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**EATON COUNTY BOARD OF COMMISSIONERS**

**PUBLIC SAFETY COMMITTEE**

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Minutes of May 5, 2011

Present: Vice-Chairman Commissioner Jeremy Whittum, Commissioner Larry Brunette, Commissioner Dale Barr, Commissioner Wayne Ridge, Commissioner Mike Hosey, Commissioner Ben Colestock

Also Present: Controller John Fuentes, Undersheriff Fred McPhail, Chief Deputy Brian Peacock, Capt. Steve Kibiloski, Sgt. Aaron Brown, Deputy Eric Hafner, 911 Asst. Director April Heinze, Helen Schneider, Judy Oisten, Patti Roost, Patti Sillars, Mike Atayan

Absent: Chairman Commissioner John Boles, Commissioner John Forell,

The meeting was called to order at 4:00 p.m.

Pledge of Allegiance given by all.

Commissioner Hosey made a motion to accept the April 7, 2011 minutes. Commissioner Ridge seconded. MOTION CARRIED.

**LIMITED PUBLIC COMMENT**

Helen Schneider requested clarification regarding the departmental procedures in reference to stray cats at the Animal Control. Commissioner Whittum discussed the Attorney General's opinions related to the dog law. Ms. Schneider requested a copy of the procedures of how stray cats are handled when turned over to Animal Control. Commissioner Whittum will contact Terry Walker, Animal Control regarding whether cats are scanned for microchips.

Patti Sillars requested that the office hours of Animal Control be updated on the department's website.

Mr. Mike Atayan provided Chief Deputy Peacock a copy of the Lapeer County wrecker policy.

**MSA JAIL AUDIT & RISK MANAGEMENT SYSTEM** – Capt. Kibiloski

Capt. Kibiloski advised that the jail is currently accredited through the National Commission on Correctional Health Care (NCCHC) every three years and MDOC every year. NCCHC accreditation covers inspections of the Medical area of the jail while MDOC inspections cover the jail only. Capt. Kibiloski introduced a service for inspections that cover both medical and jail. The Accreditation, Audit & Risk Management Security LLC (AARMS) is offering a jail wide risk management audit system called The Jail Training Initiative to counties in Michigan.

The County's insurer, MMRMA, has agreed to cover half of the startup and monthly costs. Eaton County's portion for startup is \$1,113 and the monthly fee is \$250.00. Capt. Kibiloski advised that the money in the Jail Commissary funds would cover the costs for the startup and monthly fee. Capt. Kibiloski advised that NCCHC contract costs the County \$1400 a year. He advised that AARMS is offering a contract for up to four years with no increase. Discussion held. He recommends a three-year contract. Commissioner Ridge made a motion to contract with AARMS for three years. Commissioner Barr seconded. MOTION CARRIED.

#### **MDOC INSPECTION REPORT** – Capt. Kibiloski

Capt. Kibiloski advised that the Eaton County Jail received 100% compliance after the recent MDOC inspection.

#### **EMERGENCY OPERATIONS GRANTS** – Sgt. Aaron Brown

*PSIC Grant* - Sgt. Brown discussed the continuation of the 2007 PSIC Grant. With Phase II, \$73,000 has been re-allocated to Eaton County. The grant money will be used to purchase radio repeaters and fire pagers. He advised that the upgrade of radios will be completed by September 30, 2011. No action is required on this matter.

*2009 Homeland Security Grant* – Sgt. Brown advised that \$11,000 has been re-allocated for a cellular signal booster in the EOC Room. In addition, a portion of the funds would be used to purchase 2-way radios and repeater for Olivet College. This would be an amendment to the original grant use. Commissioner Hosey made a motion to amend the original grant to use the re-allocated funds. Commissioner Brunette seconded. MOTION CARRIED.

*2011 Emergency Operation Center Grant* - Sgt. Brown advised of the 2011 EOC Grant which would be used to update the EOC. This grant has a 25% matching requirement which may be provided with in-kind flexibility. Commissioner Barr made a motion to recommend approval of authorization to apply for the 2011 EOC Grant to the Board of Commissioners.. Commissioner Ridge seconded. MOTION CARRIED.

#### **COUNTY SURPLUS AUCTION** – Deputy Eric Hafner

Deputy Hafner requested that the Board approve a resolution to set the date of the County Auction for Saturday, September 24, 2011 and to use Stanton's Auctioneers for this year's auction. Deputy Hafner advised that Stanton's has proposed an 8% commission of sales for this year's auction. The commission rate is the same as it has been in the past. Commissioner Hosey made a motion to accept Stanton's Auctioneers proposal for this year's auction and set the date of the auction for September 24, 2011. Commissioner Barr seconded the motion. MOTION CARRIED.

#### **OVERTIME REPORT** – Chief Deputy Peacock

Chief Deputy Peacock advised that the projection for overtime expenditures continues to improve. Mr. Fuentes advised that the projections are trending favorably.

**REIMBURSEMENT REPORT/BOARDING UPDATE** – Chief Deputy Peacock

Chief Deputy Peacock advised that the County received reimbursement from the State in the amount of \$59,205 for Diverted Felons for the months of October, November and part of December. He advised that 32% of the budget has been collected overall for State reimbursed Boarding programs. In addition, 30.2% of the budget has been collected for Individual Accounts. There has been no revenue generated to date for housing of other agency inmates.

Chief Deputy Peacock advised that the average daily population for April 2011 was 233 inmates with a high of 253 inmates on the weekends. Eaton County average population was 199. He advised that Parole Violators are averaging 26 inmates daily at this time

**COPS GRANT** – Chief Deputy Peacock

Chief Deputy advised of a COPS Grant, which would be used for the hiring and re-hiring of law enforcement officers. He advised that the grant is a no match grant and covers the first three years of wages and benefits. Commissioner Brunette made a motion to recommend authorization to apply for the COPS grant to the Board of Commissioners. Commissioner Barr seconded. MOTION CARRIED.

**MISCELLANEOUS**

*LEIN Issue* – Mr. Fuentes advised that a committee has been formed by Governor Schneider in reference to LEIN access fees. Mr. Fuentes advised that the issue is unresolved at this point. He will update the Committee as further information is received.

**Limited Public Comment**

Patti Roost discussed utilizing regional systems for Animal Control.

Commissioner Whittum adjourned the meeting at 5:05 p.m.

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Commissioner Jeremy Whittum  
Public Safety Committee Vice-Chairperson  
Eaton County Board of Commissioners



SINCE 1837

# EATON COUNTY OFFICE OF THE SHERIFF

**MIKE RAINES, SHERIFF**

FRED MCPHAIL, UNDERSHERIFF

BRIAN PEACOCK, CHIEF DEPUTY

1025 Independence Blvd • Charlotte MI 48813 • Phone 517-543-3512 • 517-372-8217 • Fax 543-2922

## Public Safety Committee:

Statistics taken from the current Risk Management Insurance reports show that nationally jails account for over 70% of averaged losses. Ever striving to provide a safe and secure environment the jails of Michigan have seen their losses, due to litigation, below the national average at 63%. Looking to reduce these losses even further the Eaton County Jail currently contracts with NCCHC (National Commission on Correctional Health Care) for risk management audits of our Inmate Medical Department. Taking this idea a step further AARMS (Accreditation, Audit & Risk Management Security LLC), in association with the National Sheriff's Association, is offering a jail wide risk management audit system called The Jail Training Initiative to the counties of Michigan. This program is currently being used in ten states and where it has been in place for more than 18 months those counties have seen their average litigation losses reduced to 27% - 33%, well below the national average. This program provides a case law based audit system to the Jails of Michigan. Gary Deland, in association with the NSA, has used Federal law, Sixth Circuit Court rulings and Michigan Statutory Code, to structure a 594 point audit system to be used for self initiated and independent Risk Management reviews.

Implementation of the Michigan program is expected to take place July 1<sup>st</sup> 2011. Due to Michigan's involvement in the creation and launch of the program as the first state in the 6<sup>th</sup> Circuit region AARMS (Accreditation, Audit & Risk Management Security LLC) has offered a reduced start up and monthly fee. In addition MMRMA (Michigan Municipal Risk Management Authority) has agreed to cover half of the startup costs and is currently working on a grant to cover half of the monthly fees for those counties who are members of MMRMA.

The following is a breakdown of costs;

Standard startup fee - \$5,300

Startup fee for pilot Michigan Counties - \$2, 225

MMRMA contribution - \$1,113

Startup cost for Eaton County Jail - \$1,113

Standard monthly fee – up to \$530 (depending upon number of participating counties)

Discounted rate for pilot Michigan counties - \$250

MMRMA contribution – currently working on grant money to cover half of monthly cost

Monthly cost for Eaton County Jail - \$250

The startup fee includes all hardware, set up of IT infrastructure, users, data entry of established guidelines and training time. The monthly service fee includes all remote hosting, storage and backup of the database, maintenance of the IT infrastructure, system updates and customer service support.

According to Michigan Policy Directives 04.02.110 concerning use of Commissary funds it states that “monies shall be used to fund only those services, equipment and supplies that provide a direct benefit to the prisoner populations”. Using commissary funds to finance this Audit System meets the requirements of this Policy since the funds would be used to ensure and improve the safety, security and overall operations of the jail. Currently the Jail Commissary fund has a balance of \$72,944 with an average monthly income of \$3,200 and average monthly expenses of \$1,118.

At this time I am respectfully requesting that the Board of Commissioners Public Safety Committee approve the implementation of the National Sheriff's Association Jail Training Initiative for the Eaton County Jail, with financing to come from the Jail Commissary fund 595.001.001.

Respectfully submitted,

Capt. Steven P. Kibiloski CMJ  
Jail Administrator

CL262.0429

SK/tb



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

RICK SNYDER  
GOVERNOR

RICHARD M. McKEON  
DIRECTOR

April 13, 2011

Sheriff Michael Raines  
Eaton County Sheriff's Office  
1025 Independence Boulevard  
Charlotte, Michigan 48813

Re: Inspection Report

Dear Sheriff Raines:

Enclosed is a copy of the final inspection report concerning the inspection of the Eaton County Jail that was conducted on April 12, 2011. A copy has also been sent to the Chairperson of the Eaton County Board of Commissioners.

The County Jail Services Unit thanks you, your staff and the Eaton County Board of Commissioners for maintaining compliance with the current Administrative Rules for Jails and Lockups.

If you have any questions, please feel free to call me at (517) 373-4483.

Sincerely,

Thomas A. Vogel

Environmental Health, Fire Safety, and County Jail Services Manager  
Physical Plant Division

cc: Chairperson, Eaton County Board of Commissioners

# COUNTY JAIL INSPECTION REPORT

Richard M. McKeon, Director  
Michigan Department of Corrections

EATON COUNTY



County Jail Services Unit

Report Prepared by:

Wayne Schaudt

2011

**COUNTY JAIL INSPECTION REPORT  
EATON COUNTY  
APRIL 13, 2011**

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### **Scope of Inspection**

An inspection of the Eaton County Jail was conducted on April 12, 2011, by the County Jail Services Unit, Michigan Department of Corrections, as provided for by Act No. 232 of the Public Acts of 1953, as amended, being Section 791.262 of the Michigan Compiled Laws.

The inspection was conducted by Wayne Schaudt, Correctional Facility Specialist, County Jail Services Unit. The exit conference was conducted with Undersheriff Fred McPhail, Chief Deputy Brian Peacock, and, Jail Administrator, Captain Steve Kibiloski.

### **Inspection Objectives**

The inspection of the Eaton County Jail had the following objectives:

1. To determine compliance with the Administrative Rules for Jails and Lockups of 1998, and all applicable statutes for housing inmates in county jails.
2. To provide a document for follow-up and to resolve any areas of noncompliance with the Administrative Rules for Jails and Lockups.

### **Background**

The Eaton County Jail was constructed in 1990 with a rated design capacity of 224 beds.

In 2007, an addition increased the rated design capacity to 374 beds.

### **Findings**

On the date of the inspection, the Eaton County Jail was in compliance with all of the current Administrative Rules for Jails and Lockups.

## 2007 PSIC Grant

### Phase II

Eaton County utilized \$248,516.44 of the \$404,259.20 it was allocated in Phase I of the grant. These funds purchased portable, mobile and base radios and also funded their reprogramming for every agency within the County. The remaining funds were required to be returned to the Region for re-allocation in Phase II.

The Board has re-allocated \$73,000.00 to Eaton County for the purchase of radio repeaters and fire pagers, and reprogramming of the same, for agencies within the County. This equipment is needed for the required migration to narrow band configuration on our radio system.

There is a 20% match for the grant. Any local agencies requesting funds from this grant are required to provide the match prior to any equipment being ordered.

Bids have been requested and received from radio vendors. We would like to authorization to place orders with the following vendors,

1. ComSource INC, Rochester Hills, MI  
Purchase of 58 Motorola fire pagers - \$22,040.00  
Re-program of 59 existing fire pagers - \$295.00
2. Chrouch Communication, Saranac, MI  
Purchase of 1 radio repeater - \$5,285.00
3. Radio Communication, INC, Battle Creek, MI  
Purchase of 4 radio repeaters - \$6990.00  
Reprogram of 15 existing repeaters - \$1,100.00
4. Communication Service, Mason, MI  
Purchase of 151 Apollo fire pagers - \$52,699.00
5. Tele-Rad, INC, Grand Rapids, MI  
Reprogram of 23 existing radio repeaters - \$1,655.00

All of the above numbers represent the lowest bid for each category. The only exception is the reprogramming of existing repeaters (\$1,100.00). We felt that since Radio Communications was already replacing repeaters, it would be easier if they would do the programming in that category also.

### **2009 Homeland Security Grant**

We have identified two addition projects which we would like to fund from this grant. They are,

1. Purchase of cellular signal booster for the Emergency Operations Center - \$1,000.00
2. Purchase of two way radios and a repeater for Olivet College - \$10,000.00

Currently, there is very limited cellular service in the EOC. The new booster would provide coverage not only for the EOC, but the entire basement area of the Sheriff's Office.

Olivet College's Cutler Center has been designated as an alternative care site for using during major medical emergencies. (pandemics, mass immunizations, etc). The additional radio infrastructure in that area would provide options for responders, if this were to occur. The radios would also provide a direct link to Campus Security should an emergency arise on campus.

### **2011 EMERGENCY OPERATIONS CENTER GRANT**

We recently received advance information for an upcoming grant which would be used to update the EOC. Improvements would include information technologies upgrades, and the relocation of current communications equipment. We would be requesting \$100,000.00 to complete these activities from the grant. We would like authorization to apply for the grant when the official guidance is released.

All of the above requests have been reviewed and approved by our Local Planning Team.

**EATON COUNTY BOARD OF COMMISSIONERS**

**MAY 18, 2011**

**RESOLUTION APPROVING COUNTY AUCTION**

**Introduced by the Public Safety Committee**

**WHEREAS**, the statute requires the Sheriff to notify the Board of Commissioners when acquired stolen property has been unclaimed for six months, and request authority from the Board to dispose of it.

**NOW, THEREFORE BE IT RESOLVED**, that the Sheriff be given authority to sell all stolen or recovered property that has been in his possession for a period of six months or more with the proceeds from the sale to go to the General Fund; and

**BE IT FURTHER RESOLVED**, that the sale is to be held on Saturday, September 24, 2011 at 9:00 a.m. at the Eaton County Storage Building, 1105 Independence Blvd., Charlotte, MI 48813 and to cause notices to be published in newspapers of general circulation in the County, said notices to describe the property to be sold.

**2010/2011 Analysis of Sheriff Department Overtime by Division**

Through pay end date 4/30/2011 14.6

**Projections based on YTD data**

Department	Year-to-Date Overtime	Payrolls	Estimated Per Payroll**	Total Payrolls	Projection	Budget	Projected Variance
301	84,422.86	14.60	15,535.30	26.10	183,098.40	221,590.00	38,491.60
301 -Detective	10,063.18	*	14.60	26.10	18,883.49	20,469.00	1,585.51
302	84,037.54	14.60	5,543.44	26.10	157,382.18	157,976.00	593.82
303	58,312.41	14.60	5,722.94	26.10	108,712.60	122,108.00	13,395.40
303 -Detective	14,043.34	*	14.60	26.10	25,104.87	28,572.00	3,467.13
<b>General Fund</b>	<b><u>250,879.33</u></b>		<b><u>29,045.41</u></b>		<b><u>493,181.54</u></b>	<b><u>550,715.00</u></b>	<b><u>57,533.46</u></b>
Jail Millage II	22,392.65	14.60	1,484.98	26.10	50,756.72	102,501.00	51,744.28

\* - included with departmental overtime, if applicable.

\*\* not including comp time payouts

**2010/2011 Analysis of Sheriff Department Overtime by Division**

Through pay end date            4/30/2011            14.6

Department		Amended Budget	Y-T-D	% of Budget	% of Payroll Charged	Projected to end of year	Projected Total	Variance
301.704	Permanent	2,044,916.00	1,142,332.97	55.86%	55.94%	939,782.82	2,082,115.79	(37,199.79)
301.706	Overtime	221,590.00	84,422.86	38.10%			183,098.40	38,491.60
301.706.002	Detective OT	20,469.00	10,063.18	49.16%			18,883.49	1,585.51
302.704	Permanent	1,834,007.00	1,073,812.69	58.55%	55.94%	785,891.78	1,859,704.47	(25,697.47)
302.706	Overtime	157,976.00	84,037.54	53.20%			157,382.18	593.82
303.704	Permanent	1,832,663.00	1,033,290.41	56.38%	55.94%	813,893.13	1,847,183.54	(14,520.54)
303.706	Overtime	122,108.00	58,312.41	47.75%			108,712.60	13,395.40
303.706.002	Detective OT	28,572.00	14,043.34	49.15%			25,104.87	3,467.13
<b>Total</b>		<b>6,262,301.00</b>					<b>6,282,185.34</b>	<b>(19,884.34)</b>

**Jail Millage Fund**

281.301	Regular	818,024.00	461,323.17	56.39%	55.94%	363,370.99	824,694.16	(6,670.16)
	Overtime	102,501.00	22,392.65	21.85%	55.94%		50,756.72	51,744.28

JAIL MILLAGE FUND - BOARDING

Fiscal Year  
2010/2011

MARCH 2011

PAYEE	REVENUE ACCOUNT	CURRENT BUDGET	FISCAL Y-T-D COLLECTED	% OF BUDGET COLLECTED	ANNUALIZED PROJECTED COLLECTIONS	FISCAL YEAR PROJECTED VARIANCE	FISCAL Y-T-D BILLED	ANNUALIZED PROJECTED BILLINGS	Percent Collected vs Billed
Prisoner Boarding Fund									
STATEWIDE/FED	Housing/Medical/Bus	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
JACKSON COUNTY	Housing	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
IMMIGRANT	Housing	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
U.S. MARSHALS	Housing	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
JAIL REDUCTION & COMM. TREATMENT PROGRAM	Housing	\$0.00	\$5,220.00		\$10,440.00	\$10,440.00	\$5,220.00	\$10,440.00	100%
PAROLE VIOLATORS	MDOC HOUSING	\$50,000.00	\$96,285.00	192.6%	\$192,570.00	\$142,570.00	\$146,055.00	\$292,110.00	66%
DIVERTED FELONS	MDOC HOUSING	\$320,000.00	\$0.00	0.0%	\$0.00	(\$320,000.00)	\$161,605.00	\$323,210.00	0%
<b>TOTAL BOARDING</b>		<b>\$370,000.00</b>	<b>\$101,505.00</b>	<b>27.4%</b>	<b>\$203,010.00</b>	<b>(\$166,990.00)</b>	<b>\$312,880.00</b>	<b>\$625,760.00</b>	<b>32%</b>

GENERAL FUND - OTHER

INDIVIDUALS	SENTENCED INMATES	CURRENT BUDGET	FISCAL Y-T-D COLLECTED	% OF BUDGET COLLECTED	ANNUALIZED PROJECTED COLLECTIONS	FISCAL YEAR PROJECTED VARIANCE	FISCAL Y-T-D BILLED	ANNUALIZED PROJECTED BILLINGS	Percent Collected vs Billed
	HOUSING	\$75,000.00	\$31,726.74	42.3%	\$63,453.48	(\$11,546.52)	\$475,102.00	\$950,204.00	7%
	OUIL IMPAIRED	\$25,000.00	\$8,152.00	32.6%	\$16,304.00	(\$8,696.00)	\$16,599.00	\$33,198.00	49%
	FALSE ALARMS	\$8,600.00	\$6,795.00	79.0%	\$13,590.00	\$4,990.00	\$7,085.00	\$14,170.00	96%
	ABAN. VEHICLES	\$8,200.00	\$2,130.25	26.0%	\$4,260.50	(\$3,939.50)	\$6,000.00	\$12,000.00	36%
	INMATE MEDICAL	\$19,000.00	\$4,100.19	21.6%	\$8,200.38	(\$10,799.62)	\$49,157.59	\$98,315.18	8%
	TETHER	\$62,000.00	\$6,765.00	10.9%	\$13,530.00	(\$48,470.00)	\$20,943.00	\$41,886.00	32%
<b>TOTALS</b>		<b>\$197,800.00</b>	<b>\$59,669.18</b>	<b>30.2%</b>	<b>\$119,338.36</b>	<b>(\$78,461.64)</b>	<b>\$574,886.59</b>	<b>\$1,149,773.18</b>	<b>10%</b>

# JAIL COUNT SUMMARY

Apr-11

Day	Building Total	Eaton County Pop.	Female Inmates	Statewide	MDOC	Jackson	Housing Other	Federal	% of Capacity Used by Eaton Cty Inmates
1	236	207	39	0	29	0	0	0	55%
2	244	218	39	0	26	0	0	0	58%
3	253	226	39	0	27	0	0	0	60%
4	239	212	37	0	27	0	0	0	57%
5	227	200	36	0	27	0	0	0	53%
6	227	199	36	0	28	0	0	0	53%
7	223	192	35	0	31	0	0	0	51%
8	225	202	38	0	23	0	0	0	54%
9	245	220	40	0	25	0	0	0	59%
10	251	225	41	0	26	0	0	0	60%
11	229	203	37	0	26	0	0	0	54%
12	231	206	39	0	25	0	0	0	55%
13	228	207	39	0	21	0	0	0	55%
14	231	210	42	0	21	0	0	0	56%
15	230	208	40	0	22	0	0	0	56%
16	247	222	46	0	25	0	0	0	59%
17	252	227	44	0	25	0	0	0	61%
18	235	210	41	0	25	0	0	0	56%
19	232	205	42	0	27	0	0	0	55%
20	235	204	43	0	31	0	0	0	55%
21	225	190	37	0	35	0	0	0	51%
22	228	195	38	0	33	0	0	0	52%
23	242	212	42	0	30	0	0	0	57%
24	241	211	42	0	30	0	0	0	56%
25	226	196	40	0	30	0	0	0	52%
26	210	188	37	0	22	0	0	0	50%
27	209	187	34	0	22	0	0	0	50%
28	216	190	33	0	26	0	0	0	51%
29	217	193	36	0	24	0	0	0	52%
30	242	217	44	0	25	0	0	0	58%
31		0		0		0	0	0	0%
<b>TOTAL</b>			1176	0	794	0	0	0	0%

Bldg Total

6976

Avg/Day

233

Eaton Cty. Total

6182

Avg/Day

199

% of Capacity

53%

Housing Total

794

Avg/Day

26

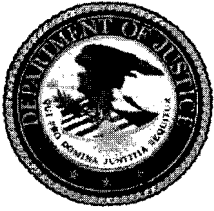
Female Total

1176

Avg/Day

39





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

**COPS**

April 18, 2011

Dear Colleague:

The Office of Community Oriented Policing Services (COPS) is pleased to announce that we will be accepting grant applications for the Fiscal Year (FY) 2011 **COPS Hiring Program (CHP)**. Subject to funding availability, approximately \$200 million may be available under FY 2011 CHP for the hiring and rehiring of additional career law enforcement officers.

The FY 2011 CHP solicitation will open on May 2, 2011. The application deadline will be **May 25, 2011, at 8:59 PM, EDT**. Please note that applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424, which is a government-wide standard form required for competitive grant application packages. The SF-424 is intended to reduce the administrative burden to the Federal grants community, which includes applicants/grantees and Federal staff involved in grants-related activities. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System found on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Applications must be submitted via the COPS Office Online Application System by **8:59 PM, EDT, on May 25, 2011** to be considered for FY 2011 CHP funding.

CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to impact their community policing capacity and problem solving efforts.

CHP grants provide 100 percent funding for approved entry-level salaries and benefits for 3 years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. There is no local match requirement or cap on the amount of funding that can be requested per officer position, but CHP grant funding will be based on your agency's current entry-level salary and benefits packages. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5% of their actual sworn force strength reported in their application, up to a maximum of 50 officers. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

At the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of one year (12 months). The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

The COPS Office looks forward to working with your agency. If you would like more information or require technical assistance during the solicitation process, please contact the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian  
Director