

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: T11-8-001

APPLICANT: LA Chiefs' Of Police Association

PROJECT TITLE: Law Enforcement Management Inst.

PROJECT FUNDS :

FUND: \$ 90,000 100.00%

MATCH: \$ 0 0.00%

TOTAL: \$ 90,000 100.00%

PROJECT DURATION: 12 months

START DATE: 07/01/2010

END DATE: 06/30/2011

Continuation of T10-8-001

PROJECT SUMMARY:

To provide administrative support to the Louisiana Commission on Law Enforcement relative to the operations of LEEMI and conducting the New Chief Management Course by providing training and record keeping at the LACP office.

RECOMMENDATION: FUND DENY

SPECIAL CONDITIONS :

APPROVED

SEP 16 2010

LOUISIANA COMMISSION ON LAW ENFORCEMENT
& ADMINISTRATION OF CRIMINAL JUSTICE

**LOUISIANA COMMISSION
ON LAW
ENFORCEMENT
AND
ADMINISTRATION OF
CRIMINAL JUSTICE**



**APPLICATION FOR
STATE FUNDS**

REVISED APRIL 2009

TITLE PAGE

<p>1. Law Enforcement Executive Management Institute</p>	<p>2. SHORT TITLE OF PROJECT LEEMI</p>
<p>3. PROJECT DURATION</p> <p>Total Length: 12 Months <i>(not exceeding 12 Months)</i></p> <p>Desired Starting Date: July 1, 2010</p> <p>Desired Completion Date: June 30, 2011</p>	<p>4. TOTAL PROJECT FUNDS REQUESTED (Whole Dollars Only)</p> <p>State Fund Amount: 90,000</p>
<p>4. APPLICANT AGENCY</p> <p>Chief Carlos Stout, President Louisiana Association of Chiefs of Police 2855 Interstate 10 Frontage Road Port Allen Louisiana 70767-4103</p> <p>Office 255 387 3261 Fax 225 387-3262</p> <p>Fabian@lACP@bellsouth.net</p> <p>72-0985255</p>	<p>5. IMPLEMENTING AGENCY</p> <p>Fabian Blache' Executive Director Louisiana Association of Chiefs of Police 2855 Interstate 10 Frontage Road Port Allen Louisiana 70767-4103</p> <p>Office 255 387 3261 Fax 225 387-3262</p> <p>FabianlACP@bellsouth.net</p>
<p>6. PROJECT DIRECTOR</p> <p>JT Gardiner Project Director Louisiana Association of Chiefs of Police 2855 Interstate 10 Frontage Road Port Allen Louisiana 70767-4103</p> <p>Office 255 387 3261 Fax 225 387-3262</p> <p>jerrylACP@bellsouth.net</p>	<p>7. FINANCIAL OFFICER</p> <p>Fabian Blache, Financial Officer Louisiana Association of Chiefs of Police 2855 Interstate 10 Frontage Road Port Allen Louisiana 70767-4103</p> <p>Office 255 387 3261 Fax 225 387-3262</p> <p>Fabian@lACP@bellsouth.net</p>
<p>8. CONGRESSIONAL DISTRICTS SERVED:</p>	<p>1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/></p>
<p>9. POPULATION SERVED:</p>	<p>State Wide</p>
<p>10. BRIEF PROJECT DESCRIPTION:</p> <p>The Grant provides administrative support to the State Law Enforcement Executive Management Institute Board by providing training and record keeping at the LACP Office</p>	

BUDGET NARRATIVE/DETAILED BUDGET

100. PERSONNEL					
Name	Position	% of Time	Mo. Salary	No. of Mos.	Category Totals
Fabian Blache	Executive Director	10%	\$3700	12	\$4440 \$0
Stephanie Rispone	Admin Assistant	29%	2167	12	\$7560 \$0
					\$0
				Subtotal	\$12,000
200. FRINGE BENEFITS (FICA, Retirement, Etc.)					
				Subtotal	\$0
300. TRAVEL (Transportation and Subsistence)					
				Subtotal	\$28,093
400. EQUIPMENT (Itemize)					
				Subtotal	\$0
500. SUPPLIES (Itemize)					
				Subtotal	\$14,007
600. PROFESSIONAL SERVICES					
				Subtotal	\$ 24000
700. CONSTRUCTION					
				Subtotal	\$0
800. OTHER DIRECT COSTS					
SEE PAGE 7					
				Subtotal	\$11900
850. CONFIDENTIAL FUNDS					
				Subtotal	\$0
900. INDIRECT COSTS					
				Subtotal	\$0
TOTAL PROJECT COSTS					\$90,000

BUDGET NARRATIVE/DETAILED BUDGET

Begin below and add as many continuation pages (7a, 7b, etc.) as may be necessary to explain the items budgeted (Round off to nearest dollar). All costs (personnel, equipment, etc.) shown on the budget schedule (page 6) must be broken down and itemized (with calculations shown) by budget category. A narrative explaining the cost of expenditures and their relation to the project must be provided for all costs. All expenditures requested in the subgrant application must be necessary and integral to the project being funded. This determination cannot be made without a proper narrative. APPLICATIONS WITHOUT THIS NARRATIVE WILL BE RETURNED.

100 Personnel

The LEEMI program has access to the LACP database during office hours for update of training information. Approximately 30% of the LACP Administrative Assistant's time is spent in support of the LEEMI Board and Chiefs of Police. The LACP Executive Director is also required to take calls and coordinate office activities to assure LEEMI compliance. Approximately 10% of his time is spent on LEEMI operations. We are requesting reimbursement of the time spent on this project by LACP staff members

Fabian Blache	44,400 X 10%	4440	
Stephanie Rispono	26000 X 29%	7560	
Total			\$12,000

300 Travel Expenses: \$28,093

A. LACP anticipates 3 Board meetings a year. Rooms will be needed for 2 people for 2 nights at \$120 per night (including taxes and gratuity) and per diem of \$38 per day for both.

Rooms (2people X \$120) X 3 Meetings	\$720	
Per diem (2people X \$38) X 3 Meetings	\$228	
Miles (2people X 99 X .48) X 3 meetings	\$285	

B. LACP anticipates 34 New Chiefs at the next New Chiefs Class.

Rooms (34people X \$120) X 5 days	\$20,400	
Per Diem (34people X \$38) X 5 days	\$ 6,460	
Total		\$28,093

500 Supplies \$14,007

The preparation of the new Chiefs Class requires manuals, copying, printing costs, student materials, and postage as a normal part of the LEEMI office activities. Cost was based upon last years' actual cost of supplies.

LACP Anticipates the following handouts for the New Chiefs Class

A. 34 LSR 14,32, Childrens Code @ 154	\$5235	
B. Legal Update @ 45	\$1530	
C. Manuals (2) per student @ \$30 per manual	\$2040	
D. Pens, Paper, Pencils, Clips,	\$ 349	
E. Class Photos Framed	\$ 680	
F. Print Cartridges 3 sets @ \$50	\$ 150	
G. Copy Paper (2) boxes @ \$60	\$ 120	
H. Plaques @ \$75 per	\$ 2,550	
I. Tote Bags 34 @ \$10	\$ 340	
J. Clip Boards 34 @ \$15	\$ 510	
K. Postage stamps 381 3 mail outs	\$ 503	
Total		\$14,007

600 Professional Fees

\$24,000

The LACP has contracted with the following entities in order to carry out the requirements of the LEEMI Board. Funds are requested to contract with a Training Director who not only prepares the New Chiefs Class, but locates additional training opportunities for the Chiefs. The LEEMI administrator establishes guidelines, writes the protocol, in conjunction with the LEEMI Boards instructions,. He must maintains records of all activities and provide for the correspondance with outside entities.Request for funds to pay a CPA to review financial records and make recommendatons. Instructor fees are needed to contract with the instructors of the New Chiefs Class.

A. Training Director	\$13,000	
B. LEEMI Administrator	\$ 6,000	
C. CPA	\$ 1,000	
D. Instructor Fees 80 Hours @\$50		
Includes prep, travel, and classroom time	\$ 4,000	
Total		24000

800 Other Direct

\$11900

Each year the New Chiefs Class tries to provide an interactive and enjoyable educational experience. Following state procurement guidelines we are requesting funds for refreshmenets for the students in the evenings and at the end of the class during graduation The cost of the training room for the week is also included along with the rental space for LEEMI at the LACP Office.

A. Training Room rental hotel rate		
\$500 per day plus Gratuity 18% X 5 days	\$2950	
B. Refeshments @ \$8/ day per student		
Plus tax and Gratuity 18%		
(\$8X1.18)X(1.09)X(5X34)-	\$1750	
Office Rent LACP @600/month	\$7200	
Total		11,900

PROJECT PLAN AND SUPPORTING DATA

This section constitutes the heart of the subgrant application. It is the applicant's detailed statement of the project, its aim, precisely what will be done, who will be involved, and its expected results. Together with the project budget, it constitutes primary evidence to LCLE 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.

Applications for projects utilizing funds for LCLE Subgrants MUST include the components outlined below.

I. PROBLEM/NEEDS

Define the problem to be addressed by the project. Include supporting data with the problem explanation (crime statistics, costs, geographical and population factors, resource allocations, manpower deficiencies, etc.)

Louisiana Law imposes two important responsibilities on the Municipal Chiefs of Police as it relates to their professional development. These laws are attached to the grant and spell out two very specific areas of training that impacts the Chiefs of Police.

- A. Each New Chief of Police elected or appointed has one year from the date of their appointment or their taking of office to attend and complete the New Chiefs Class as outlined and administered by the Law Enforcement Executive Management Institute Board (LEEMI). The class is a minimum of 32 hours covering topics of management, liabilities, and laws relating to their task of running a police department.
- B. Each Chief of Police is required to maintain 24 hours of (LEEMI) approved courses in administration and management in each 24 month period

Failure to meet these requirements will result in the loss of their state supplemental pay.

The problem is the lack of administrative support, which is necessary to meet the requirements of the law. Funding through this grant will provide the necessary resources needed to administer the program as it was intended.

By providing New Chiefs with information, insight, and resources, they are better prepared to run their departments. Experience has shown without some fundamental understanding and appreciation for basic managerial skills, Chiefs of Police will place their organizations in a period of organizational regression. Having these basic fundamentals in place will assure a smoother transition for the agency and foster continued growth.

The largest portion of the grant funds will be used for the New Chiefs Class, but some grant resources will be used in the development of managerial courses for the current Chiefs of Police to assist them in obtaining their 24 hours of credit in the 24 month period.

II. Goals/Objectives

- A. Identify goals by explaining what the project hopes to accomplish.
- B. Provide measurable objectives that are defined in terms of results or conditions to be achieved in a specified time frame. (Use absolute numbers. Avoid the use of percentage increases or decreases.)

It is the goal of the LACP that each and every Chief of Police have the opportunity to meet and hopefully exceed the mandates of the LEEMI Laws. This goal is best accomplished by providing administrative support to the LEEMI Board. By successfully completing each of the following objectives, the overall goal of the LEEMI Board can be met.

1. By providing all administrative functions for the LEEMI Board.
2. By acting as the fiduciary agent for the LEEMI Board.
3. By establishing protocols with the LEEMI Board.
4. By putting on a New Chiefs Course each year for new Chiefs of Police.
5. By maintaining accurate and timely records on all Chiefs of Police as to their training records and CEU's.

III. METHODS

A. **Techniques** - Identify and describe the techniques or approaches to be used in achieving the project objectives.

B. **Timetable** - Identify the anticipated beginning and completion date for the integral work tasks to be accomplished by the project.

The LEEMI Board meets 3 times a year to establish an orderly process as it relates to the legislative mandates. Those meetings must be recorded and the actions of the LACP office must act in concert with the board's wishes. The administrative support to the board is the carrying out of the boards business by providing services in the area of Administrative support and educational support.

A. Administrative Services:

1. Maintain an accurate database for Chiefs of Police
2. Prepare and respond to all correspondence
3. Maintain all files
4. Receive and process all Law Enforcement Executive Management Institute related mail
5. Handle all telephone inquiries
6. Storage for Law Enforcement Executive Management Institute files
7. Maintain all financial records
8. Handle accounts receivables and payables
9. Pay all bills
10. Prepare a year end financial statement for the annual conference
11. Provide a yearly budget to the Law Enforcement Executive Management Institute Board at the annual conference
12. Send timely announcements
13. Prepare meeting agendas
14. Attend all Law Enforcement Executive Management Institute Board meetings, record the business of the Board, and prepare all minutes for Board approval.
15. Identify and notify all chiefs as to the responsibilities as it relates to the Law Enforcement Executive Management Institute Laws.

B. Training Services:

1. Develop and acquire training materials for the classes
2. Coordinate training schedules and assist instructors
3. Negotiate all accommodations, meeting space, and food services for all trainings
4. Record attendance and evaluations on all trainings
5. Review and make recommendations regarding the approval or rejection of all requests for CEU's.
6. Notify the State Supplemental Board as to the Chiefs of Police not in compliance with the Law Enforcement Executive Management Institute Laws.

IV. RESULTS

- A. Outcome and Evaluation - Indicate the desired results of the project utilizing performance indicators which will measure outcomes. Indicate how the project will be evaluated. Include data that will be utilized to measure workload; results and correlation of results with objectives.

To best describe how each approach in the method section of the grant can be accomplished, we have provided a narrative (description of financial and administrative responsibilities at they relate to the methods)

Par 1

Every year the LEEMI Board meets at all three of the LACP Conferences. Prior to the conference, notices are sent out via the LACP email broadcast of the agenda, date, time and location of the next LEEMI Board meeting. This notice goes out to all Chiefs of Police so they may address the LEEMI Board with suggestions or grievances as to CEU assignment. Also notified are the current Board members so they can clear their calendars. The meeting is recorded and minutes are prepared by the LEEMI administrator. (Sec A , 12, 13,14,15: B5)

Par 2

At the annual conference, which is generally at the end of July, the LEEMI administrator presents the board with a financial statement which includes the finalized grant for current grant year, a draft of the budget for next years grant, and all evaluations of the New Chiefs Class so recommendations can be made by the Board as to the content and scheduling of the next class schedule. (A10, 11 : B 5, 6)

Par 3

Once approval from the LEEMI Board is given, the LEEMI administrator establishes contact with a local hotel for training rooms, accomodations and refreshments for the next New Chiefs Class.(B3) The instructors for the next class are notified and a draft schedule is obtained for approval of the Board. (B1,2)

Par 4

Each Inrtuctor is required to provide their materials to the LACP Office in an electronic format so they can be reviewed, evaluated and later printed for the Class Manuals.(B1)

Par 5

The LACP maintains two files on each Chief of Police at it relates to their training records. A database is maintained in the office and individual files are maintained in paper form in the record room. The LEEMI Office maintains an office inside the LACP Office complex and collects mail through a Post Office Box. All invoices for LEEMI are kept as a part of the LEEMI files. Each bill is payed by LACP funds and the reimbursement for expenses are placed back into the LACP General fund account. The financial operation of LEEMI is a separate record keeping function maintained by the LACP Accounting process. (A1,3,4,6,7,8,9).

Par 6

As a part of normal daily activities the LACP Adminisrative Assistant or the Executive Director will handle daily phone calls or correspondance as it relates to the LEEMI Office. (A2,5).

Par 7

At the end of each year, the LEEMI Office as directed by the LEEMI Board sends notification to the State Supplemental Board Office the names of those Chiefs of Police not in compliance with the LEEMI Laws. (B6)