

GRANT PROPOSAL PROGRAM NARRATIVE

As Connecticut's budget deficit continues to grow, the Connecticut Department of Public Safety remains committed to its core mission of ensuring the safety and well being of Connecticut's citizens and to enforce the state's laws and regulations vigorously, fairly, and impartially.

This grant application and proposal submitted by the Connecticut State Police focuses on the implementation of a plan to create civilian jobs under the Recovery Act and simultaneously redeploy sworn state police personnel to field assignments in order to prevent and reduce criminal activity. The hiring of two trainers and one research analyst would complement our current workforce and allow us to re assign one supervisor and two troopers to patrol operations.

Over the last year, The Connecticut State Police has seen an increase of 8.5% in calls for service, (medical aid assists, assisting with disabled vehicles, property checks and security sweeps), from last year, as well as a 9.2% increase in criminal cases assumed by the agency, and an 8.2 % increase in motor vehicle enforcement.

As such our agency is requesting \$690,781.00 in funding from the 2009 Byrne Competitive Grant Program, Category IV, "Hiring of Civilian Staff in Law Enforcement Agencies", to hire three civilian personnel consisting of the following positions:

1. Director of Staff Development at the Connecticut State Police Training Academy,
2. Firearms Training Officer at the Connecticut State Police Training Academy, and
3. Research Analyst within the Research & Planning Unit

With the acquisition of these civilian personnel, to augment our current staffing levels, the State of Connecticut will be able to derive several direct benefits. First and foremost, we will have the ability to employ and retain three more people through job creation during these

difficult economic times. Second, the three sworn personnel who are being replaced by civilians will be returned to patrol assignments to assist in addressing the increasing levels of criminal activity, and third, this will support our goal of promoting law enforcement omnipresence in the communities that we serve, inclusive of 82 rural towns with no municipal police departments.

Statement of the Problem

In seeking to hire a civilian Director of Staff Development at the Connecticut State Police Training Academy, we recognize that the training of sworn law enforcement personnel is integral to their success as professional law enforcement officers. Successful training requires a skilled staff to provide complete, up-to-date, accurate information to an adult student population in a manner that the instructed material is absorbed and retained by the student population. The Connecticut State Police Training Academy currently utilizes hand-selected sworn troopers to provide training at the recruit, remedial, in-service, and advanced training levels. As skilled as these individuals may be, and hence the reason for their selection, the agency's training program would be vastly improved if newly assigned staff instructors were able to access professional development tools designed to provide them with, and thereafter maintain, their level of instructional ability. At present, newly selected staff instructors received one or two week-long "Instructor Development" programs. Any professional development by a staff instructor thereafter must be personally sought out and "self-attained," and further, is typically in that given staff instructor's individual area of expertise, and not within educational or training paradigms in the broader sense. A broader training program, as to "how" to be an effective trainer, and how to create and support corresponding training material, at both the initial and advanced training levels, is sorely needed for Training Academy staff instructors.

Additionally, lesson plans and instructional materials that are currently in use within the Training Academy are updated and modified by the individually assigned instructor, based on their expertise and familiarity with the assigned subject. While requested changes are tracked and approved prior to implementation, a more centralized approach to ensuring that teaching materials are complete and up-to-date is needed within the Training Academy environment.

Finally, the sheer volume of training material that is generated from within the Connecticut State Police Training Academy, inclusive of recruit observation reports, training curricula, lesson plans, power-point presentations, examinations, results and answer keys, remedial training tools, attendance rosters, grading rubrics, practical exercise assessments, etc., must also be stored, coordinated, and made reasonably accessible for future reference purposes. Such material must be retained for the length of an employee's career and beyond, as assorted requests of a legal affairs, labor relations, training, remediation, promotional, freedom of information, etc. are made.

The retention of a full-time civilian "Director of Staff Development," a position already identified and codified within Connecticut State Government, and recognized by the Connecticut Department of Administrative Services, would fulfill all of these tasks. Finally, the retention of such an individual would allow the Connecticut State Police to reassign one of our current two "Recruit Training Coordinators," who presently share at least some aspects of these responsibilities, back to a field command, thus better utilizing a sworn law enforcement officer in a manner more consistent with their training and job responsibilities.

Furthermore, the Connecticut State Police Firearms Training Unit presently utilizes hand-selected sworn troopers to also provide firearms training at the recruit, remedial, in-service, and advanced training levels. As such, the agency is required to remove the trooper who performs

this function from his/her primary function, patrol. While this provides current police practices along with firearms instruction, the cost to the agency in terms of salary, benefits and reduction in the patrol force is sizeable. It would be cost effective to hire a civilian Firearms Training Officer at the Connecticut State Police Training Academy to provide firearms while replacing one of the current sworn officers who provide this function, and thus allow him/her to return to patrol operations in an effort to reduce and / or prevent criminal activity.

Finally, we recognize that it is essential for a law enforcement agency to maintain current and accurate policies and procedures. As the principal law enforcement agency within Connecticut and responsibility for police coverage in over eighty one towns, it is critical that the Department of Public Safety maintain current and accurate policies regarding law enforcement procedures.

Achieving and maintaining the objectives of the Research and Planning Unit requires a skilled staff member who is proficient in the areas of organization, compilation and efficiency. The Agency relies heavily on the timely distribution of materials that dictate how laws are defined and mandates interpreted, especially as they pertain to the temporary detention of civil liberties.

The amount of materials that are produced for the Department of Public Safety by the Research and Planning Unit must be stored, coordinated and made reasonably accessible for future reference purposes. Currently as the position is staffed by a sworn member of the Department, any change in position via promotion or other means places a potential strain on the timely distribution of very important and arguably critical information. If this position were staffed by a civilian person, the opportunity of maintaining continuity and potential to improve efficiency would be much stronger.

The retention of a full-time Research Analyst, a position already identified and codified within Connecticut State Government and recognized by the Connecticut Department of Administrative Services would fulfill all of these tasks. Finally, the retention of such an individual would allow the Connecticut State Police to reassign the trooper currently holding the position back to the field command thus better utilizing a sworn law enforcement officer in a manner more consistent with their training and job responsibilities.

In returning the trooper to a field assignment the agency will derive a direct benefit. The department will have an additional resource to address to criminal law enforcement issues that the State Police face on a daily basis and will assist in promoting our goal of an omni-presence to the communities we serve.

Program Design and Implementation

Implementation of this proposal can commence immediately upon receipt of federal funding. The Recovery Act Funding available under this program would result in immediate job creation while subsequently redirecting law enforcement personnel directly back into the community to contend with reducing criminal activity.

As a result of the hiring and selection process, the Connecticut State Police “Director of Staff Development” would be accountable for further developing and assisting in directing a program of recruit training, in-service training, remedial training, and advanced training, as well as training academy staff development, within the Connecticut State Police Training Academy. The Director of Staff Development would report to and be supervised by the Training Academy Executive Officer. Duties performed by this employee would include the following: Direct curriculum development within the Training Academy; coordinate, plan, and manage training activities; formulate program goals and objectives consistent with a Training Academy Mission

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CFDA Title: 16.808, 2009 Recovery Act Byrne Competitive Grant Program
Category IV: Civilian Hiring of Civilian Staff in Law Enforcement Agencies

Statement; assist in the development of training and staff development policies; interpret and administer pertinent laws and regulations concerning agency training; evaluate staff; preparation of a training budget; maintain contact with individuals both within and outside the agency who impact on program activities; provide consultative services to agency managers regarding organization development; develop initial and advanced training of instructional staff personnel; and, retain and correlate lesson plans, testing materials, and related instructional information.

The “Civilian Firearms Training Officer” would be accountable for providing and assisting in the instruction of the Connecticut State Police Firearms Training Unit curriculum for recruit training, in-service training, remedial training, and advanced training, as well as training other state, federal and municipal law enforcement agencies. The Civilian Firearms Training Officer would report to and be supervised by the Firearms Training Unit supervisor. Duties performed would include the following: Assist in curriculum development within the Firearms Training Unit; assist in the presentation of classroom instruction; assist in the planning and implementation of training activities; provide ad hoc assistance to the Connecticut State Police Training Academy; assist in the development of training programs; assist in maintaining permanent files of student records; assist in the construction of subject matter examinations; assist in the maintenance of machinery pertinent to the Firearms Training Unit operations including but not limited to ammunition re-loading equipment, targeting systems, welding, carpentry, snow removal, etc.

In regard to the proposed position as a “Research Analyst” for the Connecticut State Police, the individual would be accountable for researching, drafting and editing materials for the incorporation into the Department of Public Safety Administrative and Operations (A&O) Manual. The position would also require an individual to coordinate, maintain, edit and

disseminate the A&O Manual when necessary. As the A&O Manual is a compilation of rules and regulations based on prevailing laws, mandates and standards and is often subject to review and changes which dictate the course of business for the Department of Public Safety.

The research analyst would also assist the accreditation manager to maintain compliance with Department accreditation requirements. Additionally, the research analyst would also provide assistance to Professional Standards when necessary. Other duties performed would include the following: Maintain a library with up-to date samples of all DPS forms electronically and in hard copy form to include revising these forms when necessary; complete surveys as requested by Department members with procedural questions; serve as liaison with personnel of police agencies, in-state and out-of-state with regard to policy writing, status of past and current policy and how to start or maintain procedural manuals; work with outside vendors to review and test new products or technology and make recommendations for further review and/or acquisition thereof; organize data and duplicate CD-ROM disks for distribution throughout the Agency ; assemble and edit the Department of Public Safety Annual Report consisting of a synopsis of all units within the Agency; assemble and write the Digest of Administrative Reports to the Governor; assemble data, compile and publish the annual pursuit report to the Commissioner at the beginning of each calendar year for the previous year; and authenticate and certify documents required for court appearances as the department keeper of business records related to the A&O manual or written policy changes.

Capabilities / Competencies

The Connecticut Department of Public Safety (DPS) is composed of three divisions: the Division of State Police, the Division of Fire, Emergency and Building Services and the Division of Scientific Services.

The largest of these three divisions is that of the State Police and today, more than 1,200 men and women make up the sworn State Troopers of the State Police. There are 12 barracks geographically dispersed across the state and dozens of specialized units. The State Police are the primary law enforcement provider in 82 of the 169 Connecticut towns and the third largest police force in New England. Under this proposal, the Connecticut Department of Public Safety's Human Resources Unit would work cohesively with the Department of Administrative Services and the Office of Policy and Management to immediately hire and retain the three civilian personnel described herein, resulting in three sworn personnel being re-deployed to patrol operations to combat criminal activity throughout the State of Connecticut.

All federal funding dedicated to this initiative will be monitored and tracked independent of any other funding by our Fiscal Services Unit, so as to ensure no co-mingling of funds.

Impact / Outcomes, Evaluation and Sustainment

The program's goals will be assessed by the Grants Manager by measuring the performance of the goals. This will be achieved by both quantitative and qualitative data which will be collected by our Human Resources personnel and reported in monthly progress reports. The Human Resources Unit lead by a civilian director with a Juris Doctorate and over 30 years of experience in this field is supported by a professional staff that will collectively be instrumental in the successful implementation of this initiative.

For sustainment, the Department requests state funding to continue programs that have been initiated with federal funds, as part of the budget process. Funding is requested through the Executive Branch budget office, which is the Office of Policy and Management (OPM) in Connecticut. OPM has been notified of our Department's intent to apply for these federal funds and has knowledge of this program, and the stated benefits.