase the efficiency of the Tennessee court system by informing citizens groups, legislators, and criminal justice practitioners of the problems within the state judiciary and the possible solutions and new techniques to remedy the problems. A complementary objective is to provide the necessary legal research capabilities needed by the judicial sector of the criminal justice system.

Implementation

Of course, any efforts toward improvement in the judicial sector of Tennessee's criminal justice system will require massive support from the professionals working in that sector and private citizens or groups of citizens. Making the public aware of the problems in this area and the possible solutions is a necessary but expensive program.

Many projects in a program of judicial improvement require constitutional changes but others can be achieved through statutory enactments. Therefore, even though the next Constitutional Convention is still some years away, efforts can be undertaken today to attain immediate goals. This program will be utilized to provide stipends for representatives selected to attend conferences in the state court system. Those attending the conferences will include legislators, local and state government representatives, and private citizens groups interested in judicial reform. Funds will be provided for additional research concerning such topics as methods of judicial selection, redistricting court circuits, and code revision.

In addition to conferences to familiarize citizens with problems relating to courts, funds in this program will be used to directly improve the courts. To allow for increased operational efficiency, funds will be available for court administration projects. The court administrator can oversee budget matters, dockets, and work with other agencies. A court administrator could supervise judicial projects and encourage participation in such programs as computerization of records and other administrative methods of improvement.

Funds for such projects will be utilized to pay personnel, including the administrator and the necessary staff. Operating expenses will also be purchased with funds from this program.

Delay in criminal trials and especially in appellate review has subjected the judicial system in the United States to criticism. The delay in preparing transcripts for post-trial motions or appeals is a major component of this lengthy process. Hopefully, video tape for transcripts will allow quicker preparation of transcripts and in addition provide a more accurate reflection of the actual trial. The video tape will be used to record the entire trial in addition to the usual court reporter system. This will allow a comparison of the two methods while insuring the reliability of the transcript and obviating a possible assignment of error on appeal.

Selection of equipment and operation procedures will remain at the discretion of the Executive Secretary to the State Supreme Court. This program is designed to allow expansion of the video tape capabilities encouraged in the 1973 Comprehensive Plan.

An obvious benefit to criminal justice practitioners is an up-to-date legal library. Funds under this program may be used to establish libraries or expand existing libraries. Law books will be available to judges, prosecutors, and public defenders with criminal justice jurisdiction. As a basic core, a law library shall contain:

1. Set of Tennessee Reports
2. Set of Tennessee Digest (or equivalent)
3. Set of Tennessee Code
4. Set (5 volumes) Wharton's Criminal Law and Procedure
5. Set (3 volumes) Wharton's Criminal Evidence
6. Sheppard's Tennessee citations
7. Index to Private Acts of Tennessee
8. Criminal Law Reporter
9. Corpus Juris Secundum (Criminal Law Volumes)

In addition to legal libraries, monies allocated under this program will be used to hire students, lawyers, and assistants to research cases and forward these opinions to judges, prosecutors, and public defenders. The Executive Secretary to the Tennessee Supreme Court should be responsible for the distribution of these opinions to state judges and the Executive Secretary to the Tennessee District Attorneys General Conference will have a like responsibility to state district attorneys.

Money will also be available for the distribution of the revised Rules of Criminal Procedure to judges, district attorneys general, and public

defenders. This action will take place as soon as possible after passage by the legislature so that there will be little or no lag time between the effective date of the legislation and the time that the practitioners have the Rules for study and reference.

Subgrant Data

A variety of subgrants are anticipated to implement a program of educational conferences across the state. Grants will be awarded to the legislature, representatives of local and state government and subcontracted to citizens groups.

Grants for court administration will be limited to the state or projects for metropolitan areas.

Subgrants for legal libraries will be given to individual judges and public defenders. A grant for a minimum of \$10,000.00 will be awarded to the District Attorneys General Conference. It is anticipated that one subgrant will be made to the Tennessee Supreme Court or Judicial Council.

It is anticipated that subgrants will be awarded to cover the costs of research, publication, and distribution of these opinions. One subgrant will be given to the Executive Secretary to the Tennessee District Attorneys General Conference. Another grant may be awarded to the Executive Secretary of the Tennessee Supreme Court.

One subgrant will be given to permit the distribution of the Rules of Criminal Procedure to judges, prosecutors, and public defenders.

It is anticipated that one subgrant will be awarded to the Executive Secretary of the Tennessee Supreme Court to coordinate the video tape project in the state.

Budget

	LEAA	State, local and other
Part C Block Support	\$194,000	\$21,555.56
Part E Block Support	-0-	-0-
Program Total	\$194,000	\$21,555.56

Multi-Year Forecast

- 1975 - Funding should continue at approximately the same level. (\$270,000)
- 1976 - Funding should be held constant since the Constitutional Convention of 1977 is nearer and additional involvement is desirable. (\$270,000)
- 1977 - Monies in this program should begin to decrease because the Constitutional Convention is at hand and the other projects within this program should be assumed by units of state and local government. (\$180,000)
- 1978 - This program should again be drastically reduced. (\$80,000)

PROGRAM G-2

INDIGENT DEFENSE

Objective

The objective of this program is to establish the office of State Public Defender and thereby implement a state wide efficient and professional system of defense services for indigent defendants in the state of Tennessee. In addition, it is the aim of this program to provide an opportunity for specialized courses and continuing education for prospective and practicing public defenders.

Implementation

The TLEPC supports the creation of the office of public defender and is willing to provide assistance during the pilot year of the project. These funds will be used for salaries for the defenders, secretarial help, investigators and other needed personnel. Money will also be expended for those expenses necessary in operating an office. They will include such expenditures as rent, supplies, and other office related functions.

The creation of a statewide public defender system is necessary to provide adequate representation for indigent defendants as mandated by considerations of constitutional equal protection and the Supreme Court of the United States. An act will be presented to the legislature calling for the creation of a state-level system of defense services. The public defender's authority, responsibility, duties, and the like will be determined by the legislature. The legislature will also decide upon a method of selecting the defender and the actual arrangement of defenders across the state.

Should the legislature fail to enact the enabling legislation or provide for only a limited system, funds in this program may be utilized to assist interim public defender offices. Such expenditures would be for salaries, rent, travel, and office operations.

Whether the interim operations continue or a statewide network of public defender offices is

established, the need for specialized training and continuing education will exist. Seminars for public defenders are not so prevalent as those for other legal practitioners but some do exist. Examples of courses the TLEPC will assist are those developed by the Legal Aid and Defender Association and the "Short Course for Defenders" at Northwestern University.

Subgrant Data

It is anticipated that one subgrant of approximately \$195,000 will be awarded to the office of the Public Defender to implement the project. In the alternative, approximately four grants will be given to interim public defender projects.

Grants for continuing education will be made to the state Public Defender or to those defenders in individual offices. Approximately \$5,000 will be allocated for this purpose.

Budget

	LEAA	State, local or other
Part C Block Support	\$200,000	\$22,222.22
Part E Block Support	-0-	-0-
Program Total	\$200,000	\$22,222.22

Multi-Year Forecast

- 1975 - This program will remain at the 1974 funding level as this will be the second year of an innovative project. (\$505,000)
- 1976 - The TLEPA support of the state Public Defender System should be diminished as the state assumes an increased amount of the cost. (\$350,000)
- 1977 - The state should increase its participation in the operation of this office. (\$200,000)
- 1978 - Funding should continue to be assumed by the State of Tennessee. (\$75,000)

PROGRAM G-3

PROSECUTORIAL SERVICES

Objective

The objective of this program is to increase the efficiency and quality of the prosecutorial effort in Tennessee. Methods of achieving this goal include programs of education, both continuing education and courses in law school. Another means of achieving this objective is to provide additional staff and administrative services.

Implementation

The judicial segment of the criminal justice system requires a great degree of technical expertise, due to the intricacies of criminal law and procedure. Often individual study by the participants is not enough to maintain a working knowledge of criminal law. To meet this need of continuing education, the following judicial programs are provided:

1. Annual three-day seminar for all attorneys general, their assistants, and investigators will be offered. This program will be presented by the Office of the Executive Secretary to the Tennessee District Attorneys General Conference. The National District Attorneys Association or other similar non-profit organizations may be used for this seminar.
2. Attorneys general and their assistants attend the National College of District Attorneys in Houston, Texas or the "Short Course for Prosecutors" at Northwestern University.
3. Attorneys general and assistant state attorneys general to attend specialized seminars designed especially for attorneys general on the state level.

While some law schools have developed legal clinic programs, it remains true that few schools offer courses designed to study practical techniques for the prospective participants in the criminal justice system. There are almost no courses to instruct the future criminal justice practitioner. This program will hopefully encourage the development of such offerings, whether structured as a traditional course or as seminars. Funding will be made available to a law school to implement this program.

The tremendous workload of district attorneys and their assistants renders it difficult for them

to represent the state in lower courts. This program would provide some relief for the prosecutors and at the same time give law students practical experience as prosecutors. Perhaps such a program will encourage law students to consider prosecution as a career opportunity.

The 1972 Tennessee legislature enacted a statute creating the Office of Executive Secretary of the District Attorneys General Conference. The relationship of the executive secretary to the district attorneys general will be much the same as the relationship of the Executive Secretary of the Supreme Court of the state judges. The specific requirements, authority, and responsibility of this office are enumerated in the legislation. The duties of the executive secretary shall be: to assist the district attorneys general throughout the state in coordinating the efforts of said district attorneys general against criminal activity in the state; to initiate conference calls between district attorneys general and coordinate efforts of district attorneys general investigating cases and crimes crossing district lines; to serve in a liaison capacity between the various branches of state government and the divisions thereof; to administer the accounts of the judicial branch of government which relate to the offices of the district attorneys general; to prepare, approve and submit budget estimates and appropriations necessary for the maintenance and operation of the offices of district attorneys general and make recommendations with respect thereto; to draw and approve all requisitions for the payment of public moneys appropriated for the maintenance and operation of the state judicial branch of government which relate to the offices of the district attorneys general; to audit claims and prepare vouchers for presentation to the Department of Finance and Administration; to provide the district attorneys general with minimum law libraries, the nature and extent of which shall be determined in every instance by the executive secretary on the basis of need.

The Tennessee Law Enforcement Planning Commission has noted that in the courts of general sessions and other types of lower courts there is rarely a trained prosecuting attorney present to handle the prosecution of the case. The result is that the investigating police officer must present the case, acting as both prosecutor and witness. The commission has determined that this results because the district attorneys general

receive only a small appropriation for secretarial assistance and must, therefore, do much of the secretarial and filing work themselves. For this reason, the funds made available in this program will be utilized by district attorneys general to hire secretaries, thereby freeing the district attorneys general to appear in lower courts. This program will have the added benefit of providing a staff.

Subgrant Data

Subgrants ranging from \$3,000 to \$4,000 will be given to district attorneys general for clerical assistance, but priority will go to those offices developing standardized records within their judicial district.

A subgrant of \$56,250 will be awarded to the Executive Secretary of the District Attorneys General Conference to continue the operation of that office. These funds will be used for salaries, rent, travel, supplies, equipment and operating expenses. This is the third and final year of funding at this level for the executive secretary. That figure will be reduced by one-third next year as the state assumes an increased share of the costs.

Funds will also be available for educational programs for district attorneys general and for courses in law schools designed to encourage students to consider a career in the criminal justice system.

Budget

	LEAA	State, local or other
Part C Block Support	\$170,000	\$18,888.89
Part E Block Support	-0-	-0-
Program Total	\$170,000	\$18,888.89

Multi-Year Forecast

- 1975 - The District Attorneys General Conference will begin to assume the cost of this program and funding will be decreased. (\$145,000)
- 1976 - Funding will again be decreased as this will be the final year for TLEPA assistance in the Office of Executive Secretary of the Tennessee District Attorney General Conference. (\$75,000)
- 1977 - Funding will again be decreased. (\$50,000)
- 1978 - Funding will be decreased slightly as the only projects remaining in this program should be educational. (\$35,000)

PROGRAM G-4

JUDICIAL SERVICES

Objective

The objective of this program is to make available to the personnel in our court system the knowledge and understanding necessary for the administration of justice.

Implementation

The complex nature of the criminal justice system, especially the area of criminal law, requires that the judiciary be well-informed. They must have a basic framework of knowledge but it must be supplemented and updated as changes in the law occur and new techniques are developed. Examples of conferences and seminars the Tennessee Law Enforcement Planning Commission will support are listed below:

1. National Program
 - a. Juvenile court judges to attend the National College of Juvenile Judges in Reno, Nevada,
 - b. General sessions judges to attend the American Academy of Judicial Education in Tuscaloosa, Alabama,
 - c. Trial judges to attend the National College of State Trial Judges in Reno, Nevada,
 - d. Appellate judges to attend the National Appellate Judges Seminar.
2. Regional In-Depth Programs

Juvenile court judges, general sessions judges, and trial judges will attend selected regional programs to be offered by the American Academy of Judicial Education, the National College of Juvenile Judges, or other non-profit organizations.
3. In-State Programs
 - a. Semi-annual, short duration conferences for all trial judges (general jurisdiction) will be offered,
 - b. Semi-annual, short duration conferences for all general sessions judges (limited jurisdiction) will be offered,
 - c. One two-day conference for all Juvenile court judges will be offered,
 - d. One one-and-a-half day conference for all appellate judges will be offered.

To increase judicial efficiency and provide for a degree of uniformity in justice across the state, a manual of model jury instructions is being developed. This manual will contain material which should benefit the veteran as well as the novice

judge. Due to the nature of this project, most of the cost will be for personnel and consultant services. These expenditures include payments to law students, law professors, and judges. Secretarial help and duplicating cost will also be included.

Support personnel for the court system must also be considered for training and continuing education since they play such a key role in the administration and management of our courts. Tennessee should be proud that it was one of the first states to recognize the desirability of training for court clerks. The Director of Administration, Office of the Executive Secretary of the Tennessee Supreme Court, will design a training program for court clerks and support personnel. The program will be offered to the clerks in the form of workshops of one to three days duration, given in at least three locations across the state. The program will include new reporting system responsibilities assigned to the clerks in that no prior experience, training, or education is required for the clerk or staff. The development of uniform procedures is encouraged.

Travel, consultants, and "hand-out" literature will constitute major portions of the costs for this training. Consultants will be professionals in the field with expertise in matters relating to the training of court clerks.

Subgrant Data

One subgrant of approximately \$25,000 will be awarded to the Executive Secretary to the Supreme Court for two in-state seminars. A subgrant of approximately \$4,000 will go to that same office for the training of court clerks and support personnel. The Executive Secretary should receive a grant of approximately \$7,000 for the continuation of a project to develop uniform records and procedures by clerks.

A subgrant will be awarded to the state association of juvenile judges and to individual juvenile judges for continuing education. Individual grants will also be awarded to general sessions judges.

The Judicial Council will receive an award of approximately \$10,000 for the continuation of the model jury instruction manual.

Budget

	LEAA	State, local or other
Part C Block Support	\$60,000	\$6,666.67
Part E Block Support	-0-	-0-
Program Total	\$60,000	\$6,666.67

Multi-Year Forecast

1975 — Funding should continue at approximately the same level. (\$96,000)
1976 — Funding should continue. (\$96,000)

1977 — Funding will begin to decrease as the state assumes a portion of the cost of this project. (\$75,000)
1978 — Funding will again decrease. (\$45,000)

PROGRAM H-1

REGIONAL CORRECTIONAL CENTERS

Objective

The objective of this program is to continue implementing the plan for regional correctional facilities developed by the Tennessee Law Enforcement Planning Agency, the Department of Correction, and the State Planning Office.

Implementation

Under the direction of the Governor's Office, the Tennessee Law Enforcement Planning Agency, the Department of Correction, and the State Planning Office developed a Master Plan for the construction and implementation of fourteen (14) new facilities across the State and the utilization of two (2) existing facilities as part of the regional correctional system.

The operational functions of the regional correction concept are short-term holding facility, intake function for pre-trial, classification and evaluation of certain inmates, academic and vocational education, post-conviction detention, work and educational release, recreation, and community based tie-in which would aid in treatment. The recommended size for the population of the regional center is a maximum of 400 residents.

At present, the National Clearing House for Criminal Justice Planning and Architecture has reviewed the plans and is "generally satisfied" with them. Construction has begun at one facility and construction will begin soon at a second facility if no problems arise. Funds are available to the Department of Correction

through this program to begin construction on the third facility.

Subgrant Data

It is anticipated that funds in this program shall be used for the actual construction of the regional correctional facilities. However, if there are delays in the construction of the regional centers, this money may be used for additional personnel, implementation of treatment services at a completed regional center, operating supplies, security equipment, or office equipment.

Budget

	LEAA	State, local or other
Part C Block Support	\$760,700	\$760,700
Part E Block Support	—0—	—0—
Program Total	\$760,700	\$760,700

Multi-Year Forecast

1975 — Construction of one facility in Davidson County. Evaluation of facilities in operation. (\$1,000,000)
1976 — Construction of one facility in East Tenn. Region. Evaluate facilities in progress. (\$1,000,000)
1977 — Construction of one facility in Dyer, Obion County area. Evaluate facilities in operation. (\$1,000,000)
1978 — Construction of one facility in Bedford, Coffee County area. Evaluate facilities in operation. (\$1,000,000)

PROGRAM H-2

DIAGNOSTIC AND TREATMENT SERVICES

Objective

The objective of this program is to continue to improve the diagnostic and treatment capabilities of institutions dealing with correction on both the local and state level.

Implementation

The Shelby County Penal Farm offers a variety of programs to its inmates including diagnostic services, counseling, drug treatment programs, work release, vocational training, and aftercare services. One objective of this program is to provide funds for the continuation and improvement of the treatment programs at the Shelby County Penal Farm. Since it is presumed that the necessary equipment for the operation of the above mentioned programs has been purchased, it is anticipated that little additional equipment shall be purchased. Personnel cost and necessary operating supplies will constitute the majority of the expenditures.

A major emphasis is being placed on treatment programs within the correctional fields. With the establishment of regional correctional centers these needs will be satisfied. However, since the construction of these facilities will be gradual, provisions must be made to enhance treatment programs for incarcerants confined in local institutions outside the areas where the regional correctional centers are located. For the past two years the Metropolitan Nashville Workhouse has taken steps to introduce and upgrade a Comprehensive Treatment Program. It is anticipated other metropolitan facilities, which are not affected by the establishment of a regional correctional center, will follow the same steps. Therefore, funds will be made available through this program to continue improvement of existing treatment programs in local institutions and/or initiate treatment programs in areas outside those in which a regional facility is projected to be built in 1974. These treatment programs should be geared toward counseling, educational services, drug treatment, vocational guidance and training which satisfy the inmate's needs. Also, community based tie-ins should be utilized by local institutions to insure maximum benefit is afforded the inmate. The possibility of community based alternatives should be investigated and fully utilized prior to incarceration.

During 1973, the Metropolitan Nashville Workhouse has initiated the establishment of a locked-ward for inmate population who needed extended hospital care. This will be beneficial but further services are needed for the delivery of inmate health services in the Metropolitan Workhouse of Nashville and other metropolitan correctional facilities. Under this proposed program, a general examination of prisoners for cuts, bruises, etc. would be made upon arrival thus insuring more humane treatment and alleviating the possibility of false brutality charges at jail. It is anticipated that funds shall be used to purchase physicians' services, increase the use of paramedical training for selected correctional personnel, and purchase necessary medical equipment. While providing health services, this program shall also assist in medical diagnosis and detoxification of drug and alcohol abusers who do not require hospitalization.

Legislation provided for the establishment of an inspection division in the Department of Correction. The continuation of this jail inspection team will provide a needed diagnostic service to the correctional field. Funds will be available to continue this systematic approach to comprehensive visitation and inspection and to update, as well as enforce, the standard requirements. Money will also be allocated for the Department of Correction to provide treatment services and specialized counseling for those persons handicapped physically or emotionally. Within these services should be contractual commitments for "outside the walls" consultants to support institutional efforts. Money will also be available to improve the Department of Correction medical unit at the Main Prison. Again, contractual agreements should be utilized to provide service programs specifically provided through Vanderbilt and Meharry Medical Schools. This money should also provide for additional personnel and/or equipment to provide checkups, dental care, and internal medicine.

135 people were committed to the Adult Division of the Tennessee Department of Correction alone on drug charges. This is a 88 percent increase over the previous year. Statistics are not available relating committals to correctional institutions for crimes stemming from or related to drug abuse. Funding was available in program H-10 of the 1973 Plan but unfortunately it has not been used in implementing a drug treatment

program. Funding will be available to continue or initiate specialized drug programs within our correctional system to deal with and reduce this increase in drug related offenses. If funds remain in Program H-10 of the 1973 Plan, the first subgrant should be awarded from that program. The majority of expenditures in the drug treatment program will be for additional personnel with incidental expenditures which should involve travel expenses, operating equipment, supplies, and consulting services.

Money will be available to the Department of Correction for the continuation of the Seventh Step Foundation within Tennessee's Correctional System. It should provide supportive treatment services to many of the inmates, both male and female, adult and juvenile, during their incarceration. Through these efforts incarcerants should be helped in making transition from prison to the free society.

A program should be funded to provide educational opportunity to those inmates who are desirous and capable of pursuing education of a specialized or higher level than that offered at the Department of Correction prisons. These incarcerants should be minimum risk so they can be released to attend educational release programs. Money will also be available to the Department of Correction for computer training programs for inmates. This program should be advantageous in two ways. One is through rehabilitation of the inmate by placing him in a vocational and academic training program in data processing. Secondly, the inmate can, after completion of the training, provide services to a number of state agencies in the data entry area and also in the area of computer programming.

With exception of the metropolitan areas, rehabilitative services in local correctional agencies are at a bare minimum, if they exist at all. In an effort to promote rehabilitative services at the local level a limited number of grants will be awarded for the establishment of a local work release program in a municipality or rural area. This will be a demonstration project in which federal funding will not exceed one year. Hopefully, such a project will stimulate the interest and participation of businessmen, civic organizations, professionals and private citizens.

This project should provide individual counseling and other services which will aid the incarcerant to continue to function within his community on a limited basis while under supervision. Provision should be made so that the incarcerant will pay no more than \$5.50 per day for his room and board along with meeting his responsibilities to his family.

Federal funds expended under this program shall be for personnel, travel, consulting services, office equipment and operating supplies.

Subgrant Data

It is anticipated that one subgrant not to exceed \$350,000.00 will be given to the Shelby County Penal Farm for continuation, evaluation, research, and improvement of treatment programs.

Another subgrant is anticipated to fund the Metropolitan Workhouse to provide adequate treatment for inmates. It is hoped that the Knox County Workhouse will take a similar interest and submit an application accordingly. These subgrants are not to exceed a total of \$175,000.00.

It is anticipated that two subgrants, totaling \$85,000.00 will be awarded under a drug treatment program. Subgrantees must provide adequate assurance that projects funded under this program are closely coordinated with regional alcohol and drug abuse counselor and Department of Mental Health programs.

It is further anticipated that one or two subgrants, totaling \$50,000.00, will be given to metropolitan holding facilities to improve the medical services available to prisoners.

It is anticipated the Department of Correction will be awarded (1) one subgrant not to exceed \$46,500.00 for the inspection of local jails, penal farms and other detention facilities; (2) one subgrant not to exceed \$25,000.00 for the improvement of treatment services to persons handicapped physically or emotionally who are incarcerated; (3) one subgrant not to exceed \$67,500.00 for the improvement of medical services unit at the Main Prison; (4) one subgrant not to exceed \$50,000.00 for the continuation of the Seventh Step Foundation within the Department of Correction; (5) one subgrant not to exceed \$37,800.00 for initiating educational release for inmates; and (6) one subgrant not to exceed \$67,500.00 for computer training programs for incarcerants.

A limited number of subgrants will be entertained under this program for one-year funding of a local work release program. The applicant must be able to demonstrate an adequate number of clientele to support such a program and/or a willingness to enter into a contractual agreement with neighboring counties in the utilization of this service. The program shall be headed by a director who will be responsible for the incarcerant during working hours. The director should be answerable to the county judge and/or the

county's governing body. There must be assurances that there are enabling ordinances and/or resolutions which authorize the formalization and operation of a work release program.

It is anticipated that \$15,500.00 in federal funds will be expended in the establishment and operation of this demonstration project for one year funding only.

All continuation projects funded to any state agency will be funded on a 75/25 ratio.

Budget

	LEAA	State, local or other
Part C Block Support 90/10	\$873,300	\$ 97,033.33

Part C Block Support 75/25	\$ 96,500	\$ 32,166.66
Part E Block Support	-0-	-0-
Program Total	\$969,800	\$129,199.99

Multi-Year Forecast

- 1975 - Modify existing programs to create better treatment services and initiate new programs which are determined as a necessity for better treatment. (\$1,000,000)
- 1976 - Same as previous year's objective. (\$1,000,000)
- 1977 - Same as previous year's objective. (\$1,000,000)
- 1978 - Same as previous year's objective. (\$1,000,000)

PROGRAM H-3

IMPROVEMENT OF TRAINING OF CORRECTIONAL PERSONNEL

Objective

The objective of this program is to continue the upgrading of correction personnel at the state and local level. In so doing, this program seeks to continue implementation of the Comprehensive Correction Training Plan and to further develop specific curricula for training compatible with those training ends and in compliance with the Governor's Training Policy.

Implementation

The comprehensive training plan prepared last year by the Department of Correction outlines the training objectives, goals and specific curricula to train personnel at both the state and local level. It is anticipated that the curricula outlined in this correction training plan will continue to be developed and modified.

No funds will be expended under this program that are inconsistent with the comprehensive training plan. Training under this program is to include a minimum of 80 hours of recruit training for correctional officers and field personnel, and a minimum of 30 hours in-service or refresher training for all correction personnel with more than one year of tenure. It is anticipated that funds expended under this program will, where applicable, include the training of correction and field personnel at the local level. Training records for correctional personnel are to be kept to assure that said personnel is being developed in a manner consistent with the goals of the comprehensive training plan submitted in 1973. It is anticipated that any major change in the comprehensive training plan will be submitted to the Correction Committee of the Tennessee Law Enforcement Planning Commission before any change in the training goals approved in the 1973 plan is undertaken.

Subgrant Data

It is anticipated that one subgrant will be awarded to the Department of Correction to implement their comprehensive training plan. Since

the comprehensive training plan makes allowances for training local correctional personnel where possible, a certain percentage of the money allocated to this program should be for local needs. Adequate training records should be kept to allow continued projection of future training needs, and to assure that criteria outlined in the comprehensive training plan are being implemented. It is anticipated that this program will require at least \$125,000.00 in 1974. Any continuation project funded to a state agency will be funded on a 75/25 ratio.

Budget

	LEAA	State, local or other
Part C Block Support	-0-	-0-
Part E Block Support	\$125,000	\$41,666.66
Program Total	\$125,000	\$41,666.66

Multi-Year Forecast

- 1975 — Continued funding same as in 1974 with integration of local correction personnel where collateral training needs may be met by the state program. (\$250,000)
- 1976 — Same as 1975 but with in-service being expanded to include local personnel. Development of plans for correctional training academy. (\$200,000)
- 1977 — Continued funding as in 1976 with state assumption of part of expense in training. All state level personnel should have 80 hours pre-service training and a follow-up in 6 months with 40 hours in-service training. (\$200,000)
- 1978 — Continuation as in 1977 with corrections assuming more of costs. (\$175,000)

PROGRAM H-4

ADMINISTRATIVE SERVICES

Objective

The objective of this program is to improve the Administrative Services of the Tennessee Department of Correction and local correctional facilities by improving inmate-staff ratio, implementing a merit system and analyzing the legality of administrative procedures.

Implementation

A problem exists within the correctional system of awarding promotions and pay increases often for political or personal reasons. A merit system needs to be established by utilizing job performance and educational attainment as determining factors when awarding pay increases and/or promotions. Program IA-7 of the 1972 Plan and program H-4 of the 1973 Plan attempted to attack this problem by making money available to correctional agencies. However, to date, no subgrants have been awarded under either program.

Nevertheless, funding shall continue to be available to encourage local correctional systems and the State Department of Correction to develop programs toward establishing a merit system for the purpose of awarding job promotions and pay increases on the basis of ability, educational attainment and job successes.

There is a demand for more specialized and personalized treatment for the incarcerated. Therefore, the Department of Correction will need to expand its treatment program. In order to maintain an effective treatment program, the Department of Correction must decrease its inmate-to-staff ratio. Ideally, a ratio of 40 to 1 is accepted, thus this is the goal to aim toward. This, however, should be obtained over a three-year span. During this time the decrease in inmate-to-staff ratio should reflect a greater degree of individualized treatment.

Grant applications will be limited to the development of an active recruitment system, employment of treatment specialists and necessary office equipment to decrease the inmate-to-staff ratio within the Department of Correction. Staff members which have direct contact with inmates shall be expected to have at least a high school

education and those in treatment positions should have at least a bachelor's degree.

It has become quite apparent that more courts, even while occasionally paying lip-service to the "hands-off" doctrine, are adopting the view that the incarcerated remains entitled to the basic constitutional guarantees, and that delegation of prison authority to the administrative branch does not preclude judicial review of the manner in which that authority is exercised. Incarcerants in the correctional facilities across the state are constantly filing writs seeking redress as results of administrative policies and practices which they feel are in violation of their rights.

In an effort to circumvent this problem, funds will be made available under this program to the Department of Correction to employ a staff attorney to analyze administrative procedures and for legal interpretation. Federal funds expended under this program shall be for personnel, travel, operating supplies and equipment.

Subgrant Data

Anticipated subgrants should include the Shelby County Penal Farm, Knox County Workhouse, and Tennessee Department of Correction. It is anticipated that \$5,000.00 in federal funds should be allocated for establishing a merit system on the local basis. The Department of Correction would be eligible for a \$5,000.00 grant to establish a merit system in Program H-4 of the 1973 Plan.

It is also anticipated that \$200,000.00 in federal funds shall be set aside for funding the establishment of a recruiting system and aiding in the decrease of staff to inmate ratio.

One subgrant will be awarded to the Department of Correction to employ a legal advisor. This project will be funded for one year. It is anticipated that the entire cost of this project will be assumed totally at state expense during the following year. Total anticipated cost of this project in federal funds is \$32,000.00.

All Part E assurances, emphasis and practices will be adhered to under this program. Continuation projects funded to state agencies will be funded on a 75/25 ratio.

Budget

	LEAA	State, local or other
Part C Block Support 90/10	\$ 5,000	\$ 555.55
Part E Block Support 90/10	\$ 32,000	\$ 3,555.55
Part E Block Support 75/25	\$200,000	\$66,666.66
Program Total	\$237,000	\$70,777.76

Multi-Year Forecast

1975 — Continue to improve administrative services by employing personnel and

equipment for regional correctional centers and transfer inmates from Main Prison to regional centers. Evaluate progress made in previous year. (\$400,000)

1976 — Continuation of staffing and equipping the regional facilities. Evaluate progress made in previous year. (\$450,000)

1977 — Continuation of staffing and equipping the regional facilities. Evaluate prior year's progress. (\$500,000)

1978 — Continuation of staffing and equipping the regional facilities. Evaluate prior year's progress. (\$500,000)

PROGRAM I-1

IMPROVEMENT AND EXPANSION OF DIAGNOSTIC CAPABILITIES FOR JUVENILE COURTS AND INSTITUTIONS

Objective

The objective of this program is to continue and improve the quantity and quality of diagnostic services provided for local juvenile judges and state juvenile correctional institutions in Tennessee.

Implementation

The center for the Study of Crime, Law Enforcement and Corrections at Middle Tennessee State University has operated a diagnostic center since September of 1970. The diagnostic center was developed to provide professional psychological services to the Department of Correction and local juvenile courts across the state. It is quite evident that the need for this service is in great demand. A comparison of the first two years of operation reveals an increase of 101 percent for the number of referrals by county courts. Institutional referrals increased 31 percent, while the total number of evaluations increased 40 percent (776 to 1,088 evaluations). It is the purpose of this program to provide funds to continue the diagnostic services offered to the Department of Correction and the juvenile courts and at the same time expand this service to other juvenile courts.

It is the goal of this program to expand this service so that it will be accessible to juvenile courts statewide.

Funds will be made available in this program for personnel services and consulting services

necessary to provide diagnostic services to the Department of Correction and local juvenile courts. In addition to this, it is anticipated that funds will also be made available for necessary operating supplies, travel, and a limited amount of equipment.

Subgrant Data

One subgrant will be awarded to Middle Tennessee State University under this program. The total estimated cost in federal dollars at this time is \$250,000.00. Of this figure \$125,000 is earmarked local, which will require waivers.

Budget

	LEAA	State, local or other
Part C Block Support	\$250,000	\$83,333.33
Part E Block Support	—0—	—0—
Program Total	\$250,000	\$83,333.33

Multi-Year Forecast

1975 — Expansion of program to include services to each juvenile court. (\$250,000)

1976 — Begin phasing out of federal funds. (\$150,000)

1977 — Same as previous year's objective. (\$150,000)

1978 — Same as previous year's objective. (\$100,000)

PROGRAM I-2

PROBATION AND PAROLE

Objective

The objective of this program is two-fold: 1. expand probation and parole personnel at both the adult and juvenile levels, and 2. provide for recruitment, training, employment, and supervision of private citizens to work as volunteers with releasees from correctional institutions.

Implementation

State Probation and Parole has in the past three years greatly expanded probation and parole services at both the juvenile and adult levels. This expansion is geared toward obtaining and maintaining a manageable case load of one counselor to forty cases. During the previous year 20 percent of the cases concluded by criminal court were placed on probation and 24 percent of these cases requested pre-sentence investigations.

It is anticipated that the Department of Correction will increase its adult division of Probation and Parole services from 90 counselors to 151 counselors. In the Division of Juvenile Probation, the Department of Correction anticipates only limited expansion. Therefore, the majority of costs incurred through this program shall be for personnel. Other budget line items which would be incidental to the project are travel, consulting services, supplies and operating expenses, and the necessary office equipment.

A pilot project in utilizing volunteers as probation and parole workers began in Memphis in June of 1972 with assistance from the Department of Correction. The target population of this project are misdemeanants and selected felons. This pilot project has proven beneficial and appears feasible for statewide expansion.

This program is designed to provide funds to the Department of Correction to expand the utilization of volunteers in probation and parole services. Federal funds expended under this will be for additional personnel and operating expenses. The duties of the additional personnel will be to work with local communities in an effort to establish volunteer probation services for

misdemeanants and selected felons in the respective areas. It is hoped that volunteer projects established under this program will be modeled after the First Offender Project in Shelby County. It is anticipated that as the regional correctional center program is developed throughout the state, so will this program in the respective areas.

Subgrant Data

The Tennessee Law Enforcement Planning Commission will award one subgrant to the Department of Correction for expansion of the Adult and Juvenile Divisions of Probation and Parole. This subgrant shall not exceed \$500,000.00 in Part E fundings. In addition to this one subgrant will be an award to the Department of Correction to establish a program that utilizes volunteers in probation and parole services. Total anticipated cost of this project in federal funds is \$51,000.00.

All Part E assurances, emphasis, and practices will be adhered to under this program. Continuation projects funded to any state agency will be funded on a 75/25 ratio.

Budget

	LEAA	State, local or other
Part C Block Support	-0-	-0-
Part E Block Support		
75/25	\$551,000	\$183,666.66
Program Total	\$551,000	\$183,666.66

Multi-Year Forecast

- 1975 — Expansion of services to maintain 40:1 ratio and expansion of volunteer services to other rural areas. (\$350,000)
- 1976 — Same as previous year's objective. (\$250,000)
- 1977 — Same as previous year's objective. (\$250,000)
- 1978 — Same as previous year's objective. (\$200,000)

PROGRAM I-3
HALF-WAY HOUSES AND GROUP HOMES

Objective

The objectives of this program are to continue and expand the utilization of community-based residential centers and pre-release guidance centers. Coupled with this objective is the decentralization of juvenile institutions.

Implementation

Grants have been awarded to councils of government in the Tri-Cities, Mid-Cumberland and East Tennessee areas for community-based houses for juveniles. It is anticipated that one grant will be awarded to the Department of Correction under Program I-1 of the 1973 Plan for operation of group homes at the state level.

As indicated in the 1973 Plan, in order to circumvent future problems which may evolve as a result of a dichotomous approach, a decision must be made as to which approach (state or local) should be continued. No funds under this program will be expended for further expansion of group home services until a plan is devised. This plan shall be designed by the Department of Correction or an agency of mutual concern to determine the need for establishing additional state-operated facilities or abandon the concept.

Grants awarded to the Tri-Cities, Mid-Cumberland and East Tennessee areas shall not be for any further expansion. Therefore, expenses incurred shall be for personnel cost. Subgrants to the Department of Correction shall be for personnel and operating expenses.

During 1973, two action grants were awarded to the Department of Correction to continue the program begun through a discretionary grant to

Opportunity House and the House Between, half-way houses for men and women respectively. Data gathered concerning the operation of these two programs reflects that there is a need for this sort of service by the Department of Correction. One of the objectives is to continue this type of service and expand such services to other metropolitan areas.

It is presumed that Opportunity House and House Between will, as in the past, not accept referrals from other social agencies in the community such as Welfare, Vocational Rehabilitation, or the school system.

Federal funds expended under this program shall be for personnel and operating supplies.

It is not anticipated at this time that any additional equipment shall be purchased for these two projects.

Subgrant Data

One subgrant for \$110,000.00 will be awarded to the First Tennessee Development District, \$40,000.00 will be awarded to the Department of Mental Health for continuation of the Knoxville center and \$49,962.00 to Mid-Cumberland Development District. One subgrant for \$67,500.00 will be awarded to the Department of Correction for continuation of existing facilities.

The Tennessee Law Enforcement Planning Commission shall award two grants to the Department of Correction for the continuation of Opportunity House and the House Between projects. It is anticipated that \$76,500.00 in federal funds will be expended.

All Part E assurances, emphasis, and practices will be adhered to under this program. Continuation projects funded to any state agency under this program will be funded on a 75/25 or 50/50 ratio.

Budget

	LEAA	State, local or other
Part C Block Support 90/10	\$199,962	\$ 22,218
Part E Block Support 50/50	76,500	76,500
Part E Block Support 75/25	67,500	22,500
Program Total	343,962	121,218

Multi-Year Forecast

1975 — Continue to expand state-operated juvenile homes, thus continuing to decentralize juvenile institutions. Phase out federal funds for adult facilities. (\$—0—)

1976 — Adult facilities totally absorbed by state. Juvenile half-way homes same as previous year's objectives. (\$500,000)

1977 — Same as previous year's objective. (\$750,000)

1978 — Same as previous year's objective. (\$750,000)

BLOCK GRANT FUNDING

Section 303 (a) (4) of the Crime Control Act of 1973 mandates that a Comprehensive State Plan from each planning agency shall provide procedures whereby general units of local government may submit to the SPA a comprehensive plan for funding for law enforcement and the criminal justice system in the jurisdictions covered by that Plan. The Act also provides that in order for units of general local government to be eligible for direct block grant funding, there must be a population of at least 250,000 persons. The procedures for block grant funding from the Tennessee SPA will be described in the following:

Each unit of local government or combination thereof requesting direct funding will be responsible for the preparation of basically two types of plans. The first plan, or Comprehensive Plan, will be the development of proposed methods of improving the criminal justice system in that area for possible inclusion in a Statewide Comprehensive Plan. The second plan will be referred to as the Plan of Implementation which will be the proposed method for utilizing funds to implement programs identified in the local, Regional, and Statewide Comprehensive Plans.

The Comprehensive Plan

The Comprehensive Plan will be developed by these units of government and submitted to the regional planning unit for inclusion as a component in the regional comprehensive plan. The regional comprehensive plan will then be submitted to the TLEPA for review and utilization in development of the Statewide Comprehensive Plan. Guidelines for the development of both of these plans will be distributed among the various eligible planning units. This plan will be basically similar to the plans which have been submitted in the past.

The local Comprehensive Plan must be truly comprehensive in nature, providing for the improvement and coordination of all aspects of law enforcement in criminal justice including Courts, Corrections, Police, and the Juvenile Justice System. The programs contained in the local Comprehensive Plan shall provide for funding for no more than one year. The local Comprehensive Plan must be consistent with the Statewide Comprehensive Plan for the improvement of law enforcement in Tennessee in that it contains the necessary elements of the plan including functional categories, problems, needs, goals, programs, budget data, evaluation section, and a multi-year forecast disclosing the method and time frame the local government will use to assume the costs of the program.

The Plan of Implementation

The Plan of Implementation will include an identification of programs, projects, and a forecast of budget expenditures as applicable to these programs. Each of the programs or projects must be compatible with programs identified in the current Statewide Comprehensive Plan, and the local and Regional Plans utilized in the development of the Comprehensive Plan. These Plans of Implementation will be submitted to the regional clearinghouse for A-95 review and simultaneously submitted directly to the TLEPC for processing. The Plan of Implementation is considered as a block grant application, and in accordance with the provisions of the Crime Control Act of 1973, may be approved or disapproved in whole or in part.

The Plan of Implementation must provide for one year's funding of programs beginning July 1, 1974 and ending June 30, 1975. Under no circumstances will an extension of this one year funding limitation be granted. Any projects beginning after that date should be included in the Plan of Implementation the following year for an effective date of July 1, 1975. At the end of the one year funding of this block grant and each subsequent block grant, a thorough evaluation of programs funded through the local plan must be submitted to TLEPA. This evaluation requirement is a pre-condition to subsequent awards under this section.

Procedures for Plan of Implementation

The Plan of Implementation for funding beginning July 1, 1974 must be submitted to the TLEPA no later than April 1, 1974. Guidelines concerning the development of the Plan of Implementation are available from TLEPA. The Plan must include sections relative to the following:

1. There must be included programs consistent with those enumerated in the State, Regional, and local Comprehensive Plans currently in effect and these programs must include the identification of the problem, project objectives, means of achieving these objectives, method of evaluation, and proposed schedule of milestones for projected programs.
2. There must be a detailed budget by program of expenditures anticipated under the block grant. These budgets must be identified by line items consistent with those found in the TLEPA Action Grant Application.
3. The Plan must include identification of the fiscal procedures to be utilized by the block grant recipient including methods of accounting for receipt and disbursement of block grant funds. This identification should include such items as: methods and procedures for subgranting, including application processing and awards, accounting procedures, fund distribution procedures, etc. Attached as appendixes should be copies of grant guides, application forms, reimbursement forms, and other related documents as required.
4. Also included must be monitoring procedures utilized by the block grant recipient to insure that projects are implemented and continue progressing as required by TLEPA.
5. The Plan should also include as attachments any manuals, guides, handbooks, or other documents that announce the grant program.
6. The Implementation Plan should be sufficiently detailed to provide information concerning the compliance with all guidelines, laws, and regulations promulgated by LEAA and TLEPA.

Once the Plan of Implementation has been reviewed, the subgrantee will be notified what part or parts have been approved at the dollar amounts related to that approval by program number. This will be identified on the Grant Agreement which is signed by the local authorized official. These program numbers will be the numbers assigned to identify programs in the current Statewide Comprehensive Plan. The block grant will be assigned one grant number and since it is an action grant, funding will be disbursed on a reimbursement basis. Although the grant is assigned one grant number, claims for reimbursement will be submitted utilizing that number plus the State Plan program number under which funds were allocated. The block grant recipient will be responsible for reimbursements to their subgrantees based on applications submitted to them for funding. Once the block grant recipient has incurred an expenditure, applications for reimbursement can be filed with TLEPA.

PROCESSING PROCEDURES FOR GRANT APPLICATIONS

Subgrantee

The subgrantee identifies a particular problem, examines the Comprehensive Plan, and decides whether or not a project designed to eliminate this problem will fit under one of the Plan programs.

The chief administrative officer of the jurisdiction will be responsible for the preparation of the application. He may request assistance from the Regional Planner in his area or from the Tennessee Law Enforcement Planning Agency Field Representative. He will also sign the grant application.

An original and three copies of the application will be mailed directly to the Field Representative.

Field Representative

The Regional Representative will review the application and if it is incorrect or incomplete, he will contact the Regional Planner, and discuss with him the problem. The application will be returned and the Regional Planner or Regional Representative will assist with the corrections. If the application is correct, the Regional Representative will initial, date and attach a "Grant Routing Slip" to an original and two copies of the application and forward them along with any comments or recommendations he may have to the Regional Planner. The Regional Representative will retain one copy for his file.

Regional Planner

The Regional Planner will review the application and if a problem is discovered, he will contact the local jurisdiction and help to alleviate anything that is wrong. When the application is approved at the region, the original and two copies of the application are forwarded to TLEPA along with any comments or recommendations of the Region.

Tennessee Law Enforcement Planning Agency

The application will be revised by various TLEPA staff members to insure that the application is fiscally sound and that the project complies with programs outlined in the Comprehensive Plan.

The staff of the Agency will meet on the first and third Tuesday of every month, at which time grant applications will receive final review and approval or disapproval.

Grant applications must be in this office at least thirty (30) days prior to the staff review date preceding the anticipated starting date of the project. Non-compliance with this guideline will result in the application being automatically returned for reconsideration and possible revision of the project starting date.

Grants of less than \$25,000 may be awarded at staff level. However, in each instance members of the Commission shall be advised of the awarding of the grant prior to release of information to the news media. Grants of \$25,000 to \$250,000 may be approved at staff level. However, members of the Commission shall be advised of the grant approval and given a reasonable time to enter any question or objection to the grant. If no question is raised by any member of the Commission, the grant award will be finalized. Any member of the Commission may request that the grant award be reviewed by the entire Commission. All grant awards for subgrants of \$250,000 or more will be made by the Commission as a whole without exception.

Following the staff review, subgrantees whose applications have been approved will be forwarded a Grant Agreement which must be signed by the chief administrative official of the jurisdiction. The project may begin after the Grant Agreement is returned to this agency. TLEPA will finalize the grant and forward to the jurisdictions a grant packet containing a copy of the approved grant, the executed Grant Agreement, and all necessary reporting forms.

All projects must begin within 90 days of the approved starting date of the project. If the project has not begun by the date indicated on the cover letter accompanying the Grant Agreement the grant will be automatically withdrawn.

INSTRUCTIONS FOR PREPARING AN "APPLICATION FOR ACTION GRANT"

The subgrantee identifies a particular problem, examines the Comprehensive Plan, and decides whether or not a project designed to eliminate this problem will fit under one of the Plan programs.

The chief administrative officer of the jurisdiction will be responsible for the preparation of the application. He may request assistance from the Regional Planner in his area or from the Tennessee Law Enforcement Planning Agency Regional Representative. He will also sign the grant application.

When there is insufficient space on the application to supply the requested information, use separate sheets of 8½ x 11 paper. Make reference to this on the application, using the appropriate item number, and attach the extra sheets immediately behind the correct page of the application.

An original and three copies of the application will be mailed directly to the Regional Representative. When the application is approved, a copy of the executed grant application, a grant agreement, and necessary reimbursement forms will be returned to the applicant.

Information

1. State Program Under Which the Application is Made. The program number is the number as indicated in the State Comprehensive Plan under which the subgrantee is applying for funds. The "title" is the same as is stated in the Plan.
2. A. System Component. Place an "X" in the appropriate space to indicate which component part of the criminal justice system will receive the major benefit.
B. Functional Area. Record the functional area which the project is designed to emphasize. The functional area is any one of the following:
301(b)
 1. Public protection
 2. Recruitment and training of law enforcement personnel
 3. Law enforcement community relations
 4. Construction of facilities
 5. Organized crime
 6. Civil disorders and riot control
 7. Community service officers
 8. Criminal justice coordinating council
 9. Delinquency prevention and corrections program
3. Short Title of Project. Record the name of the project. The name given the project should be short and descriptive of the work to be done.
4. Applicant. Record the name, street address, and telephone number of the applicant. This will generally be the name of the municipality, county, institution, state department, or regional planning body. The address will generally be the administrative address of the applicant, such as city hall, county courthouse, etc. Include zip code and the name of the county.
5. Project Director. Record the name, title, street address, and telephone number of the person responsible for the administration of the project.
6. Project Summary. In this space should be a brief description which follows. It must be limited to the space provided.
7. Grant Funds. Enter the amount of grant funds for which the subgrantee has applied.
8. Local Contributions and State "Buy-in." Enter the amount of local match and state "buy-in."
9. Total Project Cost. This should be a total of items number 7 and 8. It is the total amount needed to conduct the project.
10. Duration of Project. These are the dates which the project will begin and end. This means the day which the project will start until the day final reimbursement is expected to be delivered or the project will end, whichever is the later date.

11. Identification of Problem. Under this section the applicant should describe the conditions which brought about the decision to implement a project. There must be a specific problem that needs to be eliminated, and this problem is to be described. It is the justification for submitting the application and should include meaningful facts and data which will reinforce the contention that this is a problem.
12. Project Objectives. Here show what the applicant believes would be the solution to the problem set forth in 11. Enumerate the precise objectives of the project and include details of the kind of improvement sought. Be sure not to confuse the problem with the needs to solve the problem.
13. Means of Achieving the Objectives. Here should be given a narrative statement of how the applicant plans for the project to work. This should be in sufficient detail to show in quantitative terms what will be done and how it will be done. A step-by-step development of the project should be included. This description should give the TLEPA or others a good understanding of what will be done, how it will be done, and when it will be done.
14. Project Evaluation. In this space, describe the procedure for measuring the degree to which each objective of the project will be achieved, where these reports will be maintained, and who will be responsible for the evaluation.
15. Projected Progress. This section is designed to give an indication of what portions of the project will be completed during ensuing 90-day periods. First, the applicant must indicate what percent of the project is to be completed during each three-month period and then, in addition, give a brief narrative of the portions of the project which will be completed in the same period. Be sure to indicate when the project will be completed. If the entire project is to be completed within three months, so indicate.
16. Appendix. Material not actually a part of the proposal is to be placed in the appendix. Such material will include brochures, letters in support of the program, literature, personnel specifications and statement of duties for all positions requested, et cetera. Label each piece of additional material separately, i.e., Appendix A, Appendix B, et cetera, and indicate the number and title of each. In the space provided, list the appendices to be attached to the application. A continuation of the narrative of one of the other sections is not an appendix, and should be inserted behind the page for which it is a continuation. This space is provided for appendices as described above.
17. Budget Summary for Grant Project. In this section, enter in the appropriate space the total amount of money budgeted for each line item, as detailed on pages 8 and 9 of the application. The budget should be based on the amount of time required to complete the project, not to exceed one project year. It is irrelevant that the project period crosses calendar or fiscal years. The grant funds cannot exceed 90% of the project, and matching funds must be 10% of the total project cost. Of these local matching funds, all must be in cash. The State will furnish 5% cash in the form of "Buy-in." This means that the local cash contribution must be 5% for a total of 10%. For construction grants, the ratio is up to 50% grant funds and matching funds must be allowable expenses, as approved by OMB Circular A-87, LEAA, and TLEPA.
18. Detailed Project Budget. The budget must be completed in detail, with amounts rounded to nearest whole dollar. The budget should cover the entire project period, which must not exceed twelve months. The budget has separate columns to show which costs or budget elements will be supported from grant funds and which from grantee matching contributions. Only matching funds expended after the date of the grant award date can be counted as matching contributions. Whenever the space for any budget category is inadequate to permit listing of all items, the notation, "See Continuation Sheet," should be entered. Category Totals should be inserted, and all items in the category should be listed on a continuation page numbered 8a, 8b, or 9a, 9b, et cetera.
 - A. Personnel. (i) In the column, "Budget Category," list each position by title or classification (classification can be done with a job title, i.e., clerk typist, patrolman, et cetera, or by grade, such as Patrolman, Grade I, or Patrolman, Grade II, et cetera), and show the annual salary rate and percentage of time per year devoted to the project. Example: Joe Thursday, Sergeant, \$9,000.00, 25%. In the "Total" column, list the sum of the grant funds

- and the matching funds for each individual listed. (ii) In this section, indicate the benefits to be paid, such as social security, retirement (where funds are contributed to retirement by employers), and other such items. The "Totals" block at the bottom of the section is the total of the amounts in the columns above. These figures should coincide with the figures of the first line items of number 17 on page 7 of the application.
- B. Travel. In this section, the subgrantee must provide an itemized list of travel expenses, distinguishing between purposes (i.e., mileage, room and board, et cetera), which must be listed in the column "Budget Category." State Travel expenses regulations apply for all grants from TLEPA, regardless of local policies or regulations. In training projects, where travel and subsistence of trainees is included, this should be separately listed, indicating the number of trainees and omitting costs involved. The totals should coincide with the figures in the "Travel" line of number 17 on page 7 of the application.
 - C. Consultant Services. Consultant services in excess of \$135 per day must receive LEAA approval before the project can be approved. At any rate, consultant services must be in line with the normal rate for the type of services requested. The totals should coincide with the figures in the "Consultant Services" line of number 17 on page 7 of the application.
 - D. Supplies and Operating Expenses. Items in this category must be listed separately by major type (i.e., office supplies, telephone, postage, equipment rental, et cetera). If an indirect cost factor is used, then this section will not be utilized because items covered by this would be part of indirect cost. Indirect cost should be indicated under Section F ("Other"). The totals should coincide with the figures in the "Supplies and Operating Expenses" line of number 17 on page 7 of the application.
 - E. Equipment. Each type of item should be listed separately with the unit cost. Three bids must be received for all items over \$500, or for any group of items purchased from the same vendor totaling over \$500. The totals should coincide with the figures in the "Equipment" line of number 17 on page 7 of the application.
 - F. Other (Specify). This section is for any allowable expense that was not covered under any of the above categories (example: indirect cost, registration fees, et cetera). These items must be clearly identified, and the exact cost must be indicated. The totals should coincide with the figures in the line marked "Other" of number 17 on page 7 of the application.
- Total Project Cost. This is the sum of the above category totals, and should coincide with the line marked "Total" of number 17 on page 7 of the application.
19. Budget Items for Construction Grants. This section will be completed only when the grant application includes construction. Construction grants can be awarded for up to 50 per cent of the total construction cost. No funds can be used for the purchase of land; however, site preparation cost can be used in the grant application.

NOTE: All applications for construction grants will be required to have the SUPPLEMENTAL CONSTRUCTION FORM attached to the application. Obtain the SUPPLEMENTAL CONSTRUCTION FORM from the Tennessee Law Enforcement Planning Agency, Capitol Hill Building, 301 Seventh Avenue, North, Nashville, Tennessee 37219.
 - 20-22. Self-explanatory. These should be read carefully.
- Affirmation and Signature of Authorized Official. This should be read carefully. The chief administrative officer should date and sign the application in the space provided. If the project is to be a joint or consolidated effort of two or more jurisdictions which will assume administrative and/or fiscal responsibility, then the signatures of all chief administrative officers should appear on the application.



STATE OF TENNESSEE

LAW ENFORCEMENT PLANNING AGENCY

Application is hereby made for a grant under the provisions of the Crime Control Act of 1973 (42 USC 3701) in the amount and for the purpose set forth in this application.

TLEPA USE ONLY

Date Stamp

1. State Program Under Which Application is Made:
Number: _____ Title: _____

2. (a) System Component:
() General () Police () Judicial () Correctional
(b) Functional Area:
(c) Type of Application:
() Original () Continuation (If continuation, form no. TLEPA 73-6 should be completed)

GRANT NUMBER

Approved ()
Disapproved ()
Special Cond. ()

3. Short Title of Project: (do not exceed one line)

4. Applicant (Name, address and telephone number)

5. Project Director (Name, title address and telephone number)

6. Project Summary: Summarize, in the space provided, the most important parts of the project, including goals, impact, scope, and evaluation.

7. Grant Funds: \$ _____
8. Local Cont. Buy-in: \$ _____ \$ _____
9. Total Funds: \$ _____
10. Duration of Project: From _____ To _____

LAW ENFORCEMENT PLANNING AGENCY

APPLICATION FOR ACTION GRANT

11. IDENTIFICATION OF PROBLEM: Describe nature, scope, and degree of the problem. This description explains your justification for submitting the grant application. Use meaningful facts and data to support need. (If additional space needed, attach additional sheets and number them 2a, 2b, etc.)
-

12. PROJECT OBJECTIVES: This is a statement of needs to solve the problem. Give a concise statement of each of the objectives of the proposed project which are precise statements of the kinds of improvements sought. (If additional space is needed, attach additional sheets and number them 3a, 3b, etc.)
-

13. MEANS OF ACHIEVING THE OBJECTIVES: Describe the general method, procedure, or strategy for obtaining the objectives of the project and describe the operation of the project. (If additional space is needed, attach additional sheets and number them 4a, 4b, etc)
-

CONTINUED

1 OF 2

14. PROJECT EVALUATION: Describe the procedure of measuring the degree to which each objective of the project will be achieved. (If additional space is needed, attach additional sheets and number them 5a, 5b, etc.)

15. PROJECTED PROGRESS: Project the progress you expect to make on this project. The space provided is divided into 90 day periods and you are to indicate what percentage of the project should be completed during each three month period and in the narrative you are to describe specific accomplishments you expect to complete during each period. (If the project will be completed in less than one year, so indicate when it will be completed.)

PERIOD % COMPLETED PROJECTED PROGRESS DURING THIS PERIOD

First 3 mos.		
Second 3 mos.		

15. (Continued)

PERIOD % COMPLETED PROJECTED PROGRESS DURING THIS PERIOD

THIRD
3 mos.

Fourth
3 mos

16. APPENDIX: Material not actually a part of the proposal is to be placed in the appendix. Such material will include brochures, letters in support of the program, literature, personnel specifications and statement of duties for all positions requested, etc. (Label each piece of additional material separately, i.e. Appendix A, Appendix B, etc., and indicate the number and title of each in the space below.)

APPENDIX NO. TITLE

A

B

C

D

(IF ADDITIONAL SPACE NEEDED, ADD AN ADDITIONAL PAGE NUMBERED 6a, 6b, etc)

17. BUDGET SUMMARY FOR GRANT PROJECTS: Enter totals by category as detailed on pages 8 and 9 of this application. This budget should be based on a grant year, (12 months or shorter period if the project is less than 12 months) rather than calendar year or fiscal year.

BUDGET CATEGORY	TOTAL	GRANT FUNDS	MATCHING FUNDS
Personnel			
Travel			
Consultant Services			
Supplies & Operating Expenses			
Equipment			
Other (specify)			
TOTAL			
Percentage	100%	90%	10%
State Buy-in-50% of Matching Funds or \$			

NOTE: Grant fund total cannot exceed 90% of the total project cost, and matching funds total must be at least 10%. Buy-in is 50% of matching funds. For Construction Grants Only - See Item 19.

18. DETAILED PROJECT BUDGET: The budget must be completed in detail with amounts rounded to the nearest whole dollar. The budget should cover the entire project period or twelve months, whichever is less.

The budget has separate columns to show which costs or budget elements will be supported from grant funds and which from grantee matching (cash) contributions. Only matching funds expended after the date of the grant award date can be counted as matching contributions.

18. (continued) whenever the space for any budget category is inadequate to permit listing of all items, the notation, "See Continuation Sheet" should be entered, category totals should be inserted and all items in the category should be listed on a continuation page numbered 8a, 8b, or 9a, 9b, etc.

BUDGET CATEGORY	TOTAL	GRANT FUNDS	MATCHING FUNDS
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A. PERSONNEL: List each position by title, show the annual salary rate and the percentage of time devoted to the project by the employee. (List position specifications in appropriate Appendix-see item 16)

i. Salaries			
ii. Employee Benefits			

TOTALS

B. TRAVEL: Itemize travel expenses of project personnel by purpose (i.e. mileage, room and board). In training projects, where travel and subsistence of trainees is included, this should be separately listed indicating the number of trainees and unit costs involved.

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TOTALS

BUDGET CATEGORY	TOTAL	GRANT FUNDS	MATCHING FUNDS
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C. CONSULTANT SERVICES: List each type of consultant or service, the proposed fee rates, and the amount of time to be devoted to such services.

TOTALS			

D. SUPPLIES & OPERATING EXPENSES: List items within this category by major type (i.e. office supplies, telephone and postage, equipment rental, etc.) and show basis for computation ("x" dollars per month for office supplies, "y" dollars per month for telephone, etc.).

TOTALS			

E. EQUIPMENT: Each type of item to be purchased should be separately listed with unit cost.

TOTALS			

F. OTHER (specify): List each item and the cost.

TOTALS			

TOTAL PROJECT COST			
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(Sum of the above category totals or all individually listed budget items)

19. BUDGET ITEMS FOR CONSTRUCTION GRANTS: This section will be completed ONLY when grant applications includes CONSTRUCTION. In such cases grant funds will be awarded for up to 50% of the construction cost and NO FUNDS WILL BE UTILIZED FOR THE PURPOSE OF PURCHASING LAND.

ITEM	TOTAL	GRANT FUNDS	MATCHING FUNDS
Contractor's Cost			
Materials Cost (if not in contract)			
Other (specify)			
TOTAL			
	100%	50%	50%

NOTE: All applications for construction grants will be required to have the SUPPLEMENTAL CONSTRUCTION FORM attached to this application.

Obtain the SUPPLEMENTAL CONSTRUCTION FORM from the Tennessee Law Enforcement Planning Agency, Capitol Hill Building, 201 Seventh Avenue South, Nashville, Tennessee 37219.

20. STANDARD GRANT CONDITIONS: This item sets forth the conditions for the extension of grant assistance to any applicant and, when an award is made and grant funds are accepted thereunder, will become a binding contractual commitment of the grantee. The applicant should satisfy itself that it has read, understands, and is willing to comply with these grant conditions and the rules and regulations incorporated therein concerning administration of grants established by the Law Enforcement Assistance Administration and the Tennessee Law Enforcement Planning Agency.

A. REPORTS: Each grantee shall submit such reports as the Tennessee Law Enforcement Planning Agency shall reasonably request.

B. COPYRIGHTS: Where grantee programs produce original books, manuals, films, or other copyrightable material, the grantee may copyright such, but the Tennessee Law Enforcement Planning Agency reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, translate or otherwise use, and to authorize others to publish and use such materials.

- C. PATENTS: If any discovery or invention arises or is developed in the course of or as a result of work performed in a grantee program, the grantee shall refer the discovery or invention to the TLEPA which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with Federal funds, all in accordance with the Presidential Memorandum of October 10, 1963, on Government Patent Policy.
- D. DISCRIMINATION PROHIBITED: No person shall, on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under grants awarded pursuant to PL 90-351 as amended by PL 91-644 or under any project, program or activity supported by this grant. The grantee must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice and the Law Enforcement Assistance Administration thereunder as a condition of award of federal funds and continued grant support. As required by Section 518(b) of PL 90-351, this grant condition shall not be interpreted to require the imposition in grant-supported projects of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency.
- E. USE OF FUNDS: Any funds awarded are to be expended only for the purposes and activities covered by the applicant's approved application and budget.
- F. TERMINATION OF AID: This grant may be terminated in whole or in part by the Tennessee Law Enforcement Planning Commission at any time the Commission finds a substantial failure to comply with the provisions of PL 93-83, or regulations promulgated thereunder, including these grant conditions or plan, application or contract obligations, but only after notice and hearing pursuant to Commission regulations and all procedures set forth in §§ 510 and 511 of PL 93-83,
- G. INSPECTION AND AUDIT: The Tennessee Law Enforcement Planning Commission or any of its duly authorized representatives, shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of subgrantees and contractors, which pertain to the project funded under this grant.
- H. MAINTENANCE OF RECORDS: All appropriate grant records and accounts will be maintained and made available for audit as prescribed by the Commission.
- I. USE OF OTHER FEDERAL FUNDS PROHIBITED: This project will not be financed in whole or in part by other federal funds.

- J. SUPPLANTING PROHIBITED: The federal funds herein awarded are not to supplant local funds, but are to be used to increase the amount of funds that would otherwise be available for this project.
- K. ALLOWABLE COSTS: The allowability of charges made to funds granted under Part C and Part E of Title I of the Act, as amended, shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in the Bureau of the Budget Circular No. A-87 entitled "Principles for Determining Cost Applicable to Grants and Contracts with State and Local Government" (May 9, 1968) and interpreted and amplified in the Tennessee Law Enforcement Planning Agency Financial Management Manual.
- L. WRITTEN APPROVAL OF CHANGES: Grantees must obtain prior written approval from Tennessee Law Enforcement Planning Agency for major project changes. These include (a) changes of substance in project activities, designs or research plans, set forth in the approved application, (b) changes in the project director or key professional personnel identified in the approved application, and (c) changes in the approved budget.
- M. FISCAL REGULATIONS: The fiscal administration of grants shall be subject to such further rules, regulations and policies, concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the Tennessee Law Enforcement Planning Commission, consistent with the purposes and authorizations of PL 90-351 as amended by PL 91-644, including those set forth in the Tennessee Law enforcement Planning Agency Financial Management Manual.
- N. CRIMINAL PENALTIES: Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to this title, whether received directly or indirectly from the Law Enforcement Assistance Administration, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title or in any records required to be maintained pursuant to this title shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any law enforcement program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to this title, whether received directly or indirectly from the Law Enforcement Assistance Administration shall be subject to the provisions of Section 371 of Title 18, United States Code.
- O. CLEAR AIR ACT VIOLATIONS: In accord with the provisions of the Clear Air Act, 42 U.S.C. 1857 et. seg., as amended by PL 91-604; and Executive Order 11602, subgrants or contracts will not be made to parties convicted of any offense under the Clear Air Act.

- P. RELOCATION PROVISIONS: The grantee shall assure that any program under which LEAA financial assistance must be used to pay all or part of the cost of any program or project which will result in displacement of any person shall provide that;
- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons as are required in such regulations as are issued by the Attorney General of the United States.
 - (b) Relocation or assistance programs shall be provided for such persons in accordance with such regulations issued by the Attorney General of the United States.
 - (c) Within a reasonable period of time prior to displacement, decent, safe and satisfactory replacement must be available to the displaced person in accordance with such regulations as issued by the Attorney General of the United States.

The authority for this provision is found in the "Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970", PL 91-646; 84 Stat 1894.

- Q. ENVIRONMENTAL IMPACT: Any application for subgrants, subcontracts, etc., involving; (i) the construction, purchase, lease or alteration of facilities; (ii) the implementation of programs involving the use of herbicides and pesticides; (iii) other actions determined by the Regional Administrators to possibly have a significant effect on the quality of the environment, must include either a draft environmental statement as required by Section 102(s)(c) of the National Environmental Policy Act or a declaration that the proposed action will not have a significant impact on the environment. Before accepting a negative declaration, Tennessee Law Enforcement Planning Agency will refer the application to the Law Enforcement Assistance Administration Regional Administrator who shall review the subgrant application and verify that an environmental statement is not necessary.
- R. HISTORIC SITES: Before approving subgrant programs involving construction, renovation, purchasing or leasing of facilities the State Planning Agency shall consult with the State Liaison Officer for historic preservation to determine if the undertaking may have an effect on properties listed in the National Register of Historic Places. If the undertaking may have an adverse effect on the listed program properties the State Planning Agency must notify LEAA before proceeding with the Program.
- S. RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES: Accounting procedures must provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls must be established which are adequate to ensure that expenditures charged to grant activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

- T. APPLICABILITY OF STATE AND LOCAL PRACTICES: Except where inconsistent with federal requirements, State procedures and practices will apply to funds disbursed by the TLEPA and local procedures and practices to funds disbursed by such units. Bureau of the Budget Circular No. A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Government," must be complied with by grantees with respect to the treatment of specific items and their cost allowability.
- U. CONTROL OF FUNDS AND TITLE TO PROPERTY: The title and control of Part E funds and title to property may not be transferred to private agencies, profit-making or otherwise, even though these may be utilized in the implementation of Part E efforts including the purchase of services and Part E funds and property will not be diverted to other than correctional uses.
- V. CONSTRUCTION GRANTS: All construction grants will also include all additional conditions set forth in the Supplemental Construction Form which must be attached to this application.
21. SPECIAL GRANT CONDITIONS: Special Conditions may be added to this grant application at the discretion of the TLEPA. Notice of such Special Conditions will be given at the time the Grant Agreement is delivered to the grantee, and such Special Conditions and Grant Agreement become a binding contractual commitment and are made an inseparable part of the approved application.
22. ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS ACT OF 1964: The applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to that title, to the end that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance from the department; and gives further assurance that it will promptly take any measures necessary to effectuate this commitment as more fully set forth in the standard grant conditions set forth above. This assurance shall obligate the applicant for the period during which federal financial assistance is extended to it by the department and is given in consideration of and for the purpose of obtaining the grant for which application is hereby made, and the United States shall have the right to seek judicial enforcement of this assurance.
23. ASSUMPTION OF COST: The applicant hereby agrees that should the project described herein prove to be valuable in reducing crime or improving the Criminal Justice System, the cost of such improvements will be assumed by the applicant after "a reasonable period of Federal Assistance."

AFFIRMATION AND SIGNATURE OF AUTHORIZED OFFICIAL

I hereby affirm that the information contained in this application is, to the best of my knowledge and ability, a true and accurate statement.

DATE

SIGNATURE

TITLE

FOR TLEPA USE ONLY

This grant application has been reviewed by the staff of the Tennessee Law Enforcement Planning Agency, and I recommend

- Approval of the application as submitted
- Approval of the application with Special Conditions attached
- Disapproval

DATE

Director, TLEPA

REGIONAL LEGAL ENFORCEMENT PLANNING AGENCIES

Administration of Justice Planning Agency
Gap Building, Suite 111
Nashville, Tennessee 37219

Chattanooga Law Enforcement Training Agency
City Hall, Room 108
Chattanooga, Tennessee 37402

East Tennessee Economic Development District
1810 Lamar Avenue
Knoxville, Tennessee 37916

East Tennessee-Virginia Economic Development District
P.O. Box 2779
East Tennessee State University
Cookeville, Tennessee 37601

Knoxville Law Enforcement Planning Agency
Knoxville Police Department
800 East Church
Knoxville, Tennessee 37915

Memphis Delta Economic Development District
125 North Main Street
Room 518
Memphis, Tennessee 38103

Memphis/DeSoto County Law Enforcement Planning Agency
Shelby County Office Building
160 North Main, Suite 949
Memphis, Tennessee 38103

Mid-Cumberland Council of Governments
Capitol Boulevard Building, Suite 801
Nashville, Tennessee 37219

Northwest Tennessee Law Enforcement Planning Agency
University of Tennessee at Martin
Martin, Tennessee 38237

Southern Law Enforcement Planning Agency
Columbia State Community College
Box 13
Columbia, Tennessee 38407

Southeast Tennessee Economic Development District
Room 2 - Adams Building
Chattanooga, Tennessee 37402

Southwest Tennessee Economic Development District
P.O. Box 2385
Jackson, Tennessee 38301

Upper Cumberland Economic Development District
Burgess Falls Road
Cookeville, Tennessee 38501

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