

FLORIDA'S
Criminal Justice
Program Development
Guidelines

FY 1979

47787

*The Florida Department of Administration
Division of State Planning*

**FLORIDA'S CRIMINAL JUSTICE
PROGRAM DEVELOPMENT GUIDELINES
FY 1979**



**THE FLORIDA DEPARTMENT OF ADMINISTRATION
DIVISION OF STATE PLANNING
BUREAU OF CRIMINAL JUSTICE PLANNING AND ASSISTANCE**

**Reuben O'D. Askew
Governor**

**J.H. "Jim" Williams
Lt. Governor**

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PURPOSE

I PURPOSE

This document was prepared by the Florida Department of Administration, Bureau of Criminal Justice Planning and Assistance (BCJPA). Its purpose is to provide potential subgrantees with information they can use to develop projects eligible for funds under the Crime Control and Juvenile Justice and Delinquency Prevention Acts. This information includes:

- Background on the Omnibus Crime Control and Safe Streets Act of 1968 (as amended), the Juvenile Justice and Delinquency Prevention Act (as amended) and the administrative mechanism used by the State of Florida to plan for and disburse funds under the acts.
- A summary of how the Florida criminal justice standards and goals relate to the application process.
- Approaches to project development.
- Program areas under which subgrant applications may be made, including program objective description, expected results, target group, eligible agencies for funding, related adopted standards, the types of data subgrantees should collect for monitoring and evaluation purposes, examples of types of projects in such program area, special requirements.
- Planning and fiscal policies of the Bureau of Criminal Justice Planning and Assistance.
- Application procedures.

This document supplements some of the information contained in the Bureau's Administration Manual for Subgrant Awards and makes available to potential subgrantees information they will need at the time they are planning their projects, but before they actually prepare a formal subgrant application. Once the project concept has been formulated, and the decision has been made to apply for funds, the Administration Manual should be used as a source of additional information on fiscal policies and regulations.

THE LEAA PROGRAM IN FLORIDA

II THE LEAA PROGRAM IN FLORIDA

2.1 Federal Legislation

The Omnibus Crime Control and Safe Streets Act of 1968, as amended in 1970, 1973, and 1976 and the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, were passed by Congress to prevent and reduce crime and delinquency and to improve the criminal justice system.

The Crime Control Act created the Law Enforcement Assistance Administration (LEAA) within the United States Department of Justice, and gave it the responsibility of administering financial assistance provided under the Act. In 1974, the JJDP Act was passed and responsibility for its administration was also given to the LEAA. Funds under both Acts are distributed to states by formula grants.

The Crime Control Act also required each state to establish a State Planning Agency (SPA) to administer the state's expenditures of Federal Block Grant funds. One of the major responsibilities of an SPA was to prepare annually a comprehensive plan showing the manner in which the funds were to be used to meet the mandate set forth in the legislation.

Under the LEAA program, states receive the following types of financial assistance on the basis of population (under 18 for JJDP).

Comprehensive Planning Grants

The comprehensive planning grants program awards matching grants to states to establish and support state planning agencies (SPAs) to combat crime and delinquency and to improve the state criminal justice system. Comprehensive planning grants mainly support the required comprehensive planning process. Forty percent of the planning money must be passed through by the state to local units of government. One SPA and a network of 16 regional and local planning bodies have been established in Florida with the support of this program.

Formula Grants

Funds under the formula or block grant program may be used to improve and strengthen the state's criminal justice system, and to assist localities in combatting crime and delinquency through the implementation of related projects. At least two-thirds of the funds under this program are passed by the state to local units of government for project implementation.

6. Part E Assurance - The State Planning Agency certifies as a condition for receipt of Part E funds for the planning, construction, acquisition, or renovation of adult or juvenile correctional institutions or facilities, that all applicants will demonstrate, to the extent applicable to the particular project presented and area or region to be served by the proposed facility, adherence to the following:
 - a. Reasonable use of alternatives to incarceration, including but not limited to referral and bail practices, comprehensive probation resources, and the minimization of incarceration by state and local parole practices, work-study release or other programs assuring timely release of prisoners under adequate supervision. (Applications should indicate the areas to be served, comparative rates of dispositions for fines, suspended sentences, probation, institutional sentences and other alternatives, and rates of parole.)
 - b. Special provision for the treatment, particularly in community-based programs, of alcohol and drug abusers.
 - c. Architectural provision for the complete separation of juvenile, adult female, and adult male offenders.
 - d. Specific study for the feasibility of sharing facilities on a regional (multi-State or multi-county or regional within States, as appropriate) basis.
 - e. Architectural design of new facilities providing for appropriate correctional treatment programs, particularly those involving other community resources and agencies.
 - f. Willingness to accept in the facilities persons charged with or convicted of offenses against the United States, subject to negotiated contract agreements with the Bureau of Prisons.
7. Conditions Applicable to all Construction and Renovation Program Grants (Part E Funds) - Subgrants of Part E funds for facilities construction or renovation, regardless of size, shall require that architectural and other needed professional services shall be obtained upon the basis and consideration of professional competence to deliver the required services. Contractual fee obligations for such services shall be in accordance with the prevailing suggested fee schedules of recognized professional organizations.

8. Conditions Applicable to all Large Construction Program Grants - Subgrants for construction or facilities which require a letting of a contract amounting to \$100,000 or more to a private company or individual must require a bid guarantee equivalent to 5 percent of the bid price, a performance bond on the part of the contractor for 100 percent of the contract price and a payment bond on the part of the contractor for 100 percent of the contract price.
 9. Conditions Applicable to all Construction Program Grants - Subgrants for construction purposes shall be accompanied by a statement of objectives of the proposed facilities, architectural programs, schematics, outline specifications and cost estimates; and, shall include a certification of the manner and means through which needed constructional services (site preparation, utility through which building construction purchases of equipment and fixture, etc.) will be obtained in accordance with the applicable provisions of appropriate State and/or local law, rules or regulations.
- 7.13 Title VI of the Civil Rights Act and the Equal Employment Opportunity Regulations of the Department of Justice - In accepting a grant from the Crime Control Act and Juvenile Justice and Delinquency Prevention Act, all subgrantees are subject to compliance with requirements of Title VI of the Civil Rights Act of 1964 and the Equal Employment Opportunity Regulations of the Department of Justice to the end that there shall be no employment dissemination on the grounds of race, color, creed, sex or national origin.

2.2 Plan Requirement for States

The Crime Control Act requires the state to develop a comprehensive plan to receive funding. Section 601(m) of the Crime Control Act defines the term "comprehensive" to mean that the plan must be a total and integrated analysis of the problems regarding the law enforcement and criminal justice system within the state. In order to be comprehensive, the plan must include at least the following, although not necessarily in this order:

- An analysis of crime in the state and its subdivisions in detail.
- A total and integrated analysis of the problems regarding the law enforcement and criminal justice systems and the juvenile justice system.
- A description and analysis of the resources, manpower, and organizational capabilities and systems existing and available at present to meet identified problems.
- A description of goals and standards which have been established in the state.
- A statement and explanation of the priorities established statewide among goals, standards and programs.
- A description of the programs to be undertaken by the state and its subdivisions in the next year and for future years, with an explanation of the direction, scope, and general types of improvements contemplated and evidence that the plan represents a determined effort to improve the criminal justice system.
- Plans for utilization of results of measurement of performance, including the results of audit, monitoring and evaluation.
- The relationship of the programs in the plan to other federal, state and local plans and programs, including both other criminal justice and law enforcement programs and other relevant programs.
- Evidence that the plan addresses the need to coordinate law enforcement and criminal justice activities and to encourage cooperation and combination of efforts by state and local agencies.
- Evidence that the plan addresses the need to encourage joint and combined use of facilities, as well as advanced techniques in the design of facilities.

- Evidence that the plan has addressed the range of activities related to the major functions of the law enforcement and criminal justice system, including at least:
 1. Prevention of crime and delinquency.
 2. Identification, detection and apprehension of suspects.
 3. Adjudication, including the activities of the prosecutor, the defense and the courts.
 4. Custodial treatment of suspects and offenders and institutional and noninstitutional rehabilitative measures for adults and juveniles.
- Evidence that the plan contains a comprehensive plan for juvenile justice; and, if the state participates in the funding under the Juvenile Justice and Delinquency Prevention Act, evidence that the plan meets all the requirements of that Act.
- Evidence that the plan contains an analysis of and adequate allocation of funds for high crime areas.
- Evidence that the plan meets all the requirements for corrections programs as specified in Part E of the Crime Control Act; if the state participates in the funding under Part E.
- Evidence that the plan appropriately addresses organized crime and addresses, where necessary, prevention of crimes against the elderly.
- Evidence that the plan adequately addresses manpower planning, including the recruitment, training, organization and education of criminal justice and law enforcement personnel.
- Evidence that the plan addresses the organizational systems, administrative machinery and physical and human resources needed to implement the plan, including, but not limited to the administrative mechanisms to be used by the SPA in the administration of block grant funds. The plan may refer to the description of those administrative mechanisms and arrangements specified in the planning grant application, or in the application for block action grant funds.

2.3 Administrative Structure

The Bureau of Criminal Justice Planning and Assistance (BCJPA) is the agency which administers the LEAA program in Florida.

It is administratively located in the Division of Planning, Department of Administration. Lt. Governor J. H. "Jim" Williams serves a dual role as related to the LEAA program in his capacities as Secretary of the Department of Administration and Chairman of the Governor's Commission on Criminal Justice Standards and Goals.

Below is identification of the primary staff who worked on the development of this document.

Figure 1 shows the position of the Bureau in state government and the various task forces of the Governor's Commission.

Figure 2 shows the various local planning units which receive planning grants to administer the LEAA program in various localities of the state.

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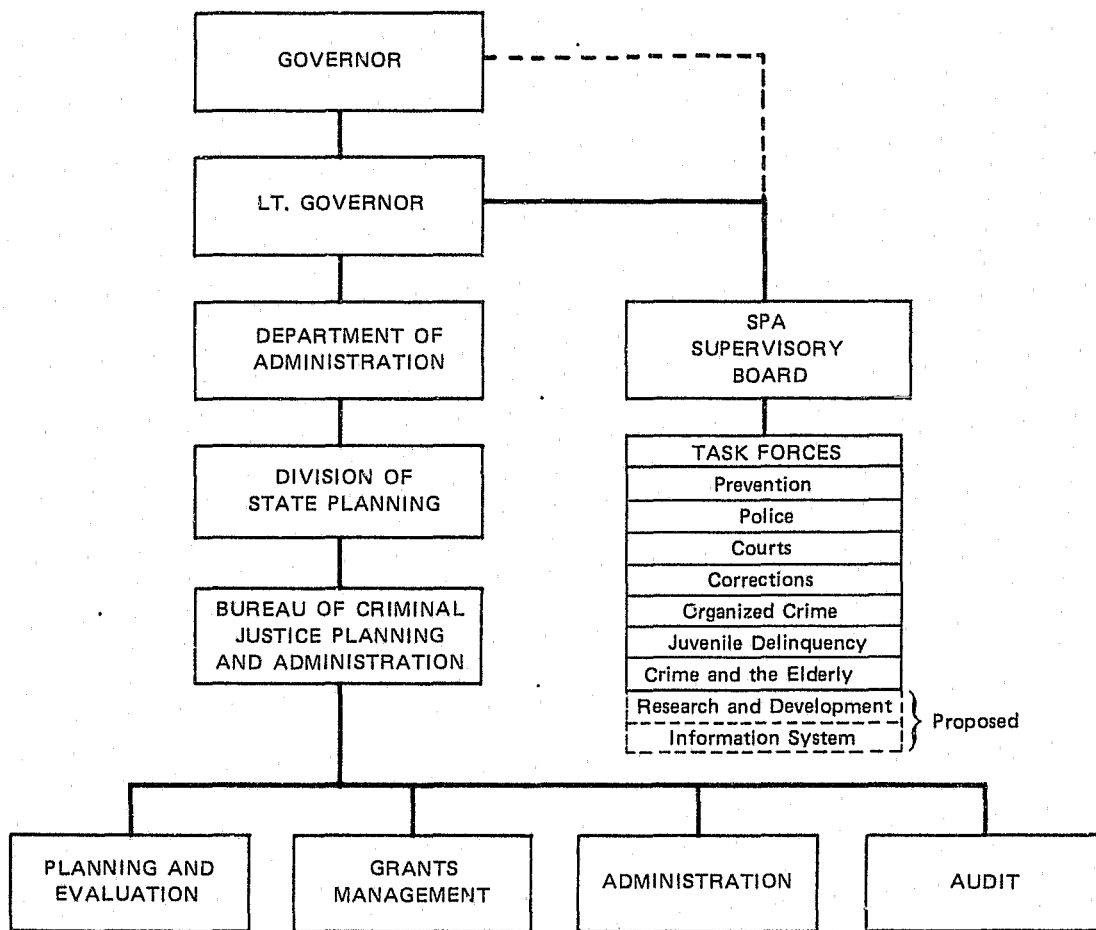


FIGURE 1 POSITION OF THE BCJPA WITHIN THE FLORIDA STATE GOVERNMENT

**REGIONAL PLANNING COUNCILS
AND METROPOLITAN PLANNING UNITS OF FLORIDA**

REGIONAL PLANNING COUNCIL	PLANNING DISTRICTS	COUNTIES		EXECUTIVE DIRECTORS AND PLANNERS
West Florida RPC	1	Escambia Okaloosa	Santa Rosa	Mr. Daniel F. Krumel, Director Post Office Box 486 Pensacola 32502 (904) 434-1027 Mr. Robert McAuliffe, Planner
Apalachee RPC	2	Bay Calhoun Franklin Gadsden Gulf Holmes Jackson	Jefferson Leon Liberty Wakulla Walton Washington	Mr. Ed Leuchs, Director Post Office Box 428 Blountstown 32424 (904) 674-8444 Mr. Lenwood Herron, Planner
North Central Florida RPC	3	Alachua Bradford Columbia Dixie Gilchrist	Hamilton Lafayette Madison Suwannee Taylor Union	Mr. Charles F. Justice, Director 2002 N.W. 13th St. Gainesville 32601 (904) 376-3344 Ms. Debbie Powell, Planner
Northeast Florida RPC	4	Gadsden Clay Duval Flagler	Nassau Putnam St. Johns	Mr. R. Daniel Castle, Director 8641 Baypine Road Suite 9 Jacksonville 32216 (904) 737-7311 Mr. John T. Rivers, Planner
Withlacoochee RPC	5	Citrus Hernando Levy	Marion Sumter	Mr. Jack Sullivan, Director Post Office Box 335 Silver Springs 32688 (904) 236-5132 Mr. Jack Theus, Planner
East Central Florida RPC	6	Brevard Lake Orange	Osceola Seminole Volusia	Mr. Clifford Guillet, Director 1011 Wymore Road Winter Park 32789 (305) 645-3339 Ms. Kathy Russell, Planner
Central Florida RPC	7	DeSoto Hardee Highlands	Okeechobee Polk	Mr. James Duane, Director Post Office Drawer 2089 Bartow 33830 (813) 533-4146 Mr. Larry Skidmore, Planner
Tampa Bay RPC	8	Hillsborough Manatee	Pasco Pinellas	Mr. Scott Wilson, Director 3151 Third Avenue, N. St. Petersburg 33713 (813) 821-2811 Mr. Ken Modzelewski, Planner
Southwest Florida RPC	9	Charlotte Collier Glades	Hendry Lee Sarasota	Mr. Roland Eastwood, Director 2121 West First Street Ft. Myers 33902 (813) 344-7382 Mr. Don Hunter, Planner
Treasure Coast RPC	10**	Indian River Martin	Palm Beach St. Lucie	Mr. Sam Shannon, Director** Post Office Box 2395 Stuart 33494 (305) 286-3313
South Florida RPC	11*	Broward Dade	Monroe	Mr. Barry Peterson, Director 1515 Northwest 167th St. Suite 429 Miami, 33169 (305) 621-6871

* Does not perform a criminal justice planning function.

** Planning is performed by Palm Beach
Metropolitan Planning Council

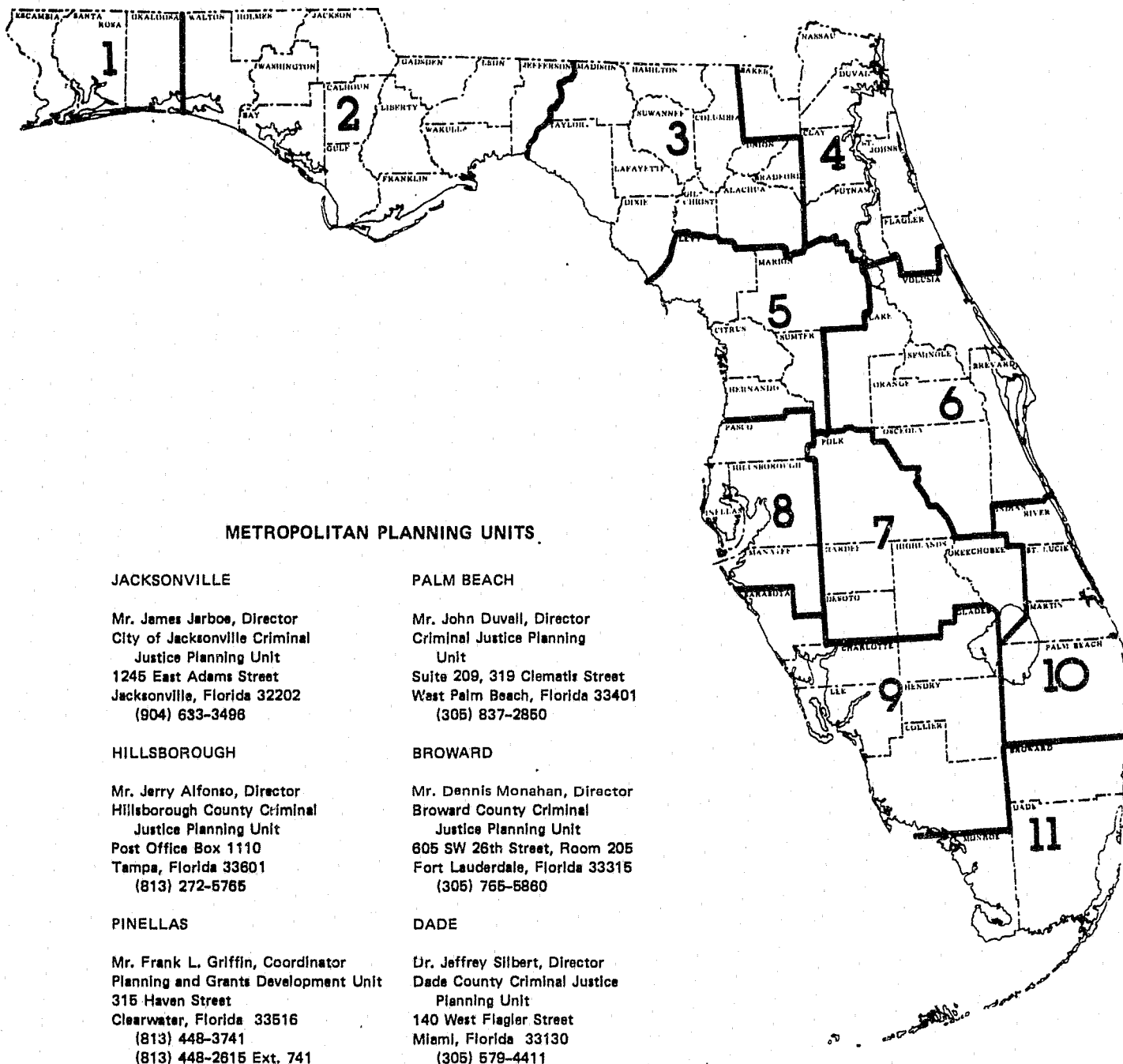


FIGURE 2 FLORIDA'S LOCAL PLANNING UNITS

STANDARDS AND GOALS

III STANDARDS AND GOALS

3.1 Standards

Florida's criminal justice standards and goals were developed by the Governor's Commission on Criminal Justice Standards and Goals, created on November 27, 1973. The Commission, which also serves as the Supervisory Board to the Bureau of Criminal Justice Planning and Assistance, was then subdivided into five working task forces in the areas of police, courts, corrections, community crime prevention, organized crime and juvenile delinquency.

A preliminary set of standards and goals was approved by the Commission on August 29, 1974. This document was then reviewed and analyzed by local task forces which were established in conjunction with Regional Planning Units and Metropolitan Planning Units in 14 areas of the State. Approximately 1,000 professionals in the criminal justice field and interested citizens participated in the review.

On March 31, 1976, the Governor's Commission approved the final standards and goals document. The five goals which were formulated are presented below. The standards, with some recommendations, which were developed are contained in the report entitled Standards and Goals for Florida's Criminal Justice System, 1976. A copy of this report can be obtained from either the BCJPA or your regional and metropolitan staff. The addresses and phone numbers of the regional and metropolitan offices were presented in the preceding section of this document.

At the present time, additional standards are being developed in the areas of police chief executive, civil disorders and terrorism, organized crime, research and development and juvenile justice. Once developed, these standards will be presented to the Governor's Commission for approval.

The ultimate goal of the comprehensive criminal justice planning process is the reduction of crime. Identification of problems in the criminal justice system and the setting of standards and goals in relation to those problems is a critical feature of productive planning.

As it relates to the Florida process, standards are defined as specific desired levels of achievement or results to strive for in accord with stated goals. Standards provide the specificity desired by declaring the conditions that should exist in the state when the goals have been met. They focus upon the procedures, organizations and levels of service that state and local agencies should strive to attain.

Staff of the Bureau of Criminal Justice Planning and Assistance are currently involved in implementing standards prioritized by the statewide task forces of the Governor's Commission on Criminal Justice Standards and Goals. Through the implementation of standards, previously defined as desired levels of achievement, subsequent progress will be made towards the achievement of the goal in which the standard is in accord.

All grant applications for LEAA funding must be consistent with standards approved by the Commission. To quote the Commission's policy: "these standards shall be fully integrated into the state's comprehensive plan for criminal justice, and LEAA funding...shall be contingent upon program objectives and project activities being consistent with standards and goals as determined by the Commission."

The BCJPA currently has an active program working for the implementation of standards at the state and local level. The main objectives of the project include:

1. Develop an ongoing public awareness program to acquaint professionals, policymakers, and the lay public with the standards.
2. Develop staff papers, policies, bills, etc., for implementing priority standards.
3. Provide limited technical assistance upon request to state and local criminal justice agencies in developing LEAA-funded projects aligned with standards.
4. Develop new standards and modify existing ones as a result of new research, changes in direction, etc.
5. Develop new standards as National Advisory Commission publications become available on new areas of interest to Florida (i.e., Terrorism, Organized Crime, etc.)

3.2 Goals

The Governor's Commission currently has five main goals for reducing crime and improving the criminal justice system in Florida. They include:

1. The Reduction of Crime - The lowering of the number of reported and unreported crimes for a given time period and a given geographical area. The diminishment of the crime rate (number of crimes/population times 100,000) for a given time and a given geographical area for both reported and unreported crimes.
2. The Protection of Rights - The safeguarding and development of codified rights of an individual by virtue of citizenship within political boundaries, to include those defined in the United States Constitution.
3. The Achievement of Justice - The equitable, impartial rendering of just sanctions, actions or dispositions to individuals or groups who are served by some facet of the criminal justice system.
4. To Increase Efficiency in the Criminal Justice System - The increase in levels of productivity of criminal justice activities which takes into account the reduction of cost and time.
5. To Increase Professional Skills - Increased expertise manifested by persons or groups within the criminal justice system that ultimately improves the system's capability for delivery of services.

PRIORITIES

IV PRIORITIES

Section 601(m) of the Crime Control Act requires that the comprehensive plan must establish priorities. As stated in the federal guidelines, "priorities are statements about the precedence or order or rank or level of importance assigned to problems which have been identified, to goals, which have been set, and to actions needed to implement programs aimed at local achievement.

Each year, the plan contains major identified problems in Florida's criminal justice system. Priorities are assigned annually by the Commission to these problem statements for application to state and local projects.

Local planning units and the BCJPA must follow the rank order of priorities in funding new projects. If the order is not followed, the local planning unit or BCJPA must provide adequate justification for skipping or "bumping" a priority to fund a project or projects in a lower priority.

A copy of the priorities for the current year of funding may be obtained by writing or calling one of the local planning units shown in Chapter 2 of this document or contacting the BCJPA directly at:

Bureau of Criminal Justice Planning and Assistance
530 Carlton Building
Tallahassee, Florida 32304
Phone No. AC (904) 488-8016
ATTN: Planning Unit

FLORIDA'S ALLOCATION PROCESS

(How are funds distributed?)

V FLORIDA'S ALLOCATION PROCESS (HOW ARE FUNDS DISTRIBUTED?)

The process used by Florida in allocating LEAA money is basically divided into two major steps. The first takes place in Washington and involves Congress and the Washington office of LEAA. For all monies the Congress determines the total amount available for the 55 states and territories. Then the Washington office of LEAA determines how much will go to each state and what the "pass-through" percentage will be. This "pass-through" percent is the percent of money received at the state level that is passed on to the local areas. The percent of Part C funds passed through can vary from year to year. In FY 1977 it was 64.9% while for FY 1978 it is 62.8%. The division between state and local money for the JJDP Act was established by the Act at 1/3 for the state and 2/3 for the local areas.

The second step is allocating the local money among the fifteen Regional Planning Councils (RPCs) and Metropolitan Planning Units (MPUs). In Florida, this allocation is based upon a formula that uses both current population and current crime index as determined by the Uniform Crime Reporting System. The formula is calculated with total population for Part C allocations and population under 18 for JJDP funds. The population figures are estimates from the University of Florida and are considered the official state population estimates.

The formula is $\frac{2CI(\%) + Pop. (\%)}{3}$ where CI is the crime

index of an area expressed as a percent of the total state crime index and Pop. is the population of an area expressed as a percent of total state population. This formula insures that if two areas have the same amount of reported index crime the area with the greater population receives more funds and conversely, if two areas have the same population the area with the greater reported index crime receives more funds.

The FY 1978 Part C and JJDP fund allocations shown in Figure 3 are example of recent funding levels.

<u>AREA</u>	<u>PART C</u>	<u>JJDP</u>
RPC 1	\$ 237,464	\$ 61,225
RPC 2	217,954	56,114
RPC 3	154,671	37,885
RPC 4	93,278	24,621
RPC 5	116,019	27,984
RPC 6	414,692	219,798
Brevard HCI	161,926	
Orange HCI	328,425	
RPC 7	44,018	59,390
Polk HCI	195,458	
RPC 8	149,124	31,930
RPC 9	266,423	59,565
 Jacksonville MPU	 431,031	 107,293
Hillsborough MPU	218,076	117,907
Tampa HCI	257,339	
Pinellas MPU	430,848	93,795
Broward MPU	694,649	160,990
Dade MPU	849,443	279,188
Miami HCI	332,022	
Palm Beach MPU	371,345	105,793
Martin/St. Lucie	79,195	
 Monroe	 53,224	 12,522
 TOTAL - Local	 \$6,096,624 (62.8%)	 1,456,000
State	3,611,376 (37.2%)	728,000
<u>GRAND TOTAL</u>	<u>\$9,708,000</u>	<u>\$2,184,000</u>

FIGURE 3 FY 1978 ALLOCATIONS

HOW TO APPLY FOR FUNDING

VI HOW TO APPLY FOR FUNDING

6.1 Applying for Local Funds

The following steps should be taken in writing a grant proposal:

Step #1: One of the most important keys to successfully developing a grant is continued communication and discussions between you and your Regional or Metropolitan Criminal Justice Planner. (See Chapter II for list of local planners for the one in your area.) As your planner will tell you, it is extremely important during this initial period to collect information that documents to the fullest extent that a problem does exist and that your project is an appropriate method by which to deal with such problems.

Step #2: After you have gathered the necessary data to document the problem to be addressed, you must submit a written project proposal or preliminary application to the local Criminal Justice Planner in your area. (Example: If your plans are to create an anti-burglary unit it is necessary to specify what the burglary patterns in your jurisdiction are, the frequency of burglaries, the time of day they occurred, and whether entry was forced or not). In this proposal you must demonstrate that the proposed target is a problem in your area (through the data collected in Step #1), how the project will combat the problem, and what you plan to accomplish. It is important that the problem and solution be quantifiable. In addition, the proposal should include a tentative budget for the categories of personnel, equipment, operating costs, contracted services, and any other expenses. This project proposal need not be an extensive presentation; it does need to be a clear, concise, and specific statement of your proposed project and its estimated cost. It must be consistent with the relevant program objective, expected results, evaluation/monitoring indicators, etc. included in this document.

Step #3: After receiving all project proposals throughout the region the regional planner will decide which ones merit submission to the local Criminal Justice Advisory Council for funding consideration in accord with this document. Your project is likely to be rejected by the regional planner if (a) it fails to indicate that a problem actually exists, (b) contains requests for inappropriate items (example: three patrol units and shot guns), (c) it is not clearly thought out and explained, (d) does not meet the requirements of this document.

Step #4: The local Criminal Justice Advisory Council makes the major decisions concerning proposals to be funded. These decisions are made according to priorities that are established by the Governor's Commission on Criminal Justice Standards and Goals to areas in the criminal justice field that deserve the most attention during the up-coming fiscal year. The local Council may fund items of a lower priority if it can be shown that the higher priority items are not problems in the local area. If your project is designated in a lower priority category, it stands a reduced chance of being funded. In addition, your proposal may be rejected at this stage for reasons similar to those utilized by the local planner (i.e.,

(a) lack of justification, (b) inappropriate request, (c) lack of clarity and project specifics). Another reason for rejection is the simple fact that there is not enough money to fund every project that is submitted and meets the technical qualifications. Even though your project may be well thought out and otherwise eligible for funding, it may not receive approval due to a limitation on the amount of funds the region has allocated. There are two factors to bear in mind at this point: (1) Prior to the submission of a project proposal it is advisable to attend several meetings with the local Advisory Council in order to gain a better idea of the local and state priorities and specific reasons for the rejection of projects in your area, and to meet the members of the council. (2) Although approval at the regional level is a good indication that your project will be funded, there is much work to be done and many steps to go through before the project may begin. (Do not expect to receive money immediately after council approval.) If your project is approved by the local Criminal Justice Advisory Council it is then incorporated into the local Plan which is submitted to the Regional Planning Council for their approval. (This latter step does not apply to metropolitan Planning Units).

Step #5: After the Council approval, the proposal is sent to the State Bureau of Criminal Justice Planning and Assistance for its approval.

Step #6: With information gathered from the various local plans, the Bureau of Criminal Justice Planning and Assistance formulates the State Plan which includes the State Priorities for improving the Criminal Justice System and projects that are recommended for funding to achieve the stated objectives. Your project may be rejected at this stage due to failure to meet the State Priorities (unless local justification is adequate) or for inappropriate items being requested. The State Plan is then submitted to the Governor's Commission on Criminal Justice Standards and Goals for approval.

Step #7: After the State Plan is approved by the Commission, it is submitted to LEAA in Washington for approval. The LEAA Washington office then grants the appropriation and authorization to begin project operations (subject to satisfactory grant development) to the Bureau of Criminal Justice Planning and Assistance.

Step #8: The Bureau will request that you complete a package of materials known as the Subgrant Application. (Here the real work begins!) This series of documents describes the actual operation of your project in terms of specific, measurable objectives to be accomplished, the methods that are to be utilized in achieving these goals, and a detailed budget of your project.

Step #9: In the preparation of the Grant Application it is absolutely necessary that you work closely with your regional planner in writing the proposal in the proper format and insuring that all necessary items are included and properly specified. This collaboration will minimize the administrative "hassles" or "red tape" in the remaining steps of the funding process allowing funds to be awarded to your agency at an earlier date. It is important to adhere to the program guidelines included in this document.

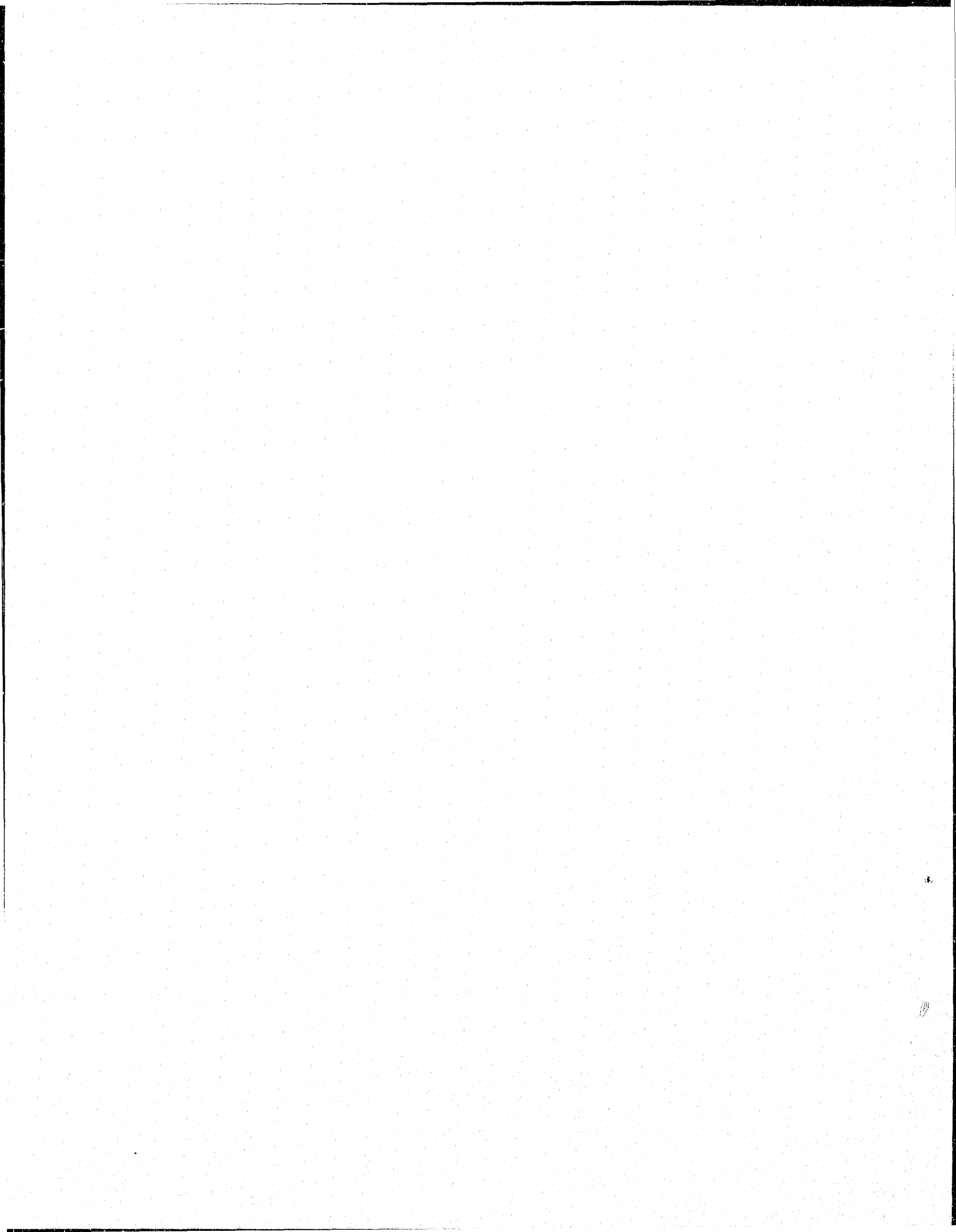
Steps #10 and #11: After your Grant Application has been completed to the satisfaction of the local planner, it is submitted to the Bureau of Criminal Justice Planning and Assistance for its approval.

Step #12: At this point your proposal may be returned to you because procedures were not followed properly in the writing of the Grant Application. Other reasons for returning the application may include (a) a budget that is improperly specified or justified, (b) lack of measurable objectives, or (c) your original idea (as stated in the initial project proposal) was not followed. Once you have corrected these deficiencies, you may again submit the application to the Bureau for its approval.

Step #13: Your continued failure to satisfactorily correct the proposal to meet the requirements of the Bureau may result in a denial of funding.

Step #14: After the final approval of the Bureau of Criminal Justice Planning and Assistance, you will be notified of your authorization to implement your project.

Figure 4 shows graphically an example of the procedure for applying local funds.



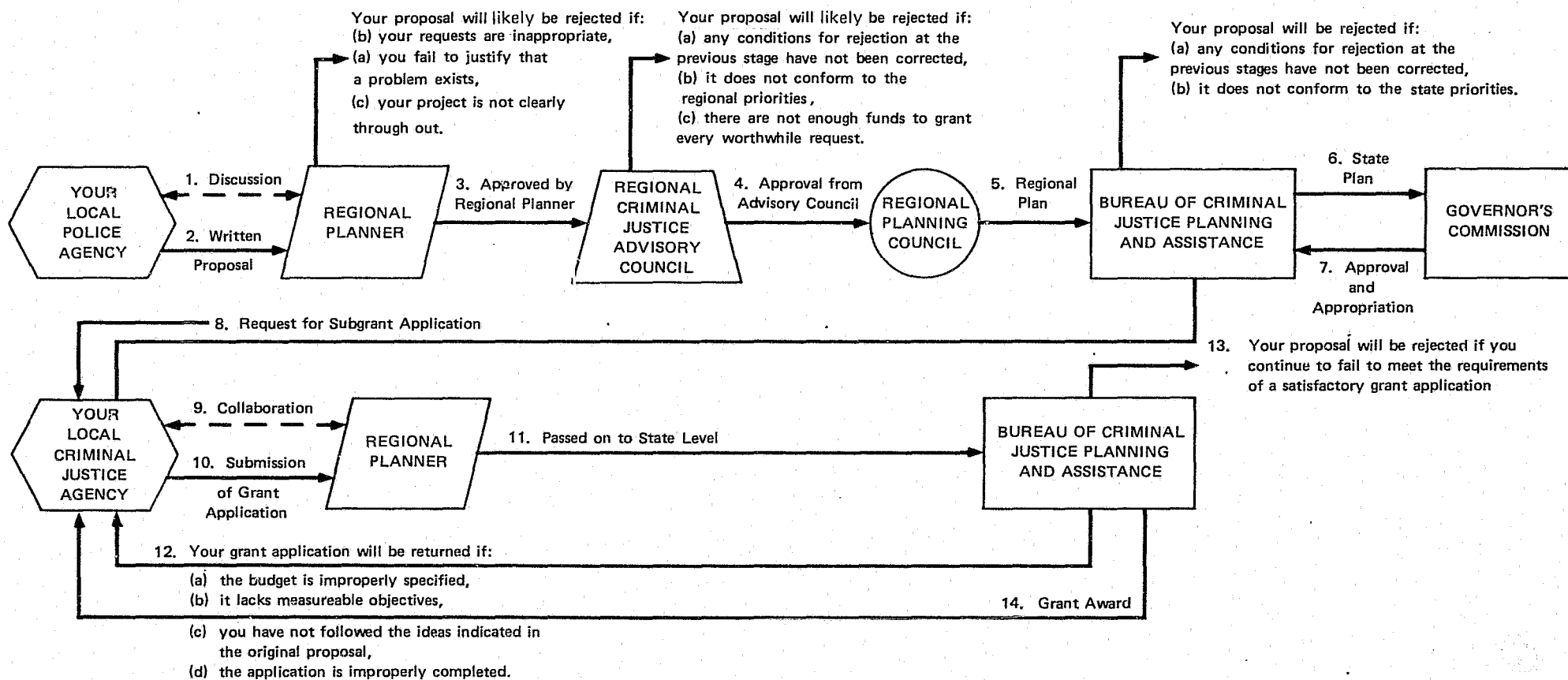


FIGURE 4 EXAMPLE OF APPLICATION PROCESS FOR LOCAL FUNDS

6.2 Applying for State Funds

The following steps should be taken in writing a grant proposal:

Step #1: One of the most important keys to successfully developing a grant is continued communication and discussion between you and your state criminal justice planner. As your planner will tell you, it is extremely important during this initial period to collect information that documents to the fullest extent that a problem does exist and that your project is an appropriate method by which to deal with such problems.

Step #2: After you have gathered the necessary data to document the problem to be addressed, you must submit a written preliminary application to the BCJPA. (Example: If your plans are to create an anti-burglary unit it is necessary to specify what the burglary patterns in your jurisdiction are, the frequency of burglaries, the time of day they occurred, and whether entry was forced or not). In this proposal, you must demonstrate that the proposed target is a problem in your area (through the data collected in Step #1), how the project will combat the problem, and what you plan to accomplish. It is important that the problem and solution be quantifiable. In addition, the proposal should specify a tentative budget, grant objectives, related standards and goals, expected results and accomplishments at the end of the project period, estimated prior and future funding needed and a monitoring/evaluation design. This pre-application need not be an extensive presentation; it does need to be a clear, concise and specific statement of your proposed project and its estimated cost. It must be consistent with the relevant program information included elsewhere in this document.

Step #3: After review of all state project proposals, the state planner will recommend those projects which should be incorporated into the comprehensive state plan.

Step #4: Planner recommendations will be reviewed by a task force of the Governor's Commission on Criminal Justice Standards and Goals. Each task force will either accept or reject the planner's recommendations and will present its recommendations to the full Commission. The task force may recommend projects that were not recommended by the planner.

All new projects must conform to the state priorities that have been developed by the Governor's Commission. Failure to conform to these priorities will warrant rejection of the project proposal.

Step #5: After the state plan is approved by the Commission, it is submitted to LEAA in Washington for approval. The LEAA Washington office then grants the appropriation and authorization to begin project operations (subject to satisfactory grant development) to the Bureau of Criminal Justice Planning and Assistance.

Step #6: In the preparation of the grant application, it is absolutely necessary that you work closely with the grant management unit planner of the BCJPA. This will aid in writing the proposal in the proper format and insuring that all necessary items are included and properly specified. This collaboration will minimize the administrative "hassels" or "red tape" in the remaining steps of the funding process allowing funds to be awarded to your agency at an earlier date.

The procedure for applying for state funds is shown in Figure 5.

SPECIAL NOTE: Following Step 4, the Division of Budget is involved in a review of state project proposals as part of the Department's review and recommendation to the Commission. In addition, additional revisions may be made by the Florida Legislature.

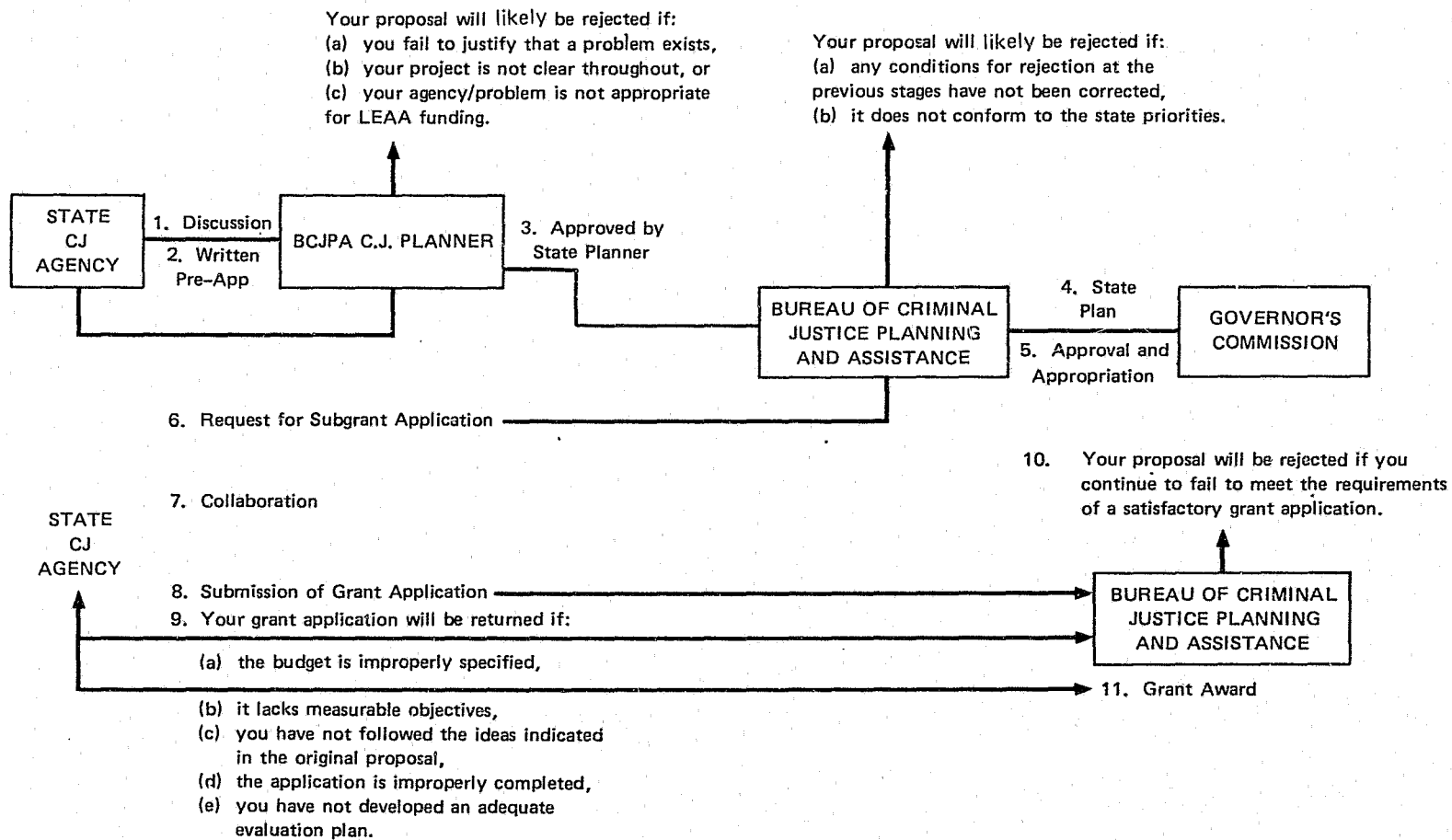


FIGURE 5 EXAMPLE OF APPLICATION PROCESS FOR STATE FUNDS

PLANNING AND FISCAL POLICIES

The following section presents some of the Law Enforcement Assistance Administration (LEAA) and Governor's Commission on Criminal Justice Standards and Goals policies and guidelines which potential subgrantees would be aware of in order to develop their projects. A copy of the Bureau of Criminal Justice Planning and Assistance's (BCJPA) Subgrant Instructions and Application, which contains further guidelines, should be obtained before a formal grant application is actually completed and submitted.

- 7.01 Eligibility - State agencies, units of general local government, and combinations thereof, and private, non-profit corporations (State share funds only) are eligible to make application for LEAA funds. Any private agency can apply for Juvenile Justice and Delinquency Prevention (JJDP) Act funding directly to the BCJPA after such agency has applied for and been denied funding at the local level.
- 7.02 Subgrantee Contributions and Matching Shares
 - 7.021 Funding Ratios - Funds available under 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. The following funding ratios apply to the three basic types of BCJPA subgrants:
 - 1. Part B Planning Subgrants - Up to 90 percent LEAA funds, except in specific BCJPA allowed cases.
 - 2. Construction Subgrants - Contact the BCJPA for information.
 - 3. All Other Subgrants - Up to 90 percent LEAA funds. The remainder of the project costs minus the State Buy-In* must be borne by the subgrantee. Cash match requirements may be substituted in whole or in part with in-kind match for JJDP funds if justification is provided that a determined good faith effort has been made to find cash match. Approval of in-kind match is subject to approval by the JJDP Task Force and State Planning Agency (SPA).
 - 7.022 Hard Match - Beginning with Fiscal Year 1974 funds, the appropriate hard-cash match necessary for funding any Part "B," Part "C," or Part "C" Block Action or Discretionary project shall be money appropriated by the State

*State Buy-In--The Crime Control Act of 1973 requires the State to provide 50 percent of the minimum non-federal share. Since the minimum non-federal share is 10 percent, ordinarily the state will contribute 5 percent of total project costs. However, this will fluctuate anytime LEAA provides less than 90 percent of the total project costs.

or local unit of government for the express purpose of matching LEAA funds on such projects. In order to be allowable as a "hard cash" contribution, the following criteria will apply:

1. The funds must be for the express purpose of matching LEAA funds;
2. The funds must be earmarked in some document associated with the appropriation or budget process, which by State or local law binds the subgrantee to use the funds for the purposes of matching LEAA funds;
3. The funds must be new funds for law enforcement purposes which are directly related to the project; for example, the appropriation must be a new undertaking. Previously implemented undertaking will not qualify, except to the extent of the increase over prior year appropriations. However, LEAA projects that represent continuation efforts which received hard cash previously will not be considered "previously implemented undertakings..." but rather will be considered a new undertaking for each subgrant; and,
4. The cash contributions shall be accounted for in the same manner as other project receipts.

Contingency funds or appropriations for non-law enforcement use will qualify as "hard cash" match provided those funds undergo an appropriation process and are earmarked to support a specific LEAA project. Cash contributions from other non-governmental sources are also an appropriate source.

- 7.023 Indirect Cost Policy - These are costs (a) incurred by the subgrantee for a joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

To apply for indirect costs, information must be provided by the applicant demonstrating that new or increased overhead costs will occur in operating the project. The Bureau will consider allowing such overhead costs when new or increased cash outlays are required during the grant period to pay for such expenses.

To charge indirect costs to LEAA funds, prior BCJPA approval is required and only in special or unusual circumstances shall approval be granted. Such costs, if allowed, will usually be limited to not more than five percent of total project costs unless written approval is obtained from the BCJPA.

7.03 Non-Supplanting of Funds - A requirement that Federal funds made available under Title 1 be used so as "not to supplant State or local funds" must be satisfied by subgrantees. The BCJPA has made a provision in the revised subgrant application (via a Non-Supplanting Certification Form) for compliance with this requirement, to the effect that Federal funds made available under Title 1 are used to supplant State or local funds.

7.04 Assumption of Costs - 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 Governor's Commission currently has the following Assumption of Cost Policy for Part C and Part E funds:

1. Effective date beginning with FY 1976 LEAA funds but applying to projects in 1979 plan.
2. A maximum percentage of federal funding participation shall not exceed 90% of the total cost of the project for the first and second year and shall not exceed 80% of such cost for the third year; each year thereafter specific justification of the project is required for its continuation and federal funding participation will decrease to 80% in the fourth and 60% in the fifth year, respectively, should said project continue after three years.
3. The maximum federal participation will be five years.

7.041 Assumption of Costs Policy for Juvenile Justice and Delinquency Prevention Act Funds

1. Prior to FY 1979-80, there will be a three year limitation with a maximum percentage of 90% federal funding participation and with no waivers for extensions beyond three years for projects funded with 1976, 1977, and 1978 JJDP Act funds.
2. Beginning in FY 1979, the same assumption of cost policy applies to JJDP Act funds which applies to Part C and E funding.

7.042 Use of Juvenile Justice Act Funds to Support Projects Previously Funded with Crime Control Act Funds - It is not permissible for a state to fund a project with Juvenile Justice Act funds when that project has lost eligibility for Crime Control Act funding because of a state's assumption of cost policy. Crime Control Act projects which have not lost eligibility due to the assumption of cost may be funded with JJDP Act funds but remain subject to current assumption of cost commitments.

7.05 Project Commencement - If a project has not commenced within sixty (60) days after the acceptance of the subgrant award, the subgrantees will report by letter to the BCJPA the steps taken to initiate the project, the reasons for delay, and the expected starting date. If, after ninety (90) days from the acceptance of the award, the project is not operational, a further statement of implementation delay will be submitted by the subgrantee to the State Planning Agency. After ninety (90) days, the SPA may cancel the project, and redistribute the funds to other project areas. The SPA, when warranted by extenuating circumstances, may request approval from LEAA in Washington to extend the implementation date of the project past the ninety day period.

7.06 Allowable Costs

7.061 General - Allowable costs are those that are necessary and reasonable for proper and efficient administration of the project. In addition, they must be authorized, or not prohibited, by Florida Statutes or local laws and regulations which are in effect at the time the subgrant is awarded. These costs must also be treated consistently with policies, regulations, and procedures that apply uniformly to other activities of the subgrantee.

It should be recognized that the allowability of costs will be considered in light of the extent to which they contribute to the purposes and execution of the subgrant program and are so applied. Thus, costs incurred that are unrelated to projects receiving LEAA support are not allowable. Moreover, there can be no profit or other increment above actual cost to state or local governments in executing Title 1 Grants.

Briefly, to be an allowable cost for LEAA grant purposes, the cost must be:

1. Provided for in the subgrant award budget.
2. Necessary and reasonable for proper administration of the project.
3. In accord with State and local laws, ordinances, policies, regulations, and practices.
4. Reasonable under established principles of valuation.
5. Reduced by all applicable credits.
6. In accord with any governing limitations or exclusions, federal laws and regulations.

7. Excluded from any other Federally-financed program.
8. Exclusive of the element of profit or other increment to State or local units of government.

7.062 Personal Services

1. General Discussion - Compensation for personal services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under the project agreement, such as salaries, wages, and fringe benefits. The costs of such remuneration are allowable to the extent that total compensation to individual employees:
 - a. Is reasonable for the services rendered;
 - b. Conforms to established compensation plans applicable to the State or local government units, including approval when required by a merit or civil service agency; and
 - c. Is determined and supported as discussed below.
2. Authorized Compensation - Individuals receiving compensation from project funds must be incumbents of authorized positions in the subgrant award budget. These positions must be budgeted in accordance with the subgrantee's regular salary schedule. If a particular position (job classification) is not included in the established State or local classification plan, the compensation for such positions may not exceed prevailing rates for similar services in the relevant labor market.
3. Time and Attendance Records - Time and attendance records of project personnel must be maintained and properly approved. This includes full-time as well as part-time employees.

In the case of training, a formal training schedule and a roster of the individuals attending the training session must be maintained.

4. Limitations on Compensation of Personnel - The amount of funds that may be expended for compensation of police and other regular law enforcement personnel may not exceed one-third of the block action and discretionary funds awarded the State for any given fiscal year. Although the one-third limitation applies to the total State block action award, the BCJPA has applied its use to individual subgrants. The one-third limitation will not be exceeded on individual block action subgrants unless specific approval is provided by the BCJPA.

5. Raises - The amount of LEAA funds used to increase the non-training compensation of existing regular law enforcement personnel (on continuation awards) or increases to be awarded during the grant year (on initial awards) must not exceed the amount of State or local funds made available to increase such compensation. Therefore for Part "C" action subgrants, a 50/50 cash match on salary increases is required to meet the above. This requirement is above and beyond the regular matching contribution.
6. Unallowable Costs - Unallowable costs, for personal services purposes are as follows:
 - a. Compensation of Federal Employees - Salary payments, consulting fees or other remuneration of full-time Federal employees are unallowable costs under Title 1 planning and action subgrant awards.
 - b. Dual Compensation - Where dual compensation is involved, charges of the time of State and local government employees assigned to LEAA projects are unallowable.
 - c. Severance Pay - In no instance may severance pay be charged to LEAA funds.
 - d. Legislative Expenses - Salaries of state legislative or similar local government bodies such as county supervisors, city councils and school boards are unallowable costs.

7.063 Non-Supplanting Requirements - Crime Control Act and Juvenile Justice and Delinquency Prevention Act funds cannot be used to supplant State or local funds that would, in the absence of such funds, be made available for the programs supported by the Crime Control Act and/or JJDP Act funds. A certification to this effect is required of all subgrantees.

7.07 Procurement Procedures - The BCJPA has developed minimum standards for the procurement of contractual services, equipment, construction, and supplies by State and local governments and private organizations using grant funds from LEAA. The standards are furnished to insure that such materials and services are obtained in an effective, efficient manner and in compliance with the provisions of applicable Federal, State, and local laws and Executive Orders.

The policies and standards are set forth in the "Procurement Manual for Subgrant Awards" - October, 1977. The policies do not relieve the subgrantee of the contractual responsibilities arising under its contracts. The subgrantee is the responsible authority regarding the

settlement and satisfaction of all contractual and administrative issues arising out of procurement entered into in support of a subgrant. This includes but is not limited to: disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law are to be referred to such local, state, or federal authority as may have proper jurisdiction.

Subgrantees may use their own procurement regulations which reflect applicable State and local laws, rules, and regulations provided that procurements made with LEAA subgrant funds adhere to the standards set forth in this manual.

7.08 Policy on Continuation Projects - All subgrantees applying for continuation funds must provide a written report, with the continuation proposal, of the prior year's performance. This report must contain the following:

1. Description of planned project results and a comparison of the planned results with actual project accomplishments.
2. Current information on project performance (resources expended, activities implemented and objectives achieved) and description of how project objectives are being met. This report should be approximately two pages in length.

A project which has delayed implementation and is requesting continuation funding must submit a written report with its continuation request (preliminary application) stating the reasons for the delay.

7.09 Maintenance of Effort Requirement for Juvenile Justice - In order to maintain a proportionate share of the statutory maintenance level for Juvenile Justice efforts, the State and local planning units are required to allocate at least 19.15% of the total annual Crime Control Act, Part C funds for juvenile justice and delinquency prevention related program and projects.

7.10 Adequate Share of Funds for Court Programs - Section 303 of the Omnibus Crime Control and Safe Streets Act of 1968 provides that "each State Planning Agency...shall provide an adequate share of funds for the support of improved court programs and projects, including projects relating to prosecutorial and defender services. No approval shall be given to any State plan unless and until the Administration finds that such plan provides an adequate share of funds for court programs (including programs and projects to reduce court congestion and accelerate the processing and disposition of criminal cases)."

This section of the Act points out the need for potential subgrantees to consider court needs and for local LEAA plans to adequately support court programs and projects.

7.11 Construction Programs with Juvenile Justice and Delinquency Prevention Funds

1. Construction programs and projects funded under the JJDP Act are limited to construction of innovative community based facilities for less than 20 people. Facilities include both building and parts of sections of a building to be used for a particular program or project.
2. Construction of new buildings is not permitted with JJDP Act funds.
3. A 50% match is required for any program or project or component thereof, which involves the acquisition, expansion, remodeling and alteration of existing buildings or other physical facilities.
4. No portion of any construction act funds shall be used for the acquisition of land.

7.12 Conditions for Participation in Funding under the Special Corrections Program (Part E) of the Crime Control Act - Purpose - According to Section 451 of Part E of the Crime Control and Safe Streets Act as amended, "it is the purpose of this part to encourage States and units of general local governments 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."

1. Control of Funds and Title to Property (Part E Funds) - In accordance with Subsection 453(2) of the Act, the control of Part E funds and title to property purchased with Part E funds may not be transferred to private agencies, profit-making or otherwise, even though these may be utilized in the implementation of Part E efforts including the purchase of services and Part E funds and property will not be diverted to other than correctional uses.
2. Construction Consultation (Part E Funds) - The State Planning Agency must insure that with respect to construction or renovation of correctional institutions or facilities, that in the planning and development of architectural design or construction drawings the grantee or subgrantee will:

- a. Consult with and provide relevant documents to the National Clearinghouse for Criminal Justice Planning and Architecture, at the University of Illinois.
 - b. Obtain a certification of compliance with national standards.
 - c. Verify that no funds will be expended until such certification is obtained.
3. Maintenance or Upkeep of Correctional Institutions (Part E Funds) - The State Planning Agency shall insure that Part E funds will not be used for routine repair, maintenance, or upkeep purposes and further, with respect to construction, acquisition and renovation, may be used only for such institutions and facilities or portions thereof, which substantially provide or contribute to providing confinement or rehabilitation for those charged with or convicted of violation of the law.
4. Recruiting, Organization, Training (Part E Funds) - To assure that the State is engaging in projects and programs to improve the recruiting, organization, training and education of the personnel employed in correctional activities, including those of probation, parole and rehabilitation, the following minimum requirements shall be met in the programs and projects utilizing Part E funds in whole or in part:
 - a. At least 80 hours recruit training, at the entry into duty or during the first year of tenure, for both guards and correctional officers on the one hand and probation and parole officers on the other; and
 - b. At least 20 hours of in-service or refresher training per year for all such correctional personnel with more than one year of tenure.
5. Monitoring the Correctional System (Part E Funds) - In accordance with Subsection 453(11) of the Act, the State Planning Agency shall insure that an accurate and complete monitoring of the progress and improvement of the correctional system is developed. The monitoring system for the state corrections shall include the rate of prisoner rehabilitation and rates of recidivism in comparison with previous performance of other state and local prison systems not included in this program.

6. Part E Assurance - The State Planning Agency certifies as a condition for receipt of Part E funds for the planning, construction, acquisition, or renovation of adult or juvenile correctional institutions or facilities, that all applicants will demonstrate, to the extent applicable to the particular project presented and area or region to be served by the proposed facility, adherence to the following:
 - a. Reasonable use of alternatives to incarceration, including but not limited to referral and bail practices, comprehensive probation resources, and the minimization of incarceration by state and local parole practices, work-study release or other programs assuring timely release of prisoners under adequate supervision. (Applications should indicate the areas to be served, comparative rates of dispositions for fines, suspended sentences, probation, institutional sentences and other alternatives, and rates of parole.)
 - b. Special provision for the treatment, particularly in community-based programs, of alcohol and drug abusers.
 - c. Architectural provision for the complete separation of juvenile, adult female, and adult male offenders.
 - d. Specific study for the feasibility of sharing facilities on a regional (multi-State or multi-county or regional within States, as appropriate) basis.
 - e. Architectural design of new facilities providing for appropriate correctional treatment programs, particularly those involving other community resources and agencies.
 - f. Willingness to accept in the facilities persons charged with or convicted of offenses against the United States, subject to negotiated contract agreements with the Bureau of Prisons.
7. Conditions Applicable to all Construction and Renovation Program Grants (Part E Funds) - Subgrants of Part E funds for facilities construction or renovation, regardless of size, shall require that architectural and other needed professional services shall be obtained upon the basis and consideration of professional competence to deliver the required services. Contractual fee obligations for such services shall be in accordance with the prevailing suggested fee schedules of recognized professional organizations.

8. Conditions Applicable to all Large Construction Program Grants - Subgrants for construction or facilities which require a letting of a contract amounting to \$100,000 or more to a private company or individual must require a bid guarantee equivalent to 5 percent of the bid price, a performance bond on the part of the contractor for 100 percent of the contract price and a payment bond on the part of the contractor for 100 percent of the contract price.
 9. Conditions Applicable to all Construction Program Grants - Subgrants for construction purposes shall be accompanied by a statement of objectives of the proposed facilities, architectural programs, schematics, outline specifications and cost estimates; and, shall include a certification of the manner and means through which needed constructional services (site preparation, utility through which building construction purchases of equipment and fixture, etc.) will be obtained in accordance with the applicable provisions of appropriate State and/or local law, rules or regulations.
- 7.13 Title VI of the Civil Rights Act and the Equal Employment Opportunity Regulations of the Department of Justice - In accepting a grant from the Crime Control Act and Juvenile Justice and Delinquency Prevention Act, all subgrantees are subject to compliance with requirements of Title VI of the Civil Rights Act of 1964 and the Equal Employment Opportunity Regulations of the Department of Justice to the end that there shall be no employment dissemination on the grounds of race, color, creed, sex or national origin.

MONITORING AND EVALUATION

VIII MONITORING AND EVALUATION

The Bureau of Criminal Justice Planning and Assistance places a high priority on the monitoring and evaluation of LEAA projects and programs. There are monitoring and evaluation indicators in each program area of this document which will be examined by staff as part of the assessment of success or failure of projects and programs.

The definitions utilized by the BCJPA for monitoring and evaluation are as follows:

Monitoring: "Monitoring involves describing (through on-site assessment) planned project results and comparing these planned results with actual project achievements."

Evaluation: "Evaluation involves a much more intensive analysis, using more accurate or conclusive information that permits inference of a causal (impact) relationship, or permits inference that changes or achievements are, in fact, attributable to project activities."

PROGRAM AREAS

CRIME PREVENTION

CP 1 RESEARCH, PLANNING, AND EVALUATION

CP 1.01 Program Objectives - The objectives of this program area are to stimulate research in the social and economic causes of crime; to develop planning models to assist decision-makers in allocation of resources for crime prevention; and to evaluate the results of implementation strategies for crime prevention.

CP 1.02 Program Description - This program will initiate research and planning activities oriented toward exploring the environment in which crime occurs, developing rational alternatives for problem solving, and establishing a planning framework for the development of a conceptual base for goal-setting and decision-making. To provide for the establishment of a coherent set of activities from common sense approaches to crime prevention and crime reduction.

CP 1.03 Expected Results and Accomplishments

1. Definitive research studies dealing with the relationship of crime to socio-economic variables i.e. poverty, housing, employment, etc.
2. Planning models for resource allocation.
3. Evaluation of existing crime prevention efforts to determine efficacy of alternative systems in crime prevention.

CP 1.04 Target Group to be Served - Primary consumers of project generated information will be decision-makers of state and local units of government with secondary users being the total community in which crime occurs.

CP 1.05 Types of Agencies, Groups, etc., Eligible for Funding Those eligible for funding in this program area include: State agencies including criminal justice and non-criminal justice agencies, local units of government, public and private research organizations (through local units of government).

CP 1.06 Evaluation Indicators - Projects in this program area will be expected to provide relevant project data in order to measure the impact/success of projects in this area. This information should include the following variables:

1. Research designs for data collection

2. Simulation models for planning design
3. Quantitative and qualitative baseline data
4. Types of problems to be researched
5. Quantifiable measures of projects in meeting objectives.

CP 1.07 Monitoring Indicators - Monitoring Design: Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application: includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: includes checks of the record-keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanism.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CP 1.08 Examples of Types of Projects -

1. Community Improvement Surveys
2. Victimization Studies
3. Replicability Projects

4. Technical Assistance to Units of Local Government
5. Research to Provide Information to Decision-makers
6. Demonstration Projects from Crime Prevention Program area
7. Evaluation of Crime Prevention Programs

CP 1.09 Exemplary Promising Projects - None

CP 1.10 Related Standards - No related standards.

CP 1.11 Special Requirements - Funds under this program area cannot be used for projects that will supplement or supplant planning activities funded under the regular Part B funds of the Crime Control Act.

CP 2 SOCIO-ECONOMIC SERVICES

- CP 2.01 Program Objective - The objective of this program is to provide socio-economic services to all Floridians in the areas of housing, employment, environmental design, education, recreation, and health related services.
- CP 2.02 Program Description - This program will provide employment programs that impact on high unemployment rates of certain population groups and are designed and implemented in target areas with high crime rates and correspondingly high unemployment. To provide a measure of safety and security to existing and future housing stock while at the same time improving the quantity and quality of the housing stock. Building codes incorporating security measures may be used to impact in this program area. Improvements in street illumination through the use of high intensity lighting for crime prevention.
- CP 2.03 Expected Results and Accomplishments
1. Reduction and prevention of crime due to the provision of socio-economic services.
 2. Improved service delivery mechanisms.
 3. Coordination of socio-economic services.
 4. Implementing security provisions in building codes.
 5. Target hardening through environmental design.
- CP 2.04 Target Group to be Served - Primary recipients of services in this program area are those client populations adversely affected by inadequate provisions of socio-economic services, i.e., the unemployed, the underhoused, etc. Local units of government will benefit from security provisions being incorporated into building codes, improved street lighting, and environmental design programs.
- CP 2.05 Types of Agencies, Groups Eligible for Funding - Those eligible for funding in this program area include: Public and private nonprofit organizations, (through local units of government), state and local units of government are eligible for funding to carry out the objectives of this program area.
- CP 2.06 Evaluation Indicators - In order to measure the success of this program, projects in this program area will be expected to collect at a minimum all or part of the following:

1. Review methods for data collection.
2. Review staff selection procedures and staff training design.
3. Review record-keeping procedures.
4. Quantifiable measures of project progress in meeting objectives (milestones).
5. Progress made in complying with the intent of related standards and goals.
6. Develop feedback mechanism for client assessment of level and quality of services received.
7. Determine degree of interagency cooperation.
8. Pre and post assessment of increased detection and apprehension of criminals in areas where increased street lighting was implemented.
9. Pre-and post-assessment of reported crime in target areas receiving services.
10. Pre and post assessment of reported crime in areas where security requirements are implemented.
11. Comparative data for buildings which have increased security built in the architectural design and those which have not included such requirements.
12. Rate of employment in target area before/after project implementation.
13. Perceived impact of project activities on CJS.
14. Change in efficiency of social service(s) delivery system.
15. Change in citizen attitudes and/or knowledge toward crime as a result of project activities.
16. Number of contacts with building contractors or the governmental building department regarding implementation of crime prevention techniques in the area of environmental design.
17. Number of physical changes in the target area environment brought about by project through crime prevention project efforts.

CP 2.07 Monitoring Indicators - Monitoring Design: Monitoring activities for projects within this area should include the following:

1. Completion of tasks identified in application: includes copies of the various progress reports with the sub-grant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: includes checks of the record-keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CP 2.08 Examples of Types of Projects

1. Lighting programs.
2. Demonstration target hardening projects.
3. Architectural modifications to reduce crime.
4. Use of surveillance monitors in elderly congregate housing developments.
5. Employment programs designed to impact on unemployment levels among identified target populations.

6. Summer employment programs for young adults.
7. Demonstration projects designed to develop permanent employment opportunities.
8. Job and skill banks for job placement opportunity.
9. Projects dealing with employment placement of ex-offenders.
10. Training and education projects.
11. Improving residential security.
12. Funding tenant organizations to reduce crime.
13. Security programs exclusively for elderly housing projects.
14. Tenant patrols.

CP 2.10 Related Standards

- CP 2.01 Resource Allocation
- CP 4.01 Increasing Job Opportunities
- CP 4.02 Employment Police
- CP 4.03 Assisting Minority Businesses
- CP 4.04 Housing and Transportation
- CP 8.01 Use of Building Design for Security
- CP 8.02 Building Codes
- CP 8.03 Street lighting for High Crime Areas

CP 2.09 Exemplary Promising Projects

- "The Philadelphia Neighborhood Youth Resources Center" PA.
- "Providence Educational Center" Providence, RI.

CP 3 PUBLIC EDUCATION AND AWARENESS

CP 3.01 Program Objective - The objective of this program is to foster cooperative relationships between law enforcement agencies and citizen groups to promote crime prevention activities in the local community.

CP 3.02 Program Description - This program will provide public education and awareness kinds of programs initiated by concerned citizen groups, law enforcement agencies, and units of state and local government. To develop crime prevention units in law enforcement agencies to work in conjunction with citizen groups for crime prevention. To systematize the public education aspects of crime prevention so as to establish crime prevention as a fourth dimension of the criminal justice system.

CP 3.03 Expected Results and Accomplishments

1. Development of citizen action groups.
2. Overall coordination of citizen action groups.
3. Initial increase in citizens reporting crime in those areas which have established crime prevention unit or citizen action groups.
4. Increased prosecution and conviction rate for those cases involving property loss which have been tagged through such effort as operation identification.
5. Decrease in reported offenses after implementation of neighborhood watch programs have been in operation for six months or more.
6. Improved concept of local law enforcement agencies by general numbers of public who are affected by crime prevention programs and increased willingness to cooperate with local law enforcement.

CP 3.04 Target Groups to be Served - Law enforcement agencies, citizen action groups, and the general populace will be the prime receivers of benefits in this program area.

CP 3.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include: Law enforcement agencies, public and private consumer oriented agencies, citizens groups which can demonstrate that they are a viable community group, state agencies, or nonprofit organizations (through local units of government).

CP 3.06 Evaluation Indicators - In order to measure the success of this program, projects in this program area will be expected to collect at a minimum, the following data elements:

1. The number of citizen action groups formed.
2. The number of law enforcement crime prevention units formed.
3. Review procedures for compiling statistics.
4. Determine whether community resources are used.
5. Determine level of citizen participation.
6. Cooperative agreements between agencies and citizen or law enforcement groups.
7. Quantifiable measures of projects progress in meeting objectives (milestones).
8. Progress made in complying with the intent of related standards and goals.
9. Develop feedback mechanism for citizen assessment of level and quality of services received.
10. Pre-and post-assessment of reported crime in target areas of crime prevention units or citizen action groups.
11. Pre-and post-assessment of prosecution and conviction rates in those areas which have implemented "operation identification" projects.
12. Pre-and post-assessment of public concept of law enforcement agencies who establish crime prevention activities.
13. Quality of crime prevention educational material produced and distributed.
14. Number of public presentations and the number of persons attending each presentation.
15. Pre-and post-project assessment of citizen knowledge of and attitude toward crime in areas targeted for crime prevention programming.
16. Number and type of community relations activities initiated.

17. Number of citizens involved in crime prevention efforts.
18. Number of pre and post project negative complaints about law enforcement officers in target area.

CP 3.07 Monitoring Indicators - Monitoring design: Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application: includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: Includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CP 3.08 Examples of Types of Projects

1. Projects which assist local law enforcement agencies to establish crime prevention capabilities.
2. Community services units.
3. Law enforcement/citizen action groups.

4. Neighborhood watch programs.
5. Help Stop Crime!
6. Coordination of citizen action groups.
7. Police/community relations efforts.
8. Speakers bureaus for crime prevention.
9. Citizen award programs.
10. Police athletic leagues.
11. Citizens' Band radio projects.
12. Operation identification project.
13. Crime prevention clearinghouse.

CP 3.09 Exemplary Promising Projects

1. "Community Crime Prevention," Seattle, Washington

CP 3.10 Related Standards

CP 1.01 Citizen Action for Crime Prevention.

CP 8.04 Crime Prevention and Law Enforcement Agencies.

CP 4 SUBSTANCE ABUSE

- CP 4.01 Program Objective - The objectives of this program are to: reduce the incidence of substance abuse by providing alternatives to incarceration; to provide treatment services to substance abusers; provision of training and education programs aimed at primary prevention of substance abuse.
- CP 4.02 Program Description - This program area will provide for the development of treatment, training, and diversion programs in the area of substance abuse. It is designed to foster coordination of the allied fields of health, treatment and rehabilitation, and the criminal justice system.
- CP 4.03 Expected Results and Accomplishments
1. An increase in resources to prevent substance abuse.
 2. Establishment of mutual information systems for exchange of client information and tracking.
 3. Increased training for treatment personnel to enhance productivity and effectiveness.
 4. Diversionary projects for pre-trial intervention.
 5. Increased availability and accuracy of information on substance abuse in Florida to the public and a corresponding increase in public's knowledge and accurate perception of substance abuse problem in a given area.
 6. Increased knowledge of those programs which are more successful at treating particular target groups of substance abuses and subsequent replicability in other parts of the state.
 7. Increased technical assistance at the state level to aid local governments in development of effective treatment programs to put needs in a given area.
- CP 4.04 Target Group to be Served - Primary recipients of services in this program area should be the substance abusing population of the state.
- CP 4.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include: State or local units of government; nonprofit organizations (through local units of government) engaged in the treatment, training, prevention, and diversionary aspects of substance abuse.

CP 4.06 Evaluation Indicators - In order to measure the success of this program, projects will be expected to collect all or some of the following data elements:

1. Verify availability of service;
2. Review procedures for compiling statistical data;
3. Review staff selection, training and education;
4. Determine degree of interagency participation;
5. Examine efforts to recruit minority/women staff and clients;
6. Determine adequacy of facilities;
7. Examine method for follow-up;
8. Examine referral process;
9. Examine intake procedures;
10. Quantifiable measures of project progress in meeting objectives (milestones);
11. Progress made in complying with the intent of related Standards and Goals;
12. Develop and implement feedback mechanism for client assessment of level and quality of services received;
13. Pre-and post-assessment of public's knowledge and perception of drug abuse problem for public information/education projects;
14. Follow-up assessment of clients served by treatment programs to determine whether they have committed additional law violations;
15. Pre-and post-assessment of staff effectiveness and productivity for training programs;
16. Number of hours of training provided to staff members;
17. Determine profile and characteristics of clients served;
18. Determine number of persons diverted from CJS as a result of program efforts.

19. Determine adequacy of client referral criteria and source of client referrals;
20. Average cost/client/day compared to other treatment alternatives.

CP 4.07 Monitoring Indicators - Monitoring Design: Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application: includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CP 4.08 Examples of Types of Projects

1. Halfway houses for substance abusers;
2. DWI projects;
3. Public education and information;

4. Diversion;
5. Training of treatment personnel;
6. Primary prevention projects;
7. Residential treatment programs;
8. Expansion of all programs designed to reduce substance abuse;
9. Information system for tracking clients in the criminal justice system.

CP 4.09 Exemplary Promising Projects - None.

CP 4.10 Related Standards

CP 3.01 Substance Abuse Treatment and Prevention Programs

CP 3.02 Variation in Treatment Programs

CP 3.03 Comprehensive Diversion Programs

CP 3.04 Training of Treatment Personnel

CP 5 VICTIM SERVICES

CP 5.01 Program Objectives - The objective of this program is to provide comprehensive services to victims and their families of crime with specialized programs for certain types of victims, such as abused children, battered spouse, and victims of sexual assault.

CP 5.02 Program Description - This program will begin to collect and analyze relevant victimization data so as to provide meaningful services to victims of violent crime. To provide research into the causes of victimization and ways to reduce the incidence of recidivism among victims through public education and awareness programs.

CP 5.03 Expected Results and Accomplishments

1. An increased awareness of the need to provide services to the innocent victims of crime in Florida.
2. Provision of services to victims of crime to reduce the trauma associated with victimization.
3. New techniques for gathering statistical information on the victims of crime.
4. Monetary compensation for victims of crime following enabling legislation at the local level.
5. Improve conviction rates for prosecution through victim-witness programs.
6. Special emphasis on certain categories of victims, i.e., children, the elderly, etc.
7. A decrease in victim recidivism among those victims served by victim assistance projects.
8. An increase in the reporting of crimes due to increased faith in appropriate action being taken by criminal justice system officials.

CP 5.04 Target Group to be Served - Primary recipients of services include all victims of violent crime with special emphasis given to children as victims, victims of sexual assault, battered spouses, and the elderly.

CP 5.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include state and local social service agencies, public and private organizations serving the needs of victims (through local units of government), and law enforcement agencies.

CP 5.06 Evaluation Indicators - In order to measure the success of this program, projects will be expected to collect at a minimum the following data elements:

1. Verification of service delivery;
2. Procedures for recording statistical information;
3. Assess methods of staff reporting;
4. Review staff training program and determine number of hours of training received by each staff member.
5. Evaluate project effectiveness by determining impact of services provided to target population;
6. Examine degree of interagency cooperation;
7. Pre-and post-assessment of crime reporting and victim cooperation with criminal justice agencies in target area;
8. Quantifiable measure of project progress in meeting objectives (Milestones).
9. Progress made in complying with the intent of related standards and goals.
10. Develop and implement feedback mechanism for client assessment of level and quality of services rendered.
11. Pre-and post-assessment of public's awareness and desire to provide services to victims of crime.
12. Assess data from victimization surveys and further analyze non-reported crime before and after program implementation.
13. Number and percent of victims in target area receiving compensation and/or restitution by amount/type of restitution before and after program implementation.

CP 5.07 Monitoring Indicators - Monitoring Design: Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application: Includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.

3. Procedures for recording statistical information: Includes checks of the record-keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory of non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CP 5.08 Examples of Types of Projects

Types of Projects:

1. Victim/advocate programs
2. Victim/witness programs
3. Sexual assault assistance program
4. Victimization surveys
5. Victim compensation programs
6. Victim services and conference
7. Children as victims
8. Court assistance to victims
9. Victim profile efforts
10. Victims of domestic assault
11. Services to families of victims

CP 5.09 Exemplary Promising Projects

"A Community Response to Rape" Polk County, Iowa
"Child Abuse Intervention" Boston, Mass.

CP 5.10 Related Standards

CP 2.02 Victim Service Programs

CP 6 CRIMES AGAINST THE ELDERLY

CP 6.01 Program Objectives - The objective of this program is to provide comprehensive services to the elderly to reduce and prevent vulnerability to criminal activity.

CP 6.02 Program Description - This program will collect and analyze relevant data documenting the existence of crime against the elderly and develop programs to prevent and reduce crime against this special population group.

CP 6.03 Expected Results and Accomplishments

1. Establishment of data base for planning to prevent crimes against the elderly.
2. Establishment of programs to prevent crimes against the elderly.
3. Coordination of services to the elderly for prevention efforts.
4. Increase the participation of the elderly in the criminal justice system as witnesses.
5. Use of the elderly as volunteers in prevention activity.
6. Reduction in crimes against the elderly in target areas.

CP 6.04 Target Group to be Served - Primary recipients of services in this program area are persons in Florida age 55 and above.

CP 6.05 Types of Agencies, Groups, Etc., Eligible for Funding -

Those eligible for funding in this program area include: state and local elderly serving agencies, public and private agencies or organizations, institutions, including hospitals, schools, and community organizations (through local units of government).

CP 6.06 Evaluation Indicators

1. Pre-and post-assessment of reported crime in target areas of programs.
2. Assessment of effectiveness of various programs and projects for reducing crimes against the elderly in target areas.

3. Pre-and post-assessment of public awareness and desire to target services at preventing crimes against the elderly.
4. Data on the number and type of services provided.
5. Assessment on the quantity and quality of statistical data.
6. Review design procedures for data collections.
7. Verify interagency agreements for service.
8. Quantifiable measure of project progress in meeting objectives (milestones).
9. Develop and implement feedback mechanism for client assessment of level and quality of services received.
10. Number of clients served with client profile.
11. Evaluate project effectiveness.

CP 6.07 Monitoring Indicators - Monitoring Design: Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application: includes copies of the various progress reports with the sub-grant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: includes checks of the record-keeping system of the project comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.

6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory of non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CP 6.08 Examples of Types of Projects

1. Training programs for law enforcement personnel in how to deal more effectively and sensitively with problems of older Floridians.
2. Victim/witness assistance to the elderly.
3. Target hardening projects to secure the environment.
4. Public education and awareness programs.
5. Programs that employ elderly for crime prevention.
6. Reducing fear and vulnerability by enhancing the quality of life through effective delivery of services to the elderly.
7. Telephone reassurance project.
8. Operation Identification.
9. Providing escort services.
10. Use of senior volunteers.
11. Housing project tenant associations for security.
12. Home security inspection.
13. Conference on crime against the elderly.

CP 6.09 Exemplary Promising Projects - None

CP 6.10 Related Standards - No related standards.



JUVENILE JUSTICE AND DELINQUENCY PREVENTION

GLOSSARY

Alleged Delinquent: those youth who are suspected of having committed an act which, if committed by an adult, would be considered a crime; such youth may have been arrested, but have not yet been referred to the Department of Health and Rehabilitative Services Intake.

Committed to State: those youth who have been committed to the State (Youth Services, Social and Economic Services, Mental Health, Mental Retardation) for temporary custody, on the basis of having been adjudicated delinquent or dependent.

Community Based: facility, program, or service; a small open group home or other suitable place located near the juvenile's home or family and programs of community supervision and service which maintains community and consumer participation in the planning, operation and evaluation of their programs.

Coordination of Volunteers: the recruitment, screening, training, placement, and/or supervision of volunteers to provide services to youth.

Counseling: provision of direct services to youth to assist in the identification of problems, development of treatment plans to correct problems, and/or treatment of those problems through a counseling modality (crisis, individual, family, group).

Delinquent or Delinquency: includes any act committed by a youth under age 18 years which, if committed by an adult, would constitute a crime; excludes any former status offense behavior such as runaway, truancy, or ungovernability.

Dependent Youth: one who: 1) has been abandoned by his parents or other custodians; 2) is destitute or homeless; 3) is neglected by his parents or custodians; 4) living under conditions which can injure his welfare; 5) is abused; 6) persistently runaway; 7) is habitually truant from school; and 8) is ungovernable, meaning that he persistently disobeys the reasonable and lawful demands of his parents or legal custodians and is beyond their control.

Diversion: process of reducing inappropriate formal juvenile justice system processing of problem youth by providing alternative services to such youth and/or by simply screening out and releasing youth who do not require system processing.

Dropouts: those youth who have left school prior to graduation from high school.

Education and In-School Vocational Training: includes those services to youth which are designed to assist students in achieving their educational/vocational objectives and to keep problem youth in schools or in alternative learning situation. (Limited to services provided directly or indirectly by the school system.)

Employment Information: provision of information regarding career or employment requirements and opportunities.

Employment Opportunities and Out-of-school Vocational Training: includes those services to youth which are designed to improve and expand employment opportunities and vocational training opportunities for youth under age 18 years. (Limited to services provided by agencies/entities other than the school system.)

Employment Placement: provision of employment via direct placement in a job or referral for direct placement.

Facility: a place, institution, building or part thereof, or a set of buildings which is used for the lawful custody and treatment of juveniles and may be owned and/or operated by public or private agencies.

Facility, Secure: one which is designed and operated so as to insure that all entrances and exits from such facility are under the exclusive control of the staff of such facility, whether or not the person being detained has freedom of movement within the perimeters of the facility or which relies on locked rooms and buildings, fences, or physical restraint in order to control behavior of its residents.

Facility, Non-secure: a facility not characterized by the use of physically restricting construction, hardware and procedures and which provides its residents access to the surrounding community with minimal supervision.

First-Time Offender: a youth referred to, or in, the juvenile justice system for the first time for a delinquent offense.

Information Dissemination: provision of information regarding services to youth, needs of youth, problem of youth, etc. to the general public, youth-serving agencies or organizations, decision-makers.

Inservice Training: training provided to employees while they are employed, to upgrade their basic skills and to keep informed of advanced or innovative developments in their field of service and major issues relating to youth.

Needs Assessment: the assessing of the problems of youth, the services available to deal with those problems, and the gaps in services to meet the needs of youth.

Non-Residential Services: those services for youth which do not involve provision of shelter or a place to stay.

Petition Filed: refers to those youth on whom a petition for delinquency or dependency has been filed with the Circuit Court, but who have not yet been adjudicated by the court.

Planning Efforts: those activities related to the planning of services for youth, including assessing problems and needs, developing program objectives, and devising implementation strategies for accomplishing objectives.

Prevention: includes those activities/services designed to create a constructive environment for the promotion of positive patterns of youth development and growth to prevent opportunities for delinquency to occur.

Recreational Services: those services which provide leisure-time activities for youth as the major service element of a program.

Referred to Intake: those youth who have been referred to the Department of Health and Rehabilitative Services Intake on the basis of abuse, neglect, former status offenses, or delinquency, on whom no petition has yet been filed.

Repeat Offender: a youth who has previously been adjudicated as a delinquent by the Circuit Court and who has subsequently been adjudicated delinquent.

Research: the study of a particular problem in order to determine causation, factors involved in the problem, etc.

Residential Services: the provision of services to youth which include the provision of shelter as a major services component.

Screening, Diagnosis, and Evaluation: services to assess the problems and needs of a youth (type and severity), diagnose a youth's problems, and evaluate the youth's need for further services; may include screening for diversion from juvenile justice system processing, psychological testing, etc.

Service Delivery Coordination: activities designed to improve the delivery of services to youth; to achieve greater coordination among service providers; and to increase citizen participation and cooperation in supporting local service delivery to youth.

Significant Percentage: a total percentage, compared to base line data which is relevant to the target area being served.

Staff Development and Training: includes activities designed to improve the efficiency and effectiveness of personnel via recruitment, training, and education.

Substance Abuse Prevention Education: provision of information to youth and their families regarding the dangers of substance abuse, symptoms of substance abuse, and/or resources available to provide services to persons with substance abuse problems.

Substance Abuse Treatment: provision of services to youth to treat substance abuse problems, including detoxification, methadone maintenance, counseling, therapeutic communities, etc.

Under State Supervision: refers to youth who are under the supervision of personnel from Youth Services or Social and Economic Services, as ordered by the Circuit Court, following adjudication.

Vocational Training: provision of training for the development or improvement of necessary skills for employment.

Youth in Danger of Becoming Delinquent: youth who have demonstrated actual behavior which itself is grounds for their adjudication as delinquents.

JD 1 EDUCATION AND IN-SCHOOL VOCATIONAL TRAINING

JD 1.01 Program Objective - The objective of this program is to increase ways to prevent juvenile delinquency through intervention in the schools; to increase educational and vocational services to youth; and to prevent unwarranted and arbitrary suspensions and expulsions.

JD 1.02 Program Description - This program will develop, implement, and/or expand new approaches, techniques and methods to assist students to achieve their educational objectives and to encourage and keep delinquents and other youth in schools or in alternative learning situations.

JD 1.03 Expected Results and Accomplishments

1. To reduce by a significant amount the number of youth being truant from school in target areas.
2. To increase the number and types of alternative educational programs available to youth.
3. To increase the average daily school attendance in schools where projects are implemented.
4. To reduce by a significant number the rates of suspensions, expulsions, dropouts and disciplinary referrals from schools where projects are implemented.
5. To provide students with a basic understanding of the criminal justice system, juvenile rights and responsibilities and the law as it affects youth.
6. To increase vocational services to youth.

JD 1.04 Target Group to be Served - The primary recipients of these services include youth who are not reaching full potential within regular school programming and who have demonstrated behavior which could be grounds for referral to intake and youth who are habitually truant or are potential dropouts.

JD 1.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include state and/or local public and/or private not-for-profit agencies or organizations or institutions, state/or local units of government; private and/or public learning institutions.

JD 1.06 Evaluation Indicator - In order to gauge the success of the program, projects in this program area will be expected to collect at a minimum all of the following data elements:

1. Pre/post assessment of the total number of juvenile arrests and/or referrals to the Department of Health and Rehabilitative Services Intake among youth in target schools/target population, the area served by the target schools.
2. Pre/post assessment of the number, type, and percent of suspensions, truancies, expulsions, dropouts, and disciplinary referrals in the target schools/target population.
3. Total number of youth in target population; number of clients served by program.
4. Number of persons successfully completing program and average length of stay; number of persons unsuccessfully completing program, average length of stay, and reason for termination.
5. Types of services provided for clients while in the program.
6. Number and type of subsequent referrals of program clients to the Department of Health and Rehabilitative Services Intake for at least 1 year after completion of program, as well as percent of clients involved.
7. Profile of the economic, demographic, and other pertinent characteristics of the client group.

All projects under this program area will be expected to collect some of the following data elements; as appropriate to the nature of the project:

1. Any other measures of delinquencies or disruptive behavior in the target schools/population that may be available.
2. Pre/post assessment of rates of referrals to the Department of Health and Rehabilitative Services Intake from the target schools/target population.
3. Pre/post assessment of changes in programs, policies, practices directly impacting on enabling youth to achieve educational objectives, remain in schools/alternative learning situations.

JD 1.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.

2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 1.08 Examples of Types of Projects

1. Programs for the disruptive student.
2. Peer counseling projects.
3. Educational programs about the justice system.
4. Projects that involve parents in the education of their children.
5. In-school suspension programs.

JD 1.09 Exemplary/Promising Projects-A New Design, Paducah, Ky. - A home-school community program designed to educate parents about the behavior of children and to develop better relationship between parent and child. Homework House Project utilizes a coordinated network of community resources aims to induce students, particularly minority students.

JD 1.10 Related Standards

JD Standards - Chapter 1 -- Schools
 JD Standards - Chapter 2 - Employment

JD 2 EMPLOYMENT OPPORTUNITIES AND OUT-OF-SCHOOL VOCATIONAL TRAINING

JD 2.01 Program Objective - The objective of this program is to improve and expand employment opportunities for youth under age 18 years and to broaden the range of vocational training opportunities for juveniles, in an attempt to combat some of the barriers to participation in legitimate and meaningful societal roles.

JD 2.02 Program Description - This program will provide increased and more varied employment and vocational training opportunities to a wider range of youth, in order to relieve some of the financial and programmatic burdens for these responsibilities from the education system, to fill gaps in such services not being met by state agencies, and to bring youth into closer contact with "real world" vocational training and employment experiences.

JD 2.03 Expected Results and Accomplishments

1. To increase the employment opportunities for youth in target areas of populations.
2. To decrease the occurrence of delinquency among juveniles who may commit crimes partially due to inadequate opportunities for legitimate and meaningful employment.
3. To increase by a significant percentage the number of youth employed.
4. To increase the number and types of job-related information to youth in jurisdictions where projects are implemented.

JD 2.04 Target Group to be Served - The primary recipients of these services include youth from low-income or "blighted" areas of communities; youth referred to the Department of Health and Rehabilitative Services Intake, school authorities, or law enforcement for property-related offenses but who are not adjudicated; youth from AFDC recipient families; and adjudicated delinquents released from any Department of Health and Rehabilitative Services Youth Services supervision.

JD 2.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include public and private nonprofit organizations or institutions, local governmental agencies (excluding schools and any department or division providing services to adjudicated delinquents on a contractual basis with a state agency).

JD 2.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum all of the following data elements:

1. Pre/post assessment of unemployment rates in target communities or among groups in which projects are implemented.
2. Pre/post assessment of the total number of juvenile arrests and/or referrals to the Department of Health and Rehabilitative Services Intake in target communities or among target groups.
3. Pre/post assessment of number and type of predelinquent behaviors/delinquent offenses committed by project clients, and the number of clients involved.
4. Total number of youth in the target population; number of clients served by the program.
5. Number of clients successfully completing program and average length of stay; number of clients unsuccessfully completing program, average length of stay, and reason for termination.
6. Profile of the economic, demographic, and other pertinent characteristics of the client group.
7. Number and type of subsequent referrals of client youth to the Department of Health and Rehabilitative Services Intake for a 12 month period following their completion of project participation.
8. Types of services provided for clients while in the program.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Average number of hours of vocational training provided to program clients.
2. Type and average length of employment for those program youth provided with employment.
3. Average wages of employed program clients.
4. Number and types of jobs available for youth in target areas prior to and 1 year after program implementation.
5. Number of participant youth maintaining employment for more than 30 days after completion of program.

JD 2.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 2.08 Examples of Types of Projects

1. Community work projects.
2. Employment programs for youth who have been referred to intake for delinquent or status offenses. (That is, projects providing job counseling, referral, and placement.)
3. Work study programs.
4. Apprenticeship-type programs.

JD 2.09 Exemplary/Promising Projects

NA

JD 2.10 Related Standards

JD Standard 1.01 - Career Education/Reality Based Curriculum
JD Standards Chapter 2 - Work Study and Employment

JD 3 SERVICE DELIVERY COORDINATION

JD 3.01 Program Objective - The objective of this program is to improve the delivery of services to children and youth at the state and local levels and to achieve greater coordination among service providers. In addition, the program is intended to increase citizen participation and cooperation in supporting local service delivery to youth and in juvenile justice and delinquency prevention efforts.

JD 3.02 Program Description - This program will develop, implement, and/or expand new approaches, techniques, and methods to assist in building cooperative structures to facilitate action in the area of juvenile justice and delinquency prevention.

JD 3.03 Expected Results and Accomplishments

1. To increase the number of youth from target communities utilizing the services of public and private not for profit youth-serving agencies and organizations.
2. To increase the capacity of target communities to respond more effectively to the social, economic and family needs of youth residing in target communities.
3. To increase the capacity of state and local youth-serving agencies to implement and sustain effective services to youth in target communities.
4. To increase the dissemination of youth-related information on availability of programs, assessment of needs, etc., to youth-serving personnel, agencies and organizations.
5. To address those community conditions and organizational/institutional policies, practices and procedures which limit accessibility and restrict utilization of services to youth within target communities.
6. To broaden community support services for dependent youth.
7. To increase the involvement of residents and youth in target communities in the planning and implementing of youth service programs.

JD 3.04 Target Group to be Served - The primary recipients of these services include agencies providing services for youth and target communities.

JD 3.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include state and local public and/or private not-for-profit agencies and organizations and state and local units of government.

JD 3.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area (with the exception of Youth Services Bureau) will be expected to collect at a minimum all of the following data elements:

1. Number of youth in the target community receiving services prior to project implementation and 1 year after projects are implemented.
2. Pre/post assessment of amount and types of information being disseminated regarding services to youth in jurisdictions where projects are implemented.
3. Pre/post assessment of total number of juvenile arrests and/or referrals to the Department of Health and Rehabilitative Services Intake among youth in target communities.
4. Pre/post assessment of the number and demographic characteristics of youth involved in youth program planning efforts in target communities.
5. Pre/post assessment of the number and types of youth-serving agencies involved in interagency council/coordinating groups in target communities.
6. Extent to which youth in target communities increased their utilization of services provided by private and public youth-serving agencies and organizations.
7. Number and types of services to youth offered by private agencies 1 year after coordinative efforts have been established.

Youth Service Bureau projects will be expected to collect all of the following data elements:

1. Elements 1-4 required of all other programs in this area.
2. Number of youth in target population; number of youth served.
3. Number of youth successfully completing program and average length of stay; number of youth unsuccessfully completing program, average length of stay, and reason for termination.

CONTINUED

1 OF 3

4. Pre/post assessment of number and types of predelinquent behavior/delinquent offenses committed by project clients, and number of clients involved.
5. Profile of the economic, demographic, and other pertinent characteristics of the client group.

JD 3.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 3.08 Examples of Types of Projects

1. Youth Service Bureaus.
2. Youth Services Systems.
3. Projects designed to seek community support for services for juveniles.
4. Projects designed to mobilize the private and public sector efforts in the community in coordinating and providing services for youth.

5. Community development projects.
6. Projects to improve delivery of services.
7. Youth advocacy projects.

JD 3.09 Exemplary/Promising Projects

NA

JD 3.10 Related Standards

JD Standard Chapter 13 - Youth Services System
JD Standard Chapter 14 - Youth Services Bureaus.

JD 4 SUBSTANCE ABUSE PREVENTION AND/OR TREATMENT PROGRAMS

JD 4.01 Program Objectives - This program is intended to decrease the improper utilization and abuse of drugs by juveniles and to increase understanding as to the dangers of drug abuse.

JD 4.02 Program Description - This program will develop, implement and/or expand new approaches methods of substance abuse education, treatment and/or rehabilitation of juveniles.

JD 4.03 Expected Results - Accomplishments

1. To reduce by a significant percentage the subsequent referrals of youth for substance abuse offenses in the jurisdictions where projects are implemented.
2. To increase the number and types of programs offering education and treatment services to substance abusing youth.
3. To provide youth with a basic understanding of the dangers and consequences of abusing alcohol and other drugs.
4. To reduce the number of substance abuse arrests/referrals to the Department of Health and Rehabilitative Services Intake in the jurisdictions where projects are implemented.

JD 4.04 Target Groups to be Served - The primary recipients of these services include youth who have come in contact with law enforcement due to substance abuse related offenses; youth who have been identified as substance abusers; self-identified substance abusing youth.

JD 4.05 Types of Agencies, Groups, Etc. Eligible for Funding - Those eligible for funding in this program area include state and local public and/or private not-for-profit agencies and organizations or institutions, state and/or local units of government, private and/or public learning institutions.

JD 4.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum all of the following data elements:

1. Pre/post assessment of the number and types of programs available in target communities which provide substance abuse education and treatment.

2. Total number, and profile of economic, demographic and other pertinent characteristics, of youth served by program.
3. Pre/post assessment of the number of arrests/referrals to Intake of youth for substance abuse offenses in target communities.
4. Total number of clients in target population.
5. Number of clients successfully completing program and average length of stay; number of clients unsuccessfully completing program, average length of stay, and reason for termination.
6. Pre/post assessment of the number and types of substance abuse/delinquent offenses committed by program participants.
7. Types of services provided to program clients.
8. Number, types, and description of coordinative efforts made in providing services to target population.

JD 4.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.

7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 4.08 Examples of Types of Projects

1. Drug and alcohol abuse education and treatment for youth who have come in contact with law enforcement, intake, or who are self-referred for services due to substance abuse related offenses.

JD 4.09 Exemplary/Promising Projects

NA

JD 4.10 Related Standards

JD 17.08 - Detention, Health, Sanitation and Safety
JD 22.10 - Family Group Homes-Health
JD 23.15 - Community Residential Center-Health Care
JD 24.15 - Healthful Surroundings
JD Chapter 2 - Health Services

- JD 4.11 Special Requirements - All projects in this program area must have the written endorsement of the district Department of Health and Rehabilitative Services/Mental Health Program Office.

JD 5 SCREENING AND EVALUATION

JD 5.01 Program Objective - The objective of this program is to improve screening, diagnostic and evaluation capabilities for problem youth in order to enable youth-serving agencies and the formal juvenile justice system to most appropriately address the rehabilitative/treatment needs of those youth so that they do not engage in further law violations or dysfunctional behaviors.

JD 5.02 Program Description - This program will improve existing screening, diagnostic, and evaluation capabilities and develop additional capabilities of this type in order to: reduce the workload of the formal juvenile judicial system; reduce the Department of Health and Rehabilitative Services Intake caseloads; prevent negative labelling of youth; and also assure that problem youth are referred to appropriate treatment resources when necessary.

JD 5.03 Expected Results and Accomplishments

1. To reduce by a significant percentage, the juveniles judicially handled in jurisdictions where projects are implemented.
2. To reduce by a significant percentage the juveniles referred to the Department of Health and Rehabilitative Services Intake in districts where projects are implemented.
3. To increase the ability of the Department of Health and Rehabilitative Services Intake personnel to recognize youth needing referral to service agencies for treatment.
4. To increase the ability of school personnel to recognize youth needing screening, diagnostic and evaluation services and to provide those services.
5. To increase alternative screening and evaluation resources for problem youth.
6. To reduce subsequent dysfunctional behavior and law violations of target youth.

JD 5.04 Target Group to be Served - The primary recipients of these services will include youth observed by school personnel to be severely disruptive, to be habitually truant, or to be extremely withdrawn; youth from broken homes or homes in which parent(s) have substance abuse or spouse abuse problems; youth demonstrating ungovernable behavior and/or runaway behavior; youth under age 12 years who have begun to show involvement in delinquent

behaviors (e.g. shoplifting, assault involvement); youth referred to the Department of Health and Rehabilitative Services Intake for alleged delinquency or dependency but who are to be handled non-judicially; children of serious adult offenders.

JD 5.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program include public and private non-profit organizations or institutions; local governmental agencies (including schools, excluding law enforcement agencies); and state governmental agencies serving youth prior to court adjudication.

JD 5.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum all of the following data elements:

1. Total number of youth in target population.
2. Pre/post assessment of the percentage and number of juveniles handled judicially in the jurisdictions where projects are implemented.
3. Pre/post assessment of the number of youth referred to the Department of Health and Rehabilitative Services Intake in districts where projects are implemented.
4. Pre/post assessment of number of youth diverted by the Department of Health and Rehabilitative Services Intake personnel with referral to an alternative service (number for each type of service referral) in areas where projects are implemented.
5. Pre/post assessment of recidivism rates for youth diverted from formal juvenile judicial system and the Department of Health and Rehabilitative Services Intake with services as compared with those diverted without services in areas where projects are implemented.
6. Outline of material utilized in training staff in screening and evaluation (content covered; professional qualifications of staff providing training; method of training; number of hours of training provided).
7. Pre/post assessment of staff productivity in areas of training.
8. Outline of how staff were selected for assignment to screening duties, incentives for those staff, method of coordination between the specialized staff and other staff in the agency and among other agencies.
9. Total number and economic, demographic and other pertinent characteristics of youth screened and/or evaluated by project.

JD 5.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 5.08 Examples of Types of Projects

1. Specialized children's mental health diagnostic and evaluation projects.
2. Specialized screening, diagnostic, and evaluation units/staff in public schools.
3. Specialized training for the Department of Health and Rehabilitative Services Intake staff, school personnel, and other special screening staff in techniques for screening, evaluation, and diagnosis of problem youth.
4. Follow-up studies of involvement or recidivism with regard to predelinquent or delinquent behavior of youth served by screening projects.

5. Follow-up studies of youth served by screening projects regarding their use of recommendations/treatment plans resulting from screening projects.

JD 5.09 Exemplary/Promising Projects

NA

JD 5.10 Related Standards

JD Standards, Chapters 3 - Mental Health/General Health,
9 - Status Offenders, 11 - Police/Juvenile Programs,
and 16 - Intake.

JD 6 DIVERSION

- JD 6.01 Program Objective - The objective of this program is to reduce the number of youth who are processed, unnecessarily, into the formal juvenile justice system due to a lack of availability or utilization of less costly and more effective diversionary alternatives.
- JD 6.02 Program Description - This program will provide alternative means of effectively meeting the needs of non-adjudicated delinquent and dependent youth outside of the formal juvenile judicial system in an effort to reduce costs to the system; to reduce inappropriate formal processing of problem youth; to provide positive life experiences for those youth; and to provide short-term residential services for those youth.
- JD 6.03 Expected Results and Accomplishments
1. To reduce by a significant percent, juveniles judicially handled.
 2. To reduce by a significant percent, dependent youth held in detention programs.
 3. To increase the number and types of effective diversionary services available to youth through coordinative efforts among public and private youth-serving agencies.
 4. To develop new and expanded existing community resources for dependent youth.
 5. To broaden community support services for dependent youth.
 6. To reduce inappropriate secure detention of delinquent youth and reduce overcrowding in secure detention facilities.
 7. To assure equitable diversion of youth within and across jurisdictions.
 8. To reduce subsequent problematic behavior and referrals to the Department of Health and Rehabilitative Services Intake of youth served.
- JD 6.04 Target Group to be Served - The primary recipients of these services include dependent youth, moderately to severely retarded youth, first-time misdemeanor offender youth, and youth under the age of 12 years who would otherwise be referred to court for judicial handling.

JD 6.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include public and private non-profit organizations or institutions, local governmental agencies (including schools), and state governmental agencies which serve youth prior to court adjudication.

JD 6.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum all of the following data elements:

1. Pre/post assessment of number of juveniles referred to the Department of Health and Rehabilitative Services Intake in jurisdictions where projects are implemented.
2. Pre/post assessment of number and types of diversionary services for youth in areas where projects are implemented.
3. Description of activities of diversion projects; number of youth participating in each activity; description of liaison arrangements of projects with other agencies or organizations.
4. Total number and economic, demographic, and other pertinent characteristics of youth diverted vs. youth not diverted; youth diverted with services vs. youth diverted without services; and youth placed in secure vs. nonsecure detention.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Pre/post assessment of number of dependent youth held in detention programs in areas where projects are implemented.
2. Pre/post assessment of number of dependent youth served by diversionary programs, by type of program and description of activities involved in program.
3. Pre/post assessment of number of volunteers serving dependent youth, by type of service.
4. Pre/post assessment of recidivism rates for youth served by diversionary projects compared with those for youth not diverted (12 months before and 12 months after project).

5. Pre/post assessment of number of delinquent youth held in secure detention six months before and six months after implementation of non-secure detention projects.

JD 6.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 6.08 Examples of Types of Projects

1. Diversion programs stressing youth involvement and participation, and which include youth in decision-making processes, to include: public education efforts, human services, community restoration, teachers' aides, tutoring, etc.
2. Emergency shelter care
3. Nonsecure Detention
4. Runaway shelters

5. Volunteer crisis homes
6. Treatment programs for moderately to severely retarded youth.

JD 6.09 Exemplary/Promising Projects - The following projects have been identified by LEAA as exemplary under its Exemplary Project Program:

The Sacramento 601 Project, Sacramento, California
The Community Youth Responsibility Project, Palo Alto, California

Descriptions of these projects are available through the NCJRS.

JD 6.10 Related Standards

See JD Standard Chapter 9 - Status Offenders
See JD Standard Chapter 10 - Youth Runaway Programs
See JD Standard Chapter 16 - Intake

JD 7 LAW ENFORCEMENT SERVICES TO JUVENILES

JD 7.01 Program Objective - The objective of this program is to provide effective law enforcement services most appropriately designed to meet the special needs of juveniles with regard to the handling of delinquency complaints; the education of youth regarding law enforcement functions or operations; and the provision of preventive and diversionary services to youth.

JD 7.02 Program Description - This program will improve juvenile justice system coordination by creating centralized sources for the investigation of all complaints of delinquency, arrest of juveniles, screening of delinquent youth for referral to the Department of Health and Rehabilitative Services Intake, and maintenance of juvenile law enforcement records; to educate youth in the public school system regarding the functions and operations of law enforcement agencies in order to improve youths' understanding of and attitude towards law enforcement; and to assist in filling service gaps to youth by means of prevention and diversionary alternative programs.

JD 7.03 Expected Results and Accomplishments

1. To increase substantially the number of specialized police juvenile officers in police departments throughout the state.
2. To increase the knowledge and skills of law enforcement officers with regard to the processing of juvenile offenders.
3. To increase the number and kinds of juvenile services offered by law enforcement agencies within the state.
4. To improve relations between the police and the young people in the state and to increase youths' understanding of law enforcement functions and operations.
5. To prevent certain youthful offenders from being inappropriately processed through the juvenile justice system, with the resultant stigma of being a "juvenile delinquent."
6. To improve juvenile justice system coordination through the designation of specific law enforcement resources to handle all juveniles.

7. To reduce recidivism of delinquent youth.
8. To assist in the reduction of delinquency via prevention efforts.

JD 7.04 Target Group to be Served - The primary recipients of these services include youth referred for, or suspected to have committed, delinquency offenses; all schoolage youth, but especially those in grades 7-9; youth from low-income, "blighted," and high delinquency geographical areas; and youth about to be referred to the Department of Health and Rehabilitative Services Intake for delinquency and/or already referred to the Department of Health and Rehabilitative Services Intake for delinquency who are to be handled nonjudicially or who are diverted by the court from further system processing.

JD 7.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program include primarily local law enforcement agencies; state governmental agencies performing law enforcement functions may also be considered for funding, particularly in the area of provision of diversionary services.

JD 7.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum all of the following data elements:

1. Changes in the total number of specialized juvenile officers in the law enforcement agency.
2. Pre/post assessment of disposition of juvenile cases handled by law enforcement agency, by offense.
3. Changes in agency police training curricular to include police-juvenile relations and the proper handling of juvenile offenders.
4. Pre/post assessment of total number of juvenile arrests and/or referrals to the Department of Health and Rehabilitative Services Intake for target communities.
5. Establishment of and/or changes in diversionary and/or other procedural policies related to juveniles in target law enforcement agencies.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Pre/post assessment of target youth's understanding of law enforcement function and/or operations.

2. Pre/post assessment of the number of hours of training, number of law enforcement personnel trained, and subject content outline.
3. Recidivism rates for youth served by diversionary projects compared with those not diverted for 12 months before and 12 months after project.
4. Pre/post assessment of number of youth diverted by law enforcement agency.
5. Total number of youth served and economic, demographic, offense and other pertinent characteristics of youth served.

JD 7.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 7.08 Examples of Types of Projects

1. Augmentation of law enforcement agencies by adding police-juvenile officers.
2. Community recreation programs for youths sponsored by law enforcement agencies.
3. Police-juvenile relations training and education courses for law enforcement officers.
4. Training and education courses for police officers on the proper procedures for processing juvenile offenders.
5. Classes for youths to acquaint them with the function and operations of a law enforcement agency.
6. Community work projects operated/supervised by law enforcement agencies.
7. Law enforcement agency projects to utilize youth in positive life experiences (e.g., community education projects, counselors in community recreation programs, etc.)

JD 7.09 Exemplary/Promising Projects

NA

JD 7.10 Related Standards

See JD Standards Chapter 11 - Police/Juvenile Programs
Chapter 4 - Recreation

- JD 7.11 Special Requirements - All projects in this program area must provide for the provision of at least 1 hour of training in juvenile related matters, monthly, to all line officers of the implementing agency.

JD 8 SERVICES FOR ADJUDICATED DELINQUENTS

- JD 8.01 Program Objective - The objective of this program is to provide the most cost-effective residential and non-residential treatment services possible to juveniles adjudicated delinquent in a manner which avoids negative stigmatization of such youth to the maximum extent possible, while assuring the protection of the general community from harm by such offenders.
- JD 8.02 Program Description - This program will provide the least expensive and most effective residential and non-residential treatment services to youth who have been adjudicated delinquent with primary emphasis on: utilization of innovative/advanced treatment techniques; non-residential and/or home community-based residential programs; utilization of maximum client participation in decision-making regarding program operation; and replicable programs.
- JD 8.03 Anticipated Results
1. To provide the most cost-effective treatment programs possible for delinquent youth both within institutions and within their home communities.
 2. To reduce the recidivism rate of delinquent youth.
 3. To insure the separation of dependent youths and adult offenders from delinquents in the delivery of treatment services.
 4. To effectively meet the specialized treatment needs of emotionally disturbed, retarded, minority, female, repeat, and violent juvenile offenders.
- JD 8.04 Target Group to be Served - The primary recipients of these services include all adjudicated delinquent youth, with emphasis given to minority youth, females, repeat offenders, violent offenders, mentally retarded, and severely emotionally disturbed offenders.
- JD 8.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include public and private non-profit organizations, local governmental agencies, and state governmental agencies which serve youth following their adjudication as delinquent.
- JD 8.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum, all of the following data elements:

1. Total number of youth in target population.
2. Total number and economic, demographic, and other pertinent characteristics of youth served, by offense type.
3. Number of clients successfully completing program and average length of stay; number of clients unsuccessfully completing program, average length of stay, and reason for termination.
4. Types of services provided to clients.
5. Pre/post assessment of number of delinquent youth served in programs where adult offenders are also served in target communities.
6. Pre/post assessment of number of dependent youth served in programs with adjudicated delinquents in target communities.
7. Analysis of most successful and unsuccessful elements of project.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Recidivism rate of target population prior to implementation of project and 1 year after completion of project.
2. Comparison of effectiveness of projects vs. traditional approaches on recidivism of special target groups.
3. Cost-effectiveness analysis of project vs. traditional approach(es).
4. Average amount of restitution per victim and total number of victims receiving restitution.
5. Average number of hours of vocational training provided to program clients.
6. Type and average length of employment for those program youth provided with employment.
7. Average wages of employed clients.

JD 8.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - included checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluation project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 8.08 Examples of Types of Projects

1. Secure residential programs for violent and/or retarded juvenile offenders.
2. Dental and medical services at Youth Services Program Office youth-serving facilities.
3. Residential programs for female delinquents.
4. Restitution programs.
5. Community public service projects.
6. Residential "halfway houses" for youth furloughed from institutions.
7. Foster care programs for adjudicated delinquents requiring individualized attention and out-of-home placement.

JD 8.09 Exemplary/Promising Projects - Project New Pride, Denver, Colorado-Description of this project is available through the Bureau of Criminal Justice Planning and Assistance and the NCJRS.

JD 8.10 Related Standards

JD Standard Chapter 17 - Detention
JD Standard Chapter 22 - Family Group Homes
JD Standard Chapter 23 - Community Residential Centers
JD Standard Chapter 24 - Training Schools
JD Standard Chapter 25 - Probation and Aftercare

JD 8.11 Special Requirements - Use of Part C block grant funds is not allowed for any projects that provide for direct financial aid to crime victims.

JD 9 SERVICES FOR ADJUDICATED DEPENDENTS

JD 9.01 Program Objective - The objective of this program is to provide cost-effective services to dependent youth which are designed specifically to meet adequately these youths' present needs, reduce their chances of becoming delinquent and to improve the flow of accountability for, such youth within the governmental agencies having statutory responsibility for provision of services.

JD 9.02 Program Description - This program will improve and expand existing treatment services and develop new and innovative treatment services to effectively address the needs of all youth adjudicated as dependent so that such youth will, in their turn, become caring and effective parents and members of society and will not become involved in delinquent activities. Another primary thrust of programs in this area is to ensure separation of youth adjudicated as dependent from those youth adjudicated as delinquent, in all treatment programs in order to meet JJDP Act requirements and to avoid the negative influence of delinquent youth upon dependent youth. A final primary emphasis in this program is on improving both the data available regarding juvenile justice system processing of dependent youth and the accountability for provision of service by governmental agencies having statutory responsibility for that provision.

JD 9.03 Expected Results and Accomplishments

1. To insure the separation of youth adjudicated as dependent from delinquents in non-secure facilities.
2. To provide effective treatment services for dependent youth.
3. When needed, to improve the family environment and relationships of children who have been adjudicated as dependents.
4. To substantially reduce the number of cases where a youth adjudicated as dependent subsequently commits delinquent offenses.
5. To reduce repeated incidences of child abuse and neglect, and other dependent behaviors.
6. To increase data available regarding adjudicated dependents by type of dependency and to increase accountability of governmental agencies providing services to adjudicated dependents.

- JD 9.04 Target Group to be Served - The primary recipients of these services include youth adjudicated as dependent, with major emphasis on those dependent youth who have been adjudicated on the basis of runaway, ungovernable and/or truant behavior.
- JD 9.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include public and private non-profit organizations, local governmental agencies, and state governmental agencies which serve youth following their adjudication as dependent.
- JD 9.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum, all of the following data elements:

1. Total number of youth in target population.
2. Total number and economic, demographic and other pertinent characteristics of youth served, by type of dependent behavior.
3. Total number of youth successfully completing project and average length of stay; total number of youth unsuccessfully completing project, average length of stay, and reason for termination.
4. Pre/post assessment of the number of dependent youth placed in treatment settings with adjudicated delinquents in target communities.
5. Analysis of successful/unsuccessful elements of project, by type of target group served.
6. Type of services provided to program participants.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Recidivism rates of target group prior to and for 1 year after completion of project.
2. Comparisons of the number of former status offender youth adjudicated as dependent in treatment programs who later became delinquents and who became involved in further formerly defined status offenses behavior with those who were not in treatment programs or who were in different treatment programs.

- JD 9.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluation project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 9.08 Types of Projects

1. Non-residential counseling programs for dependent youth and their families (e.g., family, individual, group counseling; family planning; and sex education).
2. Foster homes.
3. Shelter and group homes.
4. Development of standardized guidelines for placement of each category of dependent youth, by agencies providing services to such youth, in treatment programs.
5. Development and provision of residential and daycare programs for adjudicated dependent youth and their families which provide both supervision and opportunities for experiential learning in coping with stress and the causes of abuse, neglect, and other dependent behaviors.

JD 9.09 Exemplary/Promising Projects

NA

JD 9.10 Related Standards

- JD Standard Chapter 3 - Mental Health/General Health
- JD Standard Chapter 6 - Child Abuse and Neglect
- JD Standard Chapter 7 - Family Programs
- JD Standard Chapter 9 - Status Offenders
- JD Standard Chapter 10 - Youth Runaway Programs

JD 10 PLANNING RESEARCH AND EVALUATION

JD 10.01 Program Objective - The objective of this program is to increase the availability of adequate information on which to base planning decisions regarding the effective allocation of resources for service to youth; to increase research efforts into the causes of delinquency and to increase evaluation efforts in order to provide objective data about program effectiveness.

JD 10.02 Program Description - This program will support planning and research into the problems and causes of delinquency and evaluation efforts with regard to program effectiveness.

JD 10.03 Expected Results and Accomplishments

1. To provide information regarding available community resources for delinquent and status offender youth to law enforcement, school, intake, judicial, and planning personnel for the purposes of increasing diversion of youth from the formal juvenile justice system, eliminating duplicative service efforts, and identifying service gaps.
2. To ascertain compliance with the Juvenile Justice and Delinquency Prevention Act requirements regarding deinstitutionalization of status offender youth.
3. To determine the most effective means of reducing recidivism among delinquent and status offender youth.
4. To identify target-hardening strategies to reduce opportunities for the perpetration of criminal acts by juveniles.
5. To determine the needs of youth in the area of employment; to identify service gaps in the area of employment for youth; and to develop strategies for addressing identified needs and gaps.
6. To determine comparative success of programs and projects for purposes of allocating resources in the future.

JD 10.04 Target Group to be Served - The primary recipients of these services include the juvenile justice system and delinquency prevention efforts.

JD 10.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding under this program area include all state and/or local public and/or private not-for-profit agencies and organizations or institutions and/or local units of government.

JD 10.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum, all of the following data elements:

1. Description of data gathering and analysis process.
2. Copies of all surveys, evaluation, and/or project results.
3. Recommendations developed; methodology and timetable for implementation of recommendations.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Type of data base developed.
2. Evaluation design utilized.
3. Effectiveness of project in providing data to relevant decision-makers and getting recommendations implemented.

JD 10.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.

5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluation project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 10.08 Examples of Types of Projects

1. Information dissemination regarding community treatment resources available for delinquent and status offender youth to school, law enforcement, intake, judicial, and planning personnel.
2. Client tracking system for status offenders.
3. Evaluations of projects serving status offenders.
4. Evaluation of projects serving delinquents.
5. Research projects regarding environmental design factors which provide opportunities specifically for juvenile delinquency.
6. Statistical and descriptive analysis of the resources available in the juvenile courts and of the nature of judicial processing of youth in the various circuits.
7. Studies regarding arrest problem areas and issues relating to the employment of youth.

JD 10.09 Exemplary/Promising Projects

NA

JD 10.10 Related Standards

JD Standards Chapter 27 - Research Planning and Evaluation

- JD 10.11 Special Requirements - Funds under this program area cannot be used for projects which will supplement or supplant planning activities funded under the regular Part B funds for the Crime Control Act and/or Juvenile Justice and Delinquency Prevention Act.

Any projects or parts thereof which are utilized for the development of the JJDP portion of the criminal justice comprehensive plan and are funded with JJDP Act funds are subject to any funding/match related requirements as specified in the Juvenile Justice and Delinquency Prevention Act as amended.

JD 11 STAFF DEVELOPMENT AND TRAINING

JD 11.01 Program Objective - The objective of this program is to increase the efficiency and effectiveness of youth serving personnel and juvenile justice system personnel.

JD 11.02 Program Description - This program will develop, implement and/or expand new approaches, techniques or methods, for training of professional, paraprofessional, volunteers, and other persons who are working with juveniles or in the juvenile justice system in the latest methods of juvenile delinquency prevention and/or the basic operation of the juvenile justice system.

JD 11.03 Expected Results and Accomplishments

1. To increase the knowledge and understanding of youth serving personnel about the latest proven methods for prevention, control, and treatment of juvenile delinquency.
2. To increase the effectiveness and efficiency of personnel serving youth to better meet the needs of youth served.
3. To provide a basic understanding of the juvenile justice system to youth-serving personnel.
4. To increase knowledge of availability of resources available to the courts for the commitment of adjudicated juveniles.
5. To improve planning capabilities to obtain more efficient allocation of statewide resources and to provide more effective policy direction in the juvenile justice system.

JD 11.04 Target Group to be Served - The primary recipients of these services include youth-serving personnel, either outside or inside the juvenile justice system.

JD 11.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding under this program area include state and/or local public and/or private not-for-profit agencies and organizations or institutions and/or local units of government.

JD 11.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum, all of the following data elements:

1. Total number of hours and types of training offered.
2. Pre/post assessment of number of youth-serving/ juvenile justice system personnel receiving training in target communities.
3. Written guidelines and objectives of training program.
4. Description of specific training needs to be targeted and process utilized to determine these needs.
5. Assessment by persons receiving training of the relevance and quality of training provided.
6. Assessment by command/supervisory level personnel of training received by personnel under their supervision.
7. Total number and economic, demographic, and other pertinent characteristics of target group.
8. Total number of personnel in target population.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Pre/post assessment of staff productivity in target groups to whom training was provided.
2. Pre/post assessment of staff turnover rates in target groups to whom training was provided.

JD 11.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.

4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluation project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 11.08 Examples of Types of Projects

1. Seminars, workshops and training programs for law enforcement officers, judges and other court personnel and other professional staff in methods and practices of delinquency prevention and treatment.
2. Programs to provide training in juvenile justice for all new court personnel.
3. Training in screening and evaluation for police juvenile officers.
4. Training about the juvenile justice system and the juvenile laws to school personnel and law enforcement personnel.
5. Training in screening and evaluation for intake staff.
6. Training programs about available resources to intake and judicial personnel and law enforcement.
7. Training programs on planning and evaluation techniques for personnel involved in planning and evaluation of programs for youth.
8. Training of school personnel on methods of dealing with school violence.

JD 11.09 Exemplary/Promising Projects

NA

JD 11.10 Related Standards

JD Standards Chapter 28 - Staff Development and Training

JD 12 VOLUNTEERS

- JD 12.01 Program Objective - This program area is intended to enrich and supplement all services to juveniles by increasing the utilization of volunteers.
- JD 12.02 Program Description - This program will develop, implement and/or expand new approaches, techniques and methods of utilizing volunteers in providing services for youth.
- JD 12.03 Expected Results and Accomplishments
1. To increase volunteer participation and broaden community support for services to problem youth.
 2. To insure that status offenders are not held in detention programs.
 3. To insure that juveniles are held separately from adults in all correctional facilities.
 4. To decrease the use of secure detention for delinquent youth and minimize overcrowding in detention facilities.
 5. To increase the availability of emergency short term residential care for status offender youth.
 6. To increase the screening and evaluation capabilities of law enforcement and intake staff and thereby, increase the appropriate diversion of youth from the formal juvenile justice system.
- JD 12.04 Target Group to be Served - The primary recipients of these services include youth who have demonstrated behavior which could be reason for referral to intake; youth referred to DHRS Intake; dependent youth who need emergency shelter care; youth from AFDC recipient families; adjudicated delinquents released from any DHRS youth services supervision; youth who have been or are suspended or expelled from schools or are habitually truant; abused and neglected children; and families of dependent or delinquent youth.
- JD 12.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include state and/or local public or private not-for-profit organizations or agencies and local units of government.

JD 12.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum, all of the following data elements:

1. Total number of volunteers participating in each project; specific duties; number of hours and content of training; recruitment methods.
2. Cost-effectiveness of using volunteers in providing services in the project.
3. Attrition rate of volunteers.
4. Analysis of successful/unsuccessful elements of project.

All projects under this program area will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Total number of dependent youth held in secure detention in target communities prior to project and 6 months following project implementation.
2. Total number of juveniles held in correctional facilities when adults are also held; number of juveniles not held separately from adults, prior to project and 6 months after project implementation.
3. Copies of monitoring forms; description of monitoring methods and timetables.
4. Total number of delinquent youth held in secure detention programs in target communities and extent of overcrowding (as evidenced by average daily population) in such facilities prior to project and 6 months after project implementation.
5. Pre/post assessment of total number of dependent youth served by emergency short-term residential care projects in target communities.
6. Recidivism of youth served by project 6 months after release from project, compared with youth not served by volunteers.
7. Total number of juvenile arrests and/or referrals to DHRS Intake in target communities, prior to project and 1 year following implementation of project.

8. Total number of youth diverted prior to judicial processing in target communities prior to project and 1 year following implementation of project.
9. Total number and economic, demographic, and other pertinent characteristics of youth served.
10. Total number of youth in target population.
11. Total number of youth successfully completing program and average length of stay; total number of youth unsuccessfully completing program, average length of stay, and reason for termination.

JD 12.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluation project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 12.08 Examples of Types of Projects

1. Projects to utilize volunteers in monitoring secure detention programs in order to insure that no dependent youth are being held with delinquent youth and to monitor local jails to insure that delinquent youth are held separately from adults.
2. Projects to provide volunteers to youth-serving agencies to assist in providing more cost-effective residential and non-residential services to problem youth.
3. Projects to provide volunteers to fill service gaps to problem youth not currently provided by existing youth-serving agencies.

JD 12.09 Exemplary/Promising Projects

NA

JD 12.10 Related Standards

JD Standards Chapter 26 - Volunteers

JD 13 PREVENTION

JD 13.01 Program Objective - The objective of this program is to develop and implement new approaches, techniques, and methods to prevent juvenile delinquency through improving the abilities of agencies and organizations to implement programs which increase or expand social, cultural, recreational and health services to youth, and which prevent opportunities for delinquency to occur.

JD 13.02 Program Description - This program will develop and expand activities which are designed to create a constructive environment for the promotion of positive patterns of youth development and growth for youth prior to juvenile justice system involvement. Types of programs which could be considered in this area would include physical health screening and training, recreational experience, crisis intervention services, specialized preventive counseling services, and community education and work projects. Another major thrust of programs in this area is to be efforts aimed at the reduction of opportunities for delinquency to occur. All programs must be based on the positive premise of providing youth with a sense of competency, belongingness, and usefulness and must provide, to the maximum extent possible, the opportunity for youth to participate in decision-making with regard to activities provided for them.

JD 13.03 Expected Results and Accomplishments

1. To reduce by a significant percentage, referrals to DHRS Intake in jurisdictions where projects are implemented.
2. To reduce by a significant percentage, referrals to law enforcement in target communities.
3. To increase the number and types of structured and supervised delinquency prevention programs available to youth in target populations.
4. To significantly increase the percentage of youth participating in delinquency prevention programs in communities where projects are implemented.
5. To significantly increase opportunities for youth participation in decision-making activities.
6. To increase local community involvement in juvenile delinquency and dependency prevention.

- JD 13.04 Target Group to be Served - The primary recipients of these services include youth from geographical areas characterized by: high rates of crime and delinquency, high illegitimate birth rates, high infant mortality rates, high unemployment and underemployment, sub-standard housing, physical deterioration, low median incomes, high school dropout rates, high adolescent suicide rates, and/or high incidence of adolescent substance abuse. Emphasis should be on provision of services to youth with no prior involvement in the formal juvenile justice system.
- JD 13.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include state and/or local public and private non-profit organizations or agencies and local units of government. Emphasis should be on local-level organizations or agencies.
- JD 13.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program area will be expected to collect at a minimum, all of the following data elements:

1. Total number of youth in target population.
2. Total number and economic, demographic, and other pertinent characteristics of youth served.
3. Pre/post assessment of total number of juvenile arrests and/or referrals to DHRS Intake from target population/group/community.
4. Types of services provided by program.
5. Total number of youth successfully completing project and average length of stay; total number of youth unsuccessfully completing project, average length of stay, and reason for termination.
6. Number and types of community resources utilized by project.

All projects under this program will be expected to collect some of the following data elements, as appropriate to the nature of the project:

1. Analysis of successful/unsuccessful elements of project, by various target groups/types of project clients served.
2. Consumer surveys of satisfaction with program services.

3. Assessment of number and type of self-reported predelinquent and/or delinquent behaviors engaged in by client youth prior to project participation and 1 year following successful completion of project participation.

JD 13.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes comparison of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluation project effectiveness - includes assessment of the outputs with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of the project.

JD 13.08 Examples of Types of Projects

1. Health screening programs to detect hereditary diseases, serious illnesses typically affecting youth, venereal disease, nutritional deficiencies, and dental problems.
2. Health education programs which include training in physical and psychological developmental stages; family planning; personal hygiene; prevention of illness in the home (e.g., information on proper storage and preparation of foods); pollution; and neighborhood clean-up.

3. "Hot lines" and crisis intervention counseling specifically designed to serve youth.
4. Family counseling programs.
5. Peer counseling programs, with emphasis on utilizing youth who are outstanding in sports, academics, community service and also ex-offender youth.
6. Group counseling which includes the following elements: value clarification, coping skills, communication skills, and information modules on areas of interest identified by youth involved (e.g., career information, juvenile justice system information, community resource information, use of grooming aids, etc.--to be combined with site visits to resources wherever possible).
7. Community education and work service projects utilizing youth--especially in the area of methods to prevent physical environmental opportunities for delinquency to occur; also may include youth "escort services" for the elderly to protect them from criminal victimization.
8. Recreational programs which are innovative, have a specific outreach component, which combine as many of the above-noted project elements as possible, and which do not solely emphasize "traditional" play elements. The recreational elements must be well-planned and supervised and must involve activities which provide outlets for aggression and excitement.
9. Projects to train parents in educational methods and principles of child development.

JD 13.09 Exemplary/Promising Projects

NA

JD 13.10 Related Standards

JD Standards Chapter 1 - Schools
 JD Standards Chapter 2 - Work Study and Employment
 JD Standards Chapter 3 - Mental Health/General Health
 JD Standards Chapter 4 - Recreation
 JD Standards Chapter 7 - Family Programs

LAW ENFORCEMENT

GLOSSARY

Average Response Time - The period of time when an agency's communications dispatcher receives a call until an officer arrives at the assigned destination.

Canine Unit - A unit which uses trained dogs to find illegal substances and/or locate criminal suspects

Computerized Data Storage and Retrieval - A computerized capability within a law enforcement agency that aids in vehicle or criminal identification and/or agency management.

Coordination of Volunteers - The recruitment, screening, training, placement and/or supervision of volunteers to provide services.

Counseling - Provision of direct services to assist in the identification of problems, development of treatment plans to correct problems, and/or to treat those problems through a counseling modality (crisis, individual, family, group).

Dispatched Call for Service - A call for service which resulted in an officer or officers being assigned to the source of the incident.

Delinquent or Delinquency - Includes any act committed by a youth under age 18 years which, if committed by an adult, would constitute a crime; excludes any former status offense behavior such as runaway, truancy or ungovernability.

Diversion - A formally-acknowledged and organized effort to utilize alternatives for the processing of an individual into the juvenile or criminal justice system.

Emergency Calls for Service - Those calls for service locally classified as urgent requiring an immediate response.

Evaluation - Assessment of the degree to which an activity, project or program has met specified objectives, has had an impact on reducing client recidivism, and/or reasons for success or lack of success of a program on successfully treating a client population.

Field Citation - An official summons to appear in court at a specified time and place issued by a law enforcement officer in lieu of incarceration.

Full-Time Equivalent (FTE) - The utilization of one or more persons to function 100% during a work period of one month (200 work hours) in one operational capacity. (One person = 100%, or four persons = 100%, for example)

General Calls for Service - All other calls for service not classified as urgent and not requiring an immediate response.

Holding Facility - A facility designed for the temporary custody of a prisoner such as a lock-up.

Information Dissemination - Provision of information regarding services, needs, problems, etc., to the general public or requesting agencies.

Law Enforcement Planning Unit - An individual or group of individuals (sworn or non-sworn) within a law enforcement agency whose sole full-time responsibility is determining the short and long-range problems and needs of that agency.

Legal Advisor - A full or part-time attorney who provides a law enforcement agency with legal advice and/or training in legal matters.

Mobile Evidence Collection Unit - A specially-equipped vehicle that is designed to provide the necessary tools and equipment to properly collect and preserve crime scene evidence.

Narcotics Storage Vault - A highly secure vault or room designed to hold confiscated or lost/found property.

Organized Crime - The unlawful activities of members of highly organized and disciplined groups, associations, etc., engaged in supplying goods and services through illegal means.

PSTC - Florida Police Standards and Training Commission

Part I Offenses - Those serious crimes that are usually reported to law enforcement agencies (murder and manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft)

Part II Offenses - All other crimes not classified as Part I offenses.

Property Storage - Any room, building or land that is used to store confiscated or found/lost property.

Sworn Officer - Certified as a law enforcement official by the PSTC and having legal arrest authority.

Temporary Manpower - A group of two or more sworn officers or special unit of sworn officers which may be loaned to another agency on a temporary basis.

PO 1 PLANNING, RESEARCH AND EVALUATION

- PO 1.01 Program Objective - The objective of this program is to increase the development, provision and use of objective information/data (both qualitatively and quantitatively) by law enforcement decisionmakers to assure the proper determination of future needs and use of available resources in an efficient and effective manner by those decisionmakers.
- PO 1.02 Program Description - This program will improve the capability of law enforcement agencies to handle crime and to assess their effectiveness by developing or improving planning and evaluation capabilities within law enforcement agencies.
- PO 1.03 Expected Results and Accomplishments
1. An increase in the use of objective data on the part of law enforcement decisionmakers.
 2. Increased knowledge concerning the problems, needs and resources within the law enforcement area.
 3. More effective use of scarce resources as a result of increased reliance on research/evaluation information to determine funding priorities and levels.
 4. Improved criteria and measures to determine the effectiveness/efficiency of various law enforcement functions.
- PO 1.04 Target Group to be Served - The primary recipients of these services include law enforcement administrators and managers in state and local enforcement agencies.
- PO 1.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include enforcement agencies at the state and local level.
- PO 1.06 Evaluation Indicators - In order to gauge the success of the program, projects under this program will be expected to collect, at a minimum, the following data elements: (applicable to all projects)
1. Descriptions of the data collection and data analysis instruments/procedures used by project participants.
 2. Increase in the use of planning data by police decisionmakers.
 3. Progress made in complying with the intend of related standards and goals.

4. Research and evaluation designs developed by all projects.
5. Type of baseline and planning data developed through project efforts.
6. Any changes brought about either directly or indirectly from project activities.
7. Description of problems and needs identified through project efforts.

PO 1.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

PO 1.08 Examples of Types of Projects

1. Crime analysis teams.
2. Planning, and evaluation units.
3. Needs assessments to determine type and level of research, planning and evaluation resources within agencies.

4. Needs assessments or evaluations of the following types of agency operations:
 - a. patrol
 - b. investigations (not to include operations which are, have or will receive LEAA funds)

PO 1.09 Exemplary/Promising Projects - None

PO 1.10 Related Standards - See Law Enforcement Chapter standards:

- LE 2.01 - Development of Goals and Objectives
- LE 2.02 - Establishment of Policy
- LE 3.01 - Crime Problem Identification and Resource Development
- LE 5.03 - Commitment to Planning
- LE 5.04 - Agency and Jurisdictional Planning
- LE 5.05 - Law Enforcement-Community Physical Planning
- LE 5.06 - Responsibility to Fiscal Management
- LE 5.07 - Fiscal Management Procedures
- LE 5.08 - Funding
- LE 7.01 - Command and Control Plan
- LE 8.03 - Deployment of Patrol Officers
- LE 14.02 - Position Classification Plan
- LE 22.04 - Health Insurance

PO 1.11 Special Requirements - By type of project, as listed above, the following requirements must be met and adhered to when submitting the grant application (applicable to all types of projects).

1. The subgrantee must submit an organizational description of the parent agency showing where the planning unit is organizationally located and what role the unit plays in contributing knowledge and information to the organization's decisionmaking process.
2. The final progress report must include a list and brief description of contributions made by the planning unit with one copy each of final products (studies, plans, etc.) developed by the unit during the funding period.

Funds under this program area cannot be used for projects that will supplement or supplant planning activities funded under the regular Part B funds of the Crime Control Act.

PO 3 LAW ENFORCEMENT RECRUITMENT, SELECTION AND TRAINING

PO 3.01 Program Objectives - The objective of this program is to identify and improve specialized skills of officers and to develop an objective selection and recruitment process.

PO 3.02 Program Description - This program will stimulate the development of specialized training efforts that may be needed to supplement required training courses. This program will also stimulate the development of new/improved recruitment and selection procedures/programs to increase entry-level qualifications of law enforcement officers.

PO 3.03 Expected Results and Accomplishments

1. Progress toward validation and standardization of Florida's law enforcement training programs.
2. Development and validation of standards for the selection of law enforcement officers.
3. Expansion of law enforcement instruction into specialized areas of instruction.
4. Development of a validated screening mechanism to obtain the best qualified law enforcement recruits.
5. Upgrade the knowledge/ability level of those law enforcement personnel who receive specialized training.

PO 3.04 Target Group to be Served - The primary recipients of the program's products will be the law enforcement community, in general, and those officers needing specialized training.

PO 3.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include:

1. Certified regional training centers
2. Community Colleges
3. Law enforcement agencies

PO 3.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:
(applicable to all type of projects)

1. Quantifiable measures of project progress in meeting objectives.
2. Progress made in complying with the intent of related standards and goals.

(Applicable to type one (1) projects)

1. Number of training sessions held.
2. Number of officers trained.
3. Before/after testing of officers who receive specialized training.
4. Before/after testing to determine any change in officer performance (arrest rate, clearance rate, general performance) after completing a training program.
5. Number of training hours per officer trained.
6. Number and description of operational changes that have directly resulted from training projects.
7. Copies of all training materials including course outlines, class schedules and list of learning materials.
8. Data on trainee attendance records.
9. Provide feedback data from project trainees who have completed the training program.

(Applicable to type two (2) projects)

1. Number of officers tested by ethnic composition, sex, age group, types and size of agencies represented.
2. Number and type of standards developed

PO 3.07 Monitoring Indicators - monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.

5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

PO 3.08 Examples of Types of Projects

1. Specialized training projects;
2. Officer selection, testing and standards development projects.

PO 3.09 Exemplary/Promising Projects - The following projects have been identified by LEAA as exemplary or promising under its exemplary project program.

Continuation and Refinement of Statewide Validated Police Selection Test Battery - Chicago, Illinois

Resource Center - Philadelphia, Pennsylvania

PO 3.10 Related Standards - See Law Enforcement Chapters, standards:

LE 7.06 - Training for Unusual Occurrences
 LE Chapter 16 - Training (all)
 OC 3.01 - Preservice and Inservice Training
 OC 4.01 - Recruitment Policies and Practices
 LE Chapter 10 - Manpower Alternatives (all)
 LE Chapter 13 - Recruitment and Selection (all)
 LE Chapter 15 - Education (all)
 LE 20.01 - Personnel Equipment

PO 3.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below;

(Applicable to type one (1) projects):

1. All training projects in this program must comply with requirements established by the PSTC. Letter(s) of approval from the Commission must accompany all sub-grantee applications and stipulate the following:

- a. Project deliverables do not duplicate existing programs/training in the region;
 - b. Project training meets or exceeds all applicable standards established by the Commission; and
 - c. Training instructors are certified by the Commission.
2. Subgrantees offering training programs must develop and submit with the grant application:
 - a. Plan training curricula which specifies instructional goals, technical performance objectives and a trainee evaluation component.
 - b. Annual training schedules for the project's operation and;
 - c. Projected numbers of trainees who will attend, their names, ranks and organizational affiliation.

As with special requirement number one, these must be approved by the Police Standards and Training Commission (PSTC).

3. All training projects must be for the benefit and use of multiple agencies within a region. Cooperative agreement between the subgrantee and agencies in the region must be submitted with the grant application.
4. All projects involving the construction, renovation, modification or relocation of facilities must meet National Environmental Protection Agency (NEPA) requirements. Additionally, cost incurred for such projects will require a 50/50 LEAA/State and local matching ratio.
5. No equipment will be purchased for the normal expansion of an agency.
6. The purchasing of firearms, ammunitions, or any type of explosive device is unallowed.

PO 4 FORENSIC SCIENCE SERVICES

PO 4.01 Program Objectives - The objective of this program is to increase the quality and quantity of physical evidence that is being collected and analyzed in the statewide Forensic Science process.

PO 4.02 Program Description - This program will continue the development of regional crime laboratories and forensic medicine capability in Florida. It is further intended to upgrade the quality of state Forensic Science personnel through in-service training and a competitive salary structure and to help develop needed crime scene processing standards, and procedures to assure that crime scene evidence is collected appropriately.

PO 4.03 Expected Results and Accomplishments

1. Implementation of full-service crime laboratories in accord with the State Master Plan.
2. Increased training for state crime laboratory personnel.
3. Upgrading of state system salaries to a competitive level.
4. Development of standards/procedures for the processing of crime-scene evidence.
5. Increased turnaround time for evidence sent to state crime laboratories.
6. Increased coordination/cooperation between all Forensic Science agencies in Florida.
7. Increased clearance and prosecution rate for those cases which utilize Forensic Science services.

PO 4.04 Target Group to be Served - The primary recipients of services provided by programs in this area would be law enforcement agencies at the state and local levels.

PO 4.05 Types of Agencies, Groups, etc., Eligible for Funding: Those eligible for funding in this program area include:

1. Local, regional and state crime laboratories
2. Medical examiners' Offices
3. Law enforcement agencies

PO 4.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements.

(applicable to project types one and three)

1. Data comparing the crime rates in target areas before, during and after project completion.
2. Data recording the percent of cases in which Forensic Science service efforts lead directly to a positive identification of the crime suspect(s).
3. Frequency and type of training resulting from project efforts.
4. Subjective evaluation by command and control personnel.
5. Frequency and purpose for which Forensic Science program/ services and/or equipment were used.
6. Quantifiable measures of project progress in meeting measurable objectives.
7. Progress made in complying with intent of related standards.
8. Data comparing the crime clearance and conviction rates in target areas before, during and after project completion.
9. Data comparing the past evidence analysis time after project implementation.

PO 4.07 Monitoring Indicators - monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.

5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

PO 4.08 Examples of Types of Projects

1. Crime scene processing master plan.
2. Medical examiners needs assessment study.
3. Expansion of regional crime laboratory services.

PO 4.09 Exemplary/Promising Projects - The following projects have been identified by LEAA as exemplary or promising under its exemplary project program.

Criminalistics Laboratory - Kansas City, Missouri
Latent Fingerprint Identification System - San Francisco, CA

PO 4.10 Related Standards - See Law Enforcement chapters, standards:

LE 12.01 - Evidence Technician
LE 12.02 - Crime Laboratory
LE 12.05 - Certification of Crime Laboratories

PO 4.11 Special Requirements

1. All forensic science projects must comply with state master plan on forensic science services.
2. No equipment will be purchased for crime scene processing or analysis until a statewide crime-scene processing master plan is completed.
3. If crime scene processing projects are considered, they must comply with all standards established by the Governor's Commission on Standards and Goals and the forensic master plan.

PO 5 LAW ENFORCEMENT COMMUNICATIONS

PO 5.01 Program Objective - The objective of this program is to reduce the time required for a citizen to report the occurrence of a crime to a law enforcement agency (reporting interval) and the time required for the law enforcement agency to respond to the reported crime (communications and response interval) for priority calls for service.

PO 5.02 Program Description - This program will improve law enforcement communications by upgrading agency capabilities in a rational and systematic fashion and bring agencies into conformity with the Statewide Law Enforcement Communications Plan. The program will also improve public-emergency telephone communications by implementing a statewide "911" emergency telephone communications system.

PO 5.03 Expected Results and Accomplishments

1. An increase in officer safety as a result of more efficient/reliable base communication systems.
2. Conformance with Florida minimum standards and goals in the area of implementing personnel portable radio standards.
3. Reduction in radio system interference in the communication systems of local law enforcement agencies.
4. Implementation of advanced communications systems in those areas where basic communication needs have been met.
5. Continued progress toward total implementation of the 911 emergency communication system.

PO 5.04 Target Group to be Served - The primary recipients of those services include:

1. Law enforcement agencies
2. Local units of government

PO 5.05 Types of Agencies, Groups, etc., Eligible for Funding

1. Law enforcement agencies
2. Local units of government

PO 5.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. Written verification of equipment acquisition and installation.
2. Conformance with Division of Communications Plan for Law Enforcement Communications.
3. Written determination that equipment conforms to the specifications developed by the Division of Communications and the BCJPA.
4. Data indicating the average response time before and after equipment acquisitions.
5. Data indicating the frequency in which officers are assaulted or injured in the performance of their duties.
6. Data measuring the rate of change for reported crimes before and after the implementation of the 911 emergency communications system.
7. Post-implementation determination that equipment is functioning as planned.
8. Quantifiable measures of project progress in meeting measurable objectives.
9. Progress made in complying with the intent of related standards and goals.

PO 5.07 Monitoring Indicators - Activities for projects within this area should include the following:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.

6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory of non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

PO 5.08 Examples of Types of Projects

1. 911 Implementation
2. Law enforcement communications

PO 5.09 Exemplary/Promising Projects - None

PO 5.10 Related Standards - See law enforcement chapters, standards:

LE Chapter 23 - Communications (all)
LE 24.04 - Law Enforcement Telecommunications

PO 5.11 Special Requirements

1. If additional radio frequencies beyond those currently available to potential subgrantees are requested, the description will include an assurance of licensability from the FCC, once compliance with the FCC's rules and regulations has been determined. Also, all other LEAA requirements must be met in addition to this special requirement.
2. Project equipment funded in this program area must be consistent with needs identified with the Statewide Law Enforcement Communications Document of the Division of Communications, Department of General Services and the Law Enforcement Needs Assessment of the State of Florida (April, 1977).
3. Subgrantees must submit with an application, a description of their present communications system. This is to include a listing of all equipment acquired and/or obligated to be purchased with the expenditure of LEAA funds.

PO 6 LAW ENFORCEMENT MANAGEMENT AND ADMINISTRATION

PO 6.01 Program Objective - The objective of this program is to upgrade management and administrative practices in law enforcement agencies.

PO 6.02 Program Description - This program will demonstrate the intra-agency efficiency of law enforcement agencies which can be measurably improved through structured efforts to improve their administrative structures, upgrade their management systems and utilize alternative forms of manpower deployment.

PO 6.03 Expected Results and Accomplishments:

1. An increased use of non-sworn personnel to assume some of the responsibilities previously held by sworn personnel.
2. An improved cost/benefit ratio for those efforts/services that are upgraded/revised by program efforts.
3. More streamlined, rational decision-making process on the part of those agencies that participate in this program.
4. An increase in the awareness/availability of Technical Assistance for local law enforcement agencies.
5. An increase in the average number of person hours spent on managed preventive patrol as opposed to random patrol operations.
6. An improvement in the average time that it takes an officer to respond to a "crime in progress" or "emergency" calls for service.
7. An increase in the overall clearance rates for crimes occurring in the area targeted for improved patrol deployment.
8. A more positive perception of law enforcement responsiveness on the part of the citizens in the areas targeted for action.
9. The development and implementation of "Management Patrol" and/or investigative operation.
10. Data measuring the clearance rate before and after agency improvements take place.
11. Baseline crime, clearance, prosecution, and conviction data in those areas targeted for patrol deployment improvement.
12. Data describing/assessing the pre-program patrol allocation plan in those areas targeted for action.
13. Pre-program average response time in those area(s) targeted for action.

14. Baseline data on the percentage of pre-program officer time spent on preventive patrol.
15. Baseline citizen attitude data to determine pre-project attitude toward police responsiveness.
16. Number of full-time sworn officers reassigned and type of reassignment brought about by increased use of cadet/citizen-aid type personnel (if any).
17. Description of work assignments and work schedules of cadet/citizen-aid type personnel (if applicable).
18. Quantifiable measures of project progress toward measurable objectives.
19. Progress made in complying with the intent of standards and goals.

PO 6.04 Target Group to be Served - The primary recipients of these services include:

Law enforcement agencies administrative and management personnel;

Citizenry receiving services from law enforcement agencies.

PO 6.05 Types of Agencies, Groups, etc. Eligible for Funding

1. Law Enforcement agencies

PO 6.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements.

1. A list of all organizational, administrative, and managerial changes brought about through program efforts.
2. A description of reasons for all agency changes and the intended results of such changes.
3. Copies of all applicable studies/assessments conducted by program participants.
4. Baseline data on the percentage of pre-program officer-time spent on preventive patrol.
5. Baseline citizen attitude data, before and after project initiation to determine project attitude changes toward police responsiveness.
6. Quantifiable measures of project progress toward measurable objectives.
7. Progress made in complying with the intent of standards and goals.
8. Data measuring the arrest, clearance and conviction rates before and after agency improvements take place.
9. Pre-program and past-program average response time in those area(s) targeted for action.

PO 6.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

PO 6.08 Examples of Types of Projects

1. Administrative assessment/improvement.
2. Management assessment/improvement.
3. Non-sworn manpower deployment/allocation projects.
4. Development and implementation of improved patrol deployment plans.
5. Technical assistance projects.

PO 6.09 Exemplary/Promising Projects - The following projects have been identified by LEAA as exemplary or promising under its exemplary project programs.

1. Police Technical Assistance - Boston, Mass.
2. Career Development - Los Angeles, Calif.
3. Neighborhood Assistance Officer Program - Dayton, Ohio
4. Split Force Police Patrol - Wilmington, Del.

PO 6.10 Related Standards - See law enforcement chapters, standards:

- LE 2.01 - Development of Goals and Objectives
- LE 2.02 - Establishment of Policy
- LE 2.03 - Inspections
- LE 3.01 - Crime Problem Identification and Resource Development
- LE 6.01 - Selecting a Team Policing Plan
- LE 6.02 - Implementing Team Policing
- LE 6.03 - Evaluation of Team Policing
- LE 7.01 - Command and Control Planning
- LE 8.01 - Establishing the Role of the Patrol Officer
- LE 8.02 - Enhancing the Role of the Police Officer
- LE 8.03 - Deployment of Police Officers
- LE 10.01 - Assignment of Non-Sworn Law Enforcement Personnel
- LE 10.02 - Selection/Assignment of Reserve Law Enforcement Officers
- LE 11.03 - Management Consultation and Technical Assistance
- LE 17.05 - Personnel Records
- LE 18.01 - Law Enforcement Executive and Employee Relations
- LE 18.02 - Collective Negotiation Process
- LE Chapter 19 - Internal Discipline (all)

PO 6.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below: (applicable to all types of projects)

1. Manpower workload documentation for a three month period of time prior to project implementation.
2. Present allocations of agency functions to affected organizational units to be studied.
3. Assessment and plan development procedures.
4. Presentation of current organizational structure for affected units to be studied.

(For technical assistance projects)

The subgrantee must submit a description of the TA concept to be employed, procedures and policies to be enacted for effective implementation and a list of objective, decision-making criteria to be used when selectively responding to TA requests.

P0.7.01 SPECIALIZED ENFORCEMENT/CRIME SPECIFIC

P07.01 Program Objective:- The objective of this program is to reduce the occurrence of specific part I offenses (burglary, robbery assault, and larceny) and increase the detection and apprehension of major organized crime subjects.

P07.02 Program Description:- The program will demonstrate alternatives in effectively reducing certain high incidence part **one crime** and organized crime activities through specialized efforts of law enforcement detection, investigation and apprehension.

P07.03 Expected Results and Accomplishments:

1. Increased information on the prevalence and nature of organized crime activities in those areas targeted for programming.
2. An increase in the clearance rates for those part one offenses targeted for action.
3. An increase in the prosecution rate for those cases processed through specialized efforts of this program.
4. A decrease in the level of organized crime activities in those areas targeted for specialized organized crime enforcement/detection activities.
5. An increase in the number of major narcotic cases completed.
6. An increase in the number of major and minor case files opened and completed during project period.
7. An increase in the number of major and minor cases completed resulting in apprehensions and adjudications.

P07.04 Target Group to be Served:- The primary recipients of those services provided will be citizens of the state.

P0 7.05 Types of Agencies, Groups, etc., Eligible for Funding

1. Law Enforcement agencies

P0 7.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. The number of crime specific investigations implemented through crime specific project efforts.
2. Number of crime specific cases sponsored by crime-specific program efforts that lead to the positive identification of suspects.
3. Comparison of crime rates, apprehension rates, clearance rates, and prosecution rates for targeted offenses before, during, and after implementation of unit.

4. Pre-program and post-program crime comparison measures in target and comparison jurisdictions.
5. Quantifiable measures of project progress in meeting measurable objectives.
6. Progress made in complying with the intent of related standards and goals.
7. Number of major and minor case files opened and completed during project period.
8. Description of any improvements in the area of interagency cooperation/coordination brought about through project activities.

PO 7.07 Monitoring Indicators - Monitoring activities within with program area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients, did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

PO 7.08 Examples of Types of Projects

1. Part one---crime and drug enforcement investigation units.
2. Major case investigative units
3. Part one---crime specific enforcement units to control specific criminal acts (burglary, robbery, larceny, and assault.)
4. Organized crime control units.

PO 7.09 Exemplary/Promising Projects - The following projects have been identified by LEAA as exemplary or promising under its exemplary project program.

1. Reduction of Violent Crimes - Decatur, GA
2. Burglary Tactical Unit - Wheat Ridge, Colorado
3. Essex County Strike Task Force to Combat Organized Crime - Newark, NJ

PO 7.10 Related Standards - See Law Enforcement and Organized Crime chapters, standards:

- LE 6.01 - Selecting a Team Policing Plan
- LE 6.02 - Implementation of Team Policing
- LE 6.03 - Evaluation of Team Policing
- LE Chapter 9 - Operation Specialization (all)
- OC 1.01 - Special Prosecutor
- OC 2.01 - Organized Crime Intelligence Group
- OC 2.02 - Exchange of Intelligence Information

PO 7.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below:

(Applicable to type 1, 2, and 3 projects)

The following information must be included in the grant application for Part I crime(s) being addressed with the project.

Problem Identification:

- A. Percent change in Part I crime(s) for past three years (1975, '76, '77);
- B. Actual number of Part I crime(s) which occurred per year (1975, '76, '77);
- C. Percent change and actual number of arrests for Part I offense(s) (1975, '76, '77);
- D. Percent change and actual number of Part I crime(s) cleared based upon arrests (1975, '76, and '77);
- E. Percent change and actual number of prosecutions initiated (1975, '76, '77); and
- F. Percent change and actual number of successful prosecutions (1975, '76, '77).

Measurable Objectives

Based upon anticipated impact of the project in the affected area during 1978, realistic projections must be made for each of the above listed categories under problem identification. These projections must be used in statements for measurable objectives of the project and must include projected percent change as well as the actual change per category.

Example:

To increase successful prosecutions by (X number, Y percent) in (jurisdiction) by (date).

The purchase of permanent security devices for residential or commercial installation is not allowable. When proposing the purchase and use of security devices in this program, the subgrantee must furnish assurances that the devices are for use by a public law enforcement agency in a project designed to reduce and prevent residential burglaries through the selection, random placement of such devices in high incidence/patrol restricted areas.

(Applicable to type 4 projects)

1. Implementing organization must be approved by an active member of the Florida Intelligence Unit (F.I.U.).

(Applicable to all drug enforcement and organized crime projects)

1. Projected number of major and minor case files to be opened during project.
2. Projected number of major and minor case arrest to be made during project period.
3. Projected number of major and minor case prosecutions initiated during projects period.
4. Projected number of major and minor cases successfully prosecuted during project period.

The above projections must be used as statements of measurable objectives (for each project proposed and interrelated to the project evaluation components data collection elements.

(Applicable to all projects)

1. The purchase of firearms, ammunitions or any type of explosive device is prohibited.
2. Projects for the normal expansion of police operations are prohibited and general patrol operational expansion proposals are prohibited.

COURTS

CT 1 TRAINING AND EDUCATION

CT 1.01 Program Objective - The objective of this program is to provide judicial agencies with a full range of professional and staff training and education to improve skills, the effectiveness of the judicial system and the administration of courts.

CT 1.02 Program Description - This program will provide a full range of professional and staff training and education through:

1. A composite courts training program;
2. Provision of coordinative resources to enhance progress in staff development, skill improvement and professional development;
3. Establishment of advanced degree programs in specialized areas in graduate and law schools to provide practitioners with expanded criminal justice educational opportunities.

CT 1.03 Expected Results and Accomplishments - The hoped-for results of this program are:

1. Skills of judicial area personnel will be improved through innovative training delivery methodologies.
2. Provide a more efficient organization and delivery of services and a better understanding of the role of judicial area personnel in the system.
3. Increased conviction rates for specific types of cases for prosecutors trained in specialized areas.
4. Improve the competence and skills of court-related personnel.
5. Improve the quality of decisions related to the actual processing and disposition of cases.

CT 1.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 1.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 1.06 - Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum the following data elements:

1. Group leader/participant ratio.
2. Number of attendees/all personnel eligible to attend (ratio).
3. Percent of participant satisfaction determined by evaluation.
4. Percent of attendees' superiors noting improved performance/skills after attendance.
5. Improvement of judicial and courtroom skills of participants.
6. Documentation of need for training in subject area.
7. Amount of updating of training plans.
8. Empirical data indicating improvement of judicial process/system.
9. Other quantifiable measures of project progress in meeting measurable objectives.
10. Progress made in complying with the intent of related standards and goals.
11. Documentation supporting need for continuing/different training in subsequent year's funding.
12. Offense specific conviction rates for those prosecutors receiving specialized training in that area (re: CT 1.03 Anticipated Results Sought).
13. Number of training sessions held, number of trainees per session, and number of trainees absent from each training session.
14. Copies of all training materials including course outlines, class schedules, and list of learning materials.
15. Number and description of operational changes that have directly resulted from training projects.

CT 1.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 1.08 Examples of Types of Projects

1. Composite judicial area training program.
2. Training program expense reimbursement.
3. Training coordination.
4. Advanced degree programs.
5. Sentencing institutes.
6. Local orientation or in-service training.

CT 1.10 Related Standards

- CT 6.05 - Judicial Education
- CT 10.15 - Training and Education of Defenders
- CT 9.05 - Education of Professional Personnel
- CT 9.02 - Professional Standards for Assistant Prosecutors
- CT 9.04 - Statewide Organization of Prosecutors

Note: CT 1.09 was omitted because of no Exemplary/Promising projects.

CT 2 IMPROVED MANAGEMENT AND ADMINISTRATION

CT 2.01 Program Objective - The objective of this program is to effectively manage the resources of the judicial system and the processing of cases and individuals through the criminal justice system to improve the system's performance and reduce crime. Management should be the responsibility of professionals trained in administrative practices; uniformity, coordination and necessary reorganization are lacking; advanced technology and automation should always be applied where appropriate; specialized professional (non-legal) and paraprofessional resources should be effectively utilized; and judicial facilities should be constructed with careful consideration of court needs, and utilized efficiently recognizing the multiple purposes of judicial agencies.

CT 2.02 Program Description - This program will demonstrate that judicial resources can be more effectively managed through:

1. A system of professional court administrators.
2. Use of defense and prosecution management coordination units.
3. Promotion of advanced technology and automation in the court process.

CT 2.03 Expected Results and Accomplishments - The hoped-for results of this program are:

1. A reduction in the fragmented and duplicative approach to offender processing.
2. New and improved techniques and methodologies for structuring and operating judicial projects.
3. Facilitation of case flow in a more efficient and effective manner.
4. Improvement of juror utilization resulting in cost and time savings.
5. Improved scheduling of cases.
6. More uniformity, coordination and necessary reorganization to increase efficiency in the court system.
7. Implementation of a uniform affidavit and insolvency form.
8. Reduce disparities in public defender policies, funding and caseloads.

9. Maintain and improve the high level of public defender legal representation.
10. Improve the quality and uniformity of state attorney and public defender personnel through improvement of personnel policies and standards.
11. Improvement of procedures related to the processing of juvenile court cases.
12. Improvement of the efficiency of the juvenile justice process.
13. Improvement of the quality of decisions made with respect to juvenile cases.

CT 2.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 2.05 Types of Agencies, Groups, etc. Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 2.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. Comparison of case-processing time before/after administrative enhancements.
- *2. Comparison of juror utilization and associated costs before/after administrative enhancements.
- **3. Assessment by users of data provided by coordination units and by receivers of assistance provided by units of satisfaction with data and services of units.
4. Compare accuracy of case scheduling before/after improvements.
5. Number and description of workshops held.
6. Number and characteristics of individuals trained.
7. Number of publications distributed, liaison contacts, change in personnel performance before/after management training.

*This element is necessary only for juror-witness studies.

**This element is necessary only for coordination units.

8. Other quantifiable measures of project progress in meeting measurable objectives.
9. Progress made in complying with the intent of related standards and goals.
10. Cost savings that have occurred as a result of increased organizational efficiency.
11. Description of any organizational/procedural changes that have resulted from project efforts.

CT 2.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 2.08 Examples of Types of Projects

1. Court administrators.
2. Videotape equipment for recording testimony and evidence.
3. Witness coordination
4. Juror management, efficiency and orientation programs.
5. Coordination offices - public defender/state attorney.
6. Court reporting equipment.
7. Records management studies for court clerks, etc.
8. Management and efficiency studies directed at case scheduling and case control

CT 2.09 Exemplary Promising Projects

1. Prosecutor Management Information System, Washington, D.C.
2. Creighton Legal Information Center, Lincoln, NB
3. One Day, One Trial Jury Management System, Detroit, MI

CT 2.10 Related Standards

- CT 8.01 - State Court Administrator
- CT 9.04 - Statewide Organization of Prosecutors
- CT 9.07 - Development and Review of Prosecutor Office Policies
- CT 9.03 - Supporting Staff and Facilities of Prosecutors
- CT 10.12 - Workload of Public Defenders
- CT 9.06 - Case File Procedures and Statistical Systems
- CT 8.02 - Chief Judge and Administrative Policy
- CT 5.02 - Professional Staff
- CT 8.03 - Circuit Court Administrator
- CT 10.14 - Supporting Personnel and Staff for Public Defenders

CT 3 COMMUNITY INVOLVEMENT AND AWARENESS

CT 3.01 Program Objective - The objective of this program is to develop court/community relations, encourage efforts which instill a proper public respect for the criminal justice process and promote direct community involvement in appropriate judicial system operations.

CT 3.02 Program Description - This program will develop court/community relations and promote community involvement through:

1. Establishment of information officers to provide needed information concerning the court process and case flow to agencies, citizens involved in the court process and the public.
2. Establishment of coordination councils in all judicial circuits to promote interchange between criminal justice officials and the public.
3. Establishment of court information service facilities to provide case information.
4. Establishment of programs involving minority recruitment and representation in the judicial area.
5. Use of volunteer support in the court system.
6. Provision of public education programs for juveniles and adults.

CT 3.03 Expected Results and Accomplishments - The hoped-for results of this program are:

1. An increase in the ability of state and local governments to launch and sustain effective community involvement and awareness programs.
2. Enhancement of community support and public respect for the judicial process.
3. An increase in the sharing of information between agencies and with the public.
4. An increase in the understanding of the judicial system by the public and subsequent public scrutiny.
5. Minority recruitment programs.
6. To increase the substantive knowledge of youth-serving personnel regarding juveniles and the law.
7. To develop model school law-education programs in each county school system.

CT 3.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 3.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 3.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:

- *1. Document cost-savings from use of volunteer personnel.
2. Document contacts with public and other criminal justice agencies.
- **3. Pre- and post-assessment of public awareness and perceptions following implementation of public information-type projects.
4. Other quantifiable measures of project progress in meeting measurable objectives.
5. Progress made in complying with the intent of related standards and goals.
- *** 6. Number of people receiving law-related education before/after implementation.
- *** 7. Incidents of violent offenses and juvenile arrests before/after project implementation.
- * 8. Number and characteristics of volunteers.
9. Change in juror/witness utilization.
10. Change in the degree of witness cooperation.

*These elements are necessary only for volunteer projects.

**This element is necessary only for public information projects.

***These elements are necessary only for public education programs for adults or juveniles.

CT 3.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 3.08 Examples of Types of Projects

1. Court information officers
2. Volunteer programs.
3. Court watchers
4. Public education programs for adults or juveniles.

CT 3.10 Related Standards

- CT 8.04 - Coordinating Councils
- CR 10.05 - Utilization of Volunteers
- CT 11.02 - Court Information and Service Facilities
- CT 11.03 - Representativeness of Court Personnel
- CT 3.16 - Citizen Dispute Settlement

Note: CT 3.09 was omitted because of no Exemplary/Promising projects.

CT 4 RESEARCH, DEVELOPMENT, EVALUATION, PLANNING

CT 4.01 Program Objective - The objective of this program is to encourage participation of judicial officials in the planning process and promote establishment of expertise in planning, evaluation and research in order to disseminate information to determine needs and utilize resources effectively.

CT 4.02 Program Description - This program will promote planning, evaluation and research through:

1. Special research studies.
2. Establishment of professional planning, research and evaluation units within judicial agencies.

CT 4.03 Expected Results and Accomplishments - The hoped-for results of this program area are:

1. Enhanced coordination of actions within the judicial system and increased utilization of planning and research expertise to direct resource development and process judicial workloads.
2. A reduction in the fragmented and duplicative approach to judicial system problems.
3. Development of new and improved techniques and methodologies for structuring and operating court projects.
4. Identification of projects and programs which are successful and replicable and those which are unsuccessful.
5. Promote efficient and effective utilization of state revenue and trust fund resources for the maintenance and improvement of the court system.
6. Insure the compatibility of changes originating outside the court system with planned court system operations and activities through cooperative planning efforts and execution of impact analyses.

CT 4.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 4.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 4.06 Evaluation Indicators - In order to gauge the success of this program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. Record administrative activities associated with federal grants.
2. Document interagency planning activities.
3. Documentation of planning models; list of planning recommendations.
4. Assessment by users of data provided by unit and by receivers of assistance provided by unit, of satisfaction with data and services of unit.
5. Other quantifiable measures of project progress in meeting measurable objectives.
6. Progress made in complying with the intent of related standards and goals.
7. Measure attitudes of participants by sets of interests and post-tests.
8. Maintain detailed demographic information on all subjects.

CT 4.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.

6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 4.08 Examples of Types of Projects

1. Special research studies
2. Agency planning units
3. Professional research, planning, evaluation staff

CT 4.09 Exemplary/Promising Projects

None

CT 4.10 Related Standards

- CT 5.02 - Professional Staff
- CT 5.03 - Dispositional Time in Appellate Courts
- CT 8.01 - State Court Administrator
- CT 11.04 - Participation in Criminal Justice Planning
- CT 10.12 - Workloads of Public Defenders
- CT 9.06 - Case File Procedures and Statistical Systems
- CT 11.05 - Production of Witnesses
- Rec. CT 5.01 - Study of Delay in the Appellate Process

CT 4.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below:

Funds under this program area cannot be used for special projects that will supplement or supplant planning activities funded under the regular Part B funds of the Crime Control Act. See LEAA Legal Opinions No. 74-22, 77-17 and 77-19.

CT 5 PRETRIAL RELEASE, SCREENING, DIVERSION

CT 5.01 Program Objective - The objective of this program is to screen individuals out of the criminal justice system, divert them to more appropriate programs of action and release from secure custody the maximum number of individuals eligible for pretrial and pre-sentence release, in order to safeguard the rights of the accused and assure swift punishment of the guilty.

CT 5.02 Program Description - This program will assure the proper safeguard of the rights of the accused and to maximize effectiveness of the judicial process.

1. Rationally and uniformly screen individuals out of the criminal justice system or divert them to other programs of action, where such actions are more appropriate than continuation of formal proceedings and likely to result in better use of resources and rehabilitative action.
2. Programs assuring that the maximum number of accused individuals are released from secure custody after arrest, consistent with public safety considerations and the likelihood of further appearances by the accused at official proceedings.

CT 5.03 Expected Results and Accomplishments - the hoped-for results of this program include:

1. Cost savings resulting from presence of fewer pretrial detainees in secure custody.
2. Cost savings in the area of judicial resources through use of diversion, intervention and screening projects which are more efficient than use of judicial resources.
3. Units should be established to review warrant applications, which should cause a greater percentage of arrests to result in charges being filed by state attorneys.
4. Reduce time required to officially act upon citizen complaints through citizen dispute settlement programs and consequently, greater satisfaction by citizens served due to timeliness and manner in which the cases are handled.
5. Reduce the number of minor criminal cases before the court system through diversion, screening and intervention programs.
6. More prosecutor time to handle more serious offenses which should result in increased prosecution and convictions.
7. Expand the number of dispute resolution alternatives available for minor cases or disputes.
8. Reduce the crime rate by providing rehabilitative instead of punitive programs for selected public defender clients.

CT 5.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 5.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 5.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. Compare time required to process complaints before/after implementation.
2. Compare number of cases before/after implementation.
3. Document number of clients handled.
4. Document number of reports, recommendations.
- * 5. Document number of verification contacts for pretrial release decisions.
- ** 6. Compare hours spent by attorneys on social referrals before/after.
7. Pre- and post-assessment of prosecutor's workload on more serious cases and also prosecutions and convictions.
- *** 8. Data on percentage of cases handled by citizen dispute settlement programs which result in participant satisfaction.
9. Other quantifiable measures of project progress in meeting measurable objectives.
10. Progress made in complying with the intent of related standards and goals.
11. Maintain records on each client served and outcome.
12. Check with probation officer at end of period for each client.
13. A percentage comparison by offense (by misdemeanor/felony & by showup rate of those released on bail bond, with those released on ROR and 12 months before project implementation and 12 months after supervised release implementation.

- *** 14. Monitor jail/detention facility population before, during and period after implementation.
- *** 15. Comparison of those who were on ROR and supervised release to those detained prior to trial as to final disposition of cases.

CT 5.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

*These elements are necessary only for pretrial release/bail/ROR projects.

**These elements are necessary for projects affecting attorney time.

***These elements are necessary only for citizen dispute settlement projects.

CT 5.08 Examples of Types of Projects

1. Citizen dispute settlement.
2. Prosecution case screening.
3. Other dispute resolution alternatives to court processing.
4. Warrant application review.
5. Bail/ROR projects.

CT 5.09 Exemplary/Promising Projects

Night Prosecutor Program, Columbus, Ohio

CT 5.10 Related Standards

- CT 1.01 - Guidelines for Screening
- CT 1.02 - Guidelines for Pretrial Intervention
- CT 3.16 - Citizen Dispute Settlement Program
- CT 3.03 - Pretrial Release
- CT 3.04 - Nonappearance after Pretrial Release

CT 5.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below:

Distinguishing this program area from corrections program area CR 1 PRETRIAL SERVICES: Where there is apparent overlap in the function of a project between this Courts program area and Corrections program area, CR 1, places the project in the program area according to the project's managing or controlling agency.

CT 6 SPECIALIZED SERVICES, CRIME SPECIFIC, ORGANIZED CRIME

CT 6.01 Program Objective - The objective of this program is to develop and implement specially-structured and specially-targeted organized crime and special crime control and judicial system projects to combat special crime and judicial system problems.

CT 6.02 Program Description - This program will demonstrate the organized criminal activity and special crime and judicial system problems can be more clearly identified and subsequently measurably reduced through the development and implementation of specially-structured and specifically-targeted state and local organized crime and special crime and judicial system control projects. State and local governments can strengthen their criminal justice efforts through:

1. Organizing special organized crime and special crime control prosecution units.
2. Organizing special units to eliminate special judicial system problems.

CT 6.03 Expected Results and Accomplishments - The hoped-for results of this program are:

1. An increase in the ability of state and local governments to launch and sustain an effective organized crime and special crime control program.
2. A reduction in the fragmented and duplicative approach to organized crime and special crime investigation and prosecution.
3. An increase in the sharing of information between agencies.
4. New and improved techniques and methodologies for structuring and operating organized and special crime control projects.
5. An increase in prosecutions and conviction rates for organized and special crime problems.
6. An increase in the identification and understanding of the scope and seriousness of organized and special crime and judicial system problems.

CT 6.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 6.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 6.06 Evaluation Indicators - In order to gauge the success of this program, projects in this program area will be expected to collect, at a minimum, the following data elements.

1. Compare prosecution rates for target group before/after special unit operational.
2. Compare conviction rates for target groups before/after special unit operational.
3. Compare sentence information for target groups before/after special unit operational.
4. Compare time intervals (between investigation/arrest/prosecution/disposition/sentence) for target groups before/after special unit operational.
5. Identify alleged offenders to be prosecuted.
6. Identify target cases where plea negotiation is utilized/not utilized.
7. List contacts/cooperation with other criminal justice agencies and describe.
8. Substantiate exchange of intelligence information with other criminal justice agencies.
9. Other quantifiable measures of project progress in meeting measurable objectives.
10. Progress made in complying with the intent of related goals.
11. List number of complaints, inquiries, requests for assistance received, initiated, activated and closed by the units.
12. Monitor increase/decrease of target offenses and estimate impact (\$ saved, number victims, etc.)

CT 6.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.

4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 6.08 Examples of Types of Projects

1. Organized crime prosecution
2. White collar crimes
3. Real estate fraud
4. Securities fraud
5. Sex offenses
6. Repeat offenders
7. Consumer fraud

CT 6.09 Exemplary/Promising Projects

1. San Diego County Fraud Division, San Diego, California
2. King County Fraud Division, Seattle, Washington
3. Major Offense Bureau, Bronx, New York
4. Rape/Sexual Assault Care Center, Polk County, Iowa

CT 6.10 Related Standards

- LE 9.13 - White Collar Crime Investigation
OC 4.04 - Funding and Manpower Allocation

CT 7 PERSONNEL, INTERNS

CT 7.01 Program Objective - The objective of this program is to conserve courts resources through the use of law student interns and other professional and paraprofessional resources.

CT 7.02 Program Description - This program will utilize specialized professional and paraprofessional resources to conserve judicial and legal resources and more efficiently address judicial problem areas, including the use of law-student interns in criminal justice agencies to provide competent additional legal assistance in addition to gaining practical public service legal experience for attorneys about to enter the legal profession.

CT 7.03 Expected Results and Accomplishments - The hoped-for results of this program are:

1. Reduction of time required to file charges on behalf of the state attorney.
2. Cost-savings through the use of paraprofessional units.
3. Better resource utilization through use of professional and paraprofessional units.
4. Encouragement of a broader range of attorneys to enter public service careers through intern programs.
5. Increased conviction rates for serious cases due to greater time commitment by prosecutors to said cases.
6. Increase the overall efficiency of the public defender's office by relieving attorneys of need to deal directly with client social problems.
7. Increase the efficiency of judicial operations and case flow by facilitating processing of mentally-ill defendants.
8. Increase the availability of out-patient psychiatric services for mentally-ill defendants.

CT 7.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 7.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 7.06 Evaluation Indicators - In order to gauge the success of this program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. Record attorney/judge time devoted to project duties before/after implementation.
2. Compare performance of attorney/judge duties/skills before/after implementation.
3. Compare conviction rates before/after implementation.
4. Compare cost for services before/after implementation.
5. Record times between key events before/after implementation.
6. Record charges modified after filing before/after implementation.
7. Compare turnover rate for attorneys before/after implementation.
8. Document number of complaints received.
9. Document number of complaints referred; followup.
10. Document number of calls/contacts.
11. Percent of graduates accepting full-time positions in criminal justice agencies.
- * 12. Percent of agencies with favorable opinion of intern performance and intern programs.
- * 13. Percent of interns favorable to experience.
14. Hours worked by type of work.
15. Credit earned.
16. Number of students.
17. Hours, nature of supervision.
18. Empirical data indicating problem areas.
19. Training/education materials used.
20. Other quantifiable measures of project progress.
21. Progress made in complying with the intent of related standards and goals.
- ** 22. Determine that qualified social workers are employed for such positions.
23. Survey judges to determine assistance of program
- ** 24. Maintain lists of rehabilitative plans developed and followup dispositions of defendants.
25. Record times spent in jail by defendants and when requests for treatment are made by defendants.
26. Record number of defendants matched with treatment facilities.
27. Determine recidivism rates of court-ordered outpatients.

*These elements are required for intern projects only.

**These elements are required for social assistance projects only.

CT 7.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 7.08 - Examples of Types of Projects

1. Paraprofessional complaint screening unit.
2. Law student interns.

CT 7.09 Exemplary/Promising Projects

None

CT 7.10 Related Standards

- CT 10.14 - Supporting Personnel and Facilities for Public Defenders
- CT 9.03 - Supporting Staff & Facilities of Prosecutors
- CT 6.05 - Judicial Education
- CT 9.02 - Professional Standards for Assistant Prosecutors
- CT 10.15 - Training and Education of Defenders
- CT 9.05 - Education of Professional Personnel

CT 8 ADJUDICATIVE PROCESS

CT 8.01 Program Objective - The objective of this program is to process defendants through the judicial system in a timely manner in order to preserve rights and assure swift punishment of the guilty.

CT 8.02 Program Description - This program will process criminal defendants in a timely manner through the judicial system in order to preserve constitutional rights of the accused and to assure swift punishment for the guilty, including:

1. Assuring intelligent processing of individuals through the plea decision stage.
2. Establishing appropriate sentencing practices to guard against disparity.

CT 8.03 Expected Results and Accomplishments - The hoped-for results of this program include:

1. Elimination of unjustified sentence disparity.
2. Enhancement of sentence alternatives available.
3. Reduction of time required to process defendants through the judicial system.
4. Develop fair and uniform plea discussion policies.
5. An improvement in the quality and comprehensiveness of information available to judges for sentencing decisions.
6. Improve the skills of sentencing judges.
7. Effective evaluation of proposed legislation in terms of potential impact on sentencing processes.

CT 8.04 Target Group to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.

CT 8.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include court agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 8.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements:

1. Comparison of time intervals to process cases before/after.
2. Assessment of sentencing disparity before/after.
3. Number of pleas, negotiated pleas, before/after.
4. Assessment and follow-up on cases which have negotiated pleas compared with those which do not.
5. Assess quality of PSI reports before/after.
6. Number of appealed cases before/after project.
7. Number of appeals upheld before/after project.
8. Assess judge's attitudes toward changes in sentencing policies.

CT 8.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 8.08 Examples of Types of Projects

1. Assessment of plea bargaining
2. Sentencing
3. Speedy trial/trial court delay
4. Evaluation of Family Court operations

CT 8.09 Exemplary/Promising Projects

1. D.C. Public Defender Service, Washington, D.C.

CT 8.10 Related Standards

- CT 2.01 - Plea Discussions and Agreements
- CT 2.02 - Written Plea Negotiation Policies and Practices
- CT 4.02 - Sentencing Alternatives
- CT 3.01 - Trial Time Frame for Prompt Processing of Criminal Cases
- CT 4.07 - Sentencing Institutes
- CT 4.03 - Sentencing Councils
- CT 4.01 - The Court's Role in Sentencing
- Rec. CT 3.03 - Study of Florida's Existing Speedy Trial Rule

CT 9 APPELLATE PROCESS

CT 9.01 Program Objective - The objective of this program is to assure swift, complete appellate review of cases to preserve rights and assure speedy justice.

CT 9.02 Program Description - This program will assure swift, complete appellate review of convictions, accomplished with adequate resources, to guard against trial court error and protect rights of the defendant.

CT 9.03 Expected Results and Accomplishments - The hoped-for results of this program are:

1. Reduction in time required to process defendants through the appellate process.
2. Increasing amount of information available to defendants regarding appellate decisions.
3. Standardization and uniformity of court reporting techniques.
4. Enhancement of capabilities of defense, prosecution and judicial appellate resources.

CT 9.04 Target Group to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions involved in the appellate process.

CT 9.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.

CT 9.06 Evaluation Indicators - In order to gauge the success of this program, projects in the program area will be expected to collect, at a minimum, the following data elements:

1. Record time intervals between steps in the appellate process before/after project starts.
2. Compare agency caseloads before/after project implementation.
3. Progress in complying with the intent of related standards and goals.
4. Other quantifiable measures of project progress in meeting measurable objectives.

5. Number of decisions reversed before/after project.
6. Describe the number and type of appellate research efforts.
7. Describe the progress made towards standardization and uniformity of court reporting techniques.

CT 9.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 9.08 Examples of Types of Projects

1. Appellate legal research units
2. Appellate defense/prosecution units

CT 9.09 Exemplary/Promising Projects

None

CT 9.10 Related Standards

- CT 5.01 - Appellate Proceedings
- CT 5.03 - Dispositional Time in Appellate Courts
- CT 5.06 - Transcript Repository
- Rec. CT 5.01 - Study of Problems of Delay in the Appellate Process
- CT 10.14 - Supporting Personnel and Facilities for Public Defenders

CT 10 FACILITIES, ARCHITECTURE, SPACE UTILIZATION

- CT 10.01 Program Objective - The objective of this program is to promote consideration of court needs in the planning of judicial facilities in order to efficiently utilize physical space.
- CT 10.02 Program Description - This program will construct and plan for judicial facilities only after careful consideration of court needs, and utilize such facilities efficiently with multiple purposes of judicial agencies in mind.
- CT 10.03 Expected Results and Accomplishments - The hoped-for results include:
1. Facility planning and design based on careful consideration of judicial agency needs and purposes.
 2. Surveys of courthouse physical facilities to determine adequacy and efficiency of usage.
 3. Progress in complying with the intent of related standards and goals.
 4. Other quantifiable measures of project progress in meeting measurable objectives.
- CT 10.04 Target Groups to be Served - The primary recipients of these services include judges, state attorneys, public defenders, court administrators and clerks, law and criminal justice students and other related professional and staff positions.
- CT 10.05 Types of Agencies, Groups, etc, Eligible for Funding - Those eligible for funding in this program area include courts agencies, public and non-profit organizations or institutions, local government agencies and state government agencies.
- CT 10.06 Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect, at a minimum, the following data elements.
1. Assess cost savings obtained through use of expert architectural assistance.
 2. Survey key officials regarding satisfaction with facilities which have been designed in accord with standards.
 3. Assess greater workload efficiency for facilities which have been designed in accord with standards.
 4. Progress in complying with the intent of related standards and goals.

5. Other quantifiable measures of project progress in meeting measurable objectives.

CT 10.07 Monitoring Indicators - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the sub-grant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did, in fact, receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the recordkeeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CT 10.08 Examples of Types of Projects

1. Facility/architecture plans and studies

CT 10.09 Exemplary/Promising Projects

None

CT 10.11 Related Standards

- CT 9.03 - Supporting Staff and Facilities of Prosecutors
- CT 10.14 - Supporting Personnel and Facilities for Public Defenders
- CT 11.01 - Courthouse Physical Facilities
- CT 11.02 - Court Information and Service Facilities

CORRECTIONS

CONTINUED

2 OF 3

GLOSSARY

The following is a list of definitions for certain terms as they are used in this section:

CONTRACT PAROLE - A program designed to match the needs of individual offenders incarcerated in the state prison system with the available institutional and community resources in the form of an agreement plan. The plan specifies what the offender must do to utilize the available resources to effect his own rehabilitation. On the Commission's part, the plan would specify a parole release date. This release date is only actualized if the offender fulfills his part of the agreement.

DIVERSIONARY SERVICES - Programs provided to an adjudicated offender in lieu of incarceration (i.e Probation).

IN-SERVICE TRAINING - Training provided for personnel while they are employed, in such areas as: improving basic skills necessary for job performance, knowledge, regarding major issues affecting corrections, changing nature of their work, etc..

JOB PLACEMENT - Referral and/or actual placement, follow-up of a client for employment.

JOB TRAINING - Provision of actual services to provide basic/upgrade existing skills for employment of a client.

MANDATORY CONDITIONAL RELEASE - A program that provides supervision services for those inmates whose performance was not sufficiently favorable for a parole to be granted. Chapter 944 of the Florida Statutes provides that a prisoner who has served his term or terms, less allowable statutory gain time, shall upon release be deemed as if released on parole until the expiration of the maximum term or terms for which he was actually sentenced or such lesser time as may be determined by the Florida Parole and Probation Commission, provided the prisoner has earned at least 180 days gain time. The conditions of mandatory conditional release are essentially similar to parole conditions.

PRETRIAL INTERVENTION - Refers to formally acknowledged and organized efforts to utilize alternatives to initial or continued processing of the accused offender into the criminal justice system (prior to adjudication).

PRETRIAL INVESTIGATIONS - Investigation of an alleged offender with regard to such things as current employment status and employment history; present residence and length of stay; extent and nature of family relationship; general reputation and character references; present charges and penalties possible upon conviction; likelihood of guilt or weight of evidence against the accused; prior criminal record; prior record of compliance with or violation of pretrial release conditions; other facts relevant to likelihood that alleged offender will appear for trial.

RECIDIVISM RATE - Recidivism rate should be considered as the measure of (1) criminal acts that resulted in conviction by a court, when committed by individuals who are under correctional supervision or who have been released from correctional supervision within the previous three years, and by (2) technical violations of probation or parole in which a sentencing or paroling authority took action that resulted in an adverse change in the offender's legal status.

RELEASE ON OWN RECOGNIZANCE (ROR) - Accused offender is released without bond, promising to return when ordered by the Court.

RELEASE ON RECOGNIZANCE WITH SUPERVISION - Same as above, except that released accused offenders must be under supervision of an individual or agency designated by the Court.

CORRECTIONS

CR1 Pretrial Services*

CR1.101 Program Objectives - The objective of this program is to divert alleged offenders from unnecessary jail detention while awaiting trial.

Subprogram Area 1: Alternatives to Detention -

CR1.102 Subprogram Description - This program will attack the prison overcrowding problem at the first critical decision point of the client flow process by:

1. Providing prejailing and pretrial investigations for all alleged felony and misdemeanor offenders.
2. Making available a release on own recognizance program (ROR) for those who are a good risk for showing up for trial without putting up bond.
3. Providing a limited degree of supervision for other alleged offenders who could be released on their own recognizance (ROR) with a minimum risk of their not showing for trial (Supervised Release).
4. Having written criteria for determination of eligibility for ROR and supervised release.

CR1.103 Subprogram Anticipated Results

1. Significant decrease in the number of alleged offenders who are jailed prior to their trials.
2. Decrease in the use of bail bond as the primary consideration for the pretrial release of an alleged offender, and an increase in ROR.
3. Improved pretrial investigations which will enable the courts to make better judgments in regards to the necessity of detaining an alleged offender.
4. Comparative follow-up analysis of offenders served by pretrial release programs versus those serving jail prior to trial to determine comparative crimes committed after release.

*Note: This program area is divided into two subprogram areas.

5. Pre- and post- assessment of offenders handled in pretrial release programs to determine percentages appearing for trial.

- CRI.104 Subprogram Target Group to be Served - Prejailing investigations should be provided for all alleged offenders both misdemeanants and felons. Supervised Release and ROR should be made available for all alleged offenders who the court (or person/agency designated to make the determination) decides, after examining an investigation report, are a good risk for returning for trial without confinement.
- CRI.105 Subprogram Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include the state correction agency, local correction agencies, courts, local law enforcement or any public or private entities providing investigations and/or supervision of alleged offenders.
- CRI.106 Subprogram Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect at a minimum the following data elements:
1. A percentage comparison by offense (by misdemeanor/felony) and by show-up rate of those released on bail bond, with those released on ROR, and 12 months before project implementation and 12 months after supervised release implementation.
 2. Monitor jail/detention facility population before, during, and after implementation.
 3. Number of background investigations.
 4. Determine the number and percentage of alleged offenders that are released on ROR or supervised release to the total of pretrial investigations.
 5. Comparison of those who were on ROR and supervised release to those detained prior to trial as to final dispositions of cases.
 6. Other quantifiable measures of project progress in meeting measurable objectives.
 7. Progress made in complying with the intent of related standards and goals.

CRI.107 Monitoring Indicators- Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CRI.108 Subprogram Types of Projects

1. Release on recognizance projects which upon intake do background investigations and make recommendations.
2. Supervised release programs which provide a minimum degree of supervision and services to an alleged offender until court appearance.

CR1.109 Subprogram Exemplary Projects

1. Community-Based Corrections Program, Polk County (Des Moines), Iowa.

CR1.110 Subprogram Related Standards

- CR2.01 - Comprehensive Pretrial Process Planning
- CR2.04 - Procedures Relating to Pretrial Release and Detention Decisions
- CR2.05 - Organization of Pretrial Services
- CR7.05 - Probation in Release on Recognizance Programs

CR1.111 Special Requirement

Distinguishing this program area from Courts program area CT.5 (Pretrial Release, Screening, Diversion: Where there is apparent overlap in the function of a project between this corrections program area CT.5, place the project in the program area according to the project's managing or controlling agency.

CR1 Pretrial ServicesSubprogram Area 2: Pretrial Intervention

CR1.202 Subprogram Description - This program will attack the prison overcrowding problem at the first critical decision point of the client flow process by:

1. Providing pretrial preliminary investigations for all prospective offenders.
2. Provide intensive background investigations for all offenders who appear to be eligible for pretrial intervention programs under Florida Statute 944.025.
3. Diverting eligible offenders into intervention programs which will provide appropriate counseling, education, supervision, and medical and psychological treatment.
4. Collecting restitution from pretrial intervention program participants.
5. Assisting alleged offenders who have successfully completed the pretrial intervention program in obtaining a dismissal of charges.

CR1.203 Subprogram Expected Results and Accomplishments

1. A decrease in the number of offenders entering the court system that are eligible for intervention programs.
2. An expanded use of pretrial intervention which will lead to more services for alleged offenders, and victim restitution.

- CR1.204 Subprogram Target Group to be Served - The primary recipients of these services include those eligible under Florida Statute 944.025. Eligibility criteria may expand as the statute is amended.
- CR1.205 Subprogram Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include the state office, court administrator's office, any public or private entities providing investigations and supervision of alleged offenders.
- CR1.206 Subprogram Evaluation Indicators - In order to gauge the success of the program, projects in this program area will be expected to collect at a minimum the following data elements:
1. A percentage and number comparison of the pretrial investigations completed 12 months before project implementation and 12 months after.
 2. Recidivism rate of pretrial intervention program participants, 6 to 12 months after completion.
 3. A comparison of the victim restitution (numbers and dollar amounts) and successful settlements made without the offender being brought to court.
 4. Survey of judges to determine the influence of pretrial investigations and workers recommendations on the court's dispositions.
 5. Types and amount of services rendered to PTI participants
 6. Other quantifiable measures of project progress in meeting measurable objectives.
 7. Progress made in complying with the intent of related standards and goals.
- CR1.207 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:
1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
 2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.

3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR1.208 Subprogram Types of Projects

1. Statewide Pretrial Intervention Programs
2. County Pretrial Intervention Projects
3. Court Employment Project
4. Court Alternatives Program

CR1.209 Subprogram Exemplary Projects

1. Community-Based Corrections Program, Polk County (Des Moines), Iowa.

CR1.210 Related Standards*

- CR2.03 - Pretrial Diversion
- CR4.02 - Marshaling and Coordinating Community Resources
- CT1.02 - Guidelines for Pretrial Intervention

*Note: The Pretrial Diversion subcommittee of the Corrections Task Force has drafted programmatic standards for pretrial intervention. These standards will be available as guidelines once they are approved by the Governor's Commission on Criminal Justice Standards and Goals.

CR2 Diversiónary Services

CR2.01 Program Objectives - The objective of this program is to divert the convicted offender (both misdemeanor and felon) from incarceration in either jails or prisons, if it is determined that he can be treated in other community-based programs without serious threat to the community.

CR 2.02 Program Description - This program will attack the prison overcrowding problem at another key decision point of the client flow process, and can divert the offender from incarceration by:

1. Providing the courts with useful presentence investigations for misdemeanants and felons.
2. Making dispositional recommendations which offer viable and acceptable alternatives to jail sentences for the misdemeanor and prison sentences for the felon.
3. Assuring the availability of probation services for the misdemeanor as well as for the felon.
4. Referring to and purchasing services from private agencies which offer dispositional alternatives to institutional incarceration.
5. Expanding Probation and Restitution Houses (Multi-Phasic centers) to serve all 20 Florida Judicial Circuits.

CR2.03 Expected Results and Accomplishments

1. Assurance that misdemeanants will have the opportunity for probation as an alternative to incarceration.
2. Expansion and improvement of probation and restitution residential projects for those offenders who may not be good probation risks, but who do not necessarily require prison incarceration.
3. Expand DOR community services personnel (Probation Counselors) in order to provide more intensive supervision to probationers.
4. Improve effectiveness of probation supervision in order to encourage more extensive use of this alternative by the courts.
5. Extend technical assistance by DOR to Florida's counties in the implementation of diversionary services at the local level.
6. A reduction in recidivism rates of offenders served by diversionary program versus those not served by such programs.

- CR2.04 Target Group to be Served - The primary recipients of these services include; those convicted offenders (both misdemeanor and felon) who could benefit from treatment and services in the community without posing a threat to the community.
- CR2.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area include the Department of Offender Rehabilitation, local department of corrections, county probation departments and any public or private entity that can provide investigations, supervision, and services described above.
- CR2.06 Evaluation Indicators
- *1. Review DOR records indicating the extensiveness of technical assistance given Florida counties, re: implementation of local diversionary services.
 - *2. Survey of local jurisdictions receiving technical assistance from the DOR as to the quality of that assistance and perceived impact on the system.
 - **3. A percentage comparison of the numbers of offenders placed on alternative to incarceration program 12 months before implementation of project to 12 months after implementation.
 - **4. Compare recidivism rate for a minimum of one year after release for those placed on probation during 12-month period prior to project implementation with those placed on intensive probation under the new program.
 - **5. Compare average caseloads of probation officers during 12 months before implementation of project with 12 months after implementation.
 - **6. Compare recidivism rates of a comparison group who were not on probation and restitution residential projects or other diversionary projects with the experimental group.
 - **7. Client assessment of program effectiveness.
 - **8. Other quantifiable measures of project progress in meeting measurable objectives.
 - **9. Progress made in complying with the intent of related standards and goals.
 - **10. Number and percent of pre-sentence recommendations followed/not followed by the court.

*Applicable only to projects which include a technical assistance component from DOR.

**Minimum data to be collected by all projects, unless project can justify otherwise.

CR2.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks,
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR2.08 Examples of Types of Projects

Probation and Restitution Centers

Specialized Probation Caseloads

County Misdemeanant Probation Department

Volunteer Probation Counselor Program

CR2.09 Exemplary Projects - Volunteer Probation Counselor Program.

CR2.10 Related Standards

- CR4.01 - Development Plan for Community-based Alternatives to Confinement
- CR7.04 - Probation Manpower
- CR7.03 - Misdemeanant Probation
- CR10.05 - Utilization of Volunteers

CR3 Diagnostic/Classification Services

CR3.01 Program Objective - The objective of this program is to improve the classification system at the state level, and to develop effective classification systems (which includes a complete diagnostic work-up at intake, and periodic reevaluation and reclassification of inmates progressing through the system) at the local level. Improved classification techniques should result in more effective programming which should reduce recidivism rates.

CR3.02 Program Description - This program will provide means of improving classification systems at the state and local level by:

1. Decentralizing intake, diagnostic, and classification centers, at the state level, to each of the five DOR regions,
2. Providing funds and staff which will enable local jails to dedicate trained staff for diagnostic/classification functions.
3. Purchasing services from local public or private agencies which have expertise and capabilities of doing physical, mental or social diagnostic work-ups,
4. Setting up training seminars for classification officer statewide and develop manual for dissemination and on-going training.

CR3.03 Expected Results and Accomplishments

1. Decentralize intake and diagnostic responsibility for state prisoners to the five DOR regions and to have reception centers in each region.
2. Employment of trained classification workers in county and major municipal jails.
3. Placement of convicted offenders into appropriate security conditions and treatment programs,
4. Increased client satisfaction and acceptance of particular program assignments as a result of increased classification capability.
5. Reduction in recidivism rates of offenders placed in treatment programs due to appropriate classification and assignment rather than based on overcrowding of the facility.
6. Produce certified correction officers trained in classification techniques and with the ability to train others,

CR3.04 Target Group to be Served - The primary recipients of these services include: all offenders committed to state or local correctional authorities. This includes offenders in local jails or community

programs and offenders in state prisons or facilities including community programs,

CR3.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area are state and local correctional agencies as well as public and private agencies which have expertise and capabilities of doing physical, mental or social diagnostic work-ups.

CR3.06 Evaluation Indicators

- **1. Compare the numbers of staff assigned to diagnostic classification tasks in local jails before project implementation with the numbers assigned six months after project implementation.
- **2. Review training materials and curriculum of training seminars used for increasing skills of classification officers in state and local agencies.
- **3. Review number of correction officers completing Classification Seminars.
- ***4. Compare length of stay, diagnostic work-ups and classification recommendations of DOR regional intake centers with the large central intake at Lake Butler.
- ****5. Assessment of recidivism rates of program for one year after classified individuals are released from supervision.
- ****6. Client assessment of programmatic assignments once the classification system was implemented.
- *7. Other quantifiable measures of project progress in meeting measurable objectives.
- *8. Progress made in complying with the intent of related standards and goals.
- ***/**9. Monitor number of diagnostic recommendations not implemented due to a lack of appropriate treatment options.

*Applicable to all projects in this program area,

**At a minimum projects related to training must address these indicators.

***Applicable to regional intake centers.

****Applicable to screening and classification programs.

CR3.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities;

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR3.08 Examples of Types of Projects

1. Regional Intake Centers
2. Drug and Alcohol Dependency Screening Program
3. Community Classification Teams
4. Statewide Workshops on Classification and Diagnostic Techniques
5. Local Jail Diagnostic/Classification Systems

CR3.09 Exemplary/Promising Projects

CR3.10 Related Standards

- CR3.01 - Comprehensive Classification Systems
- CR3.02 - Classification for Inmate Treatment
- CR3.03 - Community Classification Teams

CR4 Inmate Rehabilitation Services

CR4.01 Program Objective - The objective of this program is to expand and diversify treatment options available for the placement of new jail or prison intakes and for periodic advancement of those inmates making positive progress through the system,

CR4.02 Program Description - This program will address treatment options which will deal with the individual offender's needs, whether medical, psychological, social, educational or vocational, and reorient the offender to the legal requirements of functions as a free agent in a free society. Emphasis shall be placed on treatment in the community. This can be achieved by:

1. Developing and expanding new approaches in psychotherapy and counseling services at the state level, and start providing these services at the local level.
2. Providing residential and non-residential treatment programs for those offenders with special treatment needs; i.e., drug and alcohol abuse, mental retardation, youthful first offenders, etc.
3. Separating those offenders awaiting trial from those convicted misdemeanants serving sentences in local jails, in order to have programs concentrated on rehabilitative treatment of the sentenced offender,

CR4.03 Expected Results and Accomplishments

1. Availability of innovative psychotherapy and counseling programs for all those offenders needing such services in the state prison system,
2. Reduction in recidivism rates over time as a result of more intense and more effective rehabilitation services in state institutions.
3. Distinctive programs for treating the convicted offender in local jails separate from programs targeted at pretrial detainees.
4. Establishment of community-based capabilities at the local level in order to effect cost savings and to be able to support treatment programs.
5. Awareness of local decisionmakers of the treatment program needs for jails in each RPC/MPU,

CR4.04 Target Group to be Served - The primary recipients of those services include: all offenders under the jurisdiction of state or local correctional agencies.

CR4.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area are state and local

correctional agencies as well as public and private agencies which have expertise and capabilities of providing such services.

CR4.06 Evaluation Indicators - Minimum data to be collected by projects where applicable.

1. Comparison of recidivism rates over a three-year period of the project treatment clients with a control/comparison group. (State projects)
2. Compare the funds and manpower allocated for psychotherapy and formal counseling in the state prison system 12 months before and 12 months after program implementation.
3. Compare recidivism rates of all offenders released from the state system 12 months before project with the rate of all those released subsequent to participating in the expanded counseling program to see the impact the project had on the total system.
4. Survey local jails to determine if pretrial detainees are kept separate from convicted misdemeanants, and what modes of treatment are available to the misdemeanor serving sentences in local jails.
5. Other quantifiable measures of project progress in meeting measurable objectives.
6. Average cost/client/day compared to other treatment alternatives.
7. Progress made by complying with the intent of related standards.

CR4.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.

5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR 4.08 Examples of Types of Projects

Educational programs, remedial, GED, college, etc.

Vocational training projects

Career counseling projects

Social skills projects

Psychotherapy and counseling services

Intensive drug and alcohol treatment program

Inmate medical program

TASC

Halfway houses for substance abusers

CR4.09 Exemplary Projects

Ward Grievance Procedures (California)

TASC Programs (Dade County, Florida)

CR4.10 Related Standards - See Chapters 4 - Corrections and the Community, 5 - Local Adult Institutions, 6 - Major Institutions, Corrections segment of Standards and Goals report and in the Crime Prevention component Chapter 3 - Programs for Substance Abuse Treatment and Prevention.

CR4.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below;

- 1) Projects in this area cannot use funds to provide services that are considered to be basic needs as defined in Circular No. A87, Bureau of the Budget.

CR5 Parole Release, Supervision and Mandatory Conditional Release
Supervision

CR5.01 Program Objective - The objective of this program is to make increasing use of Parole Release and to intensify supervision of those released on Parole and Mandatory Conditional Release. Increase usage of contract parole should be emphasized. Strict parole guidelines should be employed. These programs are designed to reduce the number of parole revocation and rate of recidivism.

CR5.02 Program Description - This program will emphasize the use of parole as an alternative to lengthy incarceration. Programs should involve inmate input to a large degree. Programs should not have caseloads of more than 50 clients per counselor. Field services workers should specialize in supervising parolees and those offenders on mandatory conditional release.

CR5.03 Expected Results and Accomplishments

1. An increase in the number of offenders released on parole.
2. A decrease in the number of offenders whose parole is revoked.
3. More intensive supervision for those offenders on Mandatory Conditional Release, and a decrease in the number of MCRs recommitted to the Florida Prison System.
4. A decrease in the recidivism rates of those offenders placed under parole supervision.
5. An increased use of Contract Parole.

CR5.04 Target Group to be Served - Primary recipients of services provided in this program area will be all those offenders that have been sentenced to serve time under the supervision of the Department of Offender Rehabilitation and who are not be statute ruled ineligible for parole.

CR5.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding in this program area are the Department of Offender Rehabilitation and the Florida Parole and Probation Commission.

CR5.06 Evaluation Indicators - Minimum data to be collected where applicable.

1. Compare the percentage of parole releases during the 12 months before project implementation with the percentage of parole releases 12 months after project implementation.
2. Percentage comparison of the parolees and MCRs revoked during the 12-month period before implementation of the project with 12 months after implementation.

3. Survey parole supervisors to determine their assessment of their performance with their lower caseloads, and opportunity for giving more intense supervision.
4. Pre- and post-comparison of criminal activity, a minimum of 12 months after release for offenders served under a reduced caseload system and those released after higher caseload supervision.
5. Compare recidivism rates of those released on contract parole 12 months after released to those released on regular parole release and MCR.
6. Progress made in complying with the intent of related standards and goals.
7. Other quantifiable measures of project progress in meeting measurable objectives.

CR5.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities;

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR5.08 Examples of Types of Projects

Mutual participation programs

Specialized parole caseloads

Volunteer parole officers aid program

Residential parole facilities

CR5.09 Exemplary Projects - Parole officer aid program.CR5.10 Related Standards - See Chapter 8, Corrections segment of the Standards and Goals report.

- CR6 Post-Release Services for Those Ex-Offenders Who Have Served Out Their Maximum Sentences in Full
- CR6.01 Program Objective - The objective of this program is to develop and implement local community service projects designed to augment the institution's prerelease program.
- CR6.02 Program Description - This program will offer support services to assist the ex-offenders with their efforts at readapting to free society and reintegrating with the local community. This burden lies heaviest on the local community, but should be assisted by the state agency, and could be affected by:
1. Opening temporary residential and non-residential projects which would include employment counseling, job development, housing assistance, vocational and educational assistance, and social services for ex-offenders returning to local communities at the expiration of their sentences.
 2. Provide economic assistance such as credit unions, bonding services, financial counseling, etc.
- CR6.03 Expected Results and Accomplishments
1. Increased job placement for ex-offenders.
 2. Increased involvement of local citizenry to assist ex-offenders to successfully reintegrate into the local community.
 3. A reduction in the number of ex-offenders commission of new offenses after release from institutions.
- CR6.04 Target Group to be Served - Recipients of Services provided in this program area are all those offenders released after serving sentences in state or local correctional facilities.
- CR6.05 Types of Agencies, Groups, etc., Eligible for Funding - Those eligible for funding under this program area are public or private entities who have the capability of providing the needed services.
- CR6.06 Evaluation Indicators - In order to guage the success of the program, projects in this program area will be expected to collect at a minimum the following data elements:
1. Comparison of the number of post-release programs in regions throughout state in FY 1977-78 to FY 1978-79.
 2. Numbers and profiles of ex-offenders served,
 3. Numbers of job placements achieved for ex-offenders and average length of employment, average salary, average turn-over rate.

4. Average length of stay in post-release residential centers.
5. Numbers of local citizens involved in post-release programs.
6. Comparison of recidivism rates for those ex-offenders who participate in post-release programs with those who do not.
7. Other quantifiable measures of project progress in meeting measurable objectives.
8. Progress made in complying with the intent of related standards.

CR6.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR6.08 Examples of Projects

Community vocational training projects

Comprehensive counseling services

Educational tutoring

Job development

Short-term residential facilities

Volunteer assistance programs

CR6.09 Exemplary/Promising Projects

Greater Metropolitan Omaha Chapter Seventh Step Foundation, Inc.
(NB)

Wilder Community Offenders Group Counseling Project (MN)

Nepperhan Community Center Ex-Offenders Program (NY)

180 Degrees, Inc., Community Reentry Center (MN)

CR6.10 Related Standards

CR1.10 - Retention and Restoration of Rights

CR4.01 - Development Plan for Community-Based Alternatives to
Confinement

CR4.02 - Marshaling and Coordinating Community Resources

CR4.03 - Corrections Responsibility for Citizen Involvement

CR4.04 - Inmate Involvement in Community Programs

CR5.09 - Jail Release Programs

CR7 Total Systemization of Correctional Components

CR7.01 Program Objective - The objective of this program is to involve all correctional system components in total system planning and programming which could improve interjurisdictional and intra-jurisdictional coordination and cooperation of correctional agencies.

CR7.02 Program Description - Projects in this program area can partially achieve the program objective by:

1. Forming advisory corrections councils at the state and local level to coordinate policy and program decisionmaking, and to encourage cooperation between agencies of the various jurisdictions.
2. Providing technical assistance by the state, as needed from local jurisdictions in developing strategies and programs for the implementation of state imposed jail standards.
3. Separating local law enforcement function from the corrections function in all local jurisdictions.
4. Smaller jurisdiction establishing agreements on working arrangements with this jurisdiction to provide services which would prove more cost effective,

CR7.03 Expected Results and Accomplishments

1. A better coordination of policy decisions and programs activities in the statewide corrections system,
2. A separation of local law enforcement staff and program from the corrections staff and programs,
3. Greater interjurisdictional coordination of corrections programs at the local level,
4. Greater program effectiveness in reducing recidivism rates of offenders served by programs with trained corrections staff,
5. Development of program standards for local correctional facilities.
6. A technical assistance capability at the Department of Offender Rehabilitation to assist local governments in planning for, and achieving, minimum programmatic standards.

CR7.04 Target Group to be Served - The primary recipients of these services include state and local correctional agencies as well as local law enforcement agencies with jurisdiction over the local jails. Incarcerated offender will ultimately benefit from better coordination of agencies,

CR7.05 Types of Agencies, Groups, etc., Eligible for Fundings - Those eligible for funding in this program area include; state and local correctional agencies as well as local law enforcement agencies with jurisdiction over the local jails.

CR7.06 Evaluation Indicators - Minimum data to be collected where applicable,

1. Minutes recording meeting and activities of local corrections advisory councils.
2. Documentation of technical assistance to local jails for minimum standards implementation.
3. Administrative charts showing separation of local law enforcement function with corrections function where it has been achieved.
4. Comparison of pretrial services, classification, and treatment programs in those local jurisdictions before and after the law enforcement and corrections functions have been separated.
5. Documentation of programmatic standards and implementation there of for local facilities.
6. Documentation of increased coordination and cost savings by interjurisdictional coordination and/or consolidation of services at the local level.
7. Other quantifiable measures of project progress in meeting measurable objectives.
8. Progress made in complying with the intent of related standards and goals.

CR7.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.

5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR7.08 Examples of Types of Projects

Advisory Corrections Councils

DOR Inspection Unit

CR7.09 Exemplary/Promising Projects

CR7.10 Related Standards

CR2.01 - Comprehensive Pretrial Process Planning

CR4.01 - Development Plan for Community-based Alternatives to Confinement

CR5.01 - Total System Planning

CR5.02 - State Standards for Local Institutions

CR5.03 - State Inspection of Local Facilities

CR9.02 - Planning and Organization

CR8 Correctional Manpower and Staff Development

CR8.01 Program Objective - The objective of this program is to assess the manpower and staff development needs (including training and educational needs) of corrections personnel; then to design and implement projects to fulfill those needs,

CR8.02 Program Descriptions - Projects in this area can best meet the program objectives in this area by:

1. Expanding inservice training and continuing education for all corrections staff at the state and local levels.
2. Making special recruitment efforts to draw more women, minorities, paraprofessionals and ex-offenders into corrections careers.
3. Creating functional career ladders that will graphically outline the opportunities for vertical and lateral career mobility.
4. Making a training needs assessment for correctional workers at the state and local levels.
5. Upgrading competency qualifications for corrections staff positions, with corresponding salary adjustments.

CR8.03 Expected Results and Accomplishments

1. A completed, updated training and educational needs assessment for statewide corrections.
2. An increased use of student interns in state corrections agencies.
3. A defined and funded educational leave policy for state corrections agencies.
4. An increase in the numbers of women, minorities and ex-offenders employed by state and local correctional agencies.
5. More correctional manpower redistributed to community-based programs.
6. An increase in pre-service and in-service training programs for correctional personnel at both the local and state level.
7. Increased staff productivity in specific areas of training provided.
8. Greater job satisfaction by correctional employees.

CR8.04 Target Group to be Served - The primary recipients of these services include those men and women that are presently employed by local and state correctional agencies as well as those planning

on entering a career in the correctional system.

CR8.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this area include: state and local correctional agencies, also local law enforcement agencies which have jurisdiction over local jails.

CR8.06 Evaluation Indicators - The following pertain to all projects in this program area except where indicated:

1. Documentation of need of training in subject areas by needs assessment.
2. Comparison of the numbers of corrections workers from DOR enrolled in college and university courses before and after project commencement. (State project)
3. Numbers of interns used by state or local correctional agencies before and after project commencement.
4. Examination of work assignments made to interns in the agencies.
5. Comparison of women, minorities, ex-offenders and volunteers recruited for corrections agencies the 12 months before project implementation with 12 months after implementation.
6. Group leader/participant ratio for in-service training programs.
7. Ratio of the number of attendees to the number of personnel which were eligible to attend.
8. Degree of participant satisfaction determined by evaluation.
9. Other quantifiable measures of project progress in meeting measurable objectives.
10. Progress made in complying with the intent of related standards and goals.
11. Follow up assessment of improved job performance as a result of training.

CR8.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application - include copies of the various progress reports with the subgrant application to insure that the project is on schedule,
2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project,

3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR8.08 Examples of Types of Projects

Training seminars

Educational leave program

Continuing education project

Corrections Standard Council

CR8.09 Exemplary/Promising Projects

CR8.10 Related Standards

CR10.01 - Recruitment of Correctional Staff

CR10.02 - Recruitment of Minority Groups

CR10.03 - Employment of Women

CR10.08 - Redistribution of Correctional Manpower Resources to
Community-based Programs.

CR10.09 - Coordinated State Plan for Criminal Justice Education

CR10.10 - Intern and Work-Study Programs

CR10.11 - Staff Development

CR9 Corrections Research/Evaluation and Planning

CR9.01 Program Objectives - The objective of this program is to achieve a capability for evaluating the effectiveness of corrections projects and programs; also, to stimulate significant research related to corrections, concepts, and practices.

CR9.02 Program Description - The program objective in this area can be achieved by projects that can:

1. Expand program planning, evaluation and research capabilities within the adult corrections system (state and local) and encouraging more research relevant to the system's needs, by private and public agencies.
2. Establish useful Management Information Systems, with uniform data collecting and data retrieval capability, throughout the corrections subsystem.
3. Keep recidivism rates current in the Florida Prison System, using LEAA definition of recidivism as found in 4100.01F Guidelines.

CR9.03 Expected Results and Accomplishments

1. An improvement of program planning and evaluation in each major state and local correctional agency.
2. A provision of data to decision makers which will enable them to allocate limited resources most effectively for total system impact on reducing crime.
3. An updated recidivism study by the DOR, and a plan for keeping a current rate of recidivism.
4. An increased amount of research from the university system relative to current issues in corrections.
5. Greater utilization of planning and evaluation information by decisionmakers in the allocation of resources.
6. Increased information and identification of successful and non-successful program efforts.

CR9.04 Target Group to be Served - Ultimately the target group to be served by this program area are those offenders under the jurisdiction of state and local correctional systems. Better research will ultimately lead to better effectiveness of rehabilitation and reintegration programs. Key decisionmakers are a target group in this area, such as legislators, department heads, budget officials, et., to provide more information with which to make informed decisions.

- CR9.05 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in the program area include state and local correctional agencies in Florida.
- CR9.06 Evaluation Indicators - The following pertain to all projects in this program area, except where indicated:
1. Record activities associated with federal grants to distinguish Part B and C expenditures.
 2. Document inter-agency and intra-agency planning activities.
 3. Assessment of satisfaction by information users of data provided.
 4. Survey of research being done and studies completed (in both public and private universities) relative to corrections practice and concept.
 5. Assess design produced by DOR for keeping a current recidivism rate of all those offenders released by the system. (State project)
 6. Assess utilization of research, planning or evaluation information by decisionmakers in allocating resources.
 7. Other quantifiable measures of project progress in meeting measurable objectives.
 8. Progress made in complying with the intent of related standards and goals.
 9. Perceived impact of increased/improved information on the target population.
 10. Provide copies of all research studies, evaluation designs/reports, planning documents and other information generated through project activities.
- CR9.07 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:
1. Completion of task identified in application - includes copies of the various progress reports with the subgrant application to insure that the project is on schedule.
 2. Verification of service delivery - includes random personal checks with clients to insure that the clients did in fact receive the services which were supposed to have been delivered by the project.
 3. Procedures for recording statistical information - includes checks of the record keeping system of the project, comparing these with the results of the random personal checks.

4. Adequacy of staff reporting system - includes interviewing project staff to ascertain their awareness of reporting mechanisms.
5. Review staff training (if appropriate) - includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness - includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation - includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CR9.08 Examples of Types of Projects

DOR Bureau of Planning, Research, and Statistics

Management Information Systems

CR9.09 Exemplary/Promising Reports

CR9.10 Related Standards

- CR 2.01 - Comprehensive Pretrial Process Planning
- CR 4.01 - Development Plan for Community-based Alternatives to Confinement
- CR 5.01 - Total System Planning
- CR 11.01 - Research Strategy Plan for Corrections
- CR 11.03 - Staffing for Correctional Research and Information Systems
- CR 11.06 - Evaluating the Performance of the Correctional System

CR9.11 Specialized Requirements - Projects in this program area must adhere to the following special requirements indicated below:

- 1) Funds under this program area cannot be used for projects that will supplement or supplant planning activities funded under the regular Part B funds of the Crime Control Act and/or Juvenile Justice and Delinquency Prevention Act.

CRIMINAL JUSTICE SYSTEMS

GLOSSARY

Impact: The force of impression or operation of one thing or another, i.e., the impact of crime on public opinion.

Input: Something which is put in, i.e., arrest figures are the major type of input figures for the criminal justice system (see "output" for further explanation).

Offender: A convicted violator of the law.

Output: An amount produced. Insofar as arrests are concerned, they are the output of law enforcement agencies. Consequently, the relationship between input and output can be stated in the following manner: The amount of something produced by any component is that component's output. However, if that output is the source of a component's operation or processing, it becomes the latter's input. One agency's output can be another's input.

Service Delivery System: A regularly interacting or interdependent group of subcomponents which form a uniform whole, for the purpose of providing a service needed by the criminal justice system. For instance, the service of adjudicating adult offenders is handled by the Adult Judicial System (which is a component of the criminal justice system).

Standardization: The act or process of bringing into conformity i.e. the standardization of (information systems) data elements.

System: A body considered as a whole, performing one or more required functions.

System Output: An amount which measures products of systems.

CJS 1. RESEARCH, PLANNING AND EVALUATION

CJS 1.1 Program Objective - The objective of this program is to satisfy the data needs of decisionmakers within while at the same time developing coordinative mechanisms between criminal justice agencies.

CJS 1.2 Program Description - This program will develop data producing capabilities to satisfy the identified data needs of various decisionmakers, to develop coordinative mechanisms for service delivery mechanisms, and to develop standards for the sharing of criminal justice information.

CJS 1.3 Expected Results and Accomplishments

1. The standardization of information sharing processes of criminal justice agencies.
2. An increase in coordination between Bureau of Criminal Justice Planning and Assistance and Board of Regents in the development of criminal justice research projects in Florida along with the results and dissemination of same.
3. A development of standards in the area of research, evaluation, planning and information systems.
4. An increase in the coordination of service delivery agencies.
5. An increase in the research and evaluation capabilities of RPC's and MPU's
6. Development of agency evaluative models.
7. An increased capability to analyze the flow of offenders through the criminal justice system.

CJS 1.4 Target Group to be Served - The primary recipients of the services of projects in this area will be criminal justice agencies (state and/or local).

CJS 1.5 Types of Agencies, Groups, Etc., Eligible for Funding -

Those eligible for funding in this area include state and local units of governments.

CJS 1.6 Evaluation Indicators - Because of the different types of projects which have been included in this program area, it is necessary to use different designs for each type of project. The following is the project typology developed for this program area:

1. Research/evaluation capability improvement projects.
2. Research/evaluation projects.
3. Planning capability improvement projects.
4. Service delivery inventory projects.
5. Service delivery coordination projects.
6. Research coordination projects.
7. Feasibility study of provision of victimology data by state agencies.

The following factors will be used to assess the effectiveness and efficiency of the projects within this area:

1. Research/evaluation capability improvement projects
 - a. Responsibility for research/evaluative designs for all projects.
 - b. Number of intensive project evaluations completed.
 - c. Number of program evaluations completed (state only).
 - d. Number of agency impact models developed and tested.
 - e. Determination of the utilization of research/evaluation data in the decisionmaking process.
 - f. Specification of the methodology to be used in each evaluation, including:
 - 1) Identifying the objective or purpose of the evaluation.
 - 2) Identifying the evaluation priorities.
 - 3) Clarifying the objectives of the project.
 - 4) Checking the feasibility of the evaluation.
 - 5) Specifying the study design.

- 6) Selecting the evaluation criteria.
 - 7) Specifying the evaluation standards (need, demand, expectations, plan policy statement, past performance, similar subjects, control groups, requirements, or optional model).
 - 8) Development of the data analysis, collection and processing plan.
 - 9) Development of the reporting plan.
2. Research/evaluation projects -- projects of this type shall comply with #1. f. (1-9) above.
 3. Planning capability improvement projects
 - a. Regarding crime analysis activities:
 - 1) Number of specific crime problems analyzed within jurisdiction;
 - 2) Number of specific traffic and other non-criminal target problems analyzed;
 - 3) Number of priority crimes identified;
 - 4) Number of measurable and time phased goals and objectives established for reducing crime;
 - 5) Number of alternative strategies and programs selected and evaluated for reducing priority crimes; and
 - 6) Number of goals, strategies and programs redefined in terms of evaluation results.
 - b. Regarding planning activities
 - 1) Number of subject areas of existing departmental plans reviewed and analyzed;
 - 2) Number of weaknesses determined in existing plans;
 - 3) Number of updates or improvements made in existing plans;

- 4) Number of statistical and narrative reports prepared;
- 5) Number of cost-effectiveness studies conducted;
- 6) Number of manpower requirements prepared;
- 7) Number of administrative plans developed and implemented, including long-range, fiscal and management plans;
- 8) Number of operational plans developed and implemented including procedural and technical plans;
- 9) Number of extra-departmental plans developed and implemented; and
- 10) Number of research and development plans developed and implemented.

4. Service Delivery Inventory Projects

- a. Total number of services inventoried
- b. Determination of the extent of institutionalization of the inventory (i.e. if the project conducting the inventory disbanded two weeks after the first complete inventory had been published, would the process also vanish?).

5. Service Delivery Coordination Projects

- a. Types of services coordinated;
- b. Number of services coordinated;
- c. Percentage a and b which are institutionalized;
- d. Change in service delivery efficiency rates;
- e. Attitudes of the criminal justice community toward the project; and
- f. Change in "e" above.

6. Research Coordination Program

- a. Achievement of program objectives

- b. Attitude of the criminal justice community toward the project; and
 - c. Change in "b"
- 7. Feasibility Study of the Provision of Victimology Data by State Agencies
 - a. Comprehensiveness of needs assessment study
 - 1) to consider statutes
 - 2) to consider prevalent service delivery practices (i.e. who needs victim information and what kind)
 - b. Adequacy of the study design
 - c. Adequacy of the data collection plan, and
 - d. Adequacy of the data analysis plan

CJS 1.7 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

- 1. Completion of tasks identified in application: includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.
- 2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
- 3. Procedures for recording statistical information: includes checks of the record-keeping system of the project, comparing these with the results of the random personal checks.
- 4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanism.
- 5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
- 6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.

7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CJS 1.8 Examples of Types of Projects

1. Research/evaluation capability improvement projects
2. Research/evaluation projects
3. Planning capability improvement projects
4. Criminal justice information system (CJIS) Commission staff project.
5. Service delivery inventory projects
6. Service delivery coordination projects
7. BOR (the Board of Regents) and BCJPA (the Bureau of Criminal Justice Planning and Assistance) coordination project.

CJS 1.9 Exemplary Promising Projects - not applicable.

CJS 1.10 Related Standards

- | | |
|----------|---|
| LE 24.01 | Law Enforcement Reporting |
| LE 24.03 | Data Retrieval |
| CR 9.06 | Case File Procedures and Statistical Systems |
| CR 11.02 | State Correctional Information Systems |
| CR 11.04 | Design Characteristics of a Correctional Information System |
| CR 11.05 | Development of a Correctional Data Base |
| LE 5.03 | Measures of Effectiveness |
| CR 11.06 | Evaluating the Performance of the Correctional System |
| CR 11.01 | Research Strategy Plan for Corrections |

CJS 1.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below:

1. Criminal Justice Coordinating Councils will comply with the conclusions expressed in Legal Opinion #75-54 of the Office of General Counsel/LEAA.
2. Funds under this program area cannot be used for projects that will supplement or supplant planning activities funded under the regular Part B funds of the Crime Control Act.

CJS 2 INTERFACE BETWEEN PLANNING AND BUDGETING

CJS 2.1 Program objective - The objective of this program is to increase the coordination between agencies responsible for both the budget and plan development processes.

CJS 2.2 Program Description - This program will develop non-funded attempts at providing planning-type input throughout the budget development process.

CJS 2.3 Expected Results and Accomplishments

1. Agreements both formal and informal between criminal justice agencies and budget development agencies.

CJS 2.4 Target Groups to be Served - The primary recipients of these services include: State and local planning and budgeting agencies.

CJS 2.5 Types of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include: state and local governmental entities as subgrantees.

CJS 2.6 Evaluation Indicators - The following will be used as variables upon which to evaluate output of projects:

1. Assessment of the number of meetings between the budget analysts and BCJPA planners
2. Determination of the role that planning issues played in the budget.

CJS 2.7 Monitoring Design - Monitoring activities for projects within this area should include the following activities:

1. Completion of tasks identified in application: includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.
2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: includes checks of the record-keeping system of the project, comparing these with the results of the random personal checks.

4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanism.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CJS 2.8 Examples of Types of Projects - No projects need to be funded in this area, but planning areas must demonstrate their strategy for increased utilization of planning information by local decisionmakers in the budget making process.

CJS 2.9 Exemplary Promising Projects - Not applicable.

CJS 2.10 Related Standards - Not applicable.

CJS 2.11 Special Requirements - Not applicable.

CJS 3 SYSTEM EMPHASIS ON TRAINING STAFF DEVELOPMENT AND PROFESSIONAL DEVELOPMENT

CJS 3.1 Program Objective - The objective of this program is: to develop a systemwide emphasis in the area of training and staff development resources in Florida.

CJS 3.2 Program Description - This program will facilitate the development of coordinative mechanisms and agreements to assist in the allocation of scarce resources, the insurance that certain specialized skills will be provided, and the development of statewide manpower plan. The thrust of this program area is criminal justice in nature rather than specific component areas.

CJS 3.3 Expected Results and Accomplishments

1. Provide updated assessments of manpower needs and objectives to meet those needs for Florida's criminal justice system.
2. An increase in educational and staff development opportunities for criminal justice professionals/practitioners.
3. The development of a master roster of approved institutions and agencies that provide quality training in various areas within the State.
4. The creation of a bi-annual criminal justice symposium.
5. The provision of certain specialized skills.

CJS 3.4 Target Group to be Served - The primary recipients of the services of projects in this area will be criminal justice agencies (state and local).

CJS 3.5 Type of Agencies, Groups, Etc., Eligible for Funding - Those eligible for funding in this program area include: Any public or private agency with the capacity to provide the expected results.

CJS 3.06 Evaluation Indicators - The following will be used to evaluate projects subgranted in this area:

1. An assessment of the completion of objectives in each project.

2. The extent to which projects in this component area are in compliance with the intent and substance of related standards.
3. The extent to which agencies within the affected areas incorporate the results of the manpower plan development process into their agency modes of operations.
4. The amount of cooperation in the development of the plan.
5. Assessment of the number of minorities and women hired as a result of the plan.
6. Pre and post-assessment of project participants' awareness of issues affecting them, and subsequent action to increase coordination.

Local - Projects which seek to develop educational manpower requirements should address the following output measures:

1. List of standards proposed or regulations developed for training facilities;
2. List of job position requirements analyzed (including training and education requirements);
3. List of skill and knowledge objectives to be met;
4. List of training programs;
5. List of training curriculum topics; and
6. List of training and educational resources.

State

- A. Projects shall attempt to develop a manpower needs assessment, and plan addressing the following areas:
 1. Current manpower status
 2. Current educational and training responses
 3. Salary incentives
 4. Hiring and retention of women and minorities/ by paygrades and geographic location

5. Multi-Year Plan

- a) Standards and goals
- b) Required responses
- c) Needs and problems
- d) Priorities
- e) Multi-year budget and financial plans

B. Projects shall address the following output measures:

- 1. The number of job positions/assignments analyzed for training requirements;
- 2. The identification of minimum training requirements;
- 3. The identification of training and educational resources;
- 4. The number of women and minorities dissaggreated;
 - a) By pay grades
 - b) By geographic location
 - c) Subsystem location
- 5. The number of curriculums surveyed;
- 6. The identification of training deficiencies;
- 7. Identification of constraints that will affect promulgation of regulations or standards;
- 8. Identification of instruction quality control measures;
- 9. Identification of performance requirements for job positions;
 - a) Cognitive knowledge
 - b) Motor/physical skills and
 - c) Effective/emotional capacities.
- 10. Identification of personnel receiving training;

11. Identification of the role concepts of various positions, including major purpose and place in the criminal justice process and relationship with other positions and agencies of criminal justice system;
12. Inventories of existing training and education resources, including inventory of physical facilities, programming, equipment, financial and personnel capabilities; and
13. Projections of #12 for 3, 5, and 10 years.

Local

A. Staff Development

1. Reduction in the number of criminal justice personnel not meeting minimum inservice management training requirements.
2. Reduction in the number of complaints from subordinate personnel regarding
3. Increase in the number of criminal justice personnel showing improvements in management sections of their performance ratings.

B. Education

1. Increase in the number of training/educational standards established for criminal justice personnel;
2. Increase in the number of job categories within criminal justice system for which certification requirements are established;
3. Increase in the number of standards established governing education/training instructor qualifications;
4. Increase in the number of standards established controlling for curriculum and instructional quality.

CJS 3.7 Monitoring Indicators - Monitoring Activities for projects within this area should include the following activities:

1. Completion of tasks identified in application:

includes copies of the various progress reports with the subgrant application to ensure that the project is on schedule.

2. Verification of service delivery: includes random personal checks with clients to ensure that the clients did in fact receive the services which were supposed to have been delivered by the project.
3. Procedures for recording statistical information: includes checks of the record-keeping system of the project, comparing these with the results of the random personal checks.
4. Adequacy of staff reporting system: includes interviewing project staff to ascertain their awareness of reporting mechanism.
5. Review staff training (if appropriate): includes reviewing lesson plans, and training sessions of project staff and commenting upon their adequateness with regard to objectives of the project.
6. Evaluate project effectiveness: includes assessment of the output with relationship to inputs or resources expended by the project.
7. Degree of interagency cooperation: includes reviewing any statutory or non-legal agreements or resolutions between the project and other agencies; or which are a result of this project.

CJS 3.8 Examples of Types of Projects

1. ~~Minority recruitment projects.~~
2. A project to update manpower and education for criminal justice in Florida: An assessment and Projected Needs of the System.
3. ~~Projects to increase professional opportunities at the local level.~~
4. A project to develop and coordinate a bi-annual criminal justice symposium.
5. A project to develop cross-training between different functional areas.

CJS 3.9 Exemplary Promising Projects - Not applicable.

CJS 3.10 Related Standards - LE 13.02 College Recruiting; LE 14.01 Salaries; LE 14.02 Position Classification Plan; LE 15.01 Educational Standards for the Selection of Personnel; LE 15.02 Educational Incentives for Law Enforcement Officers; LE 15.03 College Credit for the Completion of Law Enforcement; LE 16.01 State Legislation and Fiscal Assistance for Law Enforcement Training; LE 16.02 Program Development; LE 16.03 Preparatory Training; 16.04 Interpersonal Communications Training; LE 16.05 Inservice Training; LE 16.06 Instruction Quality Control; LE 16.07 Law Enforcement Training Academies and Criminal Justice Training Centers; LE 16.08 Crisis Intervention and Conflict Management Training of Law Enforcement Personnel; LE 16.09 Law Enforcement Communications Personnel Training; LE 17.01 Personnel Development for Promotion and Advancement; LE 17.02 Formal Personnel Development Activities; LE 17.03 Personnel Evaluation for Promotion and Advancement; LE 17.04 Administration of Promotion and Advancement; LE 17.05 Personnel Records; LE 18.01 The Law Enforcement Executive and Employee Relations; LE 19.06 Positive Prevention of Law Enforcement Misconduct; LE 20.01 Entry-level Physical and Psychological Examinations; LE 20.03 Employee Services; CT 5.02 Professional Staff; CT 6.01 Judicial Education; CT 6.04 Judicial Compensation; CT 6.05 Judicial Education; CT 9.01 Professional Standards for the Chief Prosecuting Officers; CT 9.02 Professional Standards for Assistant Prosecutors; CT 9.03 Supporting Staff and Facilities of Prosecutors; CT 9.05 Education of Professional Personnel; CT 10.07 Defender to be Full-time and Adequately Compensated; CT 10.08 Selection of Public Defenders; CT 10.09 Performance of Public Defender Function; CT 10.10 Selection of Retention of Attorney Staff Members; CT 10.11 Salaries for Defender Attorneys; CT 10.12 Workload of Public Defenders; CT 10.15 Training and Education of Defenders; CR 5.07 Internal Policies; CR 8.08 Manpower for Parole; CR 9.01 Professional Correctional Management; CR 9.02 Planning and Organization; CR 10.01 Recruitment of Correction Staff; CR 10.06 Personnel Practices for Retaining Staff; CR 10.07 Participatory Resources to Community-based Programs; CR 10.10 Intern and Workstudy Programs; CR 10.11 Staff Development; CR 11.03 Staffing for Correctional Research and Information Systems; CP 3.04 Training of Treatment Personnel.

CJS 3.11 Special Requirements - Projects in this area must adhere to the following special requirements indicated below:

Requests for proposals and all contracts in this program area must have prior BCJPA approval.

INFORMATION SYSTEMS

IS 1 Law Enforcement Information Systems

IS 1.1 Program Objective - The objective of this program is to implement information systems within this program consistent with the CJIS (Criminal Justice Information System) Master Plan being developed by the CJIS Task Force of the Governor's Commission on Criminal Justice Standards and Goals. Specific objectives include providing rapid access (within seconds) to criminal justice information for law enforcement agencies; providing data for crime analysis, resource allocation; and generating statistics for crime planning and system improvement. Updates of state and local agency master plans follow this section.

IS 1.2 Program Description - Not applicable.

IS 1.3 Expected Results and Accomplishments

1. To increase access to information dealing with officer safety and criminal history.
2. An increase in the assistance to resource allocation activities with regard to:
 - a) Dispatch information
 - b) Command and control information
 - c) Officer safety
3. The provision of an analysis of crime by time, location, population segment, crime predictions, and crime lab support.
4. The provision of workload data, uniform crime reports (UCR), and offender-based transaction statistics (OBTS).
5. The integration of UCR, OBTS, and accounting data into the planning and budgeting process.

IS 1.4 Target Group To Be Served - The primary recipients of these services include any law enforcement agency of a state or local unit of government possessing constitutionally enfranchised police powers.

IS 1.5 Types of Agencies, Groups, Etc., Eligible - For funding, state and local units of government are eligible as subgrantees.

IS 1.6 Evaluation Indicators - See IS 1.7 below.

IS 1.7 Monitoring Indicators - All CJIS projects are monitored at some level to see if project measurable objectives are being met and if projects are implemented consistent with the CJIS Master Plan presently being developed by the CJIS Task Force. Evaluation of an information system cannot occur until the system has been operational for some period of time. Measurement for evaluation would depend on the type of information system. For example, a system to provide access to information would be successful if access was provided in a timely manner. A system to allocate resources, however, would be successful only when it was demonstrated that resources were allocated in a more logical and efficient manner after the information system was developed.

In addition, all projects within this program area must include within the project application a cost analysis as part of the evaluation component.

IS 1.8 Examples of Types of Projects

1. Wanted persons, stolen property
2. CCH (computerized criminal histories)
3. Crime Analysis
4. MIS (management information systems)
5. Resource allocation
6. Command and control

IS 1.9 Exemplary Promising Projects - For information concerning promising projects in this area, contact the information systems planner at the BCJPA.

IS 1.10 Related Standards

- LE 24.01 Law Enforcement Reporting
- LE 24.02 Basic Law Enforcement Records
- LE 24.03 Data Retrieval
- LE 24.04 Law Enforcement Telecommunications
- LE 24.05 Victim Information Systems

IS 1.11 Special Requirements

1. Grant funds in these program areas will be used strictly to support the administration of criminal justice. Allowable subgrantees are line criminal justice agencies and other governmental units or subunits that provide direct support to line criminal justice agencies. (Funds will not be used, for example, for civil or traffic-related activities. Neither will they be used for education activities unless they directly benefit line criminal justice agencies.)
2. Requests for Proposals (RFP's), equipment specifications, vendor selection methods, and all contracts in this program area must have prior BCJPA approval.
3. All projects in these program areas must be consistent with the State CJIS Master Plan, the Privacy and Security Plan, and applicable local or agency CJIS Plans.

IS 2 COURTS INFORMATION SYSTEMS

- IS 2.1 Program Objective - The objective of this program is to implement state and local CJIS's according to the CJIS Master Plan under development. Specific objectives include providing access to criminal history records, and to legal research information; developing systems to track offenders and cases; developing systems for docketing, scheduling, calendaring, juror selection, witness and notices; and judge; attorney; and courtroom assignment; and developing statistical systems, and other management information systems.
- IS 2.2 Program Description - Not applicable.
- IS 2.3 Expected Results and Accomplishments
1. The provision of access to criminal history information, and to automated legal research.
 2. The provision of offender-in-process/case-in-process information including the tracking of offenders and cases for the courts, State's Attorneys' Office, and Public Defender.
 3. The provision of resource allocation data including priority, case scheduling, calendaring, docketing, jury selection, witnesses and notices, courtroom, judge, defense and attorney assignment, and prediction systems.
 4. The provision of workload case, and OBTS data.
 5. The integration of OBTS, resource allocation accounting information in the planning and budget development process.
- IS 2.4 Target Groups - The primary recipients of these services include the Supreme Court and any of the Circuit or County Courts.
- IS 2.5 Types of Agencies, Groups, Etc., Eligible - The primary recipients of these services include the Supreme Court and any of the Circuit or County Courts.
- IS 2.6 Evaluation Indicators - See Monitoring Indicators below (IS 2.7).

IS 2.7 Monitoring Indicators - All CJIS projects are monitored at some level to see if project measurable objectives are being met and if projects are implemented consistent with the CJIS Master Plan presently being developed by the CJIS Task Force. Evaluation of an information system cannot occur until the system has been operational for some period of time. Measurement for evaluation would depend on the type of information system. For example, a system to provide access to information would be successful if access was provided in a timely manner. A system to allocate resources, however, would be successful only when it was demonstrated that resources were allocated in a more logical and efficient manner after the information system was developed.

IS 2.8 Examples of Types of Projects

1. Subject-in-process/case-in-process.
2. Computerized Criminal History.
3. Management Information System.
4. Resource Allocation.

IS 2.9 Exemplary Promising Projects - Not applicable.

IS 2.10 Related Standards

- CT 12.01 Use of Computer Services in Court Administration
- CT 12.02 Automated Legal Research
- CT 12.03 Instruction in Computers in Court Administration

IS 2.11 Special Requirements - Projects in this area must adhere to the following special requirements indicated below:

1. Grant funds in these program areas will be used strictly to support the administration of criminal justice. Allowable subgrantees are line criminal justice agencies and other governmental units or subunits that provide direct support to line criminal justice agencies. (Funds will not be used for example, for civil or traffic-related activities. Neither will they be used for education activities unless they directly benefit line criminal justice agencies.)

2. Requests for Proposals (RFP's), equipment specifications, vendor selection methods, and all contracts in this program area must have prior BCJPA approval.
3. All projects in these program areas must be consistent with the State CJIS Master Plan, the Privacy and Security Plan, and applicable local or agency CJIS Plans.

IS 3 ADULT CORRECTIONS INFORMATION SYSTEM

IS 3.1 Program Objective - The objective of this program is to provide data for resource allocation, and generating statistics for corrections planning and system improvement.

IS 3.2 Program Description - Not applicable.

IS 3.3 Expected Results and Accomplishments

1. The provision of access to criminal history information.
2. The provision of offender-in-process information including the tracking and status of offenders.
3. The provision of resource allocation information including the availability of facilities, and guard assignments.
4. The provision of OBTS, workload, and recidivism data.
5. The integration of OBTS, resource allocation, recidivism and accounting data into the planning and budgeting process.

IS 3.4 Target Groups to be Served - The primary recipient of these services in the Department of Offender Rehabilitation (DOR).

IS 3.5 Types of Agencies, Groups, Etc., Eligible for Funding - Same as IS 3.4.

IS 3.6 Evaluation Indicators - See IS 3.7 below.

IS 3.7 Monitoring Indicators - All CJIS projects are monitored at some level to see if project measurable objectives are being met and if projects are implemented consistent with the CJIS Master Plan presently being developed by the CJIS Task Force. Evaluation of an information system cannot occur until the system has been operational for some period of time. Measurement for evaluation would depend on the type of information system. For example, a system to provide access to information would be successful if access was provided in a timely manner. A system to allocate resources, however, would be successful only when it was demonstrated that resources were allocated in a more logical and efficient manner after the information system was developed.

In addition, all projects within this program area must include, within the project application, a cost analysis as part of the evaluation component.

IS 3.8 Examples of Types of Projects

1. CCH Computerized Criminal History
2. MIS Management Information System
3. OBTS Offender-Based Transaction Statistics
4. Offender Tracking
5. Resource Allocation

IS 3.9 Exemplary Promising Projects - Not applicable.

IS 3.10 Related Standards

- CR 11.02 State Correctional Information Systems
- CR 11.03 Staffing for Correctional Research and Information Systems
- CR 11.04 Design Characteristics of a Correctional Information System
- CR 11.05 Development of a Correctional Data Base
- CR 11.06 Evaluating the Performance of the Correctional Base

IS 3.11 Special Requirements - Projects in this area must adhere to the following special requirements indicated below:

1. Grant funds in these program areas will be used strictly to support the administration of criminal justice. Allowable subgrantees are line criminal justice agencies and other governmental units or subunits that provide direct support to line criminal justice agencies. (Funds will not be used, for example, for civil or traffic-related activities. Neither will they be used for education activities unless they directly benefit line criminal justice agencies.)
2. Requests for Proposals (RFP's), equipment specifications, vendor selection methods, and all contracts in this program area must have prior BCJPA approval.
3. All projects in these program areas must be consistent with the State CJIS Master Plan, the Privacy and Security Plan, and applicable local or agency CJIS Plans.

IS 4 JUVENILE JUSTICE PROGRAMS

- IS 4.1 Program Objective - The specific objectives of this program include access to juvenile history information; juvenile tracking systems; systems to help allocate facilities, personnel funds, and other resources; and juvenile crime statistics and management information systems to assist policy-makers in the juvenile justice and delinquency prevention area.
- IS 4.2 Program Description - Not applicable.
- IS 4.3 Expected Results and Accomplishments
1. The provision of access to juvenile justice history information.
 2. The provision of juvenile offender-in-progress information including the tracking and status of juveniles and cases in the juvenile justice system.
 3. The provision of resource allocation data including the availability of facilities, and allocation of resources statewide.
 4. The provision of UCR, crime predictions, workload and program effectiveness data.
 5. The integration of UCR, Juvenile in process resource allocation data into the planning and budget development process.
- IS 4.4 Target Groups to be Served - Youth-serving agencies
- IS 4.5 Types of Agencies, Groups, Etc., Eligible for Funding - The Youth Service Program Office of the State.
- IS 4.6 Evaluation Indicators - See IS 4.7 below.
- IS 4.7 Monitoring Indicators - All CJIS projects are monitored at some level to see if project measurable objectives are being met and if projects are implemented consistent with the CJIS Master Plan presently being developed by the CJIS Task Force. Evaluation of an information system cannot occur until the system has been operational for some period of time. Measurement for evaluation would depend on the type of information system. For example,

a system to provide access to information would be successful if access was provided in a timely manner. A system to allocate resources, however, would be successful only when it was demonstrated that resources were allocated in a more logical and efficient manner after the information system was developed.

In addition, all projects within this program area must include, within the project application, a cost analysis as part of the evaluation component.

IS 4.8 Examples of Types of Projects

1. Offender Tracking
2. Management Information System
3. Resource Allocation

IS 4.9 Exemplary Promising Projects - Not applicable

IS 4.10 Related Standards - Not applicable

IS 4.11 Special Requirements - Projects in this area must adhere to the following special requirements indicated below:

1. Grant funds in these program areas will be used strictly to support the administration of criminal justice. Allowable subgrantees are criminal justice agencies and other governmental units or subunits that provide direct support to line criminal justice agencies. (Funds will not be used, for example, for civil or traffic-related activities. Neither will they be used for education activities unless they directly benefit line criminal justice agencies.)
2. Requests for Proposals (RFP's), equipment specifications, vendor selection methods, and all contracts in this program area must have prior BCJPA approval.
3. All projects in these program areas must be consistent with the State CJIS Master Plan, the Privacy and Security Plan, and applicable local or agency CJIS Plans.

IS 5 COMPREHENSIVE CRIMINAL JUSTICE INFORMATION SYSTEMS

IS 5.1 Program Objective - The specific objectives of this program include developing interfaces between systems, standardizing data elements, systems to help allocate resources between the individual components of the criminal justice system, and statistical and management information systems to provide data to overall county and state policy makers for decision-making.

IS 5.2 Program Description - Not applicable

IS 5.3 Results and Accomplishments

1. The provision of resource allocation data including the allocation of state and local resources among the various component areas.
2. The provision of OBTS, personnel, workload and applications data.
3. The provision of comprehensive management information system data including the analysis of economic, demographic and other data outside the criminal justice system integrated with OBTS and UCR data; for the purpose of integrating this information with the plan and budget development process.
4. Development of standards in the information systems area.

IS 5.4 Target Groups to be Served - The primary recipients of these services include all criminal justice system agencies.

IS 5.5 Types of Agencies, Groups, Etc., Eligible for Funding - All criminal justice agencies which have as a primary, secondary, tertiary, or component function planning.

IS 5.6 Evaluation Indicators - See IS 5.7 below.

IS 5.7 Monitoring Indicators - All CJIS projects are monitored at some level to see if project measurable objectives are being met and if projects are implemented consistent with the CJIS Master Plan presently being developed by the CJIS Task Force. Evaluation of an information system cannot occur until the system has been operational for some period of time. Measurement for evaluation would depend on the type of information system. For example, a system to provide access to information would be successful if access was provided in a timely

manner. A system to allocate resources, however, would be successful only when it was demonstrated that resources were allocated in a more logical and efficient manner after the information system was developed.

In addition, all projects within this program area must include, within the project application, a cost analysis as part of the evaluation component.

IS 5.8 Examples of Types of Projects

1. Master Plans
2. Resource Allocation
3. Management Information Systems
4. Projects to train users of local criminal justice information systems.

IS 5.9 Exemplary Promising Projects - Not applicable.

IS 5.10 Related Standards - Not applicable

IS 5.11 Special Requirements - Projects in this program area must adhere to the following special requirements indicated below:

1. Grant funds in these program areas will be used strictly to support the administration of criminal justice. Allowable subgrantees are line criminal justice agencies and other governmental units or subunits that provide direct support to line criminal justice agencies. (Funds will not be used, for example, for civil or traffic-related activities. Neither will they be used for education activities unless they directly benefit line criminal justice agencies.)
2. Requests for Proposals (RFP's), equipment specifications, vendor selection methods, and all contracts in this program area must have prior BCJPA approval.
3. All projects in these program areas must be consistent with the State CJIS Master Plan, the Primary and Security Plan, and applicable local or agency CJIS Plans.

APPENDIX

Project Pre-Application Format

PROJECT PRE-APPLICATION FORMAT

- I. Project Title:
- II. Proposed Subgrantee:
- III. Proposed Implementing Agency (also give contact person and telephone number)
- IV. Problem

In this section, you should pinpoint a problem, not identify a need. The nature and extent of the problem can best be revealed by assigning numerical values when possible:

EXAMPLE

No: Mayberry lacks any program for juvenile offenders and, therefore, needs a diversion program for first offenders brought to youth services intake.

Yes: In 1977, 60 percent of the youth brought to youth services intake in Mayberry were first offenders. A sample of those interviewed at intake came from broken homes or homes where parents were repeatedly absent. A majority were having academic problems, according to intake records. And yet a majority (75 percent) were released with no follow-up counseling.

- V. Brief Description

This should be a skeletal outline of your project. Do not be lengthy. In about one paragraph, give a one-sentence explanation of each of the following: the problem, objectives and project activities.

- VI. Grant Objectives

Objectives are specific, quantified, intermediate levels of accomplishment (a 25% decrease in armed robbery in Monroe County). When put together, all the objectives should reach the expected end results of the project. The success or failure of the project will be judged to a large extent upon whether these objectives are met.

Describe as best you can what the project will accomplish--what specific gains, improvements, benefits or increases in efficiency

or effectiveness will result. The objectives must relate to the problem identified above.

When you have finished writing the objectives, you should have let the BCJPA know:

1. What change should occur in the present situation
2. How much change is expected or hoped for
3. How long it will take to make the expected change

Finally, set high standards for yourself but do not be unrealistic and set objectives which could never be met. Based on the best available information, make an educated, well-planned estimate of progress you can reasonably expect to attain.

VI. Expected Results and Accomplishments

Indicate what overall impact you expect this project to have.

Example: To reduce by a significant percentage, the adjudication of juveniles alleged to be delinquent in Leon County over a two-year period.

VII. Monitoring and Evaluation Design

This section identifies the data and information to be collected in monitoring and evaluating the effectiveness and impact of the project. (See evaluation/monitoring indicators in appropriate program area in this document for identifying the information required to be collected.

VIII. Estimated Prior and Future Funding

(Indicate specifically how many years of LEAA or JJDP funding you hope to receive).

IX. Budget Information

Provide the estimated budget in the following categories:

1. Personnel

- | | |
|--------------------------|----|
| A. Professional (give #) | \$ |
| B. Other (give #) | \$ |

C. Fringe

2. Contractual

- | | |
|--------------|----|
| A. Personnel | \$ |
|--------------|----|

3. Travel
4. Equipment
5. Supplies
6. Construction
7. Other

TOTAL

X. Budget Summary

Part C _____ JJDP _____ Match* _____ Total _____

* Indicate source of match.

END