

HOUSTON POLICE DEPARTMENT
POLICE RECRUITING IMPROVEMENT
PROJECT

Planning & Research Division
HOUSTON POLICE DEPARTMENT

5378/

Office of the Governor



Criminal Justice Division

APPLICATION FOR GRANT

<p>1. Applicant Agency or Institution: City of Houston 900 Brazos Houston, Texas 77002</p>	<p>2. Program No. Under Which Funding Expected: 76-R3</p> <p>3. Type of Application: (Check one) Original _____ Revision _____ Continuation <input checked="" type="checkbox"/> If continued or revised give number of all grants. AC-72-102-2446 AC-75-B03-2887</p>
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4. Short Title of Project: (Do not exceed one typed line)
 Police Recruiting Improvement Project

<p>5. Project Director: (Name, title, address, telephone) C. E. Smith, Captain Director of Recruiting & Selection H.P.D. 61 Riesner, Houston, Texas 77002 713-222-5201 Signature <i>[Signature]</i></p>	<p>6. Financial Officer: (Name, title, address, telephone) Mr. Leonel Castillo, City Controller 900 Brazos Houston, Texas 77002 713-222-3854 Signature <i>[Signature]</i></p>
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<p>7. Period of Present Request: From <u>April 1, 1976</u> Through <u>March 31, 1977</u></p> <p>Request for Present Year or Period: \$ <u>528,000</u></p>	<p>8. Project Duration: From <u>July 1, 1974</u> Through <u>March 31, 1977</u> Total length <u>29</u> months</p> <p>Total CJD Support Sought: (Total for project, federal and state) \$ <u>1,203,062</u></p>
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<p>9. Official Authorized to Sign Application: (Name, title, address, telephone) Mayor Fred Hofheinz 900 Brazos Houston, Texas 77002 713-222-3141</p>	<p>10. Federal Support: Will other federal support be available for any part of this project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, identify and explain:</p>
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11. Attachments (check if included):

(a) Clearinghouse review and comment Name of clearinghouse: _____	(c) Contracts for services, equipment, and constructions _____
(b) Local governing body resolution authorizing application _____	(d) Letters of endorsement _____
	(e) Other (describe) _____

<p>12. Date:</p>	<p>CJD USE ONLY</p> <table border="0"> <tr> <td>Grant Number _____</td> <td>Geographic Area: _____</td> </tr> <tr> <td>Date Received _____</td> <td>Region _____</td> </tr> <tr> <td>Program Area _____</td> <td>County(s) _____</td> </tr> <tr> <td></td> <td>City _____</td> </tr> </table>	Grant Number _____	Geographic Area: _____	Date Received _____	Region _____	Program Area _____	County(s) _____		City _____
Grant Number _____	Geographic Area: _____								
Date Received _____	Region _____								
Program Area _____	County(s) _____								
	City _____								
<p>13. Total Pages in Application:</p>									

TEXAS CRIMINAL JUSTICE COUNCIL

APPLICATION FOR GRANT

Project Title:

POLICE RECRUITING IMPROVEMENT PROJECT

Period of Present Request:

From April 1, 1976Through March 31, 1977

I. PRESENT PROJECT BUDGET

Budget Category	CJC Support Federal and State	Cash Contribution	Cash Total	*In-Kind Contribution
A. Personnel				752,395
B. Professional & Contract Services	364,295		364,295	
C. Travel				
D. Equipment	4,572		4,572	
E. Construction				
F. Supplies & Direct Operating Expense	99,100		99,100	
G. Indirect Cost	5,765		5,765	
H. Total	473,732		473,732	752,395

CONTINUATION FUNDING PLAN

II. ANTICIPATED PROJECT EXPENDITURES

Budget Category	SUBSEQUENT PERIOD—		SUBSEQUENT PERIOD—	
	CJC Support	Cash Contribution	CJC Support	Cash Contribution
A. Personnel				
B. Professional Services				
C. Travel				
D. Equipment				
E. Construction				
F. Supplies & Direct Operating Expense				
G. Indirect Cost				
H. Total				

III. Explanation of grantee cash contribution, in-kind contribution, and continuation funding plan. Describe (1) nature, (2) source, and (3) project utilization of the grantee contribution for the present project period as listed in the grantee contribution column of Page 2 of this application. Following this should be an explanation in the terms described above (nature, source, and project utilization), of how the applicant proposes to support the project after CJC funding has concluded (attach continuation pages if needed)

NOTE: Initial funding by the CJC does not automatically qualify the project for continuation funding

*This category is for information purposes only. Total for each category must be supported by Detail Budget Narrative.

With regard to our continuation under the plan for 1977, as can be noted on page 2, the bulk of our contribution will be spent under Category B, Professional Services, which, in effect, is our advertising contract. The rest of the monies will be spent with reference to our continuation of the project that is now initiated.

After the third year of funding, the City of Houston will take over this recruiting project, and will not anticipate nor expect any additional Federal Funding.

TEXAS CRIMINAL JUSTICE COUNCIL

APPLICATION FOR GRANT

BUDGET NARRATIVE

Begin below and add as many continuation pages (3a, 3b, etc.) as may be needed to explain each item of the project budget. Limit this narrative to an explanation of the basis for arriving at the cost of each item including grantee contribution items. This section must also describe the applicant's procurement procedures for equipment, services, and construction, if such items are a part of the project budget.

A. PERSONNEL

Officers and clerical personnel now assigned to the Police Recruiting Division will remain in the Division; therefore, all of them will devote 100% of their time to this project:

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
<u>Project Director: Captain of Police</u> Monthly salary \$1713 X 12 months	None	\$ 20,556	\$ 20,556
<u>Assistant Project Director: Lieutenant of Police</u> monthly salary \$1478 X 12 months	None	17,736	17,736
<u>Police Lieutenant: Lieutenant of Police</u> monthly salary \$1478 X 12 months	None	17,736	17,736
<u>Police Sergeants:</u> Three at \$1283 X 12 months X 3	None	46,188	46,188
<u>Police Officers:</u> 38 at \$1107 monthly X 12 months	None	504,792	504,792
<u>Clerks and Stenographers:</u> 8 at \$450 monthly X 12 months	None	43,200	43,200
Fringe Benefits (Pension)	None	74,159	74,159
Workman's Compensation @ \$177 per year per employee (X 52)	None	9,204	9,204
Hospitalization @ \$362 per year per employee (X 52)	None	18,824	18,824
GRAND TOTAL FOR PERSONNEL	None	\$752,395	\$752,395

B. PROFESSIONAL AND CONTRACT SERVICES

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
Multi-media Advertising Contract	<u>\$364,295</u>		<u>\$364,295</u>
Sub-Total	\$364,295		\$364,295

C. TRAVEL

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
None	<u>-0-</u>		<u>-0-</u>
Sub-Total	-0-		-0-

D. EQUIPMENT

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
Two (2) - File Cabinets, 2 drawer, letter size with lock; Model 1020 L. (\$151 each X 2) or equivalent.	\$ 302		\$ 302
* To be used in new selection by supervisors maintaining LEAA files and minority statistics.			
One (1) - File Cabinet, 5 drawer, legal size Invincible Model 1051 L or equivalent.	\$ 335		\$ 335
* To accomodate increase in applicant files.			
Six (6) - Arm Chairs, Swivel, Invincible Model 5000, vinyl with fabric seat and back or equivalent. (\$142 each)	\$ 852		\$ 852
* To be used in new recruiting team office. Desks previously purchased.			
1 - Desk, Executive, Hoosier Mod. MG569 or equivalent	\$ 600		\$ 600
1 - Credenza, 74" X 20" Hoosier Mod. MG274 or equivalent	\$ 730		\$ 730
1 - Chair, Executive Swivel, Jasper #1250 or equivalent	\$ 308		\$ 308
1 - Coffee Table, Newcraft #800 or equivalent	\$ 161		\$ 161
9 - Armchairs (\$100.00 each) Jasper #835 or equivalent	\$ 900		\$ 900
4 - End Tables (\$96.00 each) Newcraft #929½ ET. or equivalent	\$ 384		\$ 384

NOTE: The Recruiting Division has experienced a considerable increase in applicants and the additional furniture is required to accomodate a new position for a Deputy Chief who will direct future recruiting activities. This position is necessary due to the increased workload.

Sub-Total	\$4572		\$4572
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E. CONSTRUCTION

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
None Required	-0-	-0-	-0-
Sub-Total	-0-	-0-	-0-

F. SUPPLIES & DIRECT OPERATING EXPENSES

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
Office Space Lease - Continuation of present operation @\$4014 per month X 12 months	\$48,168		\$48,168
Telephone Service Contract	\$25,716		\$25,716
1. Monthly Rate - \$1252			
2. Outgoing WATS - 405			
3. Incoming WATS - 486			
Mo. Expense \$2743			
Four (4) - Typewriters, MAG CARD II @\$325 each per month X 4 X 12	\$15,600		\$15,600
Duplicating Machine, Xerox @\$270 per month X 12 months	\$ 3,240		\$ 3,240
Temporary office space rental for 8 out of town trips @\$550 per trip.	\$ 4,400		\$ 4,400
Maintenance of cooling and heating of Saturday (after normal business hours @\$9.50 per hour or \$38 per day X 52 days)	\$ 1,976		\$ 1,976
Sub-Total	\$99,100		\$99,100

NOTE: The MAG CARD II Typewriters have reduced the labor cost involved in processing the large number of applicants records resulting from the recruiting grant and have proved highly successful during the lease test period. The additional 2 MAG CARD II Typewriters are required to keep up with the increased applicant records.

G. INDIRECT COST

	<u>CJD</u>	<u>GRANTEE</u>	<u>TOTAL</u>
Indirect Cost computed from indirect cost computation table furnished by C.J.D.	\$5765		\$5765
Sub-Total	\$5765		\$5765

Office of the Governor



Criminal Justice Division

APPLICATION FOR GRANT

Project Plan and Support Data

This section constitutes the heart of the grant application. It is the applicant's detailed statement of the project—its aims, precisely what will be done, who will be involved, and what is expected to result. With the project budget, it constitutes primary evidence to CJD of the soundness of the project, the care and planning that has gone into its formulation, and the responsibility and qualifications of the applicant and others who will be involved in carrying it out.

This section consists of two parts: the summary and the detailed project description.

Summary

In the space below, write a brief summary of total project.

A. Goals

To continue the recruiting project aimed at attracting highly qualified applicants with special emphasis upon attracting qualified minority applicants for Police Officer training.

B. Methods

A multi-strategy method utilizing extensive public media advertising, recruiting visits to universities, mobile vans for community contact and contact with returning veterans will be employed with emphasis upon the minority community.

C. Resources

The City of Houston has participated in several Federal programs involving extensive funding. The project director and assistant are well qualified to administer this program due to their past experience and training.

D. Results

It is anticipated that the swearing in of 300 new police officers will result from this project of which 165 will be members of minority groups. The increased manpower will bring about a reduction of the crime index rate in Houston. The Police Department's image should be improved and increased understanding of the police by the community will result.

E. Evaluation

A regular internal evaluation will be conducted by the staff and quarterly reports will be prepared and retained in file which can be seen upon request. These evaluations will be based upon the numerical increase of applicants accepted for the Police Academy.

Office of the Governor



Criminal Justice Division

APPLICATION FOR GRANT

DETAIL PROJECT DESCRIPTION

Organize the remainder of this section under the following headings: A. Goals, B. Methods, C. Resources, D. Results, and E. Evaluation.

Insert after this sheet as many additional pages (4a, 4b, 4c, etc.) as may be needed to complete the description of the Project Plan and Supporting Data. If the applicant wishes to append documents that cannot be readily placed on continuation sheets, these documents should be listed on the last page of the Project Plan and copies furnished with the application for staff review.

PROJECT DESCRIPTION OUTLINE:

A. GOALS

1. Nature of Problems and Needs to be Met.
2. Target Groups or Organizations.
3. Goals and Objectives.

B. METHODS

C. RESOURCES

1. Qualification and Facilities of Grantee.
2. Staff and Organization.
3. Cooperating and Participating Agencies.

D. RESULTS

E. EVALUATION

ATTACHMENTS

Letter - Multi-Media Advertising Campaign Publication

Letter - Evaluation Committee - 1975 Advertising Contract for Police Recruiting

Request for Proposals

Advertising Bid Evaluation

Contract

Draft - Contract

A. Goals

1. Nature of Problems and Needs to be Met.

The City of Houston Police Department proposes continuation of a project to enhance its capabilities to recruit qualified applicants into the Houston Police Department.

The City currently has a population in excess of 1,600,000 composed of approximately 25% Black, 12% Mexican-American and 0.92% other origins.

During the 1974 recruiting period associated with this grant the Police Department was able to make considerable improvement in its ability to attract qualified applicants as well as minority applicants.

The 1973-74 applicant statistics are compared below:

	<u>1973 Applicants</u>	<u>1974 Applicants</u>
Black	395	937
Mexican-American	(Not Available)	429
White	2,493	3,245
Other	<u>(Not Available)</u>	<u>1</u>
Total	2,888	4,612

NOTE: Figures for Mexican-American applicants were not maintained during 1973.

Other in 1974 applicants signifies other ethnic origin.

	<u>Percent Change</u>
Total % change in applicants 1974 over 1973	60%
Total % change in Black applicants 1974 over 1973	137%
Total % change in White applicants 1974 over 1973	30%

As can be observed above the recruiting effort during 1974 resulted in a 1724 (or 60%) gain in all applicants over 1973. Also, there was a dramatic increase in black applicants over 1973 (542 or 137%) contrasted with an increase in white applicants (752 or 30%) 1974 over 1973.

The number actually certified for training during 1973 - 1974 are as follows:

	<u>1973 Certified for Training</u>	<u>1974 Certified for Training</u>
Black	6	34
White	148	266
Mexican-American	<u>7</u>	<u>26</u>
Total	161	326

	<u>Percent Change</u>
Total Blacks as % increase 1974 over 1973	467%
Total Whites as % increase 1974 over 1973	80%
Total Mexican-American as % increase 1974 over 1973	271%

As noted above the % increases for all applicants certified for training 1974 over 1973 was up considerably. White increase was up 118 or 80%. The minority increase, contrasted with the white increase above, was up 47 or a total of 738% increase 1974 over 1973.

The problem of the Houston Police Department is to double the present strength of sworn personnel by attracting qualified applicants of all races and sex since the present strength of 2,498 sworn personnel still remains approximately 50% below established national standards in ratio to population.

This project proposes to continue to meet two needs:

- (1) The achievement of a racial and sex balance of police officers in the Houston Police Department which is representative of the community's population.
- (2) To continue to increase the number of qualified applicants who are certified for training as police recruits.

In order to meet these needs it will be necessary to continue the capability of the present Police Department Recruiting Unit.

2. Target Groups or Organizations:

It is anticipated that continuation of this project will benefit the Houston Police Department by increasing its effectiveness and its manpower strength. It is further anticipated that the community will be benefited by a more balanced racial and sex ratio of police officers.

3. Goals and Objectives:

The goal of this project is the reduction of the incidence of indexed crimes in the City of Houston. It is anticipated that this reduction could be partially realized through the accomplishment of these objectives to increase manpower level of the Houston Police Department.

- a. To increase by 25% the number of persons making application for the position of police officer with the Houston Police Department.
- b. To increase by 50% the number of persons from minority groups making application for the position of police officer with the Houston Police Department.
- c. To increase by 25% the number of persons certified for recruit training in the Houston Police Department.
- d. To increase by 50% the number of minority group members who are certified for recruit training in the Houston Police Department.
- e. To continue the number of man-hours (62,044 during 1974) devoted to the recruiting of minority applications for the position of Police Officer with the Houston Police Department.

Increases will be documented on the basis of 1975 recruiting data.

B. METHODS:

It is anticipated that this project will employ a multiple strategy methodology to enhance the recruiting capability of the Department and emphasizing the recruitment of qualified minority applicants. The strategies to be employed are:

1. The continuation of a professionally developed public media campaign concentrated on impacting the minority community and attracting qualified applicants is to continue. Use will be made of television, radio, newspapers, college publications, billboards and brochures. A proposed request for proposals to continue the public media campaign is attached. Proposals will be evaluated on a competitive bid basis.

2. A mobile recruiting office has been acquired and outfitted for the purpose of taking recruiting personnel and materials to shopping centers, civic functions, and social functions in minority neighborhoods, as well as high schools, colleges, and military posts for the purpose of contacting potential qualified applicants.

3. An intensive campaign will be continued to recruit police applicants from 96 colleges and universities within 500 miles of Houston. Advertising will be concentrated in college newspapers and other on-campus publications. Contacts will be initiated with student personnel administrators and recruiting materials will be distributed to placement centers.

4. A program will be continued to increase active recruiting of military service discharges. The cooperation of the Non-Commissioned Officers Association of America has been enlisted to assist in the sponsorship of special recruiting seminars for retiring and discharged veterans. It is anticipated that a recruitment information package will be distributed by mail to each serviceman discharged within 250 miles of Houston.

The staff of this project will include four police officers and one police woman and one sergeant, who will work exclusively in the area of minority recruiting, as well as one officer assigned to college recruiting and one officer assigned to military recruiting. It is expected that prior training in minority recruiting, which has been received by the present recruiting personnel, will suffice for the continuation of this project.

The special minority recruiting team will be supervised in their daily activities by the Sergeant who is in charge of recruiting. The activities of the minority recruiting team will be the ultimate responsibility of the Captain of the Recruiting Division.

C. RESOURCES:

1. Qualification and Facilities of Grantee.

The City of Houston has participated in and administered several Federal programs, including several large LEAA programs. The Controller of the City of Houston and his office staff have extensive experience in fiscal administration of numerous federally funded projects.

2. Staff and Organization.

The project director will be C. E. Smith, Captain, Director of Police Recruiting, who was formerly a Lieutenant in Police Recruiting. Captain Smith was Project Director for the 1975 LEAA funding. Assisting Captain Smith will be Lieutenant K. L. Smith, who served as Assistant Project Director for Captain W. T. Higgins, on the 1974 LEAA funding and with Captain Smith on the 1975 funding. Lieutenant K. L. Smith worked closely with both Captain Higgins and Captain Smith and is well qualified as Assistant Project Director. Captain Smith's resume is on file with the 1974-5 grant application for this project.

3. Cooperating and Participating Agencies.

The following agencies have indicated that they will provide assistance to the project:

- a. Houston Chamber of Commerce.
- b. The Non-Commissioned Officers Association of America.
- c. National Alliance of Businessmen.
- d. Project Transition.
- e. Social and Political Group.
- f. Private Businesses.

D. RESULTS:

It is anticipated that this project will accomplish the following results (as compared to 1974 recruiting data):

1. An increase of 25% in the total number of persons making application for the position of Police Officer with the Houston Police Department.
2. An increase of 50% in the number of persons from minority groups making application for the position of Police Officer with the Houston Police Department.
3. An increase of 25% in the total number of persons certified for recruit training in the Houston Police Academy.
4. An increase of 50% in the number of minority group members certified for recruit training in the Houston Police Academy.

It is anticipated that the swearing in of 300 new Police Officers will result from this project, of which 165 will be members of minority groups. It is expected that this increase in the manpower level of the Houston Police Department will result in a reduction of indexed crime in the City of Houston. Furthermore, it is anticipated that the image of the Houston Police Department will be improved throughout the City, particularly in the minority community, and that an increased understanding of the police function and responsibility will result.

E. EVALUATION:

A continuing internal evaluation will be conducted by the Police Recruiting Division staff, for external evaluation, the Criminal Justice Council will be consulted for recommendations as to whom will perform the evaluation. Quarterly reports will be prepared for dissemination to Criminal Justice Council and to be kept on file for review by other Criminal Justice Agencies.

Project effectiveness will be evaluated on the basis of:

1. The number of all police applicants.
2. The number of police applicants who are members of minority groups.
3. The number of persons certified for recruit training in the Houston Police Department Academy.
4. The number of minority group members certified for recruit training in the Houston Police Department Academy.
5. The number of man-hours devoted to the recruiting of minority applicants for the position of Police Officer with the Houston Police Department as compared to the same data for 1973.
6. The Project Director will compile and submit quarterly progress reports to the Texas Criminal Justice Division no later than 20 days after each quarterly period. A fiscal evaluation report will be forwarded by the Project Director no later than 30 days after the end of the 1976-1977 funding period.

R E S U M E

Captain C. E. Smith

Captain C. E. Smith has been employed by the Houston Police Department for seventeen years. He has been a supervisor for the past five years. Captain Smith has been assigned to the Police Recruiting Division for the past four years, and prior to taking over command of the Division was in charge of the Investigative Section. His responsibilities there were investigation and selection of all Police Applicants. Prior to coming to the Police Recruiting Division, Captain Smith served one year as Night Supervisor in the Juvenile Division, six years as a Detective in the Homicide Division, four years as an Investigator in the Vice Division, and two years in the Radio Patrol Bureau.

Captain Smith holds an Advanced Certificate from the Texas Commission on Law Enforcement Officer's Standards and Education, as well as successfully completing numerous in-service training schools.

Captain Smith was Project Director for the Police Recruiting Improvement Project in 1975.

CITY OF HOUSTON

INTER OFFICE CORRESPONDENCE

C. W. Lynn
Chief of Police

K. L. Smith, Lieutenant
Police Recruiting Division

TO:

C. E. Smith, Captain
Police Recruiting Division

DATE February 20, 1975

T. D. Mitchell, Deputy Chief
Staff Services Bureau

SUBJECT MULTI-MEDIA ADVERTISING
CAMPAIGN PUBLICATION

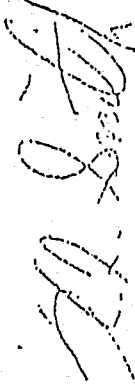
Please find attached the Police Recruiting Division's 1975 Multi-Media Advertising Proposal.

It is requested that funds be made available to the Police Department for the attached proposal to be advertised for three consecutive days in the below listed newspapers:

1. The Houston Post
2. The Houston Chronicle
3. Forward Times
4. El Sol

I feel that by using these four publications that we would not only have representatives from the White community bidding, but the Black and Brown community as well. (Please note that El Sol is the leading Mexican-American newspaper and the Forward Times is the leading Black newspaper.)

It is therefore my recommendation that the Purchasing Agent be authorized to advertise in the four publications listed above at the earliest possible date.



K. L. Smith, Lieutenant
Police Recruiting Division

KLS/pl
Attachment

CITY OF HOUSTON

INTER OFFICE CORRESPONDENCE

Mr. Don Hicks
Mayor's Office

FROM C. E. Smith, Captain
Police Recruiting Division

VII. T. D. Mitchell, Deputy Chief
Staff Services Bureau

DATE March 10, 1975

G. M. Lynn
Chief of Police

SUBJECT Evaluation Committee-1975
Advertising Contract for
Police Recruiting

In anticipation of funding from LEAA the Houston Police Recruiting Division has advertised in the local media for advertising proposals.

In accordance with the provisions and policies of the Texas Criminal Justice Council and LEAA it is required that we have a committee to evaluate and in fact select the agency which best suits our advertising needs.

This committee will be composed of eight voting members. There will be two members from the Mayor's Office, two members from Chief Lynn's Office, two members from the Civil Service Department and two members from the Police Recruiting Division.

I would appreciate it if you would select the two members from your staff and inform me of who you have chosen to represent you by April 1, 1975.

This committee will be chaired by myself and assisted by Lieutenant K. L. Smith. It should be noted that on advice from the Texas Criminal Justice Council in Austin, neither Lieutenant Smith nor myself will vote on these proposals as he is the assistant project director and I am the project director.

C. E. Smith, Captain
Police Recruiting Division

CES/WLS/pl

Contact Person: C. E. Smith, Captain
Houston Police Department
Recruiting Division
500 Dallas Street
Houston, Texas 77002

Phone: 713/222-5201

Due Date: April 11, 1975

The Houston Police Department hereby solicits proposals for development of a public media campaign for the purpose of attracting highly qualified applicants for the position of Police Officer with the Department. Emphasis shall be placed on the recruitment of qualified members of minority groups.

The proposed media campaign shall be organized to have its impact within a 500-mile radius of the City of Houston, that area from which the Department normally recruits prospective applicants. A significant proportion of the campaign should impact the Houston/Harris County area.

The consultant shall have full responsibility for the writing and editing of all literature and advertising copy, subject to the approval of the Recruiting Division of the Houston Police Department, which shall have final control over the use of any and all materials.

The activities of the media campaign shall include, but not be limited to:

1. Advertising in newspapers and campus publications
2. Prime-time radio and television advertising
3. Printing and distribution of recruiting literature
4. Audio-Visual presentations for use at civic clubs
5. Recruiting materials for distribution to college placement centers
6. Outdoor sign advertising and posters
7. Decals and bumper stickers

Emphasis shall be placed on media vehicles which will most significantly impact members of the minority community.

Proposals will be evaluated by a committee chaired by Captain C. E. Smith. Criteria for evaluation of proposals will include, but not be limited to:

1. The appropriateness of the proposed program to meet the projected recruiting goals of the Department.
2. The qualifications of the consultant in the areas of recruiting and minority relations.
3. The qualifications of the consultant staff.
4. The ability of the consultant to commence the campaign as soon as possible.

5. The consultant's innovative approach and initiative as demonstrated in his proposal.
6. Cost effectiveness as demonstrated by the written proposals.

The consultant should be prepared to commence the campaign activities immediately upon execution of an appropriate contract for services with the City.

Respondent shall submit six (6) copies of proposals outlining their basic approach to the work, prior relevant experience, and the names and qualifications of those specific individuals the consultant would assign to the engagement.

Consultant selection will be carried out according to the provisions of the Professional Services Procurement Act, State of Texas. The ability of the City to enter into a contract for the services described herein is dependent upon timely receipt of action grant funding from the LEAA State Planning Agency, Texas Criminal Justice Council. Respondents shall state their willingness to abide by all policies and procedures of the TCJC and LEAA, including inspection and audit. The Department may desire, at its discretion, to interview respondents at a mutually agreeable time to discuss certain aspects of the proposal documents. The Department reserves the right to reject any or all proposals, should it be advantageous to do so. It should be noted that LEAA requires a 10% hold back on all contractual agreements, which is held until December 31, 1975.

An informal discussion of this project will be held at 1:00 p.m. on March 21, 1975, in Classroom #3, Police Academy Building, 61 Riesner Street, Houston, Texas. Interested agency representatives are invited to attend.

Proposals must be in the hands of C. M. Lynn, Chief of Police, Room 330, Police Administration Building, 61 Riesner Street, Houston, Texas, no later than 5:00 p. m. on April 11, 1975.

Contract services are to be in the following categories:

Multi-Media Recruiting Campaign, including

Advertising at or near colleges, and

Advertising at or near military bases,
not to exceed

\$325,000.00

ADVERTISING BID EVALUATION

EVALUATOR

DATE:

POINTS

NAME:

- 10 How well does this proposal meet the projected recruiting goals? (Increase qualified applicants)
- 10 How well qualified are the consultants in the area of minority recruiting?
- 10 How well qualified is the consultant staff?
- 10 How innovative is the firm's approach?
- 10 How much initiative is demonstrated?
- 5 How well does the firm reflect cost effectiveness?
- 10 How well is total media used for campaign?
- 10 How much emphasis will this campaign have on minority communities?
- 5 How well does this firm propose to coordinate its efforts with the Police Department?
- 5 How much emphasis is placed on college recruiting?
- 5 How much emphasis is placed on military recruiting?

90

THE STATE OF TEXAS X

CONTRACT

COUNTY OF HARRIS X

WHEREAS, the City of Houston, a municipal corporation principally situated in Harris County, Texas, hereinafter called "City", desires to obtain professional services for a Multi-Media Advertising Campaign for the Police Department of the City, and to that end desires to employ Advertising & Community Relations, Inc. doing business as Daigle, Merriman & Associates, One Chelsea Place, Houston, Texas, 77006, hereinafter called the "Agency"; NOW, THEREFORE,

The City and the Agency hereby agree as follows, to-wit:

1.

The services to be performed by the Agency are those set out in its proposal to the City entitled "A Recruitment Program for the Houston Police Department", a copy of which is on file in the City Secretary's office and which is made a part hereof by reference for all purposes, provided, however, in the event of any conflict between the provisions of said proposal and the provisions of this contract, the provisions of this contract shall be controlling. In addition, there is attached hereto and made a part hereof as Exhibit "A" an instrument entitled "draft contract" provided, however, in the event of any conflict between the provisions of said Exhibit "A" and the provisions of this contract,

the provisions of this contract shall be controlling.

2.

For such services, the City will pay and the Agency will accept compensation based on the customary commissions allowed by the various media in the amount of 15% of the gross purchase amount, excepting billboards, where such commissions shall be 16-2/3% of the purchase amount. Supplier charges, including but not limited to, typesetting, printing, engravings, photography, photo processing, silk screening, and art work, authorized by the recruiting project supervisor, will be compensated at the rate of 17.65% of such charges. In addition, the Agency shall be entitled to be reimbursed for out-of-pocket expenses such as long distance phone calls to place media, postage, travel expenses and art supplies billed at cost, when such out-of-pocket expenses are approved by the Chief of Police. Fees not compensated by media commissions or markup for specific authorized public relations projects, will be compensated at usual and customary rates, provided no charges shall be incurred under this provision unless and until it has been determined by the Police Department that sufficient funds are available and appropriated for payment of the City's obligation under this contract for payment of such fees.

Invoices will be submitted, and upon approval thereof by the Police Department, payment will be made by the City twice monthly to the Agency for work actually performed prior to the date of such billing.

3.

Upon notice from the City to the Agency, the Agency will commence performance of its services as set out in its proposal and performance of such services shall be completed on March 31, 1976.

4.

The City may terminate this contract at any time by notice in writing to the Agency. Upon receipt of such notice, the Agency shall, unless the notice directs otherwise, immediately discontinue all services in connection with the performance of this contract and shall proceed to cancel promptly any and all existing orders and contracts insofar as such orders and contracts are chargeable to this contract. As soon as practicable after receipt of such notice of termination, the Agency shall submit a statement showing in detail the services performed under this contract up to the date of termination and which have not previously been paid by the City and the City shall then promptly pay to the Agency any balance due for work performed up to the date of termination.

5.

The Agency admits knowledge of the fact that the City has made application for a grant from the Texas Criminal Justice Council for a project entitled "Police Recruiting Improvement Projects", Grant

No. AC-75-203-2837 and the Agency acknowledges that the City's obligation hereunder or in connection with the subject matter of this contract shall be limited solely to said grant funds. In this connection, the Agency further acknowledges that provision for payment of only \$325,000.00 inclusive of commissions to be allowed to the Agency as compensation has been provided for, and that unless and until additional grant funds are authorized for this purpose, the City shall have no obligation in excess of this amount.

6.

This contract shall not be assignable by either party hereto without the prior written consent of the other party. Written consent on behalf of the City of Houston shall require consent in the form of a Council Motion, Resolution or Ordinance.

7.

The City and the Agency hereby agree as follows, to-wit:

a. The agency agrees to maintain and make available for inspection, audit or reproduction by any authorized representative of the Comptroller General of the United States, Department of Justice, and the State of Texas, and authorized representatives of the City, books, documents, and other evidence pertaining to the cost and expenses of this contract (hereinafter called the records) to the extent and in such detail as will properly reflect all net cost, direct and indirect, of labor, material, equipment, supplies and services, and other costs and expenses of whatever

nature for which reimbursement is claimed under the provisions of this contract."

b. The Agency shall maintain such records for three years after final payment or until a Federally approved audit has been made and all questions arising therefrom are resolved.

c. No officer, member or employee of the Texas Criminal Justice Council and no member of its governing body, and no other public officials of the governing body of the City of Houston in which this contract is to be performed, who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this contract which affects such persons personal interest or have any personal or pecuniary interests, direct or indirect in this contract or the proceeds thereof.

No member or delegate to the Congress of the United States of America, no Resident Commissioner, or employee of the Law Enforcement Assistance Administration, U. S. Department of Justice, shall be admitted to any share or part thereof or to any benefit to arise herefrom.

d. Equal Employment Opportunity.

(1) During the performance of this contract, the contractor agrees as follows:

A) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that

applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

B) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

C) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives, of the contractors' commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D) The contractor will comply with all provisions for Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

E) The contractor will furnish all information and reports, required by Executive Order 11246, and by rules, regulations, and orders of the Secretary of Labor or pursuant thereto and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purpose of investigation to ascertain compliance with such rules, regulations and orders.

Any notice required, authorized or desired by the parties hereto to be given shall be given to the Agency by mailing such notice to the Agency as set out in its address in the opening paragraph of this contract, which address shall be deemed to be the address for the Agency until such time as it may notify the City of a different address, or such notice may be given by delivering written notice to an officer or agent of said company.

Any notice required, authorized or desired by the Agency to be given to the City may be given by mailing the same or delivering the same to the City Secretary of the City of Houston, with a copy thereof to be mailed or delivered to the Chief of Police of the City.

In testimony of which, this contract has been executed by the parties hereto as of the 19 day of JUNE, A. D. 1975 in duplicate originals.

ATTEST:

Leslie L. Thomas
CITY SECRETARY
First Assistant

CITY OF HOUSTON

By: *[Signature]*
MAYOR

COUNTERSIGNED:

By: *[Signature]*
CITY CONTROLLER

WITNESSE:

ADVERTISING AND COMMUNITY RELATIONS, INC.
d/b/a DAIGLE, MERRIMAN & ASSOCIATES

[Signature]
CORPORATE SECRETARY

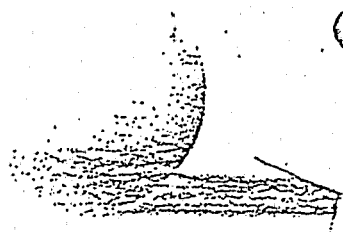
By: Stanley R. Merriman
PRESIDENT

APPROVED:

[Signature]
SENIOR ASSISTANT CITY ATTORNEY

APPROVED:

[Signature]
CHIEF OF POLICE



Daigle, Morrison & Associates

DRAFT - CONTRACT

This contract represents an agreement between the Police Department, City of Houston, Texas and Advertising and Community Relations, Inc., in which the Advertising Agency will represent the client as its Advertising Agency of record with respect to the client's advertising activity in police recruiting from June 1, 1975 through March 31, 1976.

The Police Department, City of Houston, Texas, authorizes the agency to place all orders for advertising, broadcast time, and other projects related to the recruiting campaign, as approved by C. M. Lynn, Chief of Police.

Under the terms of this contract the Agency is entitled to the customary commissions allowed by the various media in the amount of 15% of the gross purchase amount, excepting billboards, allowing 16 2/3%. Supplier charges including typesetting, printing, engravings, photography, photo processing, silk screening, and art work, authorized by the recruiting project supervisor, will be marked up by the customary 17.65%, the standard advertising agency commission on such charges. Approved out of pocket expenses, such as long distance phone calls to place media, postage, travel expenses and art supplies will be billed at cost.

The Agency will place media, and incur production costs totaling \$325,000. The total budget of \$325,000 will be executed by March 31, 1976.

This contract requires that all expenditures receive prior approval from the project supervisor. Copies of all approved bills incurred in the purchase or production of media will be provided by the Advertising Agency to the Police Department in substantiation of expenses incurred.

Outdoor Advertising	27,248
Television	\$116,000
Radio	64,840
Newspaper	25,000
Direct Mail	17,880
Posters, Signs, Brochures, Bumper Stickers, and other printing	25,500
Audio/Visuals, Film	14,000
Community Relations Activity	<u>34,532</u>
	\$325,000

Each line item above includes all production costs, as well as air time (television, radio), or space (newspaper, outdoor).

EXHIBIT "A"

Deviation from the itemized line items above, in excess of 10% of the stated amount, requires prior approval from the project supervisor. Likewise, all copy and graphics must be reviewed and approved by the project supervisor prior to being released for public exposure.

The Agency, under this agreement, agrees to abide by all policies and procedures of the TCJC and LEAA, including inspection and audit by those authorities, or the City of Houston.

Office of the Governor

Application for Grant

Criminal Justice Division

Project Title: POLICE RECRUITING IMPROVEMENT PROJECT

The following standard grant conditions, (where applicable), *must* be certified and agreed to by the applicant in order to validate the application. Also, where a condition is applicable and requires additional information, such information should be included in or as an addition to the application. (Additional explanation of these grant conditions may be found in CJD publication *Guide for Grant Administration*.)

Standard Grant Conditions

1. Project initiation. Acceptance of the grant award must be returned to the CJD within 30 days after the date of the award. If an approved project has not commenced within 60 days after acceptance of the grant award, the grantee will report by letter the steps taken to initiate the project, reasons for the delay, and expected starting date. If 90 days after acceptance of the award the project is not operational, a further statement of implementation delay will be submitted by the grantee to the Criminal Justice Division. On receipt of the 90-day letter CJD may cancel the project and redistribute the funds to other project areas. CJD, where warranted by extenuating circumstances, may request approval from the LEAA regional office to extend the implementation date of the project past the 90-day period.
2. Project completion. With the exception of the final project report, final financial report, and liquidation of goods or services encumbered before the termination date, grants must be completed no later than the termination date set forth in the Statement of Grant Award or any approved extension thereof. Grantees should keep in mind the grant condition prohibiting the obligation of funds beyond such termination dates, the requirement for liquidation of obligations within 90 days after the termination date, and the requirement for the return of unobligated grant funds within such period.
3. Reports. The grantee shall submit, at such times and in such forms as may be prescribed, any reports that the Criminal Justice Division may require, including quarterly financial and progress reports and final financial and progress reports. The grantee's failure to submit required reports within the prescribed time constraints may result in unnecessary delays in the processing of request for funds.
4. Fiscal regulations. The fiscal administration of grants shall be subject to such rules, regulations, and policies concerning accounting and records, payments of funds, cost allowability, submission of financial reports, etc., as may be prescribed by CJD, including those set forth in the *CJD Guide for Grant Administration*.
5. Utilization and payment of funds. Funds awarded may be expended only for purposes and activities covered by the grantee's approved project plan and budget. Payments will be made on the basis of periodic requests and estimates of fund needs submitted by the grantee. Payments will be adjusted to correct previous overpayments or underpayments and disallowances resulting from audit.
6. Written approval of changes. Grantees must obtain prior written approval from CJD for major project changes. These include (a) changes of substance in project activities, design, or research plans set forth in the approved application; (b) changes in the project director or other key personnel identified in the approved application; (c) expenditure of project funds representing more than a 15 percent or \$2,500 variation, whichever is greater, in any category of the total approved budget, including both CJD grant funds and grantee contribution; and (d) all additions to or deletions of approved equipment purchases. Any project changes in the grantee's prerogative to initiate are subject to cost allowability and budget guidelines that may be described in the CJD publications mentioned in the preamble to this section.
7. Application review changes. Any changes effected in this application as a result of or during the course

of CJD review will be deemed to have been ratified by the grantee upon CJD's receipt of the grantee's request for funds or acceptance agreement.

8. Maintenance of records. Financial records, supporting documents, statistical records, required reports, and all other records pertinent to the grant project or any component part thereof shall be retained for three years from the date of the grantee's submission of the final expenditure report, except that records for nonexpendable property acquired with federal grant funds shall be retained for three years after final disposition. The records shall be retained beyond the three-year period if audit findings have not been resolved. Provisions to this effect must be included in all contracts, subcontracts, or other arrangements for implementation of this project or any component thereof.
9. Inspection and audit. The State of Texas, the U.S. Department of Justice, and the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records pertinent to this grant project for the purpose of making audit, examination, excerpts, and transcripts. A provision to this effect shall be included in all contracts, subcontracts, or other arrangements for implementation of this project or any component thereof.
10. Termination of aid. A grant may be terminated or fund payments discontinued by CJD if it finds a substantial failure to comply with the provisions of P.L. 90-351 or regulations promulgated thereunder, including these grant conditions or application obligations, but only after notice and hearing and pursuant to all procedures set forth in Sections 510 and 511 of P.L. 90-351.
11. Obligation of grant funds. Grant funds may not, without advance written approval by CJD, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized for ultimate program purposes.
12. Title to property. Title to property acquired wholly or partly with grant project funds in accordance with approved budgets shall vest in the grantee, subject to divestment at the option of LEAA or CJD (to the extent federal funds contributed to the acquisition thereof) exercisable only on notice within 180 days after the end of the grant period or termination of the grant. The grantee shall exercise due care in the use, maintenance, protection, and preservation of such property during the period of grantor interest.
13. Use of property for law enforcement purposes. All property acquired with grant project funds or donated property representing a grantee contribution shall be committed to use for law enforcement purposes throughout its useful life.
14. Project income. All interest or other income earned by a grantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registrations fees, service charges on fees, etc.) must be accounted for. Income should be applied to project purposes or in reduction of project cost. Interest earned on grant funds must be returned to CJD. All other project income must be applied to project purposes or as a reduction of total project cost.
15. Publications. The grantee may publish, at its own expense, the results of grant activity without prior CJD review provided that any publication (written, visual, or sound) contains an acknowledgement of CJD grant support. The following disclaimer must be contained in the aforementioned acknowledgement:

The fact that the Criminal Justice Division furnished financial support to the activity described in this publication does not necessarily indicate the concurrence of the Criminal Justice Division in the statements or conclusions contained herein.

At least 25 copies of any such publication must be furnished to CJD but only 10 copies of training materials (where used in grant project) must be supplied, except as otherwise requested or approved by CJD. Publication of documents or reports with grant funds beyond quantities required to meet standard report requirements must be provided for in approved project plans or budgets or otherwise approved by CJD and, for large quantity publication, manuscripts must be submitted in advance to CJD.

16. Copyrights. Where activities supported by this grant produce original books, manuals, films, computer programs (including executable computer programs and supporting data in any form), or other copyrightable material, the grantee may copyright such, but CJD reserves a royalty-free, nonexclusive, and irrevocable license to produce, publish, and use such materials, and to authorize others to do so. Disposition of royalties will be determined by CJD. Provisions appropriate to effectuate the purposes of this condition must be in all employment contracts, consultants' agreements, and other contracts.
17. Patents. If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, by the grantee or contractor, the grantee shall refer the discovery or invention to CJD, which will determine whether or not patent protection will be sought; how any rights therein, including patent rights, will be disposed of and administered; and the need for other action required to protect the public interest in work supported with federal funds, all in accordance with the Presidential Memorandum of October 10, 1963, on Government Patent Policy. In the final narrative report the grantee shall identify any discovery or invention arising under or developed in the course of or as a result of work performed under this grant or shall certify that there are no such inventions or discoveries.
18. Allowable costs. The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in Office of Management and Budget Circular A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Governments," as further defined and delimited in conditions in the CJD *Guide for Grant Administration*. Educational institutions are subject to standards set forth in OMB Circular A-21.
19. Expenses not allowable. Grant funds may not be expended for (a) items not part of the approved budget or separately approved by CJD; (b) purchase of land and construction of buildings or implementation of improvements thereon, or payment of real estate mortgages or taxes, unless specifically provided for in the grant agreement; (c) entertainment, amusements, or social activities, or incidental costs related thereto; (d) purchase of automobiles or other automotive vehicles unless provided for in the grant agreement; or (e) indirect (overhead) costs, if the grantee does not have an indirect cost allocation plan and rate acceptable to CJD, except negotiated lump sum amounts included in the approved application budget.
20. Proposal costs. Grant funds may not be committed or expended for costs of preparing proposals without prior CJD approval.
21. Third party participation. No contract or agreement not incorporated in the approved proposal or approved in advance by CJD may be entered into by the grantee for execution of project activities or provision of services to a grant project (other than purchase of supplies or standard commercial or maintenance services less than \$2,500). Any such arrangements shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the contractor shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project.
22. Clean Air Act. In accordance with Presidential Executive Order 11502 and the provisions of the Clean Air Act, 42 USC 1857 et seq., as amended by P.L. 91-604, 1970, any grant may be terminated and expenditure of Federal funds will be discontinued if at any time during the grant period the grantee has been convicted of an offense under the Clean Air Act. Grantee may not contract with any party convicted under the Clean Air Act. Applicant certifies that it has not been convicted of any violation of the Clean Air Act.
23. Hatch Act. All persons funded by or contributing to this project agree to comply with Title 5, Chapter 15, Sections 1501 through 1508 and any amendments thereto, *United States Code Annotated*, more commonly known as the "Hatch Act" relating to political activities.
24. Release of information. Pursuant to Section 521 of the Act, all records, reports, papers, and other documents kept by recipients of CJD funds, including grantees and their contractors, relating to the receipt and disposition of such funds are required to be made available to CJD and LEAA, under the terms and conditions of the Federal Freedom of Information Act.

- 25. Relocation assistance. In conformance with the requirements of the Uniform Relocation Assistance and Land Acquisitions Policies Act of 1970 (42 USC 4633), applicant hereby declares that this project will not result in the displacement of one or more persons, businesses, or farm operations, and that no real property shall be acquired for project purposes. If this declaration cannot be made, CJD will provide the applicant a Relocation Assistance Certificate that must be completed before consideration of the application.
- 26. Environmental impact. Any application for a grant involving: (a) construction, purchase, or alteration of facilities; (b) implementation of programs involving the use of herbicides and pesticides; or (c) other actions determined by the LEAA Regional Administrator to have a possibly significant effect on the quality of the environment must include either a draft environmental statement as required by Section 102(2)(c) of the National Environmental Policy Act or a declaration that the proposed action will not have a significant impact on the environment.
- 27. Historic sites. In any grant project involving construction, renovation, purchasing, or leasing of facilities the grantee shall consult with the state liaison officer for historic preservation to determine whether the undertaking may have an effect on properties listed in the National Register of Historic Places. If the undertaking may have an adverse effect on the listed program properties CJD must be notified before consideration of the application.
- 28. Education support. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving CJD financial assistance with the exception of the qualifications set forth in Title IX, Section 901(A) of Public Law 92-318 (86 Stat. 873).

To validate this application, the following special items must be certified and agreed to by the applicant:

Special Items

Nonsupplanting requirement. In compliance with the requirement that federal funds, made available under Part C, Title I, Public Law 90-351, as amended, be used "not to supplant state or local funds," this is to certify that the below described recipient of federal funds under Part C, Title I, Public Law 90-351, as amended, will use such funds to increase state or local funds that would, in the absence of such federal aid, be made available for law enforcement purposes. It is understood that the above certification by the financial officer will be required on the final report of expenditures and status of action grant funds.

Assurance of compliance with Civil Rights Act of 1964. The applicant hereby agrees that it will comply and will insure compliance by its contractors with Title VI of the Civil Rights Act of 1964 (Public Law 83-352) and all requirements imposed by or pursuant to Regulations of the Department of Justice (29 CFR Part 42) issued pursuant to that title, to the end that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance. The grantee further will comply with and insure compliance by its contractors with Justice Department equal employment regulation in federally assisted programs to the end that employment discrimination in such programs on the grounds of race, color, creed, sex, or national origin shall be eliminated. The grantee recognizes the right of the United States to seek judicial enforcement in its contracts. Assurance of compliance with Title 28, Part 42, nondiscrimination; equal opportunity; Police and Procedures—Subpart E—Equal Opportunity Guidelines. The applicant hereby agrees that it has complied with the requirements of Subpart E and has filed the required certification and where applicable has on file a current affirmative action plan.

Applicant's agreement. It is understood and agreed by the applicant that any grant received as a result of this application shall be subject to the above standard conditions, special items, and other policies and rules issued by the Criminal Justice Division for administration of grant projects; all provisions under P.L. 90-351, as amended; and memoranda issued by CJD.

Certified by: *Fred Hofheinz*
 Signature
 Fred Hofheinz
 Name
 Mayor
 Title
 City of Houston
 Agency

Date: Nov. 25, 1975

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

I, Fred Hofheinz, Mayor, certify that:
(official filing the application)

This agency employs fewer than 50 people or has received or applied for less than \$25,000 from Criminal Justice Division, therefore, the _____ is not required to file an equal opportunity program in accordance with 28 CFR 42.301 et seq., Subpart E.
(criminal justice agency)

This agency employs 50 or more people and has received or applied to the Criminal Justice Division, Office of the Governor for total funds in excess of \$25,000, therefore, the Houston Police Department has formulated an equal employment opportunity program in accordance with 28 CFR 42.201, et seq., Subpart E if applicable, and that it is on file in the office of Captain C.E. Smith, 1 Allen Center, Houston, Texas for review or audit by an official of the Criminal Justice Division, Office of the Governor or the Law Enforcement Assistance Administration, as required by relevant laws and regulations.
(criminal justice agency)
(name, address, title)

This state agency or department has received LEAA funds from the Criminal Justice Division, Office of the Governor, therefore, the _____ has formulated an equal employment opportunity program in accordance with the Appropriations Bill, 63rd Legislature, Regular Session and with 28 CFR 42.301, et seq., Subpart E if applicable, and that it is on file in the office of _____ for review or audit by an official of the Criminal Justice Division, Office of the Governor or the Law Enforcement Assistance Administration, as required by relevant laws and regulations.
(criminal justice agency)
(name, address, title)

PROJECT TITLE Police Recruiting Improvement Project

GRANT NUMBER AC-72-102-2446 and AC-75-803-2837

Fred Hofheinz
Official Authorized to Sign Application

[Signature]
Project Director

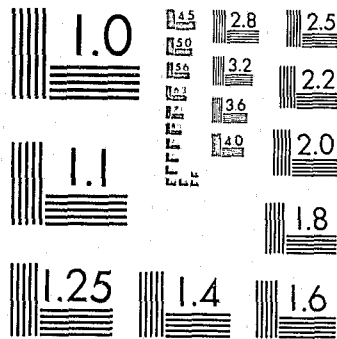
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National Criminal Justice Reference Service



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National Institute of Law Enforcement and Criminal Justice
Law Enforcement Assistance Administration
United States Department of Justice
Washington, D. C. 20531

08/17/79

DATE FILMED