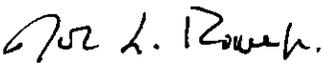


Town of Windsor

Memorandum

October 13, 2009

TO: The Honorable Mayor and Town Council

FROM: John L. Rowe, Jr., Interim Town Manager 

SUBJECT: DCJS Grant Award – Appropriations Resolution

I am enclosing a copy of a 7 October memorandum from Police Chief Bob Porti. As you can see, the Virginia Department of Criminal Justice Services (DCJS) has awarded the Town a \$17,917 grant. This grant, along with a local match of \$5,972 allows the Town to undertake a much needed \$23,889 public safety project.

As you can see from Bob's memo, the implementation of this grant will enable our Police Department to do several things. Included in the project budget is the purchase of a Records Management System. This system will allow for a more efficient service to our residents who desire a copy of police reports or information about criminal activity in their neighborhood and it will enable us to establish a crime rate for the Town. We need this in order to analyze criminal trends and to qualify for future federal grants to combat crime.

I am enclosing a resolution for your consideration that accepts this grant and appropriates the \$17,917 in grant funds and the required local match of \$5,972 from the Unappropriated Fund Balance of the General Fund to our operating budget for the current fiscal year. The resulting \$23,889 project is an "one-time expense" – not a recurring expense that will negatively impact the Town's future annual operating budgets.

This project will significantly improve our efficiency and our public safety service to our citizens, and it put us on the track of becoming eligible for future federal funding that we are not current eligible for due to our lack of a crime rate.

I recommend that you approve this resolution with the adoption of the following motion.

Recommended Motion:

Move that Council approve the resolution entitled:

A Resolution Accepting A Grant Award From The Department Criminal Justice Of The Commonwealth of Virginia For Criminal Justice Systems Improvement For The Windsor Police Department And Appropriating The Grant Funds Along With The Required Local Match From The Unappropriated Fund Balance Of The General Fund Expenditures To The Town's Operating Budget For Fiscal Year 2009-2010.

Resolution

A Resolution Accepting A Grant Award From The Department Criminal Justice Of The Commonwealth of Virginia For Criminal Justice Systems Improvement For The Windsor Police Department And Appropriating The Grant Funds Along With The Required Local Match From The Unappropriated Fund Balance Of The General Fund Expenditures To The Town's Operating Budget For Fiscal Year 2009-2010

BE IT RESOLVED by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town hereby accepts the grant award from the Department of Criminal Justice Services, grant number 10-B5695CR09 dated September 21, 2009, in the amount of \$17,917 in federal funds for criminal justice systems improvements for the Windsor Police Department.

Section 2. That the sum of \$17,917 in federal grant funds, along with the sum of \$5,972 from the Unappropriated Fund Balance of the General Fund for the required local match, be, and the same hereby is, appropriated to the General Fund Expenditure portion of the Town's Operating Budget for Fiscal Year 2009-2010 for implementation of this \$23,889 grant program.

Section 3. That the Town Manager is hereby authorized and directed to do all things necessary to implement this grant.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: _____

TESTE:

Town Clerk

INTEROFFICE MEMORANDUM

TO: MR. JOHN ROWE, JR. – TOWN MANAGER
FROM: R.E. PORTI – CHIEF OF POLICE 
SUBJECT: NOTIFICATION OF GRANT AWARD
DATE: 10/8/2009

Sir:

As you can see from the attached, the Department of Criminal Justice Services (DCJS) has notified us of its approval of our grant request for Criminal Justice Systems Improvement. To summarize, the award is for \$17,917 and it requires us to provide a local cash match of \$5,972. Therefore, the total award is \$23,889.

This grant presents us the opportunity to obtain a much needed Records Management System so that we can establish a crime rate within the Town of Windsor and to report our criminal offenses to the Virginia State Police and the Department of Justice. It also provides us with the ability to research and analyze our data in order to better determine trends and patterns in criminal activity; this will improve the service we provide to our residents by allowing us to more quickly provide them with information.

Currently, we complete our police incident reports by hand, and we turn them in to the Isle of Wight County Sheriff's Office. The Sheriff's administrative staff enters the reports into their records management system, and the Sheriff's Department subsequently submits our data to the Virginia State Police and the United States Department of Justice as an Isle of Wight County offense – not as a Windsor offense. As such, there is no crime rate index for the Town of Windsor. Without an established crime rate, we are not eligible to apply for a majority of federal grant opportunities that become available as they commonly require a correlation between the proposed project and the applicant's crime index. Once we begin reporting offenses, then the federal government will deem us to have established a crime rate index after three consecutive years of reporting, and we can then apply for the numerous federal grants that we are not currently eligible to apply for.

Here is some further detail on our current labor intense process. Once our officers complete their hand written reports, they make a copy. Our officers then file this copy in our office by the assigned case number. When residents or insurance companies request a copy of a police report and are unable to provide us with the case number, then we have to spend a great of time hand searching our files, and this antiquated system hampers our ability to respond to such requests. In these instances, we attempt to locate the report by the date of the offense. If we are unable to locate it, we then call the data entry personnel at the Sheriff's Office to search their records for a case number, and then go back to our paper records to locate the report. If these records were computerized in our offices, we could conduct a name search, locate, and print the report within a more reasonable timeframe.

Without computerized records we are limited in our ability to conduct our own research and analysis of crime trends within the Town. We have no way to cross reference locations, names, offenses, or any other data fields with our paper copies.

We have researched the available options to limit the overall cost of this project. This grant is for the software portion of a Records Management System, and it does not include any of the hardware necessary for an in-house system. We are talking with the Smithfield Police Department and the vendor, SunGuard – OSSI, and we are working on developing an agreement to utilize Smithfield's computer server system. Smithfield will partition off its server in order to give us space on their system. With this system, we will be able to view but not edit or delete each other's information. We will connect to their server system via a secure internet connection. When researching our options for this program, we determined that we are bound by sole source to SunGuard – OSSI, as they are the vendor for the Isle of Wight Communications Computer Aided Dispatching System, which creates the initial report and transfers it to the Records Management System. This system is a quality product that has been in use by both the Town of Smithfield Police Department and the Isle of Wight County Sheriff's Office for approximately ten years. The Smithfield Police Department is the agency chosen to partner with only due to the availability of the Information Technology staff within the Town, as compared to the overworked and difficult to contact Isle of Wight staff. During the planning, implementation, and upkeep stages of this project ease of access to our outside agency partner's IT staff will be critical to its success.

This grant provides our agency with the opportunity to obtain technological improvements that are normally beyond our budgetary abilities. In addition, this is a "one-time" expense for software, and it will not create a recurring expense in our operating budget. I recommend that the Town accept this grant and provide the matching funds of \$5,972.

Should you have any questions or concerns, please do not hesitate to contact me.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Leonard G. Cooke
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

September 21, 2009

Mr. Michael Stallings
Assistant Town Manager
Town of Windsor
P. O. Box 307
Windsor, VA 23487

Title: Criminal Justice Systems Improvement

Dear Mr. Stallings:

I am pleased to advise you that grant number **10-B5695CR09** for the above-referenced grant program has been approved in the amount of \$17,917 in Federal Funds and \$5,972 in Local Cash Match for a total award of \$23,889.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. *Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).*

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Ben Wood at (804) 225-4867.

Sincerely,

Leonard G. Cooke

Enclosures

cc: Arlis V. Reynolds, Detective Sergeant
Ms. Robin Hewett, Town Treasurer
Mr. Ben Wood, DCJS

Department of Criminal Justice Services

1100 Bank Street, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Windsor Town

Date: September 21, 2009

Grant Period:

Grant Number:

From: 07/01/2009

Through: 06/30/2010

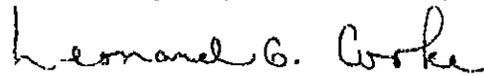
10-B5695CR09

Project Director	Project Administrator	Finance Officer
Arlis V. Reynolds Detective Sergeant Windsor Police Department P. O. Box 307 Windsor, VA 23487 Phone: (757) 242-4288 Email: areynolds@windsor-va.gov	Mr. Michael Stallings Assistant Town Manager Town of Windsor P. O. Box 307 Windsor, VA 23487 Phone: (757) 242-4288 Email: mstallings@windsor-va.gov	Ms. Robin Hewett Town Treasurer Town of Windsor P. O. Box 307 Windsor, VA 23487 Phone: (757) 242-4288 Email: rhewett@windsor-va.gov

Grant Award Budget

Budget Categories	DCJS Funds		Locality Match	TOTALS
	Federal	State		
Consultant	\$0	\$0	\$0	\$0
Equipment	\$17,917	\$0	\$5,972	\$23,889
Indirect Cost	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Totals	\$17,917	\$0	\$5,972	\$23,889

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Leonard G. Cooke, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20_____.

Signature: _____

Title: _____