

**New York State
Division Of Criminal Justice Services
SFY 2013/2014 Request For Proposals**

Operation IMPACT Tools Program

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PREFACE

This is a Request for Proposals (RFP) for Operation IMPACT Tools initiatives to augment the UCR Part I crime reduction efforts undertaken under Operation IMPACT.

Operation IMPACT supports coordinated strategic crime fighting and violence prevention initiatives in the 17 counties (Albany, Rensselaer, Schenectady, Oneida, Broome, Onondaga, Monroe, Niagara, Erie, Chautauqua, Orange, Rockland, Westchester, Nassau, Suffolk, Ulster, and Dutchess) that report over 80% of the crime outside New York City.

Operation IMPACT Tools was developed to extend the Operation IMPACT strategy to the 40 rural and upstate counties (outside of the city of New York) not eligible to receive funding under the umbrella of Operation IMPACT. Those municipalities in the seventeen IMPACT counties **not** receiving funds in the current IMPACT initiatives are eligible to apply for funds to utilize IMPACT Tools under this RFP. This initiative recognizes that these smaller jurisdictions had similar crime issues as the largest upstate jurisdictions.

Priority will be given to applicants with elevated UCR Part 1 offense rates (murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft) and well-defined strategies addressing the reduction of these offenses. Applicants will be selected based on documented need, the quality of the proposed program strategy, population served, the applicant's ability to administer the project, personnel qualifications, appropriateness of budget, and projected outcome measures.

I. Program Priorities

The goal of Operation IMPACT Tools is to reduce UCR Part 1 crime (murder, rape, robbery, aggravated assault, burglary, larceny, and/or motor vehicle theft) in the eligible localities (see Section III). This goal can be achieved by using the four fundamental components of Operation IMPACT: (1) active partnerships; (2) timely, accurate crime data; (3) sharing of information; and (4) effective strategies.

Funding for **Operation IMPACT Tools** will be provided by the Division of Criminal Justice Services to support the efforts of local officials and their state partners to develop and implement problem-solving strategies. These awards will be directed toward one or more of the four components of Operation IMPACT and in response to a **documented local crime problem**. In fact, the proposed "tool" to be funded must specifically target the documented local crime problem identified in the narrative part of the application. It is important to understand that this is not an equipment grant, and equipment purchases will be considered only to the extent that they support the activities necessary to redress the identified local crime problem. The following "tools" illustrate the types of activities that will be considered for funding and are not in priority order:

- **Enforcement/Investigative Operations** – Requests for overtime funding for extra investigative and enforcement operations conducted as part of the strategy are acceptable, provided the requests are directly related to specific operations and other enforcement details and clearly outlined (e.g. directed patrols, warrant sweeps).

- **Intelligence Development** – Funding requests that demonstrate the ability to enhance agency field intelligence capacity are acceptable requests. (e.g. offender debriefings).
- **Firearm Related Violence** – Strategies that focus on the reduction of firearm related violence are strongly encouraged. See attached *Firearm Strategy Components* for suggestions on effective strategies.
- **LPRs** – For crime reduction and crime prevention efforts. Jurisdictions must share LPR data with crime analysis centers and other jurisdictions.
- **DNA Collection** (e.g., burglary crime scene)
- **Persistent Offenders** – Strategies focusing on persistent offenders.
- **Domestic Violence** – Strategies that address reducing domestic violence are acceptable requests.
- **Multi-Agency Efforts** – Funding requests that involve coordinated efforts with local parole and probation are encouraged (e.g. joint patrols, home visits).
- **Community and Service Coordination** – Outreach activities associated with promoting awareness, engaging support in targeted neighborhoods, and facilitating collaboration between individuals and community organizations in local crime reduction strategies are all acceptable uses of funding. Funding to support coordination with local service providers and agencies (e.g. mental health, substance abuse treatment, etc.) are also acceptable uses of funding.

In addition to supporting the funding and utilization of Operation IMPACT Tools, the Division of Criminal Justice Services will also provide analytical support, training and best practices information to participating localities. A number of documents outlining general law enforcement “best practices” as well as domestic violence and firearms strategies are appended to this RFP.

APPLICATION HIGHLIGHTS

1. Application deadline is 12:00pm (noon) **November 26, 2013**.
2. Applications **MUST** be submitted via the New York State Division of Criminal Justice Services (NYS-DCJS) Grants Management System (GMS).
3. If you are not already registered to access NYS-DCJS GMS, registration forms and instructions can be found inside the application. **This should be a priority for non-registered users to familiarize themselves with GMS prior to submitting an application.**
4. This is a competitive process.
5. Applications submitted after the deadline will not be considered for funding.

II. Appropriation and Availability of Funds

Approximately \$1 million in 2013-2014 General Fund Local Assistance funding is available for distribution to those counties and municipalities selected to participate in the Operation IMPACT Tools Initiative.

All contracts awarded under this Request for Proposals will be written for a 12 month period starting on or about February 1, 2014.

DCJS reserves the right to modify the contract period and/or the award amount of any contract based on reasons that include but are not limited to: funding cycles, inconsistent appropriation levels, demonstrated project need or exigent circumstances.

III. Eligibility

The following jurisdictions are eligible to apply for funding under this solicitation:

- A. Any municipality, consortium of municipalities, or municipal/county government combination located in the forty counties outside of the City of New York which are **not participating** in Operation IMPACT.
- B. Municipalities located in an IMPACT county which are **not receiving funds** through an existing Operation IMPACT initiative. Priority will be given to those who propose to collaborate with the Crime Analysis Centers in Erie, Monroe, Onondaga, Albany, Westchester, Suffolk and Nassau Counties.
- C. Not-for-profit organizations which are partnered with a local law enforcement or criminal justice agency and participating in a local crime reduction or prevention strategy are eligible to receive funding if the funds are passed through an eligible municipality (refer to A and B above).

Village, Town, City, and County municipalities are eligible for funding if they file Uniform Crime Reports (UCR) through the Division of Criminal Justice Services and the FBI and are **current** with their UC Reports.

All applications are required to include a letter of support from the District Attorney in their county who has been briefed on the proposed project.

Awards will be limited to \$50,000.

- A jurisdiction **CAN ONLY** apply once in the same fiscal year for one project.
- A jurisdiction can apply during the next fiscal year for the same or a different strategy. Projects will only be funded up to three years with a match requirement in the second and third years. (Guidelines to be defined in future RFAs).

IMPORTANT: Funds awarded to successful applicants under the Operation IMPACT Tools Initiative must be used to augment, **not supplant**, current funding.

IV. Application Submission

Applications must be received by 12:00pm (noon), November 26, 2013.

- Alternative applications **will not** be accepted.
- Faxed applications **will not** be accepted.
- Applications by e-mail **will not** be accepted.
- Any applications received **after the due date will not** be considered.

Applications must be submitted on-line via the DCJS GMS. No other format of application will be accepted. A simplified set of instructions for submitting the application within GMS can be found at Addendum A.

Applicants who do not currently have access to GMS must first submit a GMS Registration Form. (See Addendum A attached) It is strongly suggested that the GMS User Manual be downloaded from the following web address:

<http://criminaljustice.state.ny.us/ofpa/gms.htm>.

Additionally, the authorized signer of contracts for any agency, hereafter referred to as the signatory, must submit a separate GMS eSignature registration form. This allows general access to GMS as well as allows for eSignature of grants. All applications, once approved, will be processed as eSignature contracts. **Failure by an applicant to have an authorized signatory with eSignature rights will prevent submission of the application.** Both GMS registration forms can be e-mailed to funding@dcjs.state.ny.us or faxed to (518) 457-1186.

For technical assistance with the Grants Management System, please call the Office of Program Development at (518) 457-9787. Technical assistance with GMS will be available through the due date for applications until noon.

DUNS Number

All applicants **MUST obtain** a DUNS (Data Universal Numbering System) number. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling **1-866-705-5711** or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>. You must provide your DUNS number as part of your application.

System for Award Management (SAM) Registration

All applicants (other than individuals) must acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DCJS requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM. Information about SAM registration procedures can be accessed at www.sam.gov

V. Timetable

Issuance of the RFP: October 23, 2013

RFP questions deadline: November 4, 2013

Question responses posted: November 8, 2013

Applications deadline: 12:00pm (noon), **November 26, 2013.**

Award announcements: On or about January 15, 2014

VI. Application Requirements and Questions

A numerical rating will be awarded based on the **completeness** of the response to each of the following questions. Each question has a maximum number of points that can be achieved. Answer the following questions in full. Statistics may be obtained by referencing the DCJS website and from the UCR Part 1 crime reports generated by your jurisdiction.

Subsequent to staff review, the Executive Deputy Commissioner of the NYS Division of Criminal Justice Services will review the scored staff evaluations and make the final decision regarding the individual award amounts based upon factors which may include the nature and severity of the crime problem to be addressed, the appropriateness of the applicant's proposed strategy as well as budgetary considerations and the overall cost effectiveness of the proposed program.

The areas or issues to be addressed by the applicant in the narrative portion of the application and the distribution of points for rating and scoring the individual sections of the application are stated below. The narrative portion of the application should be at least four, but no more than eight, double-spaced, single-sided pages 12-point text font and one-inch margins and can be typed in a word processing format first and then copied and **pasted into the program specific question area** in the Division of Criminal Justice Services Grants Management System (GMS). Narratives should consist of responses to each of the following questions.

1. Implementing Agency Profile

This information is intended to help DCJS understand the characteristics of the applicant agencies. No points will be awarded for completing this section; however, up to five points may be deducted for inadequate responses.

Briefly describe your agency including:

- Organizational structure and operational units or divisions.
- The overall annual operating budget with number of employees (full-time and part-time) and hours of operation.

Identify from which part of the agency the project will be operated (patrol, investigations, administration, etc.) and who will directly oversee the initiative.

2. Crime Problem Statement (45 points as detailed below)

Describe the nature, scope and severity of the targeted crime problem.

- A. Identify the specific Part 1 crime (murder, rape, robbery, aggravated assault, burglary, larceny, and/or motor vehicle theft) to be targeted by the proposed project. Include current UCR Part I crime data. *(25 points)*
- B. Identify the areas of your jurisdiction where the problem is most severe and the impacted population using current socio/demographic data. *(5 points)*
- C. Explain how the targeted crime problem seriously erodes public safety and/or the quality of life. *(5 points)*
- D. Describe existing efforts to manage the UCR Part I crime problem identified above and why they've been inadequate to address the problem. *(10 points)*

3. Describe the proposed crime reduction strategy (35 points as detailed below)

- A. Describe the proposed crime reduction strategy and indicate how it addresses the issues described in # 2. Discuss whether other agencies (criminal justice and non-criminal justice) will be involved in this initiative and describe their role and how activities will be coordinated. *(25 points)*
- B. Provide objectives of the UCR Part I crime reduction strategy that are specific, measurable, achievable, realistic and timetabled. *(5 points)*
- C. Include a plan to assure the institutionalization of the crime reduction initiative once grant funds are exhausted *(5 points)*

4. Budget (20 points)

Provide an overall budget that supports the work plan presented. The detailed budget lines are to be directly relevant to the identified strategy and *must be sufficiently justified, reasonable and cost effective*. Written justification and strategy relevance for all funds requested must be articulated within the 'Questions' section of GMS in addition to identified in the 'Budget' section of GMS.

Any proposed overtime and/or equipment purchase crime reduction strategy must be justified and directly related to the reduction of at least one *identified* Part 1 crime (murder, rape, robbery, aggravated assault, burglary, larceny, and/or motor vehicle theft) in order to be allowable.

All applications incorporating equipment purchases must include a vendor quote for associated costs. Up to 5 points can be deducted for applications for equipment purchases that do not include a vendor quote for associated costs.

Note: Advance Requests will not be entertained for any Operation IMPACT Tools application.

A. Ineligible Costs

- a. Funds cannot be used to purchase vehicles, firearms or conductive energy devices (e.g. Tasers and Stingers).
- b. Confidential funds and buy money are limited to 10% of the partnership budget for each agency requesting funds (these funds may also be used to purchase illegal firearms).
- c. Traditional "gun buyback" programs will not be funded. A traditional "gun buyback" program refers to the purchase of firearms from citizens to remove them from their households. The guns turned in during a typical gun buyback award program are generally not found to be guns used in the commission of a crime. Note: Funding requests will be allowed when an agency has a clearly defined program that focuses on the removal of "crime guns" from the streets. These programs utilize monetary incentive in order to remove guns that can be linked to criminal activity.
- d. General office supplies and equipment. (i.e. copier, printer, desktop computer, laptop computer, in-car computer/mobile data terminal, scanner, furniture, office supplies, etc.)
- e. Funds cannot be used for fringe benefit costs for overtime expenses.
- f. The following types of equipment and/or software will not be considered for funding:
 - i. non-Spectrum Justice System (SJS) Records Management Systems (RMSs),

- ii. Video Recording of Statements Equipment,
 - iii. Bulletproof Vests,
 - iv. Equipment that is used strictly for traffic enforcement and/or highway safety (i.e. radar/lidar unit, speed monitor, alcosensor unit, etc.),
 - v. In-car video surveillance equipment, and
 - vi. LiveScan and/or CardScan equipment.
- g. Federal and State agencies are not eligible to receive funds through this RFA.

Program Work Plan

In the GMS Work Plan module, enter “To Be Determined” for your Project Goal, Objective, Task, and Performance Measure. This is necessary in order for GMS to accept your application. Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program work plan, including project goal, objectives, tasks, and performance measures.

M/WBE Requirements

The New York State Division of Criminal Justice Services (DCJS) recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

All DCJS grant contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must submit a M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300), a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301) and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309) as instructed in RFP Attachment 5. (Note: Submit as Word and/or Excel document attachments as warranted.)

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet and advise the applicant of DCJS’ acceptance once an award determination is made.

There are no points attributable to this component of the application.

VII. Notification of Award

Applicants who are eligible for funding must receive a score of **at least 70 percent** on this RFP. The actual award amount will be dependent upon the soundness of the proposed strategy and its relation to UCR crime data and the requested budget.

All applicants will be advised by DCJS on or about January 15, 2014, through a letter of notification, whether their application was successful or not. If successful the letter will include the funds awarded and next steps needed to process the contract.

VIII. Administration of Contracts

DCJS will negotiate and develop a grant contract with the successful applicant (“grantee”). The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses. In the event that the grantee cannot begin contractual activities within 90 days of contract execution, DCJS reserves the right to rescind the selection and redistribute the grant funds.

Contract Approval

All contracts are subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

Contract Period

DCJS will enter into a contract for a period of 12 months. DCJS reserves the right to modify the contract period in the best interests of the State.

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York and the federal government as applicable.

Contract Changes

Contracts resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of the Executive Deputy Commissioner of DCJS in light of a grantee’s performance, changes in project conditions, or otherwise.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see “Standard Contract Provisions” below); grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project workplan.

Reports

The grantee applicant will be required to work with DCJS or its designee to develop a project work plan that will become part of their contract and will form the basis of quarterly progress reports. The work plan will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's scope of work. It will state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services and activities and estimate achievement of goals and objectives.

The grantee shall submit all reports to DCJS in a format and time frame as specified in the grant contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

Standard Contract Provisions

Any contracts negotiated as a result of this RFA will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, and Appendix M which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Funding Prohibitions

Funds awarded may not be used for the purchase of firearms or other deadly weapons; payment for school resource officers; private security guard services; out-of state travel unless pre-approved by DCJS; the preparation of project proposals, and indirect costs for governmental entities.

IX. RFP Technical Assistance

DCJS staff will not privately address any questions regarding the RFP except to provide GMS technical assistance. Requests for technical assistance and using GMS may be directed to the DCJS Office of Program Development and Funding at (518) 457-9787.

Non-GMS questions regarding this RFP will be accepted through 5:00 PM EDT **November 4, 2013** and must be emailed to funding@dcjs.ny.gov. Please reference the “*IMPACT Tools RFP*” in the subject line of your email. On **November 8, 2013** DCJS will post responses to received questions on our website at <http://criminaljustice.ny.gov/ofpa/newrfp.htm> without identifying questioners.

ATTACHMENT 1



NYS Division of Criminal Justice Services

Alfred E. Smith Office Building

80 South Swan Street

Albany, NY 12210

Phone: (518) 457-8462

<http://criminaljustice.ny.gov>

Office of Program Development and Funding

GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request from – and the attached IRS W-9 form – via email attachment to dcjsfunding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Registrant:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186.

Indicate here that form W-9 has been completed and faxed:

ATTACHMENT 2



NYS Division of Criminal Justice Services
Alfred E. Smith Office Building
80 South Swan Street
Albany, NY 12210
<http://criminaljustice.ny.gov>

Office of Program Development and Funding

GMS SIGNATORY REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Authorized Signing Official:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

Basis for signing authority (E.g., executive officer, authorized by municipal charter)

DCJS #s of Current Grants (if applicable):

NOTE: If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at: <http://criminaljustice.ny.gov/ofpa/gms.htm>.

ATTACHMENT 3



NYS Division of Criminal Justice Services
Alfred E. Smith Office Building
80 South Swan Street
Albany, NY 12210
<http://criminaljustice.ny.gov>

Office of Program Development and Funding

Helpful Hints

First time GMS users should download the GSM User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Persons familiar with NYS-DCJS GMS can use the simplified guidelines below.

1. Sign on to GMS.
2. Go to project grid. Click the “*New*” button at the top of the project grid.
This will take you to a screen that says “Select a Program Office” in a drop-down box format, Find and highlight “*Operation IMPACT Tools Initiative*”
3. Click “*Create Project*”

In the newly created project, complete the following modules:

Project Title

Please use “IMPACT Tools” as the project title.

Participants/Contacts

Click on “**Add Participant**” and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to “Grantee”. Click Add.

Click on “**Add Contact**” and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to “Primary”. Ensure you do this until you have added a **minimum of Primary, Signatory and Fiscal contacts**.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

Program Specific Questions

For purposes of this RFP, when entering applications into GMS, make sure to answer all required questions.

Budget

You will see a button that says “*Create new Budget Version for (your agency name)*”. Click on this button and enter each budget item. Be sure you choose the correct budget category from the drop-down box. In order for the button to be available on the budget tab, your agency must be listed on the “*Participants*” tab.

Program Workplan

- In the **Project Goal** text box, enter “To Be Determined” and click “*Save*”;
- Click “*Create New Objective*”, enter “To Be Determined” in the text box and click “*Save*”;
- Click “*Add Task to this Objective*”, enter “To Be Determined” in the text box and click “*Save*”;
- Click “*Add Performance Measure to this Task*”, enter “To Be Determined” in the text box and click “*Save*”.

Attachments

The M/WBE Utilization and EEO Staffing forms (see Attachment 5) must be attached to your application in GMS. Click on the **Attachment** link on the left frame of the GMS. The **Attachment** grid will then display on the right frame of the screen. Upload the attachments.

If you are unable attach M/WBE Utilization and/or EEO Staffing forms in GMS, they may be sent to:

NYS Division of Criminal Justice Services
Office of Program Development and Funding
Alfred E. Smith Office Building
80 South Swan Street
Albany, NY 12210
(518) 457-8404
funding@dcjs.ny.gov

Remember: *Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in an award being rescinded for the application being untimely.*

When you have completed all of the above requirements, click the “**Submit**” button.

ATTACHMENT 4

FINAL CHECKLIST

Before submitting your application, make sure that you have addressed the following application components:

- ◆ Contact Information
- ◆ Complete Responses #1 – #4, the “Program Specific Questions”, in GMS as required.
- ◆ A letter of support from the District Attorney in the county who has been briefed on the proposed project.
- ◆ Complete the Budget Section.
- ◆ Complete the Work Plan Section. (Note: “To Be Determined”)
- ◆ An M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300) as instructed in RFP Attachment 5. (Note: Submit as a Word document attachment)
- ◆ A Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301) as instructed in RFP Attachment 5. (Note: Submit as a Word document attachment)
- ◆ A Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309) as instructed in RFP Attachment 5. (Note: Submit as an Excel document attachment).

If you are unable to attach the M/WBE Utilization Proposal to GMS, please contact:

NYS Division of Criminal Justice Services
Office of Program Development and Funding
Alfred E. Smith Office Building
80 South Swan Street
Albany, NY 12210
funding@dcjs.ny.gov

The application must be received on-line via the DCJS Grants Management System no later than 12:00 PM (Noon), November 26, 2013.

ATTACHMENT 5

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR BUSINESS PARTICIPATION OPPORTUNITIES FOR NYS CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A, DCJS recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of DCJS contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DCJS establishes goals for maximum feasible participation of New York State Certified minority- and women – owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Equal Employment Opportunity Requirements

Pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, DCJS hereby establishes an overall goal of 20% for MWBE participation, 14% for Minority-Owned Business Enterprises ("MBE") participation and 6% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DCJS may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBEs can be viewed at: <http://www.esd.ny.gov/mwbe.html>.

Contractors shall attempt to utilize, in good faith, any MBE or WBE identified within its Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to DCJS.

For guidance on how DCJS will determine a Contractor’s “good faith efforts,” refer to 5 NYCRR §142.8. Contractors must document "good faith efforts" to provide meaningful participation by New York State Certified M/WBE subcontractors or suppliers in the performance of this contract. Criteria for demonstrating “good faith efforts” include but are not limited to any of the following and should be maintained by the contractor for audit purposes:

1. A completed, acceptable Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form
2. Copies of relevant plans provided to MWBEs specifying terms and conditions of contract
3. Copies of advertisements for solicitations which should be placed in appropriate general circulation, trade and minority & women oriented publications
4. Written solicitations made to certified MWBEs listed in the directory
5. Documented evidence that the contractor has contacted all MWBE’s who have expressed interest

In accordance with 5 NYCRR §142.13, Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and DCJS may withhold payment from the Contractor as liquidated damages and/or provide for other appropriate remedies.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract (“Bidder”) agrees to submit the following documents and information as evidence of compliance. These forms may be found on the DCJS public website at <http://www.criminaljustice.ny.gov/ofpa/mwbe/mwbe-forms.htm>.

Document Type	Planning Document and Instructions	Reporting Document and Instructions
Staffing Documents	Submit <i>Local Assistance MWBE Equal Employment Opportunity Staffing Plan</i> with application	Submit <i>Local Assistance MWBE Workforce Employment Utilization Report</i> with final claim
Subcontractor Utilization Documents	Submit <i>Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form</i> and <i>Local Assistance MWBE NPS Discretionary Budget Determination Worksheet</i> with application	Submit appropriate <i>Detailed Itemization Forms</i> quarterly, with claim

DCJS will review the submitted Local Assistance MWBE Equal Employment Opportunity Staffing Plan, Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form, and Local Assistance MWBE NPS Discretionary Budget Determination Worksheet and advise the Bidder of DCJS acceptance once an award determination is made.

If a notice of deficiency is issued, Bidder agrees that it shall respond to the notice of deficiency within (7) seven business days of receipt, by submitting a written remedy in response to the notice of deficiency, via mail to DCJS, 80 S. Swan St., Albany, NY 12210 or by facsimile to (518) 457-1186. If the written

remedy that is submitted is not timely or is found by DCJS to be inadequate, DCJS shall notify the Bidder and direct the Bidder to submit within (5) five business days a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

DCJS may disqualify a Bidder as being non-responsive under the following circumstances:

- a) If a Bidder fails to submit a Local Assistance MWBE Equal Employment Opportunity Staffing Plan;
- b) If a Bidder fails to submit a Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form;
- c) If a Bidder fails to submit a Local Assistance MWBE NPS Discretionary Budget Determination Worksheet;
- d) If a Bidder fails to submit a written remedy to a notice of deficiency; or
- e) If DCJS determines that the Bidder has failed to document good faith efforts.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

ATTACHMENT 6

General Law Enforcement Best Practices

The core or overriding “best practice” is a commitment, locally and globally, to the concept and practice of intelligence-driven law enforcement. At the outset, that requires an assessment and analysis of local crime trends, an understanding of why there may be spikes in certain violent or property Index crimes and a clearly-defined, best-practice oriented strategy. Additionally, there is a preventative component; the goal, of course, is not merely to respond to crime trends, but to prevent the crime in the first instance and to reduce re-offending.

The following are a series of suggested best practices that should be considered as part of a targeted strategy to reduce identified spikes in particular crimes. For purposes of this document, the descriptions were summarized. Additional information on these initiatives can be obtained by contacting DCJS Office of Public Safety Deputy Commissioner Tony Perez at (518) 485-7610.

Top Shooters Initiative

The Top Shooters Program was created in early 2009 in one the IMPACT jurisdictions after a study of the shootings committed in 2008. It was found that 18 of the shootings that were committed were either directly or indirectly attributed to five individuals. These five individuals were all gang members and had consistently shown a propensity for violence. These five had either been directly involved in shootings, been at the scene of a shooting or were the intended target of a shooting.

These males were all identified, a criminal history was conducted and these males were subject to a “Top Shooters” list which was distributed to all the patrol units, anti crime and detectives. Close attention was paid to the individuals and one-by-one these males were all arrested on a myriad of charges.

Close collaboration was required with the District Attorney’s Office in an attempt to keep to the highest charges and not accept a plea but rather go to trial. Communication and collaboration with County Jail staff ensured officer safety and close monitoring of these violent individuals. These prisoners were charged for any violations they committed while in jail. Parole and Probation met weekly to discuss the status of the specific individuals.

After starting this program there was a distinct reduction in shootings, especially gang related shootings. It is the belief that many of these gangs use drug dealing and robberies to support themselves, but only a very few gang members are capable of committing shootings. By identifying the most likely violent individuals and using every resource available to ensure that they are arrested for every violation of law, a reduction of shooting incidents will follow.

These individuals must be tracked carefully as they traverse the judicial system, kept off the streets for the longest period of time; which in turn will allow support and social groups to attempt to change their behavior.

Collecting DNA at Burglaries

Burglary is a high-volume crime with a low solvability rate. Last year, 22,385 burglaries were reported in the IMPACT jurisdictions. That represents nearly a 2 percent increase from 2010 and accounts for 20 percent of all UCR Index crimes. Burglars tend to be serial offenders, and solving one burglary will usually solve several and prevent many more – but solving that one is often a challenge. Fortunately, burglars often leave their genetic calling card at the scene of the crime.

Early identification and apprehension of burglary suspects through DNA may prevent the occurrence of other crimes, including sexual assaults, simple assaults and homicides that may result from what began as a garden-variety burglary. Collection of probative DNA evidence from burglaries should be considered as a first component of an effective burglary strategy. Some departments choose to send an evidence technician to burglary crime scenes to assist in the identification and collection of probative evidence. Other departments have their investigators train their first responders in the collection of DNA evidence for submission to the local lab.

Burglary and Fencing Initiatives

Career burglars do not steal property for their personal use; rather, they sell what they steal – and they often sell the stolen goods to pawn shops. DCJS has in recent months assisted local law enforcement in establishing undercover second-hand or pawn shops to undertake sting operations. Often, rather than arresting an individual on the spot for possession of stolen property, a surveillance tape of the transaction is used to provide probable cause to obtain a “bumper beeper” warrant. Then, law enforcement trails these individuals with the assistance of GPS technology with the aim of catching them at a crime scene. A short-term commitment to a sting operation of this nature can reap significant rewards.

The use of “buy money” to purchase merchandise for undercover sales to problematic pawn and second hand shops is a method to identify shops that are willing to purchase merchandise with the knowledge that the merchandise is not legally possessed. Municipalities can utilize local ordinances to pursue business owners that violate them in order to reduce the number of shops that are willing to conduct business with known criminals. Many jurisdictions have been successful in obtaining donated merchandise from local retailers to assist in this effort which greatly reduces the cost of these operations and provides an overall benefit to the entire community.

Persistent Offender Initiatives

In 2010, DCJS began posting on *eJusticeNY* a county-by-county list of “persistent offenders,” individuals who have accumulated five or more *convictions* in three years. The comprehensive list on *eJusticeNY* is updated regularly and provides law enforcement with the crime of the offender’s most recent conviction, information on the offender’s parole/ probations status, whether a DNA sample is on file and other information. Law enforcement is urged to monitor this list and ensure that when it comes time for bail or sentencing, the prosecution and court are fully aware of the individual’s conviction history.

Community Outreach

Recently, one of the largest IMPACT jurisdictions found itself wrestling with a significant increase in automobile break-ins in a concentrated section of the city. In response, the department created “How to Prevent Theft from Your Auto” tip cards. The cards were distributed by police officers, community groups and a nearby college; some 20,000 were distributed in the problem area. Since then, thefts from automobiles have declined 18 percent. Other cities have utilized similar strategies – such as placing hang-tags on the doorknobs of residences in high burglary areas – with similar success.

Strategies such as these serve a dual purpose: First, they inform citizens of spikes in certain types of crime; second, they provide the same citizens with simple suggestions on the steps they can take to avoid becoming a victim.

Initiatives of this nature carry very little risk or expense. The basic templates that have already been used in other IMPACT cities are readily available.

Truancy

Research consistently demonstrates a correlation between double-digit truancy rates and juvenile crime. Truants are more likely to get involved with drug and alcohol abuse and crime, and they are more likely to become a victim of crime and exploitation. There are also significant social consequences: Students with the highest truancy rates have low academic achievement rates and high dropout rates; dropouts have significantly fewer job opportunities, make lower salaries, and are more frequently unemployed than youth who stay in school.

All this points to the need for a collaborative strategy that involves law enforcement, juvenile probation and the community, particularly the schools, in a partnership aimed at addressing the root causes of truancy.

The process must begin with data and an analysis of arrest, probation, and school facts (attendance, suspensions, achievement), which will then inform the development of an evidence-based strategy.

Effective community collaboration should provide a comprehensive approach to improving youth and family functioning by combining techniques for dealing with family dysfunction, drug abuse, youth crime, mental and physical health, truancy and academic failure. It should involve all the stakeholders.

Robbery Suppression Initiative

The goal of the initiative is to reduce recidivism among juvenile subjects and alter high-risk lifestyles. This initiative includes:

- Coordination with District Attorney’s Office, Truant Officers, Probation, and Family Court as needed;
- Seeking family support and cooperation;
- Working with youths arrested for robbery by providing wrap-a-round services; consisting of: job training and services, educational and social services

- Providing enhanced supervision – home visits; and
- Tracking and monitoring youths in program.

Firearm Recovery Initiative

Accounting for guns listed on pistol permits of individuals who are deceased is an important issue for law enforcement. If the weapons are not properly safeguarded they can find themselves into the hands of the criminal element or children. Some law enforcement agencies have a process in place to either secure or ensure that firearms of deceased persons are properly transferred to a licensed firearms permit holder or gun dealer. County vital statistics can provide law enforcement agencies information regarding deceased persons. A process should also be in place to ensure that pistol permits of arrested persons are reviewed when applicable. DCJS Office of Public Safety can provide technical assistance to agencies seeking to implement initiatives to recover firearms.

ATTACHMENT 7

Suggested Firearms Strategy Components

Departments should seek to identify and connect retaliatory non-fatal shooting incidents through investigation, intelligence, and analysis. Specific steps for each component are outlined below.

Investigation:

- Investigators should establish who, what, when, where, how, and why a person was shot and memorialize in the investigative file.
- Investigations should strive to establish motive prior to closing the case.
- Investigators should document conferrals with other investigators within the IMPACT partner departments to establish leads and debriefing requirements.
- Investigators should draw upon state partners to target enforcement activities in areas where shooting violence occurs for the purpose of suppressing firearms violence and conducting targeted debriefings.
- If a particular gang or gangs are suspected or targeted in a non-fatal shooting, the investigators should list all members of both gangs in the case folder with complete criminal background checks (including active arrest or bench warrants).
- Investigators should make reference to NIBIN hits and include information from prior investigation into the current case.
- Investigators should strive to enhance all firearms possession arrests to strengthen prosecution, and develop information on additional firearm seizures as well as information on other crimes of violence i.e. Robbery and non-fatal shootings investigations.

Intelligence:

- Create and distribute Pattern Sheets listing all information concerning connected or retaliatory shooting to all IMPACT partners; make all persons involved in patrol or enforcement capacities aware of the shooting as an **officer safety** measure.
- Educate patrol force, through the use of crime analysis products, about various gang members, and other players who are believed to be involved in firearms violence.
- Establish a plan to deploy multiagency resources based on analysis, intelligence, and investigation to suppress further shooting events.
- Coordinate with Assistant District Attorney's proffer agreements with incarcerated gang members to develop medium and long term gang prosecutions through the combined recourses of IMPACT partner agencies.

Prosecution:

- Regular review of firearm-related cases for federal prosecution
- Limited-Plea Prosecution Policies for gun related crimes
- Participation in deterrence programs

- Vertical Prosecution of violent crime and gun related cases
- Utilization of cooperation agreements to initiate investigations of firearm-related crime incidents

Crime Analysis:

- Crime analysts should work closely with investigators and field intelligence officers to connect non-fatal and retaliatory shootings.
- Crime analysts should prepare and distribute products identifying instances of retaliatory shootings and connected shootings (NIBIN Hits).
- Crime analysts should examine all non-fatal shooting cases and establish connections through the following:
 1. Names of: Victims, suspects, and witnesses from multiple investigations.
 2. Locations: Gang prone (graffiti tagged walls), territories associated to a particular gang (mapped).
 3. Ballistics (NIBIN Matches)
 4. Automobiles
 5. Narcotics: Type/packaging.
 6. Proffer information: Concerning all the above.
- Investigative representatives should meet regularly with FIO's and crime analysts to review shooting cases and provide all information so that cases can be analyzed and compared for connectivity.

ATTACHMENT 8

DOMESTIC VIOLENCE STRATEGIES

INTRODUCTION

Domestic violence represents the largest subset of violent crime facing most NYS communities. Therefore, all IMPACT jurisdictions are strongly encouraged to design a domestic violence reduction strategy that:

- articulates a goal (e.g. enhanced evidence collection to enable victimless prosecutions);
- identifies specific practices that will lead to that goal, for example:
 - collaboration between police and prosecutors on evidence checklist for use by all officers at the scene;
 - collaborative case discussions between police and advocates to identify high-risk cases that will receive a home visit with emphasis on evidence collection;
 - collaboration between police and prosecutors pertaining to the development of guidelines for evidence and information to be presented at arraignment.
- identifies outcome measures that monitor the implementation of the strategy, for example:
 - % of cases with a fully completed DIR;
 - % of cases closed out by arrest at the scene and after the fact;
 - % of cases with photographs taken;
 - # of persistent domestic violence offenders convicted, etc..

BACKGROUND ON DOMESTIC VIOLENCE

As described in the body of the RFA, research indicates that a coordinated community response to domestic violence is the most likely to result in positive outcomes. Some basic information about domestic violence, listed below, is also important to consider when developing a domestic violence reduction strategy¹:

- The best predictor of domestic violence recidivism is a criminal history – of any kind.
- Other important risk factors include prior violations of orders of protection; presence of firearms; threats to kill or commit suicide; strangulation; stalking; a victim's attempts to leave (such as filing for divorce, working outside of the home, or filing for an Order of Protection); and/or sexual violence.
- Domestic violence typically involves a series of incidents; victims rarely call the police at the time of the first incident. Therefore, all responders should ask questions about the history of the violence, and course of conduct crimes should be considered.
- Enhanced evidence collection, beyond witness testimony, can improve prosecution outcomes. The best evidence is information available to responding officers at the scene.

¹ For a useful summary of existing research on domestic violence and criminal justice strategies: <http://www.nij.gov/nij/topics/crime/intimate-partner-violence/practical-implications-research/welcome.htm>

ESTABLISHED PRACTICES

Some practices should be a regular part of police response to domestic violence, including:

- Full and comprehensive completion of DIRs at the scene;
- Enrollment in the statewide DIR repository;
- Removal of firearms pursuant to the MPTC Model Policy (Located in the Law Enforcement Services Suite on eJusticeNY)
- Service of Orders of Protection, and entry of service into the Order of Protection Registry, as per statute; and
- Collection of all evidence, including statements and photographs, at the scene.

PROMISING PRACTICES

Given the above information, the following are a series of promising practices you should assess for possible implementation in your jurisdiction's domestic violence reduction strategy. Since the needs of each community throughout New York State vary, it is important that each jurisdiction conduct a collaborative assessment of their own gaps and resources, with input from a variety of different disciplines. Some promising practices suggested below may require the creation of new practices within a jurisdiction or the inclusion of domestic violence into existing police tactics.

1) Strengthening the response to domestic incidents through collaborative approaches

- **Specialized police domestic violence units or dedicated officers.** Specialized units in police departments are able to focus on repeat victim contact and strong evidence collection. They have been shown to significantly increase the likelihood of prosecution, conviction and sentencing. While discrete units can be resource intensive, and unavailable for smaller jurisdictions, the hallmarks of repeat victim contact and evidence collection can be integrated into many police departments without creating a specialized unit.
- **Specialized prosecution units or dedicated prosecutors.** As above, such specialized attention has been shown to result in enhanced prosecution, but only when sufficiently well resourced and supported. For example, one District Attorney's Office in New York State has been able to strengthen their response to strangulation cases by dedicating a particular ADA and victim advocate to those cases to focus on the collection of evidence and support of the victim.
- **Requesting more detailed information at the initial call for service.** The first response to a domestic incident is essential to the success of the overall intervention. Crucial evidence may be available only at the original scene and may be the determining factor as to whether an arrest is made. Positive police intervention and arrest of the abuser can result in future outreach to the police by the victim. One way to enhance the first response is by ensuring that responding officers have as much information upon arrival, some of which can be gathered by 911 operator questions such as: presence or involvement of weapons, presence of children, whether suspect uses drugs or alcohol, whether an order of protection is in effect, and whether the suspect is on probation or parole. Similar information may be available to 911

through the DIR repository, with even richer information from the DIR repository directly accessible to responding officers. This information can improve evidence collection, improve ability of police to accurately assess the situation, and provide information critical to officer safety.

- **Tactical utilization of post-incident home visits.** When executed safely and consistently, police departments utilizing home visits have the potential to provide ongoing support to victims and their children, enhance evidence collection on cases, provide for additional supervision and surveillance of offenders (including arrests for order of protection violations), and provide a visible police presence to other members of the community that may have additional information for officers.

Prior to conducting follow-up visits, further case development should be conducted (such as researching criminal history of the offender, search of the order of protection registry, search of the DIR repository, consultation with victim advocates, etc.). In addition, further evidence may be collected at a home visit, such as photographs of injuries that were not visible at the initial visit; statements involving information about prior behavior that was not initially elicited; information/evidence of crimes subsequent to the last call. Finally, offenders present in violation of orders of protections can be arrested, and charged with criminal contempt.

It is good practice to notify both parties at initial response that there may be a follow up pursuant to department policy, so that the victim is not blamed for the additional surveillance. Home visits can be done by a specially trained police officer alone or in conjunction with a probation or parole officer and in consultation with victim advocates.

Advocates can select households for follow up with police, can be available within the police department to provide services to victims, and can inform police regarding issues present in the home that are not immediately available to law enforcement. Advocates and police can select cases for follow-up based on known risk factors available to both. This approach is being used successfully in a program called Triage in Denver, CO. (description on their District Attorney's website http://www.denverda.org/Prosecution_Units/FVU/Triage_Team_Project.html)

Regardless of whether specialized collaborative plans like those above are utilized, it is critical that responding officers practice personal and victim safety measures at all domestic incidents. Officers should assess the immediate needs of the victim, whether it's providing transportation, or referring victims to programs where advocates can provide information and assistance on services and safety planning options. Responding officers at any domestic incident should conduct a thorough investigation, including proper documentation and evidence collection, and securing relevant photographs from digital cameras. Domestic Incident Reports should be comprehensively completed at the scene, with a copy given to the victim. Finally, law enforcement agencies should have a written policy on responding to domestic incidents to aid in consistency and it should be updated as needed – consider following the MPTC model policy for guidance (Located in the Law Enforcement Services Suite on eJusticeNY)

2) Integration of Domestic Violence into Existing Policing Tactics

- **COMPSTAT.** Any police department that uses a COMPSTAT-like approach to case review can make sure that at least one domestic violence case is analyzed at every session. This approach ensures that: 1) domestic violence is seen as an important crime, demanding of the best response; 2) opportunities to improve response can be identified; 3) departmental goals, such as: full initial completion of DIRs, photographs, whenever relevant, consistent arrests for violations of orders of protections, are reinforced regularly. Studies indicate that although training on domestic violence is essential, at least as important is supervisory accountability for officers' consistent response to domestic violence.
- **Domestic Incident Report database** - All IMPACT partners are required to participate in utilizing the DCJS Domestic Incident Report (DIR) Repository. The repository provides electronic, cross-agency access to DIRs filed by police departments and sheriff's offices in the 57 counties outside of New York City. This secure database automates information – previously only captured on paper – that will enable law enforcement to more safely respond to domestic incidents, improve the supervision of offenders on parole and probation and enhance the prosecution of domestic violence crimes.

The repository currently contains more than 244,000 DIRs from agencies across Upstate and on Long Island. The repository contains about a year's worth of historical data (from October 2010) to the present. DIRs received by DCJS are entered into the system daily and available to be searched and viewed within 48 hours of receipt.

Contact the DCJS Customer Contact Center at cccenter@dcjs.ny.gov, 518-457-5837 or 1-800-262-3257 for more information and to enroll.

- **Neighborhood Watch.** Most communities have a neighborhood watch-like program, in which civilians are trained to make reports to police of suspicious activity being observed. Training these programs on the effects of domestic violence and the role of the criminal justice system in these cases can increase the eyes and ears of the department at no cost. This model has been used effectively in Brockton, MA² (in coordination with other parts of a coordinated response to domestic violence) to ensure that domestic violence is more likely to be reported, and also results in the general public being made aware of the prevalence of domestic violence in their community.
- **Building on existing coordination between police and prosecutors.** Policies that encourage prosecution without relying on victim testimony typically increase convictions. In the Queens Borough of New York City, prosecutors increased convictions from 24 to 60 percent with such an approach. Research suggests that much of the increase was the result of increased follow-up with victims, and prosecutors' improved linkage with police (e.g., monitoring the same case log, and asking whether each of eight evidentiary items were covered in police incident

² For program evaluation, visit <http://www.ncjrs.gov/pdffiles1/nij/grants/201869.pdf>

reports, including photos, and witness, victim and suspect statements). This coordination can result, for example, in a checklist to be used by police at the scene and/or at arraignment to ensure that they are providing prosecutors with the information most likely to assist them in ensuring conviction.

- **Calling a Domestic Violence Hotline at the Scene.** A free local Domestic Violence hotline is available in every county of the state, as well as a 24/7 NYS Domestic Violence and Sexual Assault hotline. Victims are most likely to take advantage of advocacy services when they access them close in time to a violent incident. Responding officers should have the local and/or state hotline number with them at all time and, if a telephone is available at the scene, offer to put the victim in touch with an advocate right away (such an option should never be offered in the presence of the accused). Such an approach is a successful component of a program in Maryland, resulting in much higher utilization of advocacy services by victims, which are known to have a protective effect.

The examples above are not complete; communities are encouraged to find other ways to implement a systematically comprehensive approach to domestic violence within their existing policing policies when developing their domestic violence reduction strategy.