

## **ABSTRACT**

The city of Longview Police Department, acting as the lead applicant, for the disparate jurisdictions of Longview and Cowlitz County is applying for JAG funds to continue their School Resource Officer program. The title of their project is “Longview Police School Resource Officer Program”. The goal of the project is prevent crime and intervene when violence and crime occurs within the Longview schools. The strategies in this project will involve School Resource Officers responding to police incidents which occur within the Longview schools and working with students and staff to prevent crime from occurring within the schools. As the lead applicant, the city of Longview will handle all of the finances related to this grant. All financial and programmatic reports will be completed and submitted by Longview Police Department.

Cowlitz County has agreed to allow Longview to use all of the grant funds on their school resource officer program.

Project identifiers for our 2016 JAG Local funding request are:

- Campus Safety
- Crime Prevention
- School Crime
- Truancy
- Violence – School Violence

### **Goal**

The goal of the project is prevent crime and intervene when violence and crime occurs within the Longview schools.

### **Project Strategy**

This is an ongoing program to prevent and respond to crime in the schools and the officers work through problems daily with staff and students.

### **Project activities planned for goal**

- Longview School Resource Officers will continue to provide ongoing response to police calls for service in the Longview schools.
- School Resource Officers will attend extra-curricular activities such as school dances and sports activities.
- SROs will attend school safety meetings and be involved in site safety planning with Longview school district staff.

### **Anticipate Outcomes**

- Interruption of potential crimes by officer presence and coordination with students and school staff.
- Prevention of crime through school safety meetings and work with school staff to implementation of recommendations for physical safety improvements to schools.

### **Partnerships**

Longview Police Department partners with the Longview School District in implementing this program.

## **INTRODUCTION**

The cities of Longview and Cowlitz County are completing a joint application, as a disparate jurisdiction, for funding for the FY 2016 Edward Byrne Memorial Justice Assistance Grant in the total amount of \$16,389. The city of Longview will be the lead applicant in this joint application.

### Longview Police Department

Longview Police Department proposes to fund a portion of the salary and benefits for a School Resource Officer position. Longview Police Department is requesting funding in the amount of \$16,389 to pay for part of the School Resource Officer program.

### Cowlitz County Sheriff's Office

Cowlitz County Sheriff's Office has agreed to allow Longview Police Department to use the entire grant award of \$16,389 for Longview's law enforcement program.

## **ANALYSIS OF NEED**

### Longview Police Department

The city of Longview is the largest city in Cowlitz County with a population of approximately 37,000. Cowlitz County's population is approximately 102,000. Longview Police Department currently has 58 authorized commissioned police officers and has been approved to over hire by 2 additional police officer positions. Longview Police has relied on "high crime funding" from the state of Washington to fund the School Resource Officer program as well as other programs. The Longview city council set crime reduction as a goal for the police department in 2007. In that same year, Longview officers reduced crime below 175% of the state's crime rate which resulted in a significant reduction in "high crime funding" from the state. Due to reductions in high crime funding and our local general fund budget, the police

department made reductions in civilian police staffing in 2011 as well as other non-personnel reductions such as training and jail expenses. In January 2013, a budget shortfall once again forced Longview Police Department to reduce staffing by 1 commissioned police officer position and 1 civilian clerk position. As a result of recent minor improvements in the local economy and the continual increase in narcotics violations in Longview, two new commissioned officer positions were funded for the police department beginning in 2015. These positions were funded to work in our Street Crimes Unit. This unit focuses primarily on drug and weapon investigations. The city of Longview is beginning the budget process for 2017-2018 and the police department has been given direction to budget at 2016 funding levels with no increases. Therefore, in an effort to continue the work of the School Resource Officer program, Longview Police Department is requesting to continue to use JAG funds to pay for a portion of one School Resource Officer position.

The city of Longview's crime rate has been far above the state average for many years. In 2015, Longview's Group A crime rate (NIBRS reporting) was 113.5 crimes per 1,000 population. This is a decrease of 12% from 2014 Longview crime levels. Whereas, the 2015 rate for the state of Washington is 65 crimes per 1,000 population. Longview's crime rate has remained significantly higher (1.75 times higher in 2015) than the Washington state average. The city of Longview's crime rate is more than 3 times higher than the state are drug violations (LV rate = 11.2, WA state rate = 2.4). In 2008, Longview Police Department hired the Police Executive Research Forum (PERF) to complete a management study to identify how Longview Police Department could meet the council's goal of crime reduction. PERF made several recommendations, one of which was additional staffing. PERF recommended that Longview Police Department increase its commissioned officer staffing to 59 officers plus 3 "over hire"

positions to account for the yearly turnover of the department and lengthy training time needed before officers were ready to patrol on their own. With the addition of two new commissioned officer positions in 2015 and the ability to over hire by two additional positions, Longview Police Department's commissioned staffing is now authorized at 58 officers plus 2 over hires, still short of the recommendation made by PERF eight years ago to address the crime problem/call volume at that time.

The Longview School Resource Officer program was started 20 years ago. This program was initially funded with the use of Local Law Enforcement Block Grant funds, city of Longview funds and Longview school district funds. As city funds were reduced, this program was funded with high crime grant funds as well as funds from the Longview School District. From 2010 through 2016, LPD used its share of the JAG funds to fund a portion of the School Resource officer program.

## **PROGRAM SUMMARY**

### Longview Police Department

Longview Police Department would like to use grant funds to continue the School Resource Officer (SRO) program.

Longview Police Department currently has 2 School Resource Officers. Longview is home to two (2) high schools and three (3) middle schools. Each school officer is responsible for one (1) of the high schools and the corresponding feeder middle school(s). Our patrol unit responds to police calls for service at the elementary schools currently because the current volume of calls/workload in the middle and high schools.

During the 2015-2016 school year (September 2, 2015-May 15, 2016), our School Officers have responded to 138 calls for police service in the schools. Of those 138 calls, 31

have resulted in an arrest. Preventing violence is one of the main goals of our school officers. Our SROs work together with students and school staff to intervene the prevent violence in the schools. A benefit of having officers assigned to our schools is increased efficiency in responding to matters that do occur in the schools. Before the school officer program, patrol officers were dispatched to the school incidents. A patrol response takes more time as an officer has to drive to the school. Also, higher priority calls occurring throughout the city could further delay a response to the schools. During that response time, calls can escalate requiring school staff to intervene. By having SROs on site, the officer is able to quickly respond to unfolding incidents thereby allowing patrol officers to continue to conduct proactive policing and respond to the 47,000 calls that occur in the city every year.

Prevention and intervention in the schools are a benefit of this program as is the investigative information that students share with SROs when crimes do occur. Through the use of cellular phones, you tube, and social networking sites, students who witness crimes are sharing a vast amount of information when crimes are in progress or have recently occurred. By having officers in the schools, students begin to trust law enforcement and share information with our SROs via many different forms of technology which has benefited our investigations and led to arrests that would likely have not occurred without this information sharing/trust that has been established between the SROs and the students.

As the lead applicant, the city of Longview will administer all grant funds and will also be responsible for collecting documentation to support grant expenses as well as collecting necessary data for both financial and program reports due to the Office of Justice Programs. School Officers will complete monthly reports during school months which will be used to complete performance measure data through BJA's PMT. The city of Longview will create a

separate account for the Justice Assistance Grant and all grant invoices will be charged to that account.

### **CONCLUSION**

The city of Longview has been experiencing tough economic times for several years and has delayed many necessary maintenance items city wide (streets, facility maintenance & repairs, and vehicle replacement) as a result. As the economy begins to rebound, the city is tasked with repairing/maintaining/replacing items that were delayed in the tougher economic times.

Therefore, increasing staffing levels up those recommended by PERF could take several more years. The Justice Assistance Grant funding will provide the department with funds to maintain the school officer program.

**Budget Detail Worksheet and Budget Narrative**

Agency Name and State: City of Longview, Washington  
 Grant Application # 2016-H2809-WA-DJ

**Those categories not applicable to this grant application have been deleted.**

**A. Personnel**

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50).

**PERSONNEL (FEDERAL)**

Name/Position	Computation				Cost
	Salary	Basis	Percentage	Length of time	
Police Officer (SRO)	\$37.83	hour	14.85%	309	\$ 11,689
<b>Longview Subtotal</b>					<b>\$ 11,689</b>

**PERSONNEL NARRATIVE (FEDERAL)**

JAG funding will be used to continue the School Resource Officer Program in the Longview schools. Funds will be used towards a portion of one of the two School Officers assigned to the Longview middle and high schools. School officers respond to police calls for service at the schools, work with school staff to prevent crime and intervene in situations to resolve matters before they rise to the level of a crime. School Officers also participate in school safety planning.

**PERSONNEL (NON-FEDERAL)**

None

**TOTAL PERSONNEL                    \$            11,689**

**B. Fringe Benefits**

Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

**FRINGE BENEFITS TOTAL (FEDERAL)**

<b>Name/Position</b>	<b>Description</b>	<b>Rate</b>	<b>Salary Base</b>	<b>Cost</b>
Police Officer .148 FTE	Pension	5.23%	\$ 11,689	\$ 611
	FICA	7.65%	\$ 11,689	\$ 894
	Medical Insurance	1510/mo. x 12 months		\$ 2,691
	Wk Comp	3.20%	\$ 11,689	\$ 374
	Unemployment	0.10%	\$ 11,689	\$ 12
	Emp. Benefit Reserve	1.00%	\$ 11,689	\$ 117
	<b>Longview Subtotal</b>			<b>\$ 4,699</b>

**FRINGE BENEFITS NARRATIVE (FEDERAL)**

Fringe benefits are for the portion of the School Resource Officer position that is requested through these grant funds.

**FRINGE BENEFITS TOTAL (NON-FEDERAL)**

None

**TOTAL FRINGE BENEFITS \$ 4,699**

**TOTAL PERSONNEL & FRINGE BENEFITS \$ 16,389**

**C. Travel**

Itemize travel expenses of staff personnel by purpose (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g. six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit the costs involved. Identify the location of travel, if known; consultants should be included in Contractual/Consultant category.

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL TRAVEL**            \$            -

**D. Equipment**

List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL EQUIPMENT            \$            -**

**E. Supplies**

List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Item</u>	<u>Computation</u>	<u>Cost</u>
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<b>TOTAL SUPPLIES</b>	<b>\$</b>	<b>-</b>
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**F. Construction**

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category.

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
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**TOTAL CONSTRUCTION**                    \$                    -

**G. Consultants/Contracts**

Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Services Provided</b>	<b>Computation</b>	<b>Cost</b>
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		<b>Subtotal</b>	\$ -
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**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
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		<b>Subtotal</b>	\$ -
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**Contracts :** Provide a description of the product or service to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts of \$100,000.

		<b>TOTAL CONSULTANTS/CONTRACTS</b>	\$ -
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Applicants will follow their respective city's procurement policies

**H. Other Costs**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide the monthly rental costs and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL OTHER COSTS           \$           -**

## I. Indirect Costs

Indirect costs are allowed only if the applicant has a Federal approved indirect costs rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
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<b>TOTAL INDIRECT COSTS</b>	<b>\$</b>	<b>-</b>
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**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support this project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	\$ 11,689
<b>B. Fringe Benefits</b>	\$ 4,699
<b>C. Travel</b>	\$ -
<b>D. Equipment</b>	\$ -
<b>E. Supplies</b>	\$ -
<b>F. Construction</b>	\$ -
<b>G. Consultants/Contracts</b>	\$ -
<b>H. Other</b>	\$ -
<b>Total Direct Costs</b>	\$ 16,389
<b>I. Indirect Costs</b>	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 16,389</b>
<b>Federal Request</b>	<u>\$ 16,389</u>
<b>Non-Federal Amount</b>	<u>\$ -</u>

2016-H2809-WA-DJ

Applicant: Longview Police Department, WA

### **Disclosure of Pending Applications**

The city of Longview is the lead applicant for FY 2016 JAG funding (application number 2016-H2809-WA-DJ) and is a disparate jurisdiction with Cowlitz County, Washington. All grant funds will be used by the city of Longview. The city of Longview does not have any pending grant applications submitted at this time.