

# Service Area Plan

*Department of Criminal Justice Services*

*Law Enforcement Training and Education Assistance (30306)*

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## **Service Area Background Information**

# Service Area Plan

## Department of Criminal Justice Services

### Law Enforcement Training and Education Assistance (30306)

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#### Service Area Description

The Standards and Training Section is responsible for the administration of rules relating to the compulsory entry-level and in-service training standards for a variety of criminal justice officers, certification of instructors, certification and de-certification of law enforcement officers and regional jail officers, regional criminal justice academy rules, rules related to the storage and dissemination of criminal history records, and firearms transaction rules. Additionally, the section is responsible for the distribution of general fund monies and special fund monies to regional criminal justice academies, providing entry-level jailor training, and providing training related to Alzheimer's disease to a variety of criminal justice and first responder personnel. Constituents include all police departments, sheriffs' offices, regional jails, joint dispatch centers, the Department of Corrections, and several state agencies whose personnel have law enforcement functions. The section reviews compliance information and rectifies discrepancies.

The Law Enforcement Services (LES) Section is responsible for the monitoring and servicing of grants awarded to Virginia's local and state law enforcement agencies. Current grant programs include Byrne/JAG funding, LLEBG funding, LETPP funding, State SRO Incentive Grant funding, and Community Policing funding.

LES houses three legislatively-created centers of criminal justice responsibility: the Accreditation Center, the Crime Prevention Center, and the Virginia Center for School Safety.

LES provides a program manager for the State Accreditation Program, serving the program and training needs of the Virginia Law Enforcement Professional Standards Commission, including over 50 currently accredited agencies.

LES is responsible for certifying crime prevention specialists (CPS), for certifying localities as Crime Prevention Communities (CCPC), and for certifying private security professionals as Private Crime Prevention Practitioners (PCPP). We also provide a variety of crime prevention training and services to law enforcement and other criminal justice professionals, including crime analysis training, CPTED training, McGruff House training, SHOCAP services, and Homeland Security training.

LES certifies School Security Officers (SSO) and is responsible for their basic training, as well as for advanced training for SSOs and School Resource Officers (SROs). Through the Virginia Center for School Safety the agency is mandated to conduct an annual school safety audit and to report those findings.

Training and technical assistance in law enforcement policy development is provided to law enforcement agencies and others in support of the Accreditation Program and as a resource to local law enforcement agencies that may lack this capacity. The agency has maintained one of the first and one of the few model policy manuals for law enforcement agencies.

#### Service Area Alignment to Mission

The Department of Criminal Justice Services' mission is to provide comprehensive planning and state-of-the-art technical and support services for the criminal justice system to improve and promote public safety in the Commonwealth. This mission is aligned with the long-term objectives for the protection of the public's safety and security and to ensure a fair and effective system of criminal justice.

The Standards and Training and Law Enforcement Services Sections support activities that are intended to provide comprehensive planning and state-of-the-art technical and support services to the law enforcement element of the criminal justice system and potentially to other components with whom they work and interact. We do this through grant funding of system improvements and enhancements, specialized training that is unavailable or unaffordable from other sources, and planning and research for law enforcement policy

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matters. Through this activity Law Enforcement Services helps to establish baselines for service on a statewide basis and help to establish and certify professional standards for some of those services. The department's mission is aligned with the long-term objectives for the protection of the public's safety and security and to ensure a fair and effective system of criminal justice.

#### **Service Area Statutory Authority**

The Standards and Training Section's authority is found in Title 9.1 of the Code of Virginia. Specifically, § 9.1-102 (1) through (14), (20), (21), (23), (34), (38), § 9.1-106, § 9.1-113 through 9.1-116, § 9.1-128 through § 9.1-137, § 9.1-168 (B), § 15.2-1705 through § 1708, and § 15.2-1741 (B).

The Law Enforcement Services Section's authority is found in Code of Virginia § 9.1-102 (11), (13), (15), (30), (37), (40), (41), (43), (44), (45), (46), and (49).

#### **Service Area Customer Base**

Customer(s)	Served	Potential
Our customer base consists of the more than 400 law enforcement agencies and their personnel throughout the Commonwealth at the local and state level, including towns, cities, counties,	0	0
Standards and Training customers are comprised of Virginia employed criminal justice personnel. Additionally, the agency serves and regulates 35 certified training academies.	0	0

#### **Anticipated Changes In Service Area Customer Base**

Standards and Certifications

While the customer database remains the same with few exceptions, the number of individuals regulated steadily increases every year. Given the increases, all tasks related to the administration of training standards, school approval, employments, and terminations increase as well. Two changes have occurred in the past 12 months that impact the section. First is the full implementation of the law enforcement certification examination, which has increased fiscal impact. Second is the additional task to provide Alzheimer's training to all first responders to include fire and EMS personnel. Amendments to regulations including in-service rules, instructor rules, and entry level jailor, civil process service officer, and courthouse and courtroom security officer rules are anticipated to be completed and implemented in FY 2005/06.

Law Enforcement Services

No significant changes to our base are anticipated, with the notable caveat that the base is likely to grow in size among the various groups that we serve. The impact will be felt in terms of the numbers of certifications and recertifications that will be required. It should be noted that the tendency in recent years has been for the legislature to require more accountability and quality assurance through adding certification requirements, including records keeping and database maintenance.

#### **Service Area Partners**

**The Committee on Training of the Criminal Justice Services Board is a legislatively constituted body that provides approval of all amendments to regulations and advice on other training related initiatives.**

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#### Service Area Products and Services

- This section administers entry-level and in-service training standards by rule for law enforcement officers, jailors, courthouse and courtroom security officers, process service officers, and correctional officers of the Department of Corrections. Entry-level training standards by rule are also established for dispatchers of law enforcement personnel.

The section administers standards for the certification and re-certification of criminal justice instructors, as well as the rules related to regional criminal justice academies.

On a non-training regulatory issue, the section administers standards by rule on the storage and dissemination of criminal history record information and firearms transactions.

The section conducts job task analyses on positions to determine mandatory training requirements.

The section contains a jails training unit comprised of eight personnel who develop lesson plans and deliver training at the certified criminal justice academies for jailor, court security, and process personnel to obtain compliance with training regulations. Training is also provided on two other main issues addressing the preparation of law enforcement officers and other first responders to properly deal with persons suffering from Alzheimer's disease and the second issue is directly supportive of homeland defense initiatives.

Other training directly involves technical training for local and state agency personnel responsible for submitting data using electronic systems of the section to include TREX, ACECORP, and ACETRAK.

The section conducts on-site audits of those agencies storing and disseminating criminal history records information.

The section administers, grades, and reports the results to the certified academies of the law enforcement officer certification examination to all students completing entry-level law enforcement officer training statewide.

The section certifies and de-certifies law enforcement officers and regional jail officers in accordance with requirements of the Code of Virginia.

The section certifies and re-certifies all certified academies authorized to deliver mandated training to Virginia's criminal justice officers.

The section monitors compliance with entry-level and in-service training for 40,000+ criminal justice officers in Virginia.

In conjunction with the Finance section of DCJS, the section determines the amount of academy funding to be awarded to the 10 regional criminal justice academies from general fund and special fund sources. These monies are consistently in excess of \$2,500,000 annually.

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#### Service Area Products and Services

- The LES Section is the primary monitor and coordinator of grants programs for local law enforcement agencies. We provide the same service to the Virginia State Police and other state level law enforcement agencies. Law Enforcement Services currently distributes Byrne/JAG funding, LETPP funding, State SRO Incentive Grant funding, and Community Policing funding.

The section administers grant-funded programs for law enforcement at the state level. For example, bias-based policing research and training.

Law Enforcement Services manages a variety of crime prevention programs and services, including the Certified Crime Prevention Community program, the Private Crime Prevention Practitioner certification program, the Crime Prevention Specialist certification program, the McGruff House program, Triad, and SHOCAP.

The section provides training in CPTED, crime analysis, neighborhood watch, women's self-defense, identity theft, fraud, Triad, and homeland security.

The Virginia Center for School Safety is the primary source of training for School Resource Officers in Virginia. In addition, VCSS provides training to school officials and others who work with SROs or in school safety assignments. Many SROs throughout Virginia are funded through grant programs administered by this agency and monitored in this section. Many others began through this funding source.

Law Enforcement Services is also responsible for establishing and maintaining minimum training standards for School Security Officers, as well as certifying them, training SSO instructors, and maintaining a database of all SSOs in Virginia.

VCSS produces, under legislative mandate, an annual school safety audit report covering every public school and school district in the Commonwealth.

VCSS also administers and directs a major youth leadership training program called the Youth Alcohol and Drug Abuse Prevention Project (YADAPP), now in its 25th year and serving approximately 400 youth leaders from 400 high schools in Virginia.

LES maintains the Sample Directives for Law Enforcement Agencies Manual (model policy manual) available to all law enforcement agencies in Virginia, throughout the country, and beyond. Certain model policies are required to be maintained under the Code of Virginia.

The section provides training and technical assistance to law enforcement agencies for policy development and management practices

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**Factors Impacting Service Area Products and Services**

As one might expect, the demand for products and services for the law enforcement community continues to grow each year. With requests for new products and new services, along with the occasional direction from the legislature that such activities be certified or made accountable in a formal fashion, the demand on staff time and financial resources is correspondingly greater each year.

Federal level funding has been a major financial resource for Virginia and all other states for over 30 years. That source of funding is now diminishing rapidly and major grant programs like the Byrne Memorial Fund and the Local Law Enforcement Block Grant are in danger of disappearing altogether. Some of this funding has presumably been moved into Homeland Security grant programs, but these programs are not administered through DCJS and are not administered in a very efficient or effective manner at either the State or federal level, making them far less useful to local law enforcement.

Each time this agency is required to establish and maintain a certification procedure it creates a demand for additional staff. The alternative is to use existing staff and thereby lose their services for other activities.

**Service Area Human Resources Summary**

**Service Area Human Resources Overview**

**Service Area Full-Time Equivalent (FTE) Position Summary**

Effective Date: 7/1/2005

Total Authorized Position level .....	39
Vacant Positions .....	6
Non-Classified (Filled).....	0
Full-Time Classified (Filled) .....	33
Part-Time Classified (Filled) .....	0
Faculty (Filled) .....	0
Wage .....	4
Contract Employees .....	0
Total Human Resource Level .....	<b>37</b>

**Factors Impacting Service Area Human Resources**

**Anticipated Changes in Service Area Human Resources**

**Service Area Financial Summary**

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	<b>General Fund</b>	<b>Nongeneral Fund</b>	<b>General Fund</b>	<b>Nongeneral Fund</b>
<b>Base Budget</b>	\$1,672,118	\$35,000	\$1,672,118	\$35,000
<b>Changes To Base</b>	\$0	\$0	\$0	\$0
<b>SERVICE AREA TOTAL</b>	<b>\$1,672,118</b>	<b>\$35,000</b>	<b>\$1,672,118</b>	<b>\$35,000</b>

# Service Area Plan

## Department of Criminal Justice Services

### Law Enforcement Training and Education Assistance (30306)

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## Service Area Objectives, Measures, and Strategies

### Objective 30306.01

***Provide training and education on best practices and techniques and emerging issues and trends to criminal justice practitioners and allied professionals.***

Virginians working in the criminal justice system should be afforded the resources necessary to carry out their duties with skill and confidence.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

#### **This Objective Supports the Following Agency Goals:**

- Provide training to all segments of the criminal justice system

#### **This Objective Has The Following Measure(s):**

- **Measure 30306.01.01**

***Provide training and education to criminal justice practitioners and professionals.***

**Measure Type:** Outcome      **Measure Frequency:** Annually

**Measure Baseline:** Since 1997, DCJS-provided training has received satisfactory ratings from an average of 94% of recipients.

**Measure Target:** DCJS will maintain a 94% or above satisfactory rating on the training and education it provides.

**Measure Source and Calculation:**

DCJS will qualitatively measure the value of its training by using an evaluation instrument that includes a Likert Scale: a) Strongly Agree; b) Agree; c) Somewhat disagree; d) Disagree; and e) Strongly disagree.

#### **Objective 30306.01 Has the Following Strategies:**

- DCJS will assess the education and training needs of criminal justice practitioners and allied professionals and provide leadership for the development of innovative and effective training.
- DCJS will partner with other providers of training programs and services.

# Service Area Plan

## Department of Criminal Justice Services

### Criminal Justice Research, Statistics, Evaluation, and Information Services (30504)

#### Service Area Background Information

##### Service Area Description

The Research Center provides research and statistical information and technical support to state and local officials in the criminal justice system. Products and services include:

Collecting, analyzing, and reporting to government officials information on criminal justice issues and the criminal justice system.

Producing forecasts of local jail inmate populations to guide planning and expenditures.

Calculating amounts of financial assistance that DCJS provides to localities for law enforcement activities.

Conducting and reporting on evaluations of criminal justice programs and activities.

Managing a program to plan and fund improvements in state and local criminal justice information systems to improve data sharing between these systems.

Providing state and local criminal justice agencies with technical assistance and grant funding for automated records, dispatch, and communications systems.

##### Service Area Alignment to Mission

The Research Center provides information, research, and technical expertise required to fulfill DCJS's mission to "provide comprehensive planning and state-of-the-art technical support and services" to the criminal justice system.

##### Service Area Statutory Authority

The Research Center's authority is found in several sections of Code of Virginia Title 9.1:

§ 9.1-102(24) directs DCJS to operate a statewide criminal justice research center to provide analysis, interpretation, and reports on criminal justice statistical information, and to maintain an integrated criminal justice information system and provide technical assistance to state and local criminal justice data systems.

§ 9.1-102(28) directs DCJS to review and evaluate criminal justice programs, projects, and activities, and recommend improvements to improve law enforcement and the administration of criminal justice.

§§ 9.1-165 - 9.1-172 directs DCJS to annually calculate the amount of 599 Law Enforcement Expenditures assistance that shall be distributed to eligible localities.

The Annual Budget Bill directs the Secretary of Public Safety to prepare forecasts of the local jail inmate populations for the Governor. DCJS prepares these forecasts annually for the Secretary.

##### Service Area Customer Base

Customer(s)	Served	Potential
Research Center customers range from officials in the executive, legislative, and judicial branches of state government to numerous local elected and public safety officials, as well as line staff of state and local criminal justice agencies.	0	0

# Service Area Plan

## Department of Criminal Justice Services

### Criminal Justice Research, Statistics, Evaluation, and Information Services (30504)

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#### **Anticipated Changes In Service Area Customer Base**

The size of our customer base is not expected to grow rapidly, but demand by the current base for services such as evaluation, technical assistance, and data integration is expected to grow due to increasing demands for more information-driven decision making and accountability in government and increasing demands for information sharing to support homeland security activities.

#### **Service Area Partners**

DCJS depends on various public safety agencies, such as the Departments of State Police and Corrections, the State Compensation Board and others for data that is used in its research and

#### **Service Area Products and Services**

- Statistical/research reports on criminal justice topics are prepared on schedules and on an “as-needed” basis. Reports range from summary statistical reports to detailed research reports. A unique aspect of this service is that it integrates data from all areas of criminal justice, unlike the single focus aspect of reports from most line agencies.

The Jail Inmate Forecast report is produced annually for the Secretary of Public Safety by analyzing jail inmate data reported to the State Compensation Board. The forecast is used by the Secretary and General Assembly money committees when planning expenditures for jail construction.

Financial assistance allocation calculations allow DCJS to provide annual financial assistance to localities based on local crime rates and other relevant factors.

Technical assistance with automated systems is provided to localities by having staff visit local criminal justice agencies, make presentations to local officials, and assist with needs assessments, product evaluations, and procurement of systems. The Research Center also administers a program that awards monetary grants to localities for automated records and communications systems.

Evaluation reports on criminal justice programs are provided to the General Assembly, the Secretary of Public Safety, DCJS, and other criminal justice officials and practitioners. Surveys are conducted, databases are created, and site visits are made to conduct evaluations.

The Integrated Justice Program provides planning, technical assistance, and grant funding to state and local agencies to modify/upgrade criminal justice databases to improve communication and information sharing.

# Service Area Plan

## Department of Criminal Justice Services

### Criminal Justice Research, Statistics, Evaluation, and Information Services (30504)

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**Factors Impacting Service Area Products and Services**

The quality and quantity of these products has been reduced because staff with the computer, statistical, and research skills needed to produce these products cannot be maintained due to layoffs and budget cuts. These skills are in demand by many employers that offer more attractive salaries and working conditions than offered by the state.

**Anticipated Changes To Service Area Products and Services**

Demand for statistical, research, and evaluation products may increase as measurement and accountability become more in demand by government officials.

Demand for technical assistance to localities may increase as automation becomes more widespread and necessary, especially in rural localities.

Demand for planning and implementation of criminal justice data sharing is growing, especially in response to homeland security issues.

**Service Area Human Resources Summary**

**Service Area Human Resources Overview**

**Service Area Full-Time Equivalent (FTE) Position Summary**

Effective Date: 7/1/2005

Total Authorized Position level ..... 13

Vacant Positions ..... 1

Non-Classified (Filled)..... 0

Full-Time Classified (Filled) ..... 12

Part-Time Classified (Filled) ..... 0

Faculty (Filled) ..... 0

Wage ..... 3

Contract Employees ..... 0

Total Human Resource Level ..... 15

**Factors Impacting Service Area Human Resources**

**Anticipated Changes in Service Area Human Resources**

**Service Area Financial Summary**

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
<b>Base Budget</b>	\$544,951	\$0	\$544,951	\$0
<b>Changes To Base</b>	\$0	\$0	\$0	\$0
<b>SERVICE AREA TOTAL</b>	<b>\$544,951</b>	<b>\$0</b>	<b>\$544,951</b>	<b>\$0</b>

# Service Area Plan

## Department of Criminal Justice Services

### Criminal Justice Research, Statistics, Evaluation, and Information Services (30504)

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## Service Area Objectives, Measures, and Strategies

### Objective 30504.01

***To develop a statewide comprehensive criminal justice plan as directed by the Code of Virginia for the improvement of criminal justice.***

Virginia's public safety depends upon the careful planning and equitable implementation of policies and services within the criminal justice system.

- Engage and inform citizens to ensure we serve their interests.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

#### **This Objective Supports the Following Agency Goals:**

- Conduct policy and planning initiatives to improve public safety as directed by the General Assembly or the Criminal Justice Services Board

#### **This Objective Has The Following Measure(s):**

- **Measure 30504.01.01**

***Conduct policy and planning initiatives to improve public safety as directed by the General Assembly.***

**Measure Type:** Output                      **Measure Frequency:** Annually

**Measure Baseline:** The last statewide criminal justice plan was created and published in 1997.

**Measure Target:** Publish every four years.

**Measure Source and Calculation:**

#### **Objective 30504.01 Has the Following Strategies:**

- Based on research and constituent input, DCJS will create and publish a statewide criminal justice plan to improve criminal justice in Virginia.

# Service Area Plan

## Department of Criminal Justice Services

### Coordination of Asset Seizure and Forfeiture Activities (30602)

## Service Area Background Information

### Service Area Description

The Asset Forfeiture and Seizure Program provides Virginia law enforcement agencies with a process for disposing of assets seized in conjunction with arrests for illegal narcotics distribution. The law enforcement agencies that seize the assets are able to dispose of them and use the proceeds to further law enforcement activities in the locality. This program is usually jointly administered at the local level by law enforcement and the Commonwealth's Attorney.

### Service Area Alignment to Mission

This program is aligned with the agency's mission because it promotes public safety in the Commonwealth by providing funds to support local law enforcement agencies from the disposal of seized assets.

### Service Area Statutory Authority

Code of Virginia § 19.2-386.1-14 establishes the Forfeited Asset Sharing Program. Code of Virginia § 19.2-386.22 defines what may be seized under the program.

### Service Area Customer Base

Customer(s)	Served	Potential
Customers include all Virginia law enforcement agencies, all Commonwealth's Attorneys, and local government finance offices.	0	0

### Service Area Products and Services

- DCJS, through the issuance of program guidelines, administers the Asset Forfeiture and Seizure Program. Support is provided to local law enforcement agencies through a reporting process that accounts for and returns to the locality proceeds from the sale of seized assets. Training is provided to local law enforcement agencies and Commonwealth's Attorneys on all aspects of the program.

### Service Area Human Resources Summary

#### Service Area Human Resources Overview

#### Service Area Full-Time Equivalent (FTE) Position Summary

Effective Date: 7/1/2005

Total Authorized Position level .....	1
Vacant Positions .....	0
Non-Classified (Filled).....	0
Full-Time Classified (Filled) .....	1
Part-Time Classified (Filled) .....	0
Faculty (Filled) .....	0
Wage .....	0
Contract Employees .....	0
Total Human Resource Level .....	1

# Service Area Plan

## Department of Criminal Justice Services

### Coordination of Asset Seizure and Forfeiture Activities (30602)

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Factors Impacting Service Area Human Resources

Anticipated Changes in Service Area Human Resources

#### Service Area Financial Summary

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$0	\$2,402,709	\$0	\$2,402,709
Changes To Base	\$0	\$3,000,000	\$0	\$3,000,000
<b>SERVICE AREA TOTAL</b>	<b>\$0</b>	<b>\$5,402,709</b>	<b>\$0</b>	<b>\$5,402,709</b>

# Service Area Plan

## Department of Criminal Justice Services

### Coordination of Asset Seizure and Forfeiture Activities (30602)

## Service Area Objectives, Measures, and Strategies

### Objective 30602.01

***Use all available federal, state general and special funds, and proceeds from assets seized and forfeited in drug cases to provide financial assistance to localities, state agencies, and nonprofit organizations in the criminal justice community.***

Virginians must use its fiscal resources in a way that maximizes the public safety services it provides to its citizens.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

#### **This Objective Supports the Following Agency Goals:**

- Provide financial assistance to improve the function of the criminal justice system

#### **This Objective Has The Following Measure(s):**

- **Measure 30602.01.01**

***Provide financial assistance to improve the function of the criminal justice system.***

**Measure Type:** Outcome      **Measure Frequency:** Annually

**Measure Baseline:** For FY05, DCJS issued 949 grants, worth \$42.2M in federal funds and \$28.7M in state general and special funds. DCJS also distributed \$177,551,170 in "599" funds to 175 eligible localities and returned \$5M in cash through asset forfeiture program.

**Measure Target:** DCJS will accurately report the total amount distributed and the total number of grants awarded.

**Measure Source and Calculation:**

DCJS cannot control the amount of funds it has available to distribute each year. That is determined by federal and state appropriations, accruals in special funds, and assets seized by local law enforcement. The measure is calculated using data from DCJS' Grant Management Information System (GMIS), which details the number of grants and the amount of funds awarded from its accounting and CARS documentation of the "599" payments made and from seized asset distribution records.

#### **Objective 30602.01 Has the Following Strategies:**

- DCJS will involve its stakeholders in identifying issues and awarding grant funds for projects to address them.
- DCJS will provide timely and customer-oriented assistance through its website on grant announcements and processes and on the "599" amounts for each eligible locality as determined by the distribution formula.
- DCJS will compile the data needed to calculate localities' "599" amounts using the prescribed distribution formula and annually verify the eligibility of localities to receive the funds.
- DCJS will return proceeds from seized and forfeited assets to localities for law enforcement purposes.

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## ***Department of Criminal Justice Services***

### ***Coordination of Asset Seizure and Forfeiture Activities (30602)***

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- DCJS will work with the Virginia General Assembly and federal agencies to increase financial support of public safety.

# Service Area Plan

*Department of Criminal Justice Services*

*Financial Assistance for Administration of Justice Services (39001)*

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## **Service Area Background Information**

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Service Area Description

##### Juvenile Services

The Juvenile Services Section is involved in planning, policy development, and funding of juvenile justice and delinquency prevention initiatives provided through federal or state resources. Section staff provide coordination, program support, technical assistance, training, and monitoring of programs designed to address juvenile justice system improvement and delinquency prevention and programs to improve the investigation, prosecution, and administrative and judicial handling of child abuse cases.

There are five programs administered through the Juvenile Services Section. Title II of the federal Juvenile Justice and Delinquency Prevention Act provides funds to address the need for reform and improvements in the juvenile justice system. These funds are typically administered to local units of government for community-based juvenile justice programs and system improvements. Title V of the federal Juvenile Justice and Delinquency Prevention Act provides funds to local units of government for delinquency prevention programs. The federal Juvenile Accountability Block Grant (JABG) program provides funds to promote greater accountability in the juvenile justice system. The Court-Appointed Special Advocate (CASA) program provides grant support and technical assistance to local programs that coordinate citizen volunteers who advocate on behalf of abused or neglected children in courts. The Children's Justice Act (CJA) program provides technical assistance and training in the investigation and prosecution of child abuse to law enforcement, child protective service workers, CASA volunteers, prosecutors, and Guardians ad litem.

##### Correctional Services

DCJS' Correctional Services Section is involved in the entire range of correctional issues affecting state and federal prisons, local and regional jails, state probation and parole, local probation, community-based corrections, pretrial services, offender advocacy organizations, and other diverse correctional programs and services - public and private. The Section's primary grant-funded activities include Community Corrections and Pretrial Services (CCCA/PSA), Residential Substance Abuse Treatment (RSAT), Reentry Services (formerly Pre- and Post Incarceration Services, PAPIS), and managing federal grant funds awarded for corrections projects through the Byrne grant program.

The Comprehensive Community Corrections Act for Local-Responsible Offenders (CCCA) provides funds to localities to establish and operate post-trial supervision programming. The CCCA helps localities reserve jail and prison beds for those offenders who pose a continuing danger to their communities, while providing appropriate supervision and intervention to those offenders who can be maintained safely in the community. Thirty-seven (37) programs serve 128 of Virginia's 134 localities and maintain an average daily caseload of over 17,000.

The Pretrial Services Act (PSA) provides funds to localities to establish and operate 30 pretrial services programs that focus on defendants who cannot meet the conditions of a secure bond for release on bail. Public Inebriate Center (PIC) programs are supported in three localities: Virginia Beach, Charlottesville, and Winchester. Their purpose is to provide an alternative to jail for safely housing public inebriates while they sober up. CCCA/PSA and PIC together are supported with \$20.75 million in state general funds

The Correctional Services Section administers state general funds (\$370,898) and federal Byrne funds (\$1.5 million) to 10 public and private non-profit agencies in support of PAPIS programs. These programs provide professional services and guidance intended to increase the opportunity for, and the likelihood of, successful reintegration to society by ex-offenders released from prisons and jails.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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The Section administers federal RSAT formula funds to the Department of Corrections (\$817,000, including required match), the Department of Juvenile Justice (\$180,000, including match), and \$131,000 to two jails for the development, operation, and expansion of intensive drug treatment of incarcerated offenders in "Therapeutic Community" programs.

The Section manages Byrne grants awarded to state and local criminal justice agencies. In recent years, Correctional Services has managed as much as \$4 million in Byrne grant funds, using these funds for the expansion of substance abuse treatment skills and knowledge among probation and parole officers, to support drug courts, to support reentry programming, and to provide funds in support of the development of local CJ planning capacity. In the next year, however, Correctional Services will manage just three Byrne grants; two to specific localities to initiate Restorative Justice programs and one to the Department of Corrections for the initiation of a pilot program on Evidence-based Practices in community corrections with collaborations that involve both local probation and state probation and parole.

#### Victims Services

More than \$14.6 million in state and federal grant funds are provided by DCJS to 245 local and statewide V-STOP, sexual assault, and victim/witness programs throughout the Commonwealth. These programs provide services to crime victims and assist in the apprehension, prosecution, and adjudication of those who commit crimes against women and children.

The section also administers a \$15 million terrorism victim assistance program to provide services to victims of the 9/11 attack on the Pentagon and those who responded to them.

In 2004, the Virginia General Assembly passed legislation creating the Virginia Domestic Violence Victim Fund (VDVVF), which was designed to support domestic violence, sexual abuse, stalking, and family abuse services. DCJS was designated as the administering agency and was given authority to develop guidelines and distribute funds.

As of July 1, 2005, the Virginia Domestic Violence Victim Fund will provide \$1.5 million to support programs in state agencies, local units of government, and non-profit programs that provide services to victims of and/or children affected by domestic violence, sexual abuse, stalking, and family abuse. An additional \$1.5 million will be distributed to local attorneys for the Commonwealth for the purpose of funding the cost of additional attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving domestic violence, sexual abuse, stalking, and family abuse.

#### Law Enforcement Services Section

The Law Enforcement Services (LES) Section is responsible for the monitoring and servicing of grants awarded to Virginia's local and state law enforcement agencies. Current grant programs include Byrne/JAG funding, LLEBG funding, LETPP funding, State SRO Incentive Grant funding, and Community Policing funding.

LES houses three legislatively-created centers of criminal justice responsibility: the Accreditation Center, the Crime Prevention Center, and the Virginia Center for School Safety.

LES provides a program manager for the State Accreditation Program, serving the program and training needs of the Virginia Law Enforcement Professional Standards Commission, including over 50 currently accredited agencies.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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LES is responsible for certifying crime prevention specialists (CPS), for certifying localities as Crime Prevention Communities (CCPC), and for certifying private security professionals as Private Crime Prevention Practitioners (PCPP). We also provide a variety of crime prevention training and services to law enforcement and other criminal justice professionals, including crime analysis training, CPTED training, McGruff House training, SHOCAP services, and Homeland Security training.

LES certifies School Security Officers (SSO) and is responsible for their basic training, as well as for advanced training for SSOs and School Resource Officers (SROs). Through the Virginia Center for School Safety the agency is mandated to conduct an annual school safety audit and to report those findings.

Training and technical assistance in law enforcement policy development is provided to law enforcement agencies and others in support of the Accreditation Program and as a resource to local law enforcement agencies that may lack this capacity. The agency has maintained one of the first and one of the few model policy manuals for law enforcement agencies.

#### **Service Area Alignment to Mission**

##### Juvenile Services

The work of the section directly supports the mission of the agency, as we do planning, technical assistance, and grant services to improve the juvenile justice system and to improve investigation, prosecution, and judicial handling of child abuse and neglect cases, thereby enhancing public safety throughout the Commonwealth.

##### Correctional Services

The work of the Correctional Services Section directly supports the mission of the agency, as we do planning, technical assistance, and grant services to support state and local correctional systems, to improve treatment services provided to and within the correctional system, and to assist ex-offenders with successful reintegration to society. The intent is to provide effective protection of the public from criminals and to assist offenders in ending their criminal behaviors.

##### Victims Services

The work of the section directly supports the mission of the agency, as we provide planning, training, technical assistance, and grant funding to support state level and local victim's services. The intent is to provide effective services to crime victims in the interest of enhancing public safety throughout the Commonwealth.

##### Law Enforcement Services Section

The Law Enforcement Services section supports the agency mission by providing program guidance and support across a wide range of criminal justice programs primarily focused on law enforcement. The section also provides training services to law enforcement agencies as well as grant funding for programs supporting law enforcement.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Service Area Statutory Authority

The Juvenile Services Section's authority is found in the following state and federal laws:

JJDP Program (Title II and Title V):

Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002, as amended, Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq. (1974)

Code of Virginia § 9.1-111. Advisory Committee on Juvenile Justice. (The Advisory Committee is also established in the Federal JJDP Act)

JABG Program:

Juvenile Accountability Block Grant program of 2002, Pub. L. No. 107-273

CASA Program:

Code of Virginia §§ 9.1-151 – 9.1-157

CJA Program:

Section 107 of Title I of the Child Abuse Prevention and Treatment Act (CAPTA) of 2003, Pub. L. No. 108-36

The Correctional Services Section's authority is found in the following state and federal laws: Comprehensive Community Corrections Act for Local Responsible Offenders (Code of Virginia § 9.1-173 et seq.); Pretrial Services Act (Code of Virginia §§ 19.2-152.2 and 19.2-152.4:3); Public Inebriate Services (Code of Virginia §§ 9.1-163, 9.1-164, and 18.2-388); for re-entry services, "earmarks" in federal and state appropriations acts; and, for Residential Substance Abuse Treatment (Code of Virginia § 9.1-107 (sec 1)) and 42 U.S.C. Section 3796FF-1.

The Victims Services Section's authority is found in the following state and federal laws:

Code of Virginia § 9.1-102, subsections including 30, 31, and 32, direct DCJS to receive, administer, and expend grants from the federal government to strengthen the administration of justice and otherwise carry out the agency mission.

Violence Against Women Act of 1994 (42 U.S.C., 3711, Chapter 2, Section 40121) and Violence Against Women Act of 2000 (P. L. 106-386) (V-STOP).

Victims of Crime Act (Public Law 98-473), as amended (Sexual Assault Services).

Victims of Crime Act (Public Law 98-473), as amended (Victim/Witness Programs).

"Final Program Guidelines, Victims of Crime Act, FFY 1997 Victim Assistance Program" as published in the Federal Register of October 1, 1996.

Code of Virginia § 19.2-11.3 establishes the Virginia Crime Victim-Witness Fund. This special non-reverting fund is administered by DCJS to support victim witness services that meet the minimum standards prescribed for such programs under § 19.2-11.3 (Victims Bill of Rights).

Victims of Crime Act (Public Law 98-473), as amended (Terrorism Victim Assistance).

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, (Public Law 107-56 referred to as the USA Patriot Act of 2001.)

Code of Virginia § 9.1-116.1 created the Virginia Domestic Violence Victim Fund as a special non-reverting

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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fund to be administered by DCJS to support the prosecution of domestic violence cases and victim services (Virginia Domestic Violence Victim Fund).

The Law Enforcement Services Section's authority is found in Code of Virginia § 9.1-102 (11), (13), (15), (30), (37), (40), (41), (43), (44), (45), (46), and (49).

#### **Service Area Customer Base**

<b>Customer(s)</b>	<b>Served</b>	<b>Potential</b>
Local law enforcement agencies including police and sheriff departments.	0	0
Local units of government, local CASA programs, Child Advocacy Centers, Juvenile and Domestic Relations District Court judges, probation/parole officers, law enforcement, selected state agencies, local detention centers,	0	0
Local units of government, local probation (CCCA) programs, local pretrial services programs, public inebriate centers, local and regional jails, private service providers, Community Criminal Justice Boards, the judiciary, state agencies,	0	0
Local units of government, state agencies such as the Department of Corrections, the Attorney General's Office, and the Department of Health, prosecutors, law enforcement agencies, civil legal organizations, private non-profit agencies,	0	0

#### **Anticipated Changes In Service Area Customer Base**

Direct responsibility for drug treatment court funding has been transferred to the Supreme Court. Correctional Services will have diminishing involvement with these programs over time.

Federal RSAT funds require, beginning this year, that a percentage of RSAT funds be used to initiate or enhance jail-based drug treatment programming. Two local efforts will be funded this year with longer term implications for expanded DCJS involvement with such programs in more jails over time.

With the implementation of the Virginia Domestic Violence Victim Fund, DCJS is providing funding to more civil legal assistance programs and programs that provide more multicultural services and more services in rural areas of the Commonwealth.

#### **Service Area Partners**

**The section works closely with victim advocacy groups, such as the Virginia Network for Victims and Witnesses of Crime, Inc., the Virginia Sexual and Domestic Violence Action**

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Service Area Products and Services

- The section provides grants to local units of government, state agencies, and private non-profit agencies along with brochures and other written resources for crime victims. Staff also offer training programs for victim advocates, law enforcement agencies, prosecutors, and others who work with crime victims. This section also serves as the knowledgeable expert regarding grant guidelines and grant management resources associated with sexual assault services and victim services. Staff develop and revise policies and provide technical assistance to localities in establishing, maintaining, and expanding victim assistance programs. The section provides direct services to crime victims through its toll-free statewide Virginia Crime Victim Assistance Infoline that includes information regarding their rights, referral services crisis intervention.
- The LES Section is the primary monitor and coordinator of grants programs for local law enforcement agencies. We provide the same service to the Virginia State Police and other state level law enforcement agencies. Law Enforcement Services currently distributes Byrne/JAG funding, LETPP funding, State SRO Incentive Grant funding, and Community Policing funding.

The section administers grant-funded programs for law enforcement at the state level. For example, bias-based policing research and training.

Law Enforcement Services manages a variety of crime prevention programs and services, including the Certified Crime Prevention Community program, the Private Crime Prevention Practitioner certification program, the Crime Prevention Specialist certification program, the McGruff House program, Triad, and SHOCAP.

The section provides training in CPTED, crime analysis, neighborhood watch, women's self-defense, identity theft, fraud, Triad, and homeland security.

The Virginia Center for School Safety is the primary source of training for School Resource Officers in Virginia. In addition, VCSS provides training to school officials and others who work with SROs or in school safety assignments. Many SROs throughout Virginia are funded through grant programs administered by this agency and monitored in this section. Many others began through this funding source.

Law Enforcement Services is also responsible for establishing and maintaining minimum training standards for School Security Officers, as well as certifying them, training SSO instructors, and maintaining a database of all SSOs in Virginia.

VCSS produces, under legislative mandate, an annual school safety audit report covering every public school and school district in the Commonwealth.

VCSS also administers and directs a major youth leadership training program called the Youth Alcohol and Drug Abuse Prevention Project (YADAPP), now in its 25th year and serving approximately 400 youth leaders from 400 high schools in Virginia.

LES maintains the Sample Directives for Law Enforcement Agencies Manual (model policy manual) available to all law enforcement agencies in Virginia, throughout the country, and beyond. Certain model policies are required to be maintained under the Code of Virginia.

The section provides training and technical assistance to law enforcement agencies for policy development and management practices

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Service Area Products and Services

- As described above, DCJS administers three major funding streams that come to us from the federal Office of Juvenile Justice and Delinquency Prevention: Title V, Title II, and the Juvenile Accountability Block Grant (JABG) Program. Additionally, we continue to administer the last of the Challenge funds, to develop, adopt, and improve policies and programs in any of 10 specified Challenge areas. The Challenge portion of the JJDP Act was eliminated in 2002 when Congress consolidated a number of separate programs into one Delinquency Prevention Block Grant (DPBG) Program. The DPBG, although authorized, has not yet been funded by Congress.

DCJS provides grants to localities along the juvenile justice continuum: prevention, community-based sanctions and treatment, and programs and services for serious, violent, chronic juvenile offenders. Additionally, we provide training and technical assistance as needed to help the field keep abreast of best practices, to inform about new trends, and to motivate them to continue to do their good work. The number of grants funded varies based on the amount of funds allocated. OJJDP has recently implemented a new performance measures requirement, so now all of the programs receiving funding from Title V, Title II, or JABG are required to submit performance measures data. This should help to increase accountability and ensure effective programming. We have moved toward funding replication of model or promising programs or strategies in order to make the most of our decreasing funds.

The CASA program services include regulatory monitoring, grant administration, technical assistance to existing and developing programs, and training. We provide training to volunteers as well as to program directors and staff. We continue to expand the number of CASA programs across the state.

The Children's Justice Act program conducts much training throughout the year to further its objective of improving investigation, prosecution, and judicial handling of child abuse. The CJA program coordinator provides technical assistance to localities developing multi-disciplinary teams to investigate child abuse. Several publications and resources have been developed through this program. Additionally, funds from this program are available in the form of scholarship grants to allow local professionals to attend national conferences.

- The Section develops policies and guidelines governing grants supporting corrections-related projects, reviews grant applications and makes recommendations on them to the Criminal Justice Services Board, and oversees and monitors those awarded by the Board for compliance with grant conditions and program standards. In conjunction with its administration of the CCCA/PSA Acts, the Section has also developed an automated database and case management system for use by the local programs, with software and communications infrastructure, maintenance and support.

The Section develops and analyzes corrections-related legislation and budgets. It also conducts studies and reports on correctional issues as requested by the legislature and Secretary of Public Safety, and assists the Department of Corrections in reviewing required (for state reimbursement of jail construction costs) Community-Based Corrections Plans.

Section staff serve on the Screening and Assessment Committee, represent the Department Director on the Governor's Substance Abuse Services Council, serve on the District Court Forms Advisory Committee, and represent Virginia in national organizations such as the American Probation and Parole Association.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Factors Impacting Service Area Products and Services

##### Juvenile Services

The continued availability of funds, both federal (JJDP Act, JABG, National CASA Association State Grant funds, and CJA funds) and general (local CASA awards, match on JJDP and JABG programs) impacts the ability of DCJS to provide services to our customers.

##### Correctional Services

Caseload growth in local programs without concomitant increases in funding/staffing are stretching supervision capacity to its limits

The establishment, then elimination, of SABRE funding has left local programs with limited treatment capacity and resources

Reductions in federal funding for Byrne and RSAT has significant implications for the limitation of program growth and innovation

Increased attention to "reentry" at both the national and state level has implications for possible additional funding and increased support for DCJS supported Reentry programs

Increasing numbers of non-English speaking offenders and defendants cannot be appropriately addressed within existing program capacities

##### Victims Services

The decline and the unpredictable availability of federal and state funding negatively impacts this section's ability to provide necessary products and services to the crime victims of Virginia. Equally, the unvarying passage of legislative mandates with no appropriate increase in resources strain existing services for crime victims. Of particular interest is the need for additional resources for the new Virginia Domestic Violence Victim Fund. Staff vacancies also contribute to the uncertainty of providing timely products and services to victims of crime.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Anticipated Changes To Service Area Products and Services

##### Juvenile Services

Over the last several years, the appropriations for juvenile justice and delinquency prevention programming have decreased, and at times, the earmarks have increased. This leaves less funding to distribute. The President's budget has recommended no funding for the JABG program. This would eliminate a source of funds that has done much to change the way the juvenile justice system operates in Virginia. In the face of potential funding reductions, DCJS staff have been exploring ways to assist localities absent additional dollars: technical assistance, training, assessing existing resources in communities with an eye toward reallocating if necessary, etc.

Many local CASA programs receive a VOCA grant each year to supplement the funds received through DCJS. VOCA funds have been threatened to be eliminated at the federal level. If this were to happen, DCJS would need to assist local programs in securing additional resources for local CASA programs. Through a Resource Development Grant from the National CASA Association, local programs will receive training in improving their own fundraising, but DCJS may need to step in to assist if programs were to sustain this significant loss of VOCA funds.

At this time, federal CJA funds do not appear to be in jeopardy. Federal funds to support the American Prosecutor Research Institute's (APRI's) National Child Protection Training Center (NCPTC) are in jeopardy. NCPTC provides the Finding Words training that Virginia will offer in 2006. Virginia will be receiving this training under funds NCPTC has already received, therefore, if NCPTC were to lose funding, Virginia would still be able to continue with its Finding Words program.

##### Correctional Services

Through a federally supported effort, DCJS is collaborating with the Department of Corrections DOC to implement "evidence-based practices and programs" - this should lead to improved client outcomes and a more effective/cost-effective use of current, limited resources

Through collaboration with VCCJA, Correctional Services has begun the design of a "program accreditation" process

RSAT funding is being offered to local/regional jails for substance abuse program enhancement

#### **Service Area Human Resources Summary**

##### **Service Area Human Resources Overview**

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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#### Service Area Full-Time Equivalent (FTE) Position Summary

Effective Date: 7/1/2005

Total Authorized Position level ..... 27

Vacant Positions ..... 0

Non-Classified (Filled)..... 0

Full-Time Classified (Filled) ..... 27

Part-Time Classified (Filled) ..... 0

Faculty (Filled) ..... 0

Wage ..... 4

Contract Employees ..... 0

Total Human Resource Level ..... 31

#### Factors Impacting Service Area Human Resources

#### Anticipated Changes in Service Area Human Resources

#### Service Area Financial Summary

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
<b>Base Budget</b>	\$27,062,654	\$45,869,141	\$27,062,654	\$45,869,141
<b>Changes To Base</b>	\$4,248,477	(\$494,610)	\$2,637,371	(\$596,610)
<b>SERVICE AREA TOTAL</b>	<b>\$31,311,131</b>	<b>\$45,374,531</b>	<b>\$29,700,025</b>	<b>\$45,272,531</b>

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

## Service Area Objectives, Measures, and Strategies

### Objective 39001.01

***Use all available federal, state general and special funds, and proceeds from assets seized and forfeited in drug cases to provide financial assistance to localities, state agencies, and nonprofit organizations in the criminal justice community.***

Virginia must use its fiscal resources in a way that maximizes the public safety services it provides to its citizens.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

#### **This Objective Supports the Following Agency Goals:**

- Provide financial assistance to improve the function of the criminal justice system

#### **This Objective Has The Following Measure(s):**

- **Measure 39001.01.01**

***Provide financial assistance to improve the function of the criminal justice system.***

**Measure Type:** Outcome      **Measure Frequency:** Other

**Measure Baseline:** For FY05, DCJS issued 949 grants, worth \$42.2M in federal funds and \$28.7M in state general and special funds. DCJS also distributed \$177,551,170 in "599" funds to 175 eligible localities and returned \$5M in cash through asset forfeiture program.

**Measure Target:** DCJS will accurately report the total amount distributed and the total number of grants awarded.

**Measure Source and Calculation:**

DCJS cannot control the amount of funds it has available to distribute each year. That is determined by federal and state appropriations, accruals in special funds, and assets seized by local law enforcement. The measure is calculated using data from DCJS' Grant Management Information System (GMIS), which details the number of grants and the amount of funds awarded from its accounting and CARS documentation of the "599" payments made and from seized asset distribution records.

#### **Objective 39001.01 Has the Following Strategies:**

- DCJS will work with the Virginia General Assembly and federal agencies to increase financial support of public safety.
- DCJS will involve its stakeholders in identifying issues and awarding grant funds for projects to address them.
- DCJS will provide timely and customer-oriented assistance through its website on grant announcements and processes and on the "599" amounts for each eligible locality as determined by the distribution formula.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance for Administration of Justice Services (39001)

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- DCJS will compile the data needed to calculate localities' "599" amounts using the prescribed distribution formula and annually verify the eligibility of localities to receive the funds.
- DCJS will return proceeds from seized and forfeited assets to localities for law enforcement purposes.

#### **Objective 39001.02**

##### ***Conduct regular monitoring of and provide technical assistance to grant-funded projects and programs.***

Through guidance and support, DCJS will ensure that it is recognized for excellence in providing value-added services to its grantees.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

##### **This Objective Supports the Following Agency Goals:**

- Provide effective and efficient administration of grant programs and provision of timely, relevant technical assistance to grant recipients

##### **This Objective Has The Following Measure(s):**

- **Measure 39001.02.02**

*Effective, efficient administration of grant programs and provision of timely, relevant technical assistance*

**Measure Type:** Outcome      **Measure Frequency:** Quarterly

**Measure Baseline:** For FY05, DCJS monitored 949 grants.

**Measure Target:** Each project's financial and progress reports will be reviewed quarterly. Non-formula-funded projects will be monitored via site visits or cluster meetings at least once during their "lifespan" in the grant program.

**Measure Source and Calculation:**

DCJS will review grant files and financial and progress reports from DCJS' Grants Management Information System (GMIS).

##### **Objective 39001.02 Has the Following Strategies:**

- DCJS will provide the necessary assistance that serves the needs of grantees and strengthens collaborative relationships.
- DCJS will provide guidance to grantees on grant policies and procedures.
- DCJS will document successful implementation of projects for possible transfer of knowledge to other jurisdictions.
- DCJS will ensure that programs/projects initiated by grantees are carried out in a manner consistent with program goals, policy guidelines, and applicable rules and regulations.

**Service Area Plan**  
**Department of Criminal Justice Services**  
**Administrative and Support Services (39900)**

**Service Area Background Information**

**Service Area Description**

This service area encompasses the agency’s administrative sections that provide management and support services to the entire agency. This includes the Director, Chief Deputy, policy, and senior management staff. Additionally, the administrative sections include human resources, finance/budget, procurement, information technology, and grants management.

**Service Area Alignment to Mission**

The administrative support sections are aligned to the agency mission by providing overall management and direction to the agency and the infrastructure necessary to allow agency program sections to carry out their responsibilities.

**Service Area Statutory Authority**

**Service Area Customer Base**

Customer(s)	Served	Potential
Customers include all DCJS staff, the Secretary of Public Safety, State support agencies (DOA, DPB, VITA, etc.), and executive branch agencies.	0	0

**Service Area Products and Services**

- The administrative function provides overall agency management and direction. This includes strategic planning, vision, goal setting, and resources needed to attain agency goals. The administrative division of the agency provides services to the agency and employees that include all human resource functions, finance and budgeting, payments, accounting, purchasing, computer hardware, software, and networking, and grant management and accounting. In addition, graphic design services and web content and design are also provided.

**Service Area Human Resources Summary**

**Service Area Human Resources Overview**

**Service Area Full-Time Equivalent (FTE) Position Summary**

Effective Date: 7/1/2005

Total Authorized Position level .....	32
Vacant Positions .....	0
Non-Classified (Filled).....	2
Full-Time Classified (Filled) .....	30
Part-Time Classified (Filled) .....	0
Faculty (Filled) .....	0
Wage .....	4
Contract Employees .....	0
Total Human Resource Level .....	<b>36</b>

**Factors Impacting Service Area Human Resources**

**Service Area Plan**  
*Department of Criminal Justice Services*  
*Administrative and Support Services (39900)*

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Anticipated Changes in Service Area Human Resources

**Service Area Financial Summary**

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
<b>Base Budget</b>	\$692,891	\$713,913	\$692,891	\$713,913
<b>Changes To Base</b>	\$686,589	\$0	\$689,319	\$0
<b>SERVICE AREA TOTAL</b>	<b>\$1,379,480</b>	<b>\$713,913</b>	<b>\$1,382,210</b>	<b>\$713,913</b>

**Service Area Plan**  
**Department of Criminal Justice Services**  
**Administrative and Support Services (39900)**

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**Service Area Objectives, Measures, and Strategies**

**Objective 39900.01**

***To develop a statewide comprehensive criminal justice plan as directed by the Code of Virginia for the improvement of criminal justice.***

Virginia's public safety depends upon the careful planning and equitable implementation of policies and services within the criminal justice system.

- Engage and inform citizens to ensure we serve their interests.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

**This Objective Supports the Following Agency Goals:**

- Conduct policy and planning initiatives to improve public safety as directed by the General Assembly or the Criminal Justice Services Board

**This Objective Has The Following Measure(s):**

● **Measure 39900.01.01**

***Conduct policy and planning initiatives to improve public safety as directed by the General Assembly.***

**Measure Type:** Outcome      **Measure Frequency:** Annually

**Measure Baseline:** The last statewide criminal justice plan was created and published in 1997.

**Measure Target:** Publish every four years.

**Measure Source and Calculation:**

Producing a criminal justice plan for Virginia.

**Objective 39900.01 Has the Following Strategies:**

- Based on research and constituents input, DCJS will create and publish a statewide criminal justice plan to improve criminal justice in Virginia.

**Objective 39900.02**

***Provide oversight for planning and the operations of the agency; provide employee training opportunities, recognition, compensation and benefits, and provide timely administrative support services in the areas of human resources, procurement, and finance.***

DCJS will conduct agency business in an effective and proficient manner that contributes to the successful productivity of our employees and constituents.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

**This Objective Supports the Following Agency Goals:**

- Conduct agency business in an effective and proficient manner contributing to the successful productivity of our employees and constituents

# Service Area Plan

## Department of Criminal Justice Services

### Administrative and Support Services (39900)

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**This Objective Has The Following Measure(s):**

- **Measure 39900.02.02**

*Provide efficient administrative support to the agency's internal and external customers.*

**Measure Type:** Outcome      **Measure Frequency:** Annually

**Measure Baseline:** In FY05, DCJS received a "meets expectations" according to the Governor's Management Standards Scorecard for the above-mentioned objectives.

**Measure Target:** DCJS expects to receive a "meets expectations" or better in all areas for 2006.

**Measure Source and Calculation:**

The Governor's Management Scorecard is a list of standards by which agency management operations are evaluated and scored.

**Objective 39900.02 Has the Following Strategies:**

- DCJS management will direct and monitor the agency's work, providing guidance and oversight through regular communication with staff.
- DCJS will implement an effective workforce plan and utilize accurate and timely workforce data.

**Service Area Plan**  
**Department of Criminal Justice Services**  
**Business Regulation Services (56033)**

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**Service Area Background Information**

**Service Area Description**

The Private Security Services Section is involved in all the aspects of registration, certification, and licensure for the private security industry, as well as for Special Conservators of the Peace, Bail Bondsmen, and Bail Recovery Agents. The section is responsible for processing applications for registration, certification, and licensure; ensuring that each individual and/or business/training school meets the Code and Regulation requirements; establishing entry level and in-service training requirements; and issuing the respective authorization. The section also receives complaints, investigates and adjudicates cases, and provides initial and in-service training for segments of the industry.

**Service Area Alignment to Mission**

The Private Security Section supports the agency mission by providing licensing services and regulatory oversight of the private security industry and related businesses. The section ensures that industry personnel meet established standards of knowledge and conduct. Regulatory oversight ensures that businesses and individuals are licensed to do business in Virginia.

**Service Area Statutory Authority**

The Private Security Services Section’s authority is found in Title 9.1 of the Code of Virginia. Specifically, the Code of Virginia related to private security service authority can be found in § 9.1-138 - 9.1-150; the Code of Virginia related to Special Conservators of the Peace authority can be found in § 9.1-150.1-.4; the Code of Virginia related to Bail Bondsmen authority can be found in § 9.1-185; the Code of Virginia related to Bail Enforcement Agent authority can be found in § 9.1-186.

**Service Area Customer Base**

<b>Customer(s)</b>	<b>Served</b>	<b>Potential</b>
Private Security Services received over 50,000 applications during this fiscal year. The section processes and issues business licenses, registrations, firearms endorsements, and school certifications.	0	0

**Anticipated Changes In Service Area Customer Base**

Since 2004, Private Security Services has received three new regulatory programs. The Special Conservator of the Peace Regulatory Program is a new program that became effective January 1, 2004. The Bail Bondsmen Program began on July 1, 2005. We accepted Bail Bondsmen applications as of May 1, 2005. The Bail Enforcement Program will become effective October 1, 2005.

**Service Area Partners**

**The Private Security Services Advisory Board is comprised of 13 members representing all facets of the industry. The board advises the Criminal Justice Services Board on all issues relating to regulation of private security services businesses.**

# **Service Area Plan**

## **Department of Criminal Justice Services**

### **Business Regulation Services (56033)**

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#### **Service Area Products and Services**

- The section establishes entry and in-service training requirements for all facets of the Private Security, Special Conservator of the Peace, Bail Bondsmen, and Bail Enforcement Programs in the Commonwealth of Virginia.

The section fingerprints every individual and reviews the criminal history report from the Department of State Police and the FBI prior to registration, certification, or licensure.

The section trains every Business Compliance Agent in the entry level and in-service. The section also offers General Instructor Training and Firearms Instructor Training to the industry.

The section is responsible for processing applications for registration, certification, and licensure. We ensure that each individual and/or business/training school meets the Code and Regulation requirements prior to the issuance of the respective credential.

The section receives complaints, investigates and adjudicates cases, and audits the businesses and training schools to maintain compliance.

The section answered over 54,000 technical assistance calls and received and processed over \$2.3 million from applications during FY04.

As of July 1, 2005, the section regulates four separate programs and all are within some stage of the promulgation process.

The section provides training and monitoring through a grant received from Homeland Security.

#### **Factors Impacting Service Area Products and Services**

Since Private Security Services had additional regulatory programs added to the section within a relatively short period of time, our turnaround time and our service to the industry will most likely be negatively affected. Basically, our customer base has changed from strictly private security to law enforcement, bail bonding, bail enforcement, and private security.

#### **Anticipated Changes To Service Area Products and Services**

As of July 1, 2005, the agency began issuing photo identification cards to our registrants. This will replace the DMV special identification card system currently being utilized.

#### **Service Area Human Resources Summary**

##### **Service Area Human Resources Overview**

**Service Area Plan**  
**Department of Criminal Justice Services**  
**Business Regulation Services (56033)**

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**Service Area Full-Time Equivalent (FTE) Position Summary**

Effective Date: 7/1/2005

Total Authorized Position level ..... 20

Vacant Positions ..... 4

Non-Classified (Filled)..... 0

Full-Time Classified (Filled) ..... 16

Part-Time Classified (Filled) ..... 0

Faculty (Filled) ..... 0

Wage ..... 2

Contract Employees ..... 0

Total Human Resource Level ..... 18

**Factors Impacting Service Area Human Resources**

**Anticipated Changes in Service Area Human Resources**

**Service Area Financial Summary**

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
<b>Base Budget</b>	\$0	\$1,891,930	\$0	\$1,891,930
<b>Changes To Base</b>	\$0	\$128,266	\$0	\$114,710
<b>SERVICE AREA TOTAL</b>	<b>\$0</b>	<b>\$2,020,196</b>	<b>\$0</b>	<b>\$2,006,640</b>

**Service Area Plan**  
**Department of Criminal Justice Services**  
**Business Regulation Services (56033)**

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**Service Area Objectives, Measures, and Strategies**

**Objective 56033.01**

***Conduct agency regulatory activities consistent with the Administrative Process Act and federal laws and regulations.***

DCJS will assist the CJSB to promulgate regulations that are necessary to implement law and protect the public safety and will ensure that citizens have reasonable access and opportunity to participate in the regulatory process.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage an inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

**This Objective Supports the Following Agency Goals:**

- Develop and promulgate regulations and effectively administer regulatory programs in accordance with state law and policy

**This Objective Has The Following Measure(s):**

● **Measure 56033.01.01**

***Develop and promulgate regulations and effectively administer regulatory programs in accordance with***

**Measure Type:** Outcome      **Measure Frequency:** Annually

**Measure Baseline:** In FY05, DCJS managed 19 sets of regulations. Two more regulatory programs will be added by FY06 (October)

**Measure Target:** Measures the degree to which agency and board regulatory activities met the APA deadlines and other requirements.

**Measure Source and Calculation:**

DCJS will review regulatory files on an annual basis to determine if APA deadlines and other requirements have been met. DCJS will also coordinate its efforts with the Virginia Town Hall.

**Objective 56033.01 Has the Following Strategies:**

- DCJS will comply with the Governor's Executive Order #21 and will coordinate with the Virginia Department of Planning and Budget regarding the timely promulgation and review of the regulations.
- DCJS will work with customers and stakeholders proactively to seek joint resolution of significant emerging issues.

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance to Localities Operating Police Departments (72813)

## Service Area Background Information

### Service Area Description

The Department distributes state law enforcement assistance (known as “599” funds) to 175 cities, counties, and towns with police departments. To be eligible, a locality must have a duly constituted police department that meets certain statutory requirements and its police officers must meet state minimum training standards. The amount each locality receives is determined by a statutorily prescribed formula that uses population, crime, and welfare data.

The Department annually certifies the eligibility of the recipient localities, biennially collects and verifies the data needed for the formula, and applies the formula to the “599” appropriation for each year of the biennium.

Funds are distributed via electronic transfer in equal quarterly payments.

### Service Area Alignment to Mission

This is a support service for the criminal justice system.

### Service Area Statutory Authority

Code of Virginia §§9.1-165 through 9.1-172

### Service Area Customer Base

Customer(s)	Served	Potential
Local governments in localities with police departments.	0	0

### Service Area Products and Services

- Annual verification of localities’ eligibility for funds; application of the prescribed distribution formula to each fiscal year’s appropriation to determine localities’ amounts; distribution of quarterly payments.

Factors impacting products and services include the availability of the data required for the distribution formula and changes in the amount of funds to be distributed. The only change we anticipate, based on recent years’ experience, is an increase in the appropriation.

### Service Area Financial Summary

	Fiscal Year 2007		Fiscal Year 2008	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$191,323,238	\$0	\$191,323,238	\$0
Changes To Base	\$11,555,924	\$0	\$22,227,367	\$0
<b>SERVICE AREA TOTAL</b>	<b>\$202,879,162</b>	<b>\$0</b>	<b>\$213,550,605</b>	<b>\$0</b>

# Service Area Plan

## Department of Criminal Justice Services

### Financial Assistance to Localities Operating Police Departments (72813)

## Service Area Objectives, Measures, and Strategies

### Objective 72813.01

***Use all available federal, state general and special funds, and proceeds from assets seized and forfeited in drug cases to provide financial assistance to localities, state agencies, and nonprofit organizations in the criminal justice community.***

Virginia must use its fiscal resources in a way that maximizes the public safety services it provides to its citizens.

- Elevate the levels of educational preparedness and attainment of our citizens.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect the public's safety and security, ensuring a fair and effective system of justice and provide prepared response to emergencies and disasters of all kinds.

#### **This Objective Supports the Following Agency Goals:**

- Provide financial assistance to improve the function of the criminal justice system

#### **This Objective Has The Following Measure(s):**

- **Measure 72813.01.01**

***Provide financial assistance to improve the function of the criminal justice system.***

**Measure Type:** Outcome      **Measure Frequency:** Other

**Measure Baseline:** For FY05, DCJS issued 949 grants, worth \$42.2M in federal funds and \$28.7M in state general and special funds. DCJS also distributed \$177,551,170 in "599" funds to 175 eligible localities and returned \$5M in cash through asset forfeiture program.

**Measure Target:** DCJS will accurately report the total amount distributed and total number of grants awarded.

**Measure Source and Calculation:**

DCJS cannot control the amount of funds it has available to distribute each year. That is determined by federal and state appropriations, accruals in special funds, and assets seized by local law enforcement. The measure is calculated using data from DCJS' Grants Management Information System (GMIS), which details the number of grants and the amount of funds awarded from its accounting and CARS documentation of the "599" payments made and from seized asset distribution records.

#### **Objective 72813.01 Has the Following Strategies:**

- DCJS will work with the Virginia General Assembly and federal agencies to increase financial support of public safety.
- DCJS will involve its stakeholders in identifying issues and awarding grant funds for projects to address them.
- DCJS will provide timely and customer-oriented assistance through its website on grant announcements and processes and on the "599" amounts for each eligible locality as determined by the distribution formula.

# **Service Area Plan**

## ***Department of Criminal Justice Services***

### ***Financial Assistance to Localities Operating Police Departments (72813)***

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- DCJS will compile the data needed to calculate localities' "599" amounts using the prescribed distribution formula and annually verify the eligibility of localities to receive the funds.
- DCJS will return proceeds from seized and forfeited assets to localities for law enforcement purposes.