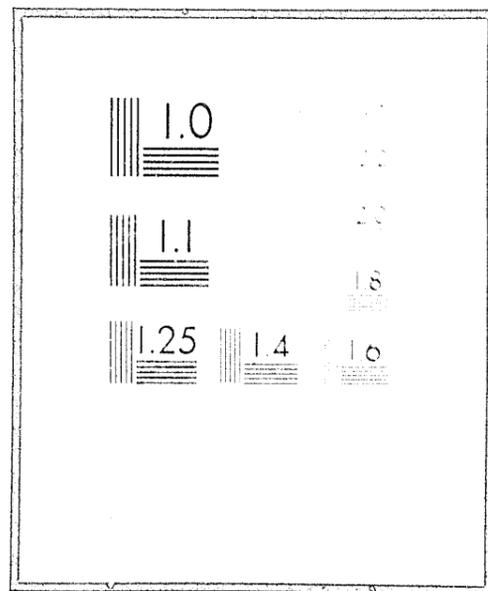


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LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
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OHIO'S DIRECTIVES ON CRIMINAL JUSTICE TRAINING AND RE-ENTRY PROGRAMS

ADDITIONAL INFORMATION



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27585

STATE OF OHIO

JAMES A. RHODES, GOVERNOR

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

JAMES A. DUERK, DIRECTOR

**OHIO'S DIRECTIVES
ON
CRIMINAL JUSTICE PLANNING
AND
PROJECT DEVELOPMENT
FY 1976**

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

ADMINISTRATION OF JUSTICE DIVISION

JAMES A. RHODES, GOVERNOR

JAMES A. DUERK, DIRECTOR

JANUARY, 1975

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PURPOSE AND OBJECTIVE

Purpose and Objective are generally used interchangeably and as such, tend to signify a common meaning.

For the FY 1976 Directives, special effort has been put forth to maintain separate and distinct contexts for these terms.

The purpose of the Directives will be seen to provide a useful means of directing or guiding a process -- that process being the pre-application process. The whole of the Directives addresses this process in one way or another and should therefore be read in its entirety for maximum understanding of the workings of that process.

There is by design a practical approach available to the applicant in negotiating the total document. First, in conceptualizing his project, the applicant will find Section II most helpful in framing his objectives and goals and then relating them to the overall program structure. 'Fundability' of the project is first determined by whether it fits the mold of one of forty sub-program categories. This section further assists the project developer/applicant in scoping the range of services anticipated as being both feasible and allowable. Priorities and restrictions are also spelled out for these purposes. Additionally, Standards and Goals are listed and cross-referenced for ease of selection and application.

Secondly, in developing his project, the applicant will value a working knowledge of how the process functions in his behalf. Section I on Administrations has this purpose in mind. Funding sources -- C, E, Special Incentive -- allocations, eligible subgrantees, implementing agencies, some Do's and Don'ts of application formulations as well as other administrative items are explained, all with the aim of avoiding needless errors and pitfalls on the part of the applicant.

Thirdly, and of particular importance to the applicant are the budget preparation and the instructions on its management/operations. Section III is prepared specifically for this purpose.

Each budget category is presented in a manner which readily identifies relevant policy and guidelines. Operational requirements of control, compliance, coordination, etc. are directly and functionally related to management concerns.

When utilized from these sectional approaches, the Directives serve the practical purpose of being a manual, describing administratively and managerially the application process.

When contemplated as a whole, the Directives constitute an essential document addressing the more generic process of project development.

To the extent that these purposes have been fulfilled the paramount objective of AJD to sponsor fundable, crime-related projects will have been achieved.

SECTION I

ADMINISTRATIONS,

STANDARDS & GOALS

SECTION I: ADMINISTRATIONS, STANDARDS AND GOALS

Introduction: The purpose of this section is to assist potential applicants in understanding how an identifiable criminal justice problem may be transformed into a fundable AJD action project. The required pre-application form is discussed along with some thoughts on how it can best be completed. Because the amount of money which AJD can use to fund action grants is limited, the size and nature of the AJD allocation is reviewed below. The State and local administrative structure for criminal justice planning in Ohio, to the extent that it is related to the initial stages of project development, is also described.

The Regional Planning Units are joint city-county agencies in the six metropolitan areas which account for 61.62 percent of the index crimes in Ohio. The RPU concept was developed in response to a 1970 amendment which mandated that all major cities and counties receive their own planning funds, independent of larger multi-county councils of government. As a result, the following cities and counties agreed to form joint criminal justice Regional Planning Units: Akron-Summit County, Cincinnati-Hamilton County, Cleveland-Cuyahoga County, Columbus-Franklin County, Dayton-Montgomery County, and Toledo-Lucas County.

Each RPU employs a five-to-ten-person professional staff which operates under the oversight of an RPU supervisory body representative of citizen interests as well as local units of government and criminal justice agencies. The RPUs submit to AJD an annual criminal justice plan for their area and the pre-applications for projects which they want to see funded. Once these plans and pre-applications are integrated into the State's annual comprehensive criminal justice plan, the review and approval of individual project applications and all further grant administration matters are handled by the RPUs. Each RPU receives a block grant to support its action projects, in much the same way that the State receives block grant funds from the Federal government.

That portion of the State outside of the RPUs is divided into four quadrants, called Administrative Planning Districts (APDs). Each of these areas is served by an APD team composed of AJD field staff members who work closely

with local officials to develop and implement projects and provide other technical assistance as needed at the local level. Criminal justice agencies within the APDs deal directly with AJD through their assigned APD team; and all planning, funding, monitoring, auditing, evaluating, and other project related functions are conducted at the State level by AJD. The action fund allocation for each APD is computed in the same fashion as for each RPU using a crime/population formula.

Because the preparation of a formal application involves a considerable investment of time and effort, the Administration of Justice Division requests that applicants submit a preliminary proposal or "pre-application". AJD will provide copies of this required document to State agencies and local agencies located in the four Administrative Planning Districts. Local agencies in the six largest metropolitan counties must contact their Regional Planning Unit for any necessary material, since their procedures or forms may be different.

The pre-applications submitted to AJD by State agencies and local agencies in the APDs or by the RPUs, on behalf of local agencies in their areas, must include the following:

- (1) A detailed statement of the problem(s) to be addressed by the project, with specific statistics to document the need(s), such as burglary rate, docket delays, recidivism rate, drug and alcohol arrest figures, etc.
- (2) A full description of the project in terms of its operation and activities, target population and size, specific services to be provided, methods to be employed, number and types of personnel to be engaged, cooperation and/or involvement of other agencies, etc.
- (3) An explanation of how the proposed project will significantly reduce crime and/or improve operational efficiency, with the means by which the progress of the project will be monitored and evaluated specified.
- (4) A completed budget showing how AJD, State buy-in, and local funds will be spent within broad budget categories, such as, personnel, travel, equipment, etc.

In addition, every pre-application will be required to show how the proposed project is directed at meeting minimum standards and/or achieving specific goals. The standard or goal addressed may be one generated by the National Advisory Commission on Criminal Justice Standards and Goals sponsored by LEAA or some other standard established by the American Bar Association, the National Council on Crime and Delinquency, International Association of Chiefs of Police or others. This element is an important AJD requirement which must not be overlooked in preparing a pre-application.

AJD uses the completed pre-applications to fully subscribe the State's allocation of funds for each fiscal year. The way in which this money is to be distributed is described in the annual Ohio Comprehensive Criminal Justice Plan. This document lists every action grant to be awarded from a particular fiscal year. So, in order to be eligible for funding, a project proposed through a pre-application must be included in the State Plan.

Because the pre-application is such a crucial document, it should be prepared with great care. Applicants are cautioned to avoid some of the problem areas revealed in a spot check of previous years' pre-applications which were not included in State Plans:

- (1) Submit the pre-application on time. Over ten percent of the proposals received by AJD were at a competitive disadvantage because they were late. Submission date for APDs is May 1, 1975 and for State agencies, May 15, 1975. RPU Plans are due June 1, 1975.
- (2) Prepare a pre-application which is complete. Some ten percent of the projects "not recommended for funding" failed to provide sufficient information or adequate documentation.
- (3) Know the policies which have been established by the OCJSC. Another ten percent of the pre-applications were simply not fundable under State policies.
- (4) Consider the priorities set by the State Supervisory Commission (and in the metropolitan areas by the RPU Supervisory Boards). About 30 percent of the pre-applications received by AJD were acceptable; but other projects, with a higher priority, were recommended for funding ahead of them.

The Pre-application Review Process: Every pre-application will thus be competing with other proposals for the allocation of AJD funds which are available. The review process is summarized below.

As previously noted, an individual, organization, or agency which has a project to propose must secure the endorsement of either a State agency or a local unit of government. Potential State projects or local projects which will be operating in an APD area should be submitted directly to AJD on the required pre-application form by either the implementing agency or the subgrantee. Those interested in applying for local funding within an RPU, including local special incentive and Part E projects, must submit pre-applications through the RPU for their area.

Pre-applications received from the RPUs as well as from State agencies and applicants in the APDs are reviewed by the AJD staff. The information in the pre-application is then summarized and presented to the five OCJSC task forces for their consideration. These task force committees include: Law Enforcement; Prevention, Diversion and System Development; Juvenile Delinquency; Courts; and Corrections. After the committees have completed their deliberations, each task force chairman reports to the full OCJSC.

The OCJSC has the final decision-making role in determining the acceptance of pre-applications for inclusion in the State's annual action plan. As a result of their action, all pre-applications will be assigned to one of three categories:

1. Approve: It may be included in the annual action section of the State's criminal justice plan. The proposed project is thus eligible for funding, contingent upon Ohio's meeting LEAA planning and grant management guidelines.
2. Approve/Hold: A pre-application may be judged acceptable but for various reasons, there may not be sufficient money available to fund it at the present time.
3. Reject: The decision may be made, again for various reasons, not to consider funding a particular project which has been proposed.

Pre-application Review Process

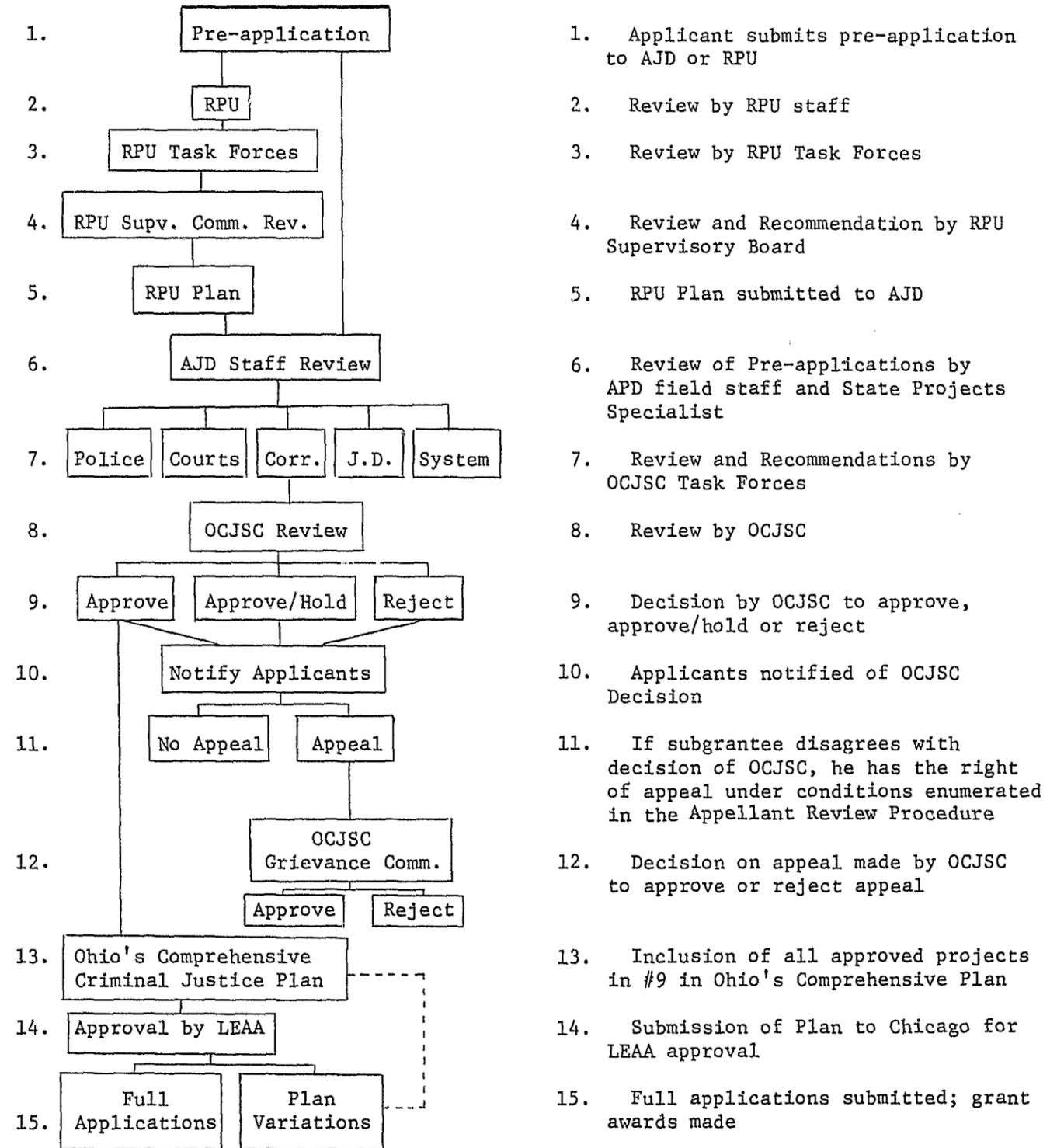
Agencies submitting a pre-application will be advised through a letter by AJD or, where appropriate, by their RPU, as to the final status of their pre-application. Those applicants receiving approval must then submit a full application which will be provided at the time of notification by AJD.

All applicants whose projects were either rejected or placed in the Approved/Hold category have the right to appeal following the procedures as outlined in the Appellant Review Procedures. The decision process, relative to an aggrieved pre-application, will then be reviewed by an OCJSC Grievance Committee. A decision will then be forthcoming from Ohio's Supervisory Commission to the applicant regarding the Commission's final decision.

A graph depicting the pre-application submission and review process follows on page 8.

Plan Variations: Since the Ohio Comprehensive Plan is project-specific, i.e., every project to be funded is identified by subgrantee, changes to the Plan are necessary if a project listed in the Plan is not implemented. Thus, a plan variation is required in the following instances:

- (1) If an increase in AJD funds, over that amount approved in the State Plan, is needed; or
- (2) If a project not included in the State Plan for a designated fiscal year is to be funded; or
- (3) If the subgrantee and/or the implementing agency is/are changed from the State Plan; or
- (4) If there is a change in the program category from that approved in the State Plan, for any reason; or
- (5) If the focus, objectives, intent or expected accomplishments of a project differ or change significantly from the State Plan; or
- (6) If there are significant budgetary shifts which affect the stated focus, objectives, intent or expected accomplishments from that listed in the State Plan.



STANDARDS AND GOALS

Background: In late 1971, LEAA Administrator Jerris Leonard appointed the National Advisory Commission on Criminal Justice Standards and Goals (NAC). This Commission, composed of interested citizens and working members of the criminal justice system, worked for two years to set crime reduction goals for the United States and to formulate over 450 standards to reach those goals. The six-volume report which was issued in Autumn, 1973, marks a watershed in the area of criminal justice planning in its attempt to set standards which can help state and local agencies to reduce crime and improve the administration of justice.

Supervisory Commission Activity: Following the lead of the National Advisory Commission, the Ohio Criminal Justice Supervisory Commission last spring began a three-year project to develop a comprehensive set of criminal justice standards for Ohio. With the assistance of an LEAA discretionary grant, the Supervisory Commission has started to review all of the 450 NAC Standards. The Supervisory Commission is also considering recommendations of other national standard-setting groups such as the American Bar Association, International Association of Chiefs of Police, the American Correctional Association and the National Council on Crime and Delinquency.

To date, the Supervisory Commission has been reviewing the work of the NAC in seven high-priority areas. These standards cover recruitment and selection of law enforcement personnel; police-community crime prevention; diversion; youth services bureaus; the reduction of pre-trial delay; training for courts personnel; and recruitment and training of corrections personnel. These standards in draft form were then distributed in late 1974 to public interest groups, Regional Planning Units and members of the Ohio criminal justice community for review and comment. Over twenty-five groups responded to the Supervisory Commission's request for suggestions, criticisms and modifications.

On the basis of these comments, the draft standards for all areas except adult corrections were revised and approved in final form by the Supervisory Commission on January 10, 1975. It is anticipated that final action will be taken on the adult corrections standards in late February, 1975.

FY 1976 Pre-applications: As in FY 1975, all applicants will be required to address standards in preparing pre-applications for FY 1976. For your convenience, a list of relevant NAC standards is included at the end of each functional area in Section II, following the program descriptions. For each AJD program, the cross reference listing shows the number and name of the NAC standards which relate to that program.

In those programs where the Supervisory Commission has already developed standards for Ohio, priority in funding will be given to those pre-applications which demonstrate that they are working to implement the Ohio standard. The Ohio standards are also included in the listing in Section II and copies of the standards are available from AJD.

Applicants are not limited to the NAC and Ohio standards, but may also consult the standards and recommendations of such groups as the American Bar Association, the International Association of Chiefs of Police, and the American Correctional Association, etc.

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Allen	Hardin	Putnam
Ashland	Henry	Richland
Auglaize	Huron	Sandusky
Crawford	Knox	Seneca
Defiance	Marion	Van Wert
Erie	Mercer	Williams
Fulton	Morrow	Wood
Hancock	Ottawa	Wyandot
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Ashtabula	Lorain	Portage
Columbiana	Mahoning	Stark
Geauge	Medina	Trumbull
Lake		Wayne

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Butler	Clinton	Miami
Champaign	Darke	Preble
Clark	Greene	Shelby
Clermont	Logan	Warren

Administrative Planning District IV

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Adams	Harrison	Muskingum
Athens	Highland	Noble
Belmont	Hocking	Perry
Brown	Holmes	Pickaway
Carroll	Jackson	Pike
Coshocton	Jefferson	Ross
Delaware	Lawrence	Scioto
Fairfield	Licking	Tuscarawas
Fayette	Madison	Union
Gallia	Meigs	Vinton
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PROJECT FUNDING

Part C Funding: Under the provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, a specified portion of the funds which Congress appropriates each fiscal year for the Law Enforcement Assistance Administration must be allocated among the States according to their respective populations. Given some dramatic increases in the annual level of Congressional appropriations, the amount of money available to the Administration of Justice Division for action projects grew rapidly from a total of \$1,057,515 in FY 1969 to \$27,740,995 in FY 1973 and has held at the latter figure for FY 1974. At the present time, we anticipate that Ohio's FY 1976 allocation for action projects may be reduced by about 20 percent, in line with President Ford's budget reductions.

Ohio's FY 1976 Part C allocation, whatever the amount, will be distributed among State agencies and local units of government on an entirely different basis. When the Safe Streets Act was passed in 1968, State agencies were allowed to retain as much as 25 percent of the State's Part C block grant. A subsequent amendment to the Act, that is, the variable pass-through provision, allows State government to retain for its own use a percentage based upon the proportion of the total criminal justice support actually expended by State government in relation to local government expenditures. Although the ratio of State/total criminal justice expenditures in Ohio has been calculated at more than 25 percent by the U.S. Bureau of the Census, the Ohio Criminal Justice Supervisory Commission has reserved for State agencies only the 25 percent originally mandated, so that more funds might be available to local governments.

Crime Population Formula

Part C action monies which the State passes through to local units of government for projects is distributed to APDs and RPUs using a crime population ratio. In this formula, UCR index crime is weighted twice as heavily as population. That is to say, if an RPU or an APD has 10 percent of the State's population and seven percent of the State's index crime rate, it will be allocated eight percent of the funds which are earmarked for the implementation of local action projects. Thus, the formula below can be used to determine an APD's or an RPU's level of funding.

Let:
s = State of Ohio
& u = local funding unit

& P = population
 & C = Crime (Total Index Crimes computed by FBI)

then:

Pu = population of funding unit
 Ps = population of state of Ohio
 Cu = Index crimes in funding unit
 Cs = Index crimes in state of Ohio

formula:
$$\frac{Pu + 2(Cu)}{Ps + Cs} = \text{percent of part C money to a funding unit.}$$

Note: When the FBI does not receive a timely report of UCR index crimes from an agency, an estimate is made to permit computation of total crimes by state, SMSAs and counties. These estimated totals for the state of Ohio and the several counties, provided by the FBI, are used in the above formula for uniformity and equitable distribution of Part C funds by AJD.

Percent of local Part C funds allocated to units for 1975:

9.66845%		APD I
15.57338%		APD II
8.35017%		APD III
9.32528%		APD IV
	<u>42.9172%</u>	RPU's:
6.35192%		Akron/Summit
10.48988%		Cincinnati/Hamilton
17.66968%		Cleveland/Cuyahoga
9.82810%		Columbus/Franklin
6.47942%		Dayton/Montgomery
6.26372%		Toledo/Lucas
	<u>57.0828%</u>	% of Part C funds
	<u>100.00000%</u>	allocated to local units.

The actual amounts will, of course, depend upon the FY 1976 Congressional appropriation for LEAA and the UCR index crime rates for each of the local areas in question. It should also be noted that the amount available at the local level to a particular functional area of criminal justice -- police, courts, adult corrections, and juvenile delinquency prevention -- is limited within each APD and RPU by the plan balance percentages discussed on page 123.

Part E Funding: Pre-applications for Part E projects are handled on a statewide competitive basis. There is no requirement for the State to pass through any of this money to local units of government. Nevertheless, AJD has awarded 28 to 30 percent (\$700,000 to \$800,000) of its Part E funds to local agencies in recent fiscal years.

The purpose of Part E, as stated in the Act, is "to encourage states and units of general local government to develop and implement programs and projects for the construction, acquisition and renovation of correctional institutions and facilities and for the improvement of correctional programs and practices". Funding for corrections under Part E is not to be used to substitute for corrections funding that would normally take place under Part C. Each State is required to show that the availability of Part E funds does not reduce the amount of Part C funds that it would otherwise spend for corrections. In other words, Part E funds must be supplemental to Part C spending.

The FY 1976 Part E allocation will not be distributed on a formula basis, but will be used to fund projects selected on a statewide competitive basis from among proposals submitted by both State and local correctional agencies.

Consistent with the Act's intent, special emphasis will be placed on the following:

- [1] The development and operation of community based correctional facilities and programs, including diagnostic services, halfway houses, probation and other supervisory release programs for readjudication and postadjudication referral of delinquents, youthful offenders, and community oriented programs for parolees.
- [2] Projects which are multi-jurisdictional in nature or provide for regional sharing of facilities.
- [3] Projects located in large cities, large counties, metropolitan areas and populous urban centers.
- [4] Projects incorporating "advanced practices" in personnel standards and programs and "advanced design" techniques in facilities construction.
- [5] Personnel training projects to provide a minimum of 80 hours recruit and 20 hours in-service training for guards, correctional workers, and probation and parole officers.

Part E construction projects will be funded on a 90/10 matching ratio. However, under the provisions of the Act, not more than one-half of the total allocation can be used for construction. Programmatic standards for the receipt of Part E funds for construction or renovation to be considered in developing proposals are the following:

- [1] The use of "advanced design techniques" in the design of institutions and facilities, prohibits the use of Part E funds, without prior LEAA approval, for:
- . construction of an adult facility having an operating capacity in the aggregate of more than 400 persons on a total site preparation, construction and outfitting cost of more than \$8 million.
 - . construction of a juvenile facility having an operating capacity in the aggregate of more than 150 persons or a total site preparation, construction, and outfitting cost of more than \$4 million.
- [2] In the planning and development of architectural designs or construction drawings and before beginning any construction, a subgrantee is required to:
- . consult with and provide relevant documents to the LEAA National Clearinghouse for Criminal Justice Planning and Architecture at the University of Illinois.
 - . obtain a certification of compliance with national standards.
 - . verify that no funds will be expended until certification is obtained.
- [3] Part E funds may not be used for the routine repair, maintenance, or upkeep of correctional institutions or facilities. With respect to construction, acquisition, and renovation, Part E funds may only be used for such institutions and facilities or portions thereof which substantially provide or contribute to confinement or rehabilitation of those charged with or convicted of violation of the law. In other words, Part E funds may be used to renovate a county jail, but not the sheriff's living quarters located therein.

[4] As a condition for receipt of Part E funds for these purposes, applicants must demonstrate, to the extent applicable, adherence to the following program elements:

- . reasonable use of alternatives to incarceration, such as referral and bail practices, diversionary procedures, court sentencing practices, probation resources and work-study release;
- . special provision for the treatment of alcohol and drug abusers, particularly in community based programs;
- . architectural provision for the complete separation of juvenile, adult female and adult male offenders;
- . specific study of the feasibility of sharing facilities on a regional basis;
- . architectural design of new facilities providing for appropriate correctional treatment programs, particularly those involving other community resources and agencies;
- . willingness to accept in the facilities persons charged with or convicted of offenses against the United States.

All subgrantees using Part E funds must provide a minimum of 80 hours recruit training and 20 hours in-service training for their correctional personnel.

Special Incentive Funding: FY 1976 will represent the fourth year that the OCJSC has decided to allocate a portion of Ohio's LEAA monies for special incentive funding of certain projects. Both State agencies and local units of government will be eligible to compete for these funds.

The Supervisory Commission has set aside \$300,000 in 1976 for projects which seek to implement objectives in several high priority areas. These funds, which came from Part C monies, will be available to local communities and to State agencies on a statewide competitive basis. The funding will be available on a 100 percent AJD basis, as follows:

Special Incentive Funding for Evaluation Projects

Total Fund: \$200,000

Eligibility

Project applications will be received which effect evaluations upon performance/operations. In essence, the special kinds of evaluations which are being considered here are self-evaluations -- internal assessments of total operations or such components of overall operations as management/planning organization, control, administration or environment.

The purpose of this Incentive Funding is to detect and specify heretofore untried, unsolicited procedures or techniques at the project level involving actual day-to-day activities. No concept/research projects will be acceptable. Nor will evaluations which attempt to assess the program level or beyond (not to be confused with program category D-4), i.e., policy, be favorably received.

The objective of this funding proposal is to encourage and develop internal evaluation capabilities by and for the practitioner (project operator), and thus, must demonstrate sufficient design/coherence to be replicable under wider dissemination and transference. This requirement of utility will impose specific "how-to" technique and instruction.

Selection Criteria

Generally, each application will be reviewed on its individual merit, with no prior qualifying features or requirements. However, those projects which are continuation projects and have thus achieved a "track record" would seem to have an advantage over first-time funded projects. Such other projects will not be excluded/rejected solely for want of baseline data if a satisfactory descriptive package can be developed on self-appraising over some term of its operational life. Other criteria which will affect selections are:

(1) Extent to which project evaluation will contribute to "new knowledge", i.e., advance in some discernible way the state-of-the-art.

(2) Extent to which project evaluation will contribute to the enhancement of managerial functions/goals, i.e., aid in the decision-making process.

(3) Extent to which the project evaluation will contribute to a developmental objective, i.e., increase the

awareness of the benefits associated with and which can be realized through evaluative processes.

(4) Extent to which project evaluation is compatible with current AJD planning and programming structures (see page 24).

(5) Extent to which the project evaluation "solves" a specific problem, i.e., corrects some dysfunctional aspect of the operation.

(6) Extent to which the project itself can be evaluated.

Special Conditions

(a) All projects submitting under this funding must seek prior approval of evaluation design and specifications by presenting in advance of consideration (or concurrently) a brief concept-narrative of the basic design elements, report system, cost functions, etc., as well as describing how it intends to proceed to carry out the evaluation effort.

Approval of such designs will not be a guarantee to funding, but will help to establish eligibility for project funding.

(b) Clear and separate distinctions must be maintained at all times between the Part C Funding and the Special Incentive Funding. Should the Part C Funding become inoperable for any reason, termination of Special Funding will be simultaneous and automatic.

(c) Projects meeting approval under this Special Incentive program must submit quarterly progress reports in lieu of present monitoring/evaluation instrument reports.

Special Funding for Minority Recruitment

Total Fund: \$100,000

Eligibility

In previous years, special incentive funding was available to law enforcement and correctional agencies that sought to increase their minority employees. Many agencies used these funds to attract and employ minority and female persons in

these special programs, while little attention was directed toward the factors which created the initial underutilization.

At this point, it is felt that a more effective way of dealing with the underutilization of minority and female employees is the comprehensive evaluation of all components of the employee selection process. Thus, the objective of this funding proposal is to encourage comprehensive assessments of how to remove artificial barriers to the employment of women and minorities in criminal justice agencies.

Selection Criteria

Generally, each application will be reviewed as to how it relates to the entire employee selection process. Projects to be funded should offer a permanent solution to a specific problem area that contributed to the underutilization of minorities and women. Projects that request additional personnel will not be considered. Fundable areas include:

1. Recruitment Campaigns: Special programs to attract and employ minority and female individuals. These projects will be reviewed in the context of test validation and job vacancies.
2. Test validation: Projects designed in connection with Civil Service Commissions and recruitment personnel will be considered.
3. Background investigations: Physical agility tests, oral interview boards, job applications. These special areas will be reviewed in connection with test validation.
4. Other employee selection criteria: Other areas that have contributed to underutilization will be reviewed in the context of the entire employee selection process.

SECTION II

1976 PROGRAM CATEGORIES

SECTION II: 1976 PROGRAM CATEGORIES

Introduction: This Section contains descriptions of the 40 programs under which FY 1976 projects will be funded. AJD is continuing to use the six major functional categories (A to F) used since 1973.

The program descriptions which follow are designed so as to let the potential applicant know:

- . the types of projects which will receive high priority in funding;
- . the kinds of projects which are allowed;
- . What, if any, program restrictions or special requirements will be placed on projects, and
- . the criminal justice standards which relate to each particular program.

After a thorough reading of this Section, the applicant should know whether his project is fundable and what information he will need to provide on his pre-application in order to comply with funding requirements.

A. POLICE EFFECTIVENESS (LAW ENFORCEMENT)

- A-1 Recruiting and Testing of Law Enforcement Personnel
- A-2 Training of Law Enforcement Personnel
- A-3 Construction and Improvement of Law Enforcement Facilities
- A-4 Manpower Utilization, Planning and Management Assistance
- A-5 Legal Advisors
- A-6 Science and Law Enforcement
- A-7 Communications
- A-8 Special Prevention and Enforcement

B. PREVENTION, DIVERSION AND COMMUNITY RELATIONS

- B-1 Special Security Programs for High-crime Areas
- B-2 Community/Human Relations and Crime Prevention
- B-3 Narcotics and Dangerous Drugs
- B-4 Alcohol and Alcoholism
- B-5 Diversion of Adult Offenders

C. JUVENILE DELINQUENCY

- C-1 Upgrade Juvenile Services Personnel
- C-2 Juvenile Delinquency Prevention
- C-3 Juvenile Services Planning and Management
- C-4 Juvenile Diversion
- C-5 Community Treatment for Delinquent Youth
- C-6 Construction and Improvement of Juvenile Facilities
- C-7 Institutional Treatment for Delinquent Youth

D. SYSTEM DEVELOPMENT

- D-1 Criminal Justice Information Systems
- D-2 Developmental Research
- D-3 Criminal Law Reform and Legislation
- D-4 Program Evaluation
- D-5 Consolidation of Services
- D-6 Operational Research

E. IMPROVEMENT OF THE JUDICIAL PROCESS

- E-1 Improvement of Prosecution
- E-2 Courts Management
- E-3 Courts Personnel Training
- E-4 Legal Defense
- E-5 Pre-trial and Pre-sentence Investigation
- E-6 Construction and Improvement of Court Facilities
- E-7 Court-community Relations

F. ADULT CORRECTION AND REHABILITATION

- F-1 Recruiting of Corrections Personnel
- F-2 Training of Corrections Personnel
- F-3 Construction and Improvement of Correctional Facilities
- F-4 Corrections Planning and Management
- F-5 Institutional Treatment for Adult Offenders
- F-6 Community Treatment for Adult Offenders
- F-7 Offender Diagnosis and Classification Services

A. POLICE EFFECTIVENESS (LAW ENFORCEMENT)

2.A.1 Goals/Focus

This category encompasses all projects for upgrading law enforcement and improving detection and apprehension of criminals.

2.A.2 Priorities

These priorities are meant to assist the applicant by indicating the kinds of projects the Commission wishes to encourage this year.

[1] Establish statewide minimum standards for the selection of police officers.

[2] Assist police departments in obtaining specialized advanced training in critical subjects and assist police departments to obtain trained instructors.

[3] Assist in the development of programs involving both the police and members of the public in identifying crime problems and in preventing crime.

[4] Enhance police investigative capability by the development of crime laboratories and assist law enforcement agencies to develop a capacity to process crime scenes with trained and equipped technicians.

[5] Assist in the implementation of validated bias-free testing procedures whereby law enforcement agencies may evaluate both potential recruits and applicants for promotion and assist in the implementation of the recommendations of the Ohio Radio Communications Plan.

[6] Assist law enforcement agencies at all levels to:

- improve their administration,
- handle complaints and calls-for-service quickly,
- develop a planning capability,
- utilize Community Service Officers,
- modify deployment procedures,
- exploit mechanical-electronic-photographic methods of storing and retrieving data,

- establish efficient and secure property systems,
- enhance their capacity to photograph crime scenes, and
- engage in regional law enforcement efforts against illegal narcotics traffic and organized crime.

[7] Assist law enforcement agencies in conducting affirmative-action minority recruiting programs.

[8] Assist law enforcement agencies to:

- employ cadets as a reservoir of college trained applicants,
- upgrade law enforcement facilities to provide adequate space to carry out their responsibilities, and
- provide every police officer with ready access to legal advice on criminal law and police procedures.

PROGRAM A-1 RECRUITING AND TESTING OF LAW ENFORCEMENT PERSONNEL

2.A-1.1 Objective

The objective of this program is to improve law enforcement by identifying and recruiting those persons capable of dealing with crime effectively. The methods proposed to accomplish this objective include the setting of minimum statewide standards for recruiting and testing and the elimination of cumbersome and unnecessary constraints which limit the personnel a department may hire.

2.A-1.2 Scope of Services

Projects to be considered for funding include the following: (1) Recruitment campaigns to attract minority group members, college graduates, and professional aides. (2) The development and evaluation of testing tools for law enforcement agencies to use in recruitment and promotion. (3) Cadet programs designed to provide a pool of trained manpower from which law enforcement officers can be recruited.

2.A-1.3 Special Requirements

Cadet programs must meet the following criteria before they will be considered for funding:

1. A cadet must have the potential for employment as a regular police officer.
2. He need not be a full-time employee but must be involved in the program either through work, training or school the year around.
3. Cadets must have the opportunity to attend college, but AJD funds shall not pay for this education, nor does the work "opportunity" infer obligation to pay for cadets tuition and fees.
4. The duties of a cadet must be in the nature of an apprenticeship, rather than purely clerical.
5. The employing agency should be able to offer its cadets an opportunity to become an officer of the agency.

2.A-1.4 Program Restrictions

Projects designed to implement the establishment of statewide minimum standards for the selection of police officers may not be implemented by local applicants.

PROGRAM A-2 TRAINING OF LAW ENFORCEMENT PERSONNEL

2.A-2.1 Objective

The objective of this program area is to improve the ability of a law enforcement officer to deal with crime through in-service training.

2.A-2.2 Scope of Services

Projects which will be considered for funding include, but are not limited to:

1. In-service training, including correspondence courses, seminars and conferences.
2. Training of instructors.

2.A-2.3 Special Requirements

1. Regional facilities will be used when available rather than developing local capabilities.
2. Programs may be run in conjunction with colleges and universities.
3. Training cannot be funded for subjects in the mandatory basic recruit course, but will be funded for training to meet identifiable needs such as human skills, management and supervisor skills, investigation of organized crime, riot and crowd control and conflict management.
4. AJD "discretionary" training funds, such as those awarded to BSSA and OACP are not subject to step-down funding rule.

2.A-2.4 Program Restrictions

Juvenile relations training is not covered under this program. See Program C-1 for information regarding projects for upgrading juvenile service personnel.

PROGRAM A-3 CONSTRUCTION AND IMPROVEMENT OF LAW ENFORCEMENT FACILITIES

2.A-3.1 Objective

The objective of this program area is to upgrade police facilities so that law enforcement agencies may be better equipped to deal with crime.

2.A-3.2 Scope of Services

Remodeling/renovation total costs under \$5,000 will be considered for funding if the remodeling/renovation is an essential part of a larger project. However, requests for renovation costs must be included separately in the pre-application which will be considered under the program category of the overall project.

2.A-3.3 Program Restrictions

Only construction projects supported with funds from a fiscal year prior to 1975 may be considered for re-funding.

PROGRAM A-4 MANPOWER UTILIZATION, PLANNING & MANAGEMENT ASSISTANCE

2.A-4.1 Objective

The objective of this program area is to improve the capability of law enforcement agencies to handle crime by better utilizing police manpower, by developing a planning capability within law enforcement agencies and by application of technological resources.

2.A-4.2 Scope of Services

Projects which will be considered for funding might include: (1) Manpower utilization projects such as community service programs. Typical functions of a community service program might include improving communications between the police and a particular neighborhood, referring citizen complaints to appropriate agencies, etc. (2) Improved deployment procedures, such as geographic or team policing, etc. (3) The use of mechanical, electronic and photographic methods to store records and improve retrieval of data. (4) Management studies to examine internal administration and practices, as well as how police resources (manpower, equipment and facilities) are used. (5) Establishment of a full-time planning office or bureau for a large department or a group of departments. Planning efforts will be directed towards internal policies, procedures, and operations rather than duplicating RPU and AJD planning efforts.

2.A-4.3 Program Restrictions

Police cadet programs are found in Program A-1. Neighborhood Assistance Officers (NAOs) are found in Program B-1.

Projects involving the use of mechanical, electronic and photographic methods to store records and improve retrieval of data are subject to special requirements listed for Program D-1.

PROGRAM A-5 LEGAL ADVISORS

2.A-5.1 Objective

The objective of this program is to insure that the requirements for enforcing the criminal law are properly carried out, by providing every law enforcement officer with legal assistance in every phase of law enforcement work.

2.A-5.2 Scope of Services

Projects should provide supportive legal services so that an officer will understand how to use police powers properly and effectively and the public will have confidence that police actions are not arbitrary and irresponsible.

Therefore, a department may hire an attorney or share his services on a part-time basis with another department or departments. His responsibility will be to answer questions dealing with arrest, use of deadly force, search and seizure, warrants, collection of evidence, civil disorder situations, "stop and frisk", booking and interrogation, and individual liability. He may, for example, work with regional narcotics enforcement groups so that officers will build a proper case at every step of the investigation.

PROGRAM A-6 SCIENCE AND LAW ENFORCEMENT

2.A-6.1 Objective

The objective of this program is to improve crime scene processing through improved collection, identification, preservation and examination of physical evidence.

2.A-6.2 Scope of Services

Projects to be funded include:

1. Projects which assist agencies with more efficient collection of crime scene evidence. This may entail purchase of mobile evidence vehicles and equipment; employment of specially trained police evidence technicians; employment of civilian technicians from sources outside the sworn police service.

2. Projects which will upgrade present forensic science services and/or develop new forensic science facilities.
3. Projects which will address the support of efficient and secure property systems. There should be regular inventories and audits to insure honesty of employees and the security of property. Civilians may be used to handle the property function.
4. Projects for the funding of polygraph instruments and the initial training of polygraph examiners.
5. Projects which support crime scene and identification photographs. Equipment may be standard 4 x 5 inch camera, 35 mm camera, movie cameras, instant Polaroid or video tape depending upon local photo development facilities and expertise in making prints or slides.

2.A-6.3 Special Requirements

(1) The need for evidence technicians/crime scene investigators, crime labs, property systems, polygraph services or photographic services must be justified by the applicant.

(2) If trained personnel are not already employed, part of any project in this program category must include an initial training component.

(3) Civilian personnel should be used regularly so that sworn personnel may be more appropriately deployed.

(4) Funding for crime scene evidence gathering personnel will not go to single departments unless the department employs 75 or more full-time sworn personnel.

(5) Every employee responsible for the completion of scientific analyses or testing shall hold at least an earned baccalaureate degree in chemistry, criminalistics, biology or one of the closely related physical sciences.

(6) Single jurisdictional crime laboratories will be considered for funding only if they have the ability to provide analytical results within 24 hours and meet at least one of the following criteria:

(a) an evidence item load of at least 1,000 routine items per year (e.g. drug dosage analyses, blood or urine analyses, etc.)

(b) a caseload of at least 300 cases per year.

(7) No polygraph project will be funded unless the subgrantee can show that the present polygraph caseload involves more than 50 subjects per year. A second polygraph operator for any one department will not be funded unless it can be shown that the present caseload is 250 or more subjects per year. In addition, subgrantees receiving AFD funds should agree to make polygraph services available to other public law enforcement agencies, upon request by those agencies.

(8) Every subgrantee should insure that the property system includes a sufficient amount of space and facilities for efficient storage of property and records, easy access by agency personnel and by the public without lessening security or subjecting property to contamination, storage facilities for perishable property and an area that provides an extra measure of security for the storage of narcotics and firearms.

PROGRAM A-7 COMMUNICATIONS

2.A-7.1 Objective

The objective of this program is to replace old and unreliable radio equipment; to increase inter-agency coordination; to reduce channel congestion and interference; to improve citizen access to patrol forces; to improve patrol access to other information resources; to increase manhours on patrol; to reduce response time; to increase clearance rates and to reduce crime rates.

2.A-7.2 Scope of Services

Projects in this program should seek to upgrade the quality of police services by improving citizen access to patrol forces, increasing the ability of patrol forces to access each other and increasing the ability of patrol forces to access other sources of information. The development of a system of police communications is emphasized through the establishment of mobile radio districts (MRD) as set forth in the "Ohio Plan for Improving the Effectiveness of Police Communications". Priority funding will be based upon compliance with this "Plan".

2.A-7.3 Special Requirements

In order to implement the long range goals of the "Ohio Plan", the following conditions will be placed on all radio communications equipment:

- (1) All mobile radios will have at least a four frequency capacity.
- (2) All portable radios will have at least a two frequency capacity. Where portable units are used in place of mobile units, four frequency capacity is required.
- (3) All mobile, portable and base station radios will be equipped with tone coded squelch (TCS) on local operating frequencies.
- (4) If frequency changes are required, the subgrantee must submit with the grant application, a completed copy of the "Request for Frequency Coordination" (PS 4-B-FCC) indicating frequencies applied for and frequencies to be deleted. The subgrantee must acquire licensing on frequencies set forth in the "Ohio Plan" prior to the purchase of any equipment.
- (5) AJD encourages competition. Specifications shall not be restrictive. After the specifications for radios or components become available to bidders, but before bid submission, a joint bidder's meeting will be held by the subgrantee with the vendors' representatives to determine that the proposed specifications are not illegally restrictive.
- (6) Generic names for radio equipment (such as "tone coded squelch") must be used in all grant applications and in all bidding specifications. Trade names and/or parts numbers may be cause for rejection.
- (7) AJD encourages law enforcement agencies to organize into logical grouping that would coordinate services in an areawide dispatching center. Agencies too small to maintain a full-time communications center should immediately arrange for that service to be provided by the nearest full-time communication center of a neighboring public safety agency operated by the next highest political subdivision in the state. A high priority of AJD resources is planned and allocated to facilities proposing such centralized coordination. Requests for base station radio equipment will be considered for funding only when it is shown that the following criteria are met:
 - (a) The requesting department provides full-time, around-the-clock, police services--a minimum of one man on patrol and one dispatcher on duty at all times (ten full-time persons).

- (b) The base station is compatible with recommendations in the "Ohio Plan".
- (c) The power, antenna and propagation pattern is consistent with good radio engineering practice. If complaints of interference are received, the subgrantee must agree to alter the power, antenna and/or propagation pattern so as to eliminate the interference complaint.
- (d) The subgrantee must submit with the grant application a completed copy of the "Request for Frequency Coordination" (PS 4-B-FCC) indicating the frequencies applied for and the frequencies to be deleted. Application should be in process for FCC licensing on the proper frequency.
- (e) Base stations and remote controls may not be installed in private homes.
- (f) The need and justification for the equipment must be clearly established in the pre-application.
- (g) For departments dispatching fewer than 15 mobiles, a console will not be considered unless that console is the core of an area-wide dispatching center and is the only dispatching center in the net control or MRD. If there are more than 15 mobiles in the system, a console must be well justified, preferably including centralized dispatching and data/information services. In any case, the need and justification for a console must be clearly established in the pre-application.

2.A-7.4 Program Restrictions

- (1) Scanners, scramblers, and citizen band radios, by whatever name they may be called, will not be funded. Neither will any part of any radio communications application submitted to AJD, which includes the purchase of scanners, scramblers or citizen band radios be funded, even if the applicant proposes to pay for such equipment himself.
- (2) Paging equipment will not be funded.
- (3) Radios will be installed only in government owned or government leased vehicles. Police radios may not be installed in private cars.

(4) AJD funds may not be used for the purchase of fused-on-glass status maps showing permanent cruiser districts. Such maps have a tendency to permanently fix cruiser districts to a certain date in time rather than to allocate police manpower on the basis of offense reports and demands for services.

(5) In view of the questionable value of multi-channel recorders in reducing crime or improving the radio-communications systems, only multi-jurisdictional applications for multi-track recorder projects will be accepted and then only if the applicant fulfills the requirements for a console. (See definition of "multi-jurisdictional" in the following section of these Directives.)

PROGRAM A-8 SPECIAL PREVENTION AND ENFORCEMENT

2.A-8.1 Objective

The objective of this program is to prevent and/or combat such activities as illegal narcotics traffic and organized crime, which require regional efforts to control.

2.A-8.2 Scope of Services

Projects to be funded include:

1. Multi-jurisdictional enforcement units.
2. Training and equipment for these units so that they can better handle the spillover effects of such crime.
3. Laboratory services for multi-jurisdictional drug enforcement units.
4. Support to combat organized crime activity will go primarily to a statewide coordinative effort.

2.A-8.3 Program Restrictions

Helicopter purchase, training and/or maintenance will not be funded. Nor will funding be made for the purchase or maintenance of fixed wing aircraft, lighter-than-air-aircraft, airport security or training of personnel for such.

2.A-8.4 Definitions

In order to qualify as multi-jurisdictional, there must be a written memorandum of understanding between the participating agencies and/or political subdivisions. This rule applies except in the case of an existing Council of Governments.

2.SG.A STANDARDS AND GOALS

Applicants may wish to consult the reports of the National Advisory Commission on Criminal Justice Standards and Goals (NAC) in preparing pre-applications for FY 1976. The NAC standards for this functional area are listed below.

In addition, the Ohio Criminal Justice Supervisory Commission has drafted standards for the recruitment and selection of law enforcement personnel and for police-community crime prevention programs. A list of these standards is also provided by programs below.

2.SG.A-1 RECRUITING AND TESTING OF LAW ENFORCEMENT PERSONNEL

NAC Standards

Police Report

- 8.2 Enhancing the Role of the Patrol Officer
- 13.1 General Police Recruiting
- 13.2 College Recruiting
- 13.3 Minority Recruiting
- 13.5 The Selection Process
- 13.6 Employment of Women
- 15.1 Educational Standards for the Selection of Police Personnel
- 17.1 Personnel Development for Promotion and Advancement
- 17.3 Personnel Evaluation for Promotion and Advancement
- 20.1 Entry Level Physical and Psychological Examinations

Ohio Standards

Recruitment and Selection of Law Enforcement Personnel in Ohio

- Standard 1. General Police Recruiting
- Standard 2. College Recruiting
- Standard 3. Minority Recruitment
- Standard 4. Employment of Women
- Standard 5. Minimum Standards for the Selection of Police Officers
- Standard 6. The Formal Process of Selecting Police Officers
- Standard 7. Entry Level Physical and Psychological Examinations

2.SG.A-2 TRAINING OF LAW ENFORCEMENT PERSONNEL

NAC Standards

Police Report

- 7.6 Training for Unusual Occurrences
- 16.4 Interpersonal Communications Training
- 16.5 In-service Training
- 16.6 Instruction Quality Control
- 16.7 Police Training Academies and Criminal Justice Training Centers

Criminal Justice System Report

- 12.1 Criminal Justice Education and Training Programs
- 12.2 Criminal Justice System Curriculum
- 15.2 Educational Incentives for Police Officers
- 15.3 College Credit for the Completion of Police Training Programs
- 17.2 Formal Personnel Development Activities

2.SG.A-3 CONSTRUCTION AND IMPROVEMENT OF LAW ENFORCEMENT FACILITIES

This program was not addressed by the National Advisory Commission.

Applicants should consult

- (1) The International Association of Chiefs of Police
11 Firstfield Road
Gaithersburg, Maryland 20760; and
- (2) National Clearinghouse on Criminal Justice Planning and Architecture
University of Illinois
Urbana, Illinois

2.SG.A-4 MANPOWER UTILIZATION, PLANNING AND MANAGEMENT ASSISTANCE

NAC Standards

Police Report

- 5.3 Commitment to Planning

- 5.4 Agency and Jurisdictional Planning
- 5.6 Responsibility for Fiscal Management
- 5.7 Fiscal Management Procedure
- 5.8 Funding
- 11.3 Management Consultation and Technical Assistance

Criminal Justice System Report

- 3.1 Crime Problem Identification and Resource Development
- 4.2 Crime Analysis Capability
- 4.3 Manpower Resource Allocation and Control
- 4.7 Quality Control and Crime Data
- 4.8 Geocoding
- 6.1 Selecting a Team Policing Plan
- 6.2 Implementation of Team Policing
- 8.3 Deployment of Officers
- 9.8 Special Crime Tactical Forces

Ohio Standards

Police-Community Crime Prevention

- Standard 3. Use of Civilian Personnel in Law Enforcement Agencies
- Standard 5. The Use of Reserve Police Officers

2.SG.A-5 LEGAL ADVISORS

NAC Standards

- Police Report
- 11.2 Legal Assistance

2.SG.A-6 SCIENCE AND LAW ENFORCEMENT

NAC Standards

- Police Report
- 12.1 The Evidence Technician
- 12.2 The Crime Laboratory
- 12.3 The Property System

2.SG.A-7 COMMUNICATIONS

NAC Standards

Police Report

- 23.1 Police Use of the Telephone System
- 23.2 Command and Control Operations
- 23.3 Radio Communications

2.SG.A-8 SPECIAL PREVENTION AND ENFORCEMENT

NAC Standards

Police Report

- 9.10 Narcotics and Drug Investigations
- 9.11 Intelligence Operations

Ohio Standards

Police-Community Crime Prevention

- Standard 4. Special Crime Tactical Force

B. PREVENTION, DIVERSION AND COMMUNITY RELATIONS

2.B.1 Goals/Focus

The five Programs in this category encompass a variety of prevention ideas and concepts. Their purpose is to focus more attention upon prevention techniques and the role of the public in prevention. Included also are programs with a long-range impact upon crime reduction, such as diversion programs and programs which seek to build better relationships between the public and the criminal justice system.

2.B.2 Priorities

These priorities were established by the Supervisory Commission for prevention and diversion projects in 1976. They are meant to assist the applicant by indicating the kinds of projects the Commission wishes to encourage this year.

- [1] Develop uniform policies and procedures for diversion projects and the implementation of them.
- [2] Develop a coordinated system of treatment alternatives, such as vocational, educational and counseling services, for adult offenders diverted from the criminal justice system.
- [3] Educate the public as to how they can assist the criminal justice system in preventing crime.
- [4] Assist law enforcement agencies in reducing the fear of street crime in specific high-crime target areas.
- [5] Conduct research on the relationship of the use of alcohol and drugs to crime.
- [6] Utilize the conflict management approach to prevent civil disorder and control potentially disruptive situations.

PROGRAM B-1 SPECIAL SECURITY PROGRAMS FOR HIGH CRIME AREAS

2.B-1.1 Objective

The objective of this program is to reduce crime in high-crime target areas.

2.B-1.2 Scope of Services

Projects in this program include activities which foster cooperation between the residents of a high-crime area and the local law enforcement agency in order to reduce the number of crimes committed in that area, such as lighting projects, crime prevention bureaus, projects which improve public access to police, reduce the vulnerability of specific target areas or neighborhood assistance officer (NAO) projects under the auspices of local law enforcement agencies. Such projects may be tied into team policing efforts.

Project target areas should be those faced with exceptionally high rates of Part I index crime, i.e., crimes against persons and against property. Funds may be made available to local law enforcement agencies to conduct projects in inner city neighborhoods, downtown areas, resort and entertainment areas and college campuses. Quasi-public bodies such as public housing authorities, transit authorities and public hospitals may also be funded.

2.B-1.3 Special Requirements

- (1) Applicants must clearly indicate the scope and range of activities to be included in the project and which agencies will have responsibility for policing areas. Applicants will also clearly show the long-range impact of the project.
- (2) If applying for a neighborhood assistance officer project, the applicant must clearly indicate in the pre-application:
 - (a) that the NAO's composition will reflect the composition of the neighborhood; and that
 - (b) provisions are made for training the NAOs.
- (3) Lighting projects must be designed to be crime specific and combat crime in a high-crime area.

2.B-1.4 Program Restrictions

- (1) Private security forces will not be funded.
- (2) NAOs will not be permitted to carry firearms.
- (3) NAOs will not be used for undercover investigative purposes.
- (4) NAOs will not be permitted to be commissioned law enforcement officers.

2.B-1.5 Definitions

Neighborhood Assistance Officer Project/Community Service Officer Project (NAO): The concept is to involve the community in assisting local enforcement agencies in the prevention of crime. The central component of an NAO project is the hiring of community residents to assist the local law enforcement agency in (1) community patrol; (2) minor crisis intervention; (3) traffic and crowd control; and (4) relieving law enforcement officers of non-police duties.

PROGRAM B-2 COMMUNITY/HUMAN RELATIONS AND CRIME PREVENTION

2.B-2.1 Objective

The major objective of this program area is to enhance the communication between the public and the criminal justice system, to facilitate cooperative crime prevention and to reduce the possibility of civil disorders and violent crimes.

2.B-2.2 Scope of Services

Projects in this program may be operated by any component of the criminal justice system, local government, community groups, schools and regional planning units and may include: (1) Crime prevention education projects which demonstrate to the community how to reduce crime in their neighborhoods and reduce the individual's and community's vulnerability to crime. Projects with mass media components will be considered.

(2) The establishment of community relations programs which attempt to resolve difficulties between the community and the criminal justice system. (3) The establishment of neighborhood and/or court based criminal justice information centers which would assist the public, as well as arrestees, witnesses and victims, in overcoming difficulties with the criminal justice system as well as disseminating information. Such centers may include an ombudsman. (4) Research projects on the public attitude toward all types of crime, which demonstrate how these attitudes can be changed, if necessary.

2.B-2.3 Special Requirements

All new crime prevention projects must have a staff training component. Part of this component will be attendance at the Crime Prevention Institute, located at the University of Louisville or a program of its equivalence.

2.B-2.4 Program Restrictions

- (1) Public relations projects will not be funded.
- (2) Profit-making organizations will not be considered for funding.
- (3) For projects initiated in FY 1976, crime prevention education and community relations projects will be limited to a maximum of two years' funding.
- (4) The purchase of films will not be funded. Film rental is encouraged.

2.B-2.5 Definition

Conflict Management: A conflict management project is one which centers around a conflict management team which may be comprised of criminal justice personnel, public or social agencies, community representatives or any combination. The team's main function is to determine potential points of community-criminal justice system conflict and then attempt to de-fuse these potential conflicts before they result in violence. The team may use community meetings, publications, on-site visits or problem discussion sessions in order to carry out its function.

PROGRAM B-3 NARCOTICS AND DANGEROUS DRUGS

2.B-3.1 Objective

The objective of this program is to reduce drug abuse and related crime.

2.B-3.2 Scope of Services

Projects may include: (1) Treatment and services for adjudicated felons and misdemeanants who have a drug abuse problem, whether institutionalized, on probation or parole, or in a diversion program. (2) Research on drugs and the relationship of their use to crime. (3) Drug education projects which are (a) an integral part of a treatment program or (b) provide training for teachers, counselors or criminal justice personnel who will eventually conduct drug education sessions. Priority for training projects will be given to applications from state agencies. (4) A combination of the kind discussed above.

2.B-3.3 Special Requirements

See Items on pages 122 and 126.

Projects must be clearly related to an ultimate crime reduction goal.

The pre-applicant will need to provide the following data as a minimum:

New projects:

1. the number of drug related deaths and a comparison with the previous year.
2. the number of drug related arrests and the number of drug related cases on the courts' docket as a percent of the total docket. Both figures should be compared to the previous year.
3. data from hospitals, 648 boards, doctors or other health sources available, which indicate the nature and scope of the drug problem.
4. an estimate of the drug problem from local criminal justice and health care systems authorities.

Continuation projects:

1. an update of the data required of new projects.
2. exact data on the number of clients that were served and the type of treatment the clients received. If a client received more than one type of service, so indicate.
3. data which shows where clients were referred from, (i.e., criminal justice system, social service agencies, walk-ins, etc.).
4. data showing clients' arrest and court records (in the aggregate) prior to entering the program, during participation and after termination. In addition, give the recidivism percentage.
5. disposition of clients served.

PROGRAM B-4 ALCOHOL AND ALCOHOLISM

2.B-4.1 Objective

The objective of this program is to divert the alcoholic from the criminal justice system and reduce alcohol related crimes.

2.B-4.2 Scope of Services

Projects may include: (1) Research into alcoholism and its relationship to crime. (2) Detoxification and treatment centers, halfway houses and supporting programs, community based counseling and reintegration programs for adjudicated felons and misdemeanants with an alcoholic history, whether institutionalized, on probation, on parole, or in a diversion program. These programs will also be available to potential offenders.

Special attention will be given to the following types of projects: (1) Any project that complements the Norris Act by enabling police, prosecutors and judges to divert alcoholics from the criminal justice system. (2) Any project that allows law enforcement agencies to immediately divert public intoxicants to a detoxification facility and/or allows for the legal pick-up of public intoxicants by an agency other than a law enforcement agency, diverting the intoxicant to a detoxification facility. (3) Any project which brings together funds originating from different state or federal sources and displays a comprehensive approach to alcoholism as outlined by the Ohio Department of Health and the National Institute on Alcohol Abuse and Alcoholism.

Applicants should note that the pick-up of public intoxicants by an agency other than a law enforcement agency can be made legal through a local ordinance passed by a city council, county commission, township commission or a council of governments, with approval of its member legislative bodies.

2.B-4.3 Special Requirements

- (1) See Items on pages 122 and 125.
- (2) All projects must demonstrate (quantitatively) how the criminal justice system will benefit from the project.
- (3) All projects must have a pick-up (or diversion to treatment facility) component.

2.B-4.4 Program Restrictions

Funds will not be available to projects dealing primarily with drunken drivers.

PROGRAM B-5 DIVERSION OF ADULT OFFENDERS

2.B-5.1 Objective

The objective of this program is to reduce the number of crimes committed by offenders by diverting those considered

to be good risks from the system and offering them positive alternatives to future criminal behavior.

2.B-5.2 Scope of Services

Projects in this area will be implemented by a municipal or common pleas court, State or local correctional agency, or law enforcement agency in conjunction with the prosecutor's office. The offender who has been judged to be a good risk will be released to the project rather than held in the criminal justice system while awaiting either job training, counseling, drug treatment and education rather than jail. Projects will, of course, be closely supervised and could use selected ex-offenders as counselors.

Special consideration will be given to projects designed to plan for the development and/or implementation of diversion policies and procedures, which may include hiring a full time person to design the plan and effect the necessary agreement for not more than one year.

2.B-5.3 Special Requirements

(1) Applicants must include the following information: (a) criteria to be used to select offenders for the program; (b) length of time the offender must be in the program; (c) the other community resources such as job training programs which will be used; (d) how the offender will be supervised; and (e) a clearly defined evaluation component which sets a recidivism percentage goal and which will follow the progress of the offender even after he has finished the project.

(2) Diversion planning projects will be limited to one year's funding.

(3) The following standards for Adult Diversion have been adopted by the Commission. They are to be used as minimum standards in applying for a diversion grant. Since some of the requirements are for operational projects, the applicants should indicate that they will be implemented.

Standard 1. General Policies for Diversion Systems

1. All diversion policies must be written and made public.

2. All diversion policies must be developed jointly by representatives of law enforcement, the prosecutor's office and courts. This must be done to insure uniform procedures and cooperation (see Standard 2).

3. In all cases where an individual is eligible for diversion, a written report is to be made and filed with the prosecutor's office, regardless of whether the individual is finally rejected or accepted for diversion. A copy of that report must be provided to the accused and the accused's counsel. In addition, copies may be provided to agencies which may be involved in developing treatment programs with the accused. All parties concerned should take care to ensure the privacy of the diversion reports.

4. The process of diversion cannot be used to coerce a guilty plea from the accused, even though there is a reasonable assumption of guilt. To protect this standard, the accused cannot be required to enter any formal plea to the charge made against him as a condition for participation in a diversion program. Also, participation in a diversion program cannot be used in subsequent proceedings relative to that charge as evidence of an admission of guilt.

5. Diversion is not a negotiation process, as in plea bargaining. The accused either accepts or rejects diversion. The role of the accused's counsel is to be a facilitator and to insure the protection of the accused's rights.

6. Each individual who is charged must be provided with a sheet of facts about the diversion process.

7. The diversion process may be initiated by:

- a. The accused and/or counsel for the accused in the form of a written formal request for diversion to the prosecutor;
- b. the prosecutor;
- c. an amicus curiae who could have the option to review a case (particularly where counsel is appointed by the court) to determine eligibility for diversion;
- d. the chief of the local law enforcement agency.

8. In order to expedite the diversion process, the appropriate authority must take immediate steps to gather all information required by the prosecutor in order that he may be able to make the diversion decision as soon as possible.

9. There must always be a diversion agreement developed before diversion occurs. This agreement should include the terms of diversion, the length of diversion terms, and a section stating the period of time after which the prosecutor will either move to nolle the charge or seek a conviction. This agreement must be signed by the accused and his counsel, and filed in the prosecutor's office with a copy going to the accused and one to his counsel.

Standard 2. General Criteria for Diversion

In appropriate cases, the accused should be diverted before a formal decision is made relative to the case.

1. Such diversion is appropriate where:

a. There is substantial likelihood that justice will be served and the community will be safe, if the individual is diverted; or

b. it is determined that the needs of the accused can better be met outside the criminal justice system and community resources are available to meet these needs; or

c. any points under ORC 2929.12 are present:

1. The offense neither caused nor threatened serious physical harm to persons or property, or the offender did not contemplate that it would do so;
2. the offense was the result of circumstances unlikely to recur;
3. the victim of the offense induced or facilitated it;
4. there are substantial grounds tending to excuse or justify the offense, though failing to establish a defense;

5. the offender acted under strong provocation;
6. the offender has no history of prior delinquency or criminal activity, or has led a law-abiding life for a substantial time before commission of the present offense; or
7. the offender is likely to respond quickly to correctional or rehabilitative treatment.

2. An individual should not be considered for a diversion program if:

- a. the individual has been known to be unresponsive to previous diversionary programs; or
- b. the individual is a "Dangerous Offender", defined in ORC 2929.01 as:

"...a person who has committed an offense, whose history, character and condition reveal a substantial risk that he will be a danger to others, and whose conduct has been characterized by a pattern of repetitive, compulsive, or aggressive behavior with heedless indifference to the consequences. 'Dangerous offender' includes, without limitation, psychopathic offender as defined in Section 2947.24 of the Revised Code."

2.SG.B STANDARDS AND GOALS

Applicants may wish to consult the reports of the National Advisory Commission on Criminal Justice Standards and Goals (NAC) in preparing pre-applications for FY 1976. The NAC standards for this functional area are listed below.

In addition, the Ohio Criminal Justice Supervisory Commission has been developing standards for crime prevention and adult diversion. These standards are also noted below.

2.SG.B-1 SPECIAL SECURITY FOR HIGH CRIME AREAS

NAC Standards

Community Crime Prevention Report
 2.2 Decentralization Mechanisms
 9.3 Street Lighting Programs for High Crime Areas
 9.4 Shoplifting Prevention Programs
 9.6 Crime Prevention and Law Enforcement Agencies

Police Report
 3.2 Crime Prevention
 6.1 Selecting a Team Policing Plan
 6.2 Implementing Team Policing
 8.2 Enhancing the Role of the Patrol Officer
 10.1 Assignment of Civilian Police Personnel

2.SG.B-2 COMMUNITY/HUMAN RELATIONS AND CRIME PREVENTION

NAC Standards

Community Crime Prevention Report
 2.2 Decentralization Mechanisms
 2.3 Public Right to Know Laws
 2.4 Informing the Public
 9.6 Crime Prevention and Law Enforcement Agencies
 13.3 Providing for Public Review of Government Decisions

Police Report

- 1.4 Communicating with the Public
- 1.5 Police Understanding Their Role
- 1.6 Public Understanding the Police Role
- 3.2 Crime Prevention

Courts Report

- 10.2 Court Process Information
- 10.3 Coordination of Public Information

Corrections Report

- 4.3 Alternatives to Arrest
- 7.2 Marshalling and Coordinating Community Resources
- 7.3 Corrections' Responsibility for Citizen Involvement
- 7.4 Inmate Involvement in Community Programs

Ohio Standards

Police-Community Crime Prevention in Ohio

- Standard 1. Police-Community Crime Prevention Programs
- Standard 2. Police-Community Physical Planning
- Standard 3. Use of Civilian Personnel in Law Enforcement Agencies
- Standard 4. Special Crime Tactical Forces
- Standard 5. The Use of Reserve Police Officers

2.SG.B-3 NARCOTICS AND DANGEROUS DRUGS

NAC Standards

Community Crime Prevention Report

- 2.2 Decentralization Mechanisms
- 4.1 Multi-modality Treatment Systems (4.2 thru 4.8)
- 4.11 State and Local Drug Abuse Treatment and Prevention Coordination
- 5.4 Job Opportunities for Offenders and Ex-offenders

Courts Report

- 1.1 Screening
- 1.2 Screening Guidelines
- 2.1 Noncriminal Justice Diversion Programs
- 2.2 Diversion Guidelines

Police Report

- R4.1 Alcohol and Drug Abuse Centers

Corrections Report

- 3.1 Use of Diversion
- 4.3 Alternative to Arrest
- 4.4 Alternative to Pre-Trial Detention
- 7.1 Development for Community Based Alternatives to Confinement
- 7.2 Marshalling and Coordinating Community Resources
- 7.3 Corrections Responsibility for Citizen Involvement
- 7.4 Inmate Involvement in Community Programs

2.SG.B-4 ALCOHOL AND ALCOHOLISM

NAC Standards

Community Crime Prevention Report

- 2.2 Decentralization Mechanisms
- 5.4 Job Opportunities for Offenders and Ex-offenders

Courts Report

- 1.1 Criteria for Screening
- 1.2 Procedure for Screening
- 2.1 General Criteria for Diversion
- 2.2 Procedures for Diversion Programs

Police Report

- R4.1 Alcohol and Drug Abuse Centers

Corrections Report

- 3.1 Use of Diversion
- 4.3 Alternatives to Arrest
- 4.4 Alternatives to Pre-Trial Detention
- 7.1 Development Plan for Community Based Alternatives to Confinement
- 7.2 Marshalling and Coordinating Community Resources
- 7.3 Correction Responsibility for Citizen Involvement
- 7.4 Inmate Involvement in Community Programs

2.SG.B-5 DIVERSION OF OFFENDERS

Ohio Standards

- The Diversionary Process For Adults in Ohio
Standard 1. General Policies for Diversion Systems
Standard 2. General Criteria for Diversion

Since applicants are expected to follow the Ohio Standards in diversion, the following NAC Standards are provided as additional reference to the applicant.

NAC Standards

- Community Crime Prevention Report
5.4 Job Opportunities for Offenders and Ex-offenders
- Corrections Report
4.3 Alternative to Arrest
4.4 Alternatives to Pre-Trial Detention
7.1 Development Plan for Community Based Alternative to Confinement
7.2 Marshalling and Coordinating Community Resources
7.3 Corrections' Responsibility for Citizen Involvement
7.4 Inmate Involvement in Community Programs

C. JUVENILE DELINQUENCY

2.C.1 Goals/Focus

This program category provides special attention to both pre-delinquent and actual juvenile offenders. The ultimate goal of projects and programs in this category must be the prevention and the control of juvenile delinquency and crime committed by juveniles.

Projects must be directed towards either juvenile offenders who are already within the criminal justice system, or potential juvenile offenders. In the case of a project directed towards potential juvenile delinquents, the applicant must outline and quantify the extent of the problem in the community and the means used to address it.

All projects must include a clear description of the target group to be served and the current juvenile delinquency and juvenile crime problems. This is particularly important in distinguishing between prevention (C-2) and diversion (C-2) programs. They must be supported with data which can be used to evaluate the project. Also, projects should include a description of the evaluation component.

While it is recognized that some projects may contain components of several different program areas, what is looked for is the salient and essential characteristics of the proposed project.

2.C.2 Priorities

These priorities were established by the Supervisory Commission for juvenile projects in 1976. They are meant to assist the applicant by indicating the kinds of projects the Commission wishes to encourage this year.

[1] Provide alternatives to detention and court processing by referring youth, identified as status offenders, to appropriate community resources.

[2] Develop community based treatment programs such as halfway houses, group homes, family services and volunteer programs, sufficient to deal effectively with all juvenile offenders for whom institutionalization is not absolutely necessary.

[3] Increase the quality and quantity of probation services to reduce institutional commitments.

[4] Initiate intensified juvenile delinquency prevention services in high crime neighborhoods.

[5] Provide specialized training to all police personnel in handling juveniles; special, remedial and in-service training to court, probation, institutional, and after-care personnel; develop recruiting procedures which attract qualified personnel.

[6] Reduce juvenile recidivism by providing institutionalized youth with essential medical and psychiatric treatment and counseling, volunteer services, vocational training, education, and recreation.

[7] Assure that juveniles are not incarcerated with adult criminals in county jails and city lock-ups by (1) renovating physical facilities to provide for segregation and treatment of juveniles, and (2) by constructing new correctional centers.

[8] Develop new programs and improve present diagnostic services to permit necessary diagnosis of delinquent or pre-delinquent youth at the point of first contact with the criminal justice system.

PROGRAM C-1 UPGRADE JUVENILE SERVICES PERSONNEL

2.C-1.1 Objective

The objective of this program is to reduce juvenile delinquency by upgrading the quality of personnel serving juveniles through improved recruitment and training programs. The goal is to achieve 80 hours recruit and 20 hours in-service training annually by 1976.

2.C-1.2 Scope of Services

Consideration will be given to projects which involve the development of improved recruitment capabilities in juvenile services agencies with emphasis on attracting better qualified personnel, increasing the number of trained professionals and raising the standards of juvenile treatment staff. Projects to upgrade personnel through recruit and

in-service training, including training for prevention staff, police juvenile officers, professional and para-professional staff, will be supported. Special priority will be given to projects designed to hire minority group members.

2.C-1.3 Special Requirements

In order to increase training efforts, corrections sub-grants made from Part E monies will be conditioned so that Part E sub-grants will be required to make 80 hours recruit and 20 hours in-service training available to all their employees.

PROGRAM C-2 JUVENILE DELINQUENCY PREVENTION

2.C-2.1 Objective

The objective of this program is to prevent juveniles from committing delinquent or unruly acts by supporting community services which address the needs and problems of troubled youth before they have contact with the juvenile justice system.

2.C-2.2 Scope of Services

Consideration will be given to community programs and services designed to prevent unruliness and delinquency among youth. Such programs and services may include but not be limited to Youth Service Bureaus, shelter care, individual and family counseling programs, non-residential day care services, vocational skills development, and employment services. All such programs should be voluntary in nature for those youth involved.

2.C-2.3 Definition

Prevention is here defined as those program services aimed at preventing delinquency among youth prior to their contact with the juvenile justice system.

2.C-2.4 Special Requirements

Because of the preventive scope of projects in this program, it is expected that they will serve youth who have not had contact with the juvenile justice system. The target group, however, should be primarily potential juvenile offenders, that is, those who are considered high-risk youth. These may include, for example, youth who have been referred by social agencies, schools, family or informally by law enforcement officers. Priority will be given to projects located in areas exhibiting high rates of juvenile delinquency activities. Applicants must show why the youth to be involved in this project may become delinquent and how this project will help to prevent juvenile delinquency.

Applicants should consider the following questions in determining the adequacy of the data used to support the need and justification for prevention programs:

- (1) Have you documented juvenile crime problems in your jurisdiction by the type of crime?
- (2) Does the data support the program you have chosen when compared to other programs which have similar objectives?
- (3) Can the program be effectively evaluated and how?

Examples of data to be considered might include incidence of juvenile offenses, economic conditions of the area, number of juveniles referred to court for what offenses, school suspension and expulsion rate and demographic data.

2.C-2.5 Program Restrictions

Summer programs will not be eligible for funding. Year round efforts are believed to be more effective. Recreation programs alone, i.e., which are not a part of a larger delinquency prevention project, will not be funded.

No new alternate education projects will be funded as this is seen to be the responsibility of the local educational system.

Part E funds are to be used only for programs within the criminal justice system and not for prevention.

PROGRAM C-3 JUVENILE SERVICES PLANNING AND MANAGEMENT

2.C-3.1 Objective

The objective of this program is to improve the effectiveness of agencies attempting to prevent and reduce juvenile delinquency by improving the capabilities for planning of future programs through the evaluation of existing efforts, research into new methods and improved coordination of present services.

2.C-3.2 Scope of Services

Support will be given to innovative, experimental or demonstration projects which seek to contribute new or improved methods to reduce delinquency; planning units in large agencies where coordination of available juvenile services is needed; and evaluation of current or proposed programs.

2.C-3.3 Special Requirements

Projects involving data-gathering, records keeping or information systems must comply with the requirements listed under Program D-1.

PROGRAM C-4 JUVENILE DIVERSION

2.C-4.1 Objective

The objective of this program is to divert youth from the juvenile justice system.

2.C-4.2 Scope of Services

Support will be directed at projects designed to develop and implement programs which divert youth out of the formal juvenile justice system. Such programs would receive referrals from law enforcement agencies and juvenile court intake services. These programs must be voluntary in that youth will not be coerced into participation.

Projects to be funded may include counseling and training programs, Youth Service Bureaus, police juvenile bureaus, and other youth service agencies. Such projects may provide direct services or serve as referral or coordinating agencies. However, the primary function of the program should be directed at diversion of youth from the juvenile justice system.

2.C-4.3 Definition

Diversion is here defined as those program activities which fall between prevention services and post-disposition correctional services, and are aimed at diverting youth out of the juvenile justice system.

PROGRAM C-5 COMMUNITY TREATMENT FOR DELINQUENT YOUTH

2.C-5.1 Objective

The objective of this program is to prevent recurrent juvenile delinquency by providing community-based services of sufficient number and quality so as to handle juvenile offenders for whom institutionalization is not absolutely necessary.

2.C-5.2 Scope of Services

Support will be given to projects which (1) increase and enrich probation services both through the Ohio Youth Commission probation subsidy program and individual local efforts; (2) increase the number and kinds of personnel and programs in agencies serving delinquent youth in order to provide educational, vocational, and employment guidance and counseling services; (3) establish group home and shelter care services for youth; (4) utilize volunteer and paraprofessional services; and (5) improve evaluation, diagnostic and treatment services in juvenile courts.

2.C-5.3 Special Requirements

Projects in this program area must address youth who have had formal contact with the juvenile justice system through law enforcement agencies or juvenile courts.

It should be noted that applicants for group homes must comply with the standards for residential group centers established by the Department of Public Welfare and/or the Ohio Youth Commission. Applicants for probation subsidy must coordinate efforts with the Ohio Youth Commission and evidence of coordination must accompany pre-applications to AJD.

PROGRAM C-6 CONSTRUCTION AND IMPROVEMENT OF JUVENILE FACILITIES

2.C-6.1 Objective

The objective of this program is to provide multijurisdictional treatment facilities and short-term detention settings which are conducive to the rehabilitation and treatment of juvenile and youthful offenders.

2.C-6.2 Scope of Services

Projects in this program category will be considered in two areas: (1) construction of multijurisdictional treatment facilities and (2) renovation or remodeling of existing facilities for the purpose of short-term detention.

(1) Construction of Treatment Facilities

Funding will be considered for feasibility and architectural studies and for the construction of multijurisdictional treatment facilities which must meet the standards for innovative design and construction of the National Clearinghouse for Criminal Justice Planning and Architecture. Emphasis is directed toward a more regional approach in providing effective and efficient utilization of treatment facilities, resources, and services in meeting the needs of troubled youth.

(2) Renovation or Remodeling of Existing Facilities For Short-Term Detention

Limited funding will be considered for the remodeling or renovation of existing facilities to be used as short-term juvenile detention in areas where gravely unsatisfactory conditions or acute service needs exist. Applicants for renovation or remodeling must show:

(1) that no other alternative services are available and (2) that the facility has an expected life of at least five years. Consideration will also be given to

renovation projects in current juvenile sections of county jails in an effort to bring them into conformity with the law regarding the separate housing of juveniles.

2.C-6.3 Special Requirements

Applicants should note that construction and renovation projects are listed as low priority. Selection of any project in this program category will be based upon the following criteria:

- (1) Condition of existing facility or lack of a separate juvenile facility;
- (2) Combined area population to be served;
- (3) Projected population growth;
- (4) Current and projected juvenile arrests;
- (5) Availability of community resources; and
- (6) Current mode of handling juvenile offenders.

Part C funds for construction are made on a 50% federal/50% non-federal basis. Part E funds for construction are made on a 90/10 matching ratio. Applicants should refer to the section on Grants for Correctional Institutions and Facilities, for details on Part E construction grants, page 16.

PROGRAM C-7 INSTITUTIONAL TREATMENT FOR DELINQUENT YOUTH

2.C-7.1 Objective

The objective of this program is to prevent recidivism among juveniles committed to institutions by encouraging the continued development of new and improved methods for the effective treatment of institutionalized youth.

2.C-7.2 Scope of Services

Projects in this program may include medical services, counseling programs, vocational and educational training, modified work therapy, individual and differential treatment, and use of volunteers in institutions and follow-up community services for juveniles released from institutions.

2.SG.C STANDARDS AND GOALS

Applicants may wish to consult the reports of the National Advisory Commission on Criminal Justice Standards and Goals (NAC) in preparing pre-applications. For your convenience, the NAC standards covering juvenile delinquency are listed by program area below.

In addition, the Ohio Criminal Justice Supervisory Commission has been developing standards for diversion of youth and youth services bureaus. These standards are also listed below.

2.SG.C-1 UPGRADING JUVENILE SERVICES PERSONNEL

NAC Standards:

Corrections Report

- 8.4 Juvenile Intake and Detention Personnel Planning
- 10.2 Services to Probationers
- 10.4 Probation Manpower
- 12.8 Manpower for Parole
- 14.1 Recruitment of Correctional Staff
- 14.2 Recruitment from Minority Groups
- 14.3 Employment of Women
- 14.4 Employment of Ex-offenders
- 14.5 Employment of Volunteers
- 14.6 Personnel Practices for Retaining Staff
- 14.7 Participatory Management
- 14.8 Redistribution of Correctional Manpower Resources to Community Based Programs
- 14.9 Coordinated State Plan for Criminal Justice Education
- 14.10 Intern and Work-Study Programs
- 14.11 Staff Development
- 16.5 Recruiting and Retaining Professional Personnel

Community Crime Prevention Report

- 3.5 Youth Services Bureaus: Staffing
- R4.9 Training of Treatment Personnel

Criminal Justice System Report

- 12.1 Development, Implementation and Evaluation of Criminal Justice Education and Training Programs

2.SG.C-2 JUVENILE DELINQUENCY PREVENTION

NAC Standards:

- Community Crime Prevention Report
- 3.1 Youth Services Bureau: Purpose, Goals, and Objectives
 - 3.2 Youth Services Bureau: Organization and Decision Structure
 - 3.3 Youth Services Bureau: Target Group
 - 3.4 Youth Services Bureau: Functions
 - 3.5 Youth Services Bureau: Staffing
 - 3.6 Youth Services Bureau: Evaluation of Effectiveness
 - 3.7 Youth Services Bureau: Funding
 - 3.8 Youth Services Bureau: Legislation
 - R4.10 Drug Abuse Prevention Programming
 - R4.11 State and Local Drug Abuse Treatment and Prevention Coordinating Agencies
 - R4.12 State and Local Relationships to and Cooperation with Federal Drug Abuse Prevention and Treatment Activities
 - R5.1 Expansion of Job Opportunities for Youth
 - R6.8 Use of School Facilities for Community Programs
 - R7.1 Use of Recreation to Prevent Delinquency

Courts Report

- 14.2 Intake, Detention, and Shelter Care in Delinquency Cases

Ohio Standards:

- The Diversion of Youth in Ohio
- Standard 2. Objectives of Youth Services Bureaus
 - Standard 3. Structure of Youth Services Bureaus
 - Standard 4. Target Group for Youth Services Bureaus
 - Standard 5. Functions of Youth Services Bureaus
 - Standard 6. Staffing for Youth Services Bureaus

2.SG.C-3 JUVENILE SERVICES PLANNING AND MANAGEMENT

NAC Standards:

Corrections Report

- 7.1 Development Plan for Community Based Alternatives to Confinement
- 9.1 Total System Planning
- 15.1 State Correctional Information System
- 15.4 Development of a Correctional Data Base
- 15.5 Evaluating the Performance of the Correctional System
- 16.5 Recruiting and Retaining Professional Personnel
- 16.6 Regional Cooperation
- 16.9 Detention and Disposition of Juveniles
- 16.14 Community Based Programs

2.SG.C-4 JUVENILE DIVERSION

NAC Standards:

Corrections Report

- 3.1 Use of Diversion
- 8.1 Role of Police in Intake and Detention
- 8.2 Juvenile Intake Services

Courts Report

- 1.1 Criteria for Screening
- 1.2 Procedure for Screening
- 2.1 General Criteria for Diversion
- 2.2 Procedure for Diversion Programs
- 14.1 Court Jurisdiction over Juveniles
- 14.2 Intake, Detention, and Shelter Care in Delinquency Cases

Police Report

- 4.3 Diversion
- 9.5 Juvenile Operations

Community Crime Prevention Report

- 3.1 Youth Services Bureaus: Purpose, Goals, and Objectives
- 3.2 Youth Services Bureaus: Organization and Decision Structure
- 3.3 Youth Services Bureaus: Target Group
- 3.4 Youth Services Bureaus: Functions

- 3.5 Youth Services Bureaus: Staffing
- 3.6 Youth Services Bureaus: Evaluation of Effectiveness
- 3.7 Youth Services Bureaus: Funding
- 3.8 Youth Services Bureaus: Legislation
- R5.3 Pretrial Intervention Programs

Ohio Standards:

- The Diversion of Youth in Ohio
- Standard 1. The Use of Diversion for Youth
 - Standard 2. Objectives of Youth Services Bureaus
 - Standard 3. Structure of Youth Services Bureaus
 - Standard 4. Target Group for Youth Services Bureaus
 - Standard 5. Functions of Youth Services Bureaus
 - Standard 6. Staffing for Youth Services Bureaus

For standards on treatment programs, see program C-5 below.

2.SG.C-5 COMMUNITY TREATMENT FOR DELINQUENT YOUTH

NAC Standards:

- Community Crime Prevention Report
- R4.1 Multimodality Drug Treatment Systems
 - R4.2 Crisis Intervention and Emergency Treatment
 - R4.3 Methadone Maintenance Treatment Programs
 - R4.4 Narcotic Antagonist Treatment Program
 - R4.5 Therapeutic Community Programs
 - R4.6 Residential Drug Programs
 - R4.7 Variations in Drug Treatment Approach
 - R5.3 Pretrial Intervention Programs
 - R5.4 Job Opportunities for Offenders and Ex-offenders
 - R5.5 Removing Employment Barriers

2.SG.C-6 CONSTRUCTION AND IMPROVEMENT OF JUVENILE FACILITIES

NAC Standards:

- Corrections Report
- 8.3 Juvenile Detention Center Planning
 - 11.1 Planning New Correctional Institutions
 - 11.2 Modification of Existing Institutions

2.SG.C-7 INSTITUTIONAL TREATMENT FOR DELINQUENT YOUTH

NAC Standards:

- Corrections Report
- 11.3 Social Environment of Institutions
 - 11.4 Education and Vocational Training
 - 11.5 Special Offender Types
 - 11.6 Women in Major Institutions
 - 11.7 Religious Programs
 - 11.8 Recreation Programs
 - 11.9 Counseling Programs

D. SYSTEM DEVELOPMENT

2.D.1 Goals/Focus

The interfunctional nature of the criminal justice system is the underlying concept of this category. Its objective is to improve the capability of the total criminal justice system to deal with crime by recognizing and coordinating the functional overlap of law enforcement, adjudicatory and correctional agencies. The criminal justice system as a whole has greater impact on crime than any one of its components. Therefore, the following programs are designed to develop interfunctional coordination and to foster planning on a total, systemwide basis.

2.D.2 Priorities

These priorities were established by the Supervisory Commission for system development projects in 1976. They are meant to assist the applicant by indicating the kinds of projects the Commission wishes to encourage this year.

[1] Increase the effectiveness of criminal justice agencies in dealing with crime through cooperation, consolidation of services, and development of improved management and operational techniques.

[2] Perform action-oriented research which will suggest new ways of reducing crime in Ohio.

[3] Conduct research on the impact of social conditions on crime.

[4] Develop programs to acquaint the public and government officials or the impact of hand guns on crime in Ohio.

[5] Evaluate programs aimed at reducing crime in order to assist future planning.

[6] Reform and update the criminal laws and procedures in Ohio.

2.D-1.1 Objective

The objective of this program is to reduce delay in criminal identification and apprehension and to provide offender data to police, courts, and corrections agencies so that crime can be effectively dealt with by all components of the system. Accomplishment of this objective will be provided through the development of a statewide criminal justice information system with capability of inter-agency information sharing and tie-in to the National Crime Information Center (NCIC).

2.D-1.2 Scope of Services

During the past two years, AJD has been working on the development of a statewide criminal justice information system. When completed, this system will tie together law enforcement, courts and correctional agencies across the State and with NCIC. Projects to be funded must meet the following requirements.

2.D-1.3 Special Requirements

(1) Local efforts will not duplicate the State's record types and data elements in a local mechanized, micro-filmed, or EDP based files. Local files should be developed to support local needs and the needs of the State CJIS. Local records should concentrate efforts in areas of support services that will not be covered by the State CJIS. Local organization's record-keeping facilities should concentrate efforts in the following functions:

(a) Those administrative and operational functions that will show the best return for efforts invested.

(b) All projects for improved and/or upgraded record-keeping systems must be supported by a needs analysis. The needs analyses must be expressed in factual quantitative statements proving the need.

(c) All projects must be supported by procedural analyses that quantitatively state:

- i Numbers and types of records
- ii Numbers and types of files
- iii Number of transactions per day
- iv Number of accesses, retrievals and updates per day

- v What agencies receive data from the files
- vi The quantity of storage required
- vii Number of full-time personnel required to operate the record facility
- viii Cost of personnel, cost of storage
- ix Retention periods of records
- x Cost per access
- xi Complete cost of operation for the existing record facility and the same data for any new procedure, personnel or hardware. Plans must show the increased productivity and/or economies of the expanded or up-graded record-keeping facilities.

(d) All projects must show planning for the expected growth of the record-keeping facility. This growth must be supported by correlation with past trends and projected trends in population, requests for services, number of hearings, number of arrests, number of convictions, number of prisoners, number of paroles or other service related quantitative data.

(e) Priority will be given to projects that plan to implement a well-defined and comprehensive centralized record-keeping facility. These projects must have statements of cooperation and support from all agencies in the service area. Service areas may be defined by either geographic, political or jurisdictional boundaries.

(f) Every record involved with a project must have a documented retention period. Agencies must document the disposal of records.

(g) In EDP or micro-filmed based record systems no funds will be spent on the conversion of old and/or incomplete records.

(2) As far as possible, local planning for sub-systems should make use of State lines and terminals (yet to be established).

(3) Any local EDP based record system that anticipates interfacing with the State CJIS must provide for its own hardware and software interface. The State CJIS will have only one (1) protocol for interface.

(4) Local sub-systems may include Electronic Data Processing (EDP) accumulation of data regarding crimes known to the police, crime clearance rates, manpower allocation, system-automated dispatching, court scheduling, (i.e., judge assignments, jury selection, assistant prosecutor assignment, defense attorney), and other matters of purely local concern. Details of corrections management such as tracking within an individual institution may be included in local sub-systems design. It is anticipated that the State system will not concern itself with internal management data of this type.

(5) All applications in this program must be reviewed and approved by AJD before funding. This will insure that all local projects are compatible with the State system.

2.D-1.4 Program Restrictions

(1) Funds may not be used for the construction of new facilities, with exception of minor modifications necessary to insure system security.

(2) Funds may not be used to lease, rent or buy processing time and/or storage on any centralized computer facility or records facility for the storage or processing of criminal history data unless the said facility can meet the requirements of all Federal and Ohio security and privacy regulations. Funds may be used to process and store the following types of data: (1) investigation; (2) accounting; (3) intelligence; (4) administrative; and (5) management statistics.

2.D-1.5 Definition

Criminal history data is data that is identifiable to a particular individual and supported by a fingerprint classification number.

PROGRAM D-2 DEVELOPMENTAL RESEARCH

2.D-2.1 Objective

The objectives of this program are to improve the ability of criminal justice agencies to perform their function more efficiently by encouraging research or testing of new ideas or programs of the criminal justice system and to study external phenomena and their effect upon the criminal justice system.

2.D-2.2 Scope of Services

Projects may include: (1) Research into any aspect of the criminal justice system which would lead to the development of new or improved techniques or procedures for carrying out any function of the system. (2) Analyses of alternative methods. (3) Evaluation of the effectiveness of projects with similar objectives. (4) Projects may conduct research which ties into crime specific or crime oriented planning; i.e., action-oriented research on crime patterns, offenders and victims which will lead to the development of crime prevention and control projects. (5) Consideration will be given to projects which study the effects of social conditions (i.e., unemployment, housing, education, etc.), their impact on the criminal justice system and possible alternative action for the criminal justice system. (6) In addition, the development of programs to acquaint the public and public officials with the impact of hand guns on crime in Ohio will receive consideration.

2.D-2.3 Special Requirements

(1) All projects must have clearly defined measurable objectives, a timetable of events and an objective evaluation component.

(2) Projects funded in this program area will focus upon high crime areas, but will not be restricted to RPU counties alone.

PROGRAM D-3 CRIMINAL LAW REFORM AND LEGISLATION

2.D-3.1 Objective

The objective of this program is to improve and update the laws at all levels, defining crime and the responsibilities of agencies operating under those laws by promoting the development of needed reform measures and supporting the implementation of such measures.

2.D-3.2 Scope of Services

Consideration will be given to projects for: (1) the study of criminal law reform, penal reform, juvenile court rules, grand jury reform, uniform standards and operations

for police, etc.; and (2) the implementation of the State's new criminal code, recently passed by the Legislature.

PROGRAM D-4 PROGRAM EVALUATION

2.D-4.1 Objective

The objective of this program is to measure the effectiveness of programs in reducing crime by comprehensive evaluation of major programs supported by AJD funds, in order to assure that future funds are directed into programs which demonstrably affect the reduction of crime.

2.D-4.2 Scope of Services

Support will be given to educational institutions, professional organizations and research groups at all levels to conduct independent evaluations of projects funded by AJD, particularly in instances where joint evaluation of several projects within a program is necessary to measure their impact on crime reduction and control.

Among the kinds of projects to be evaluated are: court management, bail investigation, drug and alcohol diversion programs, specialized probation services for drug abusers, juvenile group homes, in-service training for juvenile workers, adult community based corrections, and police legal advisors.

2.D-4.3 Special Requirements

Prior to commencement of an evaluation project, the subgrantee will confer with AJD or the RPU to determine the exact parameters of the evaluation effort.

PROGRAM D-5 CONSOLIDATION OF SERVICES

2.D-5.1 Objective

The objective of this program is to improve the effectiveness of criminal justice functions by fostering increased cooperation between jurisdictions, where such action would increase economy or would result in improved capacity to deliver services.

2.D-5.2 Scope of Services

Projects to be funded may include: (1) The sharing of services, such as consolidated records keeping, cooperative purchasing. (2) Implementation of cooperative enforcement agreements. (3) Regional interdisciplinary training projects. (4) Construction of new multi-functional facilities, such as justice centers which will house law enforcement, courts and corrections.

2.D-5.3 Special Requirements

Construction projects must be multi-jurisdictional.

PROGRAM D-6 OPERATIONAL RESEARCH

2.D-6.1 Objective

The objective of this program is to improve the administrative and operative functions of criminal justice agencies in order that the agencies may improve their services. Management and operational analyses that study existing procedures and design new and test new alternative procedures.

2.D-6.2 Scope of Services

Projects may include: (1) Research into any aspect of the criminal justice system which would lead to the development of new or improved techniques or procedures for carrying out any function of the system; analysis of alternative methods; or (2) Evaluation of the effectiveness of projects with similar objectives.

Special priority will be given to projects that are:

- (a) Transferable to other agencies;
- (b) Designed to use a control group and sample group approach in the project implementation and evaluation of objectives intended;
- (c) Designed to increase the number and effectiveness of line operational personnel that can be put into line services without increasing the number of administrative personnel;

(d) Designed to use new technologies to free line operational personnel from paper work;

(e) Designed to show the cost benefit analysis of existing functions and develop more efficient and effective methods;

(f) Designed to increase the standardization and uniformity approach to administrative and operational procedures. This could be such items as standardized forms, data elements, terms, training methods, processing procedures, retention periods, classification procedures, procurement procedures, budgeting, personnel procedures or other functions;

(g) Designed to improve the inter- or intra-agency jurisdictional cooperation by the utilization of shared facilities and resources. Projects must attempt to show a more cost effective use of manpower, facilities, and equipment; and

(h) Designed to improve safety of and security of all criminal personnel as they perform their function. Any new or improved procedure shall not degrade the existing service.

2.D-6.3 Special Requirements

(1) All projects must have clearly defined measurable objectives, a timetable of events and an objective evaluation component.

(2) All projects must make simple clear quantitative statements concerning the existing procedures.

(3) Projects must cite precise methods of quantitatively measuring attainments and must have comprehensive detail documentation.

2.SG.D STANDARDS AND GOALS

Applicants may wish to consult the reports of the National Advisory Commission on Criminal Justice Standards and Goals (NAC) in preparing pre-applications for FY 1976. The NAC standards for this functional area are listed below.

2.SG.D-1 CRIMINAL JUSTICE DATA SYSTEM

NAC Standards

- Criminal Justice System Report
- 3.1 Coordination of Information Systems Development
- 3.2 State Role in Criminal Justice Information and Statistics
- 3.3 Local Criminal Justice Information Systems
- 3.4 Criminal Justice Component Information Systems
- 7.1 Data Elements for Offender Based Transaction Statistics and Computerized Criminal History Records (OBTS-CCH)
- 7.2 Criminal Justice Agency Collection of OBTS-CCH Data
- 7.3 OBTS-CCH File Creation
- 7.4 Triggering of Data Collection
- 7.5 Completeness and Accuracy of Offender Data
- 7.6 Separation of Computerized Files
- 7.7 Establishment of Computer Interfaces for Criminal Justice Information Systems
- 7.8 The Availability of Criminal Justice Information Systems
- 8.1 Security and Privacy Administration
- 8.2 Scope of Files
- 8.3 Access and Dissemination
- 8.4 Information Review
- 8.5 Data Sensitivity Classification
- 8.6 System Security
- 8.7 Personnel Clearances
- 8.8 Information for Research
- 9.1 Standardized Terminology
- 9.2 Program Languages
- 9.3 Teleprocessing

2.SG.D-2 DEVELOPMENTAL RESEARCH

NAC Standards

- Community Crime Prevention Report
- R2.1 Resource Allocation
- R2.2 Decentralization Mechanisms
- R2.6 Neighborhood Governments
- R2.7 Central Office of Complaint and Information
- R2.8 Action Line

For discussion on handguns, see the National Advisory Commission's report entitled A National Strategy to Reduce Crime.

For unemployment recommendations, see NAC's Community Crime Prevention Report, chapter 5.

For drug abuse and treatment recommendations, see NAC's Community Crime Prevention Report, chapter 4.

For education recommendations, see NAC's Community Crime Prevention Report, chapter 6.

2.SG.D-3 CRIMINAL LAW REFORM AND LEGISLATION

NAC Standards

- Criminal Justice System Report
- 10.7 Legislative Actions [on Criminal Justice Information Systems]
- 13.1 Criminal Code Revision
- 13.2 Completeness of Code Revision
- 13.3 Penalty Structures
- 13.4 Corrections Law Revision
- 13.5 Organization for Revision
- 13.6 Procedural Law Revision
- 13.7 Code Commentaries
- 13.8 Education on the New Code
- 13.9 Continuing Law Revision

Corrections Report

- 16.1 Enact a Correctional Code
- 16.2 Enact Regulation of Administrative Procedures
- 16.3 Legislate Definition and Implementation of Offender Rights
- 16.4 Legislate the Unification of Corrections
- 16.5 Define Personnel Standards by Law
- 16.6 Ratify Interstate Correctional Agreements
- 16.7 Define Crime Categories and Maximum Sentences
- 16.8 Legislate Criteria for Court Sentencing Alternatives
- 16.9 Restrict Court Delinquency Jurisdiction and Detention
- 16.10 Require Presentence Investigations by Law
- 16.11 Formulate Criteria and Procedures for Probation Decisions
- 16.12 Legislate Commitment, Classification and Transfer Procedures
- 16.13 Lift Unreasonable Restrictions on Prison Labor and Industry
- 16.14 Legislate Authorization for Community Based Correctional Programs
- 16.15 Clarify Parole Procedures and Eligibility Requirements
- 16.16 Establish Pardon Power and Procedure
- 16.17 Repeal Laws Restricting Offender Rights

Community Crime Prevention Report

- 3.8 Legislate Establishment and Funding of Youth Service Bureaus
- 10.1 Adopt an Ethics Code for Public Officials and Employees
- 10.2 Create an Ethics Board to Enforce the Ethics Code
- 10.3 Disclose Public Officials' Financial and Professional Interests
- 10.4 Include Conflicts of Interest in the State Criminal Code
- 14.1 Set Capability and Integrity Standards for Local Prosecutors
- 14.2 Create a State Office to Attack Corruption and Organized Crime

Police Report

- 7.5 Legislate an Efficient, Constitutionally Sound Crisis Procedure
- 13.4 Implement Minimum Police Officer Selection Standards
- 16.1 Establish State Minimum Training Standards

2.SG.D-4 EVALUATION

NAC Standards

Corrections Report

- 15.2 Provide Staff for Systems Analysis and Statistical Research
- 15.5 Measure Recidivism and Program Performance

Criminal Justice System Report

- 4.2 Crime Analysis Capability
- 5.5 Research and Evaluation in the Courts
- 6.7 Evaluating the Performance of the System

2.SG.D-5 CONSOLIDATION OF SERVICES

NAC Standards

Criminal Justice System Report

- 3.1 Coordination of Information Systems Development
- 10.2 Establishment of Criminal Justice User Groups
- 10.4 Consolidation and Surrogate Service

Police Report

- 5.2 Consolidate Police Agencies for Greater Effectiveness and Efficiency
- 12.2 The Crime Laboratory
- 16.7 Police Training Academies and Criminal Justice Training Centers
- 24.1 Standardize Reports of Criminal Activity

Courts Report

- 8.1 Unification on the State Court System
- 12.4 Statewide Organization of Prosecutors
- 13.14 Supporting Personnel and Facilities [of Defender Offices]

Corrections Report

- 9.2 State Operation and Control of Local Institutions
- 10.2 Services to Probationers
- 16.4 Unifying Correctional Programs

2.SG.D-6 OPERATIONAL RESEARCH

NAC Standards

Criminal Justice System Report

- 4.2 Crime Analysis Capability
- 5.5 Research and Evaluation in the Courts
- 6.7 Evaluating the Performance of the System
- 8.8 Information for Research

Courts Report

- 11.2 Employ Automated Legal Research Services on an Experimental Basis

Corrections Report

- 15.2 Provide Staff for Systems Analysis and Statistical Research
- 15.4 Develop a Data Base with Criminal Justice System Interface
- 15.5 Measure Recidivism and Program Performance

Also see NAC Standards for program D-1.

E. IMPROVEMENT OF THE JUDICIAL PROCESS

2.E.1 Goals/Focus

Programs under this category cover all phases of the judicial process from arrest to sentencing of the offender. The objective of this category is to improve the effectiveness of all the agencies in the judicial process (prosecution, courts, and defense) in handling criminal cases. Methods to accomplish this objective will include court management projects, public defender projects, investigation, bail reform, and training for prosecutors, judges, clerks, and related personnel.

2.E.2 Priorities

These priorities were established by the Supervisory Commission for the courts, prosecution and defense projects in 1976. They are meant to assist the applicant by indicating the kinds of projects the Commission wishes to encourage this year.

[1] Implement court practices and procedures, so as to increase the speed at which cases are handled, including computer assistance in all major, multi-judge courts, and assist smaller courts to modernize to comply with the Supreme Court Rules of Superintendence.

[2] Establish organized public defender services in Ohio's metropolitan areas and on a multi-county basis elsewhere in the State.

[3] Streamline all prosecutors' offices to permit effective resource management, the filtering out of unsubstantial cases and complaints and concentration on high priority cases.

[4] Provide local and regional in-service training coordinated at the State level for all court personnel and bring them into regular, effective contact with other components of the system.

[5] Improve pre-trial and pre-sentence investigation to give every judge adequate background information for bail and sentencing decisions.

[6] To improve court operations by (a) sensitizing the system to the needs of victims, jurors and witnesses and (b) informing and educating the public of court processes.

[7] Assure that all counties and municipalities have prosecution services and supportive staff sufficient to sustain the criminal justice process at a high level.

[8] Provide audio-visual recording equipment in proportion as their availability will improve court operations under new rules and changes in criminal law and procedure permitting their use.

[9] Render supportive assistance for such projects as planning, architectural studies, minor renovation and construction, to upgrade Ohio courtroom facilities to a level permitting dignified judicial proceedings.

PROGRAM E-1 IMPROVEMENT OF PROSECUTION

2.E-1.1 Objective

The objective of this program is to increase efficiency in prosecution proceedings by providing investigation assistance and management tools to prosecutors and their staffs. Projects will be tailored to meet high crime area, suburban and rural needs.

2.E-1.2 Scope of Services

Projects in this program area may include the following: (1) Funding will be made available to prosecutors to hire investigators and legal interns to help improve the quality of investigation and pre-trial work. (2) Pilot projects to encourage multi-county pooling of the prosecution function within the limits of the existing law and projects to encourage young lawyers to become and remain prosecutors. (3) Funding for management assistance will be available to high volume prosecutors' offices for such projects as night court operations, complaint evaluation, resource management and development of office policies and practices including guidelines governing screening, diversion, plea negotiations and other internal office practices.

2.E-1.3 Program Restrictions

Funding will not be available to hire assistant prosecutors because this is a normal local responsibility. The only exception will be innovative projects in which the assistant prosecutor will perform a new function which has not been tried before by the prosecutor's office.

No new consumer protection projects will be funded.

PROGRAM E-2 COURTS MANAGEMENT

2.E-2.1 Objective

The objective of this program is to increase the speed at which criminal cases are handled and decided while providing a consistently high quality of justice by improving the administration and management of courts and thus reducing docket delay.

2.E-2.2 Scope of Services

Projects in this program area may include the following: (1) Court management and planning projects which will focus upon reforming and improving the management of all courts, including studies, hiring court administrators, streamlining intake and docket procedures, updating personnel and budgeting procedures, improving jury selection, and establishing a special budgeting and planning office for the court. (2) Audio/visual recording equipment projects to assist courts in trial work by purchasing recording equipment to record proceedings and/or to present and preserve evidence. (3) Micro-filming projects to assist smaller courts in handling and storing records. (4) Computerized court management and information systems to include the computerization of the civil and traffic case dockets. Also, microfilm equipment and support personnel can be used to record criminal and civil cases but must not be used exclusively for non-criminal cases.

2.E-2.3 Program Restrictions

Regular office equipment, such as dictating equipment, is a local responsibility and will not be funded.

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Funding will be available to provide law clerks for judges. However, maximum funding for such projects will be two years full funding with no step-down.

Computerized criminal justice information systems are found in Program D-1. Such projects must be tied into the statewide criminal justice information system.

All court records projects must comply with all of the program restrictions enumerated in Program D-1.

PROGRAM E-3 COURTS PERSONNEL TRAINING

2.E-3.1 Objective

The objective of this program is to increase the effectiveness of the courts in dealing with crime by upgrading the skills of courts personnel (judges, prosecutors, defenders, administrators, bailiffs, clerks, stenographers, etc.) and thus bringing uniformity to the adjudicatory process.

2.E-3.2 Scope of Services

Projects in this program may include the following: (1) In-service training projects to assist the Ohio Judicial Conference in providing training to judges across the State, refresher training and orientation for new judges and seminars on such topics as management techniques, unified court system, personnel, and budgeting. (2) Out-of-state training in which the Ohio Judicial Conference may send new judges to out-of-state training programs (i.e., the National College of Trial Judges in Reno, Nevada, programs for appellate and juvenile court judges, etc.). All out-of-state conferences will be coordinated by the Ohio Judicial Conference to provide greater coverage and relieve AJD from handling many small grants. (3) Upgrading the skills of all courts personnel (judges, prosecutors, defenders, administrators, clerks, etc.).

2.E-3.3 Program Restrictions

Training funds may not be utilized for continuing general administrative and operating expenses of agencies involved in training programs.

Interdisciplinary conferences which give courts personnel an opportunity to interact and exchange ideas with other key participants in the criminal justice process are encouraged. They are funded under Program D-5.

PROGRAM E-4 LEGAL DEFENSE

2.E-4.1 Objective

The objective of this program area is to improve the quality of justice by establishing a statewide public defender program.

2.E-4.2 Scope of Services

Projects to be funded may include the following: (1) The major effort in this program will be to continue support for the Ohio Defender Project. This office will assist local programs in getting started and provide needed centralized services, such as investigative back-up, appellate and brief-bank services. It will develop urban and multi-county rural pilot projects designed to prove the efficiency and efficacy of organized defender services as compared to the assigned counsel system. (2) Local projects to provide start-up funding for new local projects and supplemental assistance to expand existing projects to offer full-time services. These projects will be able to use the resources of the State defender office. This funding will include projects to assist indigents confined in State penal and mental institutions in processing their criminal cases. (3) Funding is also available for projects which will hire translators to assist defendants with serious language difficulties. Applications should clearly indicate the number of persons in the area to be served for whom English is a foreign language.

2.E-4.3 Special Requirements

Projects must provide full-time, around-the-clock defender services in a manner consistent with the legal services provided by private attorneys to their clients. Lawyers hired for the project must be full-time in order to avoid conflict of interest and to provide high quality services. Therefore, projects that cannot justify a full-time defender, should serve more than one county.

2.E-4.4 Program Restrictions

Funding is not available for contingency funds to pay for assigned counsel.

Funding is not available to private law firms for the implementation of public defender projects.

PROGRAM E-5 PRE-TRIAL AND PRE-SENTENCE INVESTIGATION

2.E-5.1 Objective

The objective of this program is to reduce crime and recidivism by providing information which better indicates the appropriate treatment for each individual. This will be achieved by developing court projects to improve pre-trial and pre-sentence investigations.

2.E-5.2 Scope of Services

Projects in this program area are designed to assist the court in making decisions particularly regarding incarceration or institutionalization of the defendant. They will seek to provide full and accurate information to the court at the time of the pre-trial hearing and at sentencing. Projects to be funded will include: (1) pre-trial investigation, and (2) pre-sentence reporting. Projects may be administered by municipal and common pleas courts. Special release-on-recognition projects are also eligible for funding.

2.E-5.3 Special Requirements

Applicants must outline a standardized system for pre-trial investigation which will include:

- (1) the criteria to be used by the investigators;
- (2) the kind of defendants that will be considered;

(3) an estimate of the average length of time presently between arrest and pre-trial hearing and how this project will shorten that time;

(4) the amount and type of orientation and in-service training for the investigators; and

(5) coordination with other community resources such as public defender programs and diversion programs.

The pre-sentence investigation should not be initiated until there has been an adjudication of guilt unless (a) the accused, with the advice of counsel, consents, and (b) adequate safeguards are taken to avoid prejudice on the issue of guilt.

PROGRAM E-6 CONSTRUCTION AND IMPROVEMENT OF COURT FACILITIES

2.E-6.1 Objective

The objective of this program is to provide an environment in which the adjudicatory process can effectively deal with crime by upgrading court facilities in Ohio.

2.E-6.2 Scope of Services

Projects in this program will include the following:
(1) Remodeling of existing court facilities. (2) Planning and architectural studies. (3) Equipment to upgrade facilities.
(4) Construction of new multi-jurisdictional facilities.

2.E-6.3 Special Requirements

Because this program was given lowest priority by the Courts Task Force for 1976, projects will be considered only if the applicant can document either that (1) the proposed project is of innovative nature that will improve court operations, or (2) the existing situation is creating an extreme hardship for the court.

All applicants must include the following information which will be used to judge the proposed project: the present criminal caseload, the present population served by the court, the number of personnel working in the court, and the condition of the existing facility.

PROGRAM E-7 COURT-COMMUNITY RELATIONS

2.E-7.1 Objective

The objective of this program is to establish facilities and procedures for providing information concerning court processes to the public and to participants of the criminal justice system.

2.E-7.2 Scope of Services

Projects in this program area may include the following: (1) Court-based, manned information desks to direct defendants, witnesses, jurors, and spectators to their destinations. (2) Manned information services operating within the public defender office to answer questions concerning the criminal justice system and its procedures. (3) A system to be established by the prosecutor and the court whereby witnesses may request and receive pertinent information by telephoning. (4) Public information officers for each court to provide liaison between the courts and the news media. (5) Printed material that could be used throughout the State, either informing [a] defendants of their rights and the steps of the criminal justice system, or [b] jurors of their conduct, their responsibilities, and the proceedings of a criminal trial.

2.SG.E STANDARDS AND GOALS

Applicants may wish to consult the reports of the National Advisory Commission on Criminal Justice Standards and Goals (NAC) in preparing pre-applications for FY 1976. The NAC standards for this functional area are listed below.

In addition, the Ohio Criminal Justice Supervisory Commission has been developing standards for reducing trial delay and training for courts personnel. These standards are also listed below.

2.SG.E-1 IMPROVEMENT OF PROSECUTION

NAC Standards:

Courts Report

- 1.1 Criteria for Screening
- 2.1 General Criteria for Diversion
- 12.1 Professional Standards for the Chief Prosecuting Officer
- 12.2 Professional Standards for Assistant Prosecutors
- 12.3 Supporting Staff and Facilities
- 12.4 Statewide Organization of Prosecutors
- 12.6 Filing Procedures and Statistical Systems
- 12.7 Development and Review of Office Policies
- 12.8 The Prosecutor's Investigative Role
- 12.9 Prosecutor Relationships with the Public and with Other Agencies of the Criminal Justice System
- 15.3 Prosecution Services (Mass Disorders)

Criminal Justice System Report

- 5.4 Case Management for Prosecutors

2.SG.E-2 COURTS MANAGEMENT

NAC Standards:

Courts Report

- 3.1 Abolition of Plea Negotiation
- 3.7 Acceptability of a Negotiated Guilty Plea
- 3.8 Effect of the Method of Disposition on Sentencing
- 4.1 Time Frame for Prompt Processing of Criminal Cases
- 4.3 Procedure in Misdemeanor Prosecutions
- 4.4 Limitations of Grand Jury Functions
- 4.5 Presentation Before Judicial Officer Following Arrest
- 4.8 Preliminary Hearing and Arraignment
- 4.9 Pretrial Discovery
- 4.10 Pretrial Motions and Conferences
- 4.11 Priority Case Scheduling
- 4.12 Continuances
- 4.13 Jury Selection
- 4.14 Jury Size and Composition
- 4.15 Trial of Criminal Cases
- R4.1 Study of the Exclusionary Rule
- R4.2 Use of Videotaped Trials in Criminal Cases
- 5.1 The Court's Role in Sentencing
- 6.1 Unified Review Proceeding
- 6.2 Professional Staff
- 6.3 Flexible Review Procedures
- 6.4 Dispositional Time in Reviewing Court
- 6.5 Exceptional Circumstances Justifying Further Review
- 6.6 Further Review Within the Same Court System: Prior Adjudication
- 6.7 Further Review in State or Federal Court: Prior Factual Determinations
- 6.8 Further Review in State or Federal Court: Claim Not Asserted Previously
- 6.9 Stating Reasons for Decisions and Limiting Publications of Opinions
- R6.1 Transcript Preparation
- R6.2 Problems Outside the Courts
- R6.3 Advisory Council for Appellate Justice
- 8.1 Unification of the State Court System
- 8.2 Administrative Disposition of Certain Matters Now Treated as Criminal Offenses

- 9.1 State Court Administrator
- 9.2 Presiding Judge and Administrative Policy of the Court
- 9.3 Local and Regional Trial Court Administrators
- 9.4 Caseflow Management
- 9.5 Coordinating Councils
- 11.1 Court Administration
- 11.2 Automated Legal Research
- R11.1 Instruction in Automated Legal Research Systems
- 15.1 The Court Component and Responsibility for its Development
- 15.2 Subject Matter of the Court Plan

Criminal Justice System Report

- 5.1 Decisionmaking in Individual Cases
- 5.2 Calendar Management in the Courts
- 5.3 Court Management Data
- 5.5 Research and Evaluation in the Courts
- 5.6 Case Counting

Ohio Standards:

Reducing Trial Delay in Ohio

- Standard 1. Comprehensive Pretrial Process Planning
- Standard 2. Use of Summons and Citations
- Standard 3. Procedure for Preliminary Hearings
- Standard 4. Priority Case Scheduling
- Standard 5. Continuances
- Standard 6. Pretrial Discovery
- Standard 7. Pretrial Motions and Conference
- Standard 8. Pretrial Motions for Misdemeanor Cases
- Standard 9. Jury Selection
- Standard 10. Trial of Criminal Cases

2.SG.E-3 COURTS PERSONNEL TRAINING

NAC Standards:

Courts Report

- 7.5 Continuing Judicial Education
- 12.5 Prosecution Education Programs
- 13.16 Defense Training and Education

- Criminal Justice System Report
 - 12.1 Development, Implementation and Evaluation of Criminal Justice Education and Training Programs
 - 12.2 Criminal Justice System Curriculum

Ohio Standards:

- Training for Courts Personnel in Ohio
 - Standard 1. Judicial Education
 - Standard 2. Training and Education of Prosecutorial Personnel
 - Standard 3. Training and Education of Public Defenders

2.SG.E-4 LEGAL DEFENSE

NAC Standards:

- Courts Report
 - 3.5 Representation by Counsel During Plea Negotiations
 - 13.1 Availability of Publicly Financed Representation in Criminal Cases
 - 13.2 Payment for Public Representation
 - 13.3 Initial Contact with Client
 - 13.4 Public Representation of Convicted Offenders
 - 13.5 Method of Delivering Defense Services
 - 13.6 Financing of Defense Services
 - 13.7 Defender to be Full Time and Adequately Compensated
 - 13.8 Selection of Public Defenders
 - 13.9 Performance of Public Defender Function
 - 13.10 Selection and Retention of Attorney Staff Members
 - 13.12 Workload of Public Defenders
 - 13.13 Community Relations
 - 13.14 Supporting Personnel and Facilities
 - 13.15 Providing Assigned Counsel
 - 15.4 Defense Services (Mass Disorders)

- Corrections Report
 - 2.1 Access to Courts
 - 2.2 Access to Legal Services

2.SG.E-5 BAIL AND PRE-SENTENCE INVESTIGATION

NAC Standards

- Courts Report
 - 4.6 Pretrial Release
 - 4.7 Nonappearance After Pretrial Release
- Corrections Report
 - 4.1 Comprehensive Pretrial Process Planning
 - 4.3 Alternatives to Arrest
 - 4.4 Alternatives to Pretrial Detention
 - 4.5 Procedures Relating to Pretrial Release and Detention Decisions
 - 4.6 Organization of Pretrial Services
 - 4.7 Persons Incompetent to Stand Trial
 - 4.8 Rights of Pretrial Detainees
 - 4.9 Programs for Pretrial Detainees
 - 5.1 The Sentencing Agency
 - 5.7 Effect of Guilty Plea in Sentencing
 - 5.10 Judicial Visits to Institutions
 - 5.12 Sentencing Institutes
 - 5.13 Sentencing Councils
 - 5.14 Requirements for Presentence Reports
 - 5.15 Preparation of Presentence Reports
 - 5.17 Sentencing Hearing - Rights of Defendant
 - 5.18 Sentencing Hearing - Role of Counsel
 - 5.19 Imposition of Sentence
 - 10.1 Organization of Probation
 - 10.5 Probation in Release on Recognizance Programs
 - 16.8 Sentencing Alternatives
 - 16.10 Presentence Reports

2.SG.E-6 CONSTRUCTION AND IMPROVEMENT OF COURT FACILITIES

NAC Standards:

Courts Report
10.1 Courthouse Physical Facilities

2.SG.E-7 COURT-COMMUNITY RELATIONS

NAC Standards:

Courts Report
9.6 Public Input into Court Administration
10.2 Court Information and Service Facilities
10.3 Court Public Information and Education Programs
10.4 Representatives of Court Personnel
10.5 Participation in Criminal Justice Planning
10.6 Production of Witnesses
10.7 Compensation of Witnesses

F. ADULT CORRECTION AND REHABILITATION

2.F.1 Goals/Focus

The objective of this category is the rehabilitation of offenders and the consequent reduction of recidivism. To achieve this objective, institutions, state and local, should utilize humanitarian controls and sound treatment programs. In addition, corrections should be geared toward securing for the offender contacts, experiences, and opportunities that provide a means and a stimulus for pursuing a lawful style of living in the community.

2.F.2 Priorities

These priorities were established for adult correction and rehabilitation projects in 1976. They are meant to assist the applicant by indicating the kinds of projects the Commission wishes to encourage this year.

[1] Decrease the number of offenders confined to institutions by developing community based alternatives to incarceration and projects dealing with post incarceration and community habitation.

[2] Improve treatment and rehabilitation programs in correctional institutions.

[3] Extend the use of probation to assure that adequate services are available at both the county and the municipal levels.

[4] Recruit, train and retain qualified personnel at the state and local levels with emphasis on positive efforts to encompass all segments of the population. Make staff training centralized, coordinated, effective and continuous, with a minimum 80 hours recruit and 20 hours in-service training annually.

[5] Alleviate existing conditions in county jails and city workhouses through combined renovation of facilities and development of treatment programs including work release and social services.

[6] Develop reception and diagnostic facilities designed to accommodate offenders sentenced to correctional institutions or facilities.

[7] Provide funds for the development and implementation of more effective models for treatment programs through empirical research.

PROGRAM F-1 RECRUITING OF CORRECTIONS PERSONNEL

2.F-1.1 Objective

The objective of this program is to improve the capability of corrections agencies to rehabilitate offenders and prevent recidivism by encouraging the most qualified persons to enter the corrections field. Emphasis will be placed on attracting persons not normally reached through regular recruiting channels with special emphasis on attracting individuals from all segments of the population.

2.F-1.2 Scope of Services

Support will be considered for projects which:

- (1) Encourage minority group members to seek employment and careers in the correctional field.
- (2) Are designed to improve personnel standards and recruitment practices to facilitate the entry of qualified personnel into corrections.
- (3) Encourage projects with colleges and universities which provide credited internship and field placement for upper level students as an experimental inducement to correctional careers.

PROGRAM F-2 TRAINING OF CORRECTIONS PERSONNEL

2.F-2.1 Objective

The objective of this program is to upgrade the quality of correctional personnel thru support for recruit and in-service training for personnel at all levels of service within the correctional system. The goal of AJD is to attain 80 hours recruit and 20 hours in-service training annually for all correctional personnel throughout the State by 1976.

2.F-2.2 Scope of Services

Proposals will be considered for projects involving training for all types of personnel. Projects should be designed to meet the varying needs of each particular function, such as, probation counselors, parole officers, jail staff, institutional guards, administrative personnel, etc. Implementation may take the form of seminars, workshops, or formal classroom instruction, developed and conducted in-house or through colleges, universities and other organizations. Funds may be used to cover travel, subsistence, fees, tuition, books and materials, and development and operation of training and educational programs. Local training projects with multi-jurisdictional address are strongly encouraged.

2.F-2.3 Program Restriction

AJD will not fund college credit courses or studies of law enforcement or criminal justice problems, or curriculum development which have the effect of establishing a new department in a college or university.

PROGRAM F-3 CONSTRUCTION AND IMPROVEMENT OF CORRECTIONAL FACILITIES

2.F-3.1 Objective

The long range objective of this program is to provide a correctional climate which is conducive to reducing recidivism by eliminating substandard conditions in county jails and other correctional facilities, making such improvements as are necessary to initiate rehabilitation programs, and supporting the construction of innovative facilities, which meet advanced standards in program and design.

2.F-3.2 Scope of Services

Projects of the following types will be considered:
(1) Renovation, remodeling or expansion of existing facilities to meet acceptable standards of decency, safety, and sanitation, and to develop and improve rehabilitation services to inmates.
(2) Special equipment needed to permit the development of new programs for inmates or the expansion of current activities, such as vocational education, recreation, or

work release. (3) Construction of new facilities which utilize advanced design, as described in the Guidelines of the National Clearinghouse for Criminal Justice Planning and Architecture. (4) Architectural studies for the renovation, expansion or construction of correctional facilities.

2.F-3.3 Special Requirements

(1) In all cases, the selection of construction or renovation projects in this program will require specific information including the age and condition of the existing facility, current and projected arrest rates, combined area population to be served, distance and travel time within the service area, availability and use of community resources and other alternatives to incarceration, kinds of programs (educational, counseling, work release) to be operated and the expected "life" of the facility.

(2) In an effort to encourage multi-jurisdictional and regional cooperation toward effective and efficient utilization of jails and correction facilities, new construction will not be funded on projects with less than a combined area population of 150,000. Any exceptions to this would require those units of government to document, in detail, the specific condition and needs of their unsatisfactory physical facility according to the Buckeye State Sheriffs' 1971 jail study, or more recent evidence indicating a decided hardship situation.

(3) Projects requesting closed circuit television monitoring devices will be required to include in their pre-application a floor plan of the facility which clearly indicates the location of all closed circuit T.V. cameras and audio monitoring devices. The drawing need not be that of an architect's.

(4) All new construction projects must be submitted, by the applicant, for comment and approval through the Clearinghouse.

(5) Part C construction grants are made on a 50 percent federal/50 percent non-federal matching basis. Part E construction grants are made on a 90/10 ratio. (Applicants for Part E funds should refer to pages 16 and 111.

PROGRAM F-4 CORRECTIONS PLANNING AND MANAGEMENT

2.F-4.1 Objective

The objective of this program is to improve the planning and management capabilities of correctional agencies in order to better coordinate programs, evaluate their effectiveness and study new methods of offender treatment and rehabilitation.

2.F-4.2 Scope of Services

Projects which involve the following kinds of activities will be considered:

(1) Development of improved methods for offender rehabilitation through experimental or model programs. (2) Management studies or development of modern data gathering or management tools for large correctional agencies. (3) Studies to determine the corrections needs of a particular area of the State, e.g., feasibility of developing multi-jurisdictional correctional facilities.

2.F-4.3 Special Requirements

Records, data-gathering and information systems must comply with requirements in Program D-1.

PROGRAM F-5 INSTITUTIONAL TREATMENT FOR ADULT OFFENDERS

2.F-5.1 Objective

The objective of this program is to increase offender rehabilitation and reduce recidivism by encouraging the development of improved methods, techniques, and programs within adult correctional institutions.

2.F-5.2 Scope of Services

Consideration will be given to all types of projects which are designed to rehabilitate the institutionalized offender and to enhance his ability to establish acceptable patterns of behavior both within the institution and within society.

Examples of programs are: medical and psychiatric treatment, counseling, vocational training and placement, remedial education, work release, education release, and implementation of alternate institutional models. Attention will also be given to projects designed to provide early release for those offenders who could better benefit from community based programs and also to projects designed to deter the occurrence of incidents within institutions.

PROGRAM F-6 COMMUNITY TREATMENT FOR ADULT OFFENDERS

2.F-6.1 Objective

The objective of this program is to reduce recidivism and the rate of incarceration by strengthening and broadening community based treatment of adult offenders who do not require traditional institutional confinement.

2.F-6.2 Scope of Services

Consideration will be given to projects of four basic types: (1) Efforts to establish, expand or otherwise improve probation services in order to decrease present caseloads and to encourage the use of probation as an alternative to incarceration. Projects might involve the use of para-professional caseworker aides or volunteers. (2) Projects to improve services to parolees, such as crisis-oriented counseling and job placement. (3) Establishment of residential treatment centers, halfway houses and community reintegration centers for ex-offenders. Priority will be given to projects which are geared toward curbing repeat offenders. (4) Projects geared toward the coordination of the delivery of services through existing community resources.

2.F-6.3 Program Restrictions

Funding will not be used for traffic related offenses.

2.F-6.4 Special Requirements

An essential element in the establishment of community residential facilities is community support. Therefore, applicants are required to outline, in the pre-application, steps taken to gain community support and their plans for a suitable facility.

PROGRAM F-7 OFFENDER DIAGNOSIS AND CLASSIFICATION SERVICES

2.F-7.1 Objective

The objective of this program is to reduce recidivism of offenders by selecting rehabilitation and treatment programs designed to suit individual needs, based on diagnosis and classification of offenders entering institutions and on probation.

2.F-7.2 Scope of Services

Projects to be funded would assist probation departments, correctional institutions, and community based corrections programs in tailoring treatment programs to the needs of the individual offender. They would include diagnosis, testing, classification, and periodic re-evaluation services for offenders.

2.SG.F STANDARDS AND GOALS

Applicants may wish to consult the reports of the National Advisory Commission on Criminal Justice Standards and Goals (NAC) in preparing pre-applications for FY 1976. The NAC standards for this functional area are listed below.

Communities which are considering jail remodeling or security projects may wish to consider the recommendations set forth by the National Clearinghouse on Criminal Justice Planning and Architecture. This is noted below under program F-3.

In addition, the Ohio Criminal Justice Supervisory Commission has drafted standards for the recruitment and training of courts personnel. These standards are still under consideration and review; they have not been adopted by the Supervisory Commission to date. They are listed below merely as a reference for potential applicants.

2.SG.F-1 RECRUITING OF CORRECTIONS PERSONNEL

NAC Standards:

- Corrections Report
- 10.4 Probation Manpower
 - 12.8 Manpower for Parole
 - 14.1 Recruitment of Correctional Staff
 - 14.2 Recruitment from Minority Groups
 - 14.3 Employment of Women
 - 14.4 Employment of Ex-offenders
 - 14.5 Employment of Volunteers
 - 14.6 Personnel Practices for Retaining Staff
 - 14.7 Participatory Management
 - 14.10 Intern and Work Study Programs

Ohio Standards (draft):

- Recruitment and Training of Adult Corrections Personnel
- Standard 5. Recruitment of Correctional Personnel
 - Standard 6. Recruitment and Employment of Minority Groups and Women
 - Standard 7. Employment of Ex-Offenders
 - Standard 8. Employment of Volunteers

2.SG.F-2 TRAINING OF CORRECTIONS PERSONNEL

NAC Standards:

- Corrections Report
- 14.9 Coordinated State Plan for Criminal Justice Education
 - 14.11 Staff Development Programs

Ohio Standards (draft):

- Recruitment and Training of Adult Corrections Personnel
- Standard 1. Correctional Staff Development
 - Standard 3. Personnel Practices for Retaining Staff
 - Standard 4. Training in Employee-Management Relations
 - Standard 11. Training in Community Services for Parolees

2.SG.F-3 CONSTRUCTION AND IMPROVEMENT OF CORRECTIONAL FACILITIES

NAC Standards

- Corrections Report
- 11.1 Planning New Correctional Institutions
 - 11.2 Modification of Existing Institutions

Also see: Prison and Jail Security, published by the National Clearinghouse for Criminal Justice Planning and Architecture, University of Illinois, Urbana, Illinois.

2.SG.F-4 Corrections Planning and Management

NAC Standards:

Corrections Report

- 7.1 Development for Community Based Alternatives to Confinement
- 7.2 Marshaling and Coordinating Community Resources
- 9.1 Total System Planning
- 9.2 State Operation and Control of Local Institutions
- 9.3 State Inspection of Local Facilities
- 9.8 Local Correctional Facility Programming
- 9.10 Local Facility Evaluation and Planning
- 13.1 Professional Correctional Management
- 13.2 Planning and Organization
- 14.8 Redistribution of Correctional Manpower Resources to Community Based Programs
- 15.1 State Correctional Information Systems
- 15.4 Development of a Correctional Data Base
- 15.5 Evaluating the Performance of the Correctional System
- 16.4 Unifying Correctional Programs
- 16.5 Recruiting and Retaining Correctional Personnel
- 16.6 Regional Cooperation
- 16.14 Community Based Programs

2.SG.F-5 INSTITUTIONAL TREATMENT FOR ADULT OFFENDERS

NAC Standards:

Corrections Report

- 2.1 Access to Courts
- 2.2 Access to Legal Assistance
- 2.3 Access to Legal Materials
- 2.5 Healthful Surroundings
- 2.6 Medical Care
- 2.9 Rehabilitation
- 2.12 Disciplinary Procedures
- 2.17 Access to the Public

- 4.9 Programs for Pretrial Detainees
- 9.4 Adult Intake Services
- 9.5 Pretrial Detention Admission Process
- 9.9 Jail Release Programs
- 11.3 Social Environment of Institutions
- 11.4 Education and Vocational Training
- 11.5 Special Offender Types
- 11.6 Women in Major Institutions
- 11.7 Religious Programs
- 11.8 Recreation Programs
- 11.9 Counseling Programs
- 11.10 Prison Labor and Industries

2.SG.F-6 COMMUNITY TREATMENT FOR ADULT OFFENDERS

NAC Standards:

Corrections Report

- 5.14 Requirements for Presentence Report and Content Specification
- 7.4 Inmate Involvement in Community Programs
- 10.1 Organization of Probation
- 10.2 Services to Probationers
- 10.3 Misdemeanant Probation
- 10.5 Probation in Release on Recognizance Programs
- 12.3 The Parole Grant Hearing
- 12.4 Revocation Hearings
- 12.6 Community Services for Parolees

2.SG.F-7 OFFENDER DIAGNOSIS AND CLASSIFICATION SERVICES

NAC Standards:

Corrections Report

- 6.1 Comprehensive Classification Systems
- 6.2 Classification for Inmate Management
- 6.3 Community Classification Teams

SECTION III-A PROJECT BUDGETING

Subgrantee Contributions and Matching Shares: Funds available under Part C and Part E of the Omnibus Crime Control Act may support only part of the cost of programs or projects for which assistance is sought. The remainder of such costs must be contributed by the subgrantee.

Hard Match and State Buy-in: The 1973 amendments to the Act have made two changes in the subgrantee's contribution which become effective with FY 1974 funds.

SECTION III

PROJECT OPERATIONS/MANAGEMENT

(a) The "hard match" provision, contained in Section 301(c) of the Act states:

"The non-Federal funding of the cost of any program or project to be funded by a grant under this section shall be of money appropriated in the aggregate, by State or individual unit of government, for the purpose of the shared funding of such programs or projects."

This provision means that the entire non-Federal share of the project must be a "hard match", i.e., cash. Subgrantees may not use in-kind contributions anymore as part of the match for Part C, Part E or Discretionary Funds.

(b) The State "buy-in" provision, which is contained in Section 303(a)(2) of the Act, states:

"...with respect to such programs or projects the State will provide in the aggregate no less than one-half of the non-Federal funding."

This means the State must provide one-half of the non-Federal share of any Part C project. The State buy-in can be depended upon as cash, as the Ohio General Assembly has appropriated funds for this purpose, to be distributed on a project-by-project basis. Thus, for most local projects, the State funds will be providing five percent of the total project cost and the local community will provide the remaining five percent in cash.

This State buy-in provision is applied to the total aggregate dollar figure which the State is required to pass-through to local units. It is not applicable to Part E funds, discretionary funds or any amount of funds by which the State exceeds its required pass-through.

The effect of these new provisions is illustrated in Figure 1 with a hypothetical \$10,000 project covered by the prevailing 90/10 matching ratio, i.e., a non-construction project.

Figure 1

% BREAKOUT OF TOTAL PROJECT		\$ BREAKOUT ON \$10,000 PROJECT
Federal Share	90%	\$ 9,000
State Cash Buy-In	5%	500
Local Cash Match	5%	500
TOTAL	100%	\$10,000

Figure 2 illustrates a hypothetical \$10,000 project covered by the 50/50 matching ratio, i.e., a construction project.

Figure 2

% BREAKOUT OF TOTAL PROJECT		\$ BREAKOUT OF \$10,000 CONSTRUCTION PROJECT
AJD Share	50%	\$ 5,000
State Cash Buy-In	25%	2,500
Local Cash	25%	2,500
TOTAL	100%	\$10,000

Local Cash Match Requirements: (a) Hard Match. In order to meet the "hard match" requirement, funds must be for the express purpose of matching LEAA funds. New funds for law enforcement purposes must be specifically earmarked in local or State agency budgets or appropriations.

Budget Categories: In accord with the adoption of the "total cost concept", the 1976 pre-application will require a budget breakdown in the following categories:

(a) Personnel: This item includes salaries and fringe benefits for employees to be hired.

Where an AJD-funded project provides for the hiring of additional criminal justice or other agency personnel to perform other than day-to-day functions, the subgrantee must be able to show that its total personnel complement has, in fact, increased by the number of persons hired with project funds.

(b) Consultants: This item refers to funds to be paid to individuals or agencies for professional services performed.

(c) Travel: Include the amount to be spent for travel and transportation by personnel.

(d) Equipment: This includes cost of acquisition of office machines, furniture, furnishings, fixtures, instruments, apparatus, tools, vehicles, additions or replacements of equipment.

(e) Supplies: Include office supplies and forms, operating supplies such as subscriptions, books, etc.

(f) Other Contractual: Include rent, buy money, auto lease, telephone, maintenance; bookkeeping or other hourly help (non-professional) procured on a contract basis.

(g) Construction: Because of the high cost involved in construction projects, only limited funds are available for construction and renovation projects. In order to achieve the most effective utilization of these limited funds, the selection of such projects will be based on specific criteria outlined in Section II of this booklet. Applicants should refer to the appropriate program listed below, for the criteria applicable to the specific type of construction project contemplated:

Program A-3 Law Enforcement Facilities
 Program C-6 Juvenile Facilities
 Program D-5 Multi-functional Facilities
 Program E-6 Courts Facilities
 Program F-3 Adult Correctional Facilities

The funding of planning or architectural studies in no way commits AJD to the future funding of any phase of the construction of a facility based on the architectural design provided for in these grants.

Funding of construction projects may consist of up to 50 percent Federal funds for Part C action grants, and up to 90 percent Federal funds for special Part E grants. Refer to pages 111-114 of this booklet for detailed information regarding matching contributions.

(1) Part C Construction Projects. The minimum match is 50 percent. To the extent that construction is included as a part of a grant application for other purposes, the construction portion of the grant will be subject to the 50 percent matching ratio. ("Construction includes the acquisition or installation of initial equipment for new or existing building or facilities. Initial equipment includes heating, plumbing and air conditioning equipment and electrical, elevator and other building-related equipment and fixtures, but does not include removable machinery or equipment [e.g., office equipment, reproduction equipment, etc.] not inherently a part of the building or facility. The latter may be funded at applicable statutory ratios for the programs in which such equipment and machinery will be used." LEAA Fiscal Guide.)

(2) Part C Remodeling or Renovation Projects. The minimum match for such projects totaling less than \$5,000 is 10 percent. LEAA policy is to classify all remodeling and repair in excess of \$5,000 as construction. Only under unusual and extenuating circumstances will LEAA classify a project in excess of \$5,000 as minor remodeling and repair.

(3) All Other Projects Including Part E Construction. The minimum match is 10 percent.

(h) Indirect Cost Policy:

(1) Applicants for other than primarily equipment grants will be allowed an indirect cost not to exceed 5% of the total cost of the project, or 10% of direct labor costs. Indirect costs for FY 74 and FY 75 may be paid from the AJD share, where

justifiable and documented. However, the applicant for indirect costs may not also charge expenses normally included in overhead charges; e.g., accounting services, building occupancy or maintenance, as direct costs to the project.

(2) Units of government functioning as fiscal "pass-through" agencies will be allowed to assess a grant management cost of up to 2% of the total project cost, up to a maximum of \$2,500. Such indirect costs are also fundable with AJD funds. However, the combined grant management and indirect costs allowed to applicant and implementing agencies shall not exceed an amount equal to 10% of direct labor costs or 5% of total project cost. In such cases, where the "pass-through" agency requests reimbursement for grant management costs, the indirect costs allowed to the implementing agency must be reduced accordingly.

(3) Applicants for equipment grants will not be allowed either the grant management payment or indirect cost allowance.

A "pass-through" agency is a unit of general local government or a COG which acts as an applicant for implementing agencies which are not units of general local government. Such projects would include those in which the proposed implementing agencies would be:

- a. Colleges and universities
- b. Nonprofit corporations
- c. Nonpublic agencies

Such projects would not include those in which:

- a. Colleges or universities apply directly to AJD for grants.
- b. Units of general government acting as applicants for a consortium of units of general local government.
- c. A COG acts as applicant for a unit or units of general local government without assuming responsibility for project operation. In those projects wherein a COG is applicant for funds which are to be used for COG-operated projects, such as regional training projects, the COG may include a grant management cost budget item.

- d. Regional Planning Units act as applicants for action grants.

Grant awards will not be increased to include indirect costs after inclusion of a project in the annual Ohio Comprehensive Criminal Justice Plan, although budgetary items may be reduced at the request of the subgrantee, in order to include that item. Project applications will still be held to the amounts previously allocated. However, applications may be submitted which include grants management and/or indirect cost expenses for future approval. Prior to the award, documentation for such requests must be made available to AJD. In cases where documentation fails to establish justification for the full amount of the allowable rate, the indirect cost allowance or grant management allowance will be reduced accordingly.

Where equipment is a part of a project application, having other substantial components, such as personal services, a grant management or indirect cost allowance may be permitted, depending upon an analysis by AJD as to the major characteristics of the project. For example, if the major intent of the project is for the development of a probation service program, the inclusion of office furniture would not prevent the allowance of either the grant management or indirect cost expense. A radio equipment project, however, will fit under the definition of an equipment project, despite the fact that there may be some nonequipment expenditures contemplated.

Grant management costs and equipment costs shall not be included in total project costs for the purpose of computing allowable indirect costs.

In applications which include a request for grant management costs and/or indirect costs the Local Cash Share shall be computed on the basis of the combined AJD allocation, including the grant management and indirect cost allocations.

(i) Explanation of the Total Cost Concept: The Law Enforcement Assistance Administration has mandated the use of the "Total Cost Concept System" by the State Planning Agencies and their subgrantees. Each federally funded project is a separate entity, a functional unit, with predetermined LEAA and local matching ratios. The project management must account for the funds received and expended according to the stated ratios.

The subgrantee and/or the implementing agency must clearly identify the source and application of funds for grant supported activities. Such records shall contain information pertaining to grant awards. As the subgrantee may receive grants from several funding sources such as Federal, State or local and which may include public or private monies, there must be effective control over and

accountability for each funding source and its applicable expenditures.

SECTION III-B ELIGIBILITY/CLASSES

Eligibility of Applicants for Project Grants: As a general rule, action grants may only be made to State agencies (including universities), to Regional Planning Units, to units of general local government, or combinations of such units, consistent with provisions of the Ohio Revised Code. While projects may be implemented by a public or private agency, applications must be made, according to Section 304 of the Act, by either the department of State government, under whose jurisdiction the project will be conducted, or by a unit of local government, or by a combination of such units, except as in Item (d) below.

To be eligible for an action grant under the Ohio Law Enforcement and Criminal Justice Program, a recipient must have the ability to carry out (implement) a program (set of activities) which will impact upon some aspect of the "crime problem".

A general listing of eligible classes are:

- (a) Units of general local government or combinations of such units.
- (b) Regional Planning Units.
- (c) State agencies (including State-related universities).
- (d) Certain private organizations and associations having statewide representation and character, e.g., Buckeye State Sheriffs' Association. Grants to these organizations are derived from that portion of Crime Control funds reserved for State agency usage.

Criminal Justice Coordinating Councils: At its February 25, 1972 meeting, the Ohio Criminal Justice Supervisory Commission established the policy that criminal justice coordinating councils should not be funded from either Part B or Part C funds, as planning units. However, such units, which meet the eligibility requirements set out in these Directives, may receive funds to administer action projects at the local level.

Planning and Action Procedures Involving Universities:

Because the geographical and population size of many of Ohio's universities present problems to the criminal justice system which are inseparable from the problems of the communities which surround them, criminal justice planners, at both the RPU and State levels, should consult with university officials during the preparation of 1976 comprehensive plans.

Projects sponsored by institutions of higher education which have statewide applicability will be funded from that portion of Part C funds reserved to State agencies. The signature of the university president is required on all such projects sponsored by State supported institutions and funded from Part C funds reserved to State agencies.

All other projects which are sponsored or conducted by public or private institutions of higher education will be funded from the appropriate Regional Planning Unit or Administrative Planning District allocation, through units of local government or combinations thereof. Accordingly, all such projects, of basically local address, must be incorporated into the appropriate 1976 Regional Planning Unit comprehensive plan or Administrative Planning District proposals.

College Credit Courses: The State Supervisory Commission, at its meeting on March 24, 1972, voted to continue AJD policy not to fund college credit courses or studies of law enforcement or criminal justice problems, or curriculum development, which have the effect of establishing a new department in a college or university.

SECTION III-C PROJECT COMMENCEMENT/DURATION

Project Commencement: In order to speed the implementation of Ohio's comprehensive criminal justice plans, all AJD-funded projects must be underway within 90 days of the date of the grant award or risk withdrawal of the grant. This policy will be applied to all projects, in RPUs, APDs and State agencies.

A project will be considered "underway" when, [a] equipment orders have been placed, [b] a project director, consultants, and/or a staff has been hired, [c] office space has

been procured, or [d] a significant portion of grant funds have been spent or encumbered. The amount of activity undertaken will also be considered.

Exceptions may be made when a project is tied to a specific starting date, such as the beginning of the school year or summer vacation. In such cases, the specific starting date will replace the date of grant award in computing the 90-day period. If, for any reason, the project is not expected to begin for more than 90 days from the date of the grant award, a request for a waiver of this rule must be submitted to AJD or the RPU.

Multi-year or Step-down Funding: The Omnibus Crime Control Act states, in Section 303, that each State plan must demonstrate the willingness of units of local government "to assume the costs of improvements funded under this part after a reasonable period of Federal assistance." The OCJSC established the following policy to meet this requirement.

With exceptions explained below, no action project will be granted funds for a period longer than necessary to establish it and demonstrate its usefulness and then not more than three fiscal years of full funding plus a fourth year at two-thirds and a fifth year at one-third of the third year. This policy applies to Part C and Part E block grants and discretionary grants made directly by LEAA.

For projects first funded out of FY 1971 or before and continued out of succeeding fiscal years, step-down will be calculated by:

1. counting the number of different fiscal years under which a project has been funded, and
2. computing the fourth year subgrant on the basis of the amount granted in the third fiscal year.

Any subgrant made from unsubscribed funds (i.e., funds derived from fiscal years prior to the current fiscal year) will be counted toward step-down if such subgrant equals or exceeds one-half of the subgrant made out of the succeeding fiscal year.

If the same or a related potential subgrantee applies for a project which is similar, in whole or in substantial part, to an earlier one, the latter will be considered as a continuation of the earlier project, for the purpose of this rule. The same would be true if the focus of a project shifted after the year of initial funding.

Every pre-application for inclusion in the 1976 plan must show:

1. whether 1976 funds are to be used for its first year (or part year) and, if not, how many years it has received AJD funds; AJD project control numbers for each funding year should be furnished;
2. how many more years of AJD funding will be needed at the full rate and at step-down rates; and
3. the anticipated source of funds for continuing the project when AJD funding is stepped down and after it is discontinued.

Of course, no guarantee can be given of funding for any future year. Federal grants to Ohio, and the rules that govern their distribution, are only received a year at a time. While an effort will be made to continue the funding of ongoing projects of demonstrated effectiveness, every project must stand on its own merits every year.

Exceptions to Step-down follow:

1. This limitation will not apply to projects, the nature of which gives them an inherent completion date. For instance, planning, constructing, and equipping a large building might take three or even four years, but the ultimate completion of the building can be anticipated. A halfway house, however, which might take more than a year to two to reach its full anticipated rate of activity, renders a service that may be expected to be needed indefinitely. This multi-year funding rule would not necessarily apply to a typical construction project. It would apply to a typical halfway house, and the local community should begin to assume greater fiscal responsibility in the fourth year of its operation.

2. AJD "discretionary" training funds (such as those awarded to BSSA and OACP) are not subject to step-down. (See Program A-2)

3. Community relations and crime prevention projects are limited to only two years of funding. (See Program B-2)

4. Law clerks for judges are limited to only two years of funding. (See Program E-2)

5. For projects funded in FY 1976 under "Special Incentive", the FY 1976 award will not be counted toward the five-year step-down limitation.

SECTION III-D PROJECT COMPLIANCE/CONTROLS

Evaluation Instruments: LEAA and AJD recognize that evaluation is an integral part of the planning and resource allocation process. In 1973, AJD developed a project-by-project evaluative system.

This system is comprised of 23 instruments, one to be assigned to each project. An appropriate instrument, with instructions, is included in the grant award received by the subgrantee. These instruments are to be completed and returned to AJD on a quarterly basis. Project directors, after examining the evaluation instrument assigned to their project, may need to develop or modify the existing system of data collection utilized by their project in order to complete the standardized data sheets included in the instrument. This information must be specific and quantified in quarterly programmatic progress reports.

In some cases, increased base line data will be requested before the use of the instrument. This information will be compiled as comparison data on a before-and-after basis by AJD evaluators. On-site visits for both fiscal and programmatic analyses will be scheduled with some project directors, especially with projects receiving large allocations.

In order to effectively continue this evaluation process, AJD requires the total cooperation and completion of the evaluation instrument. Evaluation is now a mandatory process required by LEAA. These instruments can contribute valuable insights and additional information to the process of determining fundability. Project directors and staff should recognize that evaluation can provide a corrective device to enable modification of unsuccessful efforts within projects and significant and necessary feedback on project efforts.

Equal Employment Opportunity Program: LEAA regulations state that each recipient of LEAA assistance within the criminal justice system which has 50 or more employees and which has received grants or subgrants of \$25,000 or more pursuant to and since the enactment of the Safe Streets Act of 1968 as amended, and which has a service population with a minority representation of three percent or more, is required to formulate, implement and maintain an equal employment opportunity program relating to employment practices affecting minority persons and women. Where a recipient has 50 or more

employees, and has received grants or subgrants of \$25,000 or more, and has a service population with a minority representation of less than three percent, such recipient is required to formulate, implement and maintain an equal employment opportunity program relating to employment practices affecting women.

Further explanation of minority persons and service population is found in Section 42.302(e) and (f) of Title 28, Code of Federal Regulations.

For purposes of this program, the "50 or more employees" requirement and the \$25,000 cumulative requirement refers to the implementing agency as indicated on Item 4 on Application. The \$25,000 is a cumulative figure and refers to the total of all OLEPA, AJD and direct LEAA assistance received by the implementing agency since FY 1969.

If an applicant is selected for FY 1976 funding and comes under the provisions above and the attached EEO regulations, an EEO program will have to be prepared. If an applicant has prepared such a program pursuant to these regulations in a prior year, a new one does not have to be prepared. If an applicant is required to have such a program on file, it will be necessary for him to certify, as part of the formal application process, that such a plan is on file. This certification is not required for this pre-application.

When a formal grant award is made for a project, the subgrantee will be required to submit a copy of his EEO program to AJD within 30 days, unless the program has been previously submitted to AJD.

Historic Sites Preservation Act: 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.

Civil Rights Act of 1964: No person shall, on the ground of race, creed, color, sex, or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under grants awarded pursuant to

P. L. 90-351 as amended, or any project, program, activity, or subgrant supported by such grants. Grantees 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 thereunder as a condition of award of Federal funds and continued grant support. Grantees further must comply with the Justice Department's equal employment opportunity regulation in Federally assisted programs, to the end that discrimination in employment practices of State planning agencies, law enforcement agencies and other agencies or offices administering, conducting, or participating in any program or activity receiving Federal financial assistance, on the ground of race, color, creed, sex, or national origin, be eliminated. This shall not be interpreted to require the imposition in State plans or planning agency subgrant programs of any percentage ratio, quota system, or other programs to achieve racial balance or eliminate racial imbalance in a law enforcement agency. The United States reserves to itself the right to seek judicial enforcement to insure compliance with the foregoing conditions prohibiting discrimination.

Clean Air Act: In accord with the provisions of the Clean Air Act, 42 U.S.C. 1857 et. seq., as amended by P.L. 91-604; and Executive Order 11602, subgrants or contracts will not be made to parties convicted of any offense under the Clean Air Act.

Environmental Policy Act: An Environmental Evaluation will be required with the formal grant application if the applicant's project involves one of the following:

1. New construction projects.
2. The renovation or modification of a facility which leads to an increased occupancy of more than 25 persons.
3. The implementation of programs involving the use of pesticides and other harmful chemicals.
4. The implementation of programs involving the use of microwaves or radiation.
5. Research and technology whose anticipated or intended future application could be expected to have a potential effect on the environment.

SECTION III-E PROJECT COORDINATIONS

6. Other actions which require the substantial commitment of resources or trigger such a substantial commitment by another as determined by the responsible LEAA official to possibly have a significant effect on the quality of the environment.

No portion of any grant which might have an effect on the environment will be approved until the Environmental Evaluation has been submitted and a determination made that the project will not have an effect on the environment.

The necessary forms for submitting an Environmental Evaluation will be included with the formal application forms. The Environmental Evaluation form does not have to be submitted with the pre-application.

Uniform Relocation: The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) provides assistance to individuals, families, businesses, and farmers required to move or terminate a business as a result of any federally assisted program. LEAA Guidelines make the provisions of the Act applicable to any program which has received LEAA or AJD support. The provisions apply when Federal funds are used in some phase of the program for which property was acquired, even though the property itself was acquired by non-Federal funds. Examples of programs which might include relocation costs are halfway houses, drug treatment facilities, architectural studies, etc. If a subgrantee acquired property for use in an AJD supported program either by condemnation, negotiation or open market purchase, and persons or businesses are forced to relocate because of this, assistance must be provided to such persons or businesses under the Uniform Relocation Act.

Costs of relocation assistance become part of the program costs and must be identified on the budget application. If the project will involve relocation costs, the necessary information must be supplied on the pre-application form.

If a project which is selected for funding involves relocation costs, a detailed relocation plan will have to be prepared prior to funding. No persons will be required to move until all applicable provisions of the Uniform Relocation Act have been complied with by the applicant. AJD encourages applicants who have projects with relocation costs to contract with agencies who have had experience with relocation and have these agencies handle the mechanics of administering the provisions of the Act. AJD will provide general assistance on the provisions and applicability of the Act upon request.

Drug and Alcoholism Requirements: The following coordination policy applies to all drug abuse and alcoholism projects seeking AJD funds.

A. Bureau of Drug Abuse/AJD/RPU Coordination

1. All drug abuse pre-applications, whether in functional categories B, C, E, or F, must be accompanied by:
 - (a) a sign-off letter from the local community mental health ("648") board; (b) a letter of agreement from the component(s) of the criminal justice system with which the project will be working. No drug abuse pre-application will be considered for funding by AJD or an RPU without the above letters.
2. BuDA, as Ohio's Single State Agency (SSA) for Drug Abuse will receive from AJD and the RPUs copies of all approved drug abuse pre-applications. Upon receipt of the approved pre-applications, BuDA will have 90 days to make recommendations by letter or in person.

B. Department of Health/AJD/RPU Coordination

1. No alcohol pre-application, whether in functional categories B, C, E, or F, will be considered for funding unless accompanied by:
 - (a) a sign-off letter from the Ohio Department of Health's Alcoholism Program or its designated Regional Alcoholism Council.
 - (b) a letter of agreement from the component(s) of the criminal justice system with which the project will be working. No alcoholism pre-application will be considered for funding by AJD or an RPU without the above letters.
2. The Department of Health's Alcoholism Program will receive from AJD and the RPUs copies of all approved alcoholism pre-applications. Upon receipt of the approved pre-applications, the Alcoholism Program will have 60 days to make recommendations to AJD by letter or in person.

Multi-jurisdictional Projects: Multi-jurisdictional projects are defined as: (1) those projects in which the applicant includes two or more units of government; or (2) those projects submitted by any single unit of government which also serves any other unit of government, such as a municipality or county.

It is the policy of the Administration of Justice Division to encourage, and give priority to, regional or cooperative projects involving multiple units of local government in order to achieve more efficient and effective utilization of resources.

In all cases, written evidence will be required of all participating units of government with respect to the extent of their participation in the project, and the period of their commitment to the joint proposal.

Intergovernmental Cooperation Act of 1968 and Demonstration Cities and Metropolitan Development Act of 1966: Title IV of the Intergovernmental Cooperation Act of 1968, as implemented by the Bureau of the Budget Circular A-95, establishes State, metropolitan and regional clearinghouses within the States for the purpose of providing a pre-application "early warning review system" designed to facilitate coordination of State, regional, and local planning and development. In Ohio, the Metropolitan Clearinghouses are the areawide agencies that were designated by the Bureau of the Budget (now called the Office of Management and Budget) to perform review functions under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and the Bureau of the Budget Circular A-82. The 13 metropolitan clearinghouses in Ohio have jurisdiction over 28 of the State's 88 counties; the Ohio Planning and Development Clearinghouse serves State agencies and the 60 counties not within the jurisdiction of any metropolitan clearinghouse.

SECTION III-F PROJECT EMPHASIS

State comprehensive plans submitted to LEAA are required to demonstrate that the needs of the criminal justice system as a whole have been considered and that a rational and equitable allocation of funds has been made among each substantive area of the system. In order to achieve such program balance, AJD shall require that the distribution of funds among projects in each RPU and APD falls within the following percentages:

<u>Substantive Area</u>	<u>Minimum Percentage Required</u>	<u>Maximum Percentage Allowed</u>
Law Enforcement (Category A)	20%	40%
Courts, Prosecution & Defense (Category E)	15%	40%
Adult Corrections (Category F)	20%	40%
Juvenile Delinquency (Category C)	20%	40%

There are no percentage requirements for Prevention, Diversion and Community Relations (Category B) and System Development (Category D). Projects in Categories B and D may be proportionately charged to the above substantive area percentages if it can be demonstrated that such projects fall within any of those four substantive areas.

SECTION III-G PROJECT RESTRICTIONS

Non-supplanting of Funds: The Omnibus Crime Control Act clearly stipulates that Federal funds made available through the Administration of Justice Division must not be used to supplant State or local funds. Federal funds must be used, instead, to increase the resources that would, in the absence of such Federal funds, be made available for law enforcement and criminal justice programs. In other words, State and local funds for these programs may not be decreased, due to the additional Federal funds made available through AJD.

Written certification of compliance with this requirement is required annually of each subgrantee. It should indicate, in addition to the basic certification:

1. a certification that subgrantee expenditures for law enforcement, for the annual period covered, are at least as great as for the preceding year, plus the average annual increment in such expenditures for the past two, three, four, or five years (averaging period is left to subgrantee option), or
2. where the subgrantee does not comply with (1) above, an explanation will be required to demonstrate that lower expenditures than called for in (1) would have been made even if Federal funds had not been available.

Failure to comply with this statutory requirement can result in legal action instituted by the State to recoup funds, to the degree that they supplanted local law enforcement expenditures.

Minimum Funding Limit: Because of the high cost of processing action projects, AJD has found it uneconomical to continue reviewing a large number of very small projects. The State Supervisory Commission at its March 24, 1972, meeting, voted to retain AJD's policy which holds that projects which request Federal grants of less than \$500 will not be accepted for processing. Criminal justice agencies with projects that fall below this limit will be encouraged, however, to join with agencies in neighboring communities whose needs are similar, and to pool their requests in single projects which exceed the \$500 figure.

Traffic-related Items/Mayors' Courts: At its March 24, 1972, meeting, the State Supervisory Commission voted to continue the policy of denial of funds for traffic-related items. Such items (traffic lights, radar equipment, VASCAR, cruisers for apprehension of speeders, etc.) are viewed as being only marginally related to the main focus of the Omnibus Crime Control Act on reducing crime.

At its January 10, 1975, meeting, the Commission broadened this policy and established the policy that no project for the funding of mayors' courts will be allowed.

Drug Abuse and Alcoholism Programming: At its January 25, 1974, meeting, the Supervisory Commission approved the following policy for drug abuse and alcoholism programming:

"No more than 7.5% of the State agency and APD portions of Ohio's Part C grant will be used to fund drug abuse and alcoholism treatment and rehabilitation programs. No percentage restriction will be placed upon RPU plans or part E funds."

Basic Police Training: At its March 24, 1972, meeting, the State Supervisory Commission voted to continue the present policy to deny AJD funds to support basic police training. Such training is mandated by State law and the cost of basic training would be required by local police agencies in any case.

Basic Police Equipment: The State Supervisory Commission, at its March 24, 1972, meeting, voted to continue the policy of denying funding of basic equipment except when part of a new department or section, under unusual circumstances, for innovative programs, or for communications projects.

Therefore, the following types of equipment will not be funded:

- (1) uniforms: trousers, coats, raincoats, shirts, ties, caps, etc.;
- (2) personal equipment: sidearms, sidearm ammunition, badges, handcuffs, belts, flashlights, individual Mace, leather billies, etc.
- (3) motor vehicles: cruisers, ambulances, patrol wagons, motorcycles, etc.

Lethal Weapons: Lethal weapons, i.e., firearms, may be funded as part of riot and civil disorder projects, but only when the recipient of the grant will:

- (1) train (or certify as trained) all appropriate personnel in the correct and safe use of such weapons;
- (2) establish command and control procedures which will assure proper weapons use under all conditions.

These provisions will be made a condition of any grant which includes funds for weapons.

It is anticipated that the primary use of ammunition for lethal weapons will be for training purposes. Therefore, ammunition for training purposes may be included for funding where the grant application clearly sets forth the type and extent of training to be given.

END