

## **POLICIES SET BY THE JUSTICE ASSISTANCE GRANT ADVISORY COMMITTEE**

### **GENERAL POLICIES**

- All Justice Assistance Grant applications, which are not received by the grant application deadline, will not be considered for funding by the Justice Assistance Grant Advisory Committee.
- The Justice Assistance Grant Advisory Committee will not accept ineligible Justice Assistance Grant applications for review.
- Grant applications will not be considered for funding by the Justice Assistance Grant Advisory Committee, if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police. During the course of the grant, grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.
- The WV Justice Assistance Grant (JAG) Advisory Committee will not consider any petitions for funding for past denied or new grant proposals after the JAG grant budget and eligible grant programs have been adopted by the Advisory Committee for that fiscal year. Past denied and/or new grant proposals will be given the opportunity to present to the Advisory Committee for inclusion into the JAG Grant Program for the next fiscal year of funding - provided that a proposal falls under the WV JAG Grant Program Priority Areas. Any agency, which is interested in making a grant proposal presentation to the JAG Advisory Committee for the next fiscal year, must contact the Division of Criminal Justice Services.

### **DRUG AND VIOLENT CRIME TASK FORCES**

1. Grants will be awarded with a 25% matching requirement. Match must be a cash match.

2. Personnel

Personnel positions will only be reimbursed at annual entry-level salary and benefits up to a maximum of \$28,000 per position. Grantees must certify what entry level is for their department.

Applicants requesting a full-time officer's position are required to hire an additional officer to "backfill" the vacated position. Reimbursement for salary expenses will begin once the vacated position is backfilled and the name and hire date of the "backfill" officer is provided to DJCS.

Overtime will be available for full-time drug officers in situations where the department is paying the salary expenses. Overtime is not available for part-time drug officers.

All Drug and Violent Crime Control Task Force officers, who are directly supported by Justice Assistance Grant funds for salary or overtime, may not work any other details outside approved task force activities. This ensures the safety of all grant funded officers, who are part of the task force. This also insures the integrity of all cases.

Task Force law enforcement personnel are required to attend "Basic Narcotics Identification and Investigation Training" within one year from the time they start on the Task Force.

The Task Force Commander of each Task Force is required to attend the "Task Force Commanders School" sponsored by the U.S. Attorney's Office when offered.

All Task Force trainings, meetings, etc. that are declared mandatory by the Division of Criminal Justice Services are just that. If a Task Force representative fails to attend the mandatory training, meeting, etc., then a 5% overall reduction **will** occur with that Task Force's subsequent fiscal year grant award funding.

3. Equipment

Requests for equipment will be considered, but must be proven to be essential to the project.

Equipment includes items that cost at least \$1,000 and have a life

expectancy of one year or more.

In the event that a JAG funded Task Force dismantles all JAG funded equipment must be maintained by the applicant agency until DJCS takes possession of the equipment in question and/or makes the final decision on equipment re assignment.

The Advisory Committee will not accept requests for the purchase firearms and/or undercover vehicles. Per federal guidelines, vehicles dedicated for Task Force use may be considered but must be proven essential.

4. Other

This category can include items that cost under \$1,000. Even if the item would normally be considered equipment, such as a t.v. or radio antenna, if it costs under \$1,000 - it will be considered "other".

Grant funds may not be used for the purchase of information and/or drugs. Although, grantees may use these expenses as matching funds. To claim these transactions as match, an official accounting ledger or similar document must be submitted.

5. In order to qualify for the multi-jurisdictional drug and violent crime task force project, several items are required:

A Task Force must be comprised of a minimum of two law enforcement agencies and a minimum of three undercover officers who are dedicated to the Task Force full time.

An interagency agreement or Memorandum of Understanding (MOU) must be signed each year by the task force control board consisting of the heads of each department, and the federal representative before reimbursement can take place.

All updated Memorandum of Understandings (MOU) will be due to the Division of Criminal Justice Services (DCJS) by no later than September 30<sup>th</sup> of the year in which the grant is awarded. If the MOUs are not received by DCJS by September 30<sup>th</sup> then October reimbursement shall be forfeited. If the MOU is not received by October 31<sup>st</sup>, then November reimbursement shall be forfeited. Funds shall be forfeited for as long as the MOU is delinquent. These forfeited monies will be deobligated and **cannot** be recouped at any time.

A control board consisting of the heads of each department, plus a

federal representative must be formed. This board must meet at least bi monthly to discuss task force activities. Cases should be referred to by numbers rather than names. Minutes of these meetings must be submitted to DJCS. Failure to have a proper control board meeting consisting agency and department heads may result in the loss of grant funding.

The Advisory Committee strongly urges all task force projects and individual drug control projects to make submissions to WVIX. This can drastically improve the investigation process.

## 6. Organization

Each task force must have a control board whose membership shall be made up of the head of each agency in the task force or his designee, as well as a federal agency.

Task Force Control Boards will meet at least bi monthly and minutes shall be kept of these meetings and forwarded to the Division of Justice and Community Services (DJCS) with the regular monthly progress reports. If the control board meeting minutes are not submitted to DJCS by the end of month, then that month's reimbursement shall be forfeited. Funds will be forfeited for as long as the control board meeting minutes are delinquent. These forfeited monies will be deobligated and **cannot** be recouped at any time.

An off-site and co-located office for each task force is strongly recommended. Each Task Force Officer must have 24 hour/7day a week access to the office and equipment by all members. Each task force will be evaluated on an individualized case-by-case basis as to the effectiveness of their current site, and if necessary, may be required to move to an off-site and/or co-located office.

A task force must be officially and structurally in operation for one year prior to making application for grant funds. This year shall serve as a trial period as well as to test the level of commitment from the jurisdiction.

## 7. Reporting

Timely and accurate reporting of statistics/information on the Monthly Task Force Progress Report is required of all Task Forces.

All Drug and Violent Crime Control Task Force monthly reports are due to the Division of Justice and Community Services (DJCS) by the 20<sup>th</sup> day of

the following month. If these reports are not received by DJCS by the 20<sup>h</sup> of the month in which they are due, then the entire month's reimbursement shall be forfeited. For example, October reports are due November 20<sup>th</sup>. If these reports are not received by DJCS by November 20<sup>h</sup>, then reimbursement for October shall be forfeited. These forfeited monies will be deobligated and **cannot** be recouped at anytime.

### **PREVENTION RESOURCE OFFICERS**

Personnel positions for the Prevention Resource Officers will only be reimbursed at the annual entry-level salary and benefits up to a maximum of \$28,000 per position. Grantees must certify what entry level is for their department.

### **SUBSTANCE ABUSE TREATMENT**

The payment range for contracted professional counselors is \$15 - \$30 per hour. The hourly rate shall not exceed this range.