

State of Michigan
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
 Michigan Justice Training Competitive Grant Program
2013 GRANT APPLICATION

MCOLES USE ONLY	
CONTROL NUMBER	COMMISSION NUMBER

SECTION 1 - IDENTIFICATION

APPLICANT AGENCY Sample Application University		FEDERAL ID NUMBER 38-1234567
STREET ADDRESS/CITY/ZIP 3001 Apple Street, Maytown, MI 00002		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) Grant Writing 101		
START DATE January 1, 2013	END DATE December 31, 2013	GRANT FUNDS REQUESTED \$73,327.68

AUTHORIZED OFFICIAL (PERSON AUTHORIZED TO ENTER INTO CONTRACTS)

NAME AND TITLE Wayne Carlson		
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SIGNATURE		DATE August 31, 2012

PROJECT ADMINISTRATOR (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)

NAME AND TITLE Gina Rosendall-Saucedo		
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SIGNATURE		DATE August 31, 2012

FINANCIAL OFFICER (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

NAME AND TITLE Jacquelyn Beeson		
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SIGNATURE		DATE August 31, 2012

By authority of P.A. 302 of 1982, as amended
 Submission of this application is required to participate in this program.

SECTION 2 - PROJECT NARRATIVE

A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Why the training is needed and who needs to be trained? Explain why this proposal should be grant funded. Refer to Section 2-A on page 18 of the Grant Manual for further instructions.

Our proposal is to administer law enforcement training in emergency vehicle operations (EVO). The justification for the training is based on the following:

The ability to drive in an emergency situation is an essential job function of the position of patrol officer in Michigan. The 2006 MCOLES Job Task Analysis (JTA) highlights the importance of emergency driving. For example, task number 240 in the JTA, "Operate a patrol vehicle to apprehend a person in a motor vehicle who is attempting to flee and elude" has a frequency rating of 2.39 and a criticality rating of 4.45 on a 1-5 rating scale. Further, task number 239, "Operate a patrol vehicle in response to an emergency" has a frequency rating of 4.00 and a criticality rating of 4.37. The ratings are consistent for all agency sizes and types across the state. Both tasks emerged as core tasks and are essential job functions of the position. Our training objectives will be linked to these fundamental job responsibilities.

Further, without funding from the grant program, the costs to smaller agencies in our area for EVO training may be prohibitive. Track rental rates vary by location and season and fees can be as high as \$3,000 per day during the peak season. Grant funding helps overcome this financial burden.

Also, a phone survey of consortium membership reveals the need for training in emergency driving. Last year, several minor traffic crashes involving law enforcement officers responding to emergency calls occurred in our area. And, our membership indicates there were 89 pursuits last year alone. But pursuits are only one component of emergency driving. Additional emergency driving occurs when officers respond to critical medical calls, personal injury accidents, victimization, and other life threatening emergencies. Moreover, our risk managers and insurance carriers indicate that training in emergency vehicle operations is essential to improve driving competencies and reduce civil liability.

National research supports our proposal as well (see NHTSA, LEOKA, and DOT reports). And, Michigan crash reports for 2005 – 2009 from MSP reveal a high rate of law enforcement traffic crashes in our area, as compared to other areas across the state. Although pursuits may be infrequent, these statistics highlight the need for training in emergency vehicle operations. Serious traffic crashes can impact innocent bystanders, their families, and other members of the community as well. In addition, MCOLES recognizes the importance of EVO training by listing it as a priority program area in their grant guidelines for this funding cycle.

Training in emergency vehicle operations must address an officer's ability to make sound decisions and use appropriate judgment. Completing a cone course is important in order to reinforce specific mechanical skills, for example, backing, braking, turning, etc. But EVO training must also be performance-based and must address the ability of an officer to make appropriate reflective and reflexive decisions in a variety of situations. Our intent is to improve both mechanical skills and sound judgment through training.

SECTION 2 - PROJECT NARRATIVE

B. TRAINING OBJECTIVES

Give a description of the subject matter for each course/topic. Provide global objectives, stating what the trainees are expected to know and do as a result of this training. Refer to Section 2-B on page 18 of the Grant Manual for further instructions.

The EVO training is a 24-hour program for active duty law enforcement officers. It includes lecture, videos, a cone course, and reality-based scenarios. The participants must demonstrate proficiency in all required areas. The first day focuses on precision driving skills through lectures on defensive driving, vehicle dynamics, civil liability, and skid control. On day two, the participants will practice precision driving skills on a closed driving course. Day three focuses on decision making. It includes reality-based training such as mock pursuit exercises and reality-based scenarios.

- I. Demonstrate an understanding of the legal issues regarding EVO (2 hours).
 - a. Defines the following terms relevant to EVO:
 - (1) emergency;
 - (2) emergency vehicles (MCL 257.2);
 - (3) fleeing and eluding (MCL 257.602a); and
 - (4) pacing, pursuit, emergency escorts, etc.
 - b. Demonstrates a working knowledge of Michigan statutes:
 - (1) traffic regulations that govern authorized emergency vehicles (MCL 257.603);
 - (2) vehicles in pursuit of criminals (MCL 257.632);
 - (3) warning devices (MCL 257.706(d)); and
 - (4) yielding by other vehicles (MCL 257.653);
 - c. Recognizes that departmental policies and procedures often govern officer behavior in situations involving emergency vehicle operation.
- II. Demonstrate an understanding of liability issues that relate to EVO (2 hours).
 - a. Recognizes the components of civil liability as:
 - (1) negligence (MCL 691.1405);
 - (2) intentional torts;
 - (3) constitutional torts (42 U.S.C. 1983); and
 - (4) excessive force claims (*Graham v. Connor*, 490 U.S. 386 (1989)).
 - b. Considers that the actions of an officer will be judged by standards, which include:
 - (1) negligence (MCL 691.1405);
 - (2) gross negligence (MCL 691.1407);
 - (3) "shock the conscience" (*Sacramento v. Lewis*, 118 S.Ct. 1708 (1998));
 - (4) governmental immunity (MCL 691.1407); and
 - (5) the use of force continuum.

- c. Demonstrates a working knowledge of the relevant case law regarding:
 - (1) fleeing drivers and the use of force:
 - (a) *Jackson v. Oliver*, 204 Mich App 122 (1994);
 - (2) innocent parties:
 - (a) *Robinson v. City of Detroit*, 462 Mich 439 (2000); and
 - (3) the question of duty:
 - (a) *Robinson v. City of Detroit*, 462 Mich 439 (2000).

III. Operate an emergency vehicle under emergency conditions (8 hours).

- a. Determines when it is appropriate to use and manage the emergency equipment:
 - (1) siren ineffectiveness;
 - (2) semi-marked v. marked units; and
 - (3) the reaction of others to activated emergency equipment.
- b. Operates the vehicle in emergency situations, using:
 - (1) proper radio techniques by advising dispatchers;
 - (2) appropriate driving strategies and techniques;
 - (3) proper occupant protection; and
 - (4) a recognition of risk factors, such as:
 - (a) the decision to operate in an emergency mode;
 - (b) the decision to terminate the emergency run;
 - (c) vehicle dynamics during an emergency run; and
 - (d) factors brought on by stress (e.g., heart rate, respiration, etc.).
- c. Understands that driving under emergency conditions does not relieve the officer of the duty to drive with “due regard” for the safety of others (MCL 257.632).

IV. Engage in a pursuit (8 hours).

- a. Determines when it is appropriate to use and manage the emergency equipment.
- b. Determines when it is appropriate to engage in a pursuit, based on:
 - (1) balancing the need to pursue v. the seriousness of the offense;
 - (2) traffic and road conditions;
 - (3) weather conditions;
 - (4) what is known about the offender;
 - (5) night v. day driving;
 - (6) knowing, or not knowing, the area; and
 - (7) agency policy and procedures.
- c. Recognizes the factors that influence officer behavior in emergency driving situations:
 - (1) peer pressure;
 - (2) emotions (anger, fear, etc.);
 - (3) officer attitudes (self-righteousness, over-confidence, etc.); and
 - (4) psychological/physiological factors.

- d. Operates the emergency vehicle under pursuit conditions, considering:
 - (1) communication procedures;
 - (2) driving strategies;
 - (3) occupant protection; and
 - (4) other risk factors.

- e. Operates the emergency vehicle under pursuit conditions considering appropriate management strategies, such as:
 - (1) back-up units v. secondary units;
 - (2) multiple chase units; and
 - (3) the involvement of other jurisdictions.

- f. Determines when it is appropriate to discontinue a pursuit, including:
 - (1) when initial circumstances have changed or no longer exist;
 - (2) when directed to discontinue the pursuit by another officer or supervisor; or
 - (3) at the discretion of the initiating officer.

- g. Recognizes when to intervene with a fleeing suspect's vehicle, by considering:
 - (1) the reasonableness of the actions (4th amendment);
 - (2) the MCOLES use of force continuum;
 - (3) agency policy and procedure; and
 - (4) the appropriate use of agency approved techniques, such as:
 - (a) vehicle disabling devices (e.g., controlled tire deflation devices);
 - (b) roadblocks (total or partial);
 - (c) boxing tactics (moving or stationary); and
 - (d) intentional contact (e.g. PIT, intentional collisions).

V. Engage in post-incident operations (4 hours).

- a. At the conclusion of the emergency run, positions the patrol vehicle for the best protection of the officer and the scene.

- b. Safely manages the scene, by:
 - (1) assessing the threat level;
 - (2) rendering first aid, if necessary; and
 - (3) determining the need for additional assistance.

- c. Recognizes that a formal post-incident review may consist of:
 - (1) departmental debriefings;
 - (2) policy reviews;
 - (3) civil or citizen panel reviews; or
 - (4) criminal reviews.

- d. Assesses the need for continuous in-service training in emergency vehicle operations throughout an officer's career.

SECTION 2 - PROJECT NARRATIVE

C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors. Outline the method(s) of presentation. Refer to Section 2-C on page 19 of the Grant Manual for further instructions.

Training strategies will be based on the interactive learning theory. Our intent is to address decision making and judgment, in addition to mechanical skills, by using interactive teaching strategies in the classroom and on the driving course. This includes table top scenarios, group activities, class discussions, case studies, interactive dialogs, and reality-based scenarios. Lecture and PowerPoint presentations will be part of the delivery methodology, but the emphasis will be on interactive teaching.

The purpose of the EVO training is to be meaningful and ultimately change behavior on the job in a positive way. The participants must know what is expected of them and how the training relates to what they do when working the road. Performing appropriately on the job requires a combination of mechanical skills and sound judgment. Both are addressed in our EVO training by using appropriate training delivery strategies

In emergency driving situations officers are required to function in a rapidly evolving environment. In fact, reflexive decisions may be required at several points during an emergency run or high speed pursuit. Our training will address this context by requiring participation in reality-based scenarios.

Our instructors understand that contrived scenarios in the classroom or performance on a drive track eventually give way to authentic calls for service with real perpetrators and real victims. Therefore, detailed participant feedback regarding their performance will be an important component of the training.

Participant manuals will be provided for use during the course. A copy of the manual will be on file with our consortium – available for inspection and use by other criminal justice practitioners.

Training will occur at two separate locations – The Muskegon Raceway in Muskegon County and the Berlin Raceway in Marne. Each is a closed course between 1 – 2 miles long.

Instructors:

Wayne Carlson
Danny Rosa
Pat Hutting
Joyce Nelson

SECTION 2 - PROJECT NARRATIVE

D. EVALUATION

In addition to participant feedback, describe how the participants will be evaluated on their acquisition of knowledge for each course/topic. Refer to Section 2-D on page 19 of the Grant Manual for further instructions.

Course evaluations will be provided at the conclusion of each session. The evaluations will capture the participants' reactions to the course content, particularly as it connects to their job responsibilities. We want to know if the training session provided them with the necessary knowledge, skills and abilities to positively affect their job performance. Additionally, the participant evaluations will be used to assess the instructors' abilities to facilitate the training. Corrective actions and program adjustments will be made when the participants have identified appropriate issues.

Participants will be required to obtain 80% or higher on a 25 question multiple-choice examination at the conclusion of the classroom portion of the course. The intent is to measure the extent to which the participants obtained basic knowledge.

The participants will also be evaluated by instructors on all of the practical skills during this course, using the consortium assessment template. The participants will receive a pass/fail on each cone course, based on completion times and the number of critical cones struck during the assessment.

In addition, all participants will demonstrate proficiency in a reality-based scenario with role players. A reality based scenario is an excellent tool that can be used to assess behavioral outcomes of newly learned knowledge and abilities, including judgment and decision making. Here, our evaluation shifts to a qualitative assessment based on objectively observed behavior, where performance is the demonstration of competency. Performance in scenarios, as opposed to driving a cone course, conveys the principles and contexts of real life. The scenarios will not be pass/fail, yet the instructors will provide appropriate feedback to the participants regarding their performances.

SECTION 3 - COURSE DETAIL

Complete the Course Detail section for *each topic/course* included in your proposal. Copy and insert this page into your application as many times as needed. Refer to Section 3 on page 20 of the Grant Manual for further instructions.

Course Details

Course Title

Emergency Vehicle Operations

Training Location

Various locations throughout the state

Maximum Participants	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions
15	12	24	7

Cost Breakdown

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$4,081.63	\$940.83	\$3,140.79
Contractual Services	\$0	\$0	\$0
Tuition	\$0	\$0	\$0
Travel-Personnel	\$0	\$0	\$0
Travel-Contractual	\$0	\$0	\$0
Travel-Students	\$894.86	\$894.86	\$0
Supplies & Operating	\$9,156.03	\$8,639.69	\$516.34
Equipment	\$0	\$0	\$0
Total <i>Per Session</i> Costs	\$14,132.52	\$10,475.38	\$3,657.13
Total <i>Course</i> Costs	\$98,927.64	\$73,327.68	\$25,599.96

SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Explain why the proposed expenditures (Match and Grant Funds) are necessary to support each course/topic. **Refer to Section 4 on page 21 of the Grant Manual for further instructions.**

Personnel: Member agencies, who employ the certified instructors, have pledged at least one week of instruction on departmental time. The same agencies will allow their officers / instructors to teach additional classes as secondary employment only during non-departmental hours. We request funding to compensate enough instructors during their non-departmental time to enable the training of 105 officers. (676 hours at \$30 per hour = \$20,280) Additionally, the request includes nominal payment for the Grant Administrator, time for preparation of required documents. (8 hours at \$30 per hour = \$240) Finally, a request for the funding of a Program Administrator is necessary to ensure the reservation of tracks, coordination of instructors and proper documentation of training sessions. (192 hours at \$30 per hour = \$5,760) Each of these positions within the Personnel category requires fringe benefits according to consortium procedures. (Driving Instructors: \$20,280 @ 8.410% = \$1,706 / Grant Administrator: \$240 @ 42.257% = \$101 / Program Administrator: \$5,760 @ 8.410% = \$484)

The **TOTAL** for the **Personnel** category is \$28,571.40.

Grant Share: \$6,585.84

Match Share: \$21,985.56

Contractual Services: There is no funding request for the categories of Contractual Services.

Travel-Employee: There is no funding request for the Employee Travel category.

Travel-Contractor: There is no funding request for the Contractor Travel category.

Travel-Student: Travel costs for the trainees are within the State's standardized travel rates as published by the Department of Technology and Budget. Travel costs for this program are based on \$7.25 lunch cost. (3 days per session x 288 trainees = \$6,264.00).

The **total** for the **Travel-Student** category is \$6,264.00

Grant Share: \$6,264.00

Match Share: \$0

Supplies and Operating: We request full funding for track rentals. The training site at Muskegon is a fixed cost. (16 classes @ \$1,850 per class = \$29,600) The training site at Marne is broken into two fixed costs (In season: 11 classes @ \$2,000 per class = \$22,000 / Off season: 5 classes @ \$1,200 per class = \$6,000) Training supplies are needed throughout the training sessions including: 18" traffic cones (100 @ \$7.00 per cone = \$700), marking paint (40 cans @ \$6.00 per can = \$240), black adhesive tape (10 rolls @ \$4 per roll = \$40), and white adhesive tape (10 rolls @ \$10 per roll = \$100). Funding of limited course materials is requested to include: student manuals (50 manuals @ \$7.50 per manual = \$375), instructor manuals (25 manuals @ \$16.70 per manual = \$418), printing needs such as driving evaluations, written tests, etc (3,168 sheets @ \$.10 per sheet = \$317), pre-paid postage envelopes (16 envelopes @ \$3.85 per envelope = \$62) and pens (16 boxes @ \$1 per box = \$16) In order to maintain the number of required instructors to provide the 16 training sessions, two member agency officers will be sent to the MSP Precision Driving Instructor training (\$1,438.92 per instructor = \$2,878) Two instructors will also be sent to the MSP Advanced Precision Driving Training (\$673.75 per instructor = \$1,348)

The **total request** for the Supplies & Operating category is \$64,092.24

Grant Share: \$60,477.84

Match Share: \$3,614.40

Equipment: There is no request for funding in the Equipment category.

Total project funding with both Grant share and Match share is \$98,927.64. The total Grant Share request is \$73,327.68. The total Matching Share expense is \$25,599.96.

SAMPLE

SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Priority ranking can be made within an application by budget category, course/topic, or number of sessions. Also, if more than one grant application is being submitted, prioritize your list of applications in descending order. Refer to Section 5 on page 23 of the Grant Manual for further instructions.

(Multiple grant requests from one applicant agency)

The [Grantee] has submitted the following four grant requests in order of priority:

1. EVO (This request)

Budget Items in Priority Order within this Request:

1. **Supplies and Operating** Costs in priority order:

- i. Track Rental-Muskegon - \$29,600
(\$29,600 Grant Share) (\$0.00 Match Share)*
- ii. Track Rental-Marne (off season) - \$22,000
(\$22,000 Grant Share) (\$0.00 Match Share)*
- iii. Track Rental-Marne (drive season) - \$6,000
(\$6,000 Grant Share) (\$0.00 Match Share)*
- iv. Instructor Training-MSP Instructor Training course - \$2,877.84*

2. **Student Travel** Costs - \$6,264.00
(\$6,264.00 Grant Share) (\$0.00 Match Share)

3. **Personnel** Costs - \$28,571.40
(\$6,585.84 Grant Share) (\$21,985.56 Match Share)

2. REID & Associates

3. SWAT - Basic

4. First Line Supervisor

5. Leadership Development

SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Priority ranking can be made within an application by budget category, course/topic, or number of sessions. Also, if more than one grant application is being submitted, prioritize your list of applications in descending order. Refer to Section 5 on page 23 of the Grant Manual for further instructions.

(One applicant, one request)

Prioritized Funding Request:

1. PERSONNEL

Salary & Fringe Benefits	\$ 6,585.84 (Grant Share)
	\$ 28,571.40 (Match Share)

2. SUPPLIES & OPERATING

Track Rental-Muskegon	\$ 29,600.00
Track Rental-Marne (Off Season)	\$ 22,000.00
Track Rental-Marne (driving season)	\$ 6,000.00
Instructor Training	\$ 2,877.84
MSP Precision Driving	

3. TRAVEL

Travel-Students	\$ 507.50
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