

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 27-14

AN ORDINANCE

accepting a STOP Violence Against Women Act (VAWA) grant from the Missouri Department of Public Safety; authorizing an Award of Contract and Certified Assurances and Special Conditions; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City of Columbia accepts a STOP Violence Against Women Act (VAWA) grant from the Missouri Department of Public Safety in the amount of \$156,717.88 for the period of January 1, 2014 through December 31, 2015.

SECTION 2. The City Manager, or the City Manager's designee, is authorized to execute the Award of Contract and Certified Assurances and Special Conditions documents with the Missouri Department of Public Safety on behalf of the City agreeing to the terms and conditions of the grant. The form and content of the documents shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

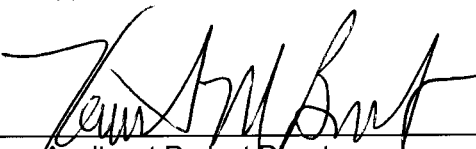
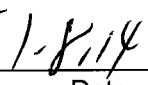
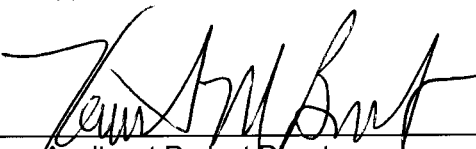
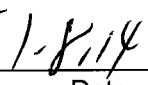
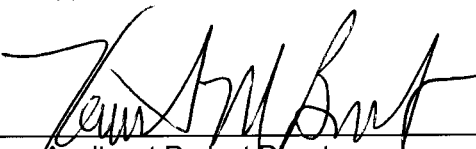
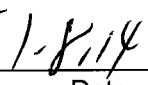
APPROVED AS TO FORM:

City Counselor



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
AWARD OF CONTRACT

P.O. Box 749
Jefferson City, Missouri 65102
Phone: (573) 751-4905

Program Area: STOP Violence Against Women Act (VAWA)		Catalog of Federal Domestic Assistance (CFDA) #: 16.588				
Contractor Name: Columbia, Police Department						
Project Title: Family Services Unit-DOVE						
Contract Period: January 1, 2014 to December 31, 2015	State/Federal Funds Awarded: 156717.88	Contract Number: 2011-VAWA-028-OS				
<p>Award is hereby made in the amount and for the period shown above to the above-mentioned Contractor. This award is subject to compliance with the general conditions governing grants and contracts, as well as, any attached Certified Assurances. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.</p> <p>The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.</p> <div style="text-align: right; margin-top: 20px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%; text-align: center;">_____ Applicant Authorized Official</td> <td style="width: 20%; text-align: center;">_____ Date</td> </tr> <tr> <td style="text-align: center;">  _____ Applicant Project Director </td> <td style="text-align: center;">  _____ Date </td> </tr> </table> </div> <p>This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the Authorized Official of the Missouri Department of Public Safety.</p> <div style="text-align: right; margin-top: 20px;"> _____ Authorized Official, MO Department of Public Safety </div> <div style="text-align: right; margin-top: 20px;"> _____ January 1, 2014 Award Date </div>			_____ Applicant Authorized Official	_____ Date	 _____ Applicant Project Director	 _____ Date
_____ Applicant Authorized Official	_____ Date					
 _____ Applicant Project Director	 _____ Date					

STOP VAWA CERTIFIED ASSURANCES AND SPECIAL CONDITIONS
AGENCY NAME: Columbia, Police Department
PROJECT TITLE: Family Services Unit-DOVE

The Subgrantee is subject to compliance with the following assurances and conditions:

Laws, Orders, Circulars and Regulations:

The Subgrantee agrees to comply, and assure that all its subcontractors will comply, with the applicable provisions of Sections 2001 through 2006 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title IV, section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322; the Violence Against Women Act of 2000, P.L. 106-386, the Reauthorized Violence Against Women Act of 2005, P.L. 109-162; the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety STOP VAWA Request for Proposal and Application Packet for the specified contract period; the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide; and all other applicable federal and State laws, orders, circulars or regulations as they pertain to the use of STOP VAWA and match funds.

Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award. In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office On Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

Services to Victims of Domestic and/or Sexual Violence, their children and Batterer Intervention Programs:

The Subgrantee, if providing services to victims of domestic and/or sexual violence, their children and Batterer Intervention Programs through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs, Sexual Violence Programs and/or Batterer Intervention Programs, as they relate to the provision of services required herein.

Civil Rights Information:

The Subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.

Coordination of Activities:

The Subgrantee shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.

Non-Supplantation:

The Subgrantee assures that federal funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project.

Data Collection:

The Subgrantee assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice, Office of Justice Programs.

Audit Requirement:

An audit is required for the **Agency** fiscal year when **FEDERAL** financial assistance (which consists of **ALL** funds received the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, applicant assures that such audit will be submitted to the MO Dept. of Public Safety, Office of the Director. If applicant receives multiple grants through the MO Dept. of Public Safety and a current audit has already been submitted, a letter from applicant with the corresponding audit dates can be submitted in lieu of a copy of the audit.

Generated Income:

The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the purposes under the conditions applicable for the use of funds under this award, including the effective edition

of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be shown on the monthly report.

Timesheets Requirement:

The applicant assures that, **all** project personnel funded through the STOP grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS personnel upon request.

Claims that are Late:

All expenses must be submitted within 60 days of expense.

If the claim is 60 days late, then the agency will receive a letter stating if claims are not brought up to, current within the next 30 days they will lose expenses for the first month the claim was late.

Claims with Errors:

a) After negotiating a claim three (3) times the claim will be withdrawn, if it is submitted again with errors the Program Rep will withdraw the claim and send a certified letter to the ED and Board.

b) If nothing is done after contacting the Board then the withdrawn claim expenses will not be reimbursed.

Access to Records:

The Subgrantee authorizes the Missouri Department of Public Safety and/or the Office on Violence Against Women and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to this grant.

Equal Employment Opportunity Program:

The Subgrantee assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301-308 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.

Drug-Free Workplace Act of 1988:

The Subgrantee assures that it will comply, and all its subcontractors will comply, with the Drug-Free Workplace Act of 1988. The Law further requires that all individual contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.

Lobbying:

Subgrantee understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

Applicants for DPS awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and contractors.

DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or contractor or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

Discrimination Prohibited:

The Subgrantee assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (c), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, national origin, religion or sex not only in respect to employment practices but also in the delivery of services or benefits; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.

The Subgrantee assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin (including limited English proficiency), age, disability or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice for review.

Limited English proficiency (LEP):

The Subgrantee assures that, in accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). "Meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents.

Faith-based Organizations:

Such organizations applying for and receiving federal funds must ensure that services are offered to all crime victims without regard to religious affiliation, that federal funds are not used for inherently religious activities – that these activities must be held separately from the federally funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.

Historic Preservation Act:

Subgrantees must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.

Fair Labor Standards Act:

All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

Injury or Damage:

The Subgrantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Subgrantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Subgrantee's performance under the contract, the Subgrantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Subgrantee under the terms of the contract.

Printed Materials:

All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Relationship:

The Subgrantee agrees that they will represent themselves to be an independent Subgrantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

Law Enforcement Certification:

1. If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
2. The applicant assures that, if this project is intended for law enforcement agency, such agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting. Section 43.505, subsection 3, states that "Every law enforcement agency in the state shall:
 - A) Submit crime incident reports to the Department of Public Safety on forms or in the format prescribed by the department; and

B) Submit any other crime incident information which may be required by the Department of Public Safety.”

Section 43.505, subsection 4 states “Any law enforcement agency that violates this section may be ineligible to receive state or federal funds which would otherwise be paid to such agency for law enforcement, safety or criminal justice purposes.”

3. The applicant assures that, if the project is intended for law enforcement agency, such agency is in compliance with the provisions of Section 590.650, RSMo relating to racial profiling. Failure to comply with these statutory provisions may result in the withholding of funds to the noncompliant law enforcement agency.

Intoxication-Related Traffic Offenses:

If the Subgrantee is a law enforcement agency, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

If the Subgrantee is a county prosecuting attorney or municipal prosecutor, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward charge information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

Texting While Driving:

Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Criminal or Civil Filings:

The Subgrantee assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.

Forensic Medical Exams:

To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

Polygraph/Voice Stress Analysis:

No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.

Court Records:

After August 28, 2007, any information contained in any court record, whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.

Victims’ Rights Compliance:

The Subgrantee assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri’s Constitutional Amendment for **Victims’ Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).

Code of Professional Ethics:

The Subgrantee shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Subgrantees.

Consultation with Victim Services:

Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Nondisclosure of confidential or Private Information:

Subgrantees may not disclose personally identifying information about victims served with OVW STOP funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for an OVW grant program or another Federal agency, state, tribal, or territorial grant program. This provision also limits disclosures by OVW Subgrantees to OVW grantees, including disclosures to statewide or regional databases.

Criminal Activity:

The Subgrantee assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

- 1. Submitted a false claim for grant funds under the False Claims Act or**
- 2. Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds**

For recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the OIG and DPS by mail at:

Office of Inspector General
Office of Justice Programs and Investigations Div.
950 Pennsylvania Avenue, N.W., Room 4706
Washington, D.C. 20530

Missouri Department of Public Safety
Office of the Director
Attention: **Crime Victim Services Unit**
P.O. Box 749
Jefferson City, MO 65102-0749

For recipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at the above noted address.

The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

Renewal:

An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

Fund Availability:

It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Match:

State and local units of government are required to provide 25% of the total project cost as match. Match may be provided in the form of cash or in-kind match. All funds designated as match are restricted to the same uses as the STOP program funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Matching funds are not required for any victim service provider; however, victim service providers may voluntarily provide match on the STOP grant.

Debarment, suspension, and other responsibility matters (direct recipient):

As required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510

1. The Applicant certifies that it and its principles:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

2. Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Termination of Award:

The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Subgrantee. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. If this occurs, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

Annual Performance Report:

The Subgrantee agrees to provide information on the activities supported and an assessment of the effects that the STOP funds have had on violence against women for a one year period January 1 through December 31. This information will be submitted electronically through the use of the Annual Progress Report no later than January 30th of each year.

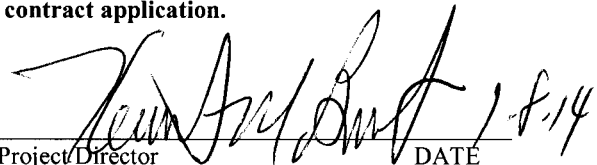
The Subgrantee hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

Authorized Official

DATE

Project Director

DATE

 1-8-14

DPS & CVSU

Financial and Administrative Guide

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
301 W. High Street, Room 870
Jefferson City, MO 65102-0749
www.dps.mo.gov

I. AWARD AND ACCEPTANCE OF CONTRACT

A. Award of Contract

After completion of the review process, the Missouri Department of Public Safety awards a contract to approved applicants. This award, entitled *Award of Contract*, identifies the Missouri Department of Public Safety (Administrative Agency), Contractor, contract period, amount of federal or state funds, CFDA number, and contract number.

As appropriate, certified assurances, special conditions, and any other program specific guidelines, which the Contractor must meet if the award is accepted, are included either in hardcopy or by reference.

All correspondence concerning the award shall refer to the designated contract number shown on the Award of Contract document.

B. Acceptance of Award

The Award of Contract constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal or state funds in the implementation of the project outlined in the Application. This contractual agreement may be terminated without further cause if the Contractor fails to confirm its acceptance of the award by signing and returning the Award of Contract to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award.

No federal and/or state funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed Award of Contract.

C. Cancellation Conditions

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement by letter to the Missouri Department of Public Safety explaining the implementation delay.

Upon receipt of said letter, the Missouri Department of Public Safety may decide whether to continue with the project or to terminate the contract.

II. PAYMENT AND REPORTING REQUIREMENTS

A. Claim Form (Monthly Report of Expenditures)

Contractors must verify, on a monthly basis, actual cash expenditures and request reimbursement for expenditures.

The Claim Form is available in the DPS WebGrants system. The Claim Form is used by the Missouri Department of Public Safety to process payment to the Contractor for reimbursement of expenditures.

The Claim Form, Detail of Expenditures, Activity Timesheets, supporting documentation, Status Reports (if applicable), and any other report that may be required by a specific grant program must be received by the Department of Public Safety no later than the date designated by each specific grant program. This due date generally falls within the first 5 days of the month. If said specified due date falls on a weekend or holiday, the report must be received by the first working day after the weekend or holiday.

The Claim Form, Detail of Expenditures, Activity Timesheets, supporting documentation, Status Report (if applicable and in accordance with each specific grant program), and any other grant specific reports are due each month whether or not the contractor expended any grant or local match funds.

Claims that are Late: All expenses must be submitted within 60 days of expense.

If the claim is 60 days late, then the agency will receive a letter stating if claims are not brought up to, current within the next 30 days they will lose expenses for the first month the claim was late.

Claims with Errors:

a) After negotiating a claim three (3) times the claim will be withdrawn, if it is submitted again with errors the Program Rep will withdraw the claim and send a certified letter to the ED and Board.

b) If nothing is done after contacting the Board then the withdrawn claim expenses will not be reimbursed.

Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the termination of the contract or loss of funds.

B. Final Claim Form (Report of Expenditures)

The final Claim Form must be received in proper form by the Department of Public Safety **35 days after the ending date** of the contract, depending on the specific grant program. Any claims received after the specified due date will not be processed, and any remaining funds will revert back to the Department of Public Safety and/or the federal government.

C. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period.

1. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety.

2. Travel Expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

D. Expended Funds

Funds are considered to be expended when payment is made. Only properly expended funds may be claimed for reimbursement.

Funds that have been properly obligated by the end of the contract period will have **35 days**, in which to be expended. Any funds not expended at the end of the program **due date** will lapse and revert to the Missouri Department of Public Safety and/or the federal government.

E. Status Reports (Progress or Performance Reports)

In accordance with federal and/or state grant guidelines, a Status Report detailing program operations, the number of people served, upcoming events, and other statistical data may be required.

F. Annual Status Report

An Annual Status Report may be required. If so, said report must be submitted with the final Claim Form within **35 days** after the end of the contract, as specified by each grant program.

III. PROCUREMENT POLICY

A. Procurement

The Applicant assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. It must be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the approved budget for the project), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget to cover the cost of such item.

All federally funded Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

1. State and Local Governments – Common Rule – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFR, Part 66.

2. Nonprofit Organizations – OMB Circular A-110, Uniform Administration Requirements and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations, found in 2 CRF, Parts 215-230.

All state and/or federal contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal and state laws and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. **At a minimum**, the contractor must meet the following procurement standards:

1. All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.

2. All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.

3. When only one bid or positive proposal is received, it is deemed to be sole source procurement.

4. Sole source procurement on amounts of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.

5. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval. *(Please contact DPS for further information.)*

6. Items costing less than \$3,000 may be purchased with prudence on the open market.

7. All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.

8. All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bid in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

B. Contract Requirements

When a Contractor subcontracts for work or services, the following is required:

All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided, which shall not exceed the length of the contract period.

1. A copy of all written contracts for contractual or

consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.

2. Payments must be supported by statements outlining the services rendered and supporting the period covered.

3. Any contract or agreement for services of \$3,000 or more, which is not entered into as a result of competitive bidding procedures (or if only one bid is received), must receive prior approval from the Missouri Department of Public Safety.

C. Allowable Costs

The U.S. Department of Justice, OJP Financial Guide and **Office of Management and Budget (OMB) Circular A-87**, "Cost Principles for State and Local Governments" and **OMB Circular A-122**, "Cost Principles for Nonprofit Organizations" provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants and may be found in 2 CFR, Parts 215-230.

If the Contractor is uncertain as to whether a cost is allowable, please contact the respective grant program staff with DPS for clarification.

D. Unallowable Costs

The following is a list of costs generally unallowable for projects funded through the Missouri Department of Public Safety.

1. Travel of federal employees
2. Real property acquisition
3. Honoraria
4. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges
5. Military type equipment
6. Bonuses or commissions
7. Lobbying
8. Cost of fund raising
9. Compensation of federal employees
10. Indirect cost to the agency/organization receiving funds such as a percentage of the grant funding to administer the grant
11. Construction or purchasing buildings
12. Weapons, including, but not limited to, service revolvers for law enforcement personnel

Refer to the specific grant program for more information regarding the allowable costs.

E. Travel Costs

Contractors, at a minimum, must follow the travel policies in place for the Department of Public Safety, which are in accordance with the travel policies for the state of Missouri.

Contractors shall utilize their own travel policies if more restrictive than the state policies.

Expenditures for travel must be supported and documented by signed travel vouchers. Lodging, transportation, and other travel related receipts shall be available. Check with the Department of Public Safety for current rates. Federal and/or state grant funds will not be dispersed at a flat daily per diem rate. The applicant is responsible for ensuring that travel is completed in the most cost effective means. Actual travel costs may be reimbursed only after travel has been completed. Prior approval must be obtained from the Missouri Department of Public Safety prior to attending any training/travel that is not specifically outlined in the approved budget.

The state's current travel policy is posted on the DPS Website under each grant program. Please be sure to check the travel policy regularly since changes do occur from time to time as dictated by the state of Missouri, Office of Administration.

IV. REQUEST TO REVISE THE CONTRACT

A. Program Revisions

Contractors shall submit a request, via DPS WebGrants system, for any program changes that the agency wishes to make **30 days prior to the proposed change taking effect**, and at least **60 days prior to the end of the contract**. Program revisions will not be retroactive. Prior approval in the form of a Contract Adjustment Notice must be received from the Missouri Department of Public Safety, Office of the Director, for the program revisions outlined below:

1. Change in project site or service area
2. Change in scope of programmatic activities or purpose of the project
3. Change in Applicant Agency
4. Other changes that may affect the approved program

B. Contact Information Revisions

Contractors shall submit a request, via DPS WebGrants system, for any changes in grant funded staffing and/or contact information that the agency experiences during the contract period. Major program changes may be subject to approval from the Missouri Department of Public Safety, Office of the Director. Contact information revisions include changes as outlined below:

1. Change in or temporary absence of the Project Director, Authorized Official, Fiscal Officer, Contact Person, and/or Board Chair.
2. Change in project-funded staff (indicate change in personnel names and effective date of change).
3. Change in mailing address or contact information.

C. Budget Revisions

Contractors shall make a request, via DPS WebGrants system, for approval from the Missouri Department of Public Safety for major budget changes at least **30 days prior to the proposed change taking effect**, and at least **60 days prior to the end of the contract**. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented. Budget revisions are limited to **3 revisions** per contract period. **Prior** approval in the form of a **Contract Adjustment Notice** must be received from the Missouri Department of Public Safety, Office of the Director, for certain changes in the budget as outlined below:

1. Changes that increase or decrease the cost and/or number of units of an item within a budget category
2. Addition of a new line item in any budget category
3. Change in expenditure amounts from budget category to budget category

D. Informal Budget Revisions:

Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary additions in this category is necessary).

Care must be taken to ensure supplanting does not occur if moving funds through an informal budget revision if your agency is subject to supplanting as indicated by the grant guidelines.

V. PROPERTY

A. Definitions

The following definitions apply for the purpose of these policies and procedures:

1. **Real Property** means land, land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
2. **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
3. **Equipment** is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

A recipient may use its own definition of equipment provided that the definition would, at least, include all equipment

described above.

4. Non-Expendable Personal Property means tangible personal property having a useful life of more than one year.

A recipient may use its own definition of nonexpendable personal property provided that the definition would, at least, include all tangible personal property described above.

State recipients must ensure that equipment acquired under a state and/or federal award to the state conforms to state laws and procedures over property.

Applicants/Contractors must refer to the specific grant program for procedures regarding equipment.

B. Title

Initially, title to personal property, non-expendable personal property (including equipment and supplies), and real estate property acquired in whole or in part with federal and/or state funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the contract. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

C. Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor for **all purchases** must meet the following requirements:

1. Records shall contain copies of the purchase order and invoice.
2. The records shall include an inventory control listing for non-expendable property, including both supplies and equipment. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
 - a. Item description
 - b. Source of property
 - c. Manufacturer's serial number and, if applicable, a control number
 - d. Federal and/or state funded cost equity at time of acquisition
 - e. Acquisition date and total cost
 - f. Location, use, and condition of property
 - g. Ultimate disposition data including sale price or the method used to determine current fair market value (*See "E. Disposition of Personal Non-Expendable Property" below*)
3. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property.

Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the contract file.

4. Adequate maintenance procedures shall be established to keep the property in good condition.

D. Inventory Record Retention

Records for non-expendable property acquired with federal and/or state funds shall be retained for five (5) years **after final disposition of property**.

E. Disposition of Personal Non-Expendable Property

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or sub-award is no longer needed for the original project or program or for other activities currently or previously supported by federal and/or state grant funding. Disposition of the equipment will be made as follows:

1. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.

2. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share (state or federal funded share) of the equipment. The seller is also eligible for sale costs.

3. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to make retribution for such non-expendable personal property to the Department of Public Safety.

F. Intangible Property

1. Copyrights – If Department of Public Safety (both federal and state funded) programs produce original books, manuals, films, or other material that may be copyrighted, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, translate, or otherwise use and to authorize others to publish and use such materials.

2. Patents – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of

other action required to protect the public interest in work supported with federal funds, all in accordance with the "Government Patent Policy".

VI. ACCOUNTING/FINANCIAL RECORDS

A. Accounting Systems

All Contractors must establish and maintain accurate financial records and an adequate accounting system to report for funds awarded to them. These records shall include both federal and/or state funds and all matching funds. An acceptable and adequate accounting system is considered to:

1. Present and classify costs of the contract as required for budgetary and evaluation purposes
2. Provide cost and property control to assure optimal use of federal and/or state funds
3. Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract
4. Meet the deadlines for submission of financial and performance reporting information as needed for control and evaluation of all contract costs

B. Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a "total program cost" basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

C. Contractor Responsibilities

All Contractors receiving federal and/or state funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

1. Reviewing Financial Operations
2. Recording Financial Activities
3. Budgeting and Budget Review
4. Accounting for Non-State Contributions and Non-Federal Contributions
5. Audit Requirements
6. Reporting Irregularities

D. Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of five (5) years pursuant to the following:

1. The retention period starts from the date of submission of the final Claim Form or from the date of submission of the audit for the contract period covered, whichever comes later.
2. Personnel and payroll records shall include the **time and attendance** reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
3. Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
4. If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
5. The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety and/or representatives of the U.S. Department of Justice or other representatives from the government of the state of Missouri.
6. Contractors are responsible for protecting records against fire, theft, or other possible damages.

VII. MONITORING

A. Monitoring Requirements

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period (**effective 7/1/2011**). Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

B. Monitoring Purpose

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary

information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its stated objectives and outcomes.

C. Monitoring Information

The information and records that will be required and reviewed at the time the monitoring report/site visit is conducted include, but are not limited to, the following:

1. A brief summary of project activities to measure the performance of the project to date
2. A list of project expenditures including both the local match and federal and/or state funds spent along with copies of invoices and travel vouchers
3. Copies of bid records to verify compliance with local and/or state procurement policies
4. An inventory listing including items with a unit cost of \$250 or more, or a useful life of more than one year, purchased under the contract
5. Copies of time records for any personnel funded by the contract and/or for volunteers used as local match under the contract.
6. A copy of any written operational procedures developed for the project.
7. Other information pertinent to the federal and/or state funded project.

VIII. AUDIT REQUIREMENTS

A. Federal Audit Responsibilities

Contractors that receive funding through a federal grant are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, Local Governments, and Non-Profit Institutions." The required audits may be conducted on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures for each grant program. The schedule must include the following:

1. Name of federal agency
2. Award amount
3. Contract Period
4. Expenditure activity during the audit period

A copy of such audit shall be forwarded to the Department of Public Safety after the end of the contract period of the award and/or as requested.

B. Federal Threshold

If an organization expends \$500,000 or more in federal

funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audit must be performed on an organization-wide basis, independently performed, and must be in accordance with "Government Auditing Standards" covering financial audits.

Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

C. State Audit Responsibilities

Per guidance by the Department of Public Safety, Contractors that receive funding through a state grant are required to conduct an independent audit if their organization has expended \$250,000 or more in state funds within the organization's 12 month fiscal year.

A copy of such audit or financial statement shall be forwarded to the Department of Public Safety after the end of the contract period of the award and/or as requested.

Recipients of state grant funding are required to include in the audit report a schedule of the state assistance showing the total expenditures for each grant program. The schedule must include the following:

1. Name of the state agency
2. Award amount
3. Contract Period
4. Expenditure activity during the audit period

IX. GENERAL CONTRACT REQUIREMENTS

A. Printing and Publicity

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

"This project was supported by funding made available through the

Grant
s Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director."

Please refer to the specific grant program for information regarding the language to be utilized for printing and publicity.

B. Non-Supplanting

Federal and/or state funds cannot be used to supplant, or take the place of, an agency's existing state or local funding. Federal and/or state funds must be used to supplement existing funds and not substitute local or state funds that have been appropriated or would otherwise be spent for the same purpose. Federal and/or state funds cannot be utilized to cover existing costs that would otherwise be paid through other sources of funding.

C. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. If this occurs, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

D. Criminal Penalties

The Contractor shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law.

The Contractor must promptly refer to the Department of Justice, Office of Inspector General and/or the Missouri DPS any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either:

1. Submitted a false claim for grant funds under the False Claims Act or
2. Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

For recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the OIG and DPS by mail at:

Office of Inspector General
Office of Justice Programs and Investigations Div.
950 Pennsylvania Avenue, N.W., Room 4706
Washington, D.C. 20530

Missouri Department of Public Safety
Office of the Director
Attention: **Crime Victim Services Unit**
P.O. Box 749

Jefferson City, MO 65102-0749

For recipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at the above noted address.

X. CIVIL RIGHTS

A. Federal Civil Rights Laws

Contractors must comply with applicable federal civil rights laws, including the Civil Rights Act of 1964, (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683 and 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); U.S. Department of Justice Regulations - Non-Discrimination; Equal Employment Opportunity; Policies and Procedures (28 C.F.R. pt. 42); U.S. Department of Justice Regulations - Equal Treatment for Faith-Based Organizations (28 C.F.R. pt. 38); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

Depending on the funding source, a recipient must also comply with the non-discrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d), the Victims of Crime Act (42 U.S.C. § 10604e), or the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672b).

Collectively, these federal laws prohibit a recipient of Office of Justice Programs funding from discriminating either in **employment** (subject to the exemption for certain faith-based organizations discussed below; see *XI. Funding to Faith-Based Organization*) or in the **delivery of services or benefits** on the basis of race, color, national origin, sex, religion, or disability. In addition, Office of Justice Program recipients may not discriminate on the basis of age in the delivery of services or benefits.

B. Limited English Proficiency (LEP)

Contractor must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), which entails taking reasonable steps to ensure that persons with LEP have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. For more information on the Civil Rights Responsibilities that subgrantees have in providing language services to LEP individuals visit <http://www.lep.gov>.

C. Equal Employment Opportunity Plan (EEOP)

Contractor will comply with the U.S. Department of Justice Regulations as related to the EEOP.

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full and part-time employees but excluding political appointees), then it must prepare an EEOP and submit it to OCR for review within 60 days of receipt of a federal award.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization must prepare an EEOP, but the organization is not required to submit the EEOP to OCR for review. Instead, your organization must maintain the EEOP on file and make it available for review upon request. In addition, your organization must complete Section B of the Certification Form and return it to the OCR.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR.

For more information and access to these forms, visit <http://www.ojp.usdoj.gov/ocr>.

D. Complaints/Findings of Discrimination

The Contractor must have written policies or procedures in place to notify program beneficiaries and/or employees how to file complaints alleging discrimination.

In the event a member of the public believes the Contractor receiving funding from the Justice Department has discriminated against them, either in employment or in the delivery of services or benefits, the individual may file a civil rights complaint directly to the Office of Civil Rights, Office of Justice Programs. The Office of Civil Rights, Office of Justice Programs has jurisdiction to investigate agencies that receive funding, either directly or indirectly, from the Office of Community Oriented Policing Services (COPS), the Office of Violence Against Women (OVW), and the Office of Justice Programs (OJP) and its components. The individual shall download the *Complaint Verification Form (CVF)* and *Identity Release Statement (IRS)* form, which can be found at <http://www.ojp.usdoj.gov/ocr> and mail the completed forms to the agencies listed below:

Office of Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531
Missouri Department of Public Safety
ATTN: Director of Public Safety
301 W High Street, Room 870

PO Box 749

Jefferson City, MO 65102-0749

Upon receipt, the Director of the Department of Public Safety will determine the appropriate staff member to act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs. The liaison will follow up with the Office of Civil Rights, Office of Justice Programs.

In the event of an adverse finding of discrimination against the contracting organization (after a due process hearing) on the ground(s) of age, race, color, religion, national origin or sex, the Contractor must submit a copy of the court judgment, along with a cover letter identifying any related Missouri Department of Public Safety contract number(s), within 30 days of the court judgment date to the address listed below:

Missouri Department of Public Safety
ATTN: Director of Public Safety
301 W High Street, Room 870
PO Box 749
Jefferson City, MO 65102-0749

Upon receipt, the Director of the Department of Public Safety will determine the appropriate staff member to act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs. The liaison will forward a copy of the court judgment to the Office of Civil Rights, Office of Justice Programs and follow up with the Office of Civil Rights, Office of Justice Programs.

XI. FAITH-BASED ORGANIZATIONS (FBOs)

Contractor will comply with Ex. Order 13279 and the U.S. Department of Justice Regulation - Equal Treatment for Faith-Based Organizations (28 C.F.R. pt. 38). In general, the Executive Order and Regulation require funding organizations to treat faith-based organizations (FBOs) the same as any other applicant or recipient of U.S. Department of Justice funding, neither favoring nor discriminating against FBOs in making and administering grant awards, and require that FBOs be allowed to retain their independence, autonomy, expression, and religious character when competing for U.S. Department of Justice financial assistance used to support social service programs and participating in the social service programs supported with U.S. Department of Justice financial assistance.

The Executive Order and Regulation also prohibit recipient FBOs from using U.S. Department of Justice funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in inherently religious activities; however, these activities must be separate in time or location from the federally assisted program. Moreover, funded FBOs must not compel program beneficiaries to

participate in inherently religious activities. Funded FBOs must also not discriminate on the basis of religion in the delivery of services or benefits.

In addition, the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, prohibit discrimination on the basis of religion in employment.

A. Missouri - Faith Based Organizations

Article IX, Section 8, of the Missouri Constitution states: Neither the general assembly, nor any county, city, town, township, school district or other municipal corporation shall ever make an appropriation or pay from any public fund whatever, anything in aid of any religious creed, church or sectarian purpose, or to help to support or sustain any private or public school, academy, seminary, college, university, or other institution of learning controlled by any religious creed, church or sectarian denomination whatever; nor shall any grant or donation of personal property or real estate ever be made by the state, or any county, city, town, or other municipal corporation for any religious creed, church, or sectarian purpose whatever.

This language is more restrictive than language found in the United States Constitution. However, to comply with the Code of Federal Regulations (C.F.R. pt. 38), which provides the policy of the Office of Justice Programs (OJP) for allowable faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs to apply for funding, the Missouri Department of Public Safety will accept applications from faith-based organizations under the following guidelines:

1. Faith-based organizations may not use OJP grant funds to fund any inherently religious activity, such as prayer or worship.
2. Faith-based organizations must separate any inherently religious activities in time or place from any OJP funded program activities.
3. Faith-based organizations may not use any portion of their OJP funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.
4. If funded, a faith-based organization must be able to establish and document 501(c)(3) or other nonprofit status before receiving funding.

XII. OMB CIRCULARS

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be

obtained from the addresses shown below. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

For additional information on grants management and to obtain copies of current circulars, please visit the OMB site at http://www.whitehouse.gov/omb/circulars_default.

A. Administrative Requirements:

1. OMB Circular A-102: "Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments". This Circular establishes standards for the administration of grants to state and local governments.

For additional information on grants management and to obtain copies of current circulars, please visit the OMB site at http://www.whitehouse.gov/omb/circulars_a102/

2. OMB Circular A-110: "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations." This Circular establishes standards for the administration of grants to institutions of higher education, hospitals, and other nonprofit organizations. Relocated to 2 CFR, Part 215

B. Cost Principles

1. OMB Circular A-21: "Cost Principles for Educational Institutions." This Circular establishes principles and standards for determining costs applicable to grants and contracts with educational institution. Relocated to 2 CFR, Part 220

2. OMB Circular A-87: "Cost Principles for State and Local Governments". This Circular establishes principles and standards for determining costs applicable to grants and contracts with states and local units of government. Relocated to 2 CFR, Part 225

3. OMB Circular A-122: "Cost Principles for Non-Profit Organizations". This Circular establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations. Relocated to 2 CFR, Part 230

C. Audit Requirements

1. OMB Circular A-133: "Audits of States, Local Governments and Non-Profit Organizations". This Circular establishes the policy to be followed in the audits of the states and local units of government and institutions of higher education and other nonprofit organizations in accordance with the Single Audit Act. http://www.whitehouse.gov/omb/circulars_a133_compliance_09toc/.

XIII. OJP FINANCIAL GUIDE

The U.S. Department of Justice, Office of Justice Programs

(OJP) Financial Guide has been referenced herein. It is the responsibility of the Contractor to comply with the federal guidelines contained in this guideline manual.

Copies of the OJP Financial Guide may be obtained at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

XIV. ELECTRONIC SIGNATURE

A. Veracity/Validity of Information

The application and many of the grant documents submitted via DPS WebGrants contain an electronic signature. This electronic signature, which is the typed name of the applicant Authorized Official in lieu of a signature, assures the veracity of all information provided in any such application or grant document.

B. Legally Binding

In addition, the typed name of the applicant Authorized Official represents the applicant agency's legally binding acceptance of the terms and conditions of the application and/or other grant documents.

Therefore, by inserting such electronic signature, the Contractor acknowledges and understands that failure to comply with any of the grant guidelines could result in suspension of the contract until appropriate action is taken to rectify any incident(s) of non-compliance; or could result in the forfeiture of the grant funding.

Missouri Department of Public Safety

Application

26002 - 2014-2015 STOP VAWA Solicitation - Final

26108 - Family Services Unit-DOVE
STOP Violence Against Women Grant (VAWA)

Status: Submitted

Original
Submitted Date: 09/20/2013 11:01 AM

Last
Submitted Date: 12/06/2013 10:39 AM

Applicant Information

Primary Contact:

Name:*	Ms Title	Lisa First Name	Roland Last Name
Job Title:*	Financial management specialist		
Email:*	laroland@gocolumbiamo.com		
Mailing Address:*	600 East Walnut St		
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Street Address 2:			
*	Columbia City	Missouri State/Province	65201 Postal Code/Zip
Phone:*	573-874-7419		
Fax:*	573-449-3035		

Ext.

Organization Information

Applicant Agency:*	Columbia, Police Department	
Organization Type:*	Government	
Federal Tax ID#:	436000810	
DUNS #:	071989024	
CCR Code:	4cee5	04/15/2014 Valid Until Date
Organization Website:	gocolumbiamo.com	

Mailing Address:* 600 East Walnut St
Street Address 1:
Street Address 2:
City* Columbia Missouri 65201 4461
City State/Province Postal Code/Zip + 4
County:* Boone
Congressional District:* 09
Phone:* 573-874-7585 7585
Ext.
Fax:* 573-874-1571

Contact Information

Authorized Official

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).

The Authorized Official and the Project Director cannot be the same person.

Authorized Official:* City Manager Mike Matthes
Title First Name Last Name
Job Title:* City Manager
Agency:* City of Columbia
Mailing Address:* P.O. Box 6015
Street Address 1:
Street Address 2:
AOCity* Columbia Missouri 65205
City State Zip Code
Email:* mematthe@gocolumbiamo.com
Phone:* 573-874-6338
Ext.
Fax:* 573-442-8828

Project Director

The Project Director is the individual that will have direct oversight of the proposed project.

The Authorized Official and the Project Director cannot be the same person.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Project Director:* Chief Kenneth Burton
Title First Name Last Name
Job Title:* Chief of Police
Agency:* Columbia Police Department

Mailing Address:* 600 East Walnut St
Street Address 1:
Street Address 2:
PDCity* Columbia Missouri 65201
City State Zip Code
Email:* kmburton@gocolumbiamo.com
Phone:* 573-874-7404
Ext.
Fax:* 573-874-1571

Fiscal Officer

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant).

Fiscal Officer:* Finance Director John Blattel
Title First Name Last Name
Job Title:* Finance Director
Agency:* City of Columbia
Mailing Address:* 701 East Broadway
Street Address 1:
Street Address 2:
FOCity* Columbia Missouri 65201
City State Zip Code
Email:* jlblatte@gocolumbiamo.com
Phone:* 573-874-7366
Ext.
Fax* 573-874-7661

Project Contact Person

The Project Contact Person should be the individual who is most familiar with the program this grant will fund.

This person can be the Project Director if that individual is most familiar with the program.

Project Contact Person:* Financial Management Specialist Lisa Roland
Title First Name Last Name
Job Title:* Financial Management Specialist
Agency:* Columbia Police Department
Mailing Address:* 600 East Walnut St
Street Address 1:
Street Address 2:
OCCity* Columbia Missouri 65201
City State Zip Code
Email:* laroland@gocolumbiamo.com

Phone:* 573-874-7419

Ext.

Fax:* 573-874-1571

Non-Profit Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address.

This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.

Non-Profit Chairperson:

Title First Name Last Name

Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

NCCity

Missouri

City State Zip Code

Email:

Phone:

Ext.

Fax

Project Summary

Application Type:* New

Current Contract Number(s): 2010-VAWA-092-SE

Program Category:* Law Enforcement

Project Type:* Regional

Geographic Area:* City of Columbia, Missouri within Boone County and surrounding areas and communities.

Brief Summary:*

The goal of the Family Services/Domestic Violence Unit, as a member of the Domestic Violence Enforcement Program(DOVE), is to decrease domestic violence and other crimes involving violence against women, and its negative effects in the City of Columbia within Boone County. The Family Services/Domestic Violence Unit intends to accomplish these goals with education, intervention, enforcement, and prosecution through the combined efforts of the Boone County Sheriff's Department, Boone County Prosecutors Office, Columbia Police Department, and the True North Shelter. Members of the Columbia Police Department Family Services/Domestic Violence Unit provide education to local and regional law enforcement officers, related personnel and community groups, so they too can understand the negative effects of domestic violence and other crimes of violence against women. Through intervention, we are providing our victims with information that allow them to become pro-active in removing themselves from domestic violence situations. Enforcement is the first step in holding the abuser accountable and sending the message that domestic violence and other crimes involving violence against women will not be tolerated.

Program Income
Generated:*

No

History of the Agency

Brief History of the Program Project Agency*

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

The Columbia Police Department has been serving the city of Columbia Missouri since 1826, when the State of Missouri granted the city a charter of incorporation. From 1821 to 1826 the Boone County Sheriff's Department provided protection for the citizens of Columbia.

Columbia Police Department's 2014 fiscal year budget is set at \$19.8 million dollars, to maintain a staff of 163 sworn officers and 31 civilian support staff members. The city and county currently use an enhanced 9-1-1 dispatch system known, as Public Safety Joint Communications (PSJC). PSJC is estimated to receive more than 400,000 incoming phone calls per year. The Columbia Police Department handles approximately 140,000 calls for service each year. Additionally, officers take approximately 25,000 reports and make approximately 10,000 arrests annually. About 900 of these calls for service involve reported incidents of domestic violence.

In March 1990, the Columbia Police Department increased its enforcement of domestic violence and other violent crimes against women, to include changes in department policy mandating an arrest when a dominant physical aggressor is identified. The number of reported domestic violence incidents has increased as the Department continues to increase its vigilance. From January 1, 2011 until December 31, 2011 the Columbia Police Department responded to and completed 959 reports involving domestic violence. In 2012 we received 896 reports involving domestic violence (Appendix 1). These numbers are still too high and reflect a significant problem of domestic violence in the City of Columbia. These increased numbers may be a reflection of population growth within the city, an increase in domestic violence, or increased reporting due to a growing faith of victims that the Department will respond quickly and appropriately. The Department hopes we will eventually see the actual number of abused women begin to decrease as the message that violence against women will not be tolerated, is firmly established in the community.

DOVE (Domestic Violence Enforcement) Program Until 1998, it was common for central Missouri agencies to work in isolation from one another as they attempted to remedy family violence. In 1998, the Missouri State Highway Patrol, Columbia Police Department, Boone County Sheriff's Department, Boone County Prosecuting Attorney's Office, and The Shelter formed a cooperative partnership, known as The DOVE (Domestic Violence Enforcement) Program. This program began taking significant steps toward effectively combating domestic violence.

In 1998 the Columbia Police Department dedicated one detective to the DOVE Unit to specifically handle domestic and sexual violence cases between intimate partners. Likewise the Missouri State Highway Patrol and the Boone County Sheriff's Department each dedicated a detective to investigate domestic and sexual violence cases in a

collaborative effort within the DOVE Unit. Approximately one year later the detective from the Missouri State Highway Patrol transferred employment to the Columbia Police Department and remained a domestic violence detective with a dedicated domestic and sexual violence case load. The Columbia Police Department continues to dedicate two detectives to handle the domestic/sexual violence case load. Due to the large case load shared between the two detectives, and the desire to increase in person contacts with victims on a follow-up basis, we will be looking to dedicate a third Columbia Police Department detective to the DOVE Unit in future STOP VAWA grant applications. Currently we are experiencing difficulties with staffing numbers of sworn officers. This is making it difficult to realistically request a third detective dedicated to a domestic violence case load. Due to this current situation we are exploring the possibility of adding a part time civilian employee to assist the DOVE detectives with some of the clerical, non-investigative duties, that take up valuable time. It is our hope that this Part time position would make more time available for the DOVE detectives to increase the number of in person contacts with victims. Should staffing issues be resolved in the future, we can always look to add a third DOVE detective in future grant applications.

The DOVE Program's goal is to decrease domestic violence and its negative effects in Boone County. This will be accomplished through increased education, intervention, investigation, and prosecution through the combined efforts of the DOVE Unit's members. The DOVE Unit consists of three Investigators, three Assistant Prosecuting Attorneys, four Victim Advocates, two Probation and Parole Officers, a Domestic Assault Court Coordinator, and a certified Counselor. The Program provides education to local and regional law enforcement officers, and related service providers, so all can understand the negative effects of domestic violence in their community. In addition, it provides victims with empowering information, safety planning skills, and criminal justice systemic response to assist victims of domestic violence when working toward an abuse free life.

In 2002, The DOVE Program began proactively pursuing new training programs, procedural policies, and data tracking systems to help enhance the effectiveness of the Program as a community response team. Also in 2002, The DOVE Program received a technical assistance award from VAWA to obtain training from the VAWA Technical Assistance Team. This team worked with the DOVE Program during late 2002 and early 2003, assisting with the development of effective collaboration techniques, identifying the Program's strengths and weaknesses, and in defining areas on which to focus during the enhancement process. Throughout 2003, the Unit worked to first develop and then refine Program protocols, enabling the group to function as a unit and identify any problems or weaknesses in the system as they arise.

Since early 2004, Program administrators have worked to strengthen the collaborative effort at the supervisory level with Program members. During 2005, a vital component of the program was enhanced and improved. Two team members attended training in Duluth, Minnesota to learn state of the art techniques in counseling domestic violence offenders. Beginning in 2006, this new program was enacted including a counselor who meets with the team on a weekly basis discussing counseling methods for offenders. A team advocate also participates in these group counseling sessions. The men's group facilitators have provided feedback to group members as to the progress, or lack thereof, by offenders. Of particular note, the program has developed to provide information to Probation and Parole officers as to whether an offender is attending his required group sessions. If attendance is not occurring, officers can take the appropriate action, thus holding the offender accountable.

In 2008, a new domestic violence court docket was added, with Judge Debbie Daniels presiding. This new docket promises to enhance offender accountability through more frequent and regular contact with the judicial system. Team members have met with Judge Daniels and provided feedback to further improve this new program. The team hopes to explore future options with Judge Daniels to further improve victim services.

In July 2010, True North Shelter developed a First Responder Domestic Violence Advocate position to better serve victims of domestic violence. This position will fulfill a need for victim advocacy outside of normal business hours. The First Responder Advocate will work closely with Columbia Police Department officers to provide immediate victim services during evening, over night, and weekend hours. This immediate response will help victims overcome several hurdles commonly faced by victims in crisis, to gain access to services and or obtain orders of protection. DOVE Investigators and a DOVE supervisor, from the Columbia Police Department, worked with True North to develop this position, its protocols, and to select a qualified applicant. In cooperation with the True North First Responder Advocate, Columbia Police DOVE investigators conducted additional training to educate patrol officers on these expanded victim services. The First Responder Victim Advocate program is still operating as of August 2013 and continues to provide valuable, immediate services to victims of domestic and sexual violence.

In August 2010, True North and Verizon wireless organized a free public showing of the documentary, "Telling Amy's Story," hosted by Ragtag Cinema in Columbia, MO. DOVE investigators from the Columbia Police Department attended this event and answered questions from the audience at the completion of the film. These are just two examples of the collaborative effort between members of the DOVE Unit to educate the public and

extinguish domestic violence in our community.

In 2013, Columbia Police DOVE Detectives Randell Nichols and Robert Dochler identified a need for uniformity in our domestic assault and related reports. The Columbia Police Department has lost several experienced officers due to retirements during this past grant period. As a result we have a very young police force with over 50 percent of our sworn officers having less than five years experience. In an effort to maintain the highest quality in our documentaion of domestic violence incidents, Detective Nichols and Dochler developed a "Domestic Assault Report Packet" to aid officers in completing their domestic assault investigations. Included in this packet are report templates, lethality assesments, checklists, and a full informational packet for victim services provided by the True North Shelter. This packet has been submitted for review and is currently awaiting approval through the chain of command.

Statement of the Problem

Statement of the Problem*

This section must address the need for grant funds and the proposed project.

Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific

Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).

Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem.

This section must justify the proposed services to be outlined in the Methodology section.

This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. that document and support the stated problem.

Provide crime statistics for all areas served; do not provide global statistics - information must be specific to the service area.

Domestic violence against women is a complex pattern of assaultive and coercive behaviors which batterers use to control their intimate partners. It is not an isolated, individual event, but rather a pattern of repeated behaviors. Assaults are often repeated against the same victim, by the same perpetrator, and occur in different forms including: physical, sexual, psychological, and economic abuse.

The City of Columbia is located in Central Missouri, in Boone County, at the intersection of US Highway 63 and Interstate 70. The City of Columbia is the largest city within the County and serves as the County Seat. According to the United States Census Bureau, Boone County covers 685.41 square miles. The City of Columbia covers 63.08 square miles. From the United States Census Bureau, the 2012 population for Boone County and the City of Columbia are 168,535 and 113,225 respectively. The population of Boone County and the City of Columbia have increased 3.6% and 4% since 2010 respectively. The population of Columbia has increased 33.9% since 2000. The population is comprised of 48.3% male and 51.7% female.

Since 2000, Columbia Police Officers have worked nearly 13,000 cases of domestic violence, averaging close to 1,000 each year. Of the 8,562 **criminal cases**, from the past 13 years, 80% have female victims with male suspects (Appendix 1). As of 08/27/13, the Columbia Police Department (CPD) has taken 539 Domestic violence reports in 2013. The number of domestic violence reports taken by CPD in 2012 and 2011 are 896, and 959 respectively. Since we do offer assistance to the Boone County Sheriff's Department, when needed, their statistics for total domestic violence reports for 2013, 2012, and 2011 are listed as 359, 646, and 628 respectively. The numbers for the Boone County Sheriff's Department were provided by the domestic violence detective for that agency and were tallied by their case management system (Appendix 7). The numbers alone indicate a need for thorough follow-up investigations and prosecution. Since the inception of the DOVE Program in 1998, the community expects a high level of service from law enforcement regarding investigations of domestic violence.

These expectations include: contact from a follow-up investigator, who performs additional duties that are difficult or near impossible for the first responding officer to complete. Follow-up photographs of injuries for example, when taking into account patrol officers calls for service and days off, may not be performed by the original reporting officer. In addition, the original reporting officer seldom has opportunity to try and locate domestic assault suspects that are still at large once the work shift is over. The follow-up Investigator has the ability, training, and most importantly the time to complete these very important functions. The funds from this grant allow the Columbia Police Department to dedicate two trained Detectives to perform in this capacity.

Education and training continue to be vital elements in combating this problem. All new police officers receive training from DOVE investigators, as well as from the Shelter based advocate. This training focuses on the Adult Abuse law and statutes, victim services, and the coordinated community response of the DOVE Unit in Boone County. It is vitally important for new police officers to understand the importance of a thorough initial investigation and evidence collection. New officer training also includes dominant physical aggressor determination and probable cause arrests. Since 2005, DOVE investigators have provided 172 presentations to various groups, including all Columbia Police Officers, outside law enforcement agencies, University of Missouri School of Law students, School of Social Work students, and citizen academy classes (Appendix 2) (Appendix 6).

In conclusion, the problem in our community encompasses both enforcement and education, which must be addressed in order to adequately tackle the issue of domestic violence. The enforcement need includes adequate initial response from patrol officers, as well as quality follow-up investigation, and evidence collection from detectives, thus providing the Prosecuting Attorneys office with the necessary evidence to ensure successful prosecution. In many areas of the state, a frequent complaint is that officers are not arresting abusers and Prosecutors are not prosecuting domestic violence cases. The way to combat these problems is through continued education and training. Educate officers to recognize the seriousness of the crime, that the police department and community expect an appropriate response to the issue, and train officers to be thorough in their investigations and evidence collection. Educate the community to the presence and dynamics of domestic violence, the avenues for help through law enforcement and victim services, and instill a change in mores that domestic violence, and violence against women, will not be tolerated in our community. The Grant funds will enable the Columbia Police Department to continue in this effort.

Type of Program

Methodology/Type of Program*

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines)

In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with the new Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards)

In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

Type of Program

The Family Services/Domestic Violence Unit, is an active member of the Domestic Violence Enforcement Program (D.O.V.E.) which is a continuing collaboration of agencies in Boone County formed with STOP Violence Against Women Grant funds in 1998. The DOVE Program is composed of three assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office, one detective (investigator) from the Boone County Sheriff's

Department, two detectives (investigators) from the Columbia Police Department's Family Services/DOVE Unit, two Victim Advocates from True North Shelter, two prosecution based Advocates, two Probation and Parole Officers, one Court Coordinator, and one Counselor from the Family Counseling Center. The Family Services /DOVE Unit is responsible for investigating crimes of domestic and sexual violence involving intimate partners. The Family Services /DOVE Unit provides advocacy for the women who are victimized within the City of Columbia and will make themselves available to assist other local agencies, with incidents involving violence against women, if requested.

The Family Services /DOVE Unit detectives receive all domestic and sexual violence related incidents that are reported to the Columbia Police Department. The supervisor reads all reports and places the domestic and sexual violence reports in the Columbia Police Department's Case Management System. The Sergeant is responsible for completing this data entry on the next business day, after the incident occurs. The supervisor then assigns the respective reports to the domestic violence detectives. At the completion of the investigation, the supervisor will review the case in its entirety. He will make the final determination as to further follow-up work or completion of the case investigation. When completed, the investigative supervisor will clear the report from the case management system. When the detectives receive the cases, they check the Columbia Police Department's record systems for any prior-domestic violence related incidents involving the subjects before making contact with the victims.

When detectives contact the victim, they obtain as much information about the incident as possible and determine if any abuse has occurred since the police were last in contact with her. They obtain information on previous incidents of abuse and whether or not she has left the abusive relationship. The detective asks about injuries sustained during the incident and, if she has visible injuries, arranges to take follow-up photographs which are submitted into evidence. The detective will try to obtain and document additional information from the victim about the crime that occurred. A victim often remembers additional information about a traumatic event as time passes. Documentation of this additional information is important for a thorough investigation. If the victim sought medical attention, the detective will ask the victim to sign a medical release form. This signed form allows the prosecutor to more easily access information for use in prosecution. The detective tells the victim that the State of Missouri, not she, is pressing charges against her abuser. This simple statement often removes the burden of going forward with prosecution from the victim.

The Family Services Unit detectives, Robert Dochler and Randy Nichols, and DOVE advocate Angela Vescio, provide annual training for law enforcement officers in Boone County and the City of Columbia. Detective Robert Dochler will be transferring to another position within the department in September, 2013. Detective Mike Youtsey has been selected to take his place in the DOVE Unit. The training provided is designed as a refresher course but also provides an opportunity to discuss legal updates pertaining to domestic and sexual violence and stalking investigations. Detectives Dochler, Nichols, and Youtsey and advocate Vescio provide training and arrange speaking engagements to any law enforcement, governmental, or victim service-related agencies as requested. During 2011, 2012, and 2013, Dochler, Nichols, and Vescio conducted thirty three training courses totaling sixty six hours to over 660 participants (Appendix 2). In addition, Dochler, Nichols, and Vescio have provided in-service training to all Columbia Police Officers, the University of Missouri School of Law, Social Work, Psychology and True North Shelter employees and volunteers. This training covers investigations of domestic violence crimes, coordinated community response, police response, and the importance of evidence collection. The purpose of these trainings is to help educate everyone who attends on the crime of domestic violence, the types of remedies and actions that can be taken, and different options provided by a police response, advocacy response, or a combination of both. This session has been in high demand throughout the state, and unit members frequently travel to provide this training. Feedback on our presentations has been positive (Appendix 6). Repeated invitations for future presentations is evidence of it's success.

The program is in compliance with MCADSV standards, specifically;

1. Organizational administration; the unit has specific policies and procedures as it relates to our mission and goals (Appendix 3)
2. Confidentiality; per state statute no information is released regarding any victim of a sexual assault. While in many cases police reports are subject to the sunshine law, no information is given unless required by law. In domestic violence cases every effort is made to ensure victims location is kept out of police reports if such disclosure would affect a victim's safety.
3. Documentation of service provision; statistics are compiled and kept regarding the number of victims served along with much other information in order to address any future trends (Appendix 3).
4. Training; all police officers receive 40 hours of domestic violence training through the Law Enforcement Training Institute (LETI). They receive additional training regarding our organizations response to domestic violence, as well as training from the Shelter based advocate regarding services provided by the True North Shelter.

The STOP funds requested in this application, will be used to continue funding of the Family Services Unit detectives. These positions perform investigative functions of the DOVE Program and are staffed by Columbia Police Officers. The Family Services Unit detectives work from the Columbia Police Department and can be reached by telephone, or cell phone, at all times to assist in domestic violence incidents. Protocols for Detective Response, Investigating Crimes of Domestic Violence were developed and implemented in 2003 (appendix 3).

Proposed Service Area

Proposed Service Area*

State the geographic area to be served by this project.

Proposed Service Area

The proposed service area of the Family Services Unit is the City of Columbia, Missouri. However, as a member of the Domestic Violence Enforcement Program we will always be available to assist other agencies in Boone County and other agencies in nearby counties.

Coordination of Services

Coordination of Services*

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community. Other services may not necessarily be the same as offered by your project.

Explain how the services to be offered by this project will complement other activities and services already in place in your community.

Do not merely state who you coordinate with; provide an explanation of specific activities.

Please note that this is a required component to receiving VAWA funds.

Coordination of Services

The DOVE Program is an excellent example of a coordinated and integrated partnership formed to combat domestic violence. The DOVE Program is comprised of the following organizations:

Law Enforcement - - the Columbia Police Department and the Boone County Sheriff's Department

Prosecution - - the Boone County Prosecuting Attorney's Office

Victim Services - - True North Shelter

Missouri Board of Probation and Parole

Family Counseling Center

University of Missouri Residential Life

With the development of the DOVE Program, barriers in communication have come down and a greater understanding of each agency's role and responsibilities has been achieved. The Family Services/Domestic violence Unit (DOVE) detectives meet monthly with other members of the DOVE Program to discuss current cases. In addition, these meetings provide opportunities for the members of the team to discuss other issues surrounding the operation of the DOVE Program and their respective STOP grants. These meetings provide a forum to discuss specific areas needing improvement and how to best meet the needs of our victims of domestic and sexual violence, while also trying to hold offenders accountable.

During the summer of 1998, the Missouri Board of Probation and Parole's Boone County office became an active participant in the DOVE Program. Two Probation and Parole Officers attend the regularly scheduled meetings to exchange information on both victims and abusers. In addition, the DOVE Program continues to collaborate with the Family Counseling Center to provide much needed counseling for abusers.

The Columbia Police DOVE detectives work closely, on a daily basis, with True North Shelter advocates. The advocates have access to police reports and work with the DOVE detectives to ensure victims are receiving the services available to them. DOVE advocates often travel with detectives to make in-person/home visits to victims. Work is done in a collaborative effort while remaining within the boundary of confidentiality. Columbia Police Department Patrol Officers are utilizing the new "First Responder Advocate", provided by True North Shelter, to respond to the actual scene of a domestic violence incident and offer immediate services to victims of domestic violence to include assistance in obtaining ex-parte orders of protection. True North Shelter hosted two showings of the "Telling Amy's Story" documentary in Columbia, MO. Columbia Police Department DOVE detectives were present for these events and participated in question and answer sessions after viewing the documentary.

DOVE detectives also work closely with the assistant prosecuting attorneys assigned to the DOVE Program. Each detective has an Assistant Prosecutor that shares the same case load. This relationship between the detective and prosecutor allows for consistent communication regarding active cases. Detectives coordinate with the prosecutor to obtain and collect important information necessary for successful prosecution of domestic violence defendants.

The Family Services/Domestic Violence Unit works with Boone County Juvenile Officers and the Division of Family Services Caseworkers. When specific cases merit the involvement of these offices, Juvenile Officers and DFS caseworkers may attend the DOVE Program meetings or meet with members of the Unit on an individual basis to discuss issues related to the case.

Training area law enforcement officers and providing education to the community is vital in the coordination and integration of our project. Support from the Law Enforcement officers responding to domestic violence scenes is essential to ensure the victims of these crimes are receiving the services to which they are entitled. In order for domestic violence to be viewed as a crime, and not a family matter best dealt with in private, we need our community to rally behind us, and support us in our fight against domestic violence. Without education and training, the law enforcement community and the community of Boone County as a whole, will continue to believe domestic violence is a private matter. Bringing the issue to the forefront, making it a public issue, and demanding that domestic violence be treated as a crime, is the only way to involve the entire community in the fight against domestic and sexual violence against women. In order to achieve this goal of educating law enforcement and the community, the Family Services Unit provides training to any agency or community group that requests it. As previously mentioned (Appendix 2) the Unit has been in high demand to provide training around the state of

Missouri.

In September, 2012 we expanded our coordination of services to include the University Of Missouri Residential Life Peer Advisors. We (Detectives Nichols and Dochler) were invited to participate in a panel discussion covering domestic and sexual violence and Green Dot training. This was a very active discussion with residents of the dormitories and Resident Assistants. We have been invited back to participate in 2013 (Appendix 6). This may turn into an annual training and outreach opportunity to educate young adults about domestic and sexual violence.

Consultation with Victim Services1

Prosecution, Law Enforcement and Court based applicants Only:

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please explain in detail the process undertaken to meet this requirement.

Columbia Police Department DOVE Detectives consult with True North Shelter Executive Director Barabara Hodges, Grant Compliance Officer Jennifer Graves, and advocate Angela Stiffler, as well as other members of the DOVE Unit, (Boone County Prosecutors Office, Probation and Parole, and the Boone County Sheriff's Department) via telephone and in-person during the grant writing process, and throughout the year at our monthly DOVE meetings. This ongoing communication ensures our proposed activities and services comply with the grant requirements of promoting the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence. During this upcoming grant period, the Columbia Police Department DOVE Unit will be adding a part time employee to assist DOVE Detectives with various tasks. We will consult with the above listed individuals when developing a detailed job description to ensure this position promotes the above guidelines as well.

Victim Compensation Assistance

Victim Compensation Assistance*

*Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a **NEW** component to receiving VAWA funds.*

Columbia Police DOVE Detectives direct or refer victims of domestic and sexual violence to the Boone County Prosecutors Office for information and assistance with the application for victims compensation funds.

Number of Victims to Be Served

Number of Victims to Be Served*

Indicate the anticipated number of victims to be served by this VAWA funded project.

Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.

For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately.

These numbers should match what is listed on the VAWA Data Report.

Give statistics from previous years to support your estimate.

Numbers of Victims to be Served

During the upcoming grant period, (January 1, 2014 to December 31, 2015), it is expected that the Columbia Police Department Dove Detectives (DOVE Unit) will serve approximately 1855 victims of domestic violence. In 2011, the DOVE Unit provided services to 959 victims of domestic violence. In 2012 we provided services to 896 victims of domestic violence. So far in 2013 (January 1, 2013 to September 27, 2013), detectives have provided services to 539 victims of domestic violence (Appendix 1). The above estimate of 1855 victims served is obtained by averaging the victims served in 2011 and 2012 and multiplying by two for the upcoming two year grant period.

In 2011, 2012, and 2013 we provided training to approximately 660 individuals. Based on these numbers, we estimate that we will provide training to approximately 600 individuals in the upcoming 2014 and 2015 grant period.

Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Law Enforcement	_____ % of survivors will report that they were kept informed about their investigation/incident	50
Law Enforcement	Increase individualized contact (in person, mail, email or phone communication) between the law enforcement agency and survivors by _____ %.	5

Evaluation Procedure

Evaluation Procedure*

The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available). Explain how data is assessed and used to improve services to victims. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Violence Against Women Act.

Evaluation Procedure

In 2012, the Columbia Police Department implemented a victim satisfaction survey to evaluate the success of the proposed objectives. The survey addresses both objectives as well as other information from victims (Appendix 4). The DOVE Unit will use this information to improve its response to domestic violence victims. A Domestic Violence letter was sent to each victim of domestic violence assigned to a Detective. This letter requested contact from the victim and provided an invitation

and link to participate in the survey. We will continue to use this survey in 2014 and 2015. We had a very low response (one response) to our survey in 2012 and 2013 using Survey Monkey. As a result, we are exploring new avenues to deliver this survey. We are requesting a new part time civilian position to assist the DOVE detectives in many areas of investigations. One part of their proposed duties would be to conduct phone surveys in an effort to increase our response rate.

Objective 1 asks for a percentage of survivors who will say they were kept informed of their investigation/incident. The survey will ask this question of the victim and ask for a yes/no answer. The DOVE Unit has never tracked this information thus we do not have a good basis or baseline for a starting number. We used the value of 50% as a starting number as we believe it is obtainable, however, realize this number may need to be adjusted in the future. Due to the low response to the survey (one response), we are leaving this number at 50% as we do not have a basis to change it at this time. Evaluation: This objective will be considered "met" if 50% or more of the completed satisfaction surveys indicate the survivor was kept informed of their investigation/incident.

Objective 2 asks for the percentage increase in the number of survivors receiving personalized contact (in-person, phone, mail, email). The Columbia Police Departments DOVE Unit detectives attempt to contact every domestic violence victim whose case has been assigned to them. They attempt this by telephone, mail and in-person contact. In 2012 we were able to contact 56% of our victims by either in-person or telephone contact. So far in 2013, we have been able to contact 66% of our Domestic violence victims by phone or in-person contact. Unsuccessful contact is largely attributed to inaccurate contact information for the victim. Evaluation: The Columbia Police Department DOVE detectives track this data by computer and can use that data to evaluate change. Although we already attempt to contact 100% of our domestic violence victims, we will attempt to increase the number of successful contacts, by phone or in-person, by 5%. We will consider this objective as "met" if the data shows a 5% increase in the number of successful contacts with domestic violence victims.

Statistical information will be collected on each criminal domestic violence incident to include: race of victim and suspect, relationship of victim to abuser, type of violence, location of incident, prior domestic violence suspect, prior domestic violence victim, prior incidents involving same suspect and victim, orders of protection involved or obtained, children present at the scene, suspect arrested at scene, warrant applied for suspect, weapons involved, drug/alcohol use by suspect or victim, level of injury to victim, special needs of victim, gender of suspect and victim, photographs taken at scene, photographs taken by follow-up investigator, and method used to contact victim.

Report of Success

Goal	Measurable Objectives	VAWA Outcomes
Goal #1: To hold batterers accountable and strengthen services to victims of domestic violence, sexual violence, dating violence and stalking, applies to: courts; prosecutorial agencies; law enforcement; culturally and linguistically specific projects and victim centered projects.	Objective #1: 50% of survivors will report that they were kept informed about their investigation/incident.	Results: Objective partially met. During this grant period we developed a survey requesting feedback from the domestic violence victims/survivors we served. We submitted this survey for approval through the chain of command. We were able to begin the survey in September 2012. We made changes to the already established Domestic Violence letter that we send to victims requesting contact from them. We added an invitation to participate in the survey along with a computer link to find the survey. The survey includes a question asking the survivor if they were kept informed of their investigation/incident. From September 2012 to date, September 18, 2013, we have sent out 357 letters to victims of domestic violence. These are the victims associated with criminal cases where an arrest or warrant request has been submitted for the suspect. Of the 357 letters, only one victim/survivor has participated in the survey. The one response indicated they were kept informed of their investigation. Many of our domestic violence victims/survivors do not wish follow-up contact from police. This may be one reason for such a low response to the survey. Incorrect contact information for victims is something we have always had to deal with and may be

		another contributor to the low response rate. We are exploring alternative avenues for disseminating the survey to improve response rate.
n/a	Objective #2: Increase individualized contact (in person, mail, email, or phone communication) between the Columbia Police Department DOVE Detectives and survivors by 5%.	Results: Objective partially met. Final results for 2011 showed DOVE detectives made phone or in-person contact with 415 out of 635 victims or 65%(Appendix 1). This percentage dropped in 2012 to 56% or 268 out of 475 victims (Appendix 1). As of 08/27/13 we made in-person or phone contact with 159 out of 239 victims or 67% (Appendix 1). The percentage dropped from 2011 to 2012. The percentage appears to have raised by 11% from 2012 to 08/27/13. These numbers only indicate successful contacts by phone or in-person. Since beginning the DOVE Satisfaction Survey in September 2012, we have sent out 357 letters to every victim/survivor of a criminal case. We have no way of knowing exactly how many survivors actually receive the letter and choose not to respond. We are always wanting to improve on this number. We firmly believe we have a better chance for a successful interview/contact when we meet victims/survivors face to face. We will be asking for a part time civilian employee to assist us in more routine parts of our investigations. This would allow the DOVE detectives more time to attempt in-person contact with survivors.
n/a	n/a	

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Michael Youtsey	Detective / Police Officer	Retained	FT	\$1,788.58	52.0	81.0	\$75,334.99	49.0	\$36,914.14	\$38,420.84
Randell Nichols	Detective / Police Officer	Retained	FT	\$2,187.62	52.0	83.18	\$94,622.44	49.0	\$46,365.00	\$48,257.44
TBH	DOVE Assistant	Created	PT	\$700.00	52.0	100.0	\$36,400.00	49.0	\$17,836.00	\$18,564.00
							\$206,357.43		\$101,115.14	\$105,242.28

Personnel Justification

Personnel Justification

If personnel is included in the budget, provide justification for each position.

If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Detective Nichols and Detective Youtsey are assigned as domestic violence investigators to the Columbia Police Departments Family Services/Domestic Violence Enforcement Unit within the Criminal Investigation Division. They receive all domestic violence reports and conduct follow-up interviews with victims to obtain additional information and secondary evidence collection such as follow-up photographs of injuries. Detective Nichols and Youtsey also actively attempt to locate domestic violence suspects who have not been arrested and are still at large. These duties are extremely important for a thorough investigation and successful prosecution of batterers. Due to high call volumes, the original reporting patrol officers simply do not have time to follow up on these cases to gather the important additional information and evidence collection.

In addition to the above listed duties, Detective Nichols and Detective Youtsey provide domestic violence training to other police agencies, police academies, and the University of Missouri School of Social Work and Law School students. Detective Nichols and Youtsey spend at least 85% and 81% respectively of their time on grant funded domestic violence activities. REVISED 12/4/13 - Detective Nichols will spend 83.18% of his time on grant funded domestic violence activities per Grant Administrators.

Detective Randy Nichols has been a Police Officer for a total of 19 years of which 16 years have been with the Columbia Police Department. Detective Nichols has served as a Patrol Officer, Field Training Officer, and has been a domestic violence detective for nearly 6 years. In addition to his work experience, Detective Nichols has attended trainings specific to the investigation of domestic violence cases and homicides.

Detective Michael Youtsey has been a Police Officer for nearly 18 years of which 16 years have been with the Columbia Police Department. Detective Youtsey has served as a Patrol Officer, Patrol Rifle Operator, Less Lethal Shotgun Operator, Crisis Intervention team member, and Firearms Instructor. In addition, Detective Youtsey spent three years as the Report Review Officer in which he approved all police reports prior to them entering the Records Unit and the courts. Detective Youtsey has attended trainings specific to the interview and interrogation of victims and suspects.

There are many activities performed by the DOVE detectives which are important to their investigations but, at the same time, take away from other important activities such as making in-person contacts with victims, and seeking wanted suspects still at large. These activities include, but are not limited to, sending letters to all victims of domestic violence, researching older cases where warrant requests have been submitted for review, and researching older cases where active warrants exist and are waiting for suspects to be arrested. In an effort to achieve more face to face, in-person contacts with victims, and actively pursue more wanted suspects, the Columbia Police Department DOVE Unit is requesting STOP VAWA funds to hire a new part time civilian employee (DOVE Assistant). This part time employee would assist DOVE detectives with the above tasks, thus freeing the detectives to concentrate on more in-person contacts, evidence collection, and suspect apprehension. In addition, the DOVE Assistant could attempt phone contact with victims and offer the opportunity to participate in the DOVE Unit survey for those who do not have access to a computer. If the new DOVE report packets are approved and implemented to Patrol, the DOVE Assistant will be responsible for managing these packets and making them available for DOVE detectives to aid in their investigations. The DOVE Assistant would be a part time employee working 25 hours per week for the duration of the grant (2 years/104 weeks) making their total hours on project 2,600 hours. This is a non-benefited position so the only additional cost for this position (outside of personnel salary) would be the FICA/Medicare amount.

Matching funds for the DOVE investigators and part time assistant are provided by the City of Columbia from the General Revenue Fund.

See Appendix 8 for budget calculation documentation.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
FICA/Medicare	FICA & Medicare	\$206,358.35	0.0765	100.0	\$15,786.41	49.0	\$7,735.34	\$8,051.07
					\$15,786.41		\$7,735.34	\$8,051.07
Medical Insurance	Medical Insurance MY (FY14)	\$179.62	26.0	81.0	\$3,782.80	49.0	\$1,853.57	\$1,929.23
	Medical Insurance							

Medical Insurance	RN (FY14)	\$179.62	26.0	83.18	\$3,884.61	49.0	\$1,903.46	\$1,981.15
Medical Insurance	Medical Insurance RN (FY15)	\$188.60	26.0	83.18	\$4,078.81	49.0	\$1,998.62	\$2,080.20
Medical Insurance	Medical Insurance MY (FY15)	\$188.60	26.0	81.0	\$3,971.92	49.0	\$1,946.24	\$2,025.68
					\$15,718.14		\$7,701.89	\$8,016.26
Pension/Retirement	Pension (FY15)	\$106,223.96	0.4115	100.0	\$43,711.16	49.0	\$21,418.47	\$22,292.69
Pension/Retirement	Pension (FY14)	\$63,734.38	0.4035	100.0	\$25,716.82	49.0	\$12,601.24	\$13,115.58
					\$69,427.98		\$34,019.71	\$35,408.27
					\$100,932.53		\$49,456.94	\$51,475.60

Personnel Benefits Justification

Benefits Justification

If personnel benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

FICA/Medicare is provided at the required federal tax rates for all three positions.

Medical Insurance is a benefit provided to all City of Columbia Police Officers at a premium rate of \$194.59 / pay period from January 1, 2014-December 31, 2014, listed as Medical 2014. An anticipated rate increase (per our budget office) of 5% will be effective during the second year of the grant (January 1, 2015-December 31, 2015). This would make the premium rate \$204.32 / pay period and has been calculated in the dollar amounts, listed as Medical 2015. REVISED 12/4/13 - using FY12 Grant rate of \$179.62 for FY14 and \$188.60 (5% increase) for FY15 per Grant Administrators.

Pension/Retirement contribution is a benefit provided to City of Columbia Police Officers at a rate of 40.35 % for the period of October 1, 2013-September 30, 2014, listed as Pension FY14 and runs 9 months of the grant period. An anticipated rate increase (per our budget office) of 2% will be effective October 1, 2014 - September 30, 2015. This would make the pension rate 41.15% during this time frame of the grant and will be used for the October 1, 2015-December 31, 2015 portion of the grant as well. This rate is listed at Pension FY15 and runs for 15 months of the grant.

Matching funds for the DOVE Investigators (Youtsey and Nichols) and the PT DOVE Assistant (TBH) personnel benefits are provided by the City of Columbia from the General Revenue Fund.

See Appendix 8 for budget calculation documentation.

PRN/Overtime

Name	Title	PRN/Overtime Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
				\$0.00		\$0.00	\$0.00

PRN/Overtime Justification

PRN/Overtime Justification

If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an PRN/Overtime pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00

PRN/Overtime Benefits Justification

PRN/Overtime Benefits Justification

If PRN/Overtime benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Volunteer Match

Description of Service	Number of Volunteers	Total Hours	Local Match Share
			\$0.00

Volunteer Match Justification**Volunteer Match Justification**

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

On-Call Volunteer Match

Description of Service Provided	Number of Volunteers	Total Number of Hours	Total Local Match
			\$0.00

On-Call Volunteer Match Justification**On-Call Volunteer Match Justification**

Outline the specific activities/duties that the volunteers will be conducting.

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Travel/Training Justification

Travel/Training Justification

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.

For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such.

Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
						\$0.00		\$0.00	\$0.00

Equipment Justification**Equipment Justification**

If equipment is included in the budget, provide justification for each item.

Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are included in the budget, provide justification for each expense.

Address why the item is necessary for the proposed project, who will use it, and how it will be used.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Contractual

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Contractual Justification**Contractual Justification**

If contractual or consultant services are included in the budget, provide justification for each expense.

Address why each item is necessary for the proposed project and who will benefit from the services.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Total Budget

Total Federal/State Share:	\$156,717.88	51.0%
Total Local Match Share:	\$150,572.08	49.0%
Total Project Cost:	\$307,289.96	

Cost Assumption

Cost Assumption*

Describe how the Project Agency plans to continue the activities of this project if VAWA funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services.

Cost Assumption

If state funding is no longer available, the Columbia Police Department will apply to the Columbia City Council for the continuation of this vital project however, there is no guarantee as to whether or not the Council would be able to provide the funds needed to sustain this project. The DOVE project is discussed yearly with the City Manager and budget /finance office to ensure the appropriation of matching funds is considered. We will continue to keep the Ciity Manager, City Council, and budget/finance office aware of the projects importance and the large number of domestic / sexual violence victims that are served by this project.

VAWA Data Form

Budget Total: \$156,717.88

The requested STOP Program funds will be used for: (Prorate percentage of time if project covers more than one category.)

Law Enforcement:*	100.0%	\$156,717.88
Prosecution:*	0%	\$0.00
Victim Services Project:*	0%	\$0.00
Court:*	0%	\$0.00
Discretionary:*	0%	\$0.00
Culturally Specific:*	0%	\$0.00
Other:*	0%	\$0.00

Project Focus:* Domestic Violence Services

Indicate the anticipated number of victims to be served by this STOP funded project

Total Victims of Crime:* 1855

Hotline Calls:* 0

If a domestic violence shelter, indicate the anticipated number of women and children to be served, by this STOP funded project, in shelter and

outreach services, the number of anticipated hotline calls and the anticipated number of bednights.

Women:

Children:

Men:

Bed-Nights:

If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:

People: 600

Communities:

Type of victimization

Budget Total 1	\$156,717.88	
Sexual assault*	0%	\$0.00
Domestic violence/dating violence*	98.0%	\$153,583.52
Stalking*	2.0%	\$3,134.36
Total	100.0%	\$156,717.88
	(must equal 100%)	(must equal budget total 1)

Other Funding Sources

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
City of Columbia-City Revenue	\$152,727.24	Detective Youtsey and Nichols salary and fringe benefits package for two years. Part Time DOVE Assistant salary for two years.	01/01/2014 - 12/31/2015	Salary and benefits
	\$152,727.24			

Audit Requirements

Date last audit was completed:* January 23, 2013

Date(s) covered by last audit:* 10-01-11 thru 09-30-12

Last audit performed by:* McGladrey LLP

Phone number of auditor:* 816-751-4027

Date of next audit:* December 2013

Date(s) to be covered by next audit:* 10-01-12 thru 09-30-13

Next audit will be performed by:* McGladrey LLP

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

The **Federal Amount** refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

The **State Amount** refers to funds received directly from the State of Missouri, not including federal pass-thru funds.

Federal Amount:* \$33,653,471.00

State Amount:* \$538,080.00

Required Attachments

Attachment	Description	File Name	Type	File Size
A detailed copy of your agency's organizational chart (REQUIRED)	Revised Columbia Police Dept Organizational Chart.	20131204110723283.pdf	pdf	266 KB
Your agency's procurement (purchasing) policy (if Applicable)	City of Columbia Rules for Purchasing	Rules for purchasing.pdf	pdf	45 KB
Your agency's mileage reimbursement policy (if Applicable)				
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Descriptions and pay stubs	pdf 2013 DOVE Job Description.pdf	pdf	686 KB
Your agency's profit/loss statement from the past two (2) years recently completed for your agency as a whole (If Applicable)				
Your Agency Budget (Current) REQUIRED	CPD Proposed 2014 Budget	FY2014CityManagerBudgetDocument.pdf	pdf	221 KB
Your Agency Budget (Past) two (2) years REQUIRED	2012 & 2013 Columbia Police Department Budget	Binder1.pdf	pdf	224 KB
A list of your organization's Board of Directors (if Applicable)				
Documentation of Nonprofit Status and two (2) years of 990's (if Applicable)				
Letters of Collaboration (REQUIRED)	letters of collaboration from True North Shelter, Boone County Prosecutors Office, and the Memorandum of Agreement.	2014 - 2015 letters of collaboration and memorandum of agreement.pdf	pdf	304 KB
Copy of Contractual Agreement to be used (if applicable)				

Other Attachments

File Name	Description	File Size
20130828153845519_0001.pdf (21 KB)	Appendix 7 Boone County Sheriff's Dept DV numbers	21 KB
20130916102032611_0001.pdf (59 KB)	Appendix 5 DOVE Cover Letter	59 KB
Appendix 1 combined.pdf (234 KB)	Appendix 1 Columbia Police Department Domestic Violence Statistics	234 KB

Appendix 3.pdf (293 KB)	Appendix 3 DOVE Protocols	293 KB
comments combined.pdf (829 KB)	Appendix 6 Dove Presentation Comments and Invites	829 KB
Family Services Unit Training 2005-2006-Appendix Q.xls-2006.xls (50 KB)	Appendix 2 CPD Family Services Unit (DOVE) Training Log	50 KB
FY13-15 Budget Calc Documentation.pdf (2.3 MB)	Appendix 8 Documentation of Budget Calculations	2.3 MB
Victim Satisfaction Survey.pdf (21 KB)	Appendix 4 DOVE victim Satisfaction Survey	21 KB

STOP Certification

I certify that the agency has complied with the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 during the course of developing this application for grant funds by consulting with victim service programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Consultation with Victim Services Yes

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance that the agency has consulted with a community victim service agency before submitting this application.

Title: City Manager
Authorized Official Name: Michael matthes
Agency Type Law Enforcement
Date: 09/10/2013

Application Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

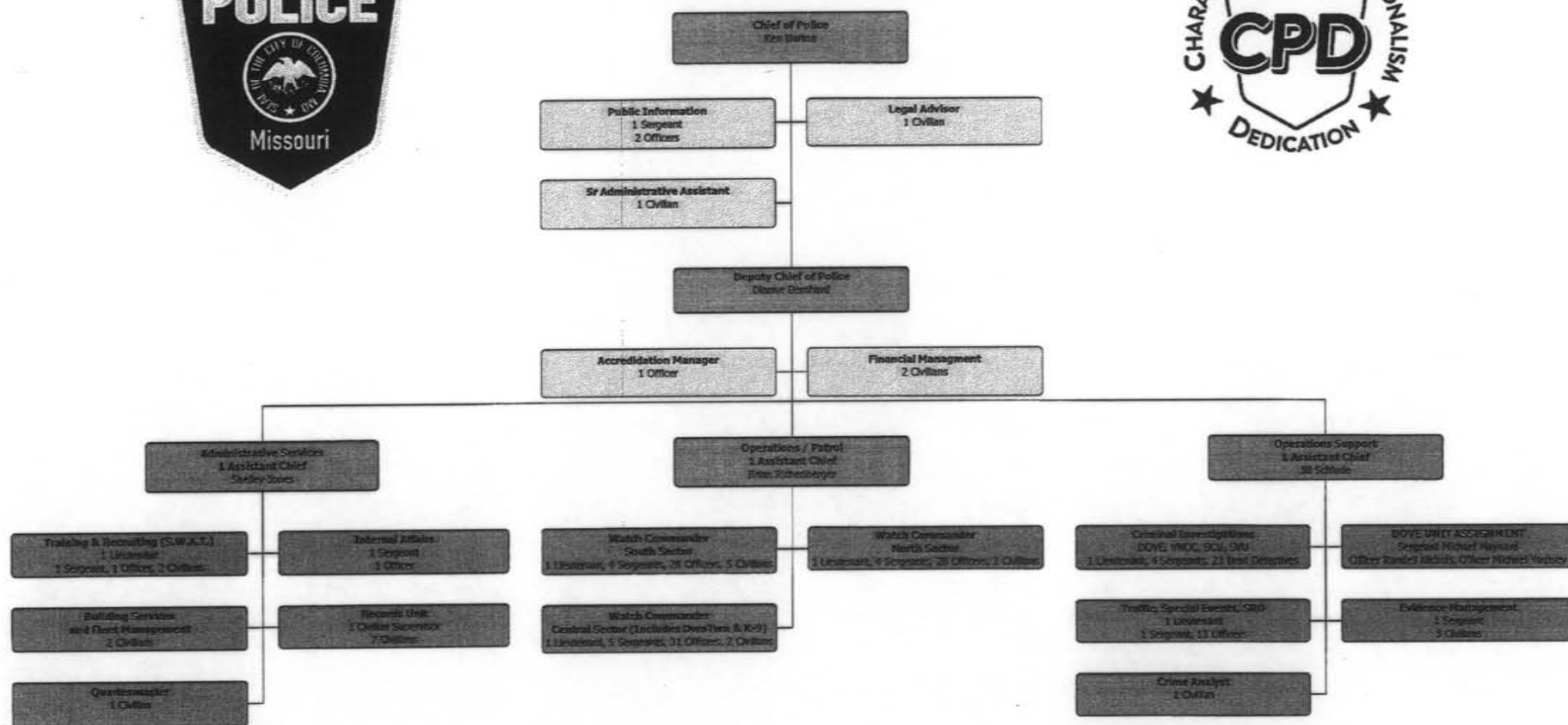
STOP Certified Assurances

I am aware that failure to comply with any of the Certified Assurances and/or Confidential Funds Certifications, if applicable, could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance.

I have read and agree to the terms and conditions of the grant. * Yes

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Title:* City Manager City of Columbia, MO
Authorized Official Name:* Michael Matthes
Date:* 09/10/2013



[Back To Graphical View](#)

Rules for Purchasing

2-209 Purchasing division; established.

A purchasing division is established in the department of finance. The division is under the supervision of the purchasing agent.

(Code 1964, § 2.690)

Section 2. Section 2-210 is hereby amended to read as follows

2-210 Authority of purchasing agent.

The purchasing agent has authority to:

- (1) Enter into contracts on behalf of the city as provided in this chapter;
- (2) Document specifications for supplies, materials and equipment;
- (3) Conduct competitive bidding processes and requests for proposals processes;
- (4) Inspect all supplies, materials and equipment purchased through the purchasing division to determine quality, quantity and conformance with specifications;
- (5) Supervise the transfer of supplies, materials and equipment between departments;
- (6) Dispose of surplus city supplies, materials and equipment as provided in this chapter; and
- (7) Perform any other functions assigned by the city manager or the director of finance.

(Code 1964, § 2.700)

Section 3. Section 2-458 is hereby amended to read as follows

2-458 Scope of article; rules and procedures.

(a) This article delegates authority to the city manager and the purchasing agent to contract for the purchase of supplies, materials, equipment and services. It does not impose procedural limitations on the city council or otherwise limit the power of the city council to contract for the purchase of supplies, materials, equipment and services.

(b) The director of finance is authorized to establish rules and procedures for the purchasing division.

(Code 1964, § 2.780)

Section 4. Section 2-459 is hereby amended to read as follows

2-459 Authority of purchasing agent to contract.

(a) Subject to the provisions of this article, the purchasing agent is authorized to contract for the purchase of supplies, materials, equipment and services for which appropriated funds are available.

(b) Subject to the competitive bidding provisions of this article, when appropriated funds are available, the purchasing agent is authorized to contract for any project that fits into any of the following categories:

- (1) ordinary maintenance of public improvements,
- (2) construction of electric utility capital improvements other than electric generation projects costing more than \$1,000,000,

- (3) construction of water distribution mains sixteen inches or less in diameter,
- (4) construction of water utility capital improvement projects costing \$250,000 or less,
- (5) construction of sanitary sewer utility public improvement projects costing \$100,000, or less,
- (6) construction of stormwater utility public improvement projects costing \$100,000, or less, and
- (7) construction of sidewalk curb cut, repair or replacement projects costing \$50,000 or less.

Public improvement projects falling within any of these categories may be contracted for under this subsection without following the public improvement process of Chapter 22. However, special assessment tax bills shall not be issued for any public improvement unless the public improvement process of Chapter 22 has been followed.

If a project with a cost limitation is bid under this subsection and the bid of the lowest and best, responsive and responsible bidder is for more than the authorized amount, the contract may be entered into only with the specific authorization of the city council.

The total amount of all change orders executed in connection with any contract for capital or public improvements authorized by this article shall not exceed 15% of the contract price without the written approval of the city manager.

(c) The purchasing agent is authorized to contract for any public improvement project specifically authorized by the city council to be bid through the purchasing division.

(Code 1964, § 2.785)

Section 5. Section 2-460 is hereby amended to read as follows

2-460 Bids and requests for proposals; exceptions.

(a) Except as otherwise provided in this article, all contracts for projects authorized by Section 2-459(b) and all contracts for purchases of supplies, materials, equipment and services which have not been specifically authorized by the city council shall be entered into only after a competitive bidding process or a request for proposals process.

(b) The purchasing agent may enter into contracts for emergency purchases without following a competitive bidding process or a request for proposals process. "Emergency purchases" are purchases necessitated by nonrecurring emergency situations posing a substantial danger to the health, safety and welfare of the citizens or of a risk of substantial financial loss to the city unless the required supplies, materials, equipment or services are obtained as expeditiously as possible. The department head requesting an emergency purchase shall certify that the purchase is an emergency within the meaning of this section by a memorandum which sets forth the nature of the emergency. If the purchasing agent and the department head do not agree that the proposed purchase is an emergency purchase, the matter shall be referred to the city manager for final decision.

(c) The purchasing agent may enter into contracts with sole source suppliers and governmental entities without following a competitive bidding process or a request for proposals process. "Sole source suppliers" are suppliers of supplies, materials, equipment or services which are unique or which are not available from more than one competitive source in the normal course of business. The purchasing agent shall certify in writing that each purchase from a sole source supplier under this subsection meets the requirements of this subsection.

(d) The city manager may enter into contracts for professional and other services without following a competitive bidding process or a request for proposals process when factors such as prior experience, skills, education, local knowledge or unique knowledge are considerations in selecting the contractor. This subsection shall not apply to contracts for auditing services for the annual fiscal audit or to contracts for architectural, engineering and land surveying services.

(e) The purchasing agent may enter into contracts for specialized services relating to art conservation, restoration, archiving and installation without following a competitive bidding process or a request for proposals process when the required services are not widely available and when factors such as experience and local knowledge play an important role. The department head requesting these services shall document and certify that the proposed contract meets the requirements of this subsection.

(f) The city manager and purchasing agent are encouraged to pursue informal bidding and requests for proposals in the above categories of exceptions whenever time and business conditions permit.

(Code 1964, § 2.790; Ord. No. 13511, § 1, 11-16-92; Ord. No. 15991, § 1, 5-3-99)

Section 6. Section 2-461 is hereby amended to read as follows

2-461 No contract to exceed five years.

The purchasing agent has no authority to contract for the purchase of any supplies, materials, equipment or services for a term exceeding five years. The purchasing agent has no authority to extend the term of any contract for the purchase of any supplies, materials, equipment or services so that the length of the original term plus all extended terms exceeds five years and three months.

(Code 1964, § 2.795)

Section 7. Section 2-462 is hereby amended to read as follows

2-462 Procurement of architectural, engineering and land surveying services.

The city council may, by ordinance, establish special procedures and guidelines for procurement of architectural, engineering and land surveying services.

(Code 1964, § 2.797, Ord. No. 10789, § 1(2.797), 11-18-85; Ord. No. 14459 § 1, 4-17-95; Ord. No. 15267, § 1, 6-16-97)

Section 8. Section 2-463 is hereby amended to read as follows

2-463 Sale of surplus material.

(a) A department head having charge of any surplus, obsolete or unused supplies, materials or equipment may request the purchasing agent to dispose of the property. The purchasing agent is authorized to sell the property in any form of open market competition to the highest bidder. The purchasing agent may set a minimum sale price and may reject any bid that, in the purchasing agent's judgment, is not a fair sale price.

(b) The purchasing agent, with the approval of the city manager, is authorized to sell any surplus, obsolete or unused supplies, materials or equipment to any governmental entity without open market competition.

(Code 1964, § 2.760)

Section 9. Section 2-464 is hereby amended to read as follows

2-464 Reserved.

(Ord. No. 13511, § 1, 11-16-92)

Editor's note--Ord. No. 10789, § 1, adopted Nov. 18, 1985, provided in part for the repeal of § 2.765 of the 1964 Code relative to the disposition of surplus real property, from which former § 2-464 of this volume derived.

Section 10. Section 2-465 is hereby amended to read as follows

2-465 Reserved.

(Code 1964, § 2.770)

Section 11. Section 2-466 is hereby amended to read as follows

2-466 Bidding process; contracts for \$15,000 or more.

(a) Except as otherwise provided in this article, the purchasing agent shall not contract for the purchase of any supplies, materials, equipment or services costing \$15,000 or more unless the bidding process of this section has been followed.

(b) The purchasing agent shall advertise for sealed bids in a newspaper of general circulation in the city at least five days before the time set for opening bids. All bids must be sealed and addressed to the purchasing division and must be received by the purchasing division by 2 o'clock p.m. on the day specified in the advertisement for bids. The bids shall be opened by the purchasing agent at the purchasing agent's office between 2:00 p.m. and 5:00 p.m. on the day the bids are due, if practicable. If not practicable, then the bids shall be opened on the earliest day thereafter that the purchasing agent is able to open the bids. The purchasing agent may require bidders to deposit a cashier's check or a certified check drawn on a solvent financial institution or a surety bond in an amount not less than 5 percent of the bid. The deposit shall be forfeited to the city if the successful bidder fails or refuses to execute the contract.

(c) The purchasing agent may use an electronic bidding system if the system is secure and allows the bids to be opened only at the time designated for bid opening.

(d) The purchasing agent, after consulting with all affected departments and subject to the provisions of subsection (e), may reject any or all bids, may award the contract to the bidder that is, in the judgment of the purchasing agent, the lowest and best, responsive and responsible bidder, or may split the award between two or more bidders if, in the judgment of the purchasing agent, it is in the best interest of the City to split the award.

(e) Before taking any action on bids, the purchasing agent shall inform all affected departments of the purchasing agent's proposed action. The head of any affected department who disagrees with the purchasing agent's proposed action may inform the purchasing agent and the head of any other affected department of the disagreement. If, after conferring on the matter, the purchasing agent and the heads of all affected departments are unable to agree on an appropriate action on the bids, the matter shall be referred to the city manager for final decision.

(Code 1964, § 2.710; Ord. No. 13511, § 1, 11-16-92)

Section 12. Section 2-467 is hereby amended to read as follows

2-467 Bidding process; contracts for \$1,000 or more but less than \$15,000.

(a) Except as otherwise provided in this article, the purchasing agent shall not contract for the purchase of any supplies, materials, equipment or services costing \$1,000 or more but less than \$15,000 unless the bidding process of this section or the bidding process of Sec. 2-466 has been followed.

(b) The purchasing agent shall solicit by telephone, written notice or otherwise at least three bids, if three independent vendors are available.

(c) Bids shall be awarded or rejected as provided in Sec. 2-466.

(d) The purchasing agent shall keep a record of all solicitations made under this section.

(Code 1964, § 2.720; Ord. No. 10249, § 1, 8-6-84)

Section 13. Section 2-468 is hereby amended to read as follows

2-468 Contracts for less than \$1,000.

The purchasing agent may contract for the purchase of any supplies, materials, equipment or services costing less than \$1,000 by following the provisions of Sec. 2-467 or by

making open market purchases from vendors with proven ability to furnish supplies, materials, equipment and services at the lowest and best price.

(Code 1964, § 2.730)

Section 14. Section 2-469 is hereby amended to read as follows

2-469 Reserved.

(Code 1964, § 2.740; Ord. No. 10249, § 1, 8-6-84)

Section 15. Section 2-470 is hereby amended to read as follows

2-470 Plans, specifications and descriptions to be kept by purchasing agent.

When calling for bids, the purchasing agent shall keep on file the plans, specifications or descriptions of the article or service to be purchased. These plans, specifications or descriptions shall be available for public inspection. The purchasing agent may require a deposit for the return of plans or specifications taken from the office. The deposit shall not exceed the reasonable cost of preparing the plans or specifications.

(Code 1964, § 2.750)

Section 16. Section 2-471 is hereby amended to read as follows

2-471 Requests for proposals.

The purchasing agent may authorize a request for proposals process instead of a bidding process whenever the purchase of supplies, materials, equipment or services may be facilitated by such a process.

(Code 1964, § 2.787)

Section 17. Section 2-472 is hereby amended to read as follows

2-472 Cooperative purchasing.

The purchasing agent is authorized to participate in cooperative purchasing programs with the United States or any agency of the United States; with the State of Missouri or any agency, municipality or political subdivision of the State of Missouri; with other states or any agency, municipality or political subdivision of any other state; or with any association of municipalities or political subdivisions; provided, that the cooperative purchasing program follows a competitive bidding process.

(Ord. No. 12044, § 1, 10-3-88)

Section 18. Section 2-473 is hereby amended to read as follows

2-473 Recycled and environmentally preferable products.

(a) For purposes of this section.

(1) "Environmentally preferable product" means a product which by its chemical or physical nature has a less adverse impact on the environment when compared to a similar product with a different chemical or physical nature or a product whose manufacturing process is less harmful to the environment than the manufacturing process of an equivalent product.

(2) "Post consumer waste" means material generated by a consumer which has served its intended end use and has been separated or diverted from the solid waste stream for the purpose of collection, recycling and disposition.

(3) "Recycled product" means a product that utilizes recycled materials or materials diverted from the waste stream, including an appropriate amount of post consumer waste, in its manufacture and construction.

(b) In evaluating bids and awarding contracts, the purchasing agent is authorized to give preference to recycled and environmentally preferable products as follows:

(1) The cost of recycled product may exceed by up to ten (10) percent the lowest priced bid on a comparable product which does not utilize recycled materials.

(2) The cost of an environmentally preferable product may exceed by up to five (5) percent the lowest priced bid on a comparable product which is not environmentally preferable.

(c) In order to qualify for recycled consideration on paper and paper products, proposed stock must meet U.S. Environmental Protection Agency recommended minimum content standards of selected papers and paper products. Standards identifying the minimum content of recovered materials and products other than paper products shall be done on a case by case basis. The purchasing division shall utilize standards established by industry organizations, federal agencies such as the Environmental Protection Agency, nationally recognized standards organizations such as the American Society for Testing and Materials and state agencies.

(d) All bidders who wish to receive a preference on products made with recycled materials must properly complete, sign and return with their bid a certification of product content.

(e) The city manager is authorized to designate certain post consumer recycled materials for use in city projects to demonstrate and encourage the use of these products. Wherever possible, markers shall be erected listing the recycled content of the products. These products shall not exceed one hundred thousand dollars (\$100,000.00) annually.

(Ord. No. 13511, § 1, 11-16-92)

Section 19. Section 2-474 is hereby amended to read as follows

2-474 Debarment.

(a) The purchasing agent is authorized to debar a person from consideration for award of contracts for any of the following reasons:

(1) Conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

(2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of integrity or honesty which currently, seriously and directly affects responsibility as a city contractor or vendor.

(3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals.

(4) Deliberate failure without good cause to perform in accordance with contract specifications or within the time limit provided in the contract.

(5) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor or vendor shall not be considered a basis for debarment.

(6) The person is in arrears on any debt owed the city or has a history of being chronically in arrears on debts owed the city.

(7) Any other cause so serious and compelling as to affect responsibility as a city contractor or vendor, including debarment by another governmental entity for any cause listed in this article.

(b) The length of debarment shall not exceed three (3) years.

(c) The purchasing agent shall initiate a debarment by serving written notice of the debarment to the person the purchasing agent intends to debar. The notice shall set forth the specific grounds for the debarment and advise the person of the right to appeal. The notice shall be served by registered or certified mail or by delivering a copy of the notice to the person subject to debarment or the person's agent or employee. The debarment shall take effect ten (10) days after service of the notice unless an appeal is taken to the director of finance. If an appeal is taken, the debarment shall not take effect until a final order upholding the debarment is entered by the director or until the appeal is dismissed by the appellant.

(d) Within ten (10) days after service of a written notice of debarment, the person affected by the notice may file a written request for a hearing before the director of finance contesting the debarment.

(e) The director of finance shall set the matter for hearing on the record within thirty (30) days of the receipt of a request for a hearing. At least ten (10) days notice of the hearing shall be given to the affected person and to the purchasing agent.

(f) At the hearing, each party shall have the right to call and examine witnesses, introduce exhibits, cross-examine opposing witnesses and impeach any witness. Oral evidence shall be taken on oath or affirmation. All evidence shall be suitably recorded and preserved. The technical rules of evidence shall not apply, but the director may exclude evidence which is irrelevant or repetitious. Each party shall be entitled to present oral arguments or written briefs at or after the hearing.

(g) Within ten (10) working days of receipt of the transcript of the hearing, the director of finance shall make written findings of fact and conclusions of law and issue a final order. Findings of fact shall be based upon competent and substantial evidence found in the record as a whole. A copy of the director's order, findings of fact and conclusions of law, shall be delivered or mailed to the purchasing agent and to the affected person.

(h) An appeal from the director's order shall be to the circuit court pursuant to chapter 536, RSMo.

(i) Nothing in this section shall limit the authority of the purchasing agent to accept the bid which in the judgment of the purchasing agent is the lowest and best bid, or to reject any or all bids or to reject a bid on grounds which could have been used to debar the bidder.

(Ord. No. 13511, § 1, 11-16-92)

Section 20. Section 2-475 is hereby amended to read as follows

2-475 Contracts involving hazardous materials.

(a) In evaluating bids or proposals for contracts involving the transportation, handling or disposal of hazardous materials, the purchasing agent and the head of the department requesting the contract shall consider the following factors:

- (1) the experience of the bidder in successfully completing similar projects;
- (2) the financial strength and stability of the bidder;
- (3) the ability of the bidder to provide adequate insurance to protect the city from the bidder's negligence; and
- (4) the history of the bidder in complying with federal and state environmental laws.

(b) In awarding a contract involving the transportation, handling or disposal of hazardous materials, the purchasing agent shall award the contract to the bidder which the purchasing agent and the head of the department requesting the contract have determined to be the best bidder, regardless of whether that bidder has submitted the lowest bid. If the purchasing agent and the department head cannot agree, the matter shall be referred to the city manager for final decision.

Section 21. A new Section 2-476 is hereby added to read as follows

2-476 Secs. 2-476--2-485. Reserved.

Section 22. A new Section 2-514A is hereby added to read as follows

2-514A ARTICLE XIII SALE, TRADE OR LEASE OF REAL PROPERTY

Section 23. A new Section 2-515 is hereby added to read as follows

2-515 Sale, trade or lease of real property.

(a) Except as otherwise provided in this section, real property owned by the city may be sold, traded or leased only when authorized by ordinance and only after competitive bids have been obtained. The real property may be sold, traded or leased only to the person submitting the highest and best bid.

(b) City property may be sold, traded or leased without competitive bids:

- (1) to any person to whom the property has a unique or enhanced value because of its accessibility, configuration, location, size or use;
- (2) to any adjacent property owner at fair market value as determined by an appraisal;
- (3) when use of the property is limited to public purposes specified by the council;
- (4) when the sale, trade or lease is part of a settlement in a condemnation proceeding; and
- (5) when the council determines that it is in the public interest to sell, trade or lease the property to a particular person.

(c) Farmland owned by the city may be leased by the city manager without obtaining competitive bids and without further council authorization under the following circumstances:

- (1) the person seeking to lease the property conducts a farming operation adjacent to the property sought to be leased from the city;
- (2) the person seeking to lease the property has previously leased the property and has demonstrated good farming practices; or
- (3) the property was acquired by the city from the person seeking to lease the property.

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Police Officer

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the [Apply to this Job](#) link/button.

If you would like to bookmark this position for later review, click on the [Bookmark](#) link. To email this position to a friend, click on the [Email to a Friend](#) link. If you would like to print a copy of this position for your records, click on the [Print Preview](#) link.

Position Details

Position Information

Position Title Police Officer

Pay Grade 16

**New Pay
Grade**

Job Code 03001

FLSA Non-Exempt

Division OPERATION SUPPORT

**Job
Description
Summary**

Work is performed under the general supervision of a Police Sergeant. This is responsible law enforcement work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Must complete the required training for certification and be certified as eligible for employment as a peace officer in the State of Missouri before assuming the duties of Police Officer with the City of Columbia.

Work Performed Patrols assigned areas of the City; performs security checks on buildings and residences; observes and takes appropriate action with regard to suspicious activity. Investigates reported criminal acts in progress, domestic disturbances, public nuisances; and responds to citizen requests for assistance. Enforces traffic ordinances, directs traffic and investigates traffic accidents. Interviews witnesses and preserves crime scenes and evidence; conducts searches and surveillances; serves warrants, subpoenas and other court documents; gives testimony in court. Makes forcible arrests; books and transports prisoners. Operates police vehicles; uses weapons and specialized equipment. Writes accurate and detailed reports concerning law enforcement activities; completes forms and maintains logs. May participate in special police programs and units. Performs related duties as needed or assigned.

Minimum Qualifications

Applicants MUST submit an OFFICIAL CERTIFIED TRANSCRIPT (photo copies will not be accepted) from an accredited college verifying successful completion of at least 60 hours of college credit. A major in law enforcement/criminal justice preferred. Ability to engage in foot pursuit of suspects, effect forcible arrests; transport criminal offenders; conduct crime scene investigations; enforce criminal/traffic laws; prepare reports. Ability to render credible testimony in court. Ability to administer accident scene assistance/first aid, establish traffic control/police protection as needed. Ability to communicate clearly/accurately orally and in writing, prevent/discover commission of crimes. Operate police vehicles, acquire proficiency in use of all approved police weapons and equipment; ability to transfer among all officer positions in the department as needed/required. Demonstrated mental/physical health as required by job functions; corrected 20/40 vision in each eye; corrected minimum hearing required; does not pose threat to health/safety of others. Demonstrated sound judgment, stress tolerance, decisiveness, leadership, listening, interpersonal insight and persuasiveness. Excellent work history and attendance record. Certified as eligible for employment as a peace officer by the State of Missouri within six (6) months of employment. Possess and maintain a valid Missouri driver's license and excellent driving record. No serious criminal record (determined by nature of violation). Must complete and submit an official CPD background questionnaire. Must be at least twenty-one (21) years of age by hire date. No one under 20 may take exam. Departmental response time requires residence within 30 miles of the Columbia Police Dept.

Supervision Exercised None; however, the employee may give guidance and training to less experienced Officers, Community Service Aides, or volunteers.

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Columbia Police Department
Internal Job Description / Requirements
DOVE Investigator

DEPARTMENT / DIVISION: Police

Work is performed under the general supervision of a Police Sergeant. This is responsible law enforcement work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Must complete the required training for certification and be certified as eligible for employment as a peace officer in the State of Missouri before assuming the duties of Police Officer with the City of Columbia.

SUPERVISION RESPONSIBILITIES:

Some; the DOVE Investigator may give guidance and training to less experienced Officers, Community Service Aides, or volunteers. The DOVE Investigator will oversee and assign duties to the part time DOVE assistant as needed.

WORK PERFORMED:

Gathers and secures evidence according to applicable laws and departmental procedures; follows up on leads; locates and questions witnesses; interrogates suspects; clears cases; works closely with victims and keeps victims informed of case progress. Gathers criminal intelligence information using physical, electronic and photographic techniques. Takes latent prints; preserves processes and transports physical evidence from crime scenes; photographs crime scenes; analyzes and examines crime scene and evidence using evidence kits and materials. Prepares cases for prosecution and presentation in court; compiles evidence for court presentation; presents testimony and responds to cross-examination. Operates police vehicles; uses weapons and specialized equipment. Writes accurate and detailed reports concerning law enforcement activities; completes forms and maintains logs. Expresses information and ideas in meetings, in court, before groups or in one-on-one situations; provides information clearly and persuasively; maintains composure; prepares information before speaking in front of a group; organizes and expresses thought and information in writing in a manner that meets the needs and requirement of the intended audience. Defines problems and opportunities clearly; secures and evaluates relevant information; identifies root causes of problems; identifies underlying or hidden problems and patterns; develops logical alternative solutions based on relevant information/data; takes decisive action appropriate to the situation. May participate in special police programs and units. Performs related duties as needed or assigned.

Proposed Job Description

City of Columbia, Missouri, Human Resource Department
P.O. Box 6015, Howard Building, 600 East Broadway
Columbia, Missouri 65205-6015 573.874.7235

DOVE Assistant (Grant Funded)

	<u>Minimum</u>	<u>Maximum</u>
Hourly:	11.000	17.000
Grade:	6	Code: 006

Non-Exempt

DEPARTMENT / DIVISION: Police/Criminal Investigations Division-DOVE Unit

Work is performed under the general supervision of the Family Services Unit Sergeant within the Criminal Investigations Division. This is responsible law enforcement work involving technical, investigative and administrative work with minimal supervision. Emphasis is on providing support to DOVE Unit personnel via investigative follow up activities, technical support, database research and maintenance, as well as providing exceptional customer service through communication with crime victims, businesses and citizens.

SUPERVISION RESPONSIBILITIES:
None

WORK PERFORMED:
Coordinate communication with victims/survivors by creating and sending out the Domestic Violence Letters. Perform regular reviews of older case files for updated warrant and arrest status information. Manage the new DOVE report packets for patrol ensuring they are always available and contain the necessary documents and information. Monitor the DOVE victim satisfaction survey and compile results. Attempt phone contact with victims to conduct phone surveys to those who do not have access to a computer. Draft and send emails to officers, as directed by the DOVE detectives, requesting clarification on report information, or requests for remedial training on DOVE procedures. Other duties that may arise as needed.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS:

Must have High School Diploma or equivalent. Applicants with college and/or background in Criminal Justice preferred but not required. Must be willing to work a flexible work schedule based on operational

needs. Must possess excellent interpersonal and writing skills and work well in a team environment. Ability to organize, prioritize, and plan work effectively. Ability to multi-task and determine high-priority tasks in accomplishment of daily duties. Ability to communicate clearly and accurately, both orally and in writing. Excellent work history and attendance record. Must pass extensive criminal background investigation.

Prepared 9/19/13, 15:10:52
Program PR713L
CITY OF COLUMBIA

Check History Listing
Detail
Check date range: 09/06/13 - 09/06/13

Page 1

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
NICHOLS, RANDALL O	6514	9/06/13	2238.61	920.24	1318.37	.00	.00	1318.37	.00	
Regular	HR\$	16.00	COMP TIME TAKEN	437.52	51.00	REGULAR PAY			1394.60	
	HR\$	2.00	STANDEY-WORKDAY	26.00	13.00	VACATION			355.49	2213.61 HR\$
	ADD		CELL PHONE ALLOWANCE	25.00						25.00 ADD
	ABT		PENSION - POLICE	77.48		DENTAL-FULL FAMILY			32.91	
	ABT		SECT132/PARKING	4.26		MED 1500-FAMILY			220.69	
	ABT		SECT125/2-MEDICAL	104.16		457 - PERSCO			60.00	
	ABT		VISION-FULL FAMILY	11.02						510.52 ABT
	ABT		FICA MEDICARE	27.05		FICA OASDI	SOC-SEC		115.67	
	TAX		FEDERAL INCOME TAX	177.00		STATE INCOME TAX			70.00	389.72 TAX
	TAX		UNION DUES-POLICE CPOA	20.00						20.00 DED
	DED		DENTAL INSURANCE (PFT)	16.56		LONG-TERM DISABIL			6.78	
	BEN		HEALTH INS 1500 (PFT)	194.59		MED SUBSIDY-FAMILY 1500			112.37	
	BEN		MEDICARE	27.05		POLICE PENSION			872.83	
	BEN		SOCIAL SECURITY	115.67						1345.85 BEN

Prepared 9/19/13, 15:10:52
Program PR713L
CITY OF COLUMBIA

Check History Listing
Detail
Check date range: 09/06/13 - 09/06/13

Page 2

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
***** Grand Totals ***			2238.61	920.24	1318.37	.00	.00	1318.37	.00	
	HR\$		COMP TIME TAKEN	437.52		REGULAR PAY			1394.60	
	HR\$		STANDEY-WORKDAY	26.00		VACATION			355.49	2213.61 HR\$
	ADD		CELL PHONE ALLOWANCE	25.00						25.00 ADD
	ABT		457 - PERSCO	60.00		DENTAL-FULL FAMILY			32.91	
	ABT		SECT132/PARKING	4.26		MED 1500-FAMILY			220.69	
	ABT		SECT125/2-MEDICAL	104.16		PENSION - POLICE			77.48	
	ABT		VISION-FULL FAMILY	11.02						510.52 ABT
	ABT		FICA MEDICARE	27.05		FICA MEDICARE			27.05	
	TAX		FEDERAL INCOME TAX	177.00		FICA OASDI	SOC-SEC		115.67	389.72 TAX
	TAX		STATE INCOME TAX	70.00						20.00 DED
	DED		UNION DUES-POLICE CPOA	20.00						
	BEN		DENTAL INSURANCE (PFT)	16.56		LONG-TERM DISABIL			6.78	
	BEN		HEALTH INS 1500 (PFT)	194.59		MED SUBSIDY-FAMILY 1500			112.37	
	BEN		MEDICARE	27.05		POLICE PENSION			872.83	
	BEN		SOCIAL SECURITY	115.67						1345.85 BEN
1 Employees			1 Checks							
			1 Regular checks amount -	.00						
			0 Supplemental checks amount -	.00						
			0 Advance checks amount -	.00						
			0 Void checks amount -	.00						
			0 Manual checks amount -	.00						
			0 Replacement checks amount -	.00						

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Program PR713L
CITY OF COLUMBIA

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Detail
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Page 1

Dp/Dv/Act: 21 20 511 POLICE DEPARTME/OPERATIONS/PATR/PUBLIC SAFETY POLIC

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Payed Out	Back	Dir Dep	Check Amount	Check Number
YOUTSEY, MICHAEL L	5455	9/06/13	1753.40	555.93	1197.47	.00	.00	1197.47	.00	
Regular	HR\$ 80.00	REGULAR PAY		1753.40						1753.40 HR\$
	ABT	PENSION - POLICE		61.37		SECT132/PARKING		4.26		
	ABT	MED 750-EE ONLY		13.62		457 - PERSCO		100.00	179.25	ABT
	TAX	FICA MEDICARE		25.17		FICA OASDI	SOC-SEC	107.60		
	TAX	FEDERAL INCOME TAX		153.91		STATE INCOME TAX		70.00	356.68	TAX
	DED	UNION DUES-POLICE CPOA		20.00					20.00	DED
	BEN	DENTAL INSURANCE (PFT)		16.56		LONG-TERM DISABIL		5.44		
	BEN	HEALTH INS \$750 (PFT)		194.59		MEDICARE		25.17		
	BEN	POLICE PENSION		691.37		SOCIAL SECURITY		107.60	1040.73	BEN

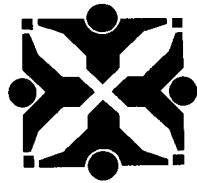
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Program PR713L
CITY OF COLUMBIA

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Page 2

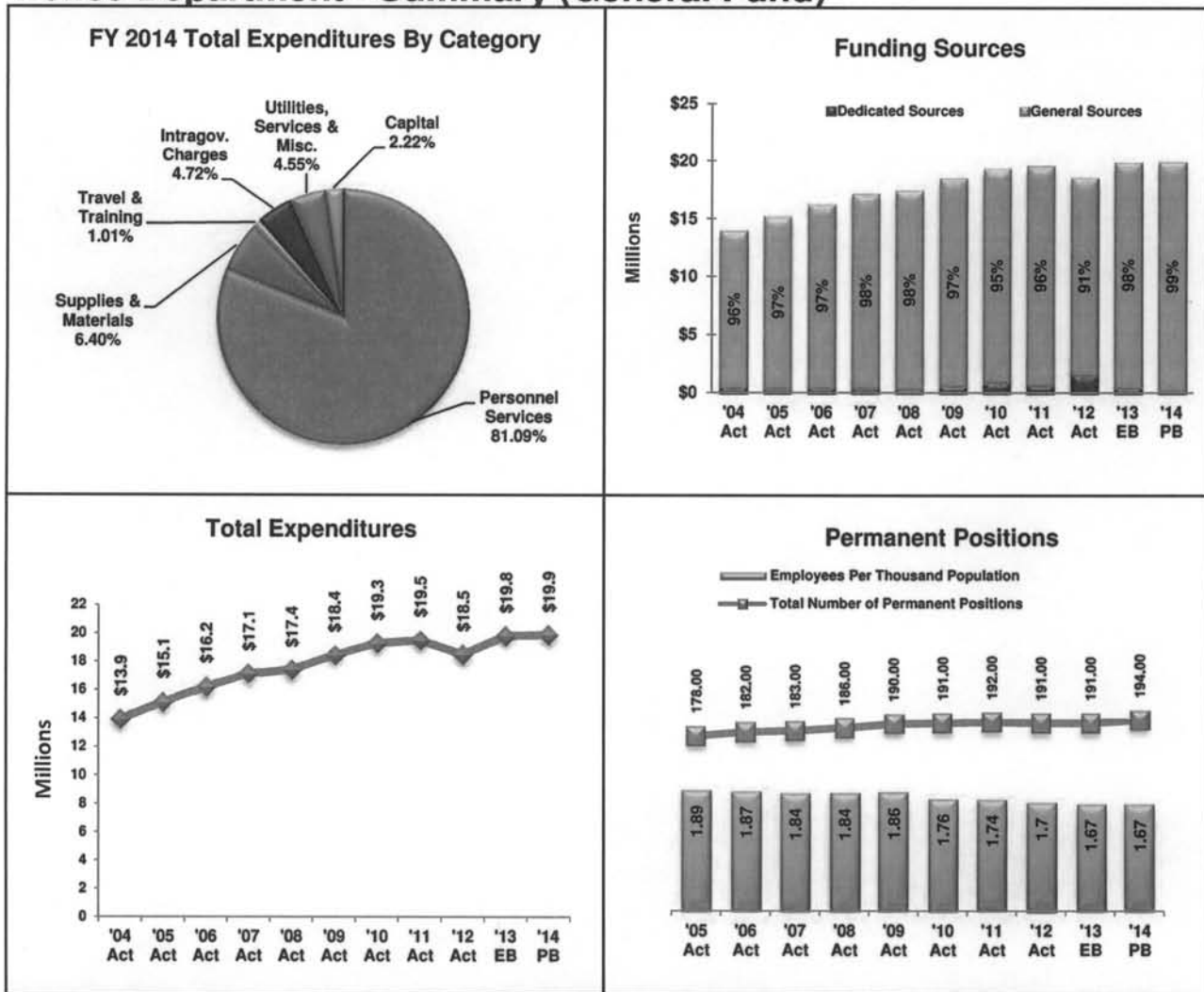
Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Payed Out	Back	Dir Dep	Check Amount	Check Number
***** Grand Totals ***			1753.40	555.93	1197.47	.00	.00	1197.47	.00	
	HR\$	REGULAR PAY		1753.40						1753.40 HR\$
	ABT	457 - PERSCO		100.00		SECT132/PARKING		4.26		
	ABT	MED 750-EE ONLY		13.62		PENSION - POLICE		61.37	179.25	ABT
	TAX	FEDERAL INCOME TAX		153.91		FICA MEDICARE		25.17		
	TAX	STATE INCOME TAX		70.00		FICA OASDI	SOC-SEC	107.60	356.68	TAX
	DED	UNION DUES-POLICE CPOA		20.00					20.00	DED
	BEN	DENTAL INSURANCE (PFT)		16.56		LONG-TERM DISABIL		5.44		
	BEN	HEALTH INS \$750 (PFT)		194.59		MEDICARE		25.17		
	BEN	POLICE PENSION		691.37		SOCIAL SECURITY		107.60	1040.73	BEN
1 Employees	1 Checks									
	1 Regular checks amount -			.00						
	0 Supplemental checks amount -			.00						
	0 Advance checks amount -			.00						
	0 Void checks amount -			.00						
	0 Manual checks amount -			.00						
	0 Replacement checks amount -			.00						

Police
Department
(General Fund)



City of Columbia
Columbia, Missouri

Police Department - Summary (General Fund)



Appropriations (Where the Money Goes)

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Proposed FY 2014	% Change 14/13EB	% Change 14/13B
Personnel Services	\$15,600,875	\$16,010,128	\$15,981,906	\$16,111,744	0.8%	0.6%
Supplies & Materials	\$987,359	\$1,377,781	\$1,361,599	\$1,272,270	(6.6%)	(7.7%)
Travel & Training	\$169,661	\$200,499	\$216,613	\$200,500	(7.4%)	0.0%
Intragov. Charges	\$832,915	\$976,329	\$976,929	\$938,087	(4.0%)	(3.9%)
Utilities, Services & Misc.	\$862,757	\$832,332	\$767,154	\$904,798	17.9%	8.7%
Capital	\$47,875	\$592,057	\$501,878	\$441,150	(12.1%)	(25.5%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

The FY 2014 increase/(decrease) over FY 2013 Original Budget of \$19,583,933 is \$284,616 or 1.5%.

Summary

Operating Expenses	\$18,453,567	\$19,397,069	\$19,304,201	\$19,427,399	0.6%	0.2%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$47,875	\$592,057	\$501,878	\$441,150	(12.1%)	(25.5%)
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

Funding Sources (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$875,003	\$0	\$0	\$0		
Grants	\$370,734	\$264,093	\$289,963	\$0	(100.0%)	(100.0%)
Other Local Rev (incl. School Dist Reimb)	\$339,903	\$224,331	\$182,221	\$193,399	6.1%	(13.8%)
Dedicated Sources	\$1,585,640	\$488,424	\$472,184	\$193,399	(59.0%)	(60.4%)
General Sources	\$16,915,802	\$19,500,702	\$19,333,895	\$19,675,150	1.8%	0.9%
Total Funding Sources	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

Police Department - Summary

110-21

Description

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient manner.

Department Objectives

To build upon our effective law enforcement tradition; To establish partnerships to achieve a safer community; To use innovative technology to maximize our performance; To provide a rewarding work environment and invest in personnel development; To communicate effectively, both internally and externally; To apply intelligence-led policing to deploy resources and assess effectiveness; To promote accountability through geographic based policing; To effectively and efficiently use our available resources.

Highlights / Significant Changes

- The Police Department has conducted a staffing study for the number of officers needed to allow for officers to have 1/3 of their time available for proactive policing or community policing efforts. To get to this number the department would need to add an additional 19-30 officers to the Patrol Division. The Police Department has requested 5 additional officers per year for Patrol for the upcoming 5 years to get to this goal. For FY14 the Police Department has requested a total of 12 Sworn positions (6 for Patrol) and 9 Civilian positions. However, due to budget constraints, 3 sworn positions will be added in FY14 and no civilian positions.
- In FY13, following the recommendations of the police consultant, the travel and training budget was increased by \$75,700 or 62.94%. This increase remains in the budget for FY14.

Highlights / Significant Changes (cont)

- The department had requested that 12 vehicles be replaced. These vehicles have all been approved by the Fleet Optimization Committee for replacement; however in order to balance the budget, 10 vehicles will be replaced.
- Self-Insurance fees have decreased in FY 2014 by 5% or approximately \$50,000.
- Columbia Public Schools has requested additional School Resource Officers, at least partially funded by the schools. CPD is not able to remove existing officers from the streets due to staffing/hiring concerns. The SRO currently working at the 6 middle schools will be transferred to Battle High School. There will no longer be an SRO at the middle school level.
- Costs associated with the parking of police vehicles and employees have increased by 55% or \$56,754.
- The audit of the property room in 2012 resulted in a request for a modern barcoding system to track property in the room. The estimated cost is \$120,000 and has been included and approved as a supplemental request.
- The police department budget includes a 0.75% turnover factor due to a demonstrated history of vacancies in the department.
- FY 2012 General Fund savings of \$159,892 is reflected in the Adjusted Budget for FY 2013.

Authorized Personnel by Division

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Proposed FY 2014	Position Changes
Administration	10.00	10.00	10.00	8.00	(2.00)
Administrative Support Services	21.00	21.00	21.00	22.00	
Operations	112.00	112.00	112.00	116.00	4.00
Operations Support Services	48.00	48.00	48.00	48.00	
Total Personnel	191.00	191.00	191.00	194.00	3.00
Permanent Full-Time	191.00	191.00	191.00	194.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	191.00	191.00	194.00	3.00
Sworn Officer Positions	160.00	160.00	160.00	163.00	3.00
Civilian Positions	31.00	31.00	31.00	31.00	
Total Positions	191.00	191.00	191.00	194.00	3.00

Police Department

Budget Detail by Division

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Proposed FY 2014	% Change 14/13EB	% Change 14/13B
Administration:						
Personnel Services	\$793,013	\$943,620	\$906,739	\$817,836	(9.8%)	(13.3%)
Supplies and Materials	\$30,510	\$32,200	\$35,700	\$27,725	(22.3%)	(13.9%)
Travel and Training	\$15,838	\$20,466	\$23,466	\$20,400	(13.1%)	(0.3%)
Intragovernmental Charges	\$0	\$0	\$0	\$926,087		
Utilities, Services, & Misc.	\$61,683	\$26,170	\$25,417	\$54,450	114.2%	108.1%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$901,044	\$1,022,456	\$991,322	\$1,846,498	86.3%	80.6%
Operations:						
Personnel Services	\$8,838,421	\$9,098,522	\$9,181,736	\$9,612,759	4.7%	5.7%
Supplies and Materials	\$668,518	\$801,122	\$757,549	\$842,160	11.2%	5.1%
Travel and Training	\$101,039	\$96,637	\$109,751	\$90,800	(17.3%)	(6.0%)
Intragovernmental Charges	\$488	\$0	\$600	\$0	(100.0%)	
Utilities, Services, & Misc.	\$259,191	\$307,338	\$254,141	\$336,907	32.6%	9.6%
Capital	\$26,003	\$483,987	\$394,759	\$122,100	(69.1%)	(74.8%)
Other	\$0	\$0	\$0	\$0		
Total	\$9,893,660	\$10,787,606	\$10,698,536	\$11,004,726	2.9%	2.0%
Administrative Support:						
Personnel Services	\$1,527,017	\$1,519,872	\$1,460,337	\$1,545,638	5.8%	1.7%
Supplies and Materials	\$139,487	\$337,732	\$356,402	\$149,700	(58.0%)	(55.7%)
Travel and Training	\$26,438	\$43,953	\$39,902	\$42,300	6.0%	(3.8%)
Intragovernmental Charges	\$832,427	\$976,329	\$976,329	\$12,000	(98.8%)	(98.8%)
Utilities, Services, & Misc.	\$381,553	\$338,250	\$330,059	\$346,895	5.1%	2.6%
Capital	\$21,872	\$6,270	\$6,270	\$46,000	633.7%	633.7%
Other	\$0	\$0	\$0	\$0		
Total	\$2,928,794	\$3,222,406	\$3,169,299	\$2,142,533	(32.4%)	(33.5%)
Operations Support:						
Personnel Services	\$4,442,424	\$4,448,114	\$4,433,094	\$4,135,511	(6.7%)	(7.0%)
Supplies and Materials	\$148,844	\$206,727	\$211,948	\$252,685	19.2%	22.2%
Travel and Training	\$26,346	\$39,443	\$43,494	\$47,000	8.1%	19.2%
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$160,330	\$160,574	\$157,537	\$166,546	5.7%	3.7%
Capital	\$0	\$101,800	\$100,849	\$273,050	170.8%	168.2%
Other	\$0	\$0	\$0	\$0		
Total	\$4,777,944	\$4,956,658	\$4,946,922	\$4,874,792	(1.5%)	(1.7%)
Department Totals						
Personnel Services	\$15,600,875	\$16,010,128	\$15,981,906	\$16,111,744	0.8%	0.6%
Supplies and Materials	\$987,359	\$1,377,781	\$1,361,599	\$1,272,270	(6.6%)	(7.7%)
Travel and Training	\$169,661	\$200,499	\$216,613	\$200,500	(7.4%)	0.0%
Intragovernmental Charges	\$832,915	\$976,329	\$976,929	\$938,087	(4.0%)	(3.9%)
Utilities, Services, & Misc.	\$862,757	\$832,332	\$767,154	\$904,798	17.9%	8.7%
Capital	\$47,875	\$592,057	\$501,878	\$441,150	(12.1%)	(25.5%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

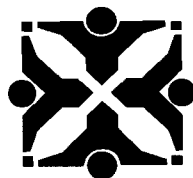
Police Department

Authorized Positions by Division

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Proposed FY 2014	Position Changes
Administration:					
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	1.00	1.00	1.00	1.00	
3001 - Police Officer	4.00	4.00	4.00	2.00	(2.00)
1400 - Administrative Technician	0.00	0.00	0.00	1.00	1.00
1008 - Senior Administrative Supr.	1.00	1.00	1.00	1.00	
1006 - Senior Admin Support Asst.	2.00	2.00	2.00	1.00	(1.00)
Total Personnel	10.00	10.00	10.00	8.00	(2.00)
Permanent Full-Time	10.00	10.00	10.00	8.00	(2.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	10.00	10.00	10.00	8.00	(2.00)
Operations:					
3011 - Community Service Aide	10.00	10.00	10.00	6.00	(4.00)
3009 - Station Master	0.00	0.00	0.00	3.00	3.00
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	3.00	3.00	3.00	3.00	
3002 - Police Sergeant	13.00	13.00	13.00	13.00	
3001 - Police Officer	85.00	85.00	85.00	87.00	2.00
3000 - Police Officer in Training	0.00	0.00	0.00	3.00	
Total Personnel	112.00	112.00	112.00	116.00	4.00
Permanent Full-Time	112.00	112.00	112.00	116.00	4.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	112.00	112.00	112.00	116.00	4.00
Administrative Support:					
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	2.00	2.00	2.00	1.00	(1.00)
3001 - Police Officer	3.00	3.00	3.00	5.00	2.00
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	1.00	1.00	1.00	2.00	1.00
1009 - Records Unit Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Asst	2.00	2.00	2.00	5.00	3.00
1005 - Administrative Support Asst	8.00	8.00	8.00	4.00	(4.00)
Total Personnel	21.00	21.00	21.00	22.00	1.00
Permanent Full-Time	21.00	21.00	21.00	22.00	1.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	21.00	21.00	21.00	22.00	1.00
Operations Support:					(1.00)
3015 - Crime Analyst	1.00	1.00	1.00	1.00	
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	2.00	2.00	2.00	2.00	
3002 - Police Sergeant	4.00	4.00	4.00	5.00	1.00
3001 - Police Officer	37.00	37.00	37.00	34.00	(3.00)
3000 - Police Officer in Training	0.00	0.00	0.00	1.00	1.00
1006 - Senior Admin. Support Asst	2.00	2.00	2.00	3.00	1.00
Total Personnel	48.00	48.00	48.00	48.00	
Permanent Full-Time	48.00	48.00	48.00	48.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	48.00	48.00	48.00	48.00	
Department Totals					
Permanent Full-Time	191.00	191.00	191.00	194.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	191.00	191.00	194.00	3.00

For budgetary purposes, FY 2014 reflects recommended job code and title changes from the classification and compensation study.

Police Department (General Fund)



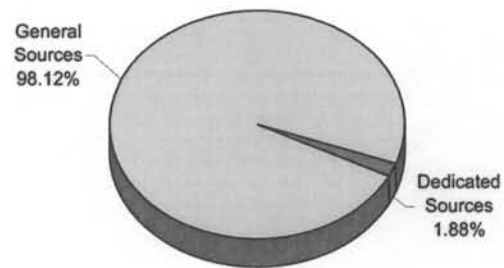
*City of Columbia
Columbia, Missouri*

POLICE DEPARTMENT - SUMMARY (General Fund)

FY 2012 Total Expenditures By Category

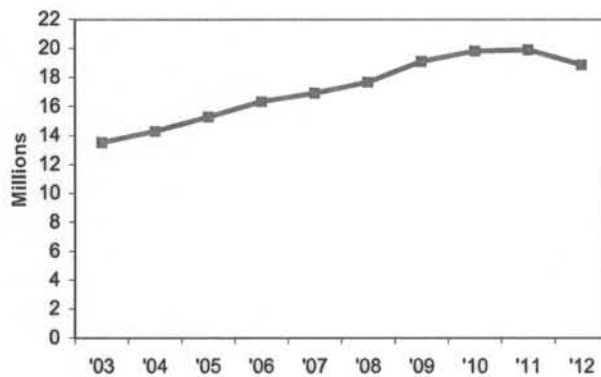


FY 2012 Totals By Funding Source

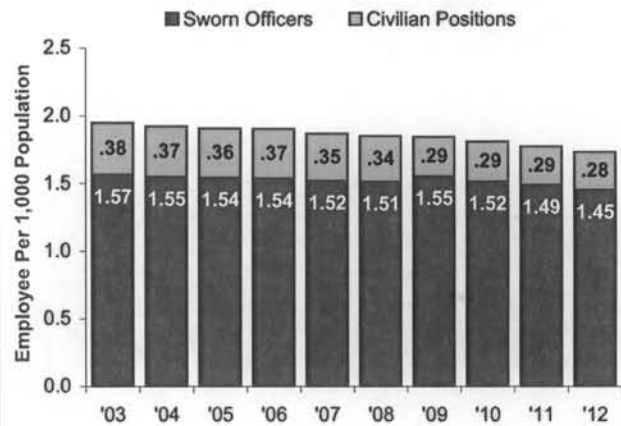


General sources can be reallocated from one department to another. Dedicated sources are specifically allocated to this department.

Total Budgeted Expenditures



Total Employees Per Capita



APPROPRIATIONS (Where the Money Goes)

	Actual FY 2010	Budget FY 2011	Estimated FY 2011	Adopted FY 2012	Percent Change
Personnel Services	\$14,905,500	\$15,911,258	\$15,496,102	\$16,039,722	0.8%
Supplies & Materials	\$1,137,405	\$988,379	\$990,296	\$959,830	(2.9%)
Travel & Training	\$142,418	\$115,779	\$115,779	\$120,279	3.9%
Intragov. Charges	\$1,476,781	\$1,541,534	\$1,541,534	\$832,427	(46.0%)
Utilities, Services & Misc.	\$731,241	\$900,844	\$873,129	\$916,502	1.7%
Capital	\$881,380	\$455,464	\$455,464	\$0	(100.0%)
Other	\$0	\$0	\$0	\$0	
Total	\$19,274,725	\$19,913,258	\$19,472,304	\$18,868,760	(5.2%)
Summary					
Operating Expenses	\$18,393,345	\$19,457,794	\$19,016,840	\$18,868,760	(3.0%)
Non-Operating Expenses	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	
Capital Additions	\$881,380	\$455,464	\$455,464	\$0	(100.0%)
Capital Projects	\$0	\$0	\$0	\$0	
Total Expenses	\$19,274,725	\$19,913,258	\$19,472,304	\$18,868,760	(5.2%)

FUNDING SOURCES (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$0	\$316,719	\$446,789	\$0	(100.0%)
Grants	\$637,438	\$351,510	\$307,506	\$157,735	(48.7%)
Other Local Rev (incl. School Dist Reimb)	\$309,939	\$313,400	\$306,970	\$197,579	(35.6%)
Dedicated Sources	\$947,377	\$981,629	\$1,061,265	\$355,314	(66.5%)
General Sources	\$18,327,348	\$18,931,629	\$18,411,039	\$18,513,446	0.6%
Total Funding Sources	\$19,274,725	\$19,913,258	\$19,472,304	\$18,868,760	(3.1%)

DESCRIPTION

The Police Department serves as the primary law enforcement agency for the City. Its mission is to reduce crime and improve public safety by enforcing the law, solving problems, and encouraging citizen responsibility for community safety and quality of life.

DEPARTMENT OBJECTIVES

To continually enhance Community Policing within the community by demonstrating integrity in all our actions, treating all people with respect and creating partnerships with the community.

HIGHLIGHTS / SIGNIFICANT CHANGES

- To provide greater Command Presence, we have shifted the Patrol Lieutenant's schedules to create three Watch Commanders working toward 24-hour Command Coverage.
- There was an increase in pension costs for FY 2012 of 7 percent.
- The department has reduced their budget in personnel services by 1 percent. Authorized strength will remain the same, but we will no longer budget that these positions are completely filled all year, accounting for normal turnover.

HIGHLIGHTS / SIGNIFICANT CHANGES- (cont)

- In a continuing effort to reduce fleet costs, the department has significantly lowered the number of take-home vehicles in the fleet.
- Due to budget constraint, there will be no fleet vehicles replaced in FY 2012. This will require 16 patrol vehicles to be driven for one additional year.
- The Columbia Public Schools will take over the administration of the School Crossing Guard program with a savings to the city of \$50,000.
- Due to budget constraints at CPS, two School Resource Officers from the Middle/Junior High Schools will no longer be partially funded by the schools. These officers will return to Columbia Police Department (CPD) patrol.

AUTHORIZED PERSONNEL

	Actual FY 2010	Budget FY 2011	Estimated FY 2011	Adopted FY 2012	Position Changes
Administration	4.00	5.00	5.00	5.00	
Operations	166.00	161.00	161.00	161.00	
Services	21.00	26.00	26.00	26.00	
Total Personnel	191.00	192.00	192.00	192.00	
Permanent Full-Time	191.00	192.00	192.00	192.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	192.00	192.00	192.00	
Sworn Officer Positions	160.00	161.00	161.00	161.00	
Civilian Positions	31.00	31.00	31.00	31.00	
Total Positions	191.00	192.00	192.00	192.00	

KEY PERFORMANCE INDICATORS

	Actual FY 2009	Actual FY 2010	Budget FY 2011	Goal
Reduce number of patrol vehicle accidents				
Workload:				
* Total number of at fault patrol vehicle accidents per fiscal year	19	26	24	21
Efficiency:				
* Reduce patrol vehicle accidents by 10%		NA	NA	3
Effectiveness:				
* Cost of insurance claims	\$101,003	\$50,196	\$47,727	\$42,950

Comments:

There are thirty-three patrol vehicles engaging in 800,000 miles of patrol activity per year. By reducing motor vehicle accidents, we will reduce injuries to officers, citizens, and liability to the city. All patrol officers will be trained on the new driving simulator and it is anticipated that this will reduce accidents.

POLICE DEPARTMENT - SUMMARY

KEY PERFORMANCE INDICATORS - Continued

	Actual FY 2009	Actual FY 2010	Budget FY 2011	Goal
Investigations				
Workload:	2,750	2,800	3,237	3,237
Number of felony cases investigated				
Efficiency:	2,750	2,800	3,237	3,237
Number of crime victims notified *				
Effectiveness:	100%	100%	100%	100%
Percentage of crime victims notified				

Comments:

Crime victims are notified within 72 hours so citizens are aware of the status of the case. Detectives call victims if a case is assigned, otherwise, letters are sent to notify them if more information is needed.

*calls are attempted within 72 hours of case assignment. Letters are sent immediately upon assignment.

Internal Affairs Investigations (IA)

Workload:				
* Number of dispatched calls, traffic stops and check subjects	95,956	98,566	96,441	97,000
Efficiency:				
* Number of external complaints	112	100	80	76
Effectiveness:				
* Percentage of complaints in comparison to workload	0.0012%	0.001%	0.0008%	0.0007%

Comments:

We are comparing the number of dispatched calls, traffic stops, and check subjects to the number of complaints generated. Goal is 5% decrease for FY 2012.

Reduce Delinquent Reports

Workload:				
* Number of reports to Records annually	15,984	14,783	15,585	15,585
Efficiency:				
* Number of reports later than five days	NA	1,896	1,185	1,067
Effectiveness:				
* Percentage of reports that are late	NA	12%	8%	7%

Comments:

To improve overall customer service, we have lowered the amount of time it takes to complete a police report. In FY 2012 our goal is to lower the amount of late reports by an additional 1%.

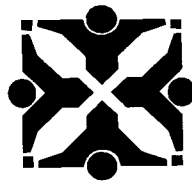
Police - Budget Detail

	Actual FY 2010	Budget FY 2011	Estimated FY 2011	Adopted FY 2012	Percent Change
Administration					
Personnel Services	\$466,413	\$853,595	\$855,410	\$921,745	8.0%
Supplies and Materials	\$34,393	\$33,544	\$33,544	\$33,944	1.2%
Travel and Training	\$5,558	\$14,049	\$14,049	\$14,049	0.0%
Intragovernmental Charges	\$40,160	\$5,608	\$5,608	\$0	(100.0%)
Utilities, Services, & Misc.	\$17,956	\$8,750	\$8,750	\$8,750	0.0%
Capital	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Total	\$564,480	\$915,546	\$917,361	\$978,488	6.9%
Operations					
Personnel Services	\$12,730,964	\$9,633,674	\$9,227,913	\$9,311,256	(3.3%)
Supplies and Materials	\$1,028,652	\$722,095	\$727,532	\$723,980	0.3%
Travel and Training	\$96,690	\$43,749	\$43,749	\$48,249	10.3%
Intragovernmental Charges	\$1,118,577	\$5,807	\$5,807	\$6,000	3.3%
Utilities, Services, & Misc.	\$398,498	\$187,981	\$187,981	\$223,428	18.9%
Capital	\$751,509	\$429,054	\$429,054	\$0	(100.0%)
Other	\$0	\$0	\$0	\$0	
Total	\$16,124,890	\$11,022,360	\$10,622,036	\$10,312,913	(6.4%)
Administrative Support					
Personnel Services	\$1,708,123	\$1,300,139	\$1,301,429	\$1,529,735	17.7%
Supplies and Materials	\$74,360	\$109,347	\$105,847	\$107,967	(1.3%)
Travel and Training	\$40,170	\$31,751	\$31,751	\$31,751	0.0%
Intragovernmental Charges	\$318,044	\$1,530,119	\$1,530,119	\$826,427	(46.0%)
Utilities, Services, & Misc.	\$314,787	\$537,443	\$509,728	\$517,644	(3.7%)
Capital	\$129,871	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Total	\$2,585,355	\$3,508,799	\$3,478,874	\$3,013,524	(14.1%)
Operations Support					
Personnel Services	\$0	\$4,123,850	\$4,111,350	\$4,276,986	3.7%
Supplies and Materials	\$0	\$123,393	\$123,373	\$93,939	(23.9%)
Travel and Training	\$0	\$26,230	\$26,230	\$26,230	0.0%
Intragovernmental Charges	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$0	\$166,670	\$166,670	\$166,680	0.0%
Capital	\$0	\$26,410	\$26,410	\$0	(100.0%)
Other	\$0	\$0	\$0	\$0	
Total	\$0	\$4,466,553	\$4,454,033	\$4,563,835	2.2%
Department Totals					
Personnel Services	\$14,905,500	\$15,911,258	\$15,496,102	\$16,039,722	0.8%
Supplies and Materials	\$1,137,405	\$988,379	\$990,296	\$959,830	(2.9%)
Travel and Training	\$142,418	\$115,779	\$115,779	\$120,279	3.9%
Intragovernmental Charges	\$1,476,781	\$1,541,534	\$1,541,534	\$832,427	(46.0%)
Utilities, Services, & Misc.	\$731,241	\$900,844	\$873,129	\$916,502	1.7%
Capital	\$881,380	\$455,464	\$455,464	\$0	(100.0%)
Other	\$0	\$0	\$0	\$0	
Total	\$19,274,725	\$19,913,258	\$19,472,304	\$18,868,760	(5.2%)

Police - Authorized Positions

	Actual FY 2010	Budget FY 2011	Estimated FY 2011	Adopted FY 2012	Position Changes
Administration					
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3004 - Police Captain	0.00	0.00	0.00	0.00	
3003 - Police Lieutenant	0.00	0.00	0.00	0.00	
3002 - Police Sergeant	0.00	0.00	0.00	0.00	
3001 - Police Officer	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	0.00	0.00	0.00	0.00	
1101 - Administrative Assistant	1.00	1.00	1.00	1.00	
1003 - Admin. Support Assistant III	0.00	1.00	1.00	1.00	
Total Personnel	4.00	5.00	5.00	5.00	
Permanent Full-Time	4.00	5.00	5.00	5.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	4.00	5.00	5.00	5.00	
Operations					
7911 - System Support Analyst	1.00	1.00	1.00	1.00	
3011 - Community Service Aide	10.00	5.00	5.00	5.00	
3004 - Police Captain	3.00	4.00	4.00	4.00	
3003 - Police Lieutenant	4.00	4.00	4.00	4.00	
3002 - Police Sergeant	17.00	17.00	17.00	17.00	
3001 - Police Officer	124.00	128.00	128.00	128.00	
1400 - Administrative Technician	0.00	0.00	0.00	0.00	
1004 - Admin. Support Supervisor	0.00	0.00	1.00	1.00	
1003 - Admin. Support Assistant III	2.00	2.00	1.00	1.00	
1001 - Admin. Support Assistant I	5.00	0.00	0.00	0.00	
Total Personnel	166.00	161.00	161.00	161.00	
Permanent Full-Time	166.00	161.00	161.00	161.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	166.00	161.00	161.00	161.00	
Operations Support Services					
4201 - Financial Mngt Specialist	1.00	1.00	1.00	1.00	
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3011 - Community Service Aide	0.00	5.00	5.00	5.00	
3004 - Police Captain	1.00	0.00	0.00	0.00	
3003 - Police Lieutenant	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	3.00	3.00	3.00	3.00	
3001 - Police Officer	4.00	1.00	1.00	1.00	
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	1.00	1.00	1.00	1.00	
1003 - Admin. Support Assistant III	3.00	2.00	2.00	2.00	
1001 - Admin. Support Assistant I	4.00	9.00	9.00	9.00	
Total Personnel	21.00	26.00	26.00	26.00	
Permanent Full-Time	21.00	26.00	26.00	26.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	21.00	26.00	26.00	26.00	
Department Totals					
Permanent Full-Time	191.00	192.00	192.00	192.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	192.00	192.00	192.00	

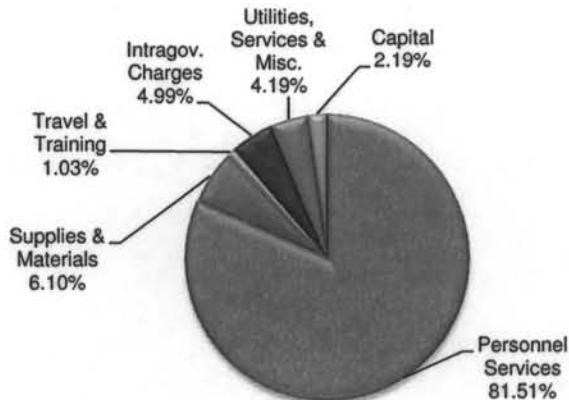
Police
Department
(General Fund)



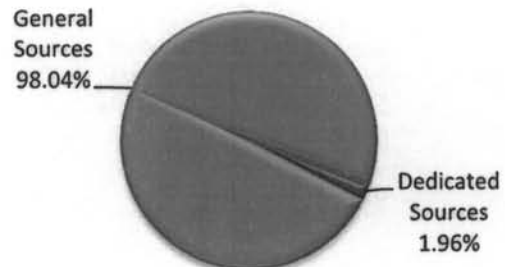
City of Columbia
Columbia, Missouri

POLICE DEPARTMENT - SUMMARY (General Fund)

FY 2013 Total Expenditures By Category

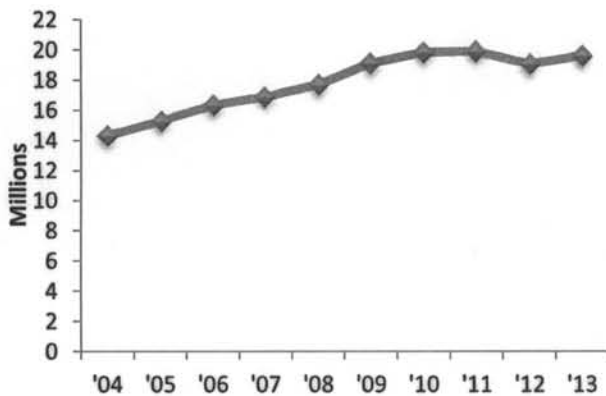


FY 2013 Totals By Funding Source

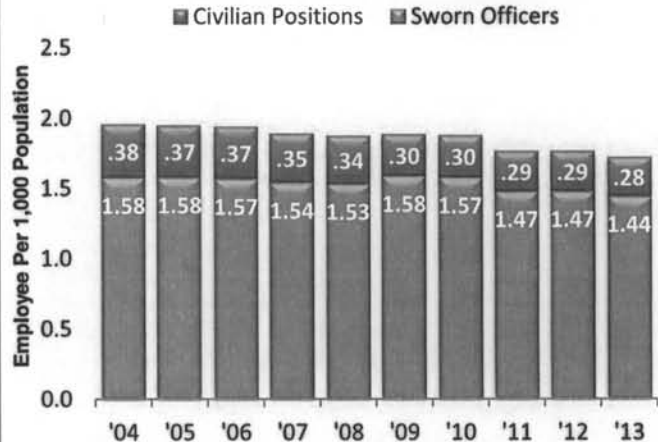


General sources can be reallocated from one department to another. Dedicated sources are specifically allocated to this department.

Total Budgeted Expenditures



Total Employees Per Thousand



APPROPRIATIONS (Where the Money Goes)

	Actual FY 2011	Budget FY 2012	Estimated FY 2012	Adopted FY 2013	% Chng 13/12EB	% Chng 13/12B
Personnel Services	\$15,633,331	\$16,044,146	\$15,716,182	\$15,962,114	1.6%	(0.5%)
Supplies & Materials	\$1,023,345	\$1,048,275	\$1,019,483	\$1,194,514	17.2%	14.0%
Travel & Training	\$118,844	\$177,316	\$165,373	\$201,999	22.1%	13.9%
Intragov. Charges	\$1,542,684	\$832,427	\$832,477	\$976,329	17.3%	17.3%
Utilities, Services & Misc.	\$732,777	\$935,485	\$935,897	\$821,012	(12.3%)	(12.2%)
Capital	\$452,468	\$0	\$0	\$427,965		
Other	\$0	\$0	\$0	\$0		
Total	\$19,503,449	\$19,037,649	\$18,669,412	\$19,583,933	4.9%	2.9%
Summary						
Operating Expenses	\$19,050,981	\$19,037,649	\$18,669,412	\$19,155,968	2.6%	0.6%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$452,468	\$0	\$0	\$427,965		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$19,503,449	\$19,037,649	\$18,669,412	\$19,583,933	4.9%	2.9%

FUNDING SOURCES (Where the Money Comes From)

Other Local Taxes: Gasoline	\$0	\$0	\$0	\$0		
Grants	\$351,720	\$264,618	\$257,433	\$158,579	(38.4%)	(40.1%)
Other Local Rev (incl. School Di:	\$349,460	\$197,579	\$320,237	\$224,331	(29.9%)	13.5%
Dedicated Sources	\$701,180	\$462,197	\$577,670	\$382,910	(33.7%)	(17.2%)
General Sources	\$18,802,269	\$18,575,452	\$18,091,742	\$19,201,023	6.1%	3.4%
Total Funding Sources	\$19,503,449	\$19,037,649	\$18,669,412	\$19,583,933	4.9%	2.9%

POLICE DEPARTMENT - SUMMARY

110-21

DESCRIPTION

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient

DEPARTMENT OBJECTIVES

To build upon our effective law enforcement tradition; To establish partnerships to achieve a safer community; To use innovative technology to maximize our performance; To provide a rewarding work environment and invest in personnel development; To communicate effectively, both internally and externally; To apply intelligence-led policing; To deploy resources and assess effectiveness; To promote accountability through geographic based policing; To effectively and efficiently use our available resources.

HIGHLIGHTS / SIGNIFICANT CHANGES

- The budget for FY 2013 has met the City Manager directive of a 2% cut. To facilitate this, a captain position has been eliminated, there will be a turnover factor included in the budget, overtime has been decreased, and budget for vehicle maintenance will be reduced.
- Following the recommendations of the police consultant, the travel and training budget has been increased by \$75,700 or 62.94% over the FY12 original budget..

HIGHLIGHTS / SIGNIFICANT CHANGES- (cont)

- A technology replacement plan has been implemented to more adequately plan in the budget process for the replacement of aging equipment.
- Self-Insurance charges have increased in FY 2013 by 17.3% or \$143,902.
- Columbia Public Schools has requested 3 additional School Resource Officers, at least partially funded by the schools. CPD is not able to remove existing officers from the streets due to staffing/hiring concerns. The CPD and CPS are working together on a plan to address the needs of the schools without affecting the minimum staffing needs for officers working in Patrol.
- CPD has taken over transport of municipal arrestees from CPD to BCSD. In addition, the majority of our arrestees will soon be transported directly to the BCSD Jail (bypassing CPD) as a result of an agreement with Jail Officials. This will enable the officers to return to service much earlier and reduce liability while prisoners are being held at CPD

AUTHORIZED PERSONNEL

	Actual FY 2011	Budget FY 2012	Estimated FY 2012	Adopted FY 2013	Position Changes
Administration	10.00	10.00	9.00	9.00	
Administrative Support Services	22.00	22.00	22.00	22.00	
Operations	113.00	113.00	111.00	111.00	
Operations Support Services	47.00	47.00	49.00	49.00	
Total Personnel	192.00	192.00	191.00	191.00	
Permanent Full-Time	192.00	192.00	191.00	191.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	192.00	192.00	191.00	191.00	
Sworn Officer Positions	161.00	161.00	160.00	160.00	
Civilian Positions	31.00	31.00	31.00	31.00	
Total Positions	192.00	192.00	191.00	191.00	

Police- Budget Detail

	Actual FY 2011	Budget FY 2012	Estimated FY 2012	Adopted FY 2013	% Chng 13/12EB	% Chng 13/12B
Administration						
Personnel Services	\$720,747	\$921,745	\$800,074	\$943,620	17.9%	2.4%
Supplies and Materials	\$45,516	\$30,077	\$28,942	\$28,500	(1.5%)	(5.2%)
Travel and Training	\$7,044	\$14,414	\$14,414	\$21,966	52.4%	52.4%
Intragovernmental Charges	\$34,042	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$6,230	\$62,832	\$62,832	\$14,850	(76.4%)	(76.4%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$813,579	\$1,029,068	\$906,262	\$1,008,936	11.3%	(2.0%)
Operations						
Personnel Services	\$9,796,854	\$9,315,680	\$9,034,741	\$9,074,098	0.4%	(2.6%)
Supplies and Materials	\$684,340	\$692,754	\$665,551	\$801,122	20.4%	15.6%
Travel and Training	\$40,650	\$111,521	\$100,552	\$96,637	(3.9%)	(13.3%)
Intragovernmental Charges	\$949,404	\$0	\$50	\$0	(100.0%)	
Utilities, Services, & Misc.	\$182,864	\$252,347	\$252,347	\$307,338	21.8%	21.8%
Capital	\$435,253	\$0	\$0	\$319,895		
Other	\$0	\$0	\$0	\$0		
Total	\$12,089,365	\$10,372,302	\$10,053,241	\$10,599,090	5.4%	2.2%
Administrative Support						
Personnel Services	\$1,672,973	\$1,529,735	\$1,532,596	\$1,519,872	(0.8%)	(0.6%)
Supplies and Materials	\$159,543	\$174,377	\$175,282	\$157,617	(10.1%)	(9.6%)
Travel and Training	\$49,399	\$27,625	\$27,625	\$43,953	59.1%	59.1%
Intragovernmental Charges	\$559,238	\$832,427	\$832,427	\$976,329	17.3%	17.3%
Utilities, Services, & Misc.	\$412,182	\$451,956	\$456,509	\$338,250	(25.9%)	(25.2%)
Capital	\$0	\$0	\$0	\$6,270		
Other	\$0	\$0	\$0	\$0		
Total	\$2,853,335	\$3,016,120	\$3,024,439	\$3,042,291	0.6%	0.9%
Operations Support						
Personnel Services	\$3,442,757	\$4,276,986	\$4,348,771	\$4,424,524	1.7%	3.4%
Supplies and Materials	\$133,946	\$151,067	\$149,708	\$207,275	38.5%	37.2%
Travel and Training	\$21,751	\$23,756	\$22,782	\$39,443	73.1%	66.0%
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$131,501	\$168,350	\$164,209	\$160,574	(2.2%)	(4.6%)
Capital	\$17,215	\$0	\$0	\$101,800		
Other	\$0	\$0	\$0	\$0		
Total	\$3,747,170	\$4,620,159	\$4,685,470	\$4,933,616	5.3%	6.8%
Department Totals						
Personnel Services	\$15,633,331	\$16,044,146	\$15,716,182	\$15,962,114	1.6%	(0.5%)
Supplies and Materials	\$1,023,345	\$1,048,275	\$1,019,483	\$1,194,514	17.2%	14.0%
Travel and Training	\$118,844	\$177,316	\$165,373	\$201,999	22.1%	13.9%
Intragovernmental Charges	\$1,542,684	\$832,427	\$832,477	\$976,329	17.3%	17.3%
Utilities, Services, & Misc.	\$732,777	\$935,485	\$935,897	\$821,012	(12.3%)	(12.2%)
Capital	\$452,468	\$0	\$0	\$427,965		
Other	\$0	\$0	\$0	\$0		
Total	\$19,503,449	\$19,037,649	\$18,669,412	\$19,583,933	4.9%	2.9%

Police- Authorized Positions

	Actual FY 2011	Budget FY 2012	Estimated FY 2012	Adopted FY 2013	Position Changes
Administration					
7911 - System Support Analyst	1.00	1.00	1.00	1.00	
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	1.00	1.00	1.00	1.00	
3001 - Police Officer	4.00	4.00	4.00	4.00	
1101 - Administrative Assistant	1.00	1.00	1.00	1.00	
1001 - Admin. Support Assistant I	1.00	1.00	0.00	0.00	
Total Personnel	10.00	10.00	9.00	9.00	
Permanent Full-Time	10.00	10.00	9.00	9.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	10.00	10.00	9.00	9.00	
Operations					
3011 - Community Service Aide	9.00	9.00	9.00	9.00	
3004 - Police Captain	2.00	2.00	1.00	1.00	
3003 - Police Lieutenant	2.00	2.00	3.00	3.00	
3002 - Police Sergeant	12.00	12.00	13.00	13.00	
3001 - Police Officer	88.00	88.00	85.00	85.00	
Total Personnel	113.00	113.00	111.00	111.00	
Permanent Full-Time	113.00	113.00	111.00	111.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	113.00	113.00	111.00	111.00	
Administrative Support Services					
4201 - Financial Mngt Specialist	1.00	1.00	1.00	1.00	
3004 - Police Captain	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	3.00	3.00	2.00	2.00	
3001 - Police Officer	2.00	2.00	3.00	3.00	
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	1.00	1.00	1.00	1.00	
1004 - Admin. Support Supervisor	1.00	1.00	1.00	1.00	
1003 - Admin. Support Asst III	2.00	2.00	2.00	2.00	
1001 - Admin. Support Asst I	8.00	8.00	8.00	8.00	
Total Personnel	22.00	22.00	22.00	22.00	
Permanent Full-Time	22.00	22.00	22.00	22.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	22.00	22.00	22.00	22.00	
Operations Support Services					
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3011 - Community Service Aide	1.00	1.00	1.00	1.00	
3004 - Police Captain	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	2.00	2.00	2.00	2.00	
3002 - Police Sergeant	4.00	4.00	4.00	4.00	
3001 - Police Officer	36.00	36.00	37.00	37.00	
1003 - Admin. Support Asst III	2.00	2.00	2.00	2.00	
1001 - Admin. Support Asst I	0.00	0.00	1.00	1.00	
Total Personnel	47.00	47.00	49.00	49.00	
Permanent Full-Time	47.00	47.00	49.00	49.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	47.00	47.00	49.00	49.00	
Department Totals					
Permanent Full-Time	192.00	192.00	191.00	191.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	192.00	192.00	191.00	191.00	



August 29, 2013

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102-0749

STOP Violence Against Women's grant Review Panel:

True North of Columbia, Inc. works closely with the Columbia Police Department (CPD) within the Domestic Violence Enforcement Unit (DOVE). As part of the DOVE Unit, both True North and CPD work together on a daily basis. Their level of professionalism and willingness to work for the greater good of the victims is consistently demonstrated.

As part of the DOVE Unit, the Columbia Police Department partners with prosecuting attorneys and victim advocates to ensure victim's rights are upheld while firmly holding offenders accountable for their actions. CPD and the DOVE Victim Advocate, Angela Stiffler review on-going domestic violence cases and share domestic violence incident reports on a daily basis. This collaborative effort is necessary to ensure the victims are aware of their rights, the services available to them and the fact that our community has a specialized unit designed to work toward ending domestic violence.

CPD has a critical role to play in apprehending domestic violence offenders and in responding to the needs of domestic violence victims. We have been collaborative partners for 14 years creating a powerful force within our community. True North and CPD also participate in and provide cross-training for staff and volunteers, work to enhance and improve the DOVE Unit's collaborative effect, and work to increase the community's awareness about domestic violence.

True North strongly believes the relationship between our two organizations is a key factor in reducing the incidence of domestic violence throughout the coordinated community response approach. If you have questions or need additional information, please contact me at (573) 875-0503. Thank you for your consideration of continued funding for this valuable service.

Sincerely,

Barbara Ellen Hodges
Executive Director



P.O. Box 1367, Columbia, MO 65205-1367
Office: (573) 875-0503 Fax: (573) 875-0518
Hotline: (573) 875-1370 or (800) 548-2480
www.truenorthofcolumbia.org





DANIEL K. KNIGHT, Prosecutor
Office of the Boone County Prosecuting Attorney

705 E. Walnut Street – Courthouse
Columbia, Missouri 65201-4485
573-886-4100
FAX: 573-886-4148

August 29, 2013

Department of Public Safety
P.O. Box 740
Jefferson City, MO 65102

Re: Letter of Collaboration for Continued Funding of the DOVE Program

Dear Review Panel:

I would like to express my support for the Columbia Police Department's request for continued funding through the S.T.O.P Violence Against Women grant program. The Columbia Police Department is a crucial component of the Domestic Violence Enforcement Unit, also known as the DOVE Unit. The Columbia Police Department's DOVE Detectives are in almost daily contact with assistant prosecuting attorneys responsible for the prosecution of domestic violence cases. In addition, detectives meet with assistant prosecutors and other team members on a monthly basis. During those meetings the team discusses specific cases as well as strategies to address domestic violence in our community.

The S.T.O.P grant funds enable each organization to take part in this unique and effective collaboration. It is my belief that with this team approach we have been able to hold more offenders accountable and assist more victims effectively. Without a doubt, the citizens of Boone County truly benefit from this team approach to domestic violence.

It is without reservation that I recommend continued funding for the Domestic Violence Enforcement Unit.

Sincerely,

A handwritten signature in cursive script that reads "Daniel K. Knight".

Daniel K. Knight
Prosecuting Attorney

Memorandum of Agreement

Domestic Violence is perhaps the largest violence issue with which our society deals. It permeates our families, our schools, our workplaces, and every facet of our social and criminal justice systems.

Each year, more than 1,000 women- almost three per day- die as a result of domestic violence at the hands of a husband, boyfriend, or other “intimate”. The continued project known as the Domestic Violence Enforcement Unit (DOVE) will continue to be a collaborative effort of the Boone County Sheriff’s Department, Columbia Police Department, Boone County Prosecutor’s Office, and True North of Columbia. The Domestic Violence Enforcement Unit’s (DOVE) mission is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and aid local and regional efforts to respond to domestic violence. This project will be funded through the STOP Violence Against Women Grant Program.

SAFETY AND DIGNITY

The first desire for the victims of domestic violence and sexual assaults is that they are made safe and treated with dignity.

True North is a domestic violence shelter in Columbia, Missouri, that serves Columbia and the surrounding area. It is a place with a professional and volunteer staff trained in understanding and addressing domestic violence victim issues. It provides counseling, shelter, and comprehensive support to victims of domestic violence. True North also operates a twenty-four hour hotline with an advocate system for both court and non-court related issues. With the help of this funding, True North provides a victim advocate who will coordinate services with and be an active member of the DOVE Unit. This close relationship with the other components allows for immediate response to selected calls of domestic violence. This combined effort also provides twenty-four hour assistance in obtaining Orders of Protection. These expanded services afford support in the immediate contact and information regarding available services that are so badly needed to insure the safety and dignified treatment of domestic violence survivors.

BALANCING THE SYSTEM

The civil court system should accommodate and support the domestic violence victim in a non-intimidating atmosphere.

Often the victims who are most at risk are the same persons who are most intimidated by the civil court system designed to afford them protection.

With the help of this project the DOVE Unit members strive to offset some of the disadvantages victims of domestic violence often suffer as a consequence of having been in a violent relationship. The Domestic Violence Enforcement Unit helps victims find assistance to follow through with and obtain full orders of protection that include an entire range of relief. This is a critical part of any comprehensive effort to accomplish long-term solutions to these problems.

RESPONSE AND INVESTIGATION

The initial response to domestic violence and the ensuing investigation so often affect or determine the final outcome.

In many, if not most instances, the initial point of contact for domestic violence is law enforcement. It is crucial that this response be more than cursory. The attitudes and actions of the first responding law enforcement officers often shape the relationship that the victim has with the legal and criminal system. That first responding officer's investigation and follow-up investigation largely determine the ability of the judicial and criminal justice systems to respond to the needs of the victim. Four law enforcement officers will staff the Domestic Violence Enforcement Unit. The Boone County Sheriff's Department provides one deputy and the Columbia Police Department provides three officers to the program. Investigators will review all reported domestic violence cases in Boone County. The Program members immediately respond on cases where it is evident their services would be able to assist the investigation and provide vital services to the domestic violence victim. The Domestic Violence Enforcement Unit investigators also assist in training and educating other law enforcement officers in the Boone County Missouri area concerning domestic violence cases and/or other cases involving violence against women (such as sexual assault, rape, etc.) These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the Central Missouri geographical area.

PROSECUTION AND PREVENTION

The effective handling of domestic violence cases in the judicial system is a key element. Abusers must be held accountable for past conduct and intervention must occur to alter future conduct.

The Boone County Prosecutor's Office has three assistant prosecuting attorneys assigned to the Domestic Violence Enforcement Unit. Having three attorneys dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling offenders and ensures that cases are managed in a consistent and appropriate fashion. With the implementation of the Domestic Violence docket in Boone County in September 2008 priority is given to domestic violence cases, which has enhanced the prosecutor's ability to process cases in a timely manner and has enabled us to increase

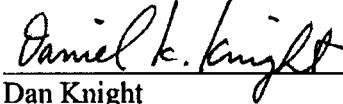
our level of service to victims of domestic violence. This expedited court process further improves the effectiveness of dealing with domestic violence cases from both an intervention and prosecution perspective.

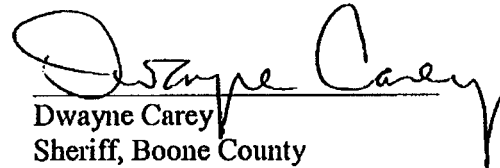
DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL

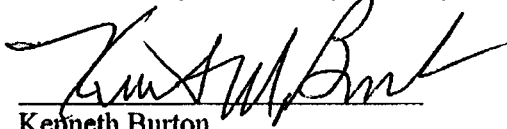
Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.

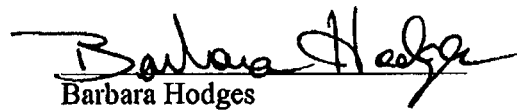
Through the STOP Violence Against Women Grant funding, DOVE Partnerships will strengthen the law enforcement and criminal justice system's response to domestic violence targeting women, to increase the utilization of services available to women who are victims of domestic violence and to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

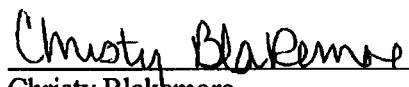
Agencies, and we the undersigned individuals, herein express our support of this Memorandum of Agreement and the protocols as written for the Domestic Violence Enforcement Unit.


Dan Knight
Boone County Prosecuting Attorney


Dwayne Carey
Sheriff, Boone County


Kenneth Burton
Chief of Police, Columbia


Barbara Hodges
Executive Director
True North of Columbia, Inc.


Christy Blakemore
Circuit Clerk, Boone County

Date: August, 2013

8/22/13

City of Columbia, MO Mail - Requested Numbers

To: Heath Chinn <hchinn@boonecountymo.org>

Thanks Heath.

[Quoted text hidden]

Heath Chinn <hchinn@boonecountymo.org>

Thu, Aug 22, 2013 at 1:18 PM

To: Robert Dochler <rtdochle@gocolumbiamo.com>

2011

On-view - 186

Warrant Req - 105

Verbal - 325

No action - 12

Total-628

2012

On-view - 188

Warrant Req - 112

Verbal - 300

No action - 46

Total-646

2013 (Jan-Jul)

On-view - 84

Warrant Req - 81

Verbal - 165

No action - 29

Total-359



Domestic Violence Enforcement Unit

600 E. Walnut Street, Columbia, MO 65201



September 4, 2013

Review Committee STOP Violence Against Women Grant Program
%Missouri Department of Public Safety
Crime Victims Services Unit
PO Box 749
Jefferson City, MO 65102

Dear Members of the Review Panel:

Please accept our 2014 grant report for the continued funding of the domestic violence program DOVE. The DOVE unit is a collaborative effort of the Columbia Police Department Family Services Unit, Boone County Sheriffs Department, Boone County Prosecuting Attorneys Office, and True North to combat domestic violence in the city of Columbia/Boone County.

Through the continued efforts of the DOVE program in holding those responsible for domestic abuse accountable, the unit continues to be aggressive with investigating, locating and/or arresting abusers. The investigation and treatment of the victims of domestic violence will continue to be a priority of our department, as well as holding those responsible for such acts of violence accountable.

As in the past, the work of the DOVE program has certainly impacted the women in the city of Columbia/county of Boone who are the victims of domestic violence. I am hopeful that the domestic violence unit will continue to be funded by the STOP grant to ensure those victims of domestic violence receive the services they truly deserve. If I can provide any additional information, please do not hesitate to contact me.

Sincerely,

Ken Burton,
Police Chief

Michael Maynard
Sergeant

MM/aja1118

DOMESTIC VIOLENCE STATISTICS 01/01/11 TO 12/31/11
TOTAL REPORTS 635

635 criminal
+ 324 non criminal
959 Total

RACE OF VICTIM:

WHITE 365
BLACK 257
INDIAN 2
ASIAN 10
NOT GIVEN 1

AGE OF VICTIM:

17 AND UNDER 4
18 TO 25 249
26 TO 40 266
41 TO 60 113
61 AND OVER 2
NONE GIVEN 1

RACE OF OFFENDER:

WHITE 302
BLACK 321
INDIAN 0
ASIAN 10
NOT GIVEN 2

RELATIONSHIP:

MARRIED 72
SEPARATED 28
DIVORCED 21
SIBLING 0
CO-HABITATION 218
PRIOR CO-HABITATION 57
CHILD IN COMMON 105
DAUGHTER/SON OF OFFENDER 0
MOTHER/FATHER OF OFFENDER 0
OTHER RELATIONSHIP 0
NONE 134

GENDER OF VICTIM

FEMALE 530
MALE 105
NONE GIVEN 0

GENDER OF OFFENDER

FEMALE 113
MALE 519
NONE GIVEN 3

SAME SEX RELATIONSHIP

YES 7 NO 625

TYPE OF VIOLENCE:

PHYSICAL CRIME 495
NON-PHYSICAL CRIME 46
SEXUAL ASSAULT 1
STALKING 4
OTHER 13
NONE GIVEN 0
VOP 76

LOCATION:

URBAN (IN CITY) 634
RURAL (IN COUNTY) 0
NO LOCATION GIVEN 1

PRIOR DV SUSPECT: YES 399 NO 143 UNK 93
PRIOR DV VICTIM: YES 393 NO 123 UNK 119
PRIOR W/THIS SUPECT/VICTIM: YES 352 NO 187 UNK 96

EXPARTE: YES 165 NO 440 UNK 30
CHILDREN PRESENT: YES 170 NO 398 UNK 67
ARREST: YES 473 NO 162 UNK 0
WEAPONS: YES 83 NO 549 UNK 3
PHOTOS TAKEN (AT SCENE): YES 468 NO 167 UNK 0
FOLLOWUP PHOTOS: YES 43 NO 592 UNK 0
911 TAPE FOR EVIDENCE: YES 8 NO 624 UNK 3
WARRANT: APPLIED FOR 241 NOT APPLIED FOR 394 UNK 0 N/A 0

DRUGS/ALCOHOL USE:

BY VICTIM 7
BY SUSPECT 114
BY BOTH 91
N/A 1
UNKNOWN 390
NIETHER 32

LEVEL OF INJURY TO VICTIM

NO INJURY 172
MINOR INJURY 385
MODERATE INJURY 33
SERIOUS INJURY 3
FATAL INJURY 0
INJURY NOT GIVEN 42

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS 0
PHYSICAL SPECIAL NEEDS 0
OTHER SPECIAL NEEDS 1
NONE GIVEN 634

CONTACT WITH VICTIM

BY PHONE 308
IN PERSON 107
LETTER 188
NONE - FYI REPORT 2
NO SUCCESSFUL CONTACT 30

DOMESTIC VIOLENCE STATISTICS 01/01/12 TO 12/30/12
TOTAL REPORTS 475

896 - Total
- 475 - Criminal
421 - non criminal

RACE OF VICTIM:		AGE OF VICTIM:		RACE OF OFFENDER:	
WHITE	294	17 AND UNDER	4	WHITE	232
BLACK	175	18 TO 25	178	BLACK	237
INDIAN	1	26 TO 40	216	INDIAN	0
ASIAN	5	41 TO 60	75	ASIAN	6
NOT GIVEN	0	61 AND OVER	2	NOT GIVEN	0
		NONE GIVEN	0		

RELATIONSHIP:		GENDER OF VICTIM	
MARRIED	36	FEMALE	403
SEPARATED	21	MALE	71
DIVORCED	9	NONE GIVEN	1
SIBLING	0		
CO-HABITATION	156	GENDER OF OFFENDER	
PRIOR CO-HABITATION	66	FEMALE	77
CHILD IN COMMON	81	MALE	397
DAUGHTER/SON OF OFFENDER	0	NONE GIVEN	1
MOTHER/FATHER OF OFFENDER	0		
OTHER RELATIONSHIP	0	SAME SEX RELATIONSHIP	
NONE	106	YES	6 NO 469

TYPE OF VIOLENCE:		LOCATION:	
PHYSICAL CRIME	385	URBAN (IN CITY)	475
NON-PHYSICAL CRIME	25	RURAL (IN COUNTY)	0
SEXUAL ASSAULT	0	NO LOCATION GIVEN	0
STALKING	3		
OTHER	10		
NONE GIVEN	0		
VOP	52		

PRIOR DV SUSPECT:	YES	288	NO	108	UNK	79
PRIOR DV VICTIM:	YES	307	NO	102	UNK	66
PRIOR W/THIS SUPECT/VICTIM:	YES	253	NO	136	UNK	86
EXPORTE:	YES	102	NO	356	UNK	17
CHILDREN PRESENT:	YES	123	NO	324	UNK	28
ARREST:	YES	352	NO	123	UNK	0
WEAPONS:	YES	60	NO	413	UNK	2
PHOTOS TAKEN (AT SCENE):	YES	348	NO	127	UNK	0
FOLLOWUP PHOTOS:	YES	13	NO	461	UNK	1
911 TAPE FOR EVIDENCE:	YES	8	NO	466	UNK	1
WARRANT: APPLIED FOR	200	NOT APPLIED FOR	275	UNK	0	N/A 0

DRUGS/ALCOHOL USE:		LEVEL OF INJURY TO VICTIM	
BY VICTIM	4	NO INJURY	104
BY SUSPECT	67	MINOR INJURY	314
BY BOTH	114	MODERATE INJURY	13
N/A	0	SERIOUS INJURY	1
UNKNOWN	280	FATAL INJURY	0
NIETHER	10	INJURY NOT GIVEN	43

SPECIAL NEEDS OF VICTIM		CONTACT WITH VICTIM	
MENTAL SPECIAL NEEDS	0	BY PHONE	200
PHYSICAL SPECIAL NEEDS	0	IN PERSON	68
OTHER SPECIAL NEEDS	1	LETTER	183
NONE GIVEN	474	NONE - FYI REPORT	2
		NO SUCCESSFUL CONTACT	22

DOMESTIC VIOLENCE STATISTICS 01/01/13 TO 08/27/13
TOTAL REPORTS 239

539 total
- 239 Criminal
300 - non criminal

RACE OF VICTIM:		AGE OF VICTIM:		RACE OF OFFENDER:	
WHITE	142	17 AND UNDER	6	WHITE	98
BLACK	96	18 TO 25	86	BLACK	139
INDIAN	0	26 TO 40	103	INDIAN	0
ASIAN	1	41 TO 60	43	ASIAN	2
NOT GIVEN	0	61 AND OVER	1	NOT GIVEN	0
		NONE GIVEN	0		

RELATIONSHIP:		GENDER OF VICTIM	
MARRIED	22	FEMALE	198
SEPARATED	11	MALE	41
DIVORCED	4	NONE GIVEN	0
SIBLING	0		
CO-HABITATION	73	GENDER OF OFFENDER	
PRIOR CO-HABITATION	25	FEMALE	44
CHILD IN COMMON	54	MALE	194
DAUGHTER/SON OF OFFENDER	0	NONE GIVEN	1
MOTHER/FATHER OF OFFENDER	0		
OTHER RELATIONSHIP	0	SAME SEX RELATIONSHIP	
NONE	50	YES	7
		NO	232

TYPE OF VIOLENCE:		LOCATION:	
PHYSICAL CRIME	185	URBAN (IN CITY)	239
NON-PHYSICAL CRIME	10	RURAL (IN COUNTY)	0
SEXUAL ASSAULT	0	NO LOCATION GIVEN	0
STALKING	4		
OTHER	9		
NONE GIVEN	0		
VOP	31		

PRIOR DV SUSPECT:	YES	144	NO	53	UNK	42
PRIOR DV VICTIM:	YES	149	NO	42	UNK	48
PRIOR W/THIS SUPECT/VICTIM:	YES	129	NO	65	UNK	45
EXPORTE:	YES	61	NO	174	UNK	4
CHILDREN PRESENT:	YES	75	NO	152	UNK	12
ARREST:	YES	173	NO	66	UNK	0
WEAPONS:	YES	26	NO	213	UNK	0
PHOTOS TAKEN (AT SCENE):	YES	175	NO	64	UNK	0
FOLLOWUP PHOTOS:	YES	12	NO	227	UNK	0
911 TAPE FOR EVIDENCE:	YES	4	NO	235	UNK	0
WARRANT: APPLIED FOR	102	NOT APPLIED FOR	137	UNK	0	N/A
						0

DRUGS/ALCOHOL USE:		LEVEL OF INJURY TO VICTIM	
BY VICTIM	1	NO INJURY	44
BY SUSPECT	32	MINOR INJURY	158
BY BOTH	53	MODERATE INJURY	11
N/A	0	SERIOUS INJURY	0
UNKNOWN	136	FATAL INJURY	0
NIETHER	17	INJURY NOT GIVEN	26

SPECIAL NEEDS OF VICTIM		CONTACT WITH VICTIM	
MENTAL SPECIAL NEEDS	0	BY PHONE	118
PHYSICAL SPECIAL NEEDS	0	IN PERSON	41
OTHER SPECIAL NEEDS	0	LETTER	73
NONE GIVEN	239	NONE - FYI REPORT	2
		NO SUCCESSFUL CONTACT	5

DOMESTIC VIOLENCE STATISTICS 01/01/00 TO 08/27/13
TOTAL REPORTS 8562

RACE OF VICTIM:		AGE OF VICTIM:		RACE OF OFFENDER:	
WHITE	4909	17 AND UNDER	98	WHITE	3945
BLACK	3063	18 TO 25	3089	BLACK	4017
INDIAN	6	26 TO 40	3436	INDIAN	8
ASIAN	61	41 TO 60	1262	ASIAN	57
NOT GIVEN	523	61 AND OVER	69	NOT GIVEN	535
		NONE GIVEN	608		
RELATIONSHIP:		GENDER OF VICTIM		GENDER OF OFFENDER	
MARRIED	1339	FEMALE	6810	FEMALE	1278
SEPARATED	339	MALE	1231	MALE	6750
DIVORCED	184	NONE GIVEN	521	NONE GIVEN	534
SIBLING	15				
CO-HABITATION	3009	GENDER OF OFFENDER			
PRIOR CO-HABITATION	1464	FEMALE	1278	MALE	6750
CHILD IN COMMON	1164	MALE	6750	NONE GIVEN	534
DAUGHTER/SON OF OFFENDER	14	SAME SEX RELATIONSHIP			
MOTHER/FATHER OF OFFENDER	8	YES	154	NO	7963
OTHER RELATIONSHIP	0				
NONE	1026				
TYPE OF VIOLENCE:		LOCATION:			
PHYSICAL CRIME	6266	URBAN (IN CITY)		7910	
NON-PHYSICAL CRIME	730	RURAL (IN COUNTY)		639	
SEXUAL ASSAULT	63	NO LOCATION GIVEN		13	
STALKING	55				
OTHER	510				
NONE GIVEN	0				
VOP	938				
PRIOR DV SUSPECT:	YES 2939	NO 1981	UNK 3642		
PRIOR DV VICTIM:	YES 4236	NO 1965	UNK 2361		
PRIOR W/THIS SUPECT/VICTIM:	YES 4467	NO 1866	UNK 2229		
EXPORTE:	YES 1745	NO 5855	UNK 962		
CHILDREN PRESENT:	YES 1984	NO 5892	UNK 686		
ARREST:	YES 5572	NO 2413	UNK 577		
WEAPONS:	YES 956	NO 7157	UNK 449		
PHOTOS TAKEN (AT SCENE):	YES 3257	NO 4835	UNK 470		
FOLLOWUP PHOTOS:	YES 489	NO 7592	UNK 481		
911 TAPE FOR EVIDENCE:	YES 552	NO 7496	UNK 514		
WARRANT:	APPLIED FOR 2608	NOT APPLIED FOR 4925	UNK 127	N/A	902
DRUGS/ALCOHOL USE:		LEVEL OF INJURY TO VICTIM			
BY VICTIM	86	NO INJURY		3790	
BY SUSPECT	1538	MINOR INJURY		3599	
BY BOTH	1085	MODERATE INJURY		223	
N/A	525	SERIOUS INJURY		40	
UNKNOWN	4073	FATAL INJURY		3	
NIETHER	1255	INJURY NOT GIVEN		907	
SPECIAL NEEDS OF VICTIM		CONTACT WITH VICTIM			
MENTAL SPECIAL NEEDS	8	BY PHONE		3741	
PHYSICAL SPECIAL NEEDS	11	IN PERSON		1396	
OTHER SPECIAL NEEDS	12	LETTER		2232	
NONE GIVEN	8531	NONE - FYI REPORT		564	
		NO SUCCESSFUL CONTACT		600	

THE DOVE UNIT PROCEDURAL PROTOCOLS

Developed and Implemented August, 2003

COLUMBIA POLICE DEPARTMENT/ BOONE COUNTY SHERIFF'S DEPARTMENT

A. PROTOCOL FOR DETECTIVE RESPONSE INVESTIGATING CRIMES OF DOMESTIC VIOLENCE

1. Investigators are responsible for obtaining initial domestic violence reports with the following guidelines:
 - < Reporting officers will complete all preliminary reports by the end of their tour of duty
 - < Columbia Police investigators will receive all domestic violence related incidents on the next business day after the incident occurs or within no more than two business days.
 - < Boone County Sheriff's Department investigators will receive all domestic violence related incidents where a criminal violation occurred on the next business day after the incident occurs or within no more than two business days. Investigators will receive all other domestic violence incidents where no known criminal violation occurred (verbal argument only) within four business days.
 - < The investigator will receive the reports through their supervisor or records department after the case has been assigned to them.
 - < When the investigator receives the cases, they check the agencies record system for any domestic violence related incidents with the subjects before making contact with the victim.
 - < When investigator receives a report of domestic violence, said report will be made available to victim advocate.
2. After reviewing the original report, investigator will attempt to contact the victim within two business days of receiving said report.
 - < When the investigator contacts the victim, the investigator will obtain as much information from them about the incident, and if any abuse has occurred since the police were last in contact with them.
 - < The investigator will obtain information on previous reported or unreported incidents of abuse.
 - < Whether the victim has left the abusive relationship or has chosen to stay.
 - < The investigator asks about injuries sustained during the incident.
3. Cases of high lethality may require an investigator's immediate response.
 - < The investigator will assist the responding/reporting officer in the investigation of the incident, apprehension of the suspect, interview of the victim, provide information for obtaining Orders of Protection, and attempt to increase the suspect's bond if appropriate.

- < Investigator will put the victim in communication with the advocate, if the victim chooses.
 - < If the victim refuses, the investigator will provide the advocate with the victim's information for contact attempts by the advocate.
4. For criminal offenses, in person or telephone contact is to be attempted in all cases by the investigator.
- < If injuries occurred during the incident, in person contact should be the priority in order to properly photograph or re-photograph the injuries.
 - < In the course of speaking with the victim, the investigator will try to obtain a written statement from the victim about the crime that had occurred.
 - < The investigator informs the victim that the state of Missouri, not the victim, is pressing charges against the abuser.
5. Contact with victim may include in person, telephone or written notification.
6. In person contact may be indicated when:
- < Follow up photos must be taken of visible injuries.
 - < Medical release form must be obtained.
 - < Multiple cases with same victim.
 - < When requested by a team member.
 - < Investigator has been unable to make contact by other means.
7. Investigator will perform follow up investigations which include interviewing victim, suspect, or witness.
8. Investigator may be responsible for performing additional investigation at the request of the assistant prosecuting attorney.
9. Investigators are responsible for evidence collection including the following:
- < Follow up photographs.
 - < Copies of 911 or jail tapes.
 - < Medical record release forms.
 - < Signed or written statements.
 - < Any other pertinent detectable physical evidence.
10. Upon completion of follow up investigation the investigator will complete a written report of said investigation and provide a copy of that report to immediate supervisor and prosecuting attorney's office within three business days.
- < After hours-investigations of high lethality incidents, the investigator will make contact with the on call prosecutor to obtain a higher bond, if appropriate.
11. Investigator may attend ex parte hearings on an as needed basis or as requested by a team member or victim.
- < This purpose would be to contact a victim who would otherwise be difficult to contact or to provide support/security for the victim.

12. Investigator is required to facilitate, conduct and/or participate in domestic violence training sessions between law enforcement, advocates or others.
- < Participation between all team members is vital to the success of the training of local law enforcement and advocates. That participation exemplifies a coordinated domestic violence response in our community

13. Investigator will be required to contribute to community awareness presentations or participate in panel discussions.

- < These are important for the success of the unit and all members are expected to provide support for these events.

14. Investigator must be able to work as part of a team, a coordinated response to domestic violence.

- < Investigators will continue to build partnerships with other agencies in the fight against domestic violence.
- < These relationships are ever changing as we discover new ideas and ways to assist one another.

15. Investigator is required to keep statistical data on domestic violence.

- < Every criminal case assigned to an investigator is entered into a database developed to track information pertaining to domestic violence cases the unit works.
- < Data collected includes but not limited to the following:

- | | |
|---|--|
| <input type="checkbox"/> race of victim | <input type="checkbox"/> gender of suspect |
| <input type="checkbox"/> age of victim | <input type="checkbox"/> 911 tape for evidence |
| <input type="checkbox"/> gender of victim | <input type="checkbox"/> ethnicity of victim |
| <input type="checkbox"/> relationship of victim to abuser | <input type="checkbox"/> warrant applied for arrest of suspect |
| <input type="checkbox"/> type of violence | <input type="checkbox"/> weapons involved during incident |
| <input type="checkbox"/> location of incident (urban or rural) | <input type="checkbox"/> warrant applied for arrest of suspect |
| <input type="checkbox"/> prior domestic violence suspect | <input type="checkbox"/> weapons involved during incident |
| <input type="checkbox"/> prior domestic violence victim | <input type="checkbox"/> level of injury to victim |
| <input type="checkbox"/> prior incidents with same victim/suspect | <input type="checkbox"/> drug/alcohol use by suspect or victim |
| <input type="checkbox"/> ex parte obtained | <input type="checkbox"/> special needs of victim |
| <input type="checkbox"/> children present at scene | <input type="checkbox"/> photographs taken at scene |
| <input type="checkbox"/> suspect arrested at scene | <input type="checkbox"/> photographs taken by follow up investigator |
| <input type="checkbox"/> language spoken by victim | <input type="checkbox"/> method used to contact victim |
| <input type="checkbox"/> race of suspect | |

***Sections 16, 17, 18 are handled slightly different at the Columbia Police Department (CPD) and the Boone County Sheriff's Department (BCSD) as outlined below:**

16. (CPD) Members of Family Services Unit will address child abuse incidents when they are related to domestic violence.

16. (BCSD) The investigator will address child abuse incidents related to domestic violence by referral to a child abuse investigator.

17. (CPD) Members of the Family Services Unit will support each other on the investigation of all violence against women incidents to include:

- < Rape
- < Sexual Assault
- < Stalking
- < Domestic Violence
- < Property Damage

17. (BCSD) The investigator will provide support for investigations involving crimes against women including, but not limited to:

- < Rape
- < Sexual Assault
- < Stalking
- < Other criminal offenses as a result of an intimate relationship

18. (CPD) Members of the Family Services Unit will provide records of their time spent on working domestic violence investigations that will be approved by the supervisor and provided to Department of Public Safety.

True North of Columbia: for Victims of Domestic Violence

B. DOVE VICTIM ADVOCATE PROTOCOLS

1. The DOVE Victim Advocate is responsible for reviewing CPD/BCSD Domestic Violence reports (FFR and Offense) within 24 hours after the detective makes the report available.
2. The DOVE Victim Advocate will attempt to contact victim within 48 hours of reviewing the detective's report. This communication may be by letter, telephone, home visit with an accompanying detective, or in person meeting somewhere other than victim's home.
3. Home visits are performed at the request of the victim or DOVE Unit member when there is a concern or reason to do so.
4. The DOVE Victim Advocate will provide victims with information regarding shelter services, safety planning, community resource information, and information regarding civil orders of protection or other basic court information.

5. The DOVE Victim Advocate will meet with survivors to provide DV101 education sessions when amenable to victim.
6. The DOVE Victim Advocate will assist with “case management” on an as-needed or as-appropriate basis if the service assists the crime victim in working toward a life free from violence. This includes advocacy with other community agency members and community resources.
7. The DOVE Victim Advocate will refer victims to and work with Prosecutor’s Victim Advocate when appropriate—particularly in assisting with crime victim’s compensation applications and researching the status of the criminal case against the abuser.
8. The DOVE Victim Advocate will attend full order hearings on the request of the victim, or will assist with arranging court advocacy through The Shelter CAP program. (If The DOVE Victim Advocate deems it appropriate, he/she may offer The Shelter services information to victims met at full order hearing.)
9. The DOVE Victim Advocate will attend Unit meetings on a regular basis. If the advocate cannot attend, he/she will contact the agency supervisor to find a replacement.
10. The DOVE Victim Advocate will provide DOVE Unit members with domestic violence information and will assist in facilitating DOVE Unit education presentations involving shelter volunteers, law enforcement personnel and community members.
11. The DOVE Victim Advocate will keep ongoing information regarding DOVE clients for two months. If no contact has been achieved by this time, the information will be filed.
12. The DOVE Victim Advocate will maintain ongoing communication with other Unit members.
13. The DOVE Victim Advocate will attempt to prioritize cases on basis of potential lethality, repeated law enforcement response to the same victim, weapons involved/available, level of injury, threats to kill or commit suicide, etc.
14. The DOVE Victim Advocate will implement and adhere to the protocol accountability structure established by the Unit.
15. The DOVE Victim Advocate will assist the Unit in providing appropriate feedback to criminal justice systems’ personnel when commendation or criticism is warranted.
16. The DOVE Victim Advocate will send evaluations to all victims with whom he/she has been able to establish contact at least quarterly.

C. First Responder Victim Advocate

1. The first responder advocate will respond to domestic disturbance calls within CPD’s jurisdiction during the advocate’s shift when call out criteria is met:
 - < If subjects are involved in an Intimate Partner Relationship
 - < The suspect will be charged with first, second or third degree domestic assault.
 - < If the victim is requesting an afterhours ex parte or shelter

- < If the victim is intoxicated, officers still need to call for the first responder advocate to respond. The first responder will then provide information about services and determine if the victim is suitable for services. If the advocate determines the victim is too intoxicated for services, the officer will be responsible if the victim requests a ride to safety.
- 2. The first responder advocate will offer immediate crisis intervention and personal advocacy services to the victim while responding to the domestic disturbance.
- 3. If extended services are going to be provided (more than 10-15 minutes), the first responder advocate will attempt to take the victim to True North to complete services.
- 4. Provide technical assistance regarding the nature and dynamics of domestic violence for law enforcement while responding to a domestic disturbance.
- 5. The first responder will educate victims about the cycle of violence, the dynamics of domestic violence, and options for service.
- 6. The first responder advocate will provide transportation back to the shelter if the victim would like services. However, if the victim needs transportation back their home the officer will be responsible.
- 7. Accompany CPD officers on "ride along" to stay current with protocols, expectations and establish trust and familiarity with officers.
- 8. Attend DOVE unit meetings on a regular basis.
- 9. Provide DOVE unit members with domestic violence information and assist in facilitating DOVE unit education presentations involving shelter volunteers, law enforcement personnel and community members.
- 10. Attend shift meetings at 3pm and 6pm at CPD once a month to communicate with the 3rd and 4th shift officers. This time will be used to ask the officers if they have any questions and remind them about the first responder's protocol for being call-out.

THE BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

D. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY IN DOMESTIC VIOLENCE CASES

1. Review investigative reports as soon after receipt as possible;
2. If additional information is needed before the filing decision can be made, request the appropriate officer to conduct follow up investigation;
3. Ensure that investigative members of the DOVE unit clearly understand exactly what the follow up request is and why the request is being made;

4. Make contact with the victim via PA investigator, victim advocate or personally prior to filing when appropriate to evaluate the filing decision;
5. Make filing decisions in a timely fashion to avoid compromising victim safety;
6. If there is a good faith basis for a charge, err on the side of filing charges;
7. Filing decisions shall be based on whether there is sufficient evidence to get a conviction regardless of the victim's desire to prosecute. A victim's unwillingness or inability to assist is an issue for consideration but not an exclusion to filing charges in the appropriate case;
8. Request bond amounts higher than pre-set bonds when appropriate to further victim safety, for instance, do not hesitate to request a \$30,000 bond with condition no contact with the victim even when the charge is misdemeanor assault in a case where the facts warrant such a request;
9. Post filing, contact victim when practicable to develop rapport, assist victim in understanding outcome options and gain further factual education;
10. Ensure that discovery and consistent, appropriate recommendations are promptly sent to defense counsel;
11. Move cases to final disposition as expeditiously as possible;
12. Attend DOVE unit meetings and be prepared to discuss cases, explain rationale for decisions and freely express ideas on how to improve our work product;
13. Provide training to law enforcement and other agencies involved in protecting and serving victims of domestic violence;
14. Stay current on the law and update members of DOVE unit on new legislative developments;
15. Attend training and maintain progressive approach to domestic violence prosecution.

E. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY'S VICTIM ADVOCATE WHEN RESPONDING TO DOMESTIC VIOLENCE CASES

The Prosecuting Attorney's Victim Advocate will attempt to do the following when practicable:

1. Review law enforcement reports or case files, and, within 24 hours, attempt to contact victims. On a case wherein the offense is a misdemeanor, a Victim Impact Statement will be sent if possible. On felony cases, phone contact and a Victim Impact Statement will be the means of contact.
2. During phone contact the Victim Advocate will assess the victims':
 - < Safety
 - < Severity of injury/trauma (medical release, CVCF)

- < Level of support (family, community, DOVE unit contact)
 - < Level of Criminal Justice System knowledge
 - < Need for immediate face-to-face contact
3. Document all contacts in the case file and follow-up with the designated prosecuting attorney or DOVE Unit member (if necessary) and inform the victim of potential plea options.
 4. Meet with the victim face-to-face to provide Criminal Justice System education/preparation, emotional support, court accompaniment, and referral to community supports.
 5. Respond within a reasonable time to any other victim request.
 6. Upon case disposition, send closing letter and Victim Services Survey with self addressed stamped envelope.
 7. Attend all DOVE Unit meetings and prepare list for case review.

These protocols have been reviewed and approved by DOVE Unit agency supervisors.

Sheriff Dwayne Carey
Boone County Sheriff's Department

Date

Chief Kenneth Burton
Columbia Police Department

Date

Daniel Knight, Prosecuting Attorney
Boone County Office

Date

Barbara Hodges, Executive Director
True North of Columbia, INC.

Date



Domestic Violence Info for Mizzou Students

Wiese, Graham J. (MU-Student) <gjw356@mail.missouri.edu>

Sun, Sep 15, 2013 at 8:17 PM

To: "rtdochle@gocolumbiamo.com" <rtdochle@gocolumbiamo.com>

Dear Detective Dochler,

My name is Graham Wiese, and I am a Peer Advisor for the University of Missouri in Lathrop Hall. Last year you spoke to our residents about how to lessen their chance of becoming a victim of domestic violence, which was fantastic, and we were wondering if you could do it again. On Wednesday, September 25th, we are having a very similar discussion with a new group of students called Green Dot Training. As the name implies, our goal is to discuss ways in which men and women can reduce their chance of becoming a victim of domestic crime. We would love to have you at this event to give your incite and share any wisdom you have on the topic. If you can join us on this day, please let me know. The event will take place in the evening at 7 p.m.

Thank you for your time and consideration.

Sincerely,
Graham Wiese

From: "Carter, Jennifer" <carterjl@missouri.edu>
To: "RTDOCHLE@GoColumbiaMO.com" <RTDOCHLE@GoColumbiaMO.com>
Date: 9/12/2011 9:34 PM
Subject: FW: Observing Jen Carter's DV Class

Comments from Carol ... I also cut and paste her Facebook post :) Please pass along to Angelia and Randy.

Just finished a looong day. Observed Jen Carter's DV class tonight and am feeling grateful to have her teaching our MSW students and am also grateful that Columbia DOVE unit officers & the Boone Co Victim Advocate faithfully comes back to class every semester to share about their experiences!

From: Snively, Carol A.
Sent: Monday, September 12, 2011 8:45 PM
To: Carter, Jennifer
Subject: Observing Jen Carter's DV Class

Jen-
Below are my notes from class tonight. Let me know if you have any questions and when you would like to get together to talk about class assignments.
Best,
-C

Observing Jen Carter's DV Class
9/12/11

Jen opened class by clarifying the agenda for the week, introduced guest speakers, explained about officer use of language, and gave a disclaimer about videos shown in class. Jen also clarified on what content quiz questions will be based and gave students permission to not watch videos because they were graphic. Jen stated that the model of coordinated services used in Boone County is held as a model for other communities.

Guest Speaker:
Det Randy Nichols
Det Bob Dochler
Victim Advocate Angela Vescio

This presentation was well done. Jen participated by clarifying concepts, linking presentation points to class discussion and BB postings/docs, etc. The students were very engaged. They asked good questions and paid close attention. The photos and videos were dramatic and had a large educational impact on the class. It was good for students to visualize DV this early in the semester. Good discussion of debriefing and coping as professionals at end. Overall, I thought it was a great class- well organized, thoughtful, and focused with great content.



MU Law School presentation-Mary Beck's class

Prince, Monique R. <PrinceM@missouri.edu>
To: Robert Dochler <RTDOCHLE@gocolumbiamo.com>

Wed, Aug 21, 2013 at 1:13 PM

Detective Dochler,

So glad that you and/or Detective Nichols will be able to come speak to Professor Beck's class. The students always seem to enjoy the presentation very much. This is to confirm that you will present on Thursday, October 3rd starting at 3:30 PM at the Law School in room 109. We have all the technology equipment you need for your presentation. If you have any questions or need anything else, please let me know. See you soon!

Monique Prince

MU Law School

Administrative Assistant-Clinical Programs

305 Hulston Hall

Columbia, MO 65211

P: 573-882-9728

F: 573-884-4368

prince@missouri.edu

Robert Dochler <rtdochle@gocolumbiamo.com>
To: Randell Nichols <ronichol@gocolumbiamo.com>

Wed, Aug 21, 2013 at 1:17 PM

[Quoted text hidden]

—

Detective Robert Dochler
Columbia Police Department
Major Crimes-Domestic Violence Unit
Desk 573-874-7576
Fax 573-442-9660
rtdochle@gocolumbiamo.com

FAMILY SERVICES UNIT TRAINING RECORDS 2005-2013

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Westbrook	Domestic Violence Cases in Columbia	1.0 Hour	MU Violence Against Women Group at the University of MO	15	1/21/2005
Detective Westbrook	Violence Unit, and Police Response to Domestic Violence	1.0 Hour	Volunteers at the Womens Shelter	30	1/25/2005
Detective Westbrook and Detective Randy Nichols	Violence and Police Response and Formation of DOVE	1.0 Hour	Students at the School of Social Work at the University of MO	20	2/7/2005
Detective Westbrook and Detective Randy Nichols	Nature and Dynamics of Domestic Violence and Function of DOVE	1.0 Hour	Inmates at the Boonville Correctional Facility	25	2/8/2005
Detective Jeff Westbrook	Nature and Dynamics of Domestic Violence and Function of DOVE	1.0 Hour	Domestic Violence for All Convention	30	2/24/2005
Detective Westbrook and Detective Randy Nichols	Domestic Violence component of Family Services Unit	1.0 Hour	MU Council on Violence Against Women	10	3/12/2005
Detective Westbrook and Detective Randy Nichols	Family Services, Domestic Violence and how to document injuries	1.0 Hour	Missouri Vicitms Assistance Network Conference	25	3/17/2005
Detective Jeff Westbrook	Investigation of Domestic Violence Crimes in Columba/Boone County	1.0 Hour	Recruits with LETI	30	3/18/2005
Detective Jeff Westbrook	Nature of Domestic Violence Cases in Boone County	2.0 Hours	KMOS Radio listeners in Kansas City, MO	Numerous	4/1/2005
Detective Jeff Westbrook	served as master of ceremonies	Unknown	State of Missouri Crime Victim's Rights Week ceremony	50	4/11/2005
Detective Randy Nichols	participated in events as a representative of Family Services Unit	Unknown	State of Missouri Crime Victim's Rights Week ceremony	50	4/13/2005
Detective Randy Nichols and Detective Brian Leer	Domestic Violence	1.0 Hour	Victim Impact Group at the Boonville Correctional Facility	12	4/12/2005
Detective Jeff Westbrook	Family Services Unit/Domestic Violence component	1.0 Hour	Citizen's Academy	25	4/19/2005
Detective Jeff Westbrook	Investigation of Sexual Assault Crimes	1.0 Hour	Missouri Vicitm Assistance Network	20	4/29/2005
Detective Jeff Westbrook and Detective Randy Nichols	Domestic Violence	3.0 Hours	Lincoln County, MO government officials	50	5/24/2005
Detective Jeff Westbrook	Domestic Violence and Investigation of Domestic Crime	1.0 Hour	Nursing Students at Booneslick Technical Education School	25	6/6/2005
Detective Jeff Westbrook and Detective Randy Nichols	Domestic Violence/Law Enforcement Response	2.0 Hours	Police Officers of Charleston, MO	30	6/11/2005

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Jeff Westbrook and Detective Brian Leer	Victim Impact	2.0 Hours	Inmates at the Boonville Correctional Facility	30	6/14/2005
Detective Jeff Westbrook	Domestic Violence in Columbia/Boone County	1.0 Hour	Community Missouri United Methodist Church	15	6/14/2005
Detective Randy Nichols	Domestic Violence in Columbia/Boone County	2.5 Hours	Shelter Advocate Volunteers	15	6/18/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigating Domestic Violence	3.0 Hours	Department of Conservation Officers	18	7/6/2005
Detective Jeff Westbrook	Investigating Domestic Violence	3.0 Hours	Officers of Steelville, MO	25	7/7/2005
Detective Randy Nichols	Investigating Domestic Violence	1.0 Hour	Inmates at the Boonville Correctional Facility	18	7/19/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3.0 Hours	Missouri Victim Assistance Network and Officers	12	7/21/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3.0 Hours	Students at the Law Enforcement Training Institute	20	7/25/2005
Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.0 Hour	Youth Academy	12	8/1/2005
Detective Jeff Westbrook	Investigation into Domestic Violence Crimes	3.0 Hours	Officers from Clark, Lewis, Scotland County	25	8/6/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.5 Hours	Students School of Social Work	25	9/12/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.5 Hours	Students Law School University of Missouri	20	9/22/2005
Detective Jeff Westbrook	Domestic Violence Police Response	1 Hour	Panel Discussion University of Missouri	20	10/24/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3 Hour	Officers, Advocates, Prosecuting Attorney Shelbina, Missouri	12	10/26/2005
DOVE Team	D.V. Sexual Assault MOVANS System	7 Hours	Officers and Advocates Columbia and Boone County	150	11/7-11/11 2005
Detective Jeff Westbrook	Investiagtion and Prosecution of DV Crime	3 Hour	Officers and Advocates Palmyra Missouri	30	11/17/2005
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Students Hickman High School	25	12/6/2005
Detective Jeff Westbrook	Domestic Violence	3 Hours	Students Law Enforcement Training	25	11/29/2005

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	20	1/17/2006
Detective Jeff Westbrook	Investiagtion and Prosecution of DV Crime	1.5 Hours	University of Missouri School of Social work	25	2/6/2006
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	30	3/21/2006
Detective Jeff Westbrook	Domestic Violence	3 Hours	Students Law Enforcement Training	35	4/3/2006
Detective Randy Nichols	Investiagtion and Prosecution of DV Crime	1.5 Hours	Douglas High School	40	4/3/2006
Detective Jeff Westbrook and Detective Randy Nichols	Investiagtion and Prosecution of DV Crime	1 Hours	Officers in Cahokia Mo.	15	4/20/2006
Detective Jeff Westbrook	Investiagtion and Prosecution of DV Crime	1 Hours	Columbia Police Departments Citizens Academy	15	4/25/2006
Detective Jeff Westbrook and Detective Randy Nichols	Dynamics of Domestic Violence	1 Hours	Mo. Coalition Against Domestic Violence workshop	20	5/24/2006
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	32	6/13/2006
Detective Jeff Westbrook and Detective Randy Nichols	Investiagtion and Prosecution of DV Crime	3 Hours	Audrain County Sheriffs Department	30	6/13/2006
Detective Randy Nichols	DOVE Unit	1 Hours	Columbia Police Departments Youth Acadamy	25	7/5/2006
Det. R. Nichols & Adv. Amitin	Dove Unit	2 hours	Medical personell	40	8/15/2006
Det. Randy Nichols/ Dep. Turner	Dove unit	2 hours	Booneville Correctional	30	9/1/2006
Det. Jeff Westbrook	Investigation DV Crime	3 Hours	Law Enf. & Advocates	25	9/11/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	Kahoka Mo Law Enf & Advocates	20	9/13/2006
Det. Jeff Westbrook	Dove Unit	1.5 hours	School of Social Work	15	9/18/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	Law Enforcement & Advocates	25	9/19/2006
Detective Jeff Westbrook	Investigation of DV Crime	6 hours	Clinton Missouri	50	10/10/2006

Westbrook and Nichols	Investigation of DV Crime	3 hours	Tarkio Missouri	30	10/19/2006
Advocate Janet Amitin	domestic Violence	1 hour	School of Social Work	45	10/24/2006
Det. Nichols, P&P, Advocate, PA	Domestic Violence Panel	1 hour	Shelter Volunteers	15	10/21/2006
Advocate Sharon Giles	Same Sex DV	2 hours	Advocates	15	10/ /2006
PA Crockett/Roodhouse	Prosecuting DV Crime	3 hours	Officers	140	11/6,8,10/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	officers and advocates	15	11/15/2006
Det. Randy Nichols/ Dep. Turner	Dove Unit	2 hours	Booneville Correctional	30	12/1/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	ofc/advocates El Dorado Spng	61	12/5/2006
Det. Jeff Westbrook	Investigation of DV Crime	6 hours	ofc. Advocates, hospital workers	70	11/30/2006
Westbrook and Nichols	Investigation of DV Crime	6 hours	ofc. Advocates, hospital workers	70	12/5/2006
Det. Westbrook	DOVE Unit	1.5	Social Work Students	20	2/5/2007
Advocate Amitin	Ex-Partes	1 hour	Social Work Students	20	2/5/2007
Advocate Amitin	Legal Issues Panel	1 hour	Peer rape Advocates	40	2/8/2007
Det. Randy Nichols/ Dep. Turner	DOVE Unit	2 hours	Booneville Correctional	35	3/20/2007
Det. Jeff Westbrook	Dominant Aggressor Identification	1.75 hours	MOVA Conference	50	3/21/2007
Det. Westbrook and Nichols	Dom. Violence Investigation	3 hours	Saline county	50	3/22/2007
Advocate Amitin	DOMESTIC VIOLENCE	1 HR	CENTRALIA PD	8	10/10/2007
Westbrook Amitin Nichols	Dom Violence Invest.	3 hr	Shelbina PD	13	10/22/2007
Advocate Amitin and Giles	DV Presentation	1 hr	students	20	4/5/2007

Det. Nichols and Westbrook	DV Investigation	3 hr	Police, advocates Canton MO	30	4/11/2007
Det. Nichols and Westbrook	DV Investigation	3 hour	Police and Advocates Paris MO	15	4/26/2007
Det. Westbrook	DV Investigation	3hour	Police Advocates State PA trng.	50	9/26-9/27/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates	11	4/8/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates	10	4/26/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates Warrenton	17	5/5/2007
Det. Westbrook	DV Investigation	3 lhour	Police and Advocates Warren Co	31	8/7/2007
Det. Westbrook	DV Investigation	1.5 Hours	social work students	25	2/18/2008
Det. Westbrook and Dcohler	dove unit and investigaiton	2 hous	LETI	25	4/7/2008
Westbrook and Dochler	dove unit and investigation	2 hours	Trenton Missouri	30	4/18/2008
Westbrook and Dochler	dove unit and investigation	1 hour	high school	15	5/5/2008
Westbrook and Dochler	dove unit and investigation	2 hours	police Mt. Grove Missouri	25	5/16/2008
Westbrook and Dochler	dove unit and investigation	3 hours	LETI	20	7/14/2008
Westbrook and Dochler	dove unit and investigation	1 hour	law school	20	9/9/2008
Westbrook and Dochler	dove unit and investigation	3 hours	El Dorado Springs Police	35	2/19/2008
Westbrook and Dochler	DOVE unit and investigation	2 hours	Social Work Students	25	9/15/2008
Dochler	Dove unit and investigation	1 hour	Social Work Students	25	10/13/2008
Westbrook	Dove unit and investigation	2 hours	Citizens academy	20	10/21/2008
Dochler and Westbrook	Dove Unit and investigation	2 hours	University students	25	10/30/2008

Dochler and Westbrook	Dove unit and dv investigation	3 hours	LETI	25	11/24/2008
Dochler	DOVE unit and investigation	2 hours	new officer	1	12/18/2008
Westbrook	dove unit and investigation	3 hours	El Dorado Springs Police	25	2/20/2009
Dochler	dove unit and investigation	2 hours	new officer	5	1/23/2009
Dochler	dove unit and investigation	2 hours	new off	1	3/2/2009
Dochler	dove unit and investigation	2 hours	new officer	1	3/31/2009
Westbrook and dochler	dove unit and investigation	3 hours	Clark County	30	5/7/2009
dochler	dove unit and investigation	2 hours	university students	25	6/30/2009
Westbrook and Dochler	dv investigaiton	2 hours	mu students	30	2/9/2009
dochler	DOVE UNIT AND INVESTIGATION	2 HOURS	LETI	30	4/13/2009
WESTBROOK	dv investigations	3 hours	cuba, mo pd	40	4/20/2009
Westbrook	dv	2 hours	umc educatin department	50	4/21/2009
Westbrook	DOVE Unit	2 hours	Cole county	15	9-Jul
Westbrook Dochler	Dove Unit and investigation	3 hours	LETI	25	8/5/2009
Westbrook	DOVE UNIT AND INVESTIGATION	3 hours	Dept. of Conservation	20	8/24/2009
Westbrook	DOVE UNIT AND INVESTIGATION	1.5 hours	law school	20	9/8/2009
dochler	DOVE UNIT AND INVESTIGATION	2 hours	School of Social Work	30	9/14/2009

dochler	DOVE UNIT AND INVESTIGATION	2 hours	school of education	50	11/9/2009
WESTBROOK	DOMESTIC VIOLENCE AND THE LAW	1 HOUR	umc students	25	11/9/2009
Westbrook and Dochler	DOVE UNIT AND INVESTIGATION	3 hours	LETI	25	12/4/2009
Dochler	DOVE UNIT AND INVESTIGATION	3 HOURS	School of Social Work	40	2/8/2010
Westbrook	DOVE UNIT AND INVESTIGATION	3 hours	new officer	1	2/12/2010
DOCHLER	DOVE UNIT AND INVESTIGATION	2 hours	2 New officers	2	2/26/2010
dochler	DOVE UNIT AND INVESTIGATION	2 HOURS	1 NEW OFFICER	1	3/9/2010
WESTBROOK	DOVE UNIT AND INVESTIGATION	1 HOUR	2 UMC STUDENTS SOC.. WK	2	3/11/2010
Westbrook	DOVE UNIT AND INVESTIGATION	1 HOUR	UMC STUDENTS EDUCATION	40	3/24/2010
Westbrook	DOVE UNIT AND INVESTIGATION	1 hour	UMC STUDENTS EDUCATION	40	3/24/2010
Dochler	Domestic Investigations	1 Hour	UMC Education Dept Students	40	6/30/2010
Fincham	DOVE UNIT AND INVESTIGATION	1 Hour	Columbia Police Youth Academy	30	7/19/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	1 Hour	Way County, Fulton PD, Holt Summit	15	7/27/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	7/19/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	6/1/2010
Dochler and Vescio	DOVE UNIT AND INVESTIGATION	3 hours	MU School of Social Work	43	9/13/2010
Dochler	DOVE UNIT AND INVESTIGATION	2 hours	Review of "Telling Amy's Story Questionnaire"	100	8/12/2010
Dochler	DOVE UNIT AND INVESTIGATION	2 hours	CPD New Officer Orientation	2	8/27/2010
Dochler	DOVE Unit and Best Practices	1 hour	Attorney Generals DV Task Force	30	9/20/2010

Dochler and Nichols	DOVE UNIT AND INVESTIGATION	2 hours	CPD New Officer Orientation	2	9/21/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	10/5/2010
Dochler and Nichols	Police Response to Domestic Violence	2	MU Law School	15	10/19/2010
Dochler	Police Response to Domestic Violence	1	MU Education Department students	43	11/1/2010
Dochler	Police Response to Domestic Violence	1	MU Education Department students	38	11/1/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	2.5	CPD New Officer Orientation	1	11/4/2010
Dochler	First Responder Advocate Training	1	CPD Officers	12	12/21/2010
Dochler	First Responder Advocate Training	1	CPD Officers	12	12/21/2010
Dochler	First Responder Advocate Training	1	CPD Officers	15	12/20/2010
Dochler	First Responder Advocate Training	1	CPD Officers	8	12/20/2010
Dochler and Nichols	Dove Unit and Investigation	2	CDP New Officer Orientation	1	1/25/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	5	2/14/2011
Dochler and Nichols	DOVE Unit and Investigations	3	MU School of Social Work	28	2/7/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	6	2/15/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	8	2/16/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	5	2/17/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/4/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/5/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/6/2011

Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/7/2011
Nichols	DOVE Unit and Investigations	1	Oakland Junior High School	12	5/4/2011
Dochler and Nichols	DOVE Unit and Investigations	1.5	MU Law School	20	9/6/2011
Dochler and Nichols	DOVE Unit and investigations	3	MU School of Social Work	45	9/12/2011
DOCHLER	DOVE Unit and investigations	2	CPD new recruits	3	9/23/2011
Dochler and Nichols	DOVE Unit and Investigations	3	North Shelter advocates and volunt	15	9/27/2011
Dochler and Nichols	DOVE Unit and Investigations	1.5	MU School of Psychology	70	10/12/2011
Nichols	Domestic violence Information	2	Domestic Violence Panel discussion AA	25	10/11/2011
Dochler and Nichols	DOVE Unit and Investigations	3	Mu School of Social Work	36	2/6/2012
Dochler and Nichols	DOVE Unit and Investigations	2	North Shelter advocates and volunt	25	2/9/2012
Dochler and Nichols	DOVE Unit and Investigations	2	Services for Independent Living	15	7/10/2012
Dochler and Nichols	DOVE Unit and Investigations	2 hr	True North Womens Shelter	20	8/29/2012
Dochler and Nichols	Dove Unit and Investigations	3 hr	MU School Social Work	45	9/17/2012
Dochler and Nichols	Dove Unit and Investigations	2 hr	MU law School	25	9/18/2012
Dochler and Nichols	Domestic Violence Panel discussion	2hr	University of Missouri Lathrop Hall	15	9/25/2012
Dochler and Nichols	Dove Unit and Investigations	2	CPD New Recruits	5	10/5/2012
Dochler and Nichols	Dove Unit and Investigations	2	CPD new recruits	2	9/10/2012
Dochler and Nichols	Dove Unit and Investigations	3	MU School of Social Work	38	2/11/2013
Dochler and Nichols	Dove Unit and Investigations	2	True North Shelter advocates and v	25	2/13/2013

Nichols	DOVE UNIT and investigations	1	St. Andrews Lutheran Church	30	4/18/2013
Nichols	Dove Unit and Investigations	6	CPD	2	5/10/2013
Nichols and Dochler	Dove Unit and Investigations	3	MU School of Social Work	44	9/9/2013
Nichols and Dochler	Dove Unit and Investigations	2	True North Shelter Advocates and V	25	9/19/2013
Youtsey, Dochler, Nichols	Dove Unit and Investigations	2	MU Law School	25	10/3/2013

DOVE GRANT
DOVE BUDGET FY13-FY15

Employee	Salary Per Period	# Pay Periods	% of Grant		Local Match %	Local Match Share	Fed/State Share
			Funded Time	Total Cost			
Nichols, Randell	2,187.62	52	85	96,692.80	49	47,379.47	49,313.33
Youtsey, Michael	1,788.58	52	81	75,334.99	49	36,914.15	38,420.84
	<u>3,976.20</u>			<u>172,027.79</u>		<u>84,293.62</u>	<u>87,734.17</u>
PT DOVE ASSISTANT	700.00	52	100	36,400.00	49	17,836.00	18,564.00
Personnel Total	4,676.20			208,427.79		102,129.62	106,298.17

Benefits	Salary/Premium	Percent/# of Periods	% of		Local Match %	Local Match Share	Fed/State Share
			Funding Requested	Total Cost			
FICA/Medicare	208,427.79	0.0765	100	15,944.73	49	7,812.92	8,131.81
Pension/Retirement (FY14)	65,370.56	0.4035	100	26,377.02	49	12,924.74	13,452.28
Pension/Retirement (FY15)	106,657.23	0.4115	100	43,889.45	49	21,505.83	22,383.62
Medical Insurance, RN (2014)	194.59	26	0.85	4,300.44	49	2,107.22	2,193.22
Medical Insurance, RN (2015)	204.32	26	0.85	4,515.47	49	2,212.58	2,302.89
Medical Insurance, MY (2014)	194.59	26	0.81	4,098.07	49	2,008.05	2,090.02
Medical Insurance, MY (2015)	204.32	26	0.81	4,302.98	49	2,108.46	2,194.52
Benefits Total	<u>381,253.40</u>			<u>103,428.16</u>		<u>50,679.80</u>	<u>52,748.36</u>
Salary & Benefits Total				311,855.95		152,809.42	159,046.53

PR508I03

CITY OF COLUMBIA
Employee Status Information

9/19/13
15:02:55

Employee	:	6514	NICHOLS, RANDELL O	
Pay grade/step	:	16C 1	20.9010	30.7370
Hourly or salaried	:	H	H=Hourly, S=Salaried	
Exempt from overtime	:	N	Y=Yes, N=No	
Start of overtime hours	:	160.000		
Overtime hours code	:	OP	OVERTIME PREMIUM	
Hours work per year	:	2080.000		
Hourly rate	:	27.3450		
Pay period rate	:	2,187.62		
Monthly rate	:	4,739.83		
Annual rate	:	56,878.00		
Alternate hourly rate	:	.0000		
Overtime rate override	:	.0000		
Premium rate override	:	.0000		
Second shift additional	:	.0000		
Third shift additional	:	.0000		
Fourth shift additional	:	.0000		
Press Enter to continue.				

F3=Exit F12=Cancel F18=Additional rates

PR508I03

CITY OF COLUMBIA
Employee Status Information9/19/13
15:02:35

Employee	: 5455	YOUTSEY, MICHAEL L
Pay grade/step	: 16A 1	19.5080 28.6880
Hourly or salaried	: H	H=Hourly, S=Salaried
Exempt from overtime	: N	Y=Yes, N=No
Start of overtime hours	: 160.000	
Overtime hours code	: OP	OVERTIME PREMIUM
Hours work per year	: 2080.000	
Hourly rate	: 22.3570	
Pay period rate	: 1,788.58	
Monthly rate	: 3,875.25	
Annual rate	: 46,503.00	
Alternate hourly rate	: .0000	
Overtime rate override	: .0000	
Premium rate override	: .0000	
Second shift additional	: .0000	
Third shift additional	: .0000	
Fourth shift additional	: .0000	
Press Enter to continue.		

F3=Exit F12=Cancel F18=Additional rates

*New Rate on 9/15/13
once transferred into
DOVE unit.

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:56:16

Employee : 6514 NICHOLS, RANDELL O
Benefit code : MC MEDICARE
Date last received : 9/20/13

Amount : .00 .00 *
Percentage : .000 1.450 *
Maximum per check : .00 .00 *
Maximum per year : .00 .00 *
Reference :
Start date : 0/00/00
End date : 0/00/00
Priority : 1
Include in net earnings . . :
Status : I=Inactive

Effective date : 0/00/00

Press Enter to continue.

F3=Exit F12=Cancel

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:56:21

Employee : 6514 NICHOLS, RANDELL O
Benefit code : SS SOCIAL SECURITY
Date last received : 9/20/13

Amount : .00 .00 *
Percentage : .000 6.200 *
Maximum per check : .00 .00 *
Maximum per year : .00 7,049.40 *
Reference :
Start date : 0/00/00
End date : 0/00/00
Priority : 2
Include in net earnings . . :
Status : I=Inactive

Effective date : 0/00/00

Press Enter to continue.

F3=Exit F12=Cancel

SS/Medicare Rate = 1.45 + 6.20 = 7.65%

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:57:00

Employee : 5455 YOUTSEY, MICHAEL L
Benefit code : MC MEDICARE
Date last received : 9/20/13

Amount : .00 .00 *
Percentage : .000 1.450 *
Maximum per check : .00 .00 *
Maximum per year : .00 .00 *
Reference :
Start date : 0/00/00
End date : 0/00/00
Priority : 1
Include in net earnings . . :
Status : I=Inactive

Effective date : 3/06/98

Press Enter to continue.

F3=Exit F12=Cancel

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:57:06

Employee : 5455 YOUTSEY, MICHAEL L
Benefit code : SS SOCIAL SECURITY
Date last received : 9/20/13

Amount : .00 .00 *
Percentage : .000 6.200 *
Maximum per check : .00 .00 *
Maximum per year : .00 7,049.40 *
Reference :
Start date : 0/00/00
End date : 0/00/00
Priority : 2
Include in net earnings . . :
Status : I=Inactive

Effective date : 3/06/98

Press Enter to continue.

F3=Exit F12=Cancel

$$\text{SS/Medicare Rate} = 1.45 + 6.20 = 7.65\%$$

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:55:53

Employee : 6514 NICHOLS, RANDELL O
 Benefit code : PO POLICE PENSION
 Date last received : 9/20/13

Amount : .00 .00 *
 Percentage : .000 39.430 *
 Maximum per check : .00 .00 *
 Maximum per year : .00 .00 *
 Reference :
 Start date : 0/00/00
 End date : 0/00/00
 Priority : 3
 Include in net earnings . . . :
 Status : I=Inactive

Effective date : 0/00/00

Press Enter to continue.

F3=Exit F12=Cancel

* FY13 Rate (10/1/12 - 9/30/13) is above

* FY14 Rate (10/1/13 - 9/30/14) will be 40.35

* FY15 Rate (10/1/14 - 9/30/15) anticipated @ 41.15 } see attached
 "Base 2014 Payroll Budget"

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:56:06

Employee : 6514 NICHOLS, RANDELL O
 Benefit code : FE HEALTH INS 1500 (PFT)
 Date last received : 9/20/13

Amount : .00 194.59 *
 Percentage : .000 .000 *
 Maximum per check : .00 .00 *
 Maximum per year : .00 .00 *
 Reference :
 Start date : 0/00/00
 End date : 0/00/00
 Priority : 3
 Include in net earnings . . . :
 Status : I=Inactive

Effective date : 1/01/12

Press Enter to continue.

F3=Exit F12=Cancel

* This is Calendar Year 2014 rate

* Anticipated Calendar Year 2015 rate is 204.32 (per Budget Office)

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:56:54

Employee : 5455 YOUTSEY, MICHAEL L
Benefit code : PO POLICE PENSION
Date last received : 9/20/13

Amount : .00 .00 *
Percentage : .000 39.430 *
Maximum per check : .00 .00 *
Maximum per year : .00 .00 *
Reference :
Start date : 0/00/00
End date : 0/00/00
Priority : 3
Include in net earnings . . . :
Status : I=Inactive

Effective date : 3/06/98

Press Enter to continue.

F3=Exit F12=Cancel

*FY13 Rate (10/1/12-9/30/13) is above
*FY14 Rate (10/1/13-9/30/14) will be 40.35% } See attached
*FY15 Rate (10/1/14-9/30/15) anticipated to be 41.15% } "Base 2014 Payroll Budget"

PR525U04

CITY OF COLUMBIA
Display Benefit Information9/19/13
14:56:35

Employee : 5455 YOUTSEY, MICHAEL L
Benefit code : HE HEALTH INS \$750 (PFT)
Date last received : 9/20/13

Amount : .00 194.59 *
Percentage : .000 .000 *
Maximum per check : .00 .00 *
Maximum per year : .00 .00 *
Reference :
Start date : 0/00/00
End date : 0/00/00
Priority : 3
Include in net earnings . . . :
Status : I=Inactive

Effective date : 10/15/99

Press Enter to continue.

F3=Exit F12=Cancel

* This is Calendar Year 2014 rate
* Anticipated Calendar Year 2015 rate is 204.32 (per Budget Office)

PR180U01

Base 2014 Payroll Budget (Feb 2013)
Benefit Code Maintenance

5/08/13
10:19:45

Position to Starting character(s)

Type options, press Enter.

2=Change 3=Active/Inactive 4=Delete 5=Display 6=Copy 7=Exclusions
 8=Frequency maintenance 9=Account maintenance

Opt	Description	Code	Amount	Percent	Prior	
-	PARKING RAMP	PR	10.00		3	Inactive
-	PARKING WABASH	PW	10.00		3	Inactive
-	PARKING 6TH & CHERRY	PC	10.00		3	Inactive
-	POLICE PENSION	PO		40.350	3	
-	POLICE PENSION 2012 10 01	PN		31.350	3	
-	POST EMP HEALTH PLAN	HP	10.50		3	Inactive
-	POST EMP SICK HOURS	HS	110.00		3	
-	PP MEDICARE SUBSIDY RR	R1			3	
-	PP NONMEDICARE SUBSIDY RR	R2			3	
-	RAILROAD HOURS TAX	RH			2	Inactive
-	RR TAX TIER 1 (ER) CONTR	T1		7.650	4	

F3=Exit F6=Add F8=Print List

More...

This is the FY14 Police Pension Rate.

- Effective 10/1/13 to 9/30/14

** The 40.35% is for Officers hired BEFORE 10/1/12
 (which both of our detectives fall into this category)*

** The Current (FY13) rate ending 9/30/13
 is 39.43% (which is reflected on chuk stubs attached)*

**BOONE COUNTY SHERIFF'S DEPT/COLUMBIA POLICE DEPARTMENT
DOMESTIC VIOLENCE ENFORCEMENT UNIT (DOVE)
VICTIM SATISFACTION SURVEY**

1. How satisfied were you with the services you received from law enforcement officers who responded to your initial incident?

- ☐ Very satisfied
☐ Somewhat satisfied
☐ Somewhat dissatisfied
☐ Very dissatisfied

3. Did the officer:

	Yes	No	N/A
A. Inquire if you needed medical assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Provide/arrange for medical assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Show concern for your current situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Provide/arrange for transportation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Provide referral information about other agencies that could assist with your needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Suggest that counseling was available and provide referral information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Offer reassurance that made you feel safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Tell you what the Department would do next on this case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Allow you to talk about your situation without judging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Make you feel at ease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Provide you with his/her name and phone number in case you had any questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Did the officer provide you with a domestic violence yellow card containing information about your rights as a victim?

- ☐ Yes
☐ No
☐ Don't Remember

5. How helpful was the information you received?

- ☐ Very helpful
☐ Somewhat helpful
☐ Not very helpful
☐ Not at all helpful

TURN OVER

6. Have you been contacted by a Domestic Violence Investigator since the initial report was taken?

- ☐ Yes
☐ No

7. How soon were you contacted?

- ☐ Next day
☐ Within 2-3 days
☐ Within 4-7 days
☐ More than 7 days

8. How concerned was/were the officer(s) who contacted you after the initial report?

- ☐ Very concerned
☐ Somewhat concerned
☐ Not concerned
☐ Not at all concerned

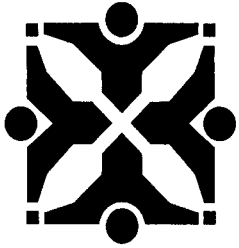
9. Did the officer(s) who contacted you after the initial report provide any of the following:

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| A. Information on the status of the case. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Referral to other service agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Reassurance that the Department was concerned about what happened to you. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Crime prevention information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10. Were you kept informed about your investigation/incident?

- ☐ Yes
☐ No

Members of the Domestic Violence Enforcement Unit (DOVE) thank you and appreciate the time you take to complete this survey. This information will be used by the DOVE Unit to improve services provided to victims of domestic violence.



Source: Police Department

To: City Council

From: City Manager and Staff

Council Meeting Date: Jan 20, 2014

Agenda Item No:

Re: Department of Public Safety Grant - 2014-2015 STOP VAWA (Domestic Violence Unit Grant)

EXECUTIVE SUMMARY:

Staff has prepared for Council consideration an ordinance authorizing acceptance of the 2014-2015 STOP VAWA grant in the amount of \$156,717.88 from the Missouri Department of Public Safety and authorizing the City Manager to sign the contract.

DISCUSSION:

This grant renewal will continue funding a portion of the DOVE (Domestic Violence) Unit officer's salaries/benefits and provides 51% funding for a temporary part-time employee to assist with the administrative duties of the Unit, allowing the DOVE officer's more time for contact with Domestic Violence victims.

The contract period is January 1, 2014 through December 31, 2015.

FISCAL IMPACT:

The 2014-2015 STOP VAWA Grant will offset the cost budgeted for two existing officer positions and a part time temporary civilian position in FY14 and FY15 (\$156,717.88).

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

Vision impact is supported by increasing the enforcement of domestic violence laws, providing support and access to services for victims, and providing training to other law enforcement agencies in the investigation of domestic violence.

SUGGESTED COUNCIL ACTIONS:

Staff recommends acceptance and passage of ordinance.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed		Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	3.3.2
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	