

**State of Michigan**  
**Michigan Commission on Law Enforcement Standards**  
**Commission Meeting Agenda**  
**MCOLES Building**

---

September 14, 2022  
10:30 AM

- I.** CALL TO ORDER Chair Greg Zyburt
- II.** INTRODUCTIONS
- III.** ACCEPTANCE OF THE [June 15, 2022](#) Meeting Minutes
- IV.** ADDITIONS/CHANGES TO THE AGENDA
- V.** PUBLIC COMMENT
- VI.** CHAIR'S REPORT
- Introduce New Commissioner (Chief Issa Shahin)
  - Establish Nominating Committee
  - [LEO Population](#)
  - [Grant Adjustments](#)
  - [SUR Report](#)
- VII.** DIRECTOR'S REPORT
- Introduction of new MCOLES staff members
    - Richard Hopper
    - Rachel Coy
- VIII.** COMMITTEE REPORTS
- Executive Committee
- IX.** CONSENT AGENDA
- [Revocation](#)
  - [Relinquishments](#)
- X.** NEW BUSINESS
- [Commission Resolution 2022-13 \(Officer Kahlil Biddle PSOB\)](#)
  - [Commission Resolution 2022-14 \(Deputy Earnest Robinson\)](#)
  - [Commission Resolution 2022-15 \(Firefighter David Becker\)](#)
  - [Public Safety Academy Assistance Program](#)

- MJTF Grants

**XI. OLD BUSINESS**

**XII. MISCELLANEOUS**

**XIII. PUBLIC COMMENT**

**XIV. NEXT MEETING**

DATE: **Tuesday, November 22, 2022**  
LOCATION: Michigan State Police Headquarters

**XV. ADJOURNMENT**

---

**Michigan Commission on Law Enforcement Standards**  
**June 15, 2022**  
**Michigan State Police Headquarters**

---

---

**COMMISSION MEMBERS PRESENT**

Sheriff Gregory Zybert, representing the Michigan Sheriffs' Association  
Director Ronald Moore, representing the Michigan Association of Chiefs of Police  
Chief Ronald Wiles, representing the Michigan Association of Chiefs of Police  
Inspector Lisa Rish, representing the Michigan State Police  
Mr. Jim Stachowski, representing the Police Officers Labor Council  
Mr. Arthur Weiss, representing the Criminal Defense Attorneys of Michigan  
Trooper Nate Johnson, representing the Michigan State Police Troopers Association  
Mr. Anthony Lewis, representing the Michigan Department of Civil Rights  
Mr. David Tanay, representing the Office of the Attorney General  
Sheriff Anthony Wickersham, representing the Michigan Sheriff's Association  
Sheriff Matthew Saxton, representing the Michigan Sheriffs' Association  
Ms. Linda Broden, representing the Detroit Police Officers Association  
Mr. Thomas Adams, representing the residents of the State  
Mr. Michael Wendling, representing the Prosecuting Attorneys Association of Michigan  
Mr. Ken Grabowski, representing Police Officer Association of Michigan  
Deputy Matthew Hartig, representing Deputy Sheriff's Association of Michigan  
Director Kimberly Koster, representing the Michigan Association of Chiefs of Police  
Pastor Tellis Chapman, representing residents of the State

**COMMISSION MEMBERS ATTENDING VIRTUALLY (Non-voting)**

Mr. Michael Sauger, representing the Fraternal Order of Police

**COMMISSION MEMBERS EXCUSED**

Commander Mark Bliss, representing the Detroit Police Department  
Dr. Lisa Jackson, representing residents of the State  
Lt. Michael Hawkins, representing the Michigan Association of Police  
Pastor Jeffery Hawkins, representing residents of the State

**STAFF PRESENT (In Person)**

Mr. Timothy Bourgeois, MCOLES Executive Director  
Mr. Joseph Kempa, MCOLES Acting Deputy Executive Director  
Ms. Jacquelyn Beeson, MCOLES Staff  
Ms. Kayla Hanselman, MCOLES Staff  
Mr. Matt Robinson, MCOLES Staff  
Mr. John Szczubelek, MCOLES Legal Counsel

**STAFF PRESENT (Virtually)**

Mr. Matt Krumbach, MCOLES Staff  
Mr. Danny Rosa, MCOLES Staff

Mr. Pat Hutting, MCOLES Staff  
Mr. Ben Zyber, MCOLES Staff  
Mr. David Lee, MCOLES Staff  
Mr. Joe Kempa, MCOLES Staff  
Ms. Gretchen Galloway, MCOLES Staff  
Ms. Kathryn Teigeler

### **GUESTS ATTENDING (In Person)**

Rob Miller, Kellogg Community College  
Deputy Director David Molloy, HIDTA  
Inspector Brad Wise, Battle Creek Police Department  
Undersheriff Timothy Hurtt, Calhoun County Sheriff's Office

### **GUESTS ATTENDING (Virtually)**

Mr. Mark Sands, Office of the Attorney General – Alcohol & Gambling Enforcement Division

### **CALL TO ORDER**

The Commission meeting was called to order by Chair Greg Zybert on June 15, 2022, at 10:30 AM. The meeting was held in person in accordance with the Open Meetings Act and shared virtually via the Teams platform for staff and members of the public. Commissioners were required to attend in person.

Chair Zybert provided the following guidelines for those attending the meeting virtually:

- Reminded members to mute their microphones unless speaking.
- Before speaking, everyone was asked to state their name and wait to be recognized by the chair, so it was clear who was speaking.
- He advised if a member of the public wanted to make a comment, they would have two opportunities. The first is after the Agenda Changes and the second opportunity would be at the end of the meeting under Public Comment. The Commission is asking that comments be limited to 3 minutes and added that this would not be a question-and-answer situation, only an opportunity to address the Commission.

### **INTRODUCTIONS**

Chair Zybert introduced himself and then those attending in person did the same. He then asked Jacque to take attendance for staff members attending virtually. Next, Commissioners and guests attending virtually had an opportunity to identify themselves for the minutes. Chair Zybert advised they were not required to do so.

### **ACCEPTANCE OF THE APRIL 13, 2022, COMMISSION MEETING MINUTES**

A **MOTION** was made by Commissioner Adams and supported by Commissioner Moore to approve the April 13, 2022; Commission Meeting Minutes as written.

A **VOTE** was taken. The **MOTION** carried.



## **ADDITIONS TO THE AGENDA**

Chair Zybert inquired if any Commissioner had any changes to the agenda. There were no changes requested by the Commissioners.

A **MOTION** was made by Commissioner Wendling and supported by Commissioner Chapman to approve the June 15, 2022, meeting agenda.

A **VOTE** was taken. The **MOTION** carried.

## **PUBLIC COMMENT**

Chair Zybert stated this was the first opportunity to address the Commission. He inquired if there was anyone attending the meeting virtually or in-person that wanted to address the Commission. He reminded them of their 3-minute time limit.

No one addressed the Commission.

## **CHAIR'S REPORT**

LEO Population Report – Chair Zybert reported the Law Enforcement Officer Population Report for the month of May was made available to the commissioners. Even with numerous academy graduations, the number of officers and the number of positions continued to decrease.

Grant Adjustments – This report provides information on adjustments requested by the grantees for the Justice Training Grants. This report was sent out with the electronic distribution and did not require Commission action.

Special Use Requests – The Commissioners received this report via the electronic distribution.

David Molloy Recognition – Chair Zybert asked Mr. David Molloy to join him up front. Executive Director Bourgeois presented him with a plaque and added his profound appreciation to Mr. Molloy for his years as a commissioner serving from October 2016 to February 2022, including 2 years as the vice-chair and 3 years as the chair. Director Bourgeois stated as a commissioner, David Molloy, went above and beyond during his time with the commission. Mr. Molloy stated it was a pleasure to serve the Commission. He added he made many friends and worked with an outstanding staff.

## **DIRECTOR'S REPORT**

Staffing – Executive Director Bourgeois introduced Mr. Joe Kempa. He is the section manager for Career Development but is currently working out of class as the Acting Deputy Executive Direction replacing Hermina Kramp who recently retired. He will assume these responsibilities until the position is filled. Mr. Kempa stated that he has some big shoes to fill and is honored to be selected.

Executive Director Bourgeois stated that Josh Monte was hired approximately one year ago as the Investigator for MCOLES. He was recently offered a Deputy Police Chief position that he accepted. He then introduced Kathryn Teigeler who he thought would fill our second investigator position, however she is currently our only investigator. She came to MCOLES from

the Office of the Attorney General. Ms. Teigeler added that she is glad to be on board and excited to get started.

## **COMMITTEE REPORTS**

Executive Committee – Chair Zybert stated that the Executive Committee held a meeting prior to the regular commission meeting this morning. They discussed the items on the agenda for the meeting at 10:30 AM.

## **CONSENT AGENDA - None**

## **NEW BUSINESS**

Commission Resolution 2022-11 – Chair Greg Zybert read into the record Commission Resolution 2022-11 honoring Detroit Police Department Sergeant Raymond Hughes and Extending Public Safety Officer Benefits.

A **MOTION** was made by Commissioner Adams and supported by Commissioner Moore to approve Commission Resolution 2022-11 honoring Detroit Police Department Sergeant Raymond Hughes and Extending Public Safety Officer Benefits.

A **VOTE** was taken. The **MOTION** carried.

Commission Resolution 2022-12 – Chair Greg Zybert read into the record Commission Resolution 2022-12 honoring fallen Detroit Fire Department Sergeant Sivad Johnson and Extending Public Safety Officer Benefits.

A **MOTION** was made by Commissioner Hartig and supported by Commissioner Wickersham to approve Commission Resolution 2022-12 honoring Detroit Fire Department Sergeant Sivad Johnson and Extending Public Safety Officer Benefits.

A **VOTE** was taken. The **MOTION** carried.

## **OLD BUSINESS**

Kellogg Community College (KCC) Regional Academy Request – Chair Zybert introduced Rob Miller from Kellogg Community College. Mr. Miller advised at the last meeting the Commission voted to grant approval for Kellogg Community College to proceed with the process of planning to establish a regional academy. He reiterated some details from the past meeting:

- Established there is a need for the academy.
- Other two academies in the several county area are full therefore, KCC is not taking any of their students.
- KCC will continue to run a Track Program.
- KCC submitted the needed paperwork to MCOLES.

A discussion then followed with numerous questions being answered including:

- Continuing with past practice, the proposed operating plan was not submitted to the Commissioners for review. Operating plans are lengthy (over 100 pages in length) and extremely detailed. Each of the 20 basic academies must submit a new operating plan each year for approval. The Commission's staff reviews the plans and once they are in order, the executive director approves them in accordance with the delegation resolution.
- There is a need for another regional academy. The number of licensed officers statewide keeps declining, down by over 1,000 officers in less than the past 2 years. There is an unprecedented number of officers leaving the profession mid-career. It is critical to increase the system's capacity to replace these officers and agencies cannot find enough qualified candidates to maintain their authorized strength. With the increased popularity of agencies employing recruits rather than attempting to recruit pre-service candidates, there is a growing problem with being able to find enough space for them in academies timely in an acceptable geographic range.
- Nearby agencies have waiting lists because Kalamazoo Valley and Lansing Community College's classes are full.
- The disservice to communities and agencies not to allow applicants the opportunity to train employed recruits they have located in their communities.
- Representatives of the Battle Creek Police Department addressed the Commission. They have an approved a budget to hire 22 recruits (15 positions open and 4 COPS grants due to expire). They stated they need the additional academy, there is not space at either Kalamazoo or Lansing to train these recruits.
- A representative of the Calhoun County Sheriff's Office addressed the Commission with their need to fill open positions also and no available academy slots to get the people trained. To send them out of the area increased the time and costs for the department, providing space is even available.
- Chair Zyburt asked Executive Director Bourgeois for the staff's recommendation. Mr. Bourgeois said: there was a demonstrated current and future need in this area for an additional regional academy; KCC's submitted operating plan was acceptable and approved; KCC has the infrastructure and proven ability to deliver the Commission's basic academy curriculum by their current operation of the college track program and the two closet regional academies both were reporting full enrollments for the fall 2022 academy sessions and that an overall increase the entire basic training system's capacity is necessary to produce the number of licensed officers needed for the demand agencies have.

A **MOTION** was made by Commissioner Wiles and supported by Commissioner Saxton that based on the demonstrated need and a positive recommendation from the staff, that the Commission approve KCC to immediately begin operating a regional basic police academy while retaining their college track program.

A **ROLL CALL VOTE** was taken. The **MOTION** carried with the following results recorded:

Commission Approval to Allow KCC to Operate a Regional Basic Police Academy	
COMMISSIONER ZYBURT	YES
COMMISSIONER MOORE	YES
COMMISSIONER WILES	YES
COMMISSIONER LEWIS	YES
COMMISSIONER GRABOWSKI	YES
COMMISSIONER ADAMS	YES
INSPECTOR RISH	YES

COMMISSIONER WICKERSHAM	YES
COMMISSIONER SAXTON	YES
COMMISSIONER TANAY	YES
COMMISSIONER KOSTER	YES
COMMISSIONER JOHNSON	YES
COMMISSIONER WENDLING	YES
COMMISSIONER BRODEN	YES
COMMISSIONER STACHOWSKI	YES
COMMISSIONER CHAPMAN	YES
COMMISSIONER WEISS	YES
COMMISSIONER HARTIG	YES

Update on Response to Active Violence Training – In the 2018 lame duck session legislative session, a bill was passed to amend the MCOLES Act to mandate active violence training that emphasizes coordinated tactical response to rapidly developing incidents involving violence. This legislation mandated both the inclusion in the basic academy curriculum as well as training for approximately 19,000 currently licensed officers. Unfortunately, the necessary funding was not appropriated. Using existing staff (Joe Kempa), the basic academy curriculum was modified slightly to meet the statutory requirements so that beginning in mid-2019, all new recruits received the training, ahead of the January 1, 2020, date required for new licensees. Funding was not provided until late in 2019 and shortly thereafter was frozen due to the pandemic. Eventually the funds and hiring authorization were released and in late November 2021 the Commission hired Mr. Matthew Robinson to coordinate the program. Working with the Career Development Section and subject matter experts, he completed work on the in-service curriculum and enveloped a plan to roll the training out to the agencies.

Mr. Robinson explained the 3-tier process to bring the training to the field. A cadre of existing instructors and subject matter experts were trained as trainers on the new curriculum to not only be able to directly deliver the training, but also train qualified individuals to do so. He explained many agencies already met the statutory requirements in whole or in part and the initial effort was to document that training and remediate where necessary for minor upgrades.

Tier 1: Agencies who have conducted nationally or state recognized training that meets the standards and have submitted records to the Commission in support of that. (Several such training programs have been vetted by the Commission as meeting the standards.)

Tier 2: Agencies who have developed their own training that meets the standards and have submitted records to the Commission to document that fact. These are vetted on a case-by-case basis and frequently recognize unique local conditions, such as communication, response and deployment plans tailored specifically their primary areas of operations.

Tier 3: Agencies wish to be trained on the curriculum developed and taught by the Commission. This can be particularly effective for smaller agencies. It also takes advantage training consortiums as well as basic academy sites to consolidate instructors and equipment.

There is a heavy emphasis on certain basic tactics and principles to allow officers trained under any of the three tiers or in the basic academy to effectively interoperate. Lastly, the need to continue to train to maintain these perishable skills is stressed.

Currently there are approximately 1,000 in-service officers who have been documented as meeting the standard, joined by approximately 2,200 train completely trained. There are also about 2,200 officers that received their training through the academy since 2019.

**MISCELLANEOUS - None**

**PUBLIC COMMENT – None**

**NEXT MEETING**

Date: September 14, 2022  
Marquette, Michigan

September Commission Meeting – Chair Zyburd reminded the Commissioners the September meeting will be held in Marquette. He added that we do not have a quorum yet so if they plan to attend, contact Jacque. He advised that if we did not get enough participants, we may have to investigate changing the location.

**ADJOURNMENT:**

A **MOTION** was made by Commissioner Adams and supported by Commissioner Wickersham to adjourn the meeting.

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_

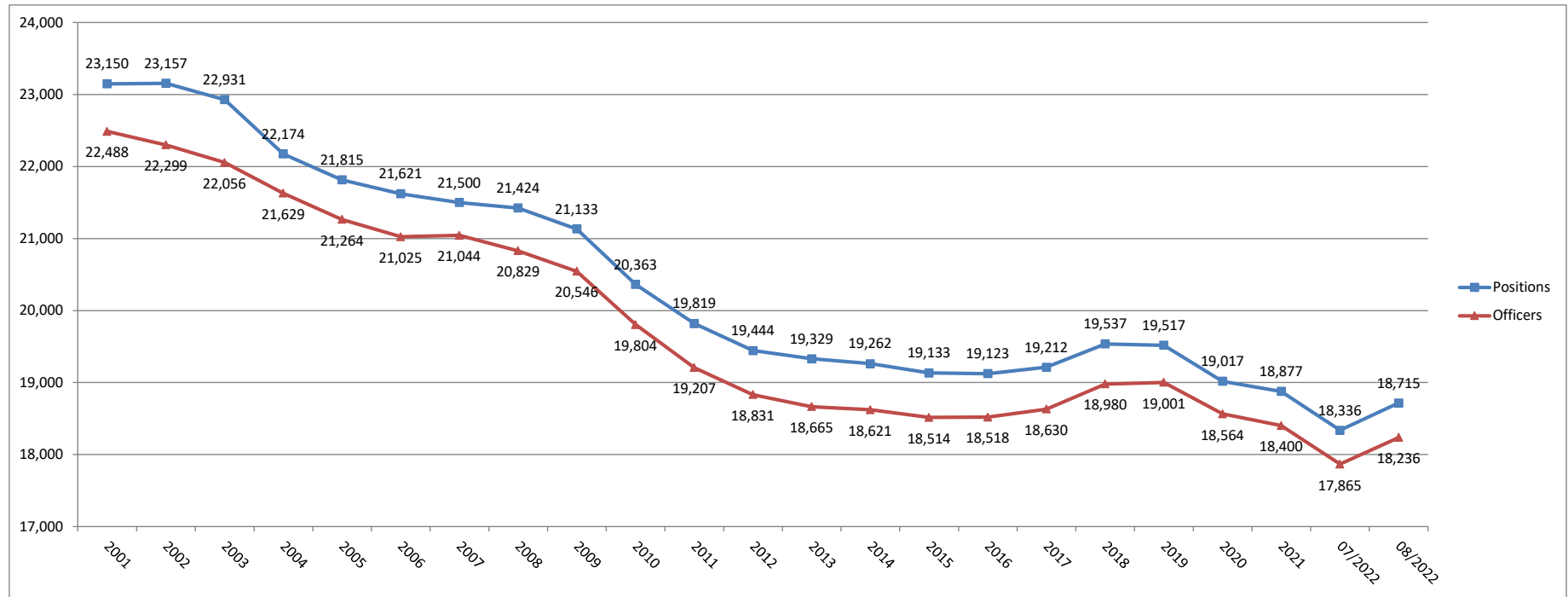
**Michigan Commission on Law Enforcement Standards  
Law Enforcement Population Trends - August 2022**

**Law Enforcement Agencies**

Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	07/2022	08/2022	1 Month	Overall
Agencies	613	613	615	610	609	608	609	608	611	609	606	599	597	597	592	588	585	584	581	578	583	578	581	3	-32

**Law Enforcement Positions and Officers<sup>1</sup>**

Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	07/2022	08/2022	1 Month	Overall
Positions	23,150	23,157	22,931	22,174	21,815	21,621	21,500	21,424	21,133	20,363	19,819	19,444	19,329	19,262	19,133	19,123	19,212	19,537	19,517	19,017	18,877	18,336	18,715	379	-4,435
Officers	22,488	22,299	22,056	21,629	21,264	21,025	21,044	20,829	20,546	19,804	19,207	18,831	18,665	18,621	18,514	18,518	18,630	18,980	19,001	18,564	18,400	17,865	18,236	371	-4,252



<sup>1</sup> Positions, whether full or part time, include officers who may have multiple law enforcement employment relationships, i.e. one officer employed at two agencies counts as two positions. Historical data (2001-2021) is a snapshot of law enforcement positions taken on 12/31 of each calendar year. The 2022 data is current as of 8/31/2022.

# Grant Adjustment Requests Received Between 06/08/2022 and 09/02/2022

Agency

INGHAM COUNTY SHERIFFS OFFICE

Grant Title

Capital Region Integrated Critical Skills

Adjustment Title

Supplies and Operating and Equipment adjustments

Adjustment No. 2

Received 6/15/2022

Program Adjustment ☐

Budget Adjustment ☒

Summary

\*\*\*Eliminate SureStrike 9mm vibration for Glock 17R w/ red laser and SureStrike Ultimate LE kit w/ red laser from supplies & operating. Both would require converting live firearms at the training site.

(Approved Budget \$1,519.90) Eliminate (1) Simulaids Rescue Randy 165 lb dummy from equipment.

Unlikely that any scenario will need two drag dummies. (Approved budget \$2,002.21). GRAND TOTAL REDUCTIONS (\$3,522.11).

\*\*\*Add/modify Taser equipment under supplies & operating to include the following: (105) X26P training cartridges, (50) X2 training cartridges, (6) X2 inert simulator, (6) Taser7 close quarters inert simulator, (6) Taser7 standoff inert simulator, (55) Taser7 close quarters training cartridges, (55) Taser7 standoff training cartridges. This adjustment is being requested based on the attendance of local agencies in Q1 & Q2.

(New total price \$10,193.49) (DIFFERENCE OF \$1,092.59 more than Approved Budget)

\*\*\*Add the following to supplies & operating based on issues identified as well as feedback from students: Range Systems TP5091 Guardian Jr. Handgun Clearing Trap: \$429.00 + \$22.50 S/H.

-Allows for safe clearing of all firearms at training site.

Simunition 9mm SecuriBlank Loud Tox Free GEN 2 rounds. 500 rds/ case x 4 cases. \$941.28 + \$22.50 S/H

-Allows for more realistic training and eliminates training scars of yelling "bang" with blue guns

Precision Locker double stack pistol locker: \$880.00 + \$76.18 S/H.

-Allows for safe storage of firearms, especially at non LE training sites.

Total new additions: \$2,371.46 + Taser Adjustments = GRAND TOTAL ADDITIONS \$3,464.05

Approved ☒

Approved Date 6/23/2022

Agency

MICHIGAN STATE POLICE

Grant Title

Forensic Science Training

Adjustment Title

Add Mass Casualty and Genetic Genealogy Training, increase trainees

Adjustment No. 3

Received 8/11/2022

Program Adjustment ☒

Budget Adjustment ☒

Summary

1. Add the Investigating a Mass Casualty Incident Training. The addition of this training will allow one forensic scientist to get practical insight and hands-on training for investigating a new mass casualty incident.
2. Add the Forensic Genetic Genealogy (FGG) training. The addition of this training will allow us to learn the FGG process from the laboratory aspect, better understanding around the financial requirements to start an FGG program and have a more complete knowledge base to bring a recommendation around the FGG process and the viability of initiating and FGG program in-house.
3. Increase the number of students attending the Association of Forensic Quality Assurance Managers Training from 8 to 9.
4. Increase the number of students attending the Raman Spectroscopy from 2 to 6.
5. Increase the number of students attending the IABPA conference from 3 to 4.

The total projected amount for one employee to attend the Investigating a Mass Casualty Incident is \$2,434.00. I am proposing to move \$815.00 from the Tuition category of Math and Physics for Bloodstain Pattern Analysis to the Investigating a Mass Casualty Incident Tuition category. I would also like to move \$1,619.00 from the Travel category of Math and Physics for Bloodstain Pattern Analysis to the Investigating a Mass Casualty Incident Travel category. The new balance for the Math and Physics for Bloodstain Pattern Analysis Tuition category will be \$4,285.00 and Travel category will be \$2,273.50. This transfer will cover the addition of this training and allow us to spend down the Forensic Science Training Grant.

The total projected amount for three employees to attend the FGG training is \$3,323.00. I am proposing to move \$2,273.50 from the Travel category of Math and Physics for Bloodstain Pattern Analysis to the FGG Travel category and move \$1,049.50 from the Travel category of Shooting Incident Reconstruction to the FGG Travel category. The new balance for the Math and Physics for Bloodstain Pattern Analysis will be \$0.00. The new balance for the Shooting Incident Reconstruction Travel category will be \$2,476.00. This transfer will cover the addition of this training and allow us to spend down the Forensic Science Training Grant.

Approved ☒

Approved Date 8/15/2022

---





## **Michigan Justice Training Fund Law Enforcement Distribution**

### **SPECIAL USE REQUEST STATUS REPORT June 9, 2022 through September 6, 2022**

From June 9, 2022 through September 6, 2022 twenty-seven (27) [Special Use Requests](#) totaling \$178,888.95 in potential law enforcement distribution expenditures were submitted to the Commission for approval. Requests were approved for a total projected expenditure of \$178,888.95.

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

**Report Parameters:**

Request Begin Date: 06/01/2022  
Request End Date: 09/06/2023  
Agency Name: All Agencies  
Request Type: All SUR Request Types

**Out-of-State Training**

Special Use Request No.: 6519  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: NGCRC  
Course Title: 2022 NGCRC Gang Specdialist Training  
Course Location: Chicago IL  
Course Dates: 08/01/2022 - 08/03/2022  
Requested Amount: \$12,241.58  
Recommended Amount: \$12,241.58  
Request Date: 06/06/2022  
Commission Action: Approved  
Commission Action Date: 06/15/2022

**Description:**

National Gang Crime Research Center 2022 training conference providing instruction in squad formations, intelligence gathering, enforcement, etc.

**ATTENDEES:**

Lt. Tyrine Wheatley  
Sgt. Nzinga Moore  
Det. Kenneth Vairie  
Cpl. Sam Anderson  
PO Michael Contesti  
PO Dwayne Toney, all assigned to Gang Intelligence

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6520  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: NOBLE  
Course Title: 46th Annual NOBLE Conference  
Course Location: Orlando FL  
Course Dates: 07/22/2022 - 07/27/2022  
Requested Amount: \$2,435.85  
Recommended Amount \$2,435.85  
Request Date: 06/06/2022  
Commission Action: Approved  
Commission Action Date: 06/15/2022

Description:

Annula conference of the National Organization of Bick Law Enforcement Executives.

ATTENDEE:

Capt. Sonia Russell, Homicide

Special Use Request No.: 6521  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Hennepin CountySheriff's Office Shield  
Course Title: 2022 4th Annual Global Shield Conference  
Course Location: Bloomington MN  
Course Dates: 09/28/2022 - 09/29/2022  
Requested Amount: \$1,285.27  
Recommended Amount \$1,285.27  
Request Date: 06/06/2022  
Commission Action: Approved  
Commission Action Date: 06/15/2022

Description:

Annual conference to promote safety and cooperation among agencies regarding terrorism.

ATTENDEE:

Sgt. Terri Kennedy, Intelligence

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6524  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: 2022 Midwest Crisis Negotiators Conference  
Course Title: Midwest Crisis Negotiators  
Course Location: Columbus OH  
Course Dates: 09/07/2022 - 09/09/2022  
Requested Amount: \$8,689.75  
Recommended Amount \$8,689.75  
Request Date: 06/07/2022  
Commission Action: Approved  
Commission Action Date: 06/15/2022

Description:

Training in the discipline of negotiation and de-escalation in crisis situations.

ATTENDEES:

Lt. James Domine  
Sgt. Deanna Wilson  
Sgt. Michael Holman  
Sgt. Cassandra Spikes  
PO Tamyra Harris Hardy

Special Use Request No.: 6525  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Pen-Link, LTD  
Course Title: 2022 PenLink Discover the Connection Training  
Course Location: Lincoln NE  
Course Dates: 09/20/2022 - 09/22/2022  
Requested Amount: \$5,890.23  
Recommended Amount \$5,890.23  
Request Date: 06/15/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Students will learn latest techniques in collection and analysis of electronic, streaming evidence.

ATTENDEES:

Sgtt. Melanie O' Rourke, Major Crimes  
Sgt. Robert Skender, Major Crimes

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6531  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Tactical Energy Entry Systems  
Course Title: Explosive Breaching Recertification  
Course Location: Ennis TX  
Course Dates: 09/01/2022 - 09/02/2022  
Requested Amount: \$3,391.42  
Recommended Amount \$3,391.42  
Request Date: 07/07/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Recertification training for explosive breaching, dynamic entry. Explosive charges, active deployment, positioning, etc.

ATTENDEES:

Cpl. Andre Rupert  
Sgt. Jacob Moss, SRT Team

Special Use Request No.: 6533  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: North American Police Equestrian Council  
Course Title: 37th Annual Police Equestrian Colloquium  
Course Location: Lexington KY  
Course Dates: 09/12/2022 - 09/17/2022  
Requested Amount: \$4,009.79  
Recommended Amount \$4,009.79  
Request Date: 07/13/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Latest techniques in mounted patrol, parade duty, crowd control, security, etc.  
attendees:

Cpl. Phil Long  
Cpl. Garnette Steen  
Cpl. Matthew Miller

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6534  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Public Agency Training Council (PATC)  
Course Title: Leadership for First Line & New Supervisors  
Course Location: Las Vegas NV  
Course Dates: 12/05/2022 - 12/09/2022  
Requested Amount: \$3,135.54  
Recommended Amount: \$3,135.54  
Request Date: 07/13/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

The new supervisor--personnel, issues, handling stress, new responsibilities, evaluations discipline and counseling, etc.

ATTENDEE:

Sgt. Demeisha Fambro, Risk Management

Special Use Request No.: 6535  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: N. American Police Equestrian Council  
Course Title: N. American Equestrian Council Training  
Course Location: Hilliard OH  
Course Dates: 09/26/2022 - 09/29/2022  
Requested Amount: \$4,545.00  
Recommended Amount: \$4,545.00  
Request Date: 07/15/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Crowd control, flatwork, firearms simulations for mounted officers.

ATTENDEES:

Cpl Robert Gadwell  
Cpl. Garnette Steen  
Cpl. Sandra Chavez  
Cpl. Brian Ross, all Mounted Div.

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6536  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: LEVA International  
Course Title: LEVA 33rd Digital Multimedia Evidence Training  
Course Location: San Diego CA  
Course Dates: 10/24/2022 - 10/28/2022  
Requested Amount: \$18,281.00  
Recommended Amount \$18,281.00  
Request Date: 08/01/2022  
Commission Action:  
Commission Action Date: 09/14/2022  
Description:  
Fundamentals of data recovery from video, computers, phones and other electronic devices.  
ATTENDEES:  
Sgt. Tim Firchau  
Sgt. Lance Sullivan  
Sgt. Steven Ford  
Sgt. Enrique Jackson  
Sgt. Eric Kimble  
Det. Antonio Carlisi

Special Use Request No.: 6537  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: NLPOA  
Course Title: Natl. Latino Peace Officers' Assn. Training Conf.  
Course Location: San Diego CA  
Course Dates: 09/14/2022 - 09/17/2022  
Requested Amount: \$9,781.00  
Recommended Amount \$9,781.00  
Request Date: 08/01/2022  
Commission Action:  
Commission Action Date: 09/14/2022  
Description:  
48th annual training for Latino officers focusing on leadership, training, mentorship, supervision etc.  
ATTENDEES:  
Cmdr John Serda  
Cpl John Garcia  
Cpl Denny Borg  
PO David Vazquez



**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6538  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: AELE  
Course Title: Public Safety Discipline&Internal Affairs Investig  
Course Location: Las Vegas NV  
Course Dates: 09/26/2022 - 09/29/2022  
Requested Amount: \$4,605.00  
Recommended Amount \$4,605.00  
Request Date: 08/01/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Legal parameters, best practices, interview and interrogation, Garrity, documenting, report writing  
related to internal affairs investigations.

ATTENDEES:

Capt. Wm Sims  
SGt. Eric Kimble, Force Investigations

Special Use Request No.: 6539  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: LRIS  
Course Title: Advanced Police Discipline  
Course Location: Las Vegas NV  
Course Dates: 11/09/2022 - 11/11/2022  
Requested Amount: \$4,467.00  
Recommended Amount \$4,467.00  
Request Date: 08/12/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Training the latest techniques in effective discipline management covering investigation, Garrity,  
interviewing, discipline.

ATTENDEES:

Lt. Angelique Chadwick-Bills  
Sgt. Thomas Denmark, Disciplinary Unit



**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6543  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Gracie Univeersity  
Course Title: Gracie Level 2 Instructor  
Course Location: Corpus Christie TX  
Course Dates: 11/28/2022 - 12/02/2022  
Requested Amount: \$5,132.70  
Recommended Amount \$5,132.70  
Request Date: 08/18/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

This level 2 instructor certification for the Gracie method of defensive tactics. Level is a pre-requisite.

ATTENDEES:

Cpl. Sean Wayrynen  
Cpl Dave Gonzales, Training

Special Use Request No.: 6526  
Requesting Agency: MICHIGAN STATE POLICE  
Training Provider: PEAK Credibility Assessment Training Center  
Course Title: Advanced Examiner Course  
Course Location: Cape Coral FL  
Course Dates: 07/17/2022 - 07/23/2022  
Requested Amount: \$2,918.00  
Recommended Amount \$2,918.00  
Request Date: 06/27/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Advanced training for polygraph examiners.

ATTENDEE:

D/Lt/ Timothy Heliin. Polygraph Section

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6527  
Requesting Agency: MICHIGAN STATE POLICE  
Training Provider: American Polygraph Assn.  
Course Title: APA Annual Seminar  
Course Location: Orlando FL  
Course Dates: 08/28/2022 - 09/02/2022  
Requested Amount: \$11,292.00  
Recommended Amount \$11,292.00  
Request Date: 06/27/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Annual re-certification for Polygraph Examiners.

ATTENDEES:

D/F/Lt. Tiffany Franzosi-Watson, Polygraph Section Cmdr  
D/Sgt. Derrick Jordan, Polygraph Section  
D/Sgt. Grant Guzikowski, Polygraph Section  
D/Sgt. Timothy Oliver. Polygraph Section.

Special Use Request No.: 6542  
Requesting Agency: MICHIGAN STATE POLICE  
Training Provider: LEVA  
Course Title: LEVA Annual Training  
Course Location: San Diego CA  
Course Dates: 10/24/2022 - 10/28/2022  
Requested Amount: \$11,014.00  
Recommended Amount \$11,014.00  
Request Date: 06/27/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

LEVA provides the latest in digital and multi-media evidence analysis and retrieval, forensic digital analysis and investigative support.

ATTENDEES:

Sgt. Kevin Curtis  
Sgt. Jason Matler  
Tpr. Adam Green  
Tpr Zachary Batchelor, all assigned to Audio/Video Analysis Unit

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6522  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: Airbus Training Center  
Course Title: Airbus/BAFR Pilot Training  
Course Location: Grand Prairie TX  
Course Dates: 08/01/2022 - 08/04/2022  
Requested Amount: \$8,356.00  
Recommended Amount: \$8,356.00  
Request Date: 06/06/2022  
Commission Action: Approved  
Commission Action Date: 06/15/2022

Description:

Latest in helicopter pilot updates and training.

ATTENDEES:

Dep. A. Ward  
Dep. P. Heckman  
Dep. C. Miller  
Dep. W. Christensen  
Sgt. R. Terry, Aviation Unit

Special Use Request No.: 6523  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: PATC  
Course Title: Hostage Negotiation and Crisis Intervention  
Course Location: Ft. Myers FL  
Course Dates: 06/20/2022 - 06/24/2022  
Requested Amount: \$2,795.00  
Recommended Amount: \$2,795.00  
Request Date: 06/06/2022  
Commission Action: Approved  
Commission Action Date: 06/15/2022

Description:

Basic hostage negotiation and crisis intervention training.

ATTENDEESS:

Sgt. Sam James, Patrol

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6528  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: Global SHield  
Course Title: 2022 Global Shield Conference and Training  
Course Location: Bloomington MN  
Course Dates: 09/28/2022 - 09/29/2022  
Requested Amount: \$3,029.50  
Recommended Amount \$3,029.50  
Request Date: 07/05/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Global Shield is a network of law enforcement agencies and private sector security that share knowledge and intelligence to promote security.

ATTENDEES:

Capt. Todd Hill  
Lt. Paul Workman  
Sgt. Brian Bovee, all assigned to Training

Special Use Request No.: 6540  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: LLRMI  
Course Title: Emerging Legal Trends Liability Mgmt for Tactical  
Course Location: Gatlinburg TN  
Course Dates: 11/15/2022 - 11/17/2022  
Requested Amount: \$3,119.50  
Recommended Amount \$3,119.50  
Request Date: 08/16/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Case study approach to identify important policy and practice considerations that will assist tactical commanders, supervisors and officers to make legally defensible decisions.

ATTENDEES:

Lt. Eric Hitz  
Sgt. Adam Whiting, SWAT Command

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6529  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: FBI-LEEDA  
Course Title: FBI-LEEDA Supervisory Leadership Institute  
Course Location: Rocky Mount VA  
Course Dates: 12/12/2022 - 12/16/2022  
Requested Amount: \$4,170.00  
Recommended Amount: \$4,170.00  
Request Date: 06/07/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

FBI and LEEDA (LE Executive Development Assn) will provide the latest in managerial and executive training for successful leadership. (Part 2 of 3)

ATTENDEES:

Sgt. Lacey Polderdyke  
Cpls Shannon Mack

Special Use Request No.: 6530  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: FBI-LEEDA  
Course Title: FBI-LEEDA Supervisory Leadership Institute  
Course Location: Cookeville TN  
Course Dates: 03/13/2023 - 03/17/2023  
Requested Amount: \$4,384.00  
Recommended Amount: \$4,384.00  
Request Date: 06/07/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

The latest in managerial and executive management techniques, as well as leadership principles. (Part 3 of 3)

ATTENDEES;

Sgt. Lacey Polderdyke  
Cpl. Shannon Mapp

**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Out-of-State Training

Special Use Request No.: 6541  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: Intl. Homicide Investigators Assoc.  
Course Title: Mass Casualty Response and Active Shooter  
Course Location: Mesa AZ  
Course Dates: 10/31/2022 - 11/04/2022  
Requested Amount: \$1,951.00  
Recommended Amount \$1,951.00  
Request Date: 08/16/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Training includes threat assessment; research related to pre-attack behaviors; pathways to violence; victim services and legal considerations.

ATTENDEE:

Lt. Kevin O'Rourke, Training Div.

Special Use Request No.: 6544  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: IACP  
Course Title: 2022 IACP Annual Conference  
Course Location: Dallas TX  
Course Dates: 10/15/2022 - 10/18/2022  
Requested Amount: \$3,610.50  
Recommended Amount \$3,610.50  
Request Date: 08/29/2022  
Commission Action:  
Commission Action Date: 09/14/2022

Description:

Annual conference for law enforcement managers that will encompass management; leadership; discipline, etc.

ATTENDEES:

Sheriff Raphael Washington  
Undersheriff Mike Jaafar

Total Out-of-State Training Requested Amount: \$144,530.63

Total Out-of-State Training Recommended Amount: \$144,530.63



**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Total Training Requested Amount: \$144,530.63  
Total Training Recommended Amount: \$144,530.63

**Equipment Purchase**

Special Use Request No.: 6532  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Equipment Description: 4 Freemotion t22.9 Reflex Treadmill  
Requested Amount: \$23,996.00  
Year-to-Date Purchases: \$0.00  
Recommended Amount: \$23,996.00  
Request Date: 07/13/2022  
Commission Action:  
Commission Action Date: 09/14/2022  
Explanation:

DPD conducts weekley health and wellness training for officers, these treadmills will be used for those classes.

Special Use Request No.: 6545  
Requesting Agency: WEST BLOOMFIELD TOWNSHIP POLICE DEPARTMENT  
Equipment Description: MotoShot Target Systems  
Requested Amount: \$10,362.32  
Year-to-Date Purchases: \$0.00  
Recommended Amount: \$10,362.32  
Request Date: 09/06/2022  
Commission Action:  
Commission Action Date: 09/14/2022  
Explanation:

Moto Elite packages includes: A moving firearms target system, with enclosed chassis which protects all components from errant rounds.digital remote with varying speedsstandard target bracket for paper and cardboard targets,rechargeable batteries and charger. Allows for "Shoot Don't Shoot" scenarios in a safe manner.

Total Equipment Purchase Requested Amount: \$34,358.32  
Total Equipment Purchase Recommended Amount: \$34,358.32

Total Equipment Requested Amount: \$34,358.32  
Total Equipment Recommended Amount: \$34,358.32



**Michigan Commission On Law Enforcement Standards**  
**MCOLES Information and Tracking Network**  
**Special Use Requests**

09/06/2022  
11:19 AM

Total Special Use Requested Amount:	\$178,888.95
Total Special Use Recommended Amount:	\$178,888.95





---

**SUBJECT: LICENSE REVOCATION**

**PURPOSE: COMMISSION ACTION**

DATE	SECTION	EXECUTIVE DIRECTOR	AUTHOR
September 15, 2022	Executive	Timothy S. Bourgeois	Mark G. Sands

### **Background**

Commission members have received a computer link to the [Proposal for Decision](#) and the [Final Decision and Order](#) in the matter of **Todd Andrew Collins**. This matter was heard in proceedings conducted on May 31, 2022 at a telephonic hearing at the Michigan Office of Administrative Hearings and Rules before Administrative Law Judge Erick Williams.

### **Recommendation**

Commission members are requested to consider the proofs, findings of fact, and conclusions of law as set forth in the Proposal for Decision. Because Todd Collins' adjudication of guilt was substantiated at the hearing through certified records, revocation is mandated by the Michigan Commission on Law Enforcement Standards Act, MCL 28.609(12)(d)(ii). Therefore, it is recommended that the Commission adopt the Proposal for Decision issued and entered by the Administrative Law Judge and revoke the license of **Todd Andrew Collins**.

**STATE OF MICHIGAN  
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES**

**IN THE MATTER OF:**

**Todd Andrew Collins,  
Petitioner**

**v**

**Michigan Commission on Law Enforcement  
Standards,  
Respondent**

---

**Docket No.: 22-011832**

**Case No.: MCO-219-288**

**Agency: MSP/MCOLES**

**Case Type: MCOLES**

**Filing Type: License Revocation**

**Issued and entered  
this 31<sup>st</sup> day of May 2022  
by: Erick Williams  
Administrative Law Judge**

**PROPOSAL FOR DECISION**

This opinion concludes that MCOLES is required to revoke Mr. Collins' law enforcement license.

**BACKGROUND**

On March 24, 2022, the Michigan Commission on Law Enforcement Standards (MCOLES) issued a complaint against Todd Collins under the Michigan Commission on Law Enforcement Standards Act, MCL 28.601 *et seq.*

MCOLES alleges that Mr. Collins pleaded guilty to a violation of MCL 333.7404(2)(b), illegal use of a controlled drug.

A hearing convened on May 31, 2022. Notice of the hearing was sent to Mr. Collins at [Rimp1es33@hotmail.com](mailto:Rimp1es33@hotmail.com). Mark G. Sands, Assistant Attorney General, [sandsm1@michigan.gov](mailto:sandsm1@michigan.gov), represented MCOLES at the hearing. However, Mr. Collins did not participate in the hearing, which continued in his absence.

Hearings are governed by the Administrative Procedures Act, MCL 24.271 *et seq.* and the Michigan Administrative Hearing System rules, 2015 AACCS R 792.10101 *et seq.* No witnesses testified at the hearing. Two exhibits were admitted in evidence.

**APPLICABLE LAW**

MCL 28.609(12)(d)(2) reads:

(12) The commission shall revoke a license granted under this section for any of the following circumstances ...

(d) The individual has been subjected to an adjudication of guilt for violation or attempted violation of 1 or more of the following penal laws of this state or laws of another jurisdiction substantially corresponding to the penal laws of this state:

(ii) Section 7403(2)(c) or 7404(2)(a), (b), or (c) of the public health code, 1978 PA 368, MCL 333.7403 and 333.7404....

MCL 28.602(a) reads in part:

(a) "Adjudication of guilt" means any of the following: ...

(ii) Entry of a plea of guilty or nolo contendere....

(v) Entry of any of the adjudications specified in subparagraph (i) or (ii), in conjunction with probation under section 7411 of the public health code, 1978 PA 368, MCL 333.7411....

MCL 333.7404(2)(b) reads in part:

(1) A person shall not use a controlled substance or controlled substance analogue unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's professional practice, or except as otherwise authorized by this article.

(2) A person who violates this section as to:

(b) A controlled substance classified in schedule 1, 2, 3, or 4, except a controlled substance for which a penalty is prescribed in subdivision (a), (c), or (d), or a controlled substance analogue, is guilty of a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both....

MCL 333.7411 reads in part:

(1) When an individual who has not previously been convicted of an offense under this article or under any statute of the United States or of any state relating to narcotic drugs, coca leaves, marihuana, or stimulant, depressant, or hallucinogenic drugs, pleads guilty to or is found guilty of possession of a controlled substance under section 7403(2)(a)(v), 7403(2)(b), (c), or (d), or of use of a controlled substance under section 7404, or possession or use of an imitation controlled substance under section 7341 for a second time, the court, without entering a judgment of guilt with the consent of the accused, may defer further proceedings and place the individual on probation upon terms and conditions that shall include, but are not limited to, payment of a probation supervision fee as prescribed in section 3c of chapter XI of the code of criminal procedure, 1927 PA 175, MCL 771.3c.... Upon fulfillment of the terms and conditions, the court shall discharge the individual and dismiss the proceedings. Discharge and dismissal under this section shall be without adjudication of guilt and, except as otherwise provided by law, is not a conviction for purposes of this section or for purposes of disqualifications or disabilities imposed by law upon conviction of a crime, including the additional penalties imposed for second or subsequent convictions under section 7413....

(3) Unless the court enters a judgment of guilt under this section, the department of state police shall retain a nonpublic record of the arrest, court proceedings, and disposition of the criminal charge under this section. However, the nonpublic record shall be open to the following individuals and entities for the purposes noted: ...

(d) The Michigan commission on law enforcement standards created in section 3 of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.603, as follows: ...

(iii) If the individual is licensed or certified as a law enforcement officer under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615, the Michigan commission on law enforcement standards may use the record to determine whether the license or certificate may be revoked as provided in that act....

MCL 28.609(13) reads:

(13) The following procedures and requirements apply to license revocation under this section:

(a) The commission shall initiate license revocation proceedings, including, but not limited to, the issuance of an order of summary suspension and notice of intent to revoke, upon obtaining notice of facts warranting license revocation.

(b) A hearing for license revocation must be conducted as a contested case under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

(c) In lieu of participating in a contested case, an individual may voluntarily and permanently relinquish his or her law enforcement officer license by executing before a notary public an affidavit of license relinquishment prescribed by the commission.

(d) The commission need not delay or abate license revocation proceedings based on an adjudication of guilt if an appeal is taken from the adjudication of guilt.

(e) If the commission issues a final decision or order to revoke a license, that decision or order is subject to judicial review as provided in the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328. A summary suspension described in this section is not a final decision or order for purposes of judicial review. [2018 PA 552]

MCL 24.272(1) reads:

If a party fails to appear in a contested case after proper service of notice, the agency, if no adjournment is granted, may proceed with the hearing and make its decision in the absence of the party.

2015 AACCS R 792.10134 reads:

(1) If a party fails to attend or participate in a scheduled proceeding after a properly served notice, the administrative law judge may conduct the proceedings without participation of the absent party. The administrative law judge may issue a default order or other dispositive order which shall state the grounds for the order.

(2) Within 7 days after service of a default order, the party against whom it was entered may file a written motion requesting the order be vacated. If the party demonstrates good cause for failing to attend a hearing or failing to comply with an order, the administrative law judge may reschedule, rehear, or otherwise reconsider the matter as required to serve the interests of justice and the orderly and prompt conduct of proceedings.

## **EXHIBITS**

The following exhibits were admitted into evidence.

### **MCOLLES Exhibits**

Exhibit 1      Register of Actions

Exhibit 2      Order of summary suspension order and notice of intent to revoke

## **FINDINGS OF FACT**

Mr. Collins did not participate in the hearing, which continued in his absence. Two exhibits were introduced in evidence. The underlying facts are based on the register of actions, Exhibit 1.

Mr. Collins was arraigned in the 96<sup>th</sup> District Court (Marquette/Ishpeming) on December 9, 2019, on two charges: (1) using a computer to commit a crime in violation of MCL 752.794, and (2) manufacturing, creating, or delivering a controlled substance in violation of MCL 333.7401(2)(b). Mr. Collins was represented by a lawyer, Sarah E. Henderson of Marquette.

On January 15, 2020, Mr. Collins pleaded guilty to a reduced charge – illegally using a controlled substance in violation of MCL 333.7404(2)(b). After pleading guilty, Mr. Collins entered the diversion program for first offenders under MCL 333.7411(1). Mr. Collins completed probation successfully, the charge to which he pleaded guilty was dismissed on November 5, 2020, and the record was sealed.

However, MCL 333.7411(3)(d) requires MCOLLES to revoke the law enforcement license of a person whose conviction is deferred and dismissed under the diversion program. Accordingly, MCOLLES issued a notice of revocation on March 24, 2022.

### **CONCLUSIONS OF LAW**

MCOLES has established that Mr. Collins has experienced an adjudication of guilt under MCL 333.7404(2)(b). MCOLES is required to revoke Mr. Collins' law enforcement license.

### **PROPOSED DECISION**

MCOLES is required to revoke Mr. Collins' law enforcement license.

### **NOTICE OF OPPORTUNITY TO VACATE DEFAULT**

Pursuant to 2015 AACS R 792.10134(2), within 7 days, Mr. Collins may file a written motion requesting that this order be vacated. If you demonstrate good cause for failing to attend the hearing, the administrative law judge may reschedule, rehear, or otherwise reconsider the matter. The motion must be filed with the Michigan Office of Administrative Hearings and Rules, PO Box 30695, Lansing, Michigan 48909-8195, [MOAHR-GA@michigan.gov](mailto:MOAHR-GA@michigan.gov) (preferred), with a copy to MCOLES at the address below.

### **EXCEPTIONS**

In accordance with MCL 24.281 and Mich Admin Code, R 792.10132, a party may file Exceptions to this Proposal for Decision (PFD) within 21 days. An opposing party may file a Response to Exceptions within 14 days after exceptions are filed. Exceptions/Responses shall include the case name and docket number and be sent by e-mail (preferred) to: [MOAHR-GA@michigan.gov](mailto:MOAHR-GA@michigan.gov), by regular mail to: MOAHR-General Adjudication, P.O. Box 30695, Lansing, MI 48909, or by fax to: 517-335-7535. A copy of any Exceptions/Responses must be timely sent to all other parties and attorneys of record in this matter.

### **APPEAL**

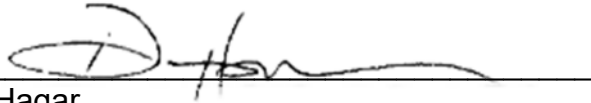
MCL 28.609(13)(e) reads:

If the commission issues a final decision or order to revoke a license, that decision or order is subject to judicial review as provided in the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

  
\_\_\_\_\_  
**Erick Williams**  
**Administrative Law Judge**

**PROOF OF SERVICE**

I certify that I served a copy of the foregoing document upon all parties and/or attorneys to their last-known address in the manner specified below, this 31<sup>st</sup> day of May, 2022.



D. Hagar

**Michigan Office of Administrative  
Hearings and Rules**

**Via Electronic Mail:**

Hermina Kramp  
Michigan Commission on Law Enforcement Standards  
927 Centennial Way  
Lansing, MI 48909  
(MSP-MCOLES-Compliance@michigan.gov)

Mark G. Sands  
Assistant Attorney General  
2860 Eyde Pkwy  
East Lansing, MI 48823-5372  
(sandsm1@michigan.gov)

Sarah E Henderson  
Casselman and Henderson  
148 W Washington St  
Marquette, MI 49855  
(shenderson@casselmanandhenderson.com)

Todd Andrew Collins  
328 North Road  
Nagaunee, MI 49866  
(rimp1es33@hotmail.com)



**STATE OF MICHIGAN  
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**

**In the matter of**

**Docket No.: 22-011832**

**Todd Andrew Collins,  
Petitioner**

**Case No.: MCO-219-288**

**v**

**Michigan Commission on Law  
Enforcement Standards,  
Respondent**

**Case Type: MCOLES**

---

**FINAL DECISION AND ORDER**

Upon reviewing the record of the administrative proceedings in this matter, the Commission finds as follows:

**FINDINGS OF FACT**

1. Petitioner is or has been licensed as a law enforcement officer in Michigan.
2. Petitioner was subjected to an adjudication of guilt, by plea of guilty to Illegal Use of a Controlled Drug, a misdemeanor under MCL 333.7404(2)(b) punishable by imprisonment for not more than one year, in conjunction with a plea of guilty and his entry into the diversion program for first offenders under MCL 333.7411(1), in the Ninety-Sixth Judicial District Court, Marquette County, Michigan.
3. The Michigan Commission on Law Enforcement Standards Act requires revocation for an adjudication of guilt for a violation or attempted violation of MCL 333.7404(2)(b). MCL 28.609(12)(d)(ii).

**CONCLUSIONS OF LAW**

The Commission is required to revoke Petitioner's Law Enforcement Officer License under subsection 9(12)(d)(ii) of the Michigan Commission on Law Enforcement Standards Act, MCL 28.609(12)(d)(ii).

**IT IS ORDERED THAT** Petitioner's Law Enforcement Officer License is revoked, effective on the date below.

---

Gregory Zybert

Commission Chair

Dated: \_\_\_\_\_



**MCOLES**  
Michigan Commission on Law Enforcement Standards

## Relinquishments Obtained

Name: Shane Bartlett

### Original Charges:

Fifty-sixth Circuit Court, Eaton County, Michigan, Case No. 20-854-AR  
Common Law Offenses, Misconduct in Office, a felony under MCL 750.505 punishable by imprisonment for up to 5 years; Lying to a Police Officer, a felony under MCL 750.479c(2)(d), punishable by imprisonment for up to 4 years; and False Report of a Felony, a felony under MCL 750.411a(1)(b) punishable by imprisonment up to 4 years.

Relinquishment date: July 13, 2022 (as part of a plea agreement)

Pleaded guilty on July 15, 2022 to attempted resisting and obstructing, a misdemeanor punishable by up to 1-year imprisonment. As part of the plea agreement, Bartlett agreed to voluntarily relinquish his MCOLES License.

---

Name: Anthony Jackson

### Original Charges:

Seventh Judicial Circuit Court, Genesee County, Michigan, Case No. 2022-22T00645-FY  
Common Law Offenses; Misconduct in Office, a felony under MCL 750.505, punishable by imprisonment for up to five years; and Assault or Assault and Battery, a misdemeanor under MCL 750.81(1), punishable by up to 93 days imprisonment.

Relinquishment date: April 19, 2022 (as part of a plea agreement).

Pleaded guilty on April 19, 2022, to two counts of Assault and Battery, a misdemeanor under MCL 750.81(1), punishable by up to 93 days imprisonment. As part of the plea agreement, Jackson must voluntarily relinquish his MCOLES License.



**MCOLES**  
Michigan Commission on Law Enforcement Standards

***Commission Resolution 2022-13  
Resolution to Honor Detroit Police Department  
Corporal Kahlil Biddle  
And Extend Public Safety Officer Benefits***

***WHEREAS***, the Commission on Law Enforcement Standards is the duly appointed body of state government providing for the training and licensure of Michigan Law Enforcement Officers; and,

***WHEREAS***, Corporal Kahlil Biddle proudly served as an officer with the Detroit Police Department, serving honorably for the department for 24 years; and,

***WHEREAS***, Corporal Kahlil Biddle was a dedicated public servant who performed his duties in a manner that has brought honor to the entire law enforcement profession; and,

***WHEREAS***, Detroit Police Department Corporal Kahlil Biddle has demonstrated commitment and care in the exercise of his duties and was an eager protector of the public, demonstrated by his commitment to public service to the Citizens of the State of Michigan; and,

***WHEREAS***, Corporal Kahlil Biddle, devoted to his family, was happily married to his wife, Tasha, was a proud father of Kahlil, Jr., Kahlila and Amir; and,

***WHEREAS***, the Michigan Commission on Law Enforcement Standards, on behalf of all Michigan Public Safety Officers, expresses profound sympathy to the family, fellow police officers, friends, and loved ones of Officer Kahlil Biddle; and,

***NOW, THEREFORE BE IT RESOLVED***, that the members of the Michigan Commission on Law Enforcement Standards pay their highest tribute to the service and sacrifice of Detroit Police Department Corporal Kahlil Biddle; and,

***BE IT FURTHER RESOLVED*** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Detroit Police Department Corporal Kahlil Biddle.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 14, 2022.*

---

Gregory Zybur, Chair



**MCOLES**  
Michigan Commission on Law Enforcement Standards

***Commission Resolution 2022-14  
Resolution to Honor Wayne County Sheriff's Office  
Corporal Earnest Robinson  
And Extend Public Safety Officer Benefits***

***WHEREAS***, the Commission on Law Enforcement Standards is the duly appointed body of state government providing for the training and licensure of Michigan Law Enforcement Officers; and,

***WHEREAS***, Earnest Robinson proudly served as a corporal with the Wayne County Sheriff's Office honorably for 26 years; and,

***WHEREAS***, Wayne County Sheriff's Office Corporal Earnest Robinson was a dedicated public servant who performed his duties in a manner that has brought honor to the entire law enforcement profession; and,

***WHEREAS***, Wayne County Sheriff's Office Corporal Earnest Robinson has demonstrated commitment and care in the exercise of his duties and was an eager protector of the public, demonstrated by his commitment to public service to the Citizens of the State of Michigan; and,

***WHEREAS***, Corporal Earnest Robinson passed away on January 18, 2022 from complications as the result of contracting COVID-19 while working for the Wayne County Sheriff's Office.

***WHEREAS***, Corporal Earnest Robinson, was devoted to his family, friends, and especially his children; and,

***WHEREAS***, the Michigan Commission on Law Enforcement Standards, on behalf of all Michigan Public Safety Officers, expresses profound sympathy to the family, fellow officers, friends, and loved ones of Corporal Earnest Robinson; and,

***NOW, THEREFORE BE IT RESOLVED***, that the members of the Michigan Commission on Law Enforcement Standards pay their highest tribute to the service and sacrifice of Wayne County Sheriff's Office Corporal Earnest Robinson.

***BE IT FURTHER RESOLVED*** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Wayne County Sheriff's Office Corporal Earnest Robinson.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 14, 2022.*

---

Gregory Zyburt, Chair



**MCOLES**  
Michigan Commission on Law Enforcement Standards

***Commission Resolution 2022-15  
Resolution to Honor Rockwood Fire Department  
Firefighter David Becker  
And Extend Public Safety Officer Benefits***

***WHEREAS***, the Commission on Law Enforcement Standards is the duly appointed body of state government conferred with the authority to administer the Michigan Public Safety Officers Benefit; and,

***WHEREAS***, Firefighter David Becker proudly served as a firefighter with Rockwood Fire Department, for 32 years; and,

***WHEREAS***, Firefighter David Becker was a dedicated public servant who performed his duties in a manner that has brought honor to the entire firefighting profession; and,

***WHEREAS***, Rockwood Firefighter David Becker has demonstrated commitment and care in the exercise of his duties and was an eager protector of the public, demonstrated by his commitment to public service to the Citizens of the State of Michigan; and,

***WHEREAS***, Firefighter David Becker, was devoted to his wife, Candance, children, grandchildren and extended family and friends; and,

***WHEREAS***, Rockwood Fire Department Firefighter David Becker passed away on November 25, 2021 from complications of a heart attack that he suffered while on duty on November 25, 2019; and,

***WHEREAS***, the Michigan Commission on Law Enforcement Standards, on behalf of all Michigan Public Safety Officers, expresses profound sympathy to the family, fellow firefighters, friends, and loved ones of Firefighter David Becker; and,

***NOW, THEREFORE BE IT RESOLVED***, that the members of the Michigan Commission on Law Enforcement Standards pay their highest tribute to the service and sacrifice of Michigan Firefighter David Becker; and,

***BE IT FURTHER RESOLVED*** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Rockwood Fire Department Firefighter David Becker.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 14, 2022.*

---

Gregory Zyburt, Chair



---

**SUBJECT: Public Safety Academy Assistance Program**

**PURPOSE: Commission Action**

DATE	SECTION	EXECUTIVE DIRECTOR	AUTHOR
September 14, 2022	Licensing & Administrative Services	Timothy Bourgeois	David Lee

### **Background**

A state fiscal year 2022 supplemental appropriation added six grant programs to be administered by the Commission (2022 PA 166). These include three funded through ARP (COVID) funds, and three from state general funds:

1. Community Policing Competitive Grant Program – \$11,000,000.00
2. Community Policing Grants – \$4,500,000.00 to three specific agencies
3. Police Athletic League – \$7,500,000.00 for support of the Detroit PAL and expansion of PALs into the Flint and Grand Rapids areas
4. MCOLES “Certification Fees” – \$2,700,000.00 for licensing of out-of-state law enforcement officers relocating to Michigan
5. Narcotics Teams/Task Force Training and Equipment – \$3,000,000.00
6. Public Safety Academy Assistance Program – \$30,000,000.00

Each of these are one-time work projects to run the programs through fiscal year 2026. This agenda item is regarding the Public Safety Academy Assistance Program.

### **Information**

This program is for scholarships for recruits of local law enforcement agencies to attend a basic training academy. These are on a first-come, first-served basis, and include provisions for:

- Up to \$20,000.00 per recruit for academy costs.
- Up to \$4,000.00 for recruit salaries while attending an academy.
- No more than 25 scholarships to a single law enforcement agency.
- Up to \$140,000.00 to MCOLES for administration of the program.

This program would allow funding for an estimated 1,250 recruits. Commission staff is working with the legislature and the State Budget Office to determine the flexibility in the expenditure of these funds to accomplish the stated goal, specifically the distribution between academy costs and wages.

A recruit candidate must have “completed an interview and received approval for the scholarship from the local public safety department that the applicant intends to serve.” Staff interprets this to be for individuals who have an employed recruit relationship with the law enforcement agency, meaning that the agency shall have completed all of the standards screening and hired the recruit. The recruit would then be eligible to be licensed solely by that employing agency per the MCOLES act and Administrative Rules. Without this employment relationship, a recruit would be considered pre-service and could be hired and licensed by any agency, as well as be subject to the degree requirement. This would seem to counter the intent for both agencies that would be otherwise unable to pay for a recruit to attend, and for individuals who would otherwise be unable to pay for a college degree.

### Academy Costs

The regional academy programs were polled for cost of attendance at their academy. Not all academies responded, but of those that did, the total costs (tuition, supplies, books, fees, etc.) range from \$6,150.00 to \$8,830.00. The Detroit Police Department, as a local agency operating its own academy for employed recruits, reported a cost of \$22,396.00 per recruit, which includes salaries. MSP and DNR were excluded as they do not train officers from local agencies, as were pre-service track programs that do not enroll employed recruits.

Some of the academies provided an all-inclusive cost, while others identified various categories of expenses. From these, staff identified recommendations for eligible and ineligible expenditures. These would include:

### *Eligible Expenditures*

- Academy tuition and fees.
- Academy supplies (e.g. ammunition, first aid, or other expendables)
- Individual recruit equipment required for training (non-duty equipment).
- Academy-required uniforms.
- Licensing exam administration fee.

### *Ineligible Expenditures*

- Pre-enrollment Reading & Writing and Physical Fitness testing fees.
- Licensing exam retest administration fee if required.
- Subsequent academy sessions if the individual does not complete the initial session.
- Costs associated with the individual obtaining a college degree.
- Academy facility costs or improvements.

Academies would invoice MCOLES directly for each employed recruit in their session for whom a scholarship was awarded. If a recruit leaves the academy within any grace period for return of tuition, that amount would be returned directly to the fund.

### Agency Costs

As some agencies may not otherwise have an amount budgeted for recruit salaries, MCOLES would provide the \$4,000.00 stipend directly to the agency upon approval of a program application. If the recruit leaves the agency before the full \$4,000.00 is expended, the agency would be required to return the unexpended portion directly to the fund.

Ineligible expenses would include agency uniforms and duty equipment for the recruit, general use department equipment and supplies, or other agency administrative costs.

An agency would not be eligible training to locals (TTL) funds for these recruits, as the academy expenses would be provided for. TTL funds would still be available for agencies sending employed recruits to an



academy session not utilizing this program, and for employed recruits in excess of the maximum 25 scholarships per agency.

#### MCOLES Costs

The appropriation provides for up to \$140,000.00 for MCOLES to administer the program. Between this program and the other five programs within the appropriation, successful completion would exceed staff capabilities given the current staffing level and responsibilities. A new limited-term departmental analyst will be needed within the provisions of the funding for the duration of the work projects, including a proportional amount from this program.

### **Recommendation**

Staff recommends the Commission adopt the following:

1. Prioritize the Public Safety Academy Assistance Program, to allow for agencies to screen, hire, and enroll recruits beginning with Spring 2023 academy sessions.
2. The provisions for distribution of funds, i.e., directly to an academy for costs of attendance, and the \$4,000.00 stipend directly to the agency for salary. Should ongoing discussions with the legislature and/or the State Budget Office, or subsequent legislative action, result in discretion or a change in fund allocation to more effectively accomplish the legislative intent of this grant, that the Executive Director be given the authority to make those changes on behalf of the Commission.
3. Set eligible and ineligible expenditures as outlined above.
4. Allow the Executive Director to hire a limited-term departmental analyst to be responsible for these programs.

**SUBJECT:** 2023 MJTF COMPETITIVE GRANT APPLICATIONS

**PURPOSE:** COMMISSION ACTION

DATE	SECTION	EXECUTIVE DIRECTOR	AUTHOR
September 14, 2022	Licensing & Administrative Services	Timothy S. Bourgeois	Cristina Dowker

### **Background**

The Michigan Justice System Fund revenue is generated from court assessments on civil infractions, misdemeanors, and felonies. Of the assessments, the first \$10 of each civil infraction is directed to the secondary road patrol and training fund, and 11.84% of the remaining fund revenue is directed to the Michigan Justice Training Fund (MJTF).

The MJTF is administered by MCOLES under PA 302 of 1982, as follows:

MCL 18.422(4) The commission shall use the Michigan justice training fund for the following purposes:

- (a) Making law enforcement distributions as provided by this act.
- (b) Paying the reasonable expenses of providing staff services to the commission for administering and enforcing the statutory requirements of this act and administering and enforcing the statutory requirements of the Michigan commission on law enforcement standards act.
- (c) **Awarding grants as provided by this act.**

Eligible applicants include those from the areas of adjudication, corrections, defense, law enforcement, and prosecution, plus cross-platform specialized grants.

### **Information**

For fiscal year (FY) 2022/calendar year (CY) 2023, approximately \$2.9 million is available to fund competitive grants. The large available amount is due to funds from the Medical Marijuana Regulatory Fund (MMRF) becoming available at the end of fiscal year 2019, which allowed for the move of most administrative expenditures charged to the MJTF to the MMRF from that year. There were also significantly fewer grant requests for FY 2020/CY 2021 resulting in an additional balance, a trend that continued to the FY 2021/CY 2022 and FY 2022/CY 2023 application cycles.

Solicitation for grant applications was sent to prior grant applicants in March 2022, with applications due by May 20, 2022. A total of nine applications were received totaling \$1,184,591.78 in requested grant funds. The applications were subject to programmatic review of the proposed training courses,

## 2023 MJTF Competitive Grant Applications

September 14, 2022

Page 2

examining the content for justification, training methods and objectives, and adherence to the priority listing approved by the Commission. Additionally, a fiscal review is performed to ensure the budget narrative and detail are consistent with the request and that items meet the guidelines for expenditures. Staff compiles a summary of each grant, which includes a project summary, program analysis, fiscal analysis, and recommendations to the Commission for grant awards.

The below chart provides the grant applicant, title, requested funds, and staff recommendations for funding. The [staff analyses](#) and the complete [grant applications](#) are attached.

Applicant	Project Title	Requested Grant Funding	Recommended Grant Funding	Reductions/Comments
Michigan Judicial Institute	Court Support Staff Training: First-Level Supervisor Learning Management System-Based Training	\$39,090.00	39,090.00	
Eaton County Sheriff's Office	Evidence Technician Training	\$13,545.00	\$8,745.00	A reduction of \$4,800.00 for equipment costs where there is no indication that the equipment would be used solely for the purpose of in-service training.
Grand Valley State University	Police Precision Driving	\$94,506.20	\$94,506.20	
Grand Valley State University	Fundamentals of Realistic De-Escalation	\$12,375.00	\$12,375.00	
Monroe County Sheriff's Office	FY 2023 Monroe County Annual Training Plan	\$18,029.00	\$18,029.00	
Michigan State Police – Computer Crimes Unit	Building Forensic and Investigative Capacity in Technology	\$108,710.00	\$108,710.00	
Michigan State Police-Organizational Development Division	2023 Leadership Development Academy	\$70,663.50	\$70,663.50	
Northern Michigan University	Law Enforcement Training Competitive Grant 2023	\$128,030.83	\$128,030.83	
Michigan State Police – Forensic Science Division	Forensic Science Training	\$699,642.25	\$699,642.25	
	<b>TOTAL</b>	<b>\$1,184,591.78</b>	<b>\$1,179,791.78</b>	

There were minimal corrections necessary as most applicants have multiple years' experience submitting grant applications. Since the total funds requested is less than the available funds, no reductions were required.

### **Recommendation**

It is recommended that the Commission vote to approve these grant applications for award, with consideration of staff recommendations for adjusted funding amounts.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan Judicial Institute	COMMISSION #: 2023-ADJ-494-1
PROJECT TITLE: Court Support Staff Training: First-Level Supervisor Learning Management System-Based Training	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$39,090.00

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This application meets the Commission priority program areas for Adjudication grants.

**PRIORITY APPLICANTS:**

This training is for immediate supervisors of court support personnel.

**PROPOSED TRAINING (summary of application):**

This application is to purchase several “off-the-shelf” eLearning management courses, which will be fully customizable to incorporate Michigan-specific content, relevant to trial court first-level supervisors, and house the courses in the SCAO Learning Management System.

MJI proposes to partner with Yukon Learning Systems to customize up to nine first-level management courses to be published on the Court’s LMS. Yukon Learning Systems is based in Virginia. There is no Michigan provider of LMS-compatible eLearning courses that are customizable. The ability to customize the eLearning courses enables MJI to add specific Michigan content on applicable law, policy, and practice, where appropriate.

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Coaching Skills	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Conflict Management	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Cultural Competence	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Effective Feedback	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Establishing Positive Workplace Practices	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online

Leading by Motivating Others	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Managing Difficult People	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Managing Multigenerational Teams	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online
Ethical Decision Making	Unlimited	Unlimited	Unlimited	Yukon Learning System	Online

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

MJI is proposing to partner with Yukon Learning Systems to customize the training courses and publish them to the Court's Learning Management System. Each of the courses will be customized by MJI staff to be more specific to court audiences. Each module comes with professional voice-over narration, interactivity, customizable resource attachments and assessments.

**TRAINING SITE (list locations):**

All training would be web-based.

## PROGRAM ANALYSIS

The grant application articulates the need for asynchronous distance learning for professional staff. The distance learning format allows for cost effective training when little to other training is available. Training is offered in a modality the provides opportunities for personalization, convenient access, and in an environment with limited exposure to diseases such as COVID-19.

The grant is well written and highlights standard instructional design and adult learning theory concepts.

## FISCAL SUMMARY AND ANALYSIS

The expenditures from grant funds would be for the purchase of nine “off the shelf” e-learning management training courses for first-level supervisors and front-line support who may be considered for promotion to a first-level supervisor position. The match funds of 25.66% would come from MJI personnel costs for customization, beta testing, internal approval, and uploading of the course content.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2013	\$25,502.16	\$24,891.80	\$18,712.39	75%
2014	\$30,248.55	\$14,870.00	\$11,112.30	75%
2015	\$11,477.10	\$11,477.10	\$3,630.97	32%
2017	\$7,623.50	\$7,100	\$2,955.21	42%
2021	\$45,000	\$45,000	\$3,500 YTD	8% YTD (obtained 1 year extension)
2022	\$45,000	\$45,000	\$18,606.80 YTD	41% YTD

### Delinquencies:

No delinquencies are noted for this program.

### Priorities:

Course Title	Grant Share	Match Share
1. Coaching Skills	\$4,750	\$1,499.20
2. Conflict Management	\$4,750	\$1,499.20
3. Cultural Competence	\$4,750	\$1,499.20
4. Effective Feedback	\$2,920	\$1,499.20
5. Establishing Positive	\$4,750	\$1,499.20

Workplace		
6. Leading by Motivating Others	\$4,750	\$1,499.20
7. Managing Difficult People	\$4,750	\$1,499.20
8. Managing Multigenerational Workforce	\$2,920	\$1,499.20
9. Ethical Decision Making	\$4,750	\$1,499.20

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$39,090.00**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: County of Eaton (Eaton County Sheriff's Office)	COMMISSION #: 2023-LE-126-1
PROJECT TITLE: Evidence Technician Training	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$13,545

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This grant application does not meet any of the Priority Program Areas set by the Commission for law enforcement grants.

**PRIORITY APPLICANTS:**

This grant application is for a single law enforcement agency that employs fewer than 100 MCOLES licensed law enforcement officers. This application will be prioritized following the applications that meet the consortium concept or agencies with greater than 100 licensed law

**PROPOSED TRAINING (summary of application):**

This grant application is requesting funds to send four Eaton County Sheriff's Office Law Enforcement Officers to an Evidence Technician course hosted by the Oakland Community College Police Academy. The course is offered as an advanced police training within their Combined Regional Emergency Services Training program. This request is based on attrition of current law enforcement officers who are trained in evidence collection and preservation.

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Evidence Technician Training	4	1	4	Jennifer Dillon, MSP Michele Juzila, Southfield PD	Oakland Police Academy

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

The course registered by Oakland Police Academy with two instructors: Jennifer Dillon, an MSP forensic scientist, and Michele Kuzilla, a retired sergeant with the Southfield Police Department.



**TRAINING SITE (list locations):**

The training will be presented at the Oakland Police Academy, 2900 Featherstone Rd., Auburn Hills, MI.

## PROGRAM ANALYSIS

The training requested in this grant application appears to be designed in a manner consistent with established instructional design methodologies. For example, the “Training Methods” section articulates and addresses auditory, kinesthetic, and visual learning.

The grant application also describes two methods of evaluation. The first method is student evaluations where students will rate instructors, course material, etc. The second method cited is a hands-on demonstration using training scenarios and immediate instructor feedback.

Overall, the grant application is well-written and provides a justification for the proposed training topics.

## FISCAL SUMMARY AND ANALYSIS

This grant application is requesting grant funding of \$13,545.00 with \$4,515 in matching funds. This meets the 25% match requirement and has no administrative expenses.

The following items do not follow the grant guidelines:

- *Trainee Travel*
  - The approved lodging rate in accordance with the Grant Manual and the current Schedule of Travel Rates is \$85.00 per night. The application requests \$150.00 per night for 10 nights and two rooms. This request exceeds the allowable rate by \$1,300.00.
  - The approved meal rates for select cities totals \$44.75 per day for breakfast, lunch and dinner. This application requests a total of \$40.00 per day for breakfast, lunch and dinner. For four trainees and ten days, this is \$190.00 below allowable rates.
  - With adjustments to meet the guidelines, the total travel cost is \$3,490.00, which is a reduction of \$1,110.00. However, the match share indicated is \$1,150.00, so if this amount is retained and not adjusted to 25% of the \$3,490.00 total the match would be sufficient to cover the excess over the guidelines.
- *Supplies and Operating*
  - There is only one item for SD cards included in Supplies and Operating. However, the Equipment section includes four items that are below the \$300.00 per single unit threshold, and those items should be moved to Supplies and Operating. This adjustment would increase the total for Supplies and Operating by \$3,480.00 and reduced Equipment by the same amount, resulting in a net zero adjustment.
- *Equipment*
  - In addition to the move of items to S&O, the remaining items are for four Nikon cameras and four Nikon flash units. There is no indication that these would only be used solely for the purpose of in-service training as indicated in the guidelines, such as the students returning to the agency and training

additional staff. Therefore these are ineligible expenditures, and do not otherwise meet any of the disposition of equipment criteria to be retained by the agency. If the match share for the equipment is retained at \$1,600.00, removing the grant funded share would reduce the total by \$4,800.00.

If approved, the total grant share would be \$8,745.00, a **reduction of \$4,800.00**.

**Funding History:**

This grant request is for a new applicant, so there is no history.

**Delinquencies:**

This grant request is for a new applicant, so there are no noted delinquencies.

**Priorities:**

This application is the sole request from the Eaton County Sheriff's Office.

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$8,745.00**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Grand Valley State University	COMMISSION #: 2023-LE-85-1
PROJECT TITLE: Police Precision Driving	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$94,506.20

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This grant application meets the Commission's priority for Emergency Vehicle Operations.

**PRIORITY APPLICANTS:**

Officers from West Michigan Criminal Justice Training Consortium (WMCJTC) member agencies.

**PROPOSED TRAINING (summary of application):**

The application consists of providing four training segments to consortium member agency officers:

1. On-line Learning
2. Defensive Driving
3. Emergency Driving
4. Defensive and Emergency Driving Refresher

The online portion would be prerequisite to each of the other courses, and includes a knowledge component in defensive driving, vehicle maintenance, vehicle dynamics, civil liability, skid control, night driving and performance driving.

The refresher course would be for officers who have already attended initial defensive and emergency driving courses to maintain essential skills.

The request also includes sending twelve member-agency personnel each to the MSP Advanced Precision Driving and Precision Driving Instructor programs.

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Location
On-line Learning	Unlimited	Unlimited	Unlimited	Online
Defensive Driving	12-18	4	48-64	Michigan's Adventure/KVCC
Emergency Driving	12-18	8	96-144	Grattan & Gingerman Raceway
Driving Refresher	12-18	5	60-90	Grattan Raceway

MSP Advanced Driving	12	1	12	MSP Academy
MSP Instructor	12	1	12	MSP Academy

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

For the three driving components offered through the consortium, instructors would be officers from member agencies who have complete both the MSP Advanced Precision Driving and Precision Driving Instructor programs. Seven instructors would be required for the Defensive Driving program, and eight instructors would be required each of the other programs.

For the MSP courses, instructors would be drawn from the roster of MSP EVO instructors.

**TRAINING SITE (list locations):**

The Defensive Driving program would be conducted at Michigan's Adventure and the Kalamazoo Expo Center to provide a northern and southern option for consortium members.

The Emergency Driving program would be held at Grattan Raceway and Gingerman Raceway again to provide a northern and southern option for consortium members.

The Defensive and Emergency Driving Refresher course would be held at Grattan Raceway.

The three MSP courses would be held at the MSP Training Academy facility.

## PROGRAM ANALYSIS

The grant application articulates the concepts, facts, principles, and basic skills officers will possess after training has been completed. The grant ties specific behaviors to training content. For example, the grant states how officers spend the vast majority of their time in a patrol vehicle however, with the variety of vehicles available officers may not fully understand the limitations and intended use of a particular type of vehicle.

The grant is well written and uses standard instructional design and adult learning methodologies.

## FISCAL SUMMARY AND ANALYSIS

The grant application includes significant match funds primarily in the form of instructor time and vehicles from member agencies. Match funds represent 38% of the total program costs. Administrative expenses for the program administrator are 12% of the grant funds requested. Although this is above the 8% *recommended* amount for administrative expense, it is reasonable and allowable.

In the supplies and operating category, there is one line item listed, a generator, for a unit price of \$1,500.00. This is identified as a need for the delivery of training for auxiliary power to energize air compressors. Air compressors are used to prepare patrol vehicles prior to class to ensure safe operation. Because this has a normal useful life of more than one year and a single unit purchase price of \$300 or more, this should be moved to the equipment category. This adjustment would increase the Equipment by \$1,500.00 and reduce Supplies and Operating by the same amount, resulting in a net zero adjustment.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2013	\$188,927.62	\$119,830.72	\$108,027.61	90%
2014	\$159,715.56	\$117,420.38	\$107,999.58	92%
2015	\$160,943.40	\$160,943.40	\$131,219.61	82%
2017	\$67,199.26	\$62,999.30	\$62,999.26	100%
2021	\$158,917.32	\$158,917.32	\$140,607.08 YTD	88% YTD (received one-year extension)
2022	\$68,858.82	\$68,858.82	\$0.00 YTD	\$0.00 YTD

### Delinquencies:

No delinquencies are noted for this grant program.

### Priorities:

The priorities for the grant-funded portion of the request are:

1. Track Rental - \$25,900.00
2. Tuition to MSP courses - \$36,000.00
3. Program Administrator - \$11,386.20
4. Travel for MSP courses - \$18,720
5. Supplies and Operating/Equipment - \$2,500.00

The priorities between the two grant applications received are:

1. Police Precision Driving, Grant Funds Requested = \$94,506.20
2. Fundamentals of Realistic De-Escalation, Grant Funds Requested = \$12,375.00

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$94,506.20**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Grand Valley State University	COMMISSION #:
PROJECT TITLE: Fundamentals of Realistic De-Escalation	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$12,375.00

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This grant application meets the Commission's priority for Subject Control.

**PRIORITY APPLICANTS:**

Officers from West Michigan Criminal Justice Training Consortium (WMCJTC) member agencies.

**PROPOSED TRAINING (summary of application):**

This application proposes training in de-escalation and will present law enforcement concepts and methods to support de-escalation efforts. Attendees will be provided with knowledge to apply core skills of incident stabilization, tactics, and decision-making and verbal and non-verbal skills to establish contact, build rapport and create influence with difficult subjects.

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Location
Fundamentals of Realistic De-Escalation	66-100	2	132-200	Holland Civic Center

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

The training will be hosted by either Nicole Florisi or Dr. Kendra Devor. Both instructors have a lengthy resume with consulting, training, and teaching experience in law enforcement.

**TRAINING SITE (list locations):**

The proposed training sessions will be held at the Holland Civic Center (Atrium Room)



## **PROGRAM ANALYSIS**

The grant application articulates a hierarchical structure to the training linking community expectations, job task, and training outcomes. The training description further outlines complex job tactics and procedures that may require officers to engage branching logic in concert with learning taxonomy. For example, the “FSI Responsibility Zone” mentioned as part of the training uses a succinct multi-step process officers can easily follow and apply if the situation allows.

The grant is well written and articulates standard instructional design and adult learning methodologies.

## **FISCAL SUMMARY AND ANALYSIS**

The grant application includes match funds over 27% in the form of grant administration and contractual costs. This fulfills the 25% match requirement. The 27% match is calculated based on 8 administrative hours from the Grant Administrator in the budget workbook, however the grant application indicates 16 hours. This should be confirmed and updated in the grant budget.

### **Funding History:**

This grant application is for a new grant that has not been funded by MJTF previously.

### **Delinquencies:**

This grant application is for a new grant that has not been funded by MJTF previously. No delinquencies are noted for this grant applicant.

### **Priorities:**

The priorities for the grant-funded portion of the request are:

1. Session 1 – Fundamentals of Realistic De-Escalation (\$6,187.50)
2. Session 2 – Fundamentals of Realistic De-Escalation (\$6,187.50)

The priorities between the two grant applications received are:

1. Police Precision Driving, Grant Funds Requested = \$94,506.20
2. Fundamentals of Realistic De-Escalation, Grant Funds Requested = \$12,375.00

## **PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$12,375.00**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Monroe County Sheriff's Office	COMMISSION #:
PROJECT TITLE: FY2023 Monroe County Annual Training Plan	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$18,029.00

## PROJECT SUMMARY

### PRIORITY PROGRAM AREAS:

There are multiple courses requested within the application. The topics include the Commission's priority programs and advisory in-service training standards in the areas of Officer Safety, Subject Control, and Legal Update.

### PRIORITY APPLICANTS:

The training is open to licensed law enforcement officers employed by the Monroe County Sheriff's Office. No indication is made of opening training to outside personnel, so it does not meet the consortium concept. This application should be prioritized for funding after those applications that do meet the consortium concept.

### PROPOSED TRAINING (summary of application):

This application is proposing three training courses including Vehicle Close Quarter Battle, Taser Refresher, and Legal Update.

### TRAINEES (# of trainees per session; # of sessions, total # trainees):

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Vehicle Close Quarter Battle	85	1	85	MCSO Firearms Instructor	Local stone quarry within Monroe County
Taser Refresher	85	1	85	MCSO Taser Instructor	Monroe County Sheriff's Office, Dormitory Facility
Standard Legal Update/Criminal Law and Procedure	22	4	88	Jahn Landis - Assistant Chief Prosecutor	Monroe County Sheriff's Office, Dormitory Facility

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

The Vehicle Close Quarter Battle course will be instructed by a Monroe County Sheriff's Office Firearm Instructor who is certified in the teachings of Vehicle Close Quarter Battle.

The Taser Refresher course will be instructed by a Monroe County Sheriff's Office Taser Instructor, who is certified through Axon.

The Legal Update course will be instructed by Chief Assistant Prosecutor Jahn Landis of the Monroe County Prosecutor's Office.

**TRAINING SITE (list locations):**

The Taser Refresher and Legal Update courses will be held at the Monroe County Sheriff's Office, 987 S. Raisinville Rd., Monroe, MI. The Vehicle Close Quarter Battle course will be held a local stone quarry within Monroe County.

## PROGRAM ANALYSIS

Program analysis of the submitted grant gleaned a substantial lack of safety protocols for the Vehicle Close Quarter Battle training. The grant application states the training will take place at a local stone quarry using live ammunition and not at a standard weapon firing range. The non-traditional location selected for this training should require a robust training safety plan that identifies risks and mitigating steps designed to reduce, or eliminate, the identified risks such as, but not limited to:

- Dedicated perimeter security,
- Mandatory use of ballistic vests,
- Emergency medical on site and,
- Potential for bullet ricochet.

In addition, the stated learning objectives are poorly articulated and do not state outcomes. For example, the uses the term “Learn” and “Reinforce,” neither are training outcomes and should be replaced with “Demonstrate.”

.....

August 25, 2022-

The grant application was edited and re-submitted to address concerns listed above. The edited grant application identifies potential training safety concerns and includes risk mitigation strategies designed to reduce or eliminate injury.

The risk mitigation steps stated in the grant sufficiently addresses previous stated concerns.

\*\*\*\*\*

The TASER refresher and legal update portion of the grant are straight forward and articulate typical refresher police training.

In sum, grant funding is recommended for the Vehicle Close Quarter Battle training for the reasons stated above. Grant funding is recommended for TASER and legal update refresher training. (Updated August 25, 2022)

## FISCAL SUMMARY AND ANALYSIS

All requested items are within the grant guidelines, and the match fund requirement of 25% is met. Costs appear reasonable for the training to be provided. Follow-up was required to determine the per-session cost for each course, which was promptly received and complete.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2013	\$37,481.00	\$37,481.00	\$31,972.00	85%
2014	\$50,496.00	\$33,600.00	\$33,600.00	100%
2015	\$60,820.74	\$60,820.74	\$60,820.74	100%
2017	\$28,650.00	\$28,650.00	\$17,175.00	60%
2021	\$26,328.00	\$26,328.00	\$25,178.00	96%
2022	\$15,017.20	\$15,017.20	\$13,249.00 YTD	88% YTD

**Delinquencies:**

No delinquencies are noted for this grant.

**Priorities:**

Course	Grant Share	Match Share
1. Vehicle Close Quarter Battle/Ammunition	\$11,156.00	\$3,719.00
2. Taser Refresher/Cartridges	\$4,461.00	\$1,489.00
3. Legal Update/Tuition	\$1,146.00	\$383.00
4. Vehicle Close Quarter Battle/Ear Muffs	\$1,266.00	\$423.00

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$18,029.00**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: <b>Michigan State Police</b>	COMMISSION #:
PROJECT TITLE: <b>Building Forensic &amp; Investigative Capacity in Technology</b>	
PROJECT PERIOD: <b>1/1/2023 – 12/31/2023</b>	REQUESTED AMOUNT: <b>\$108,710.00</b>

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This grant application does not include components of the law enforcement priority areas. It should be considered for award following other applications that do contain priority areas.

**PRIORITY APPLICANTS:**

The training is open to employees of the MSP Cyber Security section as well as forensic examiners from 32 affiliated agencies of the Michigan Technology Investigations and Forensic Training Consortium.

**PROPOSED TRAINING (summary of application):**

This request consists of four programs:

1. International Association of Computer Investigative Specialists (IACIS) – Basic Computer Forensic Examiner (BCFE)  
This is a 76-hour program that includes computer operating systems, file systems, and computer forensic concepts and methodologies. At the completion of training the attendees may enroll in a Certified Forensic Computer Examiner program.
2. IACIS Advance: Mobil Device Forensics (MDF)  
This is a 36-hour course that includes examination of mobile devices, cell phones, and tablets. It includes file systems, recovering data, and Android and Apple iOS.
3. 2023 Techno Security Training and Digital Forensic Conference  
This conference includes international developments, teaching, responsibilities, and ethics in IT security and digital forensics.
4. SANS FOR585: Smartphone Forensic Analysis In-Depth  
This is a 44-hour course that includes topics such as the Android and iOS device forensics, iOS backups, malware, and spyware forensics, and detective evidence destruction.

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
IACIS – BCFE	2-4	1	2-4	Various	Orlando, FL
IACIS Advance - MDF	2-4	1	2-4	Various	Orlando, FL
Techno Security & Digital Forensics Conference	6-10	1	6-10	Various	Out-of-State-Various
SANS FOR585: Smartphone Forensic Analysis In-Depth	10-15	1	10-15	Various	Lansing, MI

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

Instructors for the courses are not identified at this time. This information should be included in the quarterly reports.

**TRAINING SITE (list locations):**

The two IACIS courses will be held in Orlando, FL.

The Techno Security Conference will be presented in Myrtle Beach, SC; Denver, CO; and San Diego, CA. Dates for the sites have not yet been announced. Since the topics may vary, the conference agenda should be included in the quarterly reports.

The SANS FOR585 course will be held at the Michigan State Police Training Academy.

## PROGRAM ANALYSIS

The grant articulates the need to meet accreditation standards by the ANSI National Accreditation Board (ANAB). The specialized nature of the training supports the accreditation and in turn provides support to police agencies across the State of Michigan. The requested training courses consist of specially designed instruction and adapts, as appropriate, the needs of maintaining laboratory accreditation and competency of laboratory staff.

The grant is well written and outlines the unique requirements of ANSI accreditation.

## FISCAL SUMMARY AND ANALYSIS

The grant application shows significant commitment from the agency with the match amount representing over 41% of the total expenses.

All trainee travel expenses are included as match.

The supplies and operating section includes room rental at the MSP academy, but as was documented in previous years the academy is a DTMB building for which MSP must pay rent. Therefore it does not meet the prohibition on charging for agency-owned facilities.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2012	\$188,677.00	\$81,590.00	\$73,875.40	90%
2013	\$171,767.00	\$72,971.00	\$71,739.00	98%
2014	\$100,264.00	\$83,111.00	\$79,512.25	96%
2015	\$135,223.34	\$135,223.34	\$133,624.74	99%
2017	\$136,756.39	\$136,756.39	\$122,968.00	90%
2021	\$96,127.66	\$96,127.66	\$2,033.50	2%
2022	\$99,927.66	\$99,927.66	\$2,995.00 YTD	3% YTD

### Delinquencies:

No delinquencies are noted for this grant.

### Priorities:

The priorities within the grant are from highest to lowest:

1. SANS for 585: Smartphone Forensic Analysis In-Depth
2. Techno Security & Digital Forensics Conference
3. IACIS-Mobile Device Forensics (MDF)



4. IACIS-Basic Computer Forensic Examiner (BCFE)

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$108,710.00**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan State Police – Organizational Development Division	COMMISSION #:
PROJECT TITLE: 2023 Leadership Development Academy	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$70,663.50

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This grant application does not include components of the law enforcement priority areas. It should be considered for award following other applications that do contain priority areas.

**PRIORITY APPLICANTS:**

The Michigan State Police is a law enforcement agency employing 100 or more MCOLES licensed law enforcement officers.

**PROPOSED TRAINING (summary of application):**

This application proposes training and speakers for the 2023 Leadership Development Academy. These include topics such as Leadership Lessons Learned in the Field, Resilience in the Face of Adversity, Creating Great Culture Through Intentional Acts, The Intentional Senior Leader, and Supervisor Liability for Public Safety. The Leadership Development Academy is a two-week course with leadership-based lectures, inspirational speakers and hands-on field trips. The training is intended for Michigan State Police command staff.

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Location
Epic Leadership Lessons Learned in the Field	30	1	30	Michigan State Police Headquarters
Crucible of Crisis: Resilience in the Face of Adversity	30	1	30	Michigan State Police Headquarters
Not by Chance Leadership: Creating Great Culture Through Intentional Acts	30	1	30	Michigan State Police Headquarters
Not by Chance Leadership: The	30	1	30	Michigan State Police Headquarters

Intentional Senior Leader				
Supervisor Liability for Public Safety	30	1	30	Michigan State Police Headquarters

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

Epic Leadership Lessons Learned in the Field – Shelli Johnson will be the keynote speaker to deliver at the 2023 Leadership Development Academy. Shelli is a life coach, entrepreneur and Webby-Award winning web-creator of her first company YellowstonePark.com.

Crucible of Crisis: Resilience in the Face of Adversity – Kris Paronto will be a keynote Speaker to delivery at the 2023 Leadership Development Academy.

Not By Chance Leadership: Creating Great Culture Through Intentional Acts – Command Presence will present two days (8 hours per day). The Command Presence Trainer is still TBD.

Not By Chance Leadership: The Intentional Senior Leader - Command Presence will present two days (8 hours per day). The Command Presence Trainer is still TBD.

Supervisor Liability for Public Safety – Matt Dolan of the Dolan Consulting Group will present at the 2023 Leadership Development Academy for 2 hours.

**TRAINING SITE (list locations):**

Epic Leadership Lessons Learned in the Field – Location TBD

Crucible of Crisis: Resilience in the Face of Adversity – Location TBD

Not By Chance Leadership: Creating Great Culture Through Intentional Acts – Michigan State Police Training Academy

Not By Chance Leadership: Creating Great Culture Through Intentional Acts – Michigan State Police Training Academy

Supervisor Liability for Public Safety – Location TBD

## **PROGRAM ANALYSIS**

The application is well written and appears to address leadership training in a comprehensive manner. The use of external assets, such as guest speakers, demonstrates a sophisticated approach to training. The taxonomy of the course also appears to appropriate to the stated training needs.

Overall, the grant application is well-written and provides a justification for the proposed training topics.

## **FISCAL SUMMARY AND ANALYSIS**

The grant application includes match funds at 25% in the form of travel and contractual costs as student fees. This fulfills the 25% match requirement. The requested funds are for invoices for chosen trainers/speakers, as well as their travel costs, which have been calculated at the approved State rates.

### **Funding History:**

This grant application is for a new grant that has not been funded by MJTF previously.

### **Delinquencies:**

This grant application is for a new grant that has not been funded by MJTF previously. No delinquencies are noted for this grant applicant.

### **Priorities:**

The priorities for the grant-funded portion of the request are:

1. Epic Leadership Lessons Learned in the Field - \$8,431.50
2. Crucible of Crisis: Resilience in the Face of Adversity - \$13,306.50
3. Supervisor Liability for Public Safety - \$3,712.50
4. Not By Chance Leadership: Creating Great Culture Through Intentional Acts - \$22,606.50
5. Not By Chance Leadership: The Intentional Senior Leader - \$22,606.50

### **PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$70,663.50**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Northern Michigan University	COMMISSION #:
PROJECT TITLE: LE Training – Competitive Grant 2023	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$128,030.83

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This grant application consists of eight distinct courses. Three of these directly incorporate priority areas, including Emergency Vehicle Operations, Legal Update, and Officer Safety.

The Evidence Technician, Scenario-Based Death Investigation Training Seminar, REID Technique of Investigative Interviewing and Advanced Interrogation, Trafficking Awareness, Identification and Response, and Sex Trafficking Investigation, Enforcement and Interdiction courses do not contain specific priorities so as such, these should be considered last dependent on available funding.

**PRIORITY APPLICANTS:**

The Northern Michigan Public Safety Institute is a consortium operated through Northern Michigan University. There are currently 26 member agencies whose officers would be given first opportunity to register for courses. Officers from non-member agencies but eligible trainees would follow.

**PROPOSED TRAINING (summary of application):**

The eight courses contained in the grant application are:

1. Precision Driving Update
2. Legal Update
3. Evidence Technician
4. Scenario-Based Death Investigation Training Seminar
5. REID Technique of Investigative Interviewing and Advanced Interrogation
6. Strategies of Low Light Engagement
7. Human Trafficking Awareness, Identification and Response
8. Sex Trafficking Investigation, Enforcement and Interdiction

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Precision Driving Update	8-12	10	32-48	Various	Houghton, Ironwood,

					Sault Ste. Marie, Escanaba, Iron Mountain
Legal Update	13	12	156	Mr. Matt Wiese, Chief Prosecuting Attorney for Marquette County	Baraga, Ironwood, Menominee, Manistique, Munising, Sault Ste. Marie, Norway/Iron Mountain, Houghton, Escanaba, Marquette
Evidence Technician	13-20	1	13-20	Lisa Oravetz and Christina Holm, Marquette Forensic Laboratory	Marquette
Scenario-Based Death Investigation Training Seminar	13-20	4	52-80	Jane Harris, Director of FARL	Marquette
REID Technique of Investigative Interviewing and Advanced Interrogation	20-30	2	40-60	Reid and Associates	Marquette, Sault Ste. Marie
Strategies of Low Light Engagement	13-20	1	13-20	Lowell Larson, Strategos Active Violence and Low Light Skills Instructor, Marquette County Sheriff's Office Detective Lieutenant Adam Ladd – Strategos Active Violence Instructor, Retired MSP Trooper	Marquette
Human Trafficking Awareness, Identification and Response	13-20	2	26-40	Stephanie Graef – TIP Crime Analyst, Forensic Interviewer, President and Founder of the U.P. Human Trafficking Task Force	Marquette
Sex Trafficking Investigation, Enforcement and Interdiction	13-20	2	26-40	Stephanie Graef – TIP Crime Analyst, Forensic Interviewer, President and Founder of the U.P.	Marquette

				Human Trafficking Task Force	
--	--	--	--	---------------------------------	--

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

Precision Driving Update - 3 trained instructors per session from:

Dean Rushford – Marquette County Sheriff's Office – program developer/range technician

Jeff Mincheff – NMU Public Safety

Ken Love – NMU Public Safety

Tom Parks – NMU Public Safety

Colby Lang - NMU Public Safety

Trey Luce- Michigan EPA

Kyle Platt – Escanaba DPS

Zach Taylor – NMU Public Safety

Luke Pell – NMU Public Safety

Legal Update

Matt Wiese – Chief Prosecuting Attorney, Marquette County – developer/instructor

Evidence Technician

Lisa Oravets – Marquette Forensic Laboratory

Chrhistina Holm – Marquette Forensic Laboratory

Scenario-Based Death Investigation Training Seminar

Jane Harris – Director of FARL

There will be numerous subject matter experts employed by FARL assisting with instruction.

REID Technique of Investigative Interviewing and Advanced Interrogation

Instructors will be assigned by Reid and Associates

Strategies of Low Light Engagement

Lowell Larson – Strategos Active Violence and Low Light Skills Instructor, Marquette County Sheriff's Office Detective Lieutenant

Adam Ladd – Strategos Active Violence Instructor, Retired MSP Trooper

Human Trafficking Awareness, Identification and Response

Stephanie Graef – TIP Crime Analyst, Forensic Interviewer, President and Founder of the U.P. Human Trafficking Task Force

Sex Trafficking Investigation Enforcement and Interdiction

Stephanie Graef – TIP Crime Analyst, Forensic Interviewer, President and Founder of the U.P. Human Trafficking Task Force

**TRAINING SITE (list locations):**

The majority of the courses will be held at the Northern Michigan University in Marquette. Precision Driving, Legal Update, and the REID Technique of Investigative Interviewing and Advanced Interrogation courses will be held regionally across the U.P. to minimize travel expenses for participating agencies.





## PROGRAM ANALYSIS

Northern Michigan University (NMU) articulated a well-researched need for the eight training topics selected for this grant. The grant outlines the use of surveys and job task analysis to determine the purpose of the training, training outcomes, and the intended audience. The grant application further discusses instructional content that enables attendees to perform activities, tasks and sub-tasks associated with adult learning theory.

Overall, the grant application is well-written and provides a justification for the proposed training topics.

## FISCAL SUMMARY AND ANALYSIS

The Northern Michigan Public Safety Institute, hosted by Northern Michigan University, is a well-established training consortium, with a large list of member agencies. Its effort to bring training across multiple Upper Peninsula locations reduces travel time and expenditures over attending these courses downstate, which generally require lodging as well as meals and mileage. Administrative costs applied to the grant funding total \$5,666.63, which is 4.43% of the total cost. This falls within the recommended guideline of 8%.

Instructors are included on the budget detail with multiple lines, such as one for development, preparation, and/or instruction. These can be included in one row with the different functions in the appropriate columns.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2013	\$188,927.62	\$119,830.72	\$108,027.61	90%
2014	\$159,715.56	\$117,420.38	\$107,999.58	92%
2015	\$160,943.40	\$160,943.40	\$131,219.61	82%
2017	\$67,199.26	\$62,999.30	\$62,999.26	100%
2021	\$158,917.32	\$158,917.32	\$140,607.08 YTD	88% YTD (received one-year extension)
2022	\$68,858.82	\$68,858.82	\$0.00 YTD	\$0.00 YTD

### Delinquencies:

No delinquencies are noted for this grant program.

### Priorities:

The highest priority indicated is match funds for the administrative expenses. Since any reduction to this amount would not impact requested funds, it cannot be included as a

priority. Following that, the priorities are between courses as well as categories within each course. The priorities, highest to lowest, are:

1. Precision Driving
2. Legal Update
3. Evidence Technician Refresher
4. Scenario-Based Death Investigation
5. REID Technique of Investigative Interview and Advanced Interrogation
6. Strategies of Low Light Engagement
7. Human Trafficking Awareness, Identification, and Response
8. Sex Trafficking Investigation, Enforcement and Interdiction

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$128,030.83**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2023 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan State Police	COMMISSION #: 2023-SPEC-290-1
PROJECT TITLE: Forensic Science Training	
PROJECT PERIOD: 1/1/2023 – 12/31/2023	REQUESTED AMOUNT: \$699,642.25

## PROJECT SUMMARY

### PRIORITY PROGRAM AREAS:

As a specialty grant the MSP Forensic Sciences Division must continue to provide the latest certifications and training in scientific principles so the laboratories can continue to be a valid and quality resource. The laboratories provide statewide services to Michigan law enforcement agencies.

### PRIORITY APPLICANTS:

The training and certifications are meant for civilian and enlisted personnel of the Forensic Sciences Division. Information from the training is also shared with other law enforcement agencies across the state. The FSD must continue to meet the accreditation standards established by the ANSI National Accreditation Board (ANAB).

### PROPOSED TRAINING (summary of application):

This grant request represents a total of 71 courses for MSP forensic scientists and laboratory directors required to maintain both skills and laboratory accreditation.

### TRAINEES (# of trainees per session; # of sessions, total # trainees):

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
ANAB Training	ANSI National Accreditation Board	27	Classroom	TBD	Lansing, MI
ASCLD Symposium	American Society of Crime Laboratory Directors	40	Multiple Workshops and Sessions	Multiple Experts	Austin, TX
MAFS Training	Midwestern Association of Forensic Scientists	40	Multiple Workshops and Sessions	Multiple Experts	Detroit, MI
AFQAM Training Conference	Association of Forensic Quality Assurance Managers	28	Workshops and Presentations	Multiple Experts	Dallas, TX

Advanced Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
SOFT Training	Society of Forensic Toxicologists	40	Workshops, Posters, Presentations	Multiple Experts	Denver, CO
Advanced ACE-V Applications for Fingerprint Examiners	Ron Smith and Associates	40	Classroom	Glenn Langenburg	TBD
AFTE Training	Association of Firearm and Tool Mark Examiners	48	Workshops and Presentations	Multiple Experts	Austin, TX
Shooting Incident Reconstruction for Crime Scene Response Team	Forensic Training Source	40	Classroom and Practical Exercises	James Molinaro and Howard Ryan	TBD
ASQDE Training	American Society of Questioned Document Examiners	40	Workshops and Presentations	Multiple Experts	TBD
CLIC Training	Clandestine Laboratory Investigating Chemists	40	Workshops and Presentations	Multiple Experts	TBD
American Industrial Hygiene Conference	American Industrial Hygiene Association	32	Workshops and Presentations	Multiple Experts	Virtual
AAFS Training	American Academy of Forensic Sciences	48	Workshops and Presentations	Multiple Experts	Orlando, FL
Expert Witness	Michigan State Police	32	Classroom, Mock Trial	Various Experts	Lansing, MI
Fiber Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Understanding Exclusion and Sufficiency Decisions	Ron Smith and Associates	36	Classroom and Practical Exercises	Glenn Langenburg and John Black	TBD

Shooting Incident Reconstruction for Firearms Discipline	Forensic Consultants	40	Classroom and Practical Exercises	Mike Haag	TBD
Advanced Bloodstain Pattern Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
DEA Forensic Chemist Seminar	Drug Enforcement Administrations	40	Classroom and Practical Exercise	TBD	Dulles, VA
MATT Drug Monitoring Training	Midwest Association of Toxicology and Therapeutic Drug Monitoring	16	Workshops and Presentations	Multiple Experts	TBD
FBI Question Documents Course	FBI	40	Classroom and Mock Trials	FBI Examiners	TBD
Midwest Crime Laboratory Directors Training	Midwest Crime Laboratory Directors	28	Workshops and Presentations	Multiple Experts	TBD
IAI Conference	International Association for Identification	40	Workshops and Presentations	Multiple Experts	National Harbor, MD
Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Distortion Interpretation & Feature Distribution	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Fluid Dynamics of Bloodstain Pattern Formulation	Institute of Environmental Science and Research Limited	40	Classroom and Practical Exercises	Dr. Mark Jermy and Rosalyn Rough	TBD
SHOT Show	Firearms Industry Trade Association	32	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Antique Arms Show	Antique Arms Show	24	Presentations, Exhibits	Multiple Experts	Las Vegas, NV

Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior	Indiana University Center for Studies of Law in Action	40	Classroom and Practical Exercises	Multiple Experts	TBD
Practical and Applied Gas Chromatography	Axion Analytical Labs, Inc.	16	Classroom and Practical Exercises	Lee Polite	TBD
Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Technician Witness	Michigan State Police	24	Classroom and Practical Exercises	Various Experts	Lansing, MI
Michigan Safety Conference	Michigan Safety Conference	16	Presentations and Workshops	Various Experts	Grand Rapids, MI
Print Process Identification Forensic Document Examiner Conference	Print Process Identification Forensic Document Examiners	32	Workshops, Presentations, Practical Exercises	Multiple Experts	Charlotte, NC
Bloodstain Pattern Analysis Unit Meeting	TBD	12	Lecture and Presentations	TBD	Grayling, MI
Difficult Latent Print Comparisons	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Digital Imaging	TBD	40	Classroom and Practical Exercises	TBD	TBD
Midwest Firearms Training Seminar	Midwest Association of Firearms and Toolmark Examiners	8	Presentations and Workshops	Multiple Experts	TBD
Comprehensive Latent Print Comparison	TriTech Forensics	40	Classroom and Practical Exercises	Pat Wertheim and Deborah Smith	TBD
Tire Track Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD

SAFDE	Southern Association of Forensic Document Examiners	24	Workshops and Presentations	Multiple Experts	TBD
Scientific Analysis: From the Laboratory to the Witness Stand	Ron Smith and Associates	40	Classroom and Practical Exercises	Michelle Triplett	TBD
SIG Sauer P365 Armors Course	SIG Sauer Academy	8	Classroom and Practical Exercises	TBD	TBD
ACSR Conference	Association for Crime Scene Reconstruction	40	Workshops and Presentations	Multiple Experts	TBD
Interpretation of Mass Spectra	Analytical Training Solutions	40	Lecture and Training Modules	O. David Sparkman	Online
Polarized Light Microscopy	TBD	40	Classroom and Practical Exercises	TBD	TBD
Palm Print Comparison Techniques	Ron Smith and Associates	24	Classroom and Practical Exercises	Ron Smith	TBD
IABPA Conference	International Association of Bloodstain Pattern Analysts	32	Workshops, Presentation, Case Studies	Multiple Experts	TBD
Springfield Armory Armorer Course	Team One Network	8	Lecture and Practical Exercises	TBD	TBD
Advanced Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Essential Ridgeology Techniques	Ron Smith and Associates	40	Classroom and Practical Exercises	John Bush	TBD
Basic Bloodstain Pattern Analysis (FSD Instructors)	Michigan State Police	40	Classroom and Practical Exercises	Guy Nutter and Various Bloodstain Pattern Analysis Analysts	Detroit, MI
Glock Armorer Course	Glock	8	Lecture and Practical Exercises	TBD	TBD

Explosives Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Analysis of Distortion in Latent Prints	Evolve Forensics	16	Classroom and Practical Exercises	Alice White	TBD
Mass Fatality Incident Exercise	Michigan State Police	12	Mock Mass Fatality Crime Scene, Practical Exercises, and Discussion	Guy Nutter and Various Crime Scene Response Team Liaisons	TBD
Smith & Wesson Armorer Course	Smith & Wesson	8	Lecture and Practical Exercises	TBD	TBD
Infrared Spectral Interpretation	ACS Professional Education	40	Lecture and Practical Exercises	TBD	TBD
Paint Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Comparison of Sole Impressions	TBD	16	Classroom and Practical Exercises	TBD	TBD
Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	Miami-Dade Public Safety Training Institute	40	Classroom and Practical Exercises	Toby Wolson and LeeAnn Singley	TBD
NRA Basic Metallic Cartridge Reloading	Adam's Firearm & Tactical Training LLC	8	Classroom and Practical Exercises	Adam Hladilek	TBD
Raman Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Basic Digital Imaging	Foray Technologies	24	Lecture and Practical Exercises	David Witzke	Online



Infrared Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Comparative Dermatoglyphics	Evolve Forensics	16	Lecture and Practical Exercise	Alice White	Live webinar
Ion Chromatography	TBD	16	Classroom and Practical Exercises	TBD	TBD
Basic Fire Debris Online Course	National Center for Forensic Science, University of Central Florida, College of Sciences	40	Lecture and Training Modules	TBD	Online
Advanced Fire Debris Analysis Online Course	The National Center for Forensic Science	40	Lecture and Training Modules	TBD	Online
Mass Spectral Interpretation Online Course	Mass-Spec- Training	40	Lecture and Training Modules	TBD	Online
X-ray Diffraction	TBD	16	Classroom and Practical Exercises	TBD	TBD
Custom Thermo Instrument Monitor Refresher Training	Thermo Scientific - Unity Lab Services	8	Classroom and Practical Exercises	TBD	TBD

**INSTRUCTORS** (summary of instructor credentials, # of instructors, agency

**affiliation):**

See table above.

**TRAINING SITE (list locations):**

See table above.

## **PROGRAM ANALYSIS**

The grant articulates the need to meet accreditation standards by the ANSI National Accreditation Board (ANAB). The specialized nature of the training supports the accreditation and in turn provides support to police agencies across the State of Michigan. The requested training courses consist of specially designed instruction and adapts, as appropriate, the needs of maintaining laboratory accreditation and competency of laboratory staff.

The grant is well written and outlines the unique requirements of ANSI accreditation.

## **FISCAL SUMMARY AND ANALYSIS**

The application states that the available departmental funding for mandated training is not sufficient to address the specialized needs of the forensic laboratory system. As a result, grant funding is needed in order to meet the continuing education requirements. The application also states that effort is made to bring programs into Michigan where feasible, but the training requirements cannot be met through established state government or in-house programs alone, therefore, training must be taken advantage of when and where programs are offered.

The training required for certification and/or licensure is not typically available in Michigan, which necessitates an extensive amount of travel. In this application, 49% of the requested grant funding is for travel related expenses and 50% is for tuition. Grant funds in the amount of \$351,944.00 are being requested to cover 100% of the tuition costs for the 65 of the 71 training programs. A total of \$342,698.25 is being requested for the travel costs for 65 of the training programs. In addition, supplies and operating costs totaling \$8,000.00 for to cover facility rental and course-specific training supplies. The course details and cost justification sections of the application provide explanation and support for the line items in the proposed budget.

There are 72 Program Administrators listed under personnel, one for each course and all as match costs, in addition to the Project Administrator and Fiscal Manager. The course details list the functions of the Program Administrators as "Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines." Five of these are also responsible for developing and instructing their respective training courses, but the other 67 should be removed. The courses have already been researched and expenses determined to be included in this grant application, and completing approvals is a regular function of supervisory personnel. This would reduce the match share to \$150,689.76 and the total project cost to \$931,876.51. This reduces the match share from 26.62% to 24.92%.

**Funding History:**

Grant Year	Requested	Awarded	Expended	% Expended
2013	\$440,504.00	\$200,453.25	\$178,466.34	89%
2014	\$321,765.25	\$171,909.25	\$144,812.89	84%
2015	\$359,577.75	\$194,613.77	\$192,309.82	99%
2017	\$258,379.00	\$254,719.00	\$222,774.80	88%
2021	\$713,356.59	\$446,514.00	\$170,666.95	38%
2022	\$686,562.50	\$686,562.50	\$22,416.82 YTD	3% YTD

**Delinquencies:**

No delinquencies are noted for this grant program.

**Priorities:**

The top three priorities are ANAB Training (\$27,980.00), ASCLD Symposium (\$24,990.00), and MAFS Training (\$50,981.00). The lowest three priorities are Mass Spectral Interpretation Online Course (\$3,200.00), X-ray Diffraction (\$5,274.00), and Custom Thermo Instrument Monitor Refresher Training (\$18,392.75).

There is no prioritization between the multiple MSP grant applications.

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$699,642.25**, pending Commission approval and final determination of available funding.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Michigan Judicial Institute		SIGMA ID/ADDRESS CODE SOM950000/950
STREET ADDRESS/CITY/ZIP 925 W Ottawa St., Lansing, MI 48915		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) Court Support Staff Training: First-Level Supervisor Learning Management System-Based Training		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$39090.00

**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2022 Grant Manual.*

NAME AND TITLE Elizabeth Rios, Deputy State Court Administrator		
STREET ADDRESS/CITY/ZIP 925 W. Ottawa St., Lansing, MI 48915		
TELEPHONE (Direct) (517) 373-5089	E-MAIL ADDRESS <a href="mailto:riose@courts.mi.gov">riose@courts.mi.gov</a>	
SIGNATURE 	DATE 5/17/22	

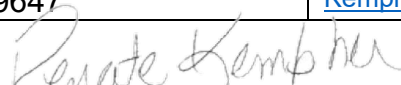
**PROJECT ADMINISTRATOR** (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)

☐ *As the Project Administrator, I have read and agree to all conditions set forth in the 2022 Grant Manual.*

NAME AND TITLE Peter Stathakis, Program Manager		
STREET ADDRESS/CITY/ZIP 925 W. Ottawa St., Lansing, MI 48915		
TELEPHONE (Direct) (517) 373-7607	E-MAIL ADDRESS <a href="mailto:stathakisp@courts.mi.gov">stathakisp@courts.mi.gov</a>	
SIGNATURE	DATE	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☐ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2022 Grant Manual.*

NAME AND TITLE Renate Kempfer, Finance Director		
STREET ADDRESS/CITY/ZIP 925 W. Ottawa St., Lansing, MI 48915		
TELEPHONE (Direct) (517) 373-9647	E-MAIL ADDRESS <a href="mailto:KempferR@courts.mi.gov">KempferR@courts.mi.gov</a>	
SIGNATURE 	DATE 5/17/2022	

Applications must be submitted to MCOLES via e-mail to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.

**SECTION 2 - PROJECT NARRATIVE**

Rev. (03/20)

**A. PROBLEM IDENTIFICATION**

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

Traditionally, court support personnel and their immediate supervisors have been prioritized as the recipients of this grant because their training needs differ from those of judges, court administrators, and court professional personnel. These personnel often only receive on-the-job training and participate in the fewest continuing education opportunities. And, in addition, they have no formal professional association to offer training.

The Michigan Judicial Institute (MJl) does not have a designated line item to fund training for this audience. In the past, MJl used some general fund dollars for court support personnel training. Due to anticipated budget constraints, without MCOLES funds, court support personnel are unlikely to receive training from MJl, or any other entity outside of their in-house, on-the-job training, if any.

With the assistance of MCOLES 2021 funding being carried over through 2022, and MCOLES 2022 funding, MJl is in the process of developing an online introductory training for court support first-line staff. This includes a four module Learning Management System (LMS) based certification training, an eLearning first-level supervisor human resources management orientation training, and a web-based "Legal Advice v Legal Information" training, respectively. Even with the LMS-based supervisor training, we will not be able to fully meet the training/education needs of first-level supervisors; their needs exceed training that will be offered by our current initiatives.

MJl proposes to purchase several "off-the-shelf" eLearning management courses, customize the courses to incorporate Michigan specific content relevant to trial court first-level supervisors, and house the courses in the SCAO Learning Management System. Adding additional eLearning management courses to the LMS enables MJl to expand the range of training/education available for first-level supervisors and reach the broadest audience, including new first-level supervisors, existing first-level supervisors who need additional training, and front-line support staff who may be considered for promotion to a first-level supervisor position.

**SECTION 2 - PROJECT NARRATIVE****B. TRAINING OBJECTIVES**

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

MJl proposes to partner with Yukon Learning Systems to customize up to nine first-level management courses to be published on the Court's LMS. Yukon Learning Systems is based in Virginia. There is no Michigan provider of LMS-compatible eLearning courses that are *customizable*. The ability to customize the eLearning courses enables MJl to add specific Michigan content on applicable law, policy, and practice, where appropriate.

Each course title, by priority, and objectives appear below:

1. **Coaching Skills** (\$4750): Managers wear two hats and performing those roles can be difficult. On the one hand, the manager has to evaluate employees. A manager is also a coach and this role requires

advocacy for employees' success. Employees may be reluctant to be frank and discuss weaknesses or mistakes with a person who has such power over their futures. While there is no perfect solution to this dilemma, this course will help managers understand the problem and provide strategies to effectively balance these two inherently conflicting roles.

Upon completion of this course, users will be able to:

- Apply the four-step coaching process;
- Separate performance reviews from developmental coaching;
- Demonstrate how to listen effectively with empathy;
- Recognize how to discuss performance issues that will impact an employee's ability to achieve his/her goals.

**2. Conflict Management (\$4750):** This course provides a review of the steps to conflict management and how to apply them using various situations that could occur in the workplace (the court). For each scenario, options for dealing with the conflict are provided.

Upon completion of this course, participants will be able to:

- Discuss conflict management best practices;
- Select good active listening responses;
- Apply effective conflict management concepts.

**3. Cultural Competence (\$4750):** Cultural diversity is a modern-day reality in most workplaces. Cultural differences may show up in a variety of different ways and can at times cause misunderstandings or even conflict.

This course helps us to give thought to how culture may manifest in our own workplace and courts are no exception. A framework is presented that helps self-examine how we personally interact across differences. Finally, clear strategies are identified to build and strengthen cultural competence.

Upon completion of this course, managers will be able to:

- Define cultural competence;
- Explain a framework for cultural competence and the associated mindsets and skill sets;
- Identify strategies to build your own cultural competence.

**4. Effective Feedback (\$2920):** To improve performance both in personal and professional lives, it is important for new managers to have a better understanding of the value of feedback and how to provide and receive it. This course will define and identify the forms of feedback, how to identify the purpose and misconceptions of feedback, and recognize the impact of feedback. This course will also identify the dos and don'ts of giving feedback and of receiving feedback.

Upon completion of this course, students will be able to:

- Define and identify the forms of feedback;
- Identify the purpose and misconceptions of feedback;
- Identify the dos and don'ts of giving feedback;
- Identify the dos and don'ts of receiving feedback;
- Recognize the impact of feedback.

**5. Establishing Positive Workplace Practices (\$4750):** Many studies show that a positive work environment results in increased productivity and a higher quality service. Courts can be particularly difficult work environments due to the nature of the work. Court users rarely express positive attitudes. This course examines the behaviors that positively and negatively impact the workplace as well as ways to sustain and encourage positive behaviors. Learners will also gather motivational best practices that can help them establish a fun, positive, workplace culture.

Upon completion of this course, managers will be able to:

- Identify the importance and benefits of creating a positive workplace;
- Identify the behaviors that positively and negatively impact a workplace;
- Identify ways to encourage positive behaviors;
- Establish positive, culture-building workplace practices.

**6. Leading by Motivating Others (\$4750):** According to workplace surveys, money is not the leading factor in encouraging people to be productive. This is especially true in the public sector. While work hours and benefits may encourage job commitment, what happens at work on a daily basis, from employee interactions, to leader communications, to putting every job in context, will influence workforce productivity. This course will teach managers how to motivate employees and improve efficiency and productivity.

Upon completion of this course, learners will be able to:

- Identify common signs of demotivation;
- Recognize and improve the underlying causes relating in employees becoming demotivated;
- Take the necessary steps to evaluate issues involving individuals, teams, and the environment;
- Implement personal leadership behaviors that will promote motivation in employees.

**7. Managing Difficult People (\$4750):** In order to keep difficult people from harming group morale, or adversely affecting a court's efficiency, it is important to learn exactly what constitutes difficult behavior and how to appropriately manage employees who display it. Therefore, this course educates learners in identifying and assessing difficult personality types while also providing methods to monitor and communicate successfully with difficult people.

Upon completion of this course, managers will be able to:

- Identify and assess difficult personality types;
- Identify ways to address difficult behaviors in specific personality types;
- Identify methods for monitoring difficult people;
- Using appropriate communication methods for dealing with difficult people.

**8. Managing Multigenerational Teams (\$2920):** Generational diversity in the current workforce is perhaps the greatest it has ever been. Many managers are faced with the challenge of leading a multigenerational team comprised of individuals with different communications styles and motivations. A key to managing such diverse teams is understanding the perspective of individuals across different age groups.

This course will help managers recognize the nuanced influences from different generational groups in the teams they lead. The course identifies specific steps for managing a team comprised of different age



groups as well as how to reward and communicate across generations. Team leaders will see that a multigenerational team is actually an advantage in today's diverse marketplace.

Upon completion of this course, learners will be able to:

- Identify the various generations that make up the workforce;
- Construct strategies which will help lead the multigenerational team;
- Recognize the advantages of a multigenerational team.

**9. Ethical Decision Making (\$4750):** At some point, everyone is faced with an ethical dilemma, a crisis of conscience, or a decision where the greater good is threatened. Courts are no exception. This course discusses the importance of ethics and some of the common ethical dilemmas and ethical decision making.

Upon completion of this course, participants will be able to:

- Identify the difference between laws and ethics;
- Identify types of ethical dilemmas in business;
- Use the ethical decision making process;
- Identify the barriers to ethical decision making.

SECTION 2 - PROJECT NARRATIVE
C. TRAINING METHODS
Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.
<b>Refer to Page 19 of the Grant Manual</b>

Each of these courses will be customized by MJJ staff to be more specific to the court audience. The modules will be formatted in Articulate Rise 360 and reside on the Michigan Supreme Court's Learning Management System (LMS). MJJ staff will oversee the administration of the LMS and will create learning plans for new and experienced supervisors that include access to the appropriate eLearning modules, track the learner progress through their learning plans, and provide feedback to learners.

Each module comes with professional voice-over narration, interactivity, customizable resource attachments, and assessments.

Each module is approximately 30 minutes, prior to customization. There is no limit on the number of enrollees. Participation will be determined by canvassing the trial courts and identifying the names and e-mail for trial court first-level supervisors who may be eligible to attend.

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.
<b>Refer to Page 19 of the Grant Manual</b>

The interactive nature of the modules requires that at certain decision points during the learning session, participants must complete a decision tree, quiz, or other task, prior to progressing through the module. If the learner does not achieve a satisfactory score at each decision point, they are unable to progress to the next level of the module. This assures that content is understood able to be incorporated into the user's work style.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title 1. Coaching Skills			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

Course Details			
Course Title 2. Conflict Management			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

Course Details			
Course Title 3. Cultural Competence			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

Course Details			
Course Title 4. Effective Feedback			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$2920.00	\$2920	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4419.20	\$2920	\$1499.20

Course Details			
Course Title 5. Establishing Positive Workplace Practices			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

Course Details			
Course Title 6. Leading by Motivating Others			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

Course Details			
Course Title <b>7. Managing Difficult People</b>			
Training Location <b>Learning Management System</b>			
Maximum Participants <b>Unlimited</b>	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

Course Details			
Course Title <b>8. Managing Multigenerational Workforce</b>			
Training Location <b>Learning Management System</b>			
Maximum Participants <b>Unlimited</b>	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$2920.00	\$2920	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4419.20	\$2920	\$1499.20

Course Details			
Course Title 9. Ethical Decision Making			
Training Location Learning Management System			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max)	Hours of Training Per Session	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1499.20	\$	\$1499.20
Contractual Services	\$4750	\$4750	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6429.20	\$4750	\$1499.20

NOTES:

SECTION 4 - COST JUSTIFICATION
<p>The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.</p> <p><b>Refer to Page 20 of the Grant Manual</b></p>

Although the effects of the COVID pandemic seem to be waning, courts are struggling, and will continue to struggle, with staff turnover and shortages – in some courts, administrators are reporting employment vacancies near the 40 percent mark. Funding is also an issue. Courts have not directly benefited from federal COVID dollars, and strain to balance their limited funds to assure basic court functions are accomplished. Funding is even more limited for travel costs incurred in the course of professional development. While MJJ will resume in-person training, even before the effective date of this grant, virtual learning is here to stay.

MJJ estimates that customization, beta testing, internal approval, and uploading prior to roll-out will take one staff person 10 hours per module, plus additional hours for two staff to beta test the customized modules. Staff hours will be incurred by reaching out to trial courts to identify eligible participants, uploading participant information, enrolling them in the learning plan, and monitoring their progress. Additional expenses will be incurred to cover the cost of registering individuals in the LMS, but that cost is indeterminable, and difficult to track, as individuals may be enrolled in other courses as well.

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

Course Title	Grant Share	Match Share
1. Coaching Skills	\$4750	\$1499.20
2. Conflict Management	\$4750	\$1499.20
3. Cultural Competence	\$4750	\$1499.20
4. Effective Feedback	\$2920	\$1499.20
5. Establishing Positive Workplace	\$4750	\$1499.20
6. Leading by Motivating Others	\$4750	\$1499.20
7. Managing Difficult People	\$4750	\$1499.20
8. Managing Multigenerational	\$2920	\$1499.20
9. Ethical Decision Making	\$4750	\$1499.20

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:

N/A

2. Consortium:

### Consortium:

3. Consortium Structure:

4. Geographic Region Served by the Consortium:

5. Member Agencies:

6. Financial Commitment from Member Agencies:

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official	Title of Certifying Official
Signature of Certifying Official	Date

Other consortium certification may be submitted as addendum files.




**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY - County of Eaton - (Eaton County Sheriff's Office)		SIGMA ID/ADDRESS CODE <i>CV0047985/004</i>
STREET ADDRESS/CITY/ZIP - 1045 Independence Blvd Charlotte, MI 48813		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) Evidence Technician Training		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$13,545


**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ **As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.**

NAME AND TITLE - John Fuentes, Eaton County - Controller/Administrator	
STREET ADDRESS/CITY/ZIP - 1045 Independence Blvd. Charlotte, MI 48813	
TELEPHONE (Direct) - 517-543-2133	E-MAIL ADDRESS - Jfuentes@eatoncounty.org
SIGNATURE 	DATE- 5/19/22


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

☒ **As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.**

NAME AND TITLE - Chris Kuhlman - Captain, Administrative Services Division. Eaton County Sheriff's Office	
STREET ADDRESS/CITY/ZIP - 1025 Independence Blvd Charlotte, MI 48813	
TELEPHONE (Direct) - 517-543-6384	E-MAIL ADDRESS - Ckuhlman@eatoncounty.org
SIGNATURE 	DATE: 5/17/22

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ **As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.**

NAME AND TITLE - Melissa Ballard - Accountant, Eaton County	
STREET ADDRESS/CITY/ZIP - 1045 Independence Blvd Charlotte, MI 48813	
TELEPHONE (Direct) - 517-543-2213	E-MAIL ADDRESS - mballard@eatoncounty.org
SIGNATURE 	DATE 5/20/22

**Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.**

## **SECTION 2 - PROJECT NARRATIVE**

### **A. PROBLEM IDENTIFICATION**

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

The Eaton County Sheriff's Office is the primary law enforcement agency in Eaton County, which is located just west of the greater Lansing area. Eaton County is comprised of 579 square miles, and consists of 6 separate cities, 5 Villages, 16 Townships. The Sheriff's Office, on average, responds to over 35,000 calls for service each year. At the scene of various crimes, the Eaton County Sheriffs Office relies on its members who serve as Evidence Technicians to properly identify, preserve, and collect evidence. This is crucial task in an effort to properly investigate crime scenes and secure items/information needed to assist in the successful prosecution of offenders.

Our office is currently experiencing a time where we are losing highly trained employees to attrition and retirement, as 23 Sheriff's Office members are scheduled to retire before 2025. This is a significant issue as we are tasked with sending a vast amount of employees to various trainings in order to meet the needs of the community we serve, and continue to provide the services normally performed by a member of the criminal justice community. The funding required for essential training, such as Evidence Technician training, has become difficult to allocate due to the extensive/numerous trainings our members are attending.

The Sheriff's Office has a duty to maintain and improve our ability to directly deliver criminal justice services to members of the general public, as we execute our duties as law enforcement members. Being awarded grant funding to pay for Evidence Technician training will ensure members of our office are properly trained to assist us in upholding this duty.

## **SECTION 2 - PROJECT NARRATIVE**

### **B. TRAINING OBJECTIVES**

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

Evidence Technicians will receive 80 hours of instruction in various areas to gain procedural knowledge and to learn the fundamentals of evidence collection. These areas include:

- Photography
- Fingerprint Development
- Casting, Footwear, and Tire Impressions
- Collection of Evidence
- Recording the Scene
- Mock Crime Scenes
- Legal Aspects
- Major Crimes Investigation
- Firearms Evidence
- DNA Evidence
- Trace Evidence

Upon the completion of training, the participant will be able to demonstrate the ability to perform the fundamentals of evidence processing and use the necessary skills to investigate a crime scene by properly identifying, preserving, and collecting evidence to assist in the prosecution of offenders.

## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

The training will take place at Oakland Community College Police Academy in Auburn Hills, MI. This training is offered as an advanced police training course within their Combined Regional Emergency Services Training program. The training will be offered in March of 2023 for 2 weeks. The training is provided Monday-Friday from 8:30am-5:00pm, with the exception of one day where training will be held from 2:00pm-10:00pm.

Delivery of training includes hands-on work, lectures, video, and discussion. The training is provided by highly qualified instructors who are experts in their respective fields of law, crime lab, medical examiners office, photography, fingerprinting, traffic, and major crime investigations.

## 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 Page 19 of the Grant Manual**

Participant feedback will be received by obtaining the participants reaction to the training by having them rate the training and their instructors. A written survey will be provided to each of our participants to achieve receiving proper feedback.

Acquisition of knowledge by participants will be measured and reinforced by creating mock scenarios involving evidence where the fundamentals they learned will be displayed, and further teaching will be conducted. These scenarios will be conducted by experienced command and line staff.

### 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 Page 20 of the Grant Manual**

<b>Course Details</b>			
Course Title - Evidence Technician School			
Training Location - Oakland Community College Police Academy (Combined Regional Emergency Services Training) 2900 Featherstone Rd. Auburn Hills MI 48326			
Maximum Participants: 30	Minimum Participants (2/3 of Max) 20	Hours of Training Per Session: 80	Number of Sessions: 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$2,980	\$2,235	\$745
Travel	\$4,600	\$3,450	\$1,150
Supplies & Operating	\$600	\$450	\$150
Equipment	\$9,880	\$7,410	\$2,470
Total <i>Per Session Costs</i>	\$18,060	\$13,545	\$4,515
Total <i>Course Costs</i>	\$18,060	\$13,545	\$4,515

#### NOTES:

Tuition \$2,980 = 4 students at \$745 each

Travel \$3,000 = 2 hotel rooms for 10 days at \$150 per night;

Travel \$1,600 = Food allowance of \$40 per day, per 4 students, for 10 days

Supplies \$600 = 5 \$30 SD/64GB memory cards per 4 students.

Equipment \$9,880 = Each student (4) is required to have following for training:

- Nikon D7500 Camera \$1,000.
- Nikon Lens \$250.00
- Nikon SB5000 Flash \$600.00
- Vanguard Alta 264 Tripod \$200.00
- Pelican Hard Case \$140.00
- Nikon 40mm Macro \$280.00

## SECTION 2 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

Evidence Technician training/school is imperative to properly train staff members in the area of evidence collection, and be readily available to process crime scenes in Eaton County.

The proposed expenditures include the tuition cost of sending 4 law enforcement members of our office to the Evidence Technician school. Further, it covers the lodging and food allowance/expenses for the employees who are attending the training.

We are seeking grant funding to achieve our goal of continuing our evidence collection abilities, as we continue to strive to assist in prosecution of individuals who threaten the safety of the public we have a duty to serve. With grant funding, we will be able to cover the associated cost(s) of sending 4 employees to be properly trained as Evidence Technicians.

The Evidence Technician School is held over 10 days, and is comprised of 80 hours of instruction. 4 employees will be attending.

- Tuition \$745 per student -  $\$745 \times 4 \text{ students} = \$2,980$ . Grant portion (75%) = \$2,235. Match = \$745
- Travel (Lodging) \$150 per night/room. 2 rooms x 10 days = \$3,000. Grant portion (75%) = \$2,250. Match = \$750
- Food Allowance (Lodging) \$40 per day/student, for 10 days.  $\$40 \times 4 \text{ students} \times 10 \text{ days} = \$1,600$   
Grant portion (75%) \$1,200. Match = \$400.
- Supplies 5 \$30 SD/64GB memory cards per student (4) = \$600. Grant Portion (75%) = \$450. Match = \$150
- Equipment \$9,880 - Grant portion (75%) = \$7,410. Match = \$2,470

Each student (4) is required to have following equipment for training:

- Nikon D7500 Camera \$1,000.
- Nikon Lens \$250.00
- Nikon SB5000 Flash \$600.00
- Vanguard Alta 264 Tripod \$200.00
- Pelican Hard Case \$140.00
- Nikon 40mm Macro \$280.00

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

Evidence Technician School is the only program for which we are submitting a grant funding request. Any grant funds awarded for this purpose will be used toward the costs associated with enrolling the number of employees in Evidence Technician school that the award amount allows.



### **CERTIFICATE OF CONSORTIUM MEMBERSHIP**

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

#### **Identification:**

1. Applicant Agency:

2. Consortium:

#### **Consortium:**

3. Consortium Structure:

4. Geographic Region Served by the Consortium:

5. Member Agencies:

6. Financial Commitment from Member Agencies:

#### **Certification:**

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official	Title of Certifying Official
Signature of Certifying Official	Date

Other consortium certification may be submitted as addendum files.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Grand Valley State University		SIGMA ID/ADDRESS CODE CV0020757
STREET ADDRESS/CITY/ZIP 401 W. Fulton Street, Grand Rapids, MI, 49504		
TRAINING CONSORTIUM (if applicable) West Michigan Criminal Justice Training Consortium		
PROJECT TITLE (Limit 45 characters) Police Precision Driving		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$94,506.20


**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Kim Squiers, Director – Office of Sponsored Programs		
STREET ADDRESS/CITY/ZIP 1 Campus Drive – 049 JZH, Allendale, MI 49401-9403		
TELEPHONE (Direct) 616-331-6868	E-MAIL ADDRESS <a href="mailto:squiersk@gvsu.edu">squiersk@gvsu.edu</a>	
SIGNATURE 	DATE 06/28/22	


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

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Williamson N. Wallace, Director of Criminal Justice Training		
STREET ADDRESS/CITY/ZIP 157 Lake Michigan Hall, One Campus Drive, Allendale, MI, 49402		
TELEPHONE (Direct) (616) 331-8515	E-MAIL ADDRESS <a href="mailto:wallacew@gvsu.edu">wallacew@gvsu.edu</a>	
SIGNATURE 	DATE 06/16/22	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Brenda Lindberg		
STREET ADDRESS/CITY/ZIP 1 Campus Drive – 2058 JZH, Allendale, MI 49401-9403		
TELEPHONE (Direct) 616-331-2201	E-MAIL ADDRESS <a href="mailto:lindberb@gvsu.edu">lindberb@gvsu.edu</a>	
SIGNATURE 	DATE 6/28/22	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.

## SECTION 2 - PROJECT NARRATIVE

### A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

Grand Valley State University, on behalf of the West Michigan Criminal Justice Training Consortium (WMCJTC), submits this grant request for training in the area of Police Precision Driving training based on the following problems:

Law enforcement agencies have an ongoing need to provide training in safe emergency vehicle operations - the majority of a law enforcement officer's day is spent operating a police vehicle. Additionally, with the variety of emergency vehicles being utilized by law enforcement agencies, it is imperative for officers to gain familiarity with the capabilities and/or limitations of their agency's vehicles as well as their individual capabilities and/or limitations.

West Michigan law enforcement agencies, as well as agencies around the country, are experiencing a high volume of turnover due to retirements and the increased need of officers. As with other essential job functions, hiring new and inexperienced officers creates a large demand for training in emergency vehicle operations. Moreover, operating a vehicle in an emergency response situation is considered a high frequency/high severity job task according to the Michigan Municipal League, Liability and Property Pool. The recommendation from the Michigan Municipal League is for every officer to refresh their driving skills through Emergency Vehicle Operation training every two to three years.

The Below 100 Initiative shows that in the past 20 years an officer is likely to be killed because of a motor vehicle related crashes caused by not wearing a seatbelt, driving too fast, and being complacent. According to the Officer Down Memorial Page (ODMP), overall law enforcement officer's fatalities are up 46%. Automobile related deaths account for 61 of 601 (10%) of those deaths in 2021, a 33% increase from 2020. Additionally, statistics from national organizations confirm the need for precision driving training and shows defensive emergency driving training has helped reduce the number of officer related deaths due to motor vehicle crashes.

Law enforcement officers are not the only victims in emergency driving accidents. There is also a devastating impact on innocent bystanders and their families, as well as an economic impact on municipalities. Our intent is to help minimize the loss of life and property damage through this vital training program. More than 200 officers participated in precision driving training in 2021. A post class survey had a 41% return rate. The results showed that only one student had been involved in a crash after attending the class. The driving techniques learned in class are being used by 57% of students with 71% saying that using those learned techniques helped them avoid a crash. 61% of students have seen improvement in their driving skills since attending the class. Precision driving continues to be the most crucial and requested training by WMCJTC agencies.

The most recent information from the 2018 Statewide Job Task Analysis (JTA) of Entry-Level Law Enforcement Officers lists emergency vehicle operation as a core task, lists the automobile as the second most frequently used (overall) piece of core equipment by patrol officers on a daily basis (second to the hand-held police radio), and emergency vehicle operation is listed as a high-frequency and critical task. The WMCJTC agrees with the conclusion of the JTA that emergency driving is a daily and high-risk job task. As you will see, our training objectives are linked to these fundamental

job responsibilities.

In summary, full funding of this grant will provide law enforcement personnel in West Michigan with critical training consistent with the Commission's prioritized training area of Law Enforcement - Emergency Vehicle Operation.

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>B. TRAINING OBJECTIVES</b>
Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training. <b>Refer to Page 18 of the Grant Manual</b>

Police Precision Driving consists of four separate segments – (1) On-line Learning, (2) Defensive Driving, (3) Emergency Driving, and (4) Defensive and Emergency Driving Refresher Class. During this outcome-based training program, students must demonstrate proficiency in the skills taught.

This program is centered on the following five principles:

1. complying with agency policy and procedures in emergency driving situations.
2. demonstrating an understanding of legal issues relevant to emergency vehicle operations.
3. recognizing the psychological and physiological factors that influence emergency driving decisions.
4. engaging post incident operations; and
5. operating a vehicle under emergency conditions.

### **SEGMENT ONE – On-line Learning:**

Each student is required to complete an online learning program delivered through an online learning platform that meets current industry standards for the delivery of computer-based training. The content includes defensive driving, vehicle maintenance, vehicle dynamics, civil liability, skid control, night driving, and performance driving (see attached Online EVO Course Content). Each student will be required to pass the written test as a prerequisite for Segment Two - Defensive Driving, Segment Three – Emergency Driving, and Segment Four - Defensive and Emergency Driving Refresher. A passing score for this test is 80%.

### **OBJECTIVES & OUTLINE**

At the conclusion of the online learning component, the student will be able to demonstrate an understanding of the content listed below. The student's understanding will be evaluated through a written examination.

#### **Defensive Driving:**

- The definition of defensive driving
- The four driving patterns identified by the Life-Style Theory of Driving, and which is the

most dangerous

- The four characteristics of a good law enforcement driver
- The five areas that comprise the Smith System of defensive driving
- The basic driving skills which can reduce traffic collisions involving police fleet vehicles, in normal routine driving situations
- That a high percentage of all officer deaths each year are traffic related, and that the average officer can expect to be involved in a crash every 28,000 miles of driving
- Decision making related to identifying the best time to communicate radio traffic or operate the mobile computer

#### Vehicle Maintenance:

- What equipment is checked in a pre-patrol inspection
- The basic components of both disc and drum brakes
- The primary cause of brake fade
- What a brake pad sensor tells the driver
- What speed ratings on tires mean to the driver
- The difference in the pressure reading of the same tire when hot as compared to cold
- How normal permeation will affect tire pressure

#### Vehicle Dynamics:

- Effects of kinetic energy
- Forces that affect a vehicle in motion
- The difference between understeer and oversteer and how to correct each condition
- What type of weight transfer occurs in various vehicle maneuvers

#### Civil Liability (relating to the operation of police vehicles):

- The three types of law enforcement driving
- The three liability concepts central to officers' understanding the potential implications of their driving
- The exemptions granted by and the requirements on the officer according to MCL 257.603.
- The exemptions granted by and the requirements on the officer according to MCL
- The requirement mentioned in MCL 257.653 on the public
- The definition of a pursuit

#### Skid Control:

- Impact of effective skid control training
- Techniques which will bring a driver the greatest success regaining control after a skid
- The "critical link" in the control of your vehicle
- The three types of friction

- Factors influencing avoidance
- The differences in “grip”
- The four types of skids
- The proper driver actions to recover from the four types of skids
- What a driver should always anticipate when involved in a skid

#### Night Driving:

- Statistical data relating to nighttime driving, accidents, and fatal accidents
- The four factors relating to accident/fatality rates
- Determine the inherent problems associated with nighttime driving

#### Performance Driving:

- The capabilities and limitations of both the driver and the patrol vehicle
- The use of proper braking techniques
- The three most common types of curves
- Reading the roadway
- The use of proper steering techniques
- The effects of forward inertia (centrifugal force)

### **SEGMENT TWO-Defensive Driving:**

Segment Two is for students who have completed the online training segment and achieved a minimum score of 80% on the written examination. The class consists of five defensive driving exercises, all of which will be evaluated individually and then assessed as a cumulative exercise.

The cone exercises allow the students to safely practice maneuvering a police vehicle through a variety of avoidance and emergency obstacles. All exercises will teach the importance of utilizing a 9-3 hand position, smooth steering inputs, as well as smooth braking and accelerating.

Focusing on each individual exercise will increase both driving skill and the muscle memory necessary to avoid potential accidents. Successful completion allows the student to continue with the high-speed course in segment three. Instructors will also review key points from the online training with each student on a one-to-one basis (see attached In-Car Discussion Points).

### **OBJECTIVES**

At the conclusion of this course, students will be able to:

- Operate a patrol vehicle through four cone exercises at the prescribed speed and time designated for each exercise, without striking critical cones.
- Demonstrate vehicle operation skills in a cumulative exercise within the allotted time, without striking critical cones.
- Make appropriate decisions related to appropriate speeds to safely complete each exercise

within their driving capabilities.

The student's proficiency will be evaluated through pass/fail practical exercises.

### **DEFENSIVE DRIVING (8 HOURS) OUTLINE**

0800-0900 Introduction, Safety Rules, Vehicle Inspection

0915-1115 Driving Skills (Serpentine, Evasive maneuvers, Precision maneuvering, Controlled braking, Off-Set backing exercise)

- Exercise 1 – requires each student to maneuver through a series of cones while driving in reverse. Helping each student to recognize the relationship on the vehicle to a fixed object.
- Exercise 2 – requires each student to successfully complete a high-speed lane change to demonstrate the maneuvering capabilities and stability of the vehicle, as well as showing each student their own capabilities and limitations.

1115-1215 Lunch

1230-1530 Driving Skills

- Exercise 3 – requires each student to successfully complete a forward and reverse serpentine to teach proper timing with steering inputs, coordination of steering and throttle control and judging the relationship of fixed objects with respect to the vehicle.
- Exercise 4 – focuses on braking while steering. This will develop the ability to achieve maximum braking while still being able to control the direction of the vehicle.
- Exercise 5 – a new exercise requiring each student to navigate through a series of lanes, offset from each other, while driving in reverse. The offset backing will give each student another opportunity to work on judging the relationship of fixed objects with respect to their vehicle while driving in reverse.

1530-1700 Cumulative Driving Course / Evaluation – combination exercise, closing, class 6 evaluations. (See attached Emergency Driving Student Practical Evaluation Form)

### **SEGMENT THREE- Emergency Driving:**

Segment Three is for students who have successfully completed the online class segment. This class will focus on decision making while engaged in emergency driving. It will incorporate distractions, such as traffic control devices, radio communication and road obstacles. This segment will also provide practical application of the Performance Driving components learned in segment one. Instructors will also review key points from in the online training with each student on a one-to-one basis.

**NOTE:** Once all three segments have been completed, departments may send officers to any one or more of the three segments, or to the Defensive and Emergency Driving Refresher class, that combines all skills in one class. The WMCJTC recommends that officers complete one course every

three (3) years to maintain a high level of driving skills.

## OBJECTIVES

At the conclusion of this course, students will be able to:

- Understand the importance of knowing and complying with their agency's policies and procedures related to emergency driving situations
- Demonstrate a greater understanding of legal issues relevant to emergency vehicle operations
- Recognize the psychological and physiological factors that influence emergency driving decisions
- Engage appropriately in post incident operations
- Operate a vehicle under emergency conditions
- Locate turn apexes while driving a patrol vehicle at speed designated by the instructor
- Demonstrate straight line braking and turn apexes during timed performance laps without losing control of the patrol vehicle

## EMERGENCY DRIVING (8 HOURS) OUTLINE

0800-0845 Introduction, safety rules, vehicle inspection, and classroom (PowerPoint & Facilitated Discussion) – review concepts, techniques, liability, distractions, emergency driving, proper steering through turns and not over driving one's personal limitations

0900-0945 2 low-speed, 1 medium-speed, and 2 high-speed instructor demonstration laps (counterclockwise) to introduce shuffle steering, proper lines of travel, recognizing apexes and traversing turns safely and efficiently.

1000-1200 4 Medium speed, student practice laps (counterclockwise) 5 high-speed laps driven counterclockwise (all six vehicles)

1200-1300 Lunch

1300-1345 1 Medium speed, 2 high-speed instructor demonstration laps (clockwise).

1400-1530 4 medium- speed student practice laps (clockwise) 7 7 5 high-speed student practice laps (clockwise)

1530-1700 4 student evaluation laps (clockwise). (See attached Emergency Driving Student Practical Evaluation Form)



## **SEGMENT FOUR-Defensive and Emergency Driving Refresher Training:**

Segment Four is for students who have successfully completed the online class, defensive, and emergency driving segments. The class will continue to develop both defensive and emergency driving skills by incorporating four defensive driving cone exercises, emergency driving, and distractions (such as traffic control devices, radio communication and road obstacles). This segment will also provide practical application of the Performance Driving components learned in segment one. Instructors will also review key points from in the online training with each student on a one-to-one basis. (see attached In-Car Discussion Points)

### **OBJECTIVES**

At the conclusion of this course, students will be able to:

- Operate a patrol vehicle through four cone exercises at the prescribed speed and time designated for each exercise, without striking critical cones.
- Understand the importance of knowing and complying with their agency's policies and procedures related to emergency driving situations
- Demonstrate a greater understanding of legal issues relevant to emergency vehicle operations
- Recognize the psychological and physiological factors that influence emergency driving decisions
- Engage appropriately in post incident operations
- Operate a vehicle under emergency conditions
- Locate turn apexes while driving a patrol vehicle at speed designated by the instructor
- Demonstrate straight line braking and turn apexes during timed performance laps without losing control of the patrol vehicle
- Decide when to engage or disengage in emergency driving

### **DEFENSIVE AND EMERGENCY DRIVING REFRESHER (8 Hours) OUTLINE**

0800-0845 Introduction, safety rules, vehicle inspection and classroom

0900-1100 4 defensive driving courses (Cones) – 30 minute per exercise – no less

1100-1200 Cumulative cone course – start outside of vehicle, get in, buckle, and enter track a. 2 lap series – even if the student passes on the first lap b. No critical cones, 7 total cones c. Drive at 80%

1200-1300 Lunch

1300-1330 2 instructors medium and 2 high speed demonstration laps (clockwise)

1330-1700 3 student medium speed practice laps (clockwise) 5 student high speed practice laps (clockwise) 4 student evaluation laps (clockwise) (see attached DD&ED Refresher Student Practical Evaluation Form)

## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

#### **Teaching Methodologies:**

The driving program are based on the adult learning theory. Instructors teach and participants learn in a variety of ways. In this program, there is a mix of instructional methods – self-paced online learning through PowerPoint, facilitated discussion (during the two in-person sessions), instructor demonstration, student practice, and cumulative scenarios (that require students to demonstrate decision-making skills and proper judgment).

#### **Driving Instructors:**

Our driving instructors are Law enforcement officers from WMCJTC member agencies. Each instructor has attended the Advanced Precision Driving and the Precision Driving Instructor schools at the Michigan State Police Training Academy. The instructors recognize and emphasize the relationship between the reality-based scenarios and the transference of those skills to authentic emergency driving situations.

#### **Online Classroom Material:**

Student manuals will be provided to each student online. A copy of the student manual will be on file with the GVSU Criminal Justice Education Center - available for inspection and use by other criminal justice practitioners.

#### **Training Location:**

Training will occur at four separate locations.

Defensive Driving (segment two) will be conducted in the Michigan's Adventure parking lot in Muskegon, MI and on the parking lot of Kalamazoo Expo Center in Kalamazoo, MI.

Emergency Driving (segment three) will be at Grattan Raceway in Belding and Gingerman Raceway in South Haven (each is a closed course between 1 & 2 miles long).

Defensive and Emergency Driving Refresher classes will be done at Grattan Raceway – a closed driving track.

SECTION 2 - PROJECT NARRATIVE
D. EVALUATION
<p>In addition to participant feedback, describe how the participants will be evaluated on their acquisition of knowledge for each course/topic.</p> <p><b>Refer to Page 19 of the Grant Manual</b></p>

### **Knowledge Acquisition:**

Students will be required to obtain 80% or higher on a 25-question written examination at the conclusion of the online training portion (see attached Online EVO Course Test).

**Performance Evaluation:** Students will be evaluated by instructors in a reality-based scenario on all of the practical skills taught during this course. The students will receive a Pass or Fail on each exercise as shown on the driving performance evaluation form. (See attached Defensive Driving, Emergency Driving, Refresher Course Evaluations)

**Participant Feedback:** The MCOLES Student Evaluation Form will be provided at the conclusion of each training course. The purpose of the evaluation will be to gain the students' perspective of the course content concerning applicability to their job responsibilities. Additionally, the student evaluation will be used to evaluate the instructor's presentation skills in getting the message "delivered." Program adjustments will be made when and where the student has identified appropriate issues.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Police Precision Driving – ON-LEARNING</b>			
Training Location <b>On-Line Distance Learning</b>			
Maximum Participants <b>unknown</b>	Minimum Participants (2/3 of Max) <b>unknown</b>	Hours of Training Per Session <b>3 hours</b>	Number of Sessions <b>unknown</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$0	\$0	\$1,026.62
Contractual Services	\$0	\$0	\$0
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Total <b>Per Session</b> Costs	Unknown	\$0	Unknown
Total <b>Course</b> Costs	\$1,026.62	\$0	\$1,026.62

## NOTES:

1. Unable to provide maximum and minimum number of participants or number of sessions due to the segments being available as a prerequisite and as a stand-alone component that consortium members are recommended to attend every three years. Specific number of participants will be recorded and document via quarterly reports.
2. The training and evaluation content have already been developed and the delivery platform has already been acquired, thus no costs involved. This on-line learning segment is being utilized to capture and record results for each trainee.
3. The noted Grant Administrator hours (Personnel section) includes the portion of hours designated for administering the responsibilities associated with the grant.

Course Details			
Course Title <b>Police Precision Driving – DEFENSIVE DRIVING</b>			
Training Location <b>Michigan's Adventure parking lot (North) &amp; Kalamazoo Expo Center (South)</b>			
Maximum Participants <b>18</b>	Minimum Participants (2/3 of Max) <b>12</b>	Hours of Training Per Session <b>8 hours</b>	Number of Sessions <b>4</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$3,747.24	\$759.08	\$2,988.16
Contractual Services	\$0	\$0	\$0
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$1,052.75	\$166.67	\$886.08
Equipment	\$0	\$0	\$0
Total <i>Per Session</i> Costs	\$4,799.99	\$925.75	\$3,874.24
Total <i>Course</i> Costs	\$19,199.96	\$3,703.00	\$15,496.96

NOTES:

1. Four Defensive Driving classes will be held in 2023. Defensive Driving classes will be offered at two different locations (North & South) to accommodate the large geographical area covered by the WMCJTC.
2. The noted Program Administrator hours (Personnel section) includes handling individual training session logistics (venue, instructors, and attendees) and ensuring correct student documentation for each course is documented and archived.

Course Details			
Course Title <b>Police Precision Driving – EMERGENCY DRIVING</b>			
Training Location <b>Grattan Raceway (North) &amp; Gingerman Raceway (South)</b>			
Maximum Participants <b>18</b>	Minimum Participants (2/3 of Max) <b>12</b>	Hours of Training Per Session <b>8 hours</b>	Number of Sessions <b>6</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$3,747.24	\$759.08	\$2,988.16
Contractual Services	\$0	\$0	\$0
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$3,352.75 [3 sessions] \$3,552.75 [3 sessions]	\$166.67 \$2,300 [3 sessions] \$2,500 [3 sessions]	\$886.08
Equipment	\$0	\$0	\$0
Total <i><b>Per Session</b></i> Costs	\$7,099.99 [3 sessions] \$7,299.99 [3 sessions]	\$3,225.75 [3 sessions] \$3,425.75 [3 sessions]	\$3,874.24
Total <i><b>Course</b></i> Costs	\$43,199.94	\$19,954.50	\$23,245.44

Note:

1. Six Emergency Driving classes. Emergency Driving classes will be offered at two different locations (North & South) to accommodate the large geographical area covered by the WMCJTC.
2. The noted Program Administrator hours (Personnel section) includes handling individual training session logistics (venue, instructors, and attendees) and ensuring correct student documentation for each course is documented and archived.

Course Details			
Course Title <b>Police Precision Driving – REFRESHER TRAINING</b>			
Training Location <b>Grattan Raceway</b>			
Maximum Participants <b>18</b>	Minimum Participants (2/3 of Max) <b>12</b>	Hours of Training Per Session <b>8 hours</b>	Number of Sessions <b>5</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$3,747.24	\$759.08	\$2,988.16
Contractual Services	\$0	\$0	\$0
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$3,352.75	\$166.67 \$2,300 [5 sessions]	\$886.08
Equipment	\$0	\$0	\$0
Total <b>Per Session</b> Costs	\$7,099.99	\$3,225.75	\$3,874.24
Total <b>Course</b> Costs	\$35,499.95	\$16,128.75	\$19,371.20

Note:

1. Five Defensive and Emergency Driving Refresher classes in the spring. Refresher classes will only be held at one location due to track restrictions and availability.
2. The noted Program Administrator hours (Personnel section) includes handling individual training session logistics (venue, instructors, and attendees) and ensuring correct student documentation for each course is documented and archived.

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **BUDGET:**

### **MATCH SHARE**

#### **PERSONNEL – Grant Administrator (GVSU Administrative Professional):**

The Grand Administrator will document and complete required quarterly grant reports, maintain grant documentation for audits and inspections, help the Program Administrator, and perform other administrative activities as required. Williamson N. Wallace has been designated as Grant Administrator. It is estimated that his administrative duties will require approximately 16 hours.

- **Administrative in-kind labor contribution = \$1,026.62** (\$45.47 per hour x 41.112% fringe rate x 16 hours).

#### **PERSONNEL - Driving Instructors (Adjunct Overload Non-Tenure Track Instructors):**

WMCJTC member agencies, who employ the certified instructors, have pledged instructors on departmental time. Instruction Time for **Defensive Driving** of 32 hours (4 classes x 8 hours) delivered by 7 instructors per day, equals **224 hours of instruction**. Instruction time for **Emergency Driving** of 48 hours (6 classes x 8 hours) delivered by 8 instructors (includes one safety officer) per day, equals **384 hours of instruction**. Instruction time for **Refresher Training** of 40 hours (5 classes x 8 hours) delivered by 8 instructors (includes one safety officer) per day, equals **320 hours of instruction**. Total Instructional Hours (DD, ED, RT) equals 928 hours.

- **Instructor in-kind labor contribution = \$44,822.40** (based on an average departmental rate of \$30.00 per hour and a fringe rate of 61% x 928 hours).

#### **SUPPLIES AND OPERATING – Patrol Vehicles:**

Patrol Vehicles (per day use) provided by the West Michigan Criminal Justice Training Consortium agencies. Based on a formula that factors in tire wear, fuel, miles, fluids, and depreciation, the average cost of a patrol vehicle used by three officers for 8 hours = \$147.68.

- **Patrol Vehicle in-kind contribution = \$13,291.20** (270 maximum possible students divided by 3 [number of students per vehicle] equals 90 vehicles x \$147.68 per day)



vehicle use expenses (See attached WMCJTC Matching Funds Letter)

**Total Match Share: \$59,140.22**

## GRANT SHARE

### PERSONNEL - Program Administrator (Adjunct Overload Non-Tenure Track Instructor):

The Program Administrator is responsible for the day-to-day administration of the program – managing on-line course and evaluation, facilitating instructor communication and meetings, scheduling of instructors, making training venue reservations, acquisition, and delivery of training supplies, ensuring correct student documentation for each course, and handling individual training session logistics, follow-up survey dissemination and tabulation, and quarterly report data gathering. The lack of grant funding for this position would cause a significant financial hardship to WMCTJC and their ability to conduct Precision Driving training. It is estimated that the administrative duties will require approximately 350 hours.

- **Total administrative expense = \$11,386.20** (\$30.00 per hour x 8.44% fringe rate x 350 hours).

### TUITION - Instructor Training:

In order to maintain enough certified instructors to fill the 50 instructor positions required to deliver the 15 training sessions, this request includes the cost of certifying new driving instructors through the Michigan State Police Driving Program. Retirements and promotions have reduced our instructor roster drastically. **We are requesting to send twelve new driving instructors to this training course for a total of \$36,000.00** (see below).

- (MSP Advanced Precision Driving Program): 12 students x \$2,000 = \$24,000
- (MSP Precision Driving Instructor Program): 12 students x \$1,000 = \$12,000

### TRAVEL- Instructor Trainee:

We are requesting travel funds to cover the costs of Lodging and Meals for the instructor training courses noted above – Precision Driving Instructor is a two-week course, and Advance Precision Driving Program is a one-week course.

- **Lodging for New Instructor Training (3 weeks of training):**
  - 12 instructors (single occupancy) x \$85.00 per night x 12 nights equals **\$12,240.00**.
- **Meals for New Instructor Training (3 weeks of training):**
  - 12 instructors x \$8.50 x 15 breakfasts equal \$1,530.00
  - 12 instructors x \$8.50 x 15 lunches equal \$1,530.00
  - 12 instructors x \$19.00 x 15 dinners equal \$3,420.00

**Total meals for New Instructor Training equals \$6,480.00.**

**SUPPLIES AND OPERATING - Track Rental:**

To deliver the Emergency Driving & Refresher segments of the Police Precision Driving program, two local raceways are used - Grattan Raceway and Gingerman Raceway. Both locations have worked with the WMCJTC over several years to keep costs at a minimum, giving discounts even on already reduced off-season rates. **We are requesting rental fees for a total of 11 days, for a total of \$25,900.00.**

- Grattan Raceway: 8 days x \$2,300.00 = **\$18,400.00**
- Gingerman Raceway: 3 days x \$2,500.00 = **\$7,500.00**

**SUPPLIES AND OPERATING - Tape, Paint, & Fluids, etc.:**

To deliver this program, other miscellaneous items are needed – Tape to mark numbers on vehicles, spray paint to mark cone locations, and various vehicle fluids (oil, break, steering).

- **We are requesting \$1,000 for the purchase of these items.**

**SUPPLIES AND OPERATING - Generator:**

To deliver this program requires auxiliary power to energize air compressors. Air compressors are used to prepare patrol vehicles prior to class to ensure safe operation. The WMCTJC has a generator that is no longer functional. Efforts to repair the generator were unsuccessful due to the unit being discontinued, with no part available to make the necessary repairs.

- **We are requesting \$1,500.00 for the purchase of a new generator.**

**TOTAL GRANT SHARE: \$94,506.20**

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

It is imperative that the consortium receive full grant funding for this project in order to deliver job essential training for police officers employed by the 96 consortium member agencies. If full funding is not available, the WMCJTC requests that this grant be funded in the priority order below:

#### ***Priority # 1 – Supplies and Operating***

- a. *Track Rental: \$25,900.00 Grant / \$0.00 Match*
- b. *Patrol Vehicles (per day use): \$0.00 Grant / \$13,291.20 Match*

#### ***Priority # 2 – Tuition***

- a. *Instructor Training: \$36,000.00 Grant / \$0.00 Match*

#### ***Priority # 3 – Personnel***

- a. *Program Administrator: \$11,386.20 Grant / \$0.00 Match*
- b. *Driving Instructors: \$0.00 Grant / \$44,822.40 Match*
- c. *Grant Administrator: \$0.00 Grant / \$1,026.62 Match*

#### ***Priority # 4 - Travel – Instructor Trainee***

- a. *Lodging: \$12,240.00 Grant / \$0.00 Match*
- b. *Meals: \$6,480.00 Grant / \$0.00 Match*

#### ***Priority # 5 – Supplies and Operating***

- a. *Generator: \$1,500.00 Grant / \$0.00 Match*
- b. *Tape, Paint, Fluids, etc.: \$1,000.00 Grant / \$0.00 Match*

#### ***If fully funded:***

**Total Grant Share: \$94,506.20**

**Total Match Share: \$ 59,140.22**

Note: The total *Grant Share* as documented in the worksheet factors in rounded numbers for supplies and operating expenses.

## **SECTION 5 – APPLICANT PRIORITIES**

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### **GRANT APPLICATIONS PRIORITY LIST**

If full funding is not available, the West Michigan Criminal Justice Training Consortium requests that its grant applications be funded in the priority order below.

#### **HIGHEST TO LOWEST PRIORITY:**

**Priority # 1** – Police Precision Driving, Grant funds requested = \$94,506.20

**Priority # 2** – Fundamentals of Realistic De-Escalation, Grant funds requested = \$12,375.00

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:

**Grand Valley State University**

2. Consortium:

**West Michigan Criminal Justice Training Consortium**

### Consortium:

3. Consortium Structure:

**See attached by-laws.**

4. Geographic Region Served by the Consortium:

**Counties served: Mason, Lake, Oceana, Newaygo, Muskegon, Ottawa, Montcalm, Kalamazoo, Kent, Ionia, Allegan, Berry, Van Buren, Berrien, Cass, St. Joseph**

5. Member Agencies:


**See attached Member Agency roster.**

6. Financial Commitment from Member Agencies:

**Each member agency is billed 35% of their Public Act 302 fund distribution semi-annually for membership fees.**

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official Keith Mulder	Title of Certifying Official WMCJTC Executive Committee Chair
Signature of Certifying Official 	Date 05/20/2022

Other consortium certification may be submitted as addendum files.

APPLICANT AGENCY:

**Grand Valley State University**

TRAINING CONSORTIUM (if applicable):

**West Michigan Criminal Justice Training Consortium**

PROJECT TITLE (Limit 45 characters):

**Police Precision Driving**

***Application Attachments***



## REQUIREMENTS

- This online class must be completed prior to attending all driving class.
- The test must be completed and submitted with a 80% score prior to attending the defensive driving class.
- Students who do not meet all the requirements prior to the class will NOT be able to participate in any of the driving activities



## DEFENSIVE DRIVING



## OBJECTIVES

- When finished with this section, you will know:
  - What defensive driving is.
  - Know the Life-Style Theory of Driving.
  - The characteristics of a good law enforcement driver.
  - The 5 areas of the Smith System of defensive driving.
  - The basic driving skills which can reduce traffic collisions involving police fleet vehicles.



## Michigan Traffic Crash Facts (OHSP-2014)

- There were 298,699 reported crashes, of which 806 were fatal, 52,523 were personal injury.
- Of all fatal crashes, 27.5% involved at least one drinking operator, 19.9% involved drinking but no drugs, 8.6% involved drugs but no drinking, and 7.7% involved both drinking and drugs.
- 21.1% of all fatal crashes, excessive speed was involved.

## Law Enforcement Statistics (ODMP-2015)

- 129 Officers were killed in 2015
- 28 of those were automobile related
- 4 were motorcycle crashes
- 5 were struck by vehicles
- 5 were in vehicle pursuits
- 7 were vehicular assaults
- 38% of all officer deaths were related to motor vehicle incidents. (More than gunfire - 31%)

## What is defensive driving?

- Defensive driving is the ability to operate your vehicle in such a manner as to be able to avoid involvement in a PREVENTABLE ACCIDENT no matter what the road or weather conditions.
- Anticipate a drivers next move, not waiting and then reacting to it. EXPECT THE UNEXPECTED!

## Driver

- Why do people drive the way they do?
- The Lifestyle Theory of Driving is plausible explanation of why drivers do the things they do.
- Individuals most likely demonstrate the traits, behaviors, or personality characteristics that are evident during their non-driving time, simply said: We drive as we live.

## Characteristics of a Good Law Enforcement Driver

- The most important characteristic the law enforcement driver can possess is **MATURITY**. In addition the following specific attributes:
  - A level of driving skill beyond that possessed by the general public.
  - The ability to remain under control in stressful driving situations.
  - Know their and their vehicles abilities
  - Ability to apply this knowledge.

## Smith System of Defensive Driving

- Aim High in Steering
- Keep Your Eyes Moving
- Get the Big Picture
- Leave Yourself an Out
- Make Sure You're Seen



## Smith System of Defensive Driving

- AIM HIGH IN YOUR STEERING.
  - Having your focus too close to the front of the vehicle will cause difficulty in keeping the car positioned in the lane.
  - In urban areas look 1-2 blocks ahead, in rural areas look up to ½ mile ahead.



### Smith System of Defensive Driving

- **KEEP YOUR EYES MOVING.**

- Visually scanning everything in front and behind you produces the following benefits:
  - Enhances peripheral vision.
  - Prevents highway hypnosis.
  - Reduces over-concentration.
  - Reduces physical and mental fatigue.
  - Increases powers of observation.

### Smith System of Defensive Driving

- **GET THE BIG PICTURE.**

- Detecting everything in front, on the sides, and to the rear of your vehicle.
- Double check intersections.
- Watching out for pedestrians, especially children.
- Watching other drivers to predict their next move.

### Smith System of Defensive Driving

- **LEAVE YOURSELF AN OUT.**

- Seeing potential conflict situations.
- Establish a “space cushion.”
- Planning an evasive maneuver.
- Timing and execution of the evasive maneuver.



### Smith System of Defensive Driving

- **MAKE SURE YOU ARE SEEN.**

- Establish eye contact with the other driver.
- Signal intentions well before execution.
- Use horn and lights.
- Avoid other driver's blind spots.
- Head check your own blind spots.
- No system of defensive driving can be better in its application.



### Law Enforcement Driving

- Law enforcement officers are 3 times likely to be involved in a traffic crash than non-law enforcement drivers
  - These occur in normal routine driving conditions with police fleet vehicles
- You are not Superman and you are just as vulnerable to a crash as anyone else.

### Basic Law Enforcement Driving Skills

- **ESTABLISHING A SAFE SPEED.**

- Be mindful of existing conditions.
- More speed, more distance required to stop.
- Slow down in urban areas
  - Pedestrians; especially children.
  - Intersections.
  - Traffic congestion.
  - Reduced visibility.

## Basic Law Enforcement Driving Skills

- **NEGOTIATING INTERSECTIONS**
- Reduce potential conflict at intersections by:
  - Reducing speed upon approach.
  - Covering the brake when approaching.
  - Establishing eye contact.
  - Knowing the right of way can become the dead right of way.
  - Left-Right-Left sequence to visually check.
  - Watching out for right turns on red lights.
  - Never speed up to “beat the light.”

## Basic Law Enforcement Driving Skills

- **LANE POSITION**
- a) Aim high in steering to help you stay in your lane.
- b) Care in changing lanes:
  - 1) check rear/side mirrors
  - 2) signal early
  - 3) physically check your blind spots
  - 4) Check your mirrors again
  - 5) Execute lane change if safe to do so.

## Basic Law Enforcement Driving Skills

- **EXECUTING TURNING MOVEMENTS**
- Next to intersections, the left turn is rated second as having the most potential conflict.
- Proper turn (lane usage).
- Reduce speed.
- Watch out for pedestrians.
- Hard to judge speed on oncoming traffic during left hand turns, allow them plenty of space.

## Basic Law Enforcement Driving Skills

- **POLICE RADIO/MCT USE:**
- Transmit while driving in a straight line.
- Always return radio “mic” to its holder.
  - Never attempt to steer the patrol vehicle with the radio “mic” in your hand.
  - Never drop the radio “mic” between your legs.
- Know where your equipment is located.
- Secure your equipment in the patrol vehicle.



2011 Ford Police Interceptor Utility Vehicle

## Vehicle

- Of all the conditions that exist while driving, we only have control over two: driver and vehicle.
- It is your responsibility to make sure your vehicle is in proper working condition.
- The best way to ensure the reliability and safety of the vehicle is through proper care and maintenance.

## Environment

- This area we have no control over. However, we can educate ourselves about the environment we live and work in by various means. Knowledge of forecasts, roadways, traffic and light conditions, may dictate your approach to an emergency.

### Weather

- Affects your ability to **SEE AND BE SEEN.**
- Severe weather may obscure **TRAFFIC CONTROL DEVICES.**
- Slow down, consider using **HIGH-BEAMS** for better visibility.

### Road Conditions

- Curves, turns, hill, etc., hazard recognitions is **REDUCED.**
- Road surfaces- may vary from one to the next.
- Shoulder driving- straddling the shoulder as an option.

### Traffic Conditions

- Applies to both vehicle and **PEDESTRIANS.**
- Morning vs. Noon vs. Afternoon
- Construction zones (areas).

### Distractions

- Anything that takes your attention away from the driving task is a distraction.
- We have laws pertaining to phones, texting, etc., but what about our own vehicles?
- Increasing cause of vehicle collisions is our attention being drawn away from the driving task.

### Distractions

- How do we minimize distractions?
- Secure items inside your vehicle before you leave.
- Know where your equipment is and how it works.
- Keep primary focus on the driving task.



### CONCLUSION

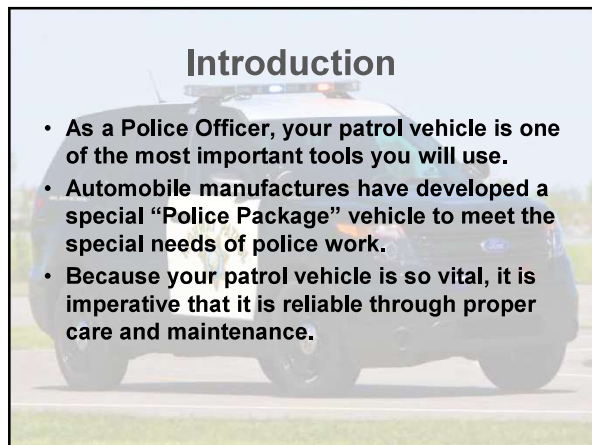
- Remember, you alone are responsible for yourself, your vehicle and any passengers in your vehicle.
- Drive as if your own family is in the other car.
- Based on averages, Law Enforcement drivers can expect to be involved in a crash every 28,000 miles of driving.
- 38% of Officer fatalities are traffic related.





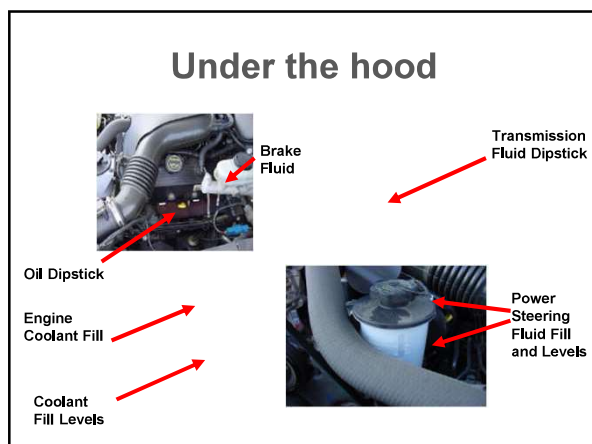
## Objectives

- Pre-Patrol inspections
- Difference in pressure readings on hot and cold tires.
- Normal permeation affect on tires.



## Daily Patrol Checks

- Exterior check for damage and clean.
- Brakes
- Steering
- Tires
- Lights
- Fuel
- Police Radio, MCT, Radar, other objects.
- Trunk
  - Check spare tire, fire extinguisher, first aid kit, and for loose articles.



## Periodic Maintenance

- There is no “Standard” Police vehicle anymore.
  - Ford, Dodge, Chevrolet
- When in doubt, look at your owners manual to determine what fluid is used, what amount, and maintenance schedule.
- Many new vehicles will tell you when you need to do something, not following a specific time or mileage

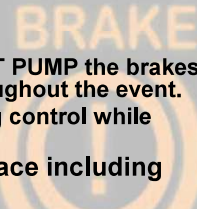
## Brake Types

- Hydraulic systems:
  - The system employs steel lines to each wheel with fluid being forced through lines, which forces the pads against the rotor or brake shoe and against the drums.
- Mechanical systems:
  - The system operates by **cable or rod**.
  - It is generally used to operate the parking (emergency) brake.



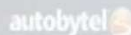
## Anti-Lock Brakes (ABS)

- **Stomp, Stay, Steer**
  - When activated, **DO NOT PUMP** the brakes. Stay on the brakes throughout the event.
  - ABS allows you steering control while braking.
- **ABS works on any surface including split coefficient.**
- **An ABS System failure means you have no ABS, but will still have conventional brakes.**



## Tire Tread

- The only contact between the vehicle and the road,.
  - Each tire has a contact patch about the size of the **palm of your hand**.
  - All vehicle movement is transmitted through the contact patch.
- Tire tread designed to move water & debris and allow contact with roadway surface.
- Minimum tread depth **4/32** inch. (Quarter test)



## Speed Ratings



- Be certain the tire speed ratings meets or exceeds the speed capability of the vehicle on which the tire is being used.
- Note: A spinning tire can attain a speed twice the speedometer reading.

## Tire Inflation

- Do not over inflate.
- **Under inflation** is the major cause of tire failure.
- Improper tire pressure affects vehicle handling
- Check pressure when tire is cold.
  - If hot, pressure can read up to 4-psi high.
  - Lose 1 psi/month to normal permeation



## Summary

- Understand your patrol vehicle is one of the most vital components in your job.
- Without your patrol vehicle you will NOT be able to perform your required duties.
- Patrol vehicle maintenance is no one else's responsibility but yours, don't **ASSUME** that someone else has taken care of it.







## Objectives

- You will learn and understand the following:
  - Physical forces that affect a motor vehicle
  - Understeer and oversteer and how to correct each condition.
  - Weight transfer effects on your vehicle in various maneuvers.



## Introduction

- Vehicle dynamics is technology used to understand the responses of a vehicle in various “in motion” situations.
- There is no intent to give a complete technical definition of each principle, but to present them in a way that will be useful in understanding why a vehicle acts the way it does.



## Physical Forces

- Forces affecting a moving vehicle are:
  - Kinetic Energy
  - Inertia
  - Momentum
  - Coefficient of Friction



## Kinetic Energy

$$KE = \frac{1}{2} mv^2$$

- The energy a solid object (vehicle) has due to its mass and velocity.
- The speed, or velocity is crucial here, as speed increases, the stopping force needed increases geometrically (square of speed).
- Double your speed, quadruple your stopping distance (3x speed, 9x stopping distance, etc.).



## Inertia (Centrifugal force)

- The force that resists change in **DIRECTION** and speed.
- Inertia more noticeable as speed **INCREASES**.
- As you turn from a straight line, something on your dash slides away from the turn.
- It's why you want to wear your seatbelt.

## Momentum

- Momentum is the amount of motion.
- The product of the vehicle's weight times its speed.
- Bigger vehicles have more momentum due to heavier weights.
  - Larger vehicles take more time/effort to stop than lighter cars.



## Coefficient of Friction

- The maximum force generated by the tires of a vehicle upon the surface of the roadway divided by the weight of the vehicle.
- Represented as a percentage of the pull of gravity.
- Basically, it's the slipperiness of the roadway surface.

## Limits of Friction

- What affects Friction?
  - Roadway surface (What it's made of)
  - Condition (Maintenance)
  - Weather
  - Your vehicle
  - How you are driving
- There is only so much friction available, once you exceed the limits, you have lost control of your vehicle.

## Weight Transfer

- Longitudinal
  - Occurs during braking, **ACCELERATION**, or decelerating.
  - Weight is transferred from front to rear, or rear to front.
- Lateral
  - Occurs when turned from a **STRAIGHT LINE**.
  - Causes the suspension to be compressed on the opposite side from the direction of the turn.
  - A series of reversing turns can have a cumulative effect of storing energy in the suspension.

## Under steer (plowing)

- What is it?
  - A vehicle travels in a line straighter than the front wheels are turned.
- Causes?
  - Built into cars by the manufacturer.
  - Entering a curve **TOO FAST**.
- How to correct?
  - Release the brake and accelerator.
  - Unwind some steering to regain rolling friction.

## Oversteer (loose)

- What is it?
  - The front wheels are turning in a tighter radius than the **REAR WHEELS**.
- Causes?
  - Results from rough steering.
  - Braking too **DEEP** and **HARD** into a turn.
- How to correct?
  - Release brakes and ease off the accelerator.
  - Steer in the direction you want to go.

## Tires

- Tread grooves are designed to move water from under the tire.
- Tire Pressure
  - Do not exceed manufacturer's maximum pressure as stated on the sidewall.
  - **UNDERINFLATION** is the major cause of tire failure.
- Tires effect vehicle handling.
  - **INCORRECT** tire pressure will create under steer or oversteer in an otherwise good handling vehicle.

## SUMMARY

- The laws of motion are always at work as we operate a vehicle.
- Although rarely noticeable at lower speeds, during emergency driving, they will become a real factor.
- By understanding these laws and applying the techniques you will learn, they can be used to aid you in high speed maneuvering.



## SKID CONTROL



## Skid

- Dangers that may cause a skid
  - Being "caught off guard".
  - Not paying attention to the conditions that may cause a skid
  - Rough acceleration, rough steering, rough braking
  - Not knowing what to do or reacting incorrectly.



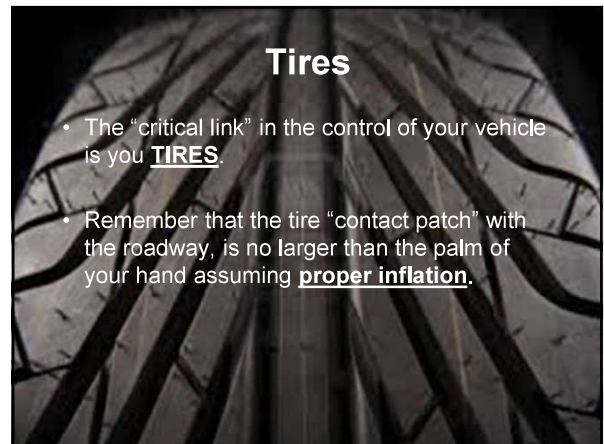
## Skid Control

- A skid can be defined as losing traction or "grip" with the roadway, by one or more of the vehicle tires.
- Effective skid control training will teach you to:
  - Recognize the start of a skid.
  - Know what to do when the skid happens.
  - Know how to avoid a skid.
- A driver will have greater success in **AVOIDING** a skid than they do of regaining control after a skid is experienced.



## Tires

- The "critical link" in the control of your vehicle is you **TIRES**.
- Remember that the tire "contact patch" with the roadway, is no larger than the palm of your hand assuming proper inflation.





## Friction

- There are 3 types of friction at work with a vehicle.
  - STATIC (Stationary-Parked Car)
  - KINETIC (Sliding or Skidding)
  - ROLLING (Normal Vehicle Operation)
- Once a vehicle is under motion, only rolling friction and sliding friction affect your car. Rolling good, Sliding, bad.

## Skid Avoidance

- Good visual search techniques, Detect hazards early.
  - 12 to 16 seconds ahead in town
  - 20 to 30 seconds ahead freeway
- Good Space Cushion
  - 3 second following distance
- Smooth Steering, Braking, and Acceleration
  - The difference between skidding and not skidding may be only 2-3 mph.

## Skid Categories

- Skids can be divided into 4 major categories.
  - ACCELERATION
  - CORNERING
  - BRAKING
  - HYDROPLANING

## Skid Control

- When a sudden and unexpected skid occurs, either experience and/or training will dictate the driver's actions.
- Proper corrective action, in a timely manner, is essential if control of the vehicle is to be regained.



## ACCELERATION SKIDS

- **GET OFF THE GAS**
  - Allow the drive wheels to stop spinning and regain rolling friction with the roadway surface.
- **EYES ON TARGET**
  - LOOK & STEER WHERE YOU WANT TO

## CORNERING SKIDS

- **OFF THE GAS OR BRAKE**
  - Allow the front wheels of the vehicle to regain ROLLING FRICTION.
- Slightly DECREASE your steering input.
- Look and steer the vehicle in the direction you want to go.

## BRAKING SKIDS

- GET OFF THE BRAKE
  - Allow the wheels of the vehicle to regain rolling friction.
- Look and steer the vehicle in the direction you want to go.



## HYDROPLANING

- OFF THE GAS
  - Let the car slow naturally
- **DO NOT TOUCH THE BRAKE!!!**
- Smooth steering
- Look and steer the vehicle in the direction you want to go.



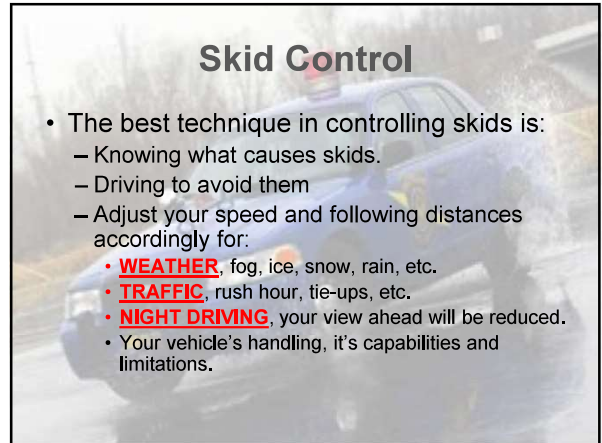
## Skid Control

- Use **QUICK, HAND OVER HAND** steering inputs to regain control of the vehicle after being involved in a skid.
- If involved in any type of skid, you should always be aware of, and anticipate **SECONDARY SKIDS**.



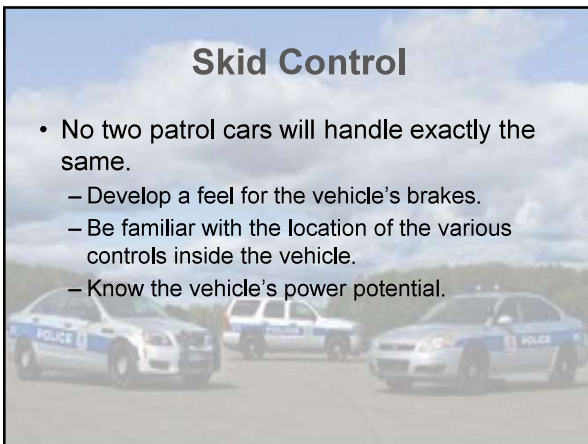
## Skid Control

- The best technique in controlling skids is:
  - Knowing what causes skids.
  - Driving to avoid them
  - Adjust your speed and following distances accordingly for:
    - **WEATHER**, fog, ice, snow, rain, etc.
    - **TRAFFIC**, rush hour, tie-ups, etc.
    - **NIGHT DRIVING**, your view ahead will be reduced.
  - Your vehicle's handling, it's capabilities and limitations.



## Skid Control

- No two patrol cars will handle exactly the same.
  - Develop a feel for the vehicle's brakes.
  - Be familiar with the location of the various controls inside the vehicle.
  - Know the vehicle's power potential.



## Summary

- Skids happen from various situations.
- **The best way to avoid a skid is to recognize conditions that cause a skid!!**
- To be effective in regaining control of your vehicle when experiencing a skid, you must react quickly to the start of the skid, and **use quick hand over hand** steering inputs.





## Objectives

- After completion of this section you will be able to select the correct answer or determine whether the statement is true or false to the following:
  - Statistical data relating to night time driving, accident and fatal accidents.
  - The four factors relating to accident/fatality rates.
  - Determine the inherent problems associated with nighttime driving.



## Introduction

- Traffic death rates are three times greater at night than during the day.
- Why?
  - **YOU CAN'T SEE** as well as during the day.
- Many of us are unaware of night-driving special hazards or don't know effective ways to deal with them.



## Statistics

- In Michigan 2014
  - 3p-6p highest crash time (22.6%)
  - 6p-Midnight second highest (23.7%)
- Most Fatal crashes occurred between 9p-Midnight (17.6%)



## Nighttime Hazards

- Why is night driving so hazardous?
  - 90% of a driver's reaction depends on vision and it is severely limited at night.
  - Fatigue and drowsiness make driving more difficult by dulling concentration and slowing reaction time.
  - Older drivers have greater difficulty seeing at night. 50 yr. old needs twice the amount of light a 30 yr. old does to see.

## Four factors responsible for greater night accidents

- Poor Vision
- Fatigue (3 hrs. sleep = .10% BAC)
- Drugs and alcohol
- Driver error



### Nighttime Hazards

- Reduce your speed and increase following distance.
- It's more difficult to judge vehicle speeds and distance at night.
- When following another vehicle use your low beam headlights to keep from blinding other drivers.

### Overdriving Headlights

- Driving at a speed that when an object becomes visible in your headlights, you cannot stop in time to avoid a collision.
- Properly aligned headlights
  - Low beams 100-150 ft.
  - High beams 300-500 ft.
- You should be able to stop inside your headlight beam. If not, you're creating a blind crash area in front of your car.

BMWUSA.COM

### What can you see, what don't you see.....

- Pedestrian in light colored clothing
  - High beams - 300 ft.
  - Low beams - 200 ft.
- Pedestrian in dark clothing
  - High beams - 170 ft.
  - Low beams - 100 ft.

### Stopping Distances

- On average, the distance it takes a motorist to stop is:
  - 30 mph = 75 ft.
  - 50 mph = 175 ft.
  - 70 mph = 315 ft.
- What can I see and how long is it going to take me to stop?
- Summary, SLOW DOWN.....

### Variables

- Reaction time
  - Average driver reacts in  $\frac{3}{4}$  of a second.
  - Add in alcohol/drugs, fatigue, poor visibility, even longer.
- Braking Distance
  - ABS doesn't shorten stopping distance.
  - Brake and tire condition
- Roadway condition

### Headlight reflection

- At times, headlight reflection can be used to give us some signs about the road ahead.
  - If the roadway appears dark, it is dropping away or curving.
  - If the roadway appears brighter as you approach it, the road is rising.
  - If there is ambient light, the absence of trees may approximate the direction of the road.
  - On-coming headlight and departing taillights can help determine if the road curves or is straight.

### Dawn/Dusk

- Dawn & dusk visual perception can present difficulties to the nighttime driver.
- At dusk the sky is light and the road darker, thus less color is apparent, along with deep shadows.

### Dawn/Dusk

- Full darkness causes lower acuity levels. For example, on on-coming vehicles speed and distance from you are difficult to judge.
  - 90% of information obtained from our eyes.
  - Objects exhibit relatively low contrast which makes them hard to see. Colors fade to almost black and white.

### Fatigue

- Driver fatigue is a factor that can lead to impaired night vision, coordination and reaction time. This is primarily due to a greater effort to gain information.
  - Fatigue can affect your vision efficiency and can **lengthen** perception, decision, and reaction time.

### Glare

- When confronted with headlights, avoid looking directly at the approaching lights.
  - Average night vision recovery time is from 5-7 seconds.
  - Look off to the right fog line area of the roadway.
  - Keep eye contact with the approaching vehicle.

### Sleep

- After 20 days of demanding, continuous physical activity:
  - 7 hrs. of sleep/day = 87% peak efficiency.
  - 6 hrs. of sleep/day = 50% peak efficiency.
  - 5 hrs. of sleep/day = 28% peak efficiency.
  - 4 hrs. of sleep/day = 15% peak efficiency.
- 30 minutes = minimum time for effective nap.
- Sleep must be uninterrupted and in the dark.
- Caffeine is temporary assistance in sleep deprivation



### Ways to minimize fatigue

- Get proper rest
- Exercise.
- Keep fresh air coming into the vehicle.
- Radio
- Talking with someone





## High speed driving

- High speed driving under reduced light conditions the same limitations apply, except they are greatly magnified due to speed.
- More concentration is required because night vision is diminished.
- Avoid tunnel vision or stare response.
- Keep your eyes moving, continual scanning.

## Process of decision making

- **Maximize your sight distance by taking time to keep your windshield clean, headlights clean and properly adjusted.**
- **Keep your eyes on the driver/occupants while initiating your traffic stop.**
- **Keep panel lights low for better vision.**

## Summary

- Driving at night can be more dangerous by the mere fact that there is less light to see by.
- Visual acuity and perception is decreased, thus, it takes more concentration while performing on the road.
- Don't overdrive your headlights, consider glare vision, and be conscientious of fatigue.
- Sources [nhtsa.gov](http://nhtsa.gov), [michigan.gov/msp](http://michigan.gov/msp), [ohsp.gov](http://ohsp.gov)



## CIVIL LIABILITY



## Objectives

- Three types of law enforcement driving
- The liability concepts central to police driving.
- The exemptions and restrictions granted to the officer according to Motor Vehicle Code.
- The definition of a pursuit.



## Introduction

- **Having a basic understanding of the legal principles of liability will assist you in making proper driving decisions.**
  - In crashes the injured parties often argue that the officer's conduct was unreasonable under the circumstances.
    - They may also argue that the officer constituted an intentional disregard for the victim or property.
  - Officers must exhibit a driving behavior that weighs all factors existing at the time.

## Basic Legal Concepts

- To minimize the potential for the civil & criminal liability, officers must conform to:
  - State statutes and current case law
  - General liability principles
  - Department policy
- Compliance with these principles will minimize individual and departmental liability.
- Possess driving skills
  - Document all training received.
- Make legally proper driving decisions weighing all factors at the time.



## Types of Law Enforcement Driving

- Non-Emergency Driving
- Emergency Response Driving
- Pursuit Driving

## Non-Emergency Driving

- You have the same driving responsibilities as the general motoring public in these situations.
- You have no exemptions to the law because you are driving a police vehicle, actually you have a higher standard to uphold.
- Remember, you are driving a **FULLY MARKED PATROL** vehicle, which is readily identifiable.
- The same rules of responsibility apply to patrol vehicle crashes as civilians.
- Know your department's MV policy.



## Emergency Response Driving

- Defined as: An officer responding in an "emergency vehicle" to an "emergency" or circumstances warrant the officer to **believe one exists**. (Sells v. Monroe County)
- MCL 257.2 defines an "authorized emergency vehicle" as "police vehicles". Therefore, a departmental police vehicle with emergency lights and siren meets the first of two necessary requirements.



## Statutory Emergencies

- |  |  |
|--|--|
| • Property or human life in jeopardy     | • Drug overdoses   |
| • Immediate medical attention is needed. | • Heart attack   |
| • Fire and police protection             | • Injury crashes   |
| • Imminent childbirth                    | • Any other instances where there is a possibility of death or injury. |

**The exemptions granted during an emergency response only apply when the officer is responding in an authorized emergency vehicle and activated emergency lights AND siren.**

## MVC Emergency Exemptions

- 257.603 & 632: Permit police w/ **lights and siren** are activated, an emergency vehicle may disregard signs and signals when safe to do so. An emergency vehicle may exceed prima facie speed limits **as long as driver is not endangering life or property**. Also allows emergency runs without lights and siren when silence is required.
  - It does not protect officers from the consequences of a reckless disregard for the safety of others.
- 257.653 requires that drivers must yield right of way to emergency vehicles which are operating their lights and siren.
  - However, this does not relieve the driver of the emergency vehicle from duty to drive with due regard for the safety of all persons using the highway.



## Pursuit Driving

- A police pursuit can generally be described as you are trying to stop a violator and they are actively trying to get away.
- The legal definition of pursuit is by no means clear and is the subject of much controversy and many lawsuits.
  - Pursuing a violator does not necessarily constitute an emergency.



## Pursuit Driving

- Officers must balance the seriousness of the pursuit against the potential danger or injury considering the existing circumstances.
- “An officer’s **REASONABLENESS** is what the courts will consider.”
- Reasonable person standard is defending your actions, a jury will have to agree with your perspective of “reasonableness as an officer.”



## Legal Basis for Liability

- **Negligence Actions**
- **Intentional torts**
- **Constitutional torts**



## Negligence Actions

- **Duty** – Police have a duty to perform in a non-negligent manner.
- **Breach** – Doing something careless or negligently. (**Not INTENTIONALLY**)
- **Injury** – The act results in injury from police conduct.



## Negligence Actions-Legal Connection (Police Conduct Caused the Injury)

- An officer has a duty to perform in a reasonable manner—the way a reasonably prudent person would in a like circumstance.
- When an officer is driving 35 mph in a 25 mph zone, and strikes a child on a bicycle, a finding of negligence will probably result since a reasonable person would not have been driving in excess of the speed limit.



## Intentional Torts

- An intentional tort is a wrongful act, intentionally perpetrated against another, and includes the following three elements:
  - **Intentional Act** (Act intended to be committed)
  - **Not Justified** (No legal basis exists for act)
  - **Resulting Injury** (Injury or loss to victim)





## Intentional Torts

- If an officer intentionally rams a vehicle for fleeing and eluding, resulting in injury to the suspect.
- The officer may incur liability since ramming to apprehend for a misdemeanor is excessive force.
- (Ramming has been equated to the use of deadly force, since the potential for serious harm or death may result.)



## Robinson v. City of Detroit

- The police owe a duty of careful operation of their vehicles to innocent passengers and pedestrians, but not to passengers who are engaged in encouraging or abetting the fleeing.
- The employing municipality is liable **ONLY** if the innocent passenger's injuries result from **the police physically forcing a fleeing vehicle off the road or into another vehicle.**
- **MERE PURSUIT DOES NOT EQUAL LIABILITY.**
- A pursuing police officer is only liable if his or her vehicle operation is "the proximate cause" of the accident.



## Constitutional Torts

- A constitutional tort violation involves the following three elements:
  - A person (includes people or municipalities, not states).
  - Acting under color of state authority (acting in an official capacity enforcing a statute, ordinance, official policy, or unofficial policy allowed by the department).
  - Deprivation of a right, privilege or immunity (includes rights guaranteed by the Constitution, statute, or other means)

## Constitutional Torts

- If during a pursuit an officer or the person who the officer is pursuing strikes an innocent third party and kills them, the deceased person's estate may sue the suspect as well as the officer for depriving the deceased of life.

## Constitutional Torts

- In the pursuit example:
  - The officer was acting as an officer (color of law),
  - S/He was a person (as required by federal statute),
  - Worked for a township, city, or county, the municipality may also be sued (since they are considered "persons")
  - The deceased victim was deprived of the right (right to life).
- Therefore, the officer and employing department may incur liability in the situation.

## Constitutional Torts

- Under federal tort violations
  - Simple negligence by the officer will not give rise to this liability
  - Intentional actions on the part of officers may.
- Supervisors whose officers engage in intentional misconduct have been held liable for improper supervision or inadequate training.

## Constitutional Torts - Training

- **Departments have a responsibility to properly train officers for for high risk operations, such as EVO. (City of Canton v. Harris)**
- **For liability to attach for lack of or improper training, the lack of training must amount to a reckless disregard or a deliberate indifference to the rights of others.**
- **Like giving a new officer a gun and no training on how or when to use it.**



## Intentional Collisions (Ramming)

- An officer who contemplates the use of ramming as a means of stopping a vehicle must look to his departmental policy and act accordingly.
- The officer must weigh the facts known at the time he decided to utilize this it is used.
- Supervisor advisement and/or approval?



## PIT

### (Precision Immobilization Technique)

- The Michigan State Police is currently training their personnel in the use of PIT.
- Only MSP trained personnel may use PIT



## Roadblocks

- **A total or partial blockage of a roadway to attempt to stop and apprehend a person.**
  - Fourth Amendment implications make an improper roadblock a constitutional violation. (Sobriety checkpoints)
- **Courts will look to determine whether the stop was reasonable.**
  - Were less intrusive means available to effect the stop?
- **What does your department policy state?**

## Departmental Policies

- **Departments have a duty to establish policies outlining responsibilities and expectations of officers operating department vehicles in routine, emergency, and pursuit situations.**
- **A policy is a procedural guideline, which reflects the department's view of the proper response to given situation.**
- **Regular review shows a department's responsibility to make sure officers are aware of what they can and cannot do**



## Departmental Policies

- An annual review of policies, especially pertaining to pursuit and emergency driving is looked upon favorably by civil courts.
- Any questions regarding any policy by an officer should be reviewed by the officer and departmental officials to ensure all questions have been answered, clearly understood, and so documented.



## SUMMARY

- The most effective method of accomplishing this goal is to educate and maintain skill areas, and know and following department policy.
- We must act based on knowledge and training to ensure compliance with existing legal mandates to protect yourself from fear of lawsuits.
- You will have to establish that the police conduct in the course of a pursuit was "reasonable" under the circumstances and in compliance with state law governing the operation of emergency vehicles.



## PERFORMANCE DRIVING



West Michigan  
CRIMINAL JUSTICE  
Training Consortium

## Objectives

- Understand the abilities and limitations of both you and your vehicle.
- Learn proper braking, search and steering techniques.
- Most common types of curves.
- How to read the roadway.
- Physical effects on the vehicle

## Performance Driving

- You will learn how to develop a positive driving attitude and the proper principles and techniques used in high speed driving.
- How to select a proper line of travel through different radius turns, proper braking, steering and acceleration techniques for safe curve negotiation.

## Traits for Normal Street Driving

- Be smooth in your driving.
  - Don't jerk the steering wheel, slam the brakes or the gas.
  - Any quick changes in throttle, brake or turning may upset the chassis and cause a skid.
- Keep your eyes moving and focus where you want to go.
- Understand changing conditions and be prepared for the unexpected.
- Stay relaxed but alert.

## Three types of curves

- **CONSTANT RADIUS** - The curve remains the same throughout.
- **DECREASING RADIUS**-The curve tightens up as you traverse it.
  - This type of curve can cause the greatest concern for law enforcement drivers.
- **INCREASING RADIUS**-The curve begins tighter, then opens as you proceed through it.

## Apex

- Every curve will have an **APEX**.
- An apex is described as the highest point of the inside of a curve.
  - Before the apex the curve is tightening;
  - beyond the apex the curve is opening up.
  - It's where the curve starts to open up.



## Apex

- Driving apex locations
  - A constant radius apex location is found in the middle of the curve and is described as being a **MID APEX**.
  - A decreasing radius apex location is found later in the curve, and is described as being **LATE TURN**.
  - An increasing radius apex location is found earlier in the curve, and is described as being **EARLY TURN**.



## Curve Negotiation

- Decrease your speed before the turn
  - It's always better to enter the turn too slow than too fast.
  - All braking should be accomplished in a **STRAIGHT LINE**, prior to entering a curve.
- A proper line of travel will be the **QUICKEST and SAFEST** route through a turn. Utilize all of the pavement legally available.

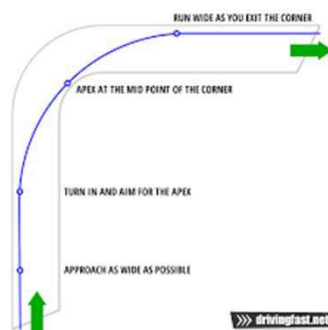


## OUTSIDE-INSIDE-OUTSIDE

- Set up away from the curve as far as possible. (**Outside**)
- Steer towards the apex (**Inside**)
- Let momentum carry you away from the apex. (**Outside**)

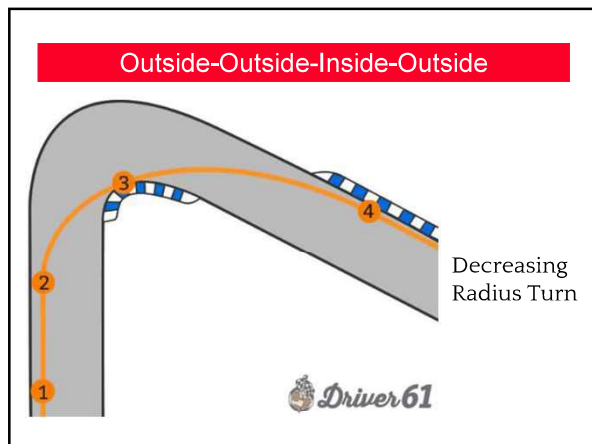
### Outside-Inside-Outside: Right Turn

Constant  
Radius Curve



## OUTSIDE-OUTSIDE-INSIDE-OUTSIDE

- When negotiating a **LATE APEX** turn, you need to stay outside longer through the turn.
  - Remember that the apex is later in the curve.
- All of the other techniques will remain the same.



## Traversing a curve

- If there is a doubt of the apex location, take a late one.
  - This will cause your entry speed to be slower but should ensure your safe exit out of the curve.
- Taking an early apex in a late apex curve increases the chance that you will run out of roadway before you exit the turn. (Early in – Early out)

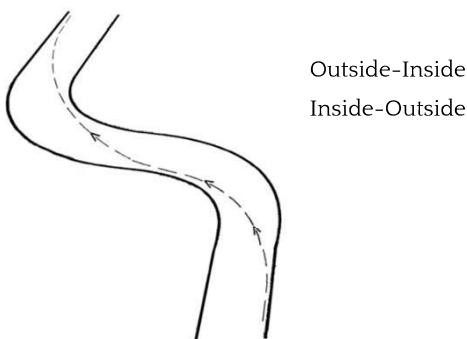
## Traversing a curve

- Once you turn in the steering wheel should stay at the same angle until the apex.
  - If you are sawing the wheel your turn in was incorrect. Maintain speed until you reach the apex.
- As you cross the apex, accelerate allowing your vehicle to move back to the outside of your lane. Hold the wheel **lightly**.
  - The vehicle will want to move outside naturally, because of the momentum.
- Utilize **shuffle** steering for inputs greater than 45°

## Reading the roadway

- Is there more than one turn?
  - You must position the vehicle properly for additional turns that may be ahead.
  - You have to begin to scan ahead through the curve as much as possible, concentrating as much on where you're **GOING** as where you're at.
  - The existing land contour can also be helpful in reading the road ahead.

## S Turn- Line of Travel



## Reading the roadway

- How much of the roadway should be used?
  - Utilize as much of the roadway as is **LEGALLY** available.
  - On a two-lane roadway, legally, you must stay within your own lane.
  - On a limited access freeway, traffic permitting, more than one lane may be available for your use.
  - Remember that the MVC identifies the laws that can be disregarded in an emergency run.



## Braking for a curve

- **Straight line** threshold braking - **RIGHT** foot only.
- If braking during a turn is required, it should be a **LIGHT** squeeze of the pedal.

## Driving within your limitations

- Never over drive the capabilities of either yourself or your vehicle.
  - Driving at 100% of your ability leaves no room for error.
- Drive at **80%** of your ability.
  - Learn your abilities here, not on the road.
- Be smooth in your vehicle operation.
  - Smooth is fast, fast is safe.

## Driving within your limitations

- Competition driving has no place in law enforcement.
  - Learn to accept and stay within your limitations.
  - We don't want to make the news for the **WRONG** reasons!!
- Any driver can drive fast in a straight line.
  - **The true talent is in the PROPER negotiation of turns and curves.**

## TEST

Please click on the link and complete the test for driving eligibility.

[Driving Test](#)



West Michigan  
CRIMINAL JUSTICE  
Training Consortium

# WMCJTC Driving Test

A passing score is 80% and must be completed before attending all driving classes.

\* Required

1. Full Name \*

---

2. Agency \*

---

3. MCOLES \*

---

4. Date you will be taking driving class \*

---

*Example: January 7, 2019*

5. 1. Based on the Lifestyle Theory of driving, it could be said that you drive as you live. \* 4 points

*Mark only one oval.*

☐ True

☐ False

6. 2. A good law enforcement driver must posses; \*

4 points

*Mark only one oval.*

- ☐ Maturity.
- ☐ A level of skill beyond non-law enforcement drivers.
- ☐ Ability to remain cool and calm in stressful situations.
- ☐ Accurate perception of their driving abilities and vehicle capabilities.
- ☐ All of the above.

7. 3. The Smith System of driving includes the following except; \*

4 points

*Mark only one oval.*

- ☐ Aim high steering.
- ☐ Keep our eyes moving.
- ☐ Get the big picture.
- ☐ Leave yourself an out.
- ☐ Make sure they see you
- ☐ Don't worry about blind spots.

8. 4. The definition of defensive driving is the ability to operate your vehicle in such a manner as to be able to avoid involvement in a preventable accident no matter what the road and weather conditions. \*

4 points

*Mark only one oval.*

- ☐ True
- ☐ False



9. 5. It is not necessary to expect the unexpected when driving. \* 4 points

*Mark only one oval.*

- ☐ True  
☐ False

10. 6. The amount of surface area that one tire contacts the road surface is approximately; \* 4 points

*Mark only one oval.*

- ☐ 4 square feet.  
☐ The size of our palm.  
☐ 16 inches.  
☐ 8 1/2 x 11 inches.

11. 7. Improper tire inflation may affect the handling ability of our vehicle. \* 4 points

*Mark only one oval.*

- ☐ True  
☐ False

12. 8. The use of friction or traction as it relates to your tires on the road surface may be used for; \* 4 points

*Mark only one oval.*

- ☐ Braking.  
☐ Turning.  
☐ Accelerating.  
☐ All the above.

13. 9. The best way to control a skid is to; \*

4 points

*Mark only one oval.*

- ☐ Drive as fast as you can.
- ☐ Avoid it by understanding what causes a skid.
- ☐ Slam on the brakes when you start skidding.
- ☐ Put snow tires on your vehicle.

14. 10. Select the three different type of turns. \*

4 points

*Check all that apply.*

- ☐ Increasing.
- ☐ Decreasing
- ☐ Sweeping.
- ☐ Constant.
- ☐ Arching.

15. 11. When checking a "hot" tire pressure, your tire pressure will usually read; \* 4 points

*Mark only one oval.*

- ☐ The same as cold tire pressure.
- ☐ About 4 psi higher.
- ☐ 40 psi.
- ☐ 30 psi.

16. 12. You will be able to notice your tire pressure simply by looking at the tires; 4 points

\*

*Mark only one oval.*

☐ True

☐ False

17. 13. Under inflation of tires is a major cause of tire failure; \* 4 points

*Mark only one oval.*

☐ True

☐ False

18. 14. The average night vision recovery time is; \* 4 points

*Mark only one oval.*

☐ 5-7 seconds

☐ 1-2 minutes.

☐ 10-15 seconds.

☐ 30 seconds.

19. 15. It is a good idea to keep your dashboard lights turned down low to help you maintain your night vision. \* 4 points

*Mark only one oval.*

☐ True

☐ False

20. 16. When approaching a red light while running in an emergency mode, you should; \*

4 points

*Mark only one oval.*

- ☐ Slow, then proceed if clear.
- ☐ There is no need to stop.
- ☐ Stop only for pedestrians.
- ☐ Stop and wait for a green light.

21. 17. When driving your emergency lights and sirens on; \*

4 points

*Mark only one oval.*

- ☐ It is safe to assume other drivers will yield to you.
- ☐ Do not assume drivers will react correctly.
- ☐ Assume the driver hears you so you can shift your attention to the next nearest vehicle.
- ☐ Only use your siren at speeds above 70 mph.

22. 18. Simple negligence by an officer will subject them to Constitutional tort liability. \*

4 points

*Mark only one oval.*

- ☐ True
- ☐ False

23. 19. While on patrol in a routine non-emergency driving mode, you are exempt from traffic laws in an authorized police vehicle; \*

4 points

*Mark only one oval.*

- ☐ True
- ☐ False

24. 20. You should consider the following issues when initiating a pursuit; \* 4 points

*Mark only one oval.*

- ☐ Nature of violation.
- ☐ Presence of pedestrians and traffic conditions.
- ☐ Population density in the area of the pursuit.
- ☐ Road and weather conditions.
- ☐ All of the above.

25. 21. A copy of your department's pursuit policy; \* 4 points

*Mark only one oval.*

- ☐ Should be read and understood.
- ☐ Should be kept in your duty bag so you can read it during the pursuit.
- ☐ Is not important.
- ☐ Should only be read after a pursuit.

26. 22. A police officer in a pursuit has a duty of due care and caution to the public while operating an emergency vehicle. \* 4 points

*Mark only one oval.*

- ☐ True
- ☐ False

27. 23. An apex is; \*

4 points

*Mark only one oval.*

- ☐ The highest point of the inside of the turn.
- ☐ In the middle of the road.
- ☐ Not safe to use.
- ☐ To be avoided.

28. 24. Distracted driving is defined as anything that takes away from the driving task (i.e. eating, cell phones, MCT, radio); \*

4 points

*Mark only one oval.*

- ☐ True
- ☐ False

29. 25. Police can limit the potential for Civil and/or Criminal liability while driving by conforming to (select all that apply); \*

4 points

*Check all that apply.*

- ☐ State statutes and case law.
- ☐ Department policy.
- ☐ Attorneys.
- ☐ Civil Rights Leaders
- ☐ Protesters.

---

This content is neither created nor endorsed by Google.

Google Forms

## In-Car Discussion Points

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_

Please review each of these points with ALL students and turn the completed form in to the LEAD instructor.

Reviewed	
	<b>DEFENSIVE DRIVING</b>
	- Ability to drive vehicle and avoid preventable crashes
	- Expecting the unexpected
	<b>SMITH SYSTEM OF DRIVING</b>
	- Aim high steering
	- Keep eyes moving
	- Leave yourself an out
	- Make sure you are seen
	<b>NEGOTIATING INTERSECTIONS</b>
	- Reduce Speed
	- Cover brake
	- Eye contact
	- Left – Right – Left
	<b>DISTRACTED DRIVING</b>
	- Avoid using MCT while driving
	- Transmit radio while driving in a straight line
	- Return “mic” to its holder
	<b>VEHICLE DYNAMICS</b>
	- Understeer – What is it? How to correct it?
	- Oversteer – What is it? How to correct it?
	- What weight transfer does to vehicle
	<b>PERFORMANCE DRIVING</b>
	- What does it mean to drive smooth?
	- Constant Radius turn – what is it/how to negotiate the turn correctly?
	- Decreasing Radius turn – what is it/how to negotiate the turn correctly?
	- Increasing Radius turn – what is it/how to negotiate the turn correctly?
	- Explain an Apex
	- Explain when to use shuffle steering and 9/3 driving techniques
	- Importance of braking in a straight line



**West Michigan**  
**CRIMINAL JUSTICE**  
**Training Consortium**

## Defensive Driving Performance Evaluation Form

**Student:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Emergency Contact Name/Agency \_\_\_\_\_

Phone Number \_\_\_\_\_

Written Test ☐ Pass ☐ Fail

Defensive Driving Course ☐ Pass ☐ Fail

Track Conditions ☐ Wet ☐ Dry

**Serpentine/Forward:** 3 of 4, 25 ( $\pm 2$ mph), no cones ☐ Pass ☐ Fail

Maintained proper hand position – 9 & 3 #1            #2            #3            #4	Number of cones struck #1            #2            #3            #4
Proper speed – accelerator control #1            #2            #3            #4	Uses brakes #1            #2            #3            #4

**Serpentine/Reverse:** 1 of 2, no cones ☐ Pass ☐ Fail

Proper steering inputs (no palming) Run #1 _____ Run #2	Uses brakes Run #1 _____ Run #2
Proper driver position Run #1 _____ Run #2	Number of cones struck Run #1 _____ Run #2
Proper hand position (LH at 12) Run #1 _____ Run #2	

**Controlled Braking:** 3 of 4, 40 ( $\pm 2$ mph), no cones ☐ Pass ☐ Fail

Stops vehicle in exit lane #1            #2            #3            #4	Braking early #1            #2            #3            #4
Proper hand position (9-3) #1            #2            #3            #4	Number of cones struck #1            #2            #3            #4
Proper speed – accelerator control #1            #2            #3            #4	





# West Michigan CRIMINAL JUSTICE Training Consortium

## Precision Maneuvering: 1 of 2, Max time: 40 sec & 0 cones

☐ Pass ☐ Fail

Under Max Time Run #1 _____ Run #2	Proper steering inputs Run #1 _____ Run #2
Proper hand position (9-3) Run #1 _____ Run #2	Number of cones struck Run #1 _____ Run #2
Proper hand position Run #1 _____ Run #2	

## Evasive Maneuvering: 3 of 4, 35 (±2mph), no cones

☐ Pass ☐ Fail

Accelerates #1 #2 #3 #4	Uses brake #1 #2 #3 #4
Proper hand position (9-3) #1 #2 #3 #4	Number of cones struck #1 #2 #3 #4
Proper speed #1 #2 #3 #4	Proper exit lane #1 #2 #3 #4

## Cumulative Skills: Driven at 80% of student ability – 1 of 2 runs – No critical cones – No left of center – No wheels off roadway – 7 Cones max

☐ Pass ☐ Fail

Critical cones struck Run #1 _____ Run #2	Serpentine Run #1 _____ Run #2
Total cones struck Run #1 _____ Run #2	Evasive Maneuvering Run #1 _____ Run #2
Controlled braking Run #1 _____ Run #2	Loss of control Run #1 _____ Run #2
Wheel off roadway Run #1 _____ Run #2	Left of center Run #1 _____ Run #2



# West Michigan CRIMINAL JUSTICE Training Consortium

## Emergency Driving Performance Evaluation Form

Student _____ Instructor _____		
Emergency Contact Name/Agency _____		
Phone Number _____	Date _____	Written Test <input type="checkbox"/> Pass <input type="checkbox"/> Fail
<div style="display: flex; justify-content: space-between; padding: 5px;"><div><input type="checkbox"/> <b>Gingerman Raceway</b> 80% of driver's capabilities</div><div><input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Pass <input type="checkbox"/> Fail</div><div><input type="checkbox"/> <b>Grattan Raceway</b> 80% of driver's capabilities</div></div>		
Proper steering technique Lap #1 #2		No left of center Lap #1 #2
No wheel off roadway Lap #1 #2		No loss of control Lap #1 #2
<b>Turn</b>	<b>Lap 1</b>	<b>Lap 2</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
80%		

17 / 22

minimum  
(Turns x Laps, min of 77%)

Actual

/ 22

**Key:**  
BIT - Braking in turn  
E - Early apex  
L - Late apex  
W - Wide of apex  
OR - Off road - disqualification  
LC - Left of center - disqualification  
✓ - Proper line

Failure to utilize proper steering techniques- going left of center – off roadway – or losing control is a disqualification.





# West Michigan CRIMINAL JUSTICE Training Consortium

## DD& ED Refresher Driving Performance Evaluation Form

Student: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Name/Agency \_\_\_\_\_

Phone Number \_\_\_\_\_ Written Test ☐ Pass ☐ Fail Track ☐ Wet ☐ Dry

**DEFENSIVE DRIVING:** Every exercise must have no less than 45 minutes of instruction per vehicle. The exercises are to refresh each students' skills and prepare them for the cumulative evaluation.

Pass	Fail		Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Serpentine/Forward:</b> (3 of 4, 25 ( $\pm$ 2mph), no cones)	<input type="checkbox"/>	<input type="checkbox"/>	Uses brakes
<input type="checkbox"/>	<input type="checkbox"/>	Maintained proper hand position – 9 & 3	<input type="checkbox"/>	<input type="checkbox"/>	Number of cones struck
<input type="checkbox"/>	<input type="checkbox"/>	Proper speed – accelerator control			

Pass	Fail		Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Serpentine/Reverse:</b> (1 of 2, no cones)	<input type="checkbox"/>	<input type="checkbox"/>	Proper steering inputs (no palming)
<input type="checkbox"/>	<input type="checkbox"/>	Proper driver position	<input type="checkbox"/>	<input type="checkbox"/>	Uses brakes
<input type="checkbox"/>	<input type="checkbox"/>	Proper hand position (LH at 12)	<input type="checkbox"/>	<input type="checkbox"/>	Number of cones struck

Pass	Fail		Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Controlled Braking:</b> (3 of 4, 40 ( $\pm$ 2mph), no cones)	<input type="checkbox"/>	<input type="checkbox"/>	Braking early
<input type="checkbox"/>	<input type="checkbox"/>	Proper hand position (9-3)/Steering input	<input type="checkbox"/>	<input type="checkbox"/>	Stops vehicle in exit lane
<input type="checkbox"/>	<input type="checkbox"/>	Proper speed – accelerator control	<input type="checkbox"/>	<input type="checkbox"/>	Number of cones struck

Pass	Fail		Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Precision Maneuvering:</b> (1 of 2, Max time: <u>40 sec</u> & <u>0</u> cones)	<input type="checkbox"/>	<input type="checkbox"/>	Proper steering inputs
<input type="checkbox"/>	<input type="checkbox"/>	Proper driver position	<input type="checkbox"/>	<input type="checkbox"/>	Number of cones struck Run #1 _____ Run #2 _____
<input type="checkbox"/>	<input type="checkbox"/>	Proper hand position	<input type="checkbox"/>	<input type="checkbox"/>	

Pass	Fail		Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Evasive Maneuvering:</b> (3 of 4, 35 ( $\pm$ 2mph), no cones)	<input type="checkbox"/>	<input type="checkbox"/>	Uses brakes
<input type="checkbox"/>	<input type="checkbox"/>	Proper hand position (9-3)	<input type="checkbox"/>	<input type="checkbox"/>	Proper exit lane
<input type="checkbox"/>	<input type="checkbox"/>	Proper speed	<input type="checkbox"/>	<input type="checkbox"/>	Number of cones struck



# West Michigan CRIMINAL JUSTICE Training Consortium

## CUMMULATIVE SKILLS:

☐Wet ☐Dry

- Evaluate based on 80% of driver's capabilities,
- Striking a critical cone - Improper steering techniques – going left of center – off road – losing control is a disqualification.
- No more than 7, non-critical cones may be struck.

Pass	Fail		Pass	Fail	80%: Run 1: _____ Run 2: _____
<input type="checkbox"/>	<input type="checkbox"/>	Critical cones struck Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	Serpentine
<input type="checkbox"/>	<input type="checkbox"/>	Total cones struck Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	Evasive Maneuvering
<input type="checkbox"/>	<input type="checkbox"/>	Controlled braking	<input type="checkbox"/>	<input type="checkbox"/>	Loss of control/Left of center/ Wheel off roadway

## EMERGENCY DRIVING EVALUATION

☐Wet ☐Dry

- Evaluate based on 80% of driver's capabilities.
- Improper steering techniques – going left of center – off road – losing control is a disqualification.

Pass	Fail		Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Proper steering techniques	<input type="checkbox"/>	<input type="checkbox"/>	No left of center
<input type="checkbox"/>	<input type="checkbox"/>	No wheel off roadway	<input type="checkbox"/>	<input type="checkbox"/>	No loss of control

### Proper Lines of Travel (Complete Box for Each Turn)

Turn	Lap 1	Lap 2	<div>17 / 22 minimum (Turns x Laps, Minimum 77%)</div> <div>Actual: _____ / 22</div> <div>Key:</div> <div> BIT - Braking in turn  E - Early apex  L - Late apex  W - Wide of apex  OR - Off road  LC - Left of center  ✓ - Proper line </div>
#1			
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			
#11			
80%			

Comments:

# Participant Evaluation Form

Program Title: \_\_\_\_\_ Date: \_\_\_\_\_

1. Overall, I thought that the program was:

Poor ☐ Fair ☐ Good ☐ Very Good ☐ Excellent ☐

2. To what degree will the information be helpful to you in your job?

Not helpful ☐ Some Help ☐ Very Helpful ☐

3. Was the program what you expected it to be?

Not at all ☐ Somewhat ☐ As Expected ☐

4. How would you rate the overall effectiveness of the instructors?

Name of Instructor	Poor	Fair	Good	Very Good	Excellent

5. Were there any parts of the program you would change? If so, please specify.

6. Other comments regarding this program:

7. What other kinds of in-service training would you like to have available?

# Follow-Up Driving Evaluation

The evaluation is required as part of the grant that helps fund the driving program. We are sending this out as a means to help measure the success of the training and identify areas we can improve.

\* Required

**1. Have you been in a crash since attending the training? \***

*Mark only one oval.*

☐ Yes

☐ No

**2. If yes, please describe what happened.**

---

---

---

---

---

**3. Have you used any of the techniques since attending class? \***

*Mark only one oval.*

☐ Yes

☐ No

**4. If yes, which technique did you use?**

---

**5. Did it help you avoid a crash?**

*Mark only one oval.*

☐ Yes

☐ No

**6. Which class provides the most benefit? \***

*Mark only one oval.*

☐ Defensive Driving (Cones)

☐ Emergency Driving (High Speed)

**7. Describe the benefits of the class you selected. \***

---

---

---

---

---

**8. How can we improve the Defensive Driving Class? \***

---

---

---

---

---

**9. How can we improve the Emergency Driving Class? \***

---

---

---

---

---

**10. Did your training increase your driving skills? \***

*Mark only one oval.*

☐ Yes

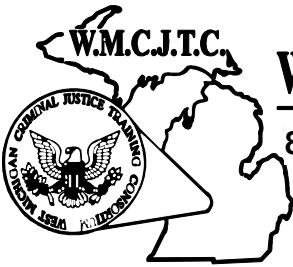
☐ No

Powered by



Google Forms





# WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM

89 West 8<sup>th</sup> Street, Holland, MI 49423

May 20, 2022

**To:** Grand Valley State University  
**From:** Keith Mulder, WMCJTC Executive Committee Chair  
**Ref:** 2023 Police Precision Driving Program Grant Proposal

The West Michigan Criminal Justice Training Consortium has an interest in grant-funded training for member agency law enforcement officers. Grand Valley State University will submit a grant proposal to the Michigan Commission on Law Enforcement Standards (MCOLES) for a 2023 Police Precision Driving Program. The grant requirements include a portion of the total project cost to be provided by match funds.

To support this proposal, the West Michigan Criminal Justice Training Consortium and its member agencies commit to providing the following matching funds in each listed category:

**PERSONNEL:**

Driving Instructors = \$44,822.40

Grant Administrator = \$1,026.62

**SUPPLIES AND OPERATING:**

Patrol vehicles = \$13,291.20

The total for the in-kind contribution from the WMCJTC and its agencies is \$59,140.22. These matching funds meet the requirements set by MCOLES in the grant application process.

Thank you for your continued partnership with the West Michigan Criminal Justice Training Consortium.

Sincerely,

Keith Mulder, Executive Committee Chair  
West Michigan Criminal Justice Training Consortium

**EXHIBIT “B”**

**BY-LAWS**

**WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM**

**ARTICLE 1**

**NAME**

The name of the organization shall be the “West Michigan Criminal Justice Training Consortium,” hereinafter sometimes referred to as “the Consortium.”

**ARTICLE II**

**PURPOSE**

The Consortium is established as a voluntary, unincorporated association for the purpose of cooperatively providing joint training in police methods and investigative techniques. The members of the Consortium seek to maximize the utilization of available training funds, to improve their position for obtaining grants, to promote multi-disciplinary training, and to encourage the inter-agency use and sharing of training resources.

**ARTICLE III**

**MEMBERSHIP**

1. **Composition.** The membership of the Consortium shall consist of law enforcement agencies, state or private institutions of higher education, and private entities who are certified by MCOLES under PA330, which execute the “West Michigan Criminal Justice Training Consortium Agreement.”
2. **One Member, One Vote.** Membership in the Consortium entitles each member to one (1) vote in all matters related to Consortium business.
3. **Membership Approval.** To qualify for membership in the Consortium, an agency must be approved by a majority of the membership present at a regularly scheduled meeting of the General Membership Committee. Membership shall be limited to the 16 counties indicated, to include Mason, Lake, Oceana, Newaygo, Muskegon, Montcalm, Ottawa, Kent, Ionia, Allegan, Barry, Van Buren, Kalamazoo, Berrien, Cass, and St Joseph.
4. **Membership Fees.** Each member is billed 35% of the Act 302 funds (or equivalent amount per officer) semi-annually for their membership fees. If the respective agency’s bill is delinquent after 30 days, the Consortium Finance Committee will follow up with a letter or phone call to make sure the bill was received and the member agency is taking steps to pay it in a timely manner. If the bill is still delinquent 60 days after originally being sent, the Finance Committee will notify the respective member agency one final time. If the bill is still delinquent 90 days after originally being sent, the Treasurer will notify the Executive Board of the name of any member agency. The Executive board will notify in writing a member agency they are suspended for non-payment of their membership dues. They will be instructed that any training attended

will be billed at the same rate as non-members. Membership can be restored by paying the outstanding bill in full, along with any other membership fees that may be due at that time.

5. Corrections Membership Fees. Each county participating in the Corrections related training shall pay 5% of their retained PA 124 funds during each financial quarter as their membership fee. Each county shall submit with their payment to the treasurer, a copy of the same documentation required by the state when paying PA 124 funds. If the county's payment is delinquent after 30 days, the Consortium Finance Committee will follow up with a notice or phone call to make sure the member agency is taking steps to pay in a timely manner. If the payment is delinquent 60 days after originally sent, the Finance Committee will notify the respective member agency one final time. If the payment is still delinquent 90 days after originally sent, the Treasurer will notify the Executive Board of the name of the delinquent agency. The Executive board will notify in writing a member agency they are suspended for non-payment of their membership dues. They will be instructed that any training attended will be billed at the rate for non-members. Membership can be restored by paying the outstanding fee in full, along with any other fees that may be due.

## **ARTICLE IV**

### **COMMITTEES**

1. Appointment of General Membership. The membership of all standing and special committees, except as otherwise provided for herein, shall be appointed by the General Membership at a duly called annual meeting. The annual meeting shall be held at a date, time, and location specified by the Consortium Chairperson and shall occur in May of each year. The chairperson of the Curriculum Committee shall also be chosen at the annual meeting and the Chairperson of the Consortium shall also be Chairperson of the Executive Committee.
2. General Membership Committee. Each member shall be represented on the General Membership Committee by the chief administrative officer of the member's law enforcement agency, or by his/her designee. It shall be the duty of the General Membership Committee to provide overall guidance to the activities of the Consortium. The members of the General Membership Committee shall, at the annual meeting, select members to serve on the Executive Committee.
3. Executive Committee.
  - a. Composition. The Executive Committee shall consist of six (6) members, who shall include the Consortium Chairperson, Vice-Chairperson, Secretary, Treasurer, and two at-large members appointed from the General Membership.
  - b. Purpose. The purpose of the Executive Committee shall be to direct the functioning of the Consortium and to oversee, coordinate, and assign such responsibilities as may be necessary for the completion of the Consortium mission. The Executive Committee shall have the authority to act on behalf of the Consortium in all matters deemed necessary for the efficient and orderly conduct of business, including the addition of new members, or removal from membership for non-payment of funds.
4. Curriculum and Corrections Committees.
  - a. Curriculum Committee Composition. Each member may be represented on the Curriculum Committee, by the chief administrative officer of the law enforcement agency, or by his/her designee. A majority of all members of the Curriculum Committee present shall constitute a quorum for the purpose of conducting business. The Treasurer of the Consortium shall be a member of the Curriculum Committee. Non-voting members, including faculty representatives of state or private institutions of higher

education, may be appointed to the Curriculum Committee by the Consortium Chairperson.

- b. Corrections Committee Composition. Each corrections member may be represented on the Corrections Committee, by the chief administrative officer of the agency, or by his/her designee. The Executive Committee shall appoint the Chairperson of the Corrections Committee. A majority of all members of the Corrections Committee present shall constitute a quorum for the purpose of conducting business. Non-voting members, including faculty representatives of state or private institutions of higher education, may be appointed to the Corrections Committee by the Consortium Chairperson.
- c. Purpose. The purpose of the Curriculum and Corrections Committees shall be to direct the development of training priorities, to prepare and recommend an annual budget, to develop and recommend an annual training schedule, to keep training records and provide them to the State of Michigan and to members of law enforcement agencies as may be necessary, and to provide oversight and evaluation of training programs.
- d. Utilization of Training. It shall be the responsibility of the Executive Committee to monitor the utilization of training by member agencies. As part of this responsibility, member agencies may be assessed a fee, as determined by the Executive Committee, for failure to utilize a reserved position which has not been cancelled prior to a pre-determined cancellation deadline.

The Treasurer will cause a notice be sent to the member agency of the fee and due date.

Member agencies may contest the fee at the next regularly scheduled meeting of the Finance Committee. The circumstances which led to the failure of the member agency to utilize the reserved position must be set forth in writing. Upon review, the Finance Committee may either waive the fee or determine that the fee is due. If the Finance Committee determines that the fee is due, and no appeal is taken, the fee must be paid within thirty (30) days of the determination.

The member agency contesting the fee may appeal the decision of the Finance Committee to the Executive Committee within fourteen (14) days of the determination for a review at the next regularly scheduled Executive Committee meeting. The appeal must be in writing for the Executive Committee reviewing the documents submitted and deciding the issue prior to concluding the meeting. The Executive Committee may waive the fee, reduce the fee, or determine the entire fee is due. If a fee is determined to be due it must be paid within thirty (30) days for the agency to remain eligible to participate in future Consortium offered training.

- e. Retention and Disposition of Equipment

Equipment purchases approved by the Executive Committee or obtained through grant funding or donations will be retained by the Consortium as long as the equipment is used for the provision of in-service criminal justice training.

When equipment is no longer used for the provision of in-service criminal justice training by the Consortium, the Executive Committee may select one of the following actions:

- Transfer of the equipment to a member agency. The agency requesting transfer of the equipment must apply in writing to the Executive Committee for approval of the

transfer. Costs and coordination of the transportation will be borne by the receiving agency.

- Approve the sale of the equipment with the following requirements: The member agency must first apply in writing to the Executive Committee for approval of the sale. The receipts from the sale shall be returned to the Executive Committee.
- Dispose of the property in any other manner consistent with the purposes of P.A. 302 of 1982, as amended. The member agency requesting disposal of the equipment must first apply in writing to the Executive Committee for the approval of disposal.

5. Finance Committee.

- a. Composition. The Finance Committee shall consist of five (5) members, including the Treasurer (who shall be the Chairperson of the Committee), the Chairperson of the Consortium (who shall be the Vice-Chairperson of the Committee), and three additional voting members, one of whom will represent the north area of the Consortium, which consists of agencies located north of the northern boundary of Allegan and Barry counties, one of which will represent the south area of the Consortium, which consists of agencies located south of the northern boundary of Allegan and Barry Counties, and one of whom will be a member-at-large.
- b. Purpose. The purpose of the Finance Committee shall be to provide oversight concerning all financial matters of the Consortium, to assist the Treasurer as needed, to review and approve expenditures of the Consortium, and to conduct studies for and make recommendations to the Consortium Chairperson, as directed. Any action by the Finance Committee is not to replace any action or direction provided by the Executive Committee of the Consortium.

The Finance Committee will meet as needed when called by the Treasurer, and at a minimum shall meet at least once during each financial quarter of the year.

## ARTICLE V

### OFFICERS AND DIRECTORS

1. Chairperson; Vice-Chairperson; Secretary; Treasurer; Duties. The officers of the Consortium shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Chairperson and Vice-Chairperson shall be responsible for calling and presiding at all meetings of the General Membership Committee. The Secretary shall prepare and maintain a permanent written record of all Consortium proceedings, shall transmit notices and agendas to the General Membership and shall transmit a copy of the minutes from each Consortium meeting to each member prior to the next regular meeting. The municipality or state or private institution of higher education which is represented by the Treasurer shall be the designed depository agency of the Consortium. The Treasurer shall be responsible for the maintenance of all financial records related to Consortium business, including records of the receipt, allocation, and disbursement of funds. All expenses relating to the maintenance of the financial and training records of the Consortium, including accounting and auditing expenses, if any, shall be covered by the Consortium.
2. Election of Officers. At the annual meeting of the General Membership Committee, nominations shall be accepted for the offices of Chairperson, Vice-Chairperson, Secretary, Treasurer, and the at-large members of the Executive Committee and Chairperson of the Curriculum Committee. The

officers shall be elected by majority vote of the General Membership. Terms of office shall be for a period of one (1) year.

3. Vacancies. If an officer is unable to perform the duties of his/her office, or if a vacancy in office exists, the Chairperson of the Consortium shall appoint a successor, and the appointee shall then serve until the next annual meeting of the General Membership Committee.

## **ARTICLE VI**

### **MEETING OF THE CONSORTIUM**

1. Annual Meeting; Regular Meetings. The annual meeting of the General Membership Committee shall be held in May of each year at a time and place to be selected by the Chairperson of the Consortium. Emergency exceptions can be made by majority vote of the Executive Committee, to delay or replace the General Membership Annual meeting with an online meeting and/or vote. Regular meetings may be scheduled for such other dates, time and locations as may be determined by the Chairperson of the Consortium.
2. Quorum; Action to be Taken by Majority Vote. A majority of all members of the General membership Committee present shall constitute a quorum for the purpose of conducting business. Actions of the General Membership Committee shall be taken by a majority vote of those attending, except as may be otherwise provided herein.
3. Note of Meetings. Notice of the date, time and location of all General Membership Meetings, along with an agenda therefore, shall be mailed to each member of the Consortium at least seven (7) days prior to the scheduled meet date.

## **ARTICLE VII**

### **PARLIAMENTARY PROCEDURE**

1. Robert's Rules of Order. Robert's Rules of Order, Revised, shall govern all matters of Consortium procedure not otherwise provided for in these By-Laws.

## **ARTICLE VIII**

### **AMENDMENT**

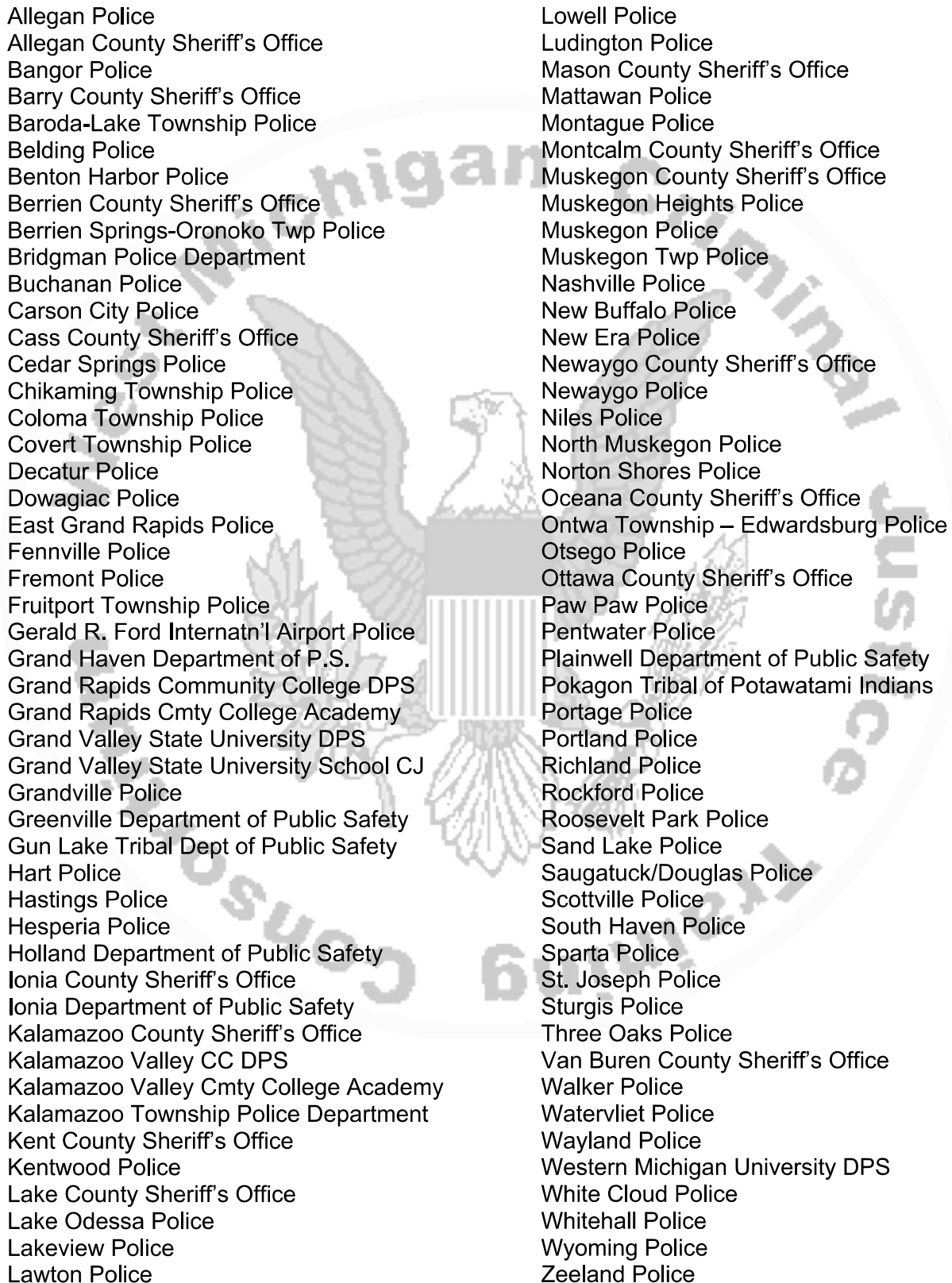
1. Amendments. These By-Laws may be amended by a two-thirds vote of the members present at a General Membership Committee meeting. Proposed changes in the By-Laws shall be transmitted to each member at least seven (7) days prior to the date of the meeting at which the vote will be taken.

\* As amended by a vote of the general membership on August 25, 2020.

# **West Michigan Criminal Justice Training Consortium**

## **MEMBERS**

### **As of May, 2022**



Allegan Police	Lowell Police
Allegan County Sheriff's Office	Ludington Police
Bangor Police	Mason County Sheriff's Office
Barry County Sheriff's Office	Mattawan Police
Baroda-Lake Township Police	Montague Police
Belding Police	Montcalm County Sheriff's Office
Benton Harbor Police	Muskegon County Sheriff's Office
Berrien County Sheriff's Office	Muskegon Heights Police
Berrien Springs-Oronoko Twp Police	Muskegon Police
Bridgman Police Department	Muskegon Twp Police
Buchanan Police	Nashville Police
Carson City Police	New Buffalo Police
Cass County Sheriff's Office	New Era Police
Cedar Springs Police	Newaygo County Sheriff's Office
Chikaming Township Police	Newaygo Police
Coloma Township Police	Niles Police
Covert Township Police	North Muskegon Police
Decatur Police	Norton Shores Police
Dowagiac Police	Oceana County Sheriff's Office
East Grand Rapids Police	Ontwa Township – Edwardsburg Police
Fennville Police	Otsego Police
Fremont Police	Ottawa County Sheriff's Office
Fruitport Township Police	Paw Paw Police
Gerald R. Ford Internat'l Airport Police	Pentwater Police
Grand Haven Department of P.S.	Plainwell Department of Public Safety
Grand Rapids Community College DPS	Pokagon Tribal of Potawatami Indians
Grand Rapids Cmty College Academy	Portage Police
Grand Valley State University DPS	Portland Police
Grand Valley State University School CJ	Richland Police
Grandville Police	Rockford Police
Greenville Department of Public Safety	Roosevelt Park Police
Gun Lake Tribal Dept of Public Safety	Sand Lake Police
Hart Police	Saugatuck/Douglas Police
Hastings Police	Scottville Police
Hesperia Police	South Haven Police
Holland Department of Public Safety	Sparta Police
Ionia County Sheriff's Office	St. Joseph Police
Ionia Department of Public Safety	Sturgis Police
Kalamazoo County Sheriff's Office	Three Oaks Police
Kalamazoo Valley CC DPS	Van Buren County Sheriff's Office
Kalamazoo Valley Cmty College Academy	Walker Police
Kalamazoo Township Police Department	Watervliet Police
Kent County Sheriff's Office	Wayland Police
Kentwood Police	Western Michigan University DPS
Lake County Sheriff's Office	White Cloud Police
Lake Odessa Police	Whitehall Police
Lakeview Police	Wyoming Police
Lawton Police	Zeeland Police

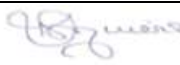
**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Grand Valley State University		SIGMA ID/ADDRESS CODE
STREET ADDRESS/CITY/ZIP 401 W. Fulton Street, Grand Rapids, MI, 49504		
TRAINING CONSORTIUM (if applicable) West Michigan Criminal Justice Training Consortium		
PROJECT TITLE (Limit 45 characters) Fundamentals of Realistic De-Escalation		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$12,375


**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Kim Squiers, Director – Office of Sponsored Programs		
STREET ADDRESS/CITY/ZIP 1 Campus Drive – 049 JZH, Allendale, MI 49504-9403		
TELEPHONE (Direct) 616-331-6868	E-MAIL ADDRESS squiersk@gvsu.edu	
SIGNATURE 	DATE 06/28/22	

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

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Williamson N. Wallace, Director of Criminal Justice Training		
STREET ADDRESS/CITY/ZIP 157 Lake Michigan Hall, One Campus Drive, Allendale, MI, 49402		
TELEPHONE (Direct) (616) 331-8515	E-MAIL ADDRESS wallacew@gvsu.edu	
SIGNATURE 	DATE 06/16/22	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Brenda Lindberg		
STREET ADDRESS/CITY/ZIP 1 Campus Drive – 2058 JZH, Allendale, MI 49401-9403		
TELEPHONE (Direct) 616-331-2201	E-MAIL ADDRESS <a href="mailto:lindberg@gvsu.edu">lindberg@gvsu.edu</a>	
SIGNATURE 	DATE 6/28/22	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.



<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>A. PROBLEM IDENTIFICATION</b>
Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded. <b>Refer to Page 18 of the Grant Manual</b>

Grand Valley State University, on behalf of the West Michigan Criminal Justice Training Consortium (WMCJTC), submits this grant request for training in Realistic De-Escalation based on the following problems:

Law enforcement agencies have come under intense pressure in recent years to prioritize their efforts at “de-escalation.” We will discuss the often-challenging expectations of law enforcement professionals to gain compliance without using physical force and how oftentimes, this may not be realistic or safe. The legitimate goal of de-escalation tactics is to resolve problems with minimal harm. This distinction is critical.

The course will present law enforcement concepts and methods to support de-escalation efforts. Attendees will be provided with knowledge to apply core skills of incident stabilization, tactics, and decision-making and verbal and non-verbal skills to establish contact, build rapport and create influence with difficult subjects.

In summary, full funding of this grant will provide law enforcement personnel in West Michigan with critical training in de-escalation techniques. This vital training should foster increased confidence in dealing with potentially volatile situations and translate into less injuries to citizens and officers.

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>B. TRAINING OBJECTIVES</b>
Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training. <b>Refer to Page 18 of the Grant Manual</b>

## LEARNING AND TRAINING OBJECTIVES:

At the end of this training, the participant will be able to:

- Articulate what ‘de-escalation’ means, what the objectives of de-escalation are, and in what situations de-escalation can and cannot be considered
- Discuss the tactical principles of de-escalation, risk assessment and decision-making • Quickly evaluate an interaction to determine whether de-escalation efforts are reasonable to consider, tactically practical, and likely to be successful
- Apply critical Force Science® concepts such as the “Response-ability Zone” and the “7 T’s De-escalation Evaluation Model” to evaluate tactics that are needed or likely to be successful in supporting a de-escalation process
- Enhance their ability to make a connection, establish rapport and apply effective principles of persuasion with difficult subjects, including mentally ill subjects, through the application of the ‘Behavioral Influence Stairway Model’
- Learn and apply the ‘Thought/Emotion/Behavior’ (TEB) Matrix to quickly recognize whether a subject is in ‘conflict’, ‘crisis’ or has ‘contaminated’ thinking and therefore which strategies of

persuasion are likely to be the most effective

- Employ specialized questions specifically designed to cognitively engage individuals in crisis and increase the likelihood of resolution that either avoids force or minimizes the amount necessary to obtain control
- Better ensure that officers' approach and control strategies maximize their response options while minimizing the potential for unnecessary emotional and/or physical escalation
- Balance the desirability of trying to resolve a conflict peacefully with the need to maintain officer and public safety
- Apply principles of officer self-regulation and emotional control to maintain rational thinking processes
- Help community members and the media better understand what realistic de-escalation entails and the challenges that subjects may present that can inhibit, if not prohibit, an officer's ability to safely de-escalate.

## **COURSE OUTLINE AND SCHEDULE:**

### **I. Introduction**

**(10 Minutes)**

#### **A. Opening Statement**

- Law Enforcement Officers do not know how an encounter with a member of the public will be resolved. Officers who have de-escalation tools and well-developed verbal skills may be more successful in achieving a positive resolution.
- The subject matter in this lesson plan conforms to the principles of de-escalation supported by scientific research. Students are urged to review the reference material utilized in this lesson to help them achieve a more thorough understanding of the material.

#### **B. Reasons for Training**

- Much of the public believes that police officers should always make efforts to gain voluntary compliance from a member of the public with verbal tactics. Most informed persons understand, however, that the tactical situation during an incident, may preclude any verbal attempts to gain compliance. A more realistic view would be, that when the tactical situation allows, officers are expected to make reasonable attempts to gain compliance from the public without the application of physical force.
- A significant number of Law Enforcement Organizations support the use of verbal communications as a method to reduce the need to utilize physical force. These organizations include but are not limited to: International Association of Chiefs of Police, National Tactical Officer Association, National Association of Women Law Enforcement Executives, International Association of Directors of Law Enforcement Standards & Training, National Organizations of Black Law Enforcement Executives, and the Fraternal Order of Police.

### **II. Course Body – Phase I**

**(180 Minutes)**

#### **A. Current Paradigm of Society's general view of 'why' de-escalation**

- Officers don't know how to talk to people

- Officers are heavy-handed
- Officers are too quick to use force
- Officers either use force or use de-escalation Final – Fundamentals of De-escalation

#### B. Facts of Police – Public Encounters

- In only .3% of all police / public encounters is any physical force used
- In all arrests, any physical force is used in only 1.5%
- In all arrests, deadly force is used in only .03%

#### C. Major Concern – Police “Under-reacting”

- Officers choosing not to use force because they did not want their family or their department to go through the intense scrutiny of their actions
- Can be deadly to officer
- De-escalation does not mean “not” using force when the context requires it
- In some cases, officers must quickly and decisively intervene with force in order to prevent a situation from escalating.

#### D. What should officers always remember when considering employing De-escalation Skills?

- Employing de-escalation skills must never result in abandoning proper tactics!
- In some cases, the officer’s response contributes to the interaction escalating
  - May be intentional or unintentional
  - Repetitive Commands usually serve to escalate a crisis

#### E. FSI De-escalation Training Concepts

- Explores behavioral assessment of the subject (not diagnosis)
- Discusses subject ‘perception’ issues
- Examines officer ‘self-awareness’ and perceptions
- Provides strategies of influencing behavior
- Maintains tactical excellence and risk awareness while doing all of the above

#### F. Referred to as the “FSI Response-Ability Zone”

- FSI De-escalation Training is a ‘systems-based’ approach to assess
  - Risk Assessment & Exigency
  - Opportunities, Tactics, & Discretionary Time
  - Knowledge and Skills (ability to apply verbal, para-verbal, tactical)
  - Integrated Strategy G. Tactical Adaptability
- Officers must monitor their verbal and non-verbal communications to determine if they are having an impact. If not, make an adjustment.
- The ability of the officer to adjust their interventions and interactions dependent upon the thoughts, emotions, and behaviors of a subject
- The ability of an officer to regulate and restrain their emotion and non- verbal presentation

#### G. FSI Response-Ability Zone Components

- Physical
- Psychological
- Temporal (time)

#### H. FSI Response-Ability Zone helps facilitate excellence in crisis situations

- The action/reaction circuit is activated by imminent threat and a need to respond
- Responses to an imminent or immediate threat are more likely to be automatic than thoughtful, flexible, or creative
- Energizing the circuit may commit the officer to action
- Maintaining a physical, temporal and psychological zone may help create options for resolution
- Using pre-event information and planning can help avoid unwittingly energizing the “reaction” circuit
- Establishing the ‘Zone’ enables the incident to stabilize, remove exigency, permit time to consider options, establish contact, deploy resources, maneuver, etc.
- Then you can attempt to make efforts to ‘de-escalate’ or defuse • Responsibility for what happens in the zone is influenced by the subject and the officer

#### I. Consider the 7 T's that influence an outcome

- Threat
- Time
- Travel
- Thought
- Tactics
- Talk
- Training

#### J. Importance of communications

- When we establish ‘contact’ we can communicate

#### K. Five Universal Truths about People

- Feel the need to be respected
- Would rather be asked than be told
- Have a desire to know why
- Prefer to have options over threats
- Want to have a second chance

#### L. Purpose vs. Cause Considerations

- What is the purpose or intent of the behavior?

#### M. Persuasion

- Works best when you can link the persuasion to the purpose of the behavior
- To obtain persuasion and desired results (lawful police objective) you must establish
  - o Establish Contact
  - o Develop (Build) Rapport
  - o Establish Influence

#### N. Goal of the Intervention?

- To influence a person to change their behavior rather than making them change

#### O. The Four Rs of Persuasion

- Retribution
- Reciprocity
- Rapport
- Respect

#### P. We 'Send' a Message Through

- Verbals
- Paraverbals
- Kinesics

#### Q. Training Considerations

- "The premise is quite simple: all training should be three-dimensional, i.e., it should blend the emotional, psychological, and physical arsenals; anything you work on should connect to some sort of scenario so that, irrespective of the drill, there's an emotional and psychological rationale for the exercise." -Gichin Funakoshi
- Officers must be inoculated against provocation through high-fidelity, context-based training

### **III. Course Body - Phase II – Understanding Strategic Communication (180 Minutes)**

#### A. Comparison between Traditional Police Training & Realistic De-escalation Model

- Traditional: Resistance = Active Defiance = Police Force
- De-escalation Model: Proper Assessment & Understanding = Optimal choices for persuasion

#### B. Assumptions about the Mentally Ill

- Mental Illness = helpless, non-violent, law-abiding, compliant, victim who is undeserving of a "force" response
- Society has a "dualistic" view of police-subject interaction

- o Split-mind
- o This mindset has evolved into police training as well

C. Realistic de-escalation is an integration of tactics, skills, and communication

D. De-escalation Goals

- FSI Realistic De-escalation Goal: To improve law enforcement officer's ability to manage human beings by enhancing skills to establish contact, build rapport, and gain influence to achieve a police objective. To teach officers how to address the needs of an individual in a time of crisis.

E. Advantages of understanding the individual

- Easier to establish contact
- More likely to build rapport
- More likely to establish influence
  - o (Positive outcome/result)

F. Officer to focus on the person's 'needs' rather than attempting to diagnose

- A diagnosis requires: Interview, medical records, lab tests, background info
  - Needs requires: Observing and understanding thoughts, feelings, and behaviors o
- When needs determined apply Realistic De-escalation techniques

G. "Contaminated Thought" Definition and examples

- A condition of thinking in which a person has lost the ability, either temporarily or permanently to clearly, logically, and/or rationally understand their environment (Dr. John Azar-Dickens, 2017)
- Contaminated Thought = Delusions, Disorganization, Hallucinations, Mood Disturbances

H. Tactical Adaptability

- Officers need to monitor whether their words are having the desired impact. If not, they need to be able to adjust.
- The ability of an officer to adjust his/her interventions and interactions dependent upon the thoughts, emotions, and behaviors of a subject
- The ability of the officer to regulate and restrain his/her emotion and non-verbal presentation

I. Disorganized or bizarre behavior

- Behavior is purposeful in most cases, but there are times when a person may

demonstrate purposeless behavior

#### J. Officer's actions and considerations

- Focus on the subject's thoughts, emotions, and behavior
- Focus on your own thoughts, emotions, and behavior
  - Primary component of emotional resilience is self-control
- Maintain mindfulness – state of being conscious and aware of something
- If overwhelmed emotionally, you can make catastrophic decisions
- Professionals can regulate their emotions, non-verbals and the words they speak.
- In a crisis, self-regulation becomes more difficult
  - "Before you can think of mastering someone else, you must first master yourself."  
(Gichin Funakoshi)

#### K. How to train officers to be self-aware?

- "The premise is quite simple: all training should be three-dimensional, i.e., it should blend the emotional, psychological, and physical arsenals; anything you work on should have psychological rationale for the exercise." (Blauer, in Warrior Mindset)
- Officers must be inoculated against provocation in scenario-based training
- Officers must be taught to understand their personal vulnerabilities and triggers.
  - What makes you irate?
  - Identification of implicit biases
  - Strategies for strengthening your 'emotional armor'

#### L. Initial Contact

- Assessing thought, emotion, and behavior of the person/people
- Constantly vigilant to threat cues and safety issues
- Attention to my emotional status, tone, and non-verbal cues
- Continuous assessment of thought, emotion, and behavior of the person/people
- Constantly vigilant to threat cues and safety issues
- Attention to my emotional status, tone, and non-verbal cues
- Are my interventions effective?
  - YES – continue
  - NO – do something different
- Remember there may not be time for any of this!
  - Does it allow for these strategies?
    - Time
    - Distance
    - Subject's reactions

#### M. Thought / Emotion / Behavior Police Assessment Matrix

- Informs officer decision-making without intervention
- Informs officer expectations about subject response
- Informs officer explanation in report writing

#### N. People communicate on two levels: Content and Emotion

- The levels vary depending on the degree of conflict or crisis that a person is experiencing (Vecchi Studies, Annals of American Psychotherapy Association, 2009)
- Conflict Communications: Rational and requires problem solving approaches
- Crisis Communications: Non-rational and require crisis intervention approaches
  - o Majority of situations an officer on the street will encounter will involve crisis communication

#### O. Goal of police intervention: To influence a person to change their behavior rather than making them change

- We want to establish a relationship that leads to behavioral change

#### P. Behavioral Influence Stairway Model

- Stage 1 – Active listening
- Stage 2 – Empathy
- Stage 3 – Rapport
- Stage 4 – Influence

#### Q. Active Listening Components

- Mirroring – Repeating the last few words or gist of the person in crisis
- Paraphrasing – Putting the content of what the person in crisis said into your own words
- Emotional labeling – Identifying the emotion the person in crisis is feeling
- Summarizing – Integrate paraphrased content with the identified emotion

#### R. Empathy, Rapport, and Influence

- Empathy – The art of conveying awareness to another your understanding of their situation, feelings, and attitudes
  - o Tone is key
- Rapport – The point in the interaction where we start to see some evidence of a connection as evidenced by reduction in emotion, a readiness to listen, etc.
- Influence – The point in the interaction when the person in crisis is now ready to consider suggestions as part of a behavioral change
- Problem solving phase (Goal is lawful police objective)

#### S. Consideration – sometimes you may say and do everything right, but nothing works

- Strategies when this occurs
  - o Transfer the problem – if discretionary time available, have another officer attempt de-escalation strategies
  - o Take a timeout – if momentum is moving in wrong direction, try to temporarily stop ramifications to subject Final – Fundamentals of De-escalation the process and allow person(s) to cool off
  - o Draw a line – if situation is becoming unstable, clearly outline option(s) and



T. Conclusion and closing comments (10 Minutes)

U. Questions and Answers (10 Minutes)

**VIII. COURSE SCHEDULE TIME TOTAL: (480 Minutes)**

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>C. TRAINING METHODS</b>
Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided. <b>Refer to Page 19 of the Grant Manual</b>

**Teaching Methodologies:**

This program is based on the adult learning theory. Instructors teach and participants learn in a variety of ways. In this program, there is a mix of instructional methods – lecture, PowerPoint, videos, facilitated discussion, instructor demonstration, student practice.

**Classroom Materials:**

Student manuals will be provided to each student online. A copy of the student manual will be on file with the GVSU Criminal Justice Education Center - available for inspection and use by other criminal justice practitioners.

**Training Location:**

Training sessions will be held at the Holland Civic Center (Atrium Room).

**Training Hours:**

Each session will consist of 8 hours.

**Instructors (one instructor per session – either Nicole Florisi or Dr. Kendra Devor):**

## **NICOLE FLORISI**

[nicole.florisi@clarkdale.az.gov](mailto:nicole.florisi@clarkdale.az.gov)

**148 S. 12 St. Cottonwood, AZ 86324**

**928-910-6110**

## **EDUCATION**

Grand Canyon University 2018

Post-Master's certification in trauma counseling (completion May 2019)

M.S. Professional Counseling 2013

B.S. Public Safety Administration and Emergency Management Phoenix College 2007

Law Enforcement Phlebotomy Qualification Yavapai College 2002

Intensive Peace Officer Certification EXPERIENCE Spectrum Health Care Group

8 E. Cottonwood St., Cottonwood, AZ 86326

Adult Therapist, General Mental Health and Substance Use Team, February 2018 – Current

(p/t) Clarkdale Police Department PO Box 308 Clarkdale, AZ 86324 Patrol Sergeant, October

2015 – Current, full time Clarkdale Police Department | PO Box 308 Clarkdale, AZ 86324

Patrol Officer, October 2014 – October 2015, October 2003-August 2011 Jerome Police

Department | PO Box 335 Jerome, AZ 86331 Master Patrolman, January 2012-current, part

time, August 2002-October 2003 Cottonwood Police Department | 199 S. 6 St., Cottonwood,

AZ 86326 Communications Specialist, May 1999-2006

## **CONSULTING WORK**

- Verstand Tactical Consulting, Peoria, AZ
- VirTra Inc., Tempe, AZ NICOLE FLORISI CERTIFICATIONS
- Mental Health First Aid Instructor for Adults and Public Safety Personnel
- Basic Analyst Certification, Force Science
- IADLEST Nationally Certified Instructor
- CPI Non-Violent Crisis Intervention Instructor Training
- Crisis Intervention Training for First Responders
- FBI Crisis/Hostage Negotiator
- FBI/AZCART Child Abduction Response
- NAFTO Field Training Officer
- Reid Interview and Interrogation
- Forensic Interviewing
- Cognitive Interviewing
- Standardized Field Sobriety Test Instructor
- Drug Recognition Expert Instructor (In recert process)
- Drug Impairment Training for Educational Professional Instructor (in recert process)
- Drug Recognition Expert (in recert process)
- Forensic Phlebotomy Qualification
- RADAR/LIDAR Instructor
- AZPOST Peace Officer Certification

## **EXPERT WITNESS TESTIMONY**

- Yavapai Superior Court
- Verde Valley Justice Court

- Clarkdale Magistrate Court
- Cottonwood Municipal Court
- Jerome Municipal Court

## **STUDIES**

- Shared resource case study with Lon Bartel at VirTra Inc. to study the benefits and challenges of simulated event training for small police agencies (2018-2020)
- The Robustness of the Horizontal Gaze Nystagmus Test by Marcelline Burns, Ph.D., published in 2007 NICOLE FLORISI participated in the study to validate the accuracy of HGN while subjects are sitting or lying down

## **TEACHING EXPERIENCE**

- Northern Arizona Regional Training Academy (Yavapai College), since 2006
- Specializing in DUI, SFST Instruction, Drug Symptomology
- Drug Recognition Expert/DITEP schools throughout the state of Arizona, since 2006
- All aspects of DRE training, specializing in central nervous system depressants/alcohol
- Clarkdale and Jerome Police Departments, Primary Field Training Coordinator, since 2009
- Lead FTO/FTO sergeant
- Cottonwood Police Department, Citizen's Academy and Citizen's on Patrol Academy
- Specializing in Active Listening and Crisis Communications, since 2009 AWARDS
- Chief's Award, 2016
- Medal of Honor, 2015
- Lifesaving Award, 2015
- Cottonwood Police Department Police Star, 2015
- Officer of the Year, 2015
- Lifesaving Commendation, 2011
- MADD/GOHS Officer of the Year, Clarkdale PD/Yavapai County, 2006
- MADD/GOHS Officer of the Year for the state of Arizona, small department, 2005
- MADD/GOHS Officer of the Year, Clarkdale PD/Yavapai County, 2005
- MADD/GOHS Officer of the Year, Clarkdale PD/Yavapai County, 2004
- MADD/GOHS Officer of the Year, Jerome PD/Yavapai County, 2003

## **COMMUNITY SERVICE/VOLUNTEER**

- Verde Valley Sanctuary (domestic violence/homeless shelter), Vice President, Board of Directors
- Jerome Humane Society
- Veterans of Foreign Wars, post 7400 PROJECTS/MISCELLANEOUS
- Obtained a V-100 simulator from VirTra Inc for Clarkdale and Jerome Police Departments for a shared resource case study on Simulated Event Training NICOLE FLORISI
- Implemented Adult Victim Impact Panels for first time misdemeanor DUI offenders at the magistrate court level
- Orchestrated a Halloween town-wide Thriller Dance hosted by the police department for Clarkdale Halloween Safe Trick or Treat
- Developed the POP program for Police on Patrol (similar to neighborhood watch)
- Developed the GAP program for Graffiti Abatement
- Coordinated community clean-up programs for local outdoor shooting ranges
- Coordinated local clean-up events for people in the community with severe health challenges
- Developed social media platforms for department
- Ran Explorer Program for Clarkdale and Jerome Police Departments from 2003 to 2010
- Developed a law enforcement activity program for 10–13-year-olds in conjunction with the

local Explorer program to cultivate mentoring and leadership skill sets for adolescents.

- IACP DRE Steering Committee (2006-2010)
- Grant writing

## **TRAINING**

- Mental Health First Aid for Public Safety, 2019
- Foundations of Simulated Event Training, 2019
- CPI Non-Violent Crisis Intervention, 2018
- Women Leading Government Conference, 2018
- American Heart Association BLS, CPR, & AED Program, 2018
- Law Enforcement and Prosecutor's Training Conference, 2018
- Forensic Phlebotomy Refresher, 2018
- ATOA Negotiation Conference, 2018
- Opioids and Death Investigation, 2018
- Opioids, a Threat to Animal Welfare and Safety, 2018
- Credit Card Skimming, 2017
- What you do Matters: Lessons Learned from the Holocaust, 2017
- Yavapai County Sex Trafficking Symposium, 2017
- AZ Homicide Investigators Conference, 2016
- Spillman Application Administration Specialist, 2016
- Law Enforcement and Prosecutors Training Conference, 2016
- Safe Call Now, Emotional Body Armor, Bullet Proof Leader, 2016
- ACJIS Level A TOC Certification
- Police Supervision, 2015
- ICMA Effective Supervisory Practices, 2015
- Outlaw Motorcycle Gangs, 2015
- DUI Skills for Law Enforcement and Prosecutors, 2015
- Racial Profiling, 2015 • High Risk Vehicle Stops, 2015
- Responding to First Amendment Incidents, 2014
- Active Shooter Patrol Response, 2014
- Specialized Investigative Techniques in Missing and Abducted Children, 2013
- Investigative Strategies for Missing and Abducted Children, 2013
- Basic Forensic Response for Missing and Abducted Children, 2012
- Canvassing, Search and Recovery Strategies for Missing and Abducted Children, 2012
- FBI Child Abduction Response, 2012
- True Lies, Detecting Deception, 2011
- Reid School of Interview and Interrogation, 2010
- Bullet Proof Mind, 2010
- FBI Crisis/Hostage Negotiations, 2009
- Tactical Combat Casualty Care, 2009
- Domestic Violence Train the Trainer, 2008
- Massage Parlor /Human Trafficking Investigation, 2008
- Phlebotomy Qualification, 2007
- Terrorism Training for Law Enforcement, 2007
- DRE Course Manager, 2007
- DITEP Instructor, 2006
- DRE Instructor Certification, 2006 NICOLE FLORISI
- Drug investigation for Patrol, 2006
- General Instructor, 2005

- DRE Certification, 2005
- SFST Instructor, 2005
- Sex Crimes Investigation, 2004
- Advanced Taser Training, 2004
- Street Survival, 2004
- SFST/HGN Certification, 2003
- Basic Patrol Rifle, 2003 • AZ Women in Policing, 2003
- Mobile Video System, 2003
- Controlled Force, 2003
- Radar Certification, 2003 Interview and Interrogation, 2003
- Community Policing to Reduce Domestic Violence, 2001
- School Violence-Lessons Learned, 2001

**Dr. Kendra Devor,**  
**PsyD License #Psy28397 30021 Tomas, Suite 300, Rancho Santa Margarita, CA 92688**  
**Cell: 760-505-1231**  
[Kendradevor@gmail.com](mailto:Kendradevor@gmail.com)

## **Education and Training**

The Chicago School of Professional Psychology 2014 Irvine, California,  
 United States PsyD in Applied Clinical Psychology Argosy University 2011  
 Orange, California, United States MA in Counseling Psychology, Marriage and Family Therapy  
 Graduated with distinction San Diego State University 2006  
 San Diego, California, United States BA in Economics specializing in Quantitative Analysis  
 Minor in Political Science Clinical Work Licensed Clinical Psychologist - Dr. Kendra Devor  
 June 2016 to current

Rancho Santa Margarita, California

- Work with individuals and groups on issues ranging from grief, disturbing memories, phobias, performance anxiety, emotional, sexual and/or physical abuse
- Work with children, adults, couples, families, and groups
- Administer and score assessments, wrote reports and presented the findings Clinician - The Counseling Team International July 2015 to current Rancho Santa Margarita, California
- Run Training courses for public safety professionals
- Provide 24-hour crisis intervention for first responders
  - Short-term individual, couples, and family therapy to first responders and their family members
- Critical incident stress debriefings with appropriate follow-up counseling
- Worked the San Bernardino terrorist attack and Route 91 mass shooting
- Lead Psychologist for Palm Springs Police Department line-of-duty deaths, Whittier Police Department line-of-duty death, and co-leader for Pomona Police Department line-of-duty death. Clinical Psychological Intern - Santa Margarita Solutions Center June 2013 to June 2016 Rancho Santa Margarita, California
- Worked with individuals and groups on issues ranging from anger management, PTSD, addictions, substance abuse, couples counseling, anxiety, and depression
- Administer and score assessments, wrote reports and presented the findings Devor 2 PsyD Therapist Practicum Student - Santa Margarita Solutions Center June 2012 to May 2013

## Rancho Santa Margarita, California

- Developed and managed client load
- Worked with clients on issues ranging from anger management, PTSD, addictions, substance abuse, couples counseling, anxiety, and depression
- Worked with children, adults, couples, and families
- Administer and score assessments, wrote reports and presented the findings Marriage and Family Therapist Practicum Student - The Center OC July 2010 to October 2011 Santa Ana, California
- Developed and managed 20-person client load
- Worked as a therapist and provided counseling on issues that included trauma, addictions, mood disorders, and domestic violence
- Worked with families, couples and individuals Professional Experience Adjunct Professor - Argosy University June 2015 to Current Orange, California
- Blended Master's level courses Southern California Field Manager - Ryan Partnership June 2009 to April 2012 Seal Beach, California
- Organized and managed promotions in Los Angeles, Orange County, and San Diego areas
- Ran highly successful on-premise promotions using direct marketing, and promotional giveaways
- Accountable for administration, recaps, and follow-up with accounts, suppliers, agencies and staff Managed Bar Night Supervisor - Legacy Marketing October 2007 to June 2009 Los Angeles, California
- Scheduled and managed promotions in the Southern California Areas, and Ski Areas
- Accountable for follow-up with accounts, suppliers and agencies, and budget expenditures
- Sourced, trained & developed 15 field ambassador staff Devor 3 Major Critical Incident Experiences San Bernardino Terrorist Attack, 2015
  - Provided on scene and follow up psychological care to first responders and victims Chino Active Shooter, 2015
- Provided day of and follow up psychological care to first responders Palm Springs Line of Duty Death of two officers, 2016
- Provided on scene and follow up psychological care to first responders, and family members Whittier Police Department Line of Duty Death, 2017
- Provided on scene and follow up psychological care to first responders, and family members La Jolla Active Shooter, La Jolla, California
- Provided day of and follow up psychological care to witnesses of the active shooter. Las Vegas Route 91 mass shooting, 2017
- Provided multiple groups and individual psychological care for survivors of the attack Pomona Police Department Line of Duty Death, 2018
- Provided on scene and follow up psychological care to first responders, and family members Borderline Bar & Grill mass shooting, Thousand Oaks, California, 2018
- Provided follow up psychological care for California Highway Patrol and their family members that responded to the shooting. California Highway Patrol Line of Duty Death, Riverside, April 2019
- Provided on scene and follow up psychological care to first responders, and family members California Highway Patrol Line of Duty Death, Riverside, August 2019
- Provided on scene and follow up psychological care to first responders, and family members Lkj Teaching Experience
- Adjunct Professor at Argosy University • Adjunct Professor at The Chicago School of Professional Psychology
- Ran CEU seminar on Forgiveness, Appreciation and Gratitude Workshop
- Guest lecturer for Human Development and Sexuality class at The Chicago School of

## Professional Psychology

- Lecturer for Law Enforcement Psychology class AJ141 at Palomar College
  - Lecturer for Professional Ethic class AJ106 at Palomar College
  - Lecturer for Criminal Justice call AJ100 at Palomar College Devor 4 Volunteer Experience LemonAid Fund - Sierra Leone, Africa October 2013 to January 2014 Forgiveness for Peace Student Volunteer
  - Worked on the forgiveness project with over 1,000 children at the Mission 4 Salone Children Ministries Psycho Social Children Camp
  - Interviewed locals to gather data to aid in the reduction of Female Genital Mutilation Sachabu Care Foundation - Ghana, Africa September 2006 to December 2006 Field Operations Representative
  - Educated local citizens on facts and preventions for HIV/Aids
  - Taught health and hygiene education Media Featured in: New Brain Scan Detects Invisible Injury on KPBS San Diego, May 24, 2011
- Research Presentation 1st place at the Irvine Graduate Research Forum. Title: Emotions Associated with Female Genital Mutilation/Cutting in Sierra Leone Dissertation Title: Childhood Trauma's Effect on Aggression as the Primary Symptom in Military Personnel with Post Traumatic Stress Disorder

References Corby Lee, M.F.T. Marriage and Family Therapist Center Orange County Phone: (949) 235-1848 Deborah Silveria, Ph.D. Licensed Clinical Psychologist The Counseling Team, International

## 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 Page 19 of the Grant Manual**

## Evaluation and Knowledge Acquisition:

Following the training, students will complete a class evaluation survey to obtain an overall reaction to the training and rate the instructors on a scale of 1-5. This process will be used for class improvements and to assess if this course will be offered by the training consortium in subsequent years. A summation of these responses will be compiled afterward.

Students will be sent a follow-up evaluation form (electronically) approximately 6 months after the training course to determine their retention of the information covered and application to their law enforcement daily duties. Note: follow-up evaluation form will be created upon receipt of training materials and will be provided during quarterly reporting periods.

The MCOLES Student Evaluation Form will be provided at the conclusion of each training course. The purpose of the evaluation will be to gain the students' perspective of the course content concerning applicability to their job responsibilities. Additionally, the student evaluation will be used to evaluate the instructor's presentation skills in getting the message "delivered." Program adjustments

will be made when and where the student has identified appropriate issues.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Fundamentals of Realistic De-Escalation - Session #1			
Training Location Holland Civic Center			
Maximum Participants 100	Minimum Participants (2/3 of Max) 66	Hours of Training Per Session 480 Minutes	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$256.65	\$0	\$256.65
Contractual Services	\$8,250.00	\$6,187.50	\$2,062.50
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Total <b>Per Session</b> Costs	\$8,506.65	\$6,187.50	\$2,319.15
Total <b>Course</b> Costs	\$8,506.65	\$6,187.50	\$2,319.15

Course Details			
Course Title Fundamentals of Realistic De-Escalation – Session #2			
Training Location Holland Civic Center			
Maximum Participants 100	Minimum Participants (2/3 of Max) 66	Hours of Training Per Session 480 Minutes	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$256.65	\$0	\$256.65
Contractual Services	\$8,250.00	\$6,187.50	\$2,063.50
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Total <b>Per Session</b> Costs	\$8,506.65	\$6,187.50	\$2,319.15
Total <b>Course</b> Costs	\$8,506.65	\$6,187.50	\$2,319.15



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **BUDGET:**

#### **PERSONNEL (MATCH)**

##### **PERSONNEL – Grant Administrator (GVSU Administrative Professional):**

The Grand Administrator will document and complete required quarterly grant reports, maintain grant documentation for audits and inspections, help the Program Administrator, and perform other administrative activities as required. Williamson N. Wallace has been designated as Grant Administrator. It is estimated that his administrative duties will require approximately 16 hours.

**Administrative in-kind labor contribution = \$544.** (\$48.24 per hour x 41.112% fringe rate x 8 hours).

#### **CONTRACTUAL (GRANT & MATCH)**

**FORCE SCIENCE** - Two sessions of Fundamentals of Realistic De-Escalation = **\$16,500.00**

- Session One = **\$8,250**

**Grant Share = \$6,187.50   Match Share = \$2,062.50**

- Session Two = **\$8,250**

**Grant Share = \$6,187.50   Match Share = \$2,062.50**

**TOTAL COSTS: \$17,013.31**

**GRANT Share: \$12,375.00**

**MATCH Share: \$4,638.31**

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

It is imperative that the consortium receive full grant funding for this project in order to deliver job essential training for police officers employed by the 96 consortium member agencies. If full funding is not available, the WMCJTC requests that this grant be funded in the priority order below:

#### ***Priority # 1 – Contractual***

- a. *Session One:* **\$6,187.50 Grant / \$2,062.50 Match**

#### ***Priority # 2 – Contractual***

- a. *Session Two:* **\$6,187.50 Grant / \$2,062.50 Match**

#### ***Priority # 3 – Personnel***

- a. *Grant Administrator:* **\$0.00 Grant / \$513.31 Match**

#### ***If fully funded:***

**GRANT Share: \$12,375.00**

**MATCH Share: \$4,638.31**

## SECTION 5 – APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

## **GRANT APPLICATIONS PRIORITY LIST**

If full funding is not available, the West Michigan Criminal Justice Training Consortium requests that its grant applications be funded in the priority order below.

### **HIGHEST TO LOWEST PRIORITY:**

**Priority # 1** – Police Precision Driving, Grant funds requested = \$94,506.20

**Priority # 2** – Fundamentals of Realistic De-Escalation, Grant funds requested = \$12,375.00

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:

**Grand Valley State University**

2. Consortium:

**West Michigan Criminal Justice Training Consortium**

### Consortium:

3. Consortium Structure:

**See attached by-laws.**

4. Geographic Region Served by the Consortium:

**Counties served: Mason, Lake, Oceana, Newaygo, Muskegon, Ottawa, Montcalm, Kalamazoo, Kent, Ionia, Allegan, Berry, Van Buren, Berrien, Cass, St. Joseph**

5. Member Agencies:


**See attached Member Agency roster.**

6. Financial Commitment from Member Agencies:

**Each member agency is billed 35% of their Public Act 302 fund distribution semi-annually for membership fees.**

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official Keith Mulder	Title of Certifying Official WMCJTC Executive Committee Chair
Signature of Certifying Official 	Date 05/20/2022

Other consortium certification may be submitted as addendum files.

APPLICANT AGENCY:

**Grand Valley State University**

TRAINING CONSORTIUM (if applicable):

**West Michigan Criminal Justice Training Consortium**

PROJECT TITLE (Limit 45 characters):

**Police Precision Driving**

***Application Attachments***



# WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM

89 West 8<sup>th</sup> Street, Holland, MI 49423

June 16, 2022

**To:** Grand Valley State University  
**From:** Keith Mulder, WMCJTC Executive Committee Chair  
**Ref:** 2023 Fundamentals of Realistic De-Escalation Grant Proposal

The West Michigan Criminal Justice Training Consortium has an interest in grant-funded training for member agency law enforcement officers. Grand Valley State University will submit a grant proposal to the Michigan Commission on Law Enforcement Standards (MCOLES) for a 2023 Fundamentals of Realistic De-Escalation Program. The grant requirements include a portion of the total project cost to be provided by match funds.

To support this proposal, the West Michigan Criminal Justice Training Consortium and its member agencies commit to providing the following matching funds in each listed category:

**PERSONNEL:**

Grant Administrator = \$513.31

**CONTRACTUAL:**

Force Science = \$4,124.00

The total for the in-kind contribution from the WMCJTC and its agencies is \$4,638.31. These matching funds meet the requirements set by MCOLES in the grant application process.

Thank you for your continued partnership with the West Michigan Criminal Justice Training Consortium.

Sincerely,

Keith Mulder, Executive Committee Chair  
West Michigan Criminal Justice Training Consortium

**EXHIBIT “B”**

**BY-LAWS**

**WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM**

**ARTICLE 1**

**NAME**

The name of the organization shall be the “West Michigan Criminal Justice Training Consortium,” hereinafter sometimes referred to as “the Consortium.”

**ARTICLE II**

**PURPOSE**

The Consortium is established as a voluntary, unincorporated association for the purpose of cooperatively providing joint training in police methods and investigative techniques. The members of the Consortium seek to maximize the utilization of available training funds, to improve their position for obtaining grants, to promote multi-disciplinary training, and to encourage the inter-agency use and sharing of training resources.

**ARTICLE III**

**MEMBERSHIP**

1. **Composition.** The membership of the Consortium shall consist of law enforcement agencies, state or private institutions of higher education, and private entities who are certified by MCOLES under PA330, which execute the “West Michigan Criminal Justice Training Consortium Agreement.”
2. **One Member, One Vote.** Membership in the Consortium entitles each member to one (1) vote in all matters related to Consortium business.
3. **Membership Approval.** To qualify for membership in the Consortium, an agency must be approved by a majority of the membership present at a regularly scheduled meeting of the General Membership Committee. Membership shall be limited to the 16 counties indicated, to include Mason, Lake, Oceana, Newaygo, Muskegon, Montcalm, Ottawa, Kent, Ionia, Allegan, Barry, Van Buren, Kalamazoo, Berrien, Cass, and St Joseph.
4. **Membership Fees.** Each member is billed 35% of the Act 302 funds (or equivalent amount per officer) semi-annually for their membership fees. If the respective agency’s bill is delinquent after 30 days, the Consortium Finance Committee will follow up with a letter or phone call to make sure the bill was received and the member agency is taking steps to pay it in a timely manner. If the bill is still delinquent 60 days after originally being sent, the Finance Committee will notify the respective member agency one final time. If the bill is still delinquent 90 days after originally being sent, the Treasurer will notify the Executive Board of the name of any member agency. The Executive board will notify in writing a member agency they are suspended for non-payment of their membership dues. They will be instructed that any training attended

will be billed at the same rate as non-members. Membership can be restored by paying the outstanding bill in full, along with any other membership fees that may be due at that time.

5. Corrections Membership Fees. Each county participating in the Corrections related training shall pay 5% of their retained PA 124 funds during each financial quarter as their membership fee. Each county shall submit with their payment to the treasurer, a copy of the same documentation required by the state when paying PA 124 funds. If the county's payment is delinquent after 30 days, the Consortium Finance Committee will follow up with a notice or phone call to make sure the member agency is taking steps to pay in a timely manner. If the payment is delinquent 60 days after originally sent, the Finance Committee will notify the respective member agency one final time. If the payment is still delinquent 90 days after originally sent, the Treasurer will notify the Executive Board of the name of the delinquent agency. The Executive board will notify in writing a member agency they are suspended for non-payment of their membership dues. They will be instructed that any training attended will be billed at the rate for non-members. Membership can be restored by paying the outstanding fee in full, along with any other fees that may be due.

## **ARTICLE IV**

### **COMMITTEES**

1. Appointment of General Membership. The membership of all standing and special committees, except as otherwise provided for herein, shall be appointed by the General Membership at a duly called annual meeting. The annual meeting shall be held at a date, time, and location specified by the Consortium Chairperson and shall occur in May of each year. The chairperson of the Curriculum Committee shall also be chosen at the annual meeting and the Chairperson of the Consortium shall also be Chairperson of the Executive Committee.
2. General Membership Committee. Each member shall be represented on the General Membership Committee by the chief administrative officer of the member's law enforcement agency, or by his/her designee. It shall be the duty of the General Membership Committee to provide overall guidance to the activities of the Consortium. The members of the General Membership Committee shall, at the annual meeting, select members to serve on the Executive Committee.
3. Executive Committee.
  - a. Composition. The Executive Committee shall consist of six (6) members, who shall include the Consortium Chairperson, Vice-Chairperson, Secretary, Treasurer, and two at-large members appointed from the General Membership.
  - b. Purpose. The purpose of the Executive Committee shall be to direct the functioning of the Consortium and to oversee, coordinate, and assign such responsibilities as may be necessary for the completion of the Consortium mission. The Executive Committee shall have the authority to act on behalf of the Consortium in all matters deemed necessary for the efficient and orderly conduct of business, including the addition of new members, or removal from membership for non-payment of funds.
4. Curriculum and Corrections Committees.
  - a. Curriculum Committee Composition. Each member may be represented on the Curriculum Committee, by the chief administrative officer of the law enforcement agency, or by his/her designee. A majority of all members of the Curriculum Committee present shall constitute a quorum for the purpose of conducting business. The Treasurer of the Consortium shall be a member of the Curriculum Committee. Non-voting members, including faculty representatives of state or private institutions of higher



education, may be appointed to the Curriculum Committee by the Consortium Chairperson.

- b. Corrections Committee Composition. Each corrections member may be represented on the Corrections Committee, by the chief administrative officer of the agency, or by his/her designee. The Executive Committee shall appoint the Chairperson of the Corrections Committee. A majority of all members of the Corrections Committee present shall constitute a quorum for the purpose of conducting business. Non-voting members, including faculty representatives of state or private institutions of higher education, may be appointed to the Corrections Committee by the Consortium Chairperson.
- c. Purpose. The purpose of the Curriculum and Corrections Committees shall be to direct the development of training priorities, to prepare and recommend an annual budget, to develop and recommend an annual training schedule, to keep training records and provide them to the State of Michigan and to members of law enforcement agencies as may be necessary, and to provide oversight and evaluation of training programs.
- d. Utilization of Training. It shall be the responsibility of the Executive Committee to monitor the utilization of training by member agencies. As part of this responsibility, member agencies may be assessed a fee, as determined by the Executive Committee, for failure to utilize a reserved position which has not been cancelled prior to a pre-determined cancellation deadline.

The Treasurer will cause a notice be sent to the member agency of the fee and due date.

Member agencies may contest the fee at the next regularly scheduled meeting of the Finance Committee. The circumstances which led to the failure of the member agency to utilize the reserved position must be set forth in writing. Upon review, the Finance Committee may either waive the fee or determine that the fee is due. If the Finance Committee determines that the fee is due, and no appeal is taken, the fee must be paid within thirty (30) days of the determination.

The member agency contesting the fee may appeal the decision of the Finance Committee to the Executive Committee within fourteen (14) days of the determination for a review at the next regularly scheduled Executive Committee meeting. The appeal must be in writing for the Executive Committee reviewing the documents submitted and deciding the issue prior to concluding the meeting. The Executive Committee may waive the fee, reduce the fee, or determine the entire fee is due. If a fee is determined to be due it must be paid within thirty (30) days for the agency to remain eligible to participate in future Consortium offered training.

- e. Retention and Disposition of Equipment

Equipment purchases approved by the Executive Committee or obtained through grant funding or donations will be retained by the Consortium as long as the equipment is used for the provision of in-service criminal justice training.

When equipment is no longer used for the provision of in-service criminal justice training by the Consortium, the Executive Committee may select one of the following actions:

- Transfer of the equipment to a member agency. The agency requesting transfer of the equipment must apply in writing to the Executive Committee for approval of the

transfer. Costs and coordination of the transportation will be borne by the receiving agency.

- Approve the sale of the equipment with the following requirements: The member agency must first apply in writing to the Executive Committee for approval of the sale. The receipts from the sale shall be returned to the Executive Committee.
- Dispose of the property in any other manner consistent with the purposes of P.A. 302 of 1982, as amended. The member agency requesting disposal of the equipment must first apply in writing to the Executive Committee for the approval of disposal.

5. Finance Committee.

- a. Composition. The Finance Committee shall consist of five (5) members, including the Treasurer (who shall be the Chairperson of the Committee), the Chairperson of the Consortium (who shall be the Vice-Chairperson of the Committee), and three additional voting members, one of whom will represent the north area of the Consortium, which consists of agencies located north of the northern boundary of Allegan and Barry counties, one of which will represent the south area of the Consortium, which consists of agencies located south of the northern boundary of Allegan and Barry Counties, and one of whom will be a member-at-large.
- b. Purpose. The purpose of the Finance Committee shall be to provide oversight concerning all financial matters of the Consortium, to assist the Treasurer as needed, to review and approve expenditures of the Consortium, and to conduct studies for and make recommendations to the Consortium Chairperson, as directed. Any action by the Finance Committee is not to replace any action or direction provided by the Executive Committee of the Consortium.

The Finance Committee will meet as needed when called by the Treasurer, and at a minimum shall meet at least once during each financial quarter of the year.

## ARTICLE V

### OFFICERS AND DIRECTORS

1. Chairperson; Vice-Chairperson; Secretary; Treasurer; Duties. The officers of the Consortium shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Chairperson and Vice-Chairperson shall be responsible for calling and presiding at all meetings of the General Membership Committee. The Secretary shall prepare and maintain a permanent written record of all Consortium proceedings, shall transmit notices and agendas to the General Membership and shall transmit a copy of the minutes from each Consortium meeting to each member prior to the next regular meeting. The municipality or state or private institution of higher education which is represented by the Treasurer shall be the designed depository agency of the Consortium. The Treasurer shall be responsible for the maintenance of all financial records related to Consortium business, including records of the receipt, allocation, and disbursement of funds. All expenses relating to the maintenance of the financial and training records of the Consortium, including accounting and auditing expenses, if any, shall be covered by the Consortium.
2. Election of Officers. At the annual meeting of the General Membership Committee, nominations shall be accepted for the offices of Chairperson, Vice-Chairperson, Secretary, Treasurer, and the at-large members of the Executive Committee and Chairperson of the Curriculum Committee. The

officers shall be elected by majority vote of the General Membership. Terms of office shall be for a period of one (1) year.

3. Vacancies. If an officer is unable to perform the duties of his/her office, or if a vacancy in office exists, the Chairperson of the Consortium shall appoint a successor, and the appointee shall then serve until the next annual meeting of the General Membership Committee.

## **ARTICLE VI**

### **MEETING OF THE CONSORTIUM**

1. Annual Meeting; Regular Meetings. The annual meeting of the General Membership Committee shall be held in May of each year at a time and place to be selected by the Chairperson of the Consortium. Emergency exceptions can be made by majority vote of the Executive Committee, to delay or replace the General Membership Annual meeting with an online meeting and/or vote. Regular meetings may be scheduled for such other dates, time and locations as may be determined by the Chairperson of the Consortium.
2. Quorum; Action to be Taken by Majority Vote. A majority of all members of the General membership Committee present shall constitute a quorum for the purpose of conducting business. Actions of the General Membership Committee shall be taken by a majority vote of those attending, except as may be otherwise provided herein.
3. Note of Meetings. Notice of the date, time and location of all General Membership Meetings, along with an agenda therefore, shall be mailed to each member of the Consortium at least seven (7) days prior to the scheduled meet date.

## **ARTICLE VII**

### **PARLIAMENTARY PROCEDURE**

1. Robert's Rules of Order. Robert's Rules of Order, Revised, shall govern all matters of Consortium procedure not otherwise provided for in these By-Laws.

## **ARTICLE VIII**

### **AMENDMENT**

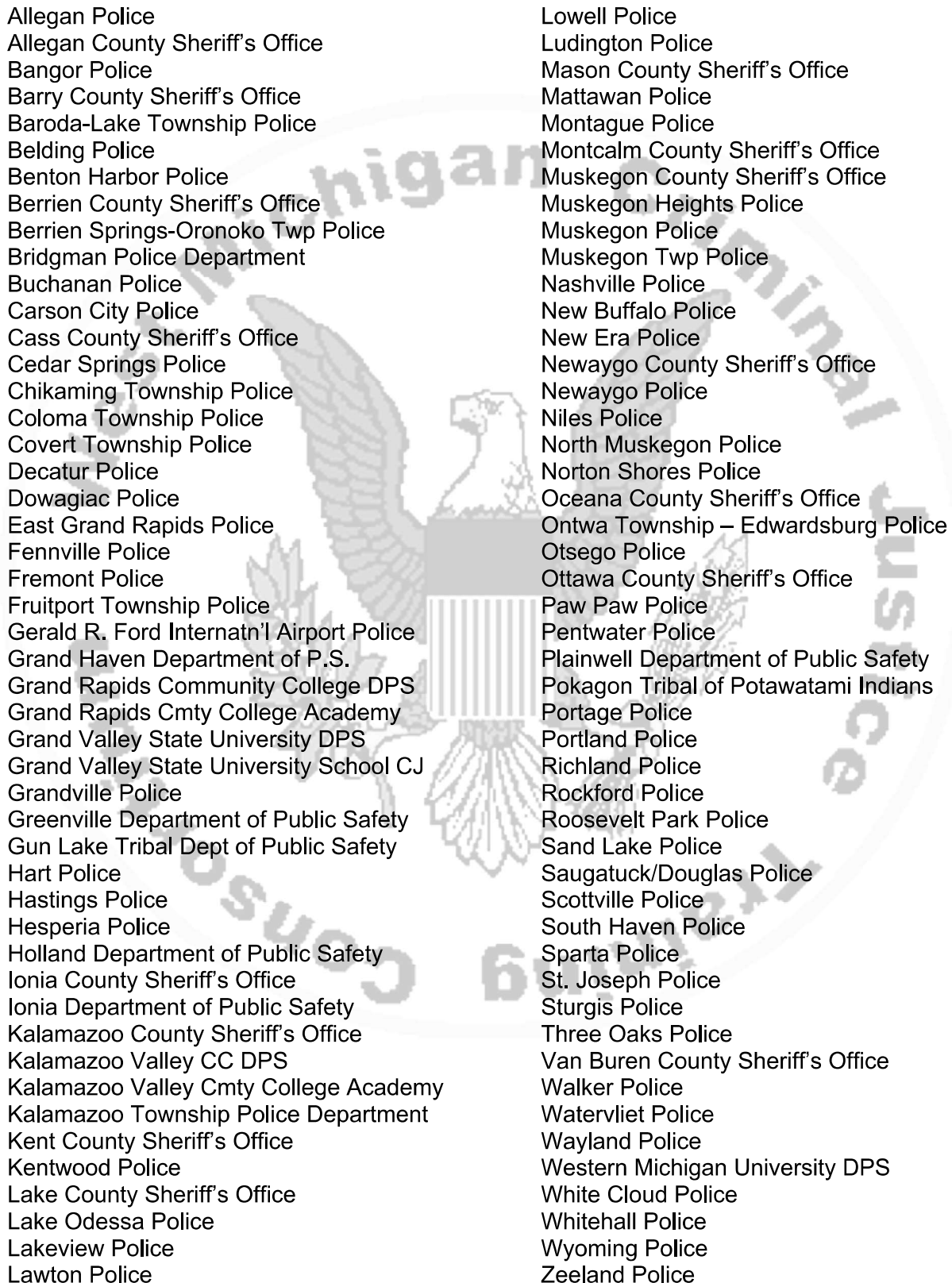
1. Amendments. These By-Laws may be amended by a two-thirds vote of the members present at a General Membership Committee meeting. Proposed changes in the By-Laws shall be transmitted to each member at least seven (7) days prior to the date of the meeting at which the vote will be taken.

\* As amended by a vote of the general membership on August 25, 2020.

# **West Michigan Criminal Justice Training Consortium**

## **MEMBERS**

### **As of May, 2022**



Allegan Police  
Allegan County Sheriff's Office  
Bangor Police  
Barry County Sheriff's Office  
Baroda-Lake Township Police  
Belding Police  
Benton Harbor Police  
Berrien County Sheriff's Office  
Berrien Springs-Oronoko Twp Police  
Bridgman Police Department  
Buchanan Police  
Carson City Police  
Cass County Sheriff's Office  
Cedar Springs Police  
Chikaming Township Police  
Coloma Township Police  
Covert Township Police  
Decatur Police  
Dowagiac Police  
East Grand Rapids Police  
Fennville Police  
Fremont Police  
Fruitport Township Police  
Gerald R. Ford Internat'l Airport Police  
Grand Haven Department of P.S.  
Grand Rapids Community College DPS  
Grand Rapids Cmty College Academy  
Grand Valley State University DPS  
Grand Valley State University School CJ  
Grandville Police  
Greenville Department of Public Safety  
Gun Lake Tribal Dept of Public Safety  
Hart Police  
Hastings Police  
Hesperia Police  
Holland Department of Public Safety  
Ionia County Sheriff's Office  
Ionia Department of Public Safety  
Kalamazoo County Sheriff's Office  
Kalamazoo Valley CC DPS  
Kalamazoo Valley Cmty College Academy  
Kalamazoo Township Police Department  
Kent County Sheriff's Office  
Kentwood Police  
Lake County Sheriff's Office  
Lake Odessa Police  
Lakeview Police  
Lawton Police  
Lowell Police  
Ludington Police  
Mason County Sheriff's Office  
Mattawan Police  
Montague Police  
Montcalm County Sheriff's Office  
Muskegon County Sheriff's Office  
Muskegon Heights Police  
Muskegon Police  
Muskegon Twp Police  
Nashville Police  
New Buffalo Police  
New Era Police  
Newaygo County Sheriff's Office  
Newaygo Police  
Niles Police  
North Muskegon Police  
Norton Shores Police  
Oceana County Sheriff's Office  
Ontwa Township – Edwardsburg Police  
Otsego Police  
Ottawa County Sheriff's Office  
Paw Paw Police  
Pentwater Police  
Plainwell Department of Public Safety  
Pokagon Tribal of Potawatami Indians  
Portage Police  
Portland Police  
Richland Police  
Rockford Police  
Roosevelt Park Police  
Sand Lake Police  
Saugatuck/Douglas Police  
Scottville Police  
South Haven Police  
Sparta Police  
St. Joseph Police  
Sturgis Police  
Three Oaks Police  
Van Buren County Sheriff's Office  
Walker Police  
Watervliet Police  
Wayland Police  
Western Michigan University DPS  
White Cloud Police  
Whitehall Police  
Wyoming Police  
Zeeland Police

**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Monroe County Sheriff's Office		SIGMA ID/ADDRESS CODE VC0048076 / 004
STREET ADDRESS/CITY/ZIP 100 East Second Street, Monroe, MI 48161		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) FY2023 Monroe County Annual Training Plan		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$ 18,029.00

**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☐ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Mark Brant, Chairman		
STREET ADDRESS/CITY/ZIP 125 East Second Street, Monroe, MI 48161		
TELEPHONE (Direct) 734-240-7003	E-MAIL ADDRESS Mbrantdist2@gmail.com	
SIGNATURE 	DATE 5-19-2022	

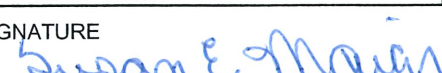
**PROJECT ADMINISTRATOR** (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)

☐ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Chad Zeunen, Chief Deputy		
STREET ADDRESS/CITY/ZIP 100 East Second Street, Monroe, MI 48161		
TELEPHONE (Direct) 734-240-7716	E-MAIL ADDRESS chad_zeunen@monroemi.org	
SIGNATURE 	DATE 05-19-22	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☐ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Susan Maier, Director of Fiscal Services		
STREET ADDRESS/CITY/ZIP 125 East Second Street, Monroe, MI 48161		
TELEPHONE (Direct) 734-240-7259	E-MAIL ADDRESS susan_maier@monroemi.org	
SIGNATURE 	DATE 5-19-22	

## SECTION 2 - PROJECT NARRATIVE

### A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

The Monroe County Sheriff's Office is proposing the Monroe County Annual Training Plan, 2023. This plan includes the following:

- Vehicle Close Quarter Battle – a two (2) day, 16 total hours course taught by a Monroe County Sheriff's Office Firearms Instructor.
- Taser Refresher – a two (2) hour block of instruction taught by a Monroe County Sheriff's Office Taser Instructor.
- Legal Update – a four (4) hour block of instruction taught by Jahn Landis, Monroe County Chief Assistant Prosecutor.

The landscape of resistance by citizens to law enforcement is very prevalent. Police officers are facing ambushes and close quarters combat at an extremely high rate. Given the frequent contact with potential unruly citizens in every day police work there is an increased need for high quality training in the field of close quarter battles in and around vehicles for our deputies.

Axon (the company that manufactures Taser) recommends a yearly refresher course for all officers who carry a Taser. This proposed course will review the proper use of the Taser to ensure that all officers are using the weapon within the proper legal guidelines. This course will also cover department policy with regard to Taser use.

The legal foundations under which deputy sheriffs conduct their work are based on long standing principles. However, there is a steady stream of changes every year that affect the application of police work. Without a routine review of the ever changing legal landscape, deputies would quickly find themselves operating with an inadequate knowledge of criminal law and procedure. The proposed legal update course will cover recent changes affecting policing and prepare officers to apply the most current legal information to their daily work.

## SECTION 2 - PROJECT NARRATIVE

### B. TRAINING OBJECTIVES

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

The FY2023 Monroe County Annual Training Plan objectives are as follows:

#### **Vehicle Close Quarter Battle**

Priority Program Area: Officer Safety

Hours: 16 hours

Officers: 85

At the completion of the training deputies will be able to:

1. Understand ballistics in regards to motor vehicles
2. Understand proper cover and concealment in regards to motor vehicles
3. Demonstrate techniques for injured officer firearm manipulation
4. Demonstrate techniques for gun fighting, in and around motor vehicles
5. Become more competent utilizing the equipment they carry / drive everyday
6. Demonstrate proper tourniquet storage and deployment

#### **Taser Refresher**

Priority Program Area: Officer Safety / Subject Control

Hours: 2 hours

Officers: 85

At the completion of the training deputies will be able to:

1. Explain the technology that is associated with the Taser
2. Describe the nomenclature and operation of the Taser
3. Explain the proper care and how to troubleshoot the Taser
4. Know all of the proper uses of the Taser
5. Understand the tactical considerations associated with the Taser
6. Demonstrate that they can fire the Taser into the attended target area

## **Standard Legal Update / Criminal Law and Procedure**

Priority Program Area: Legal Update

Hours: 4 hours

Officers: 85

At the completion of the training deputies will be able to:

1. Explain Federal and State Court decisions that affect policing in the state of Michigan
2. Explain statutory changes that affect policing in the state of Michigan
3. Explain how court decisions and statutory changes affect deputies everyday duties regarding; search warrants, legal search and seizures, confessions, suspect identification and civil liability



## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

#### **Vehicle Close Quarter Battle**

This is a 16 hour course that will be completed over two (2) days. The training will be taught by a Monroe County Sheriff's Office Firearm Instructor who is certified in the teachings of Vehicle Close Quarter Battle. The training will be conducted at a local stone quarry, within Monroe County. The stone quarry has restricted access (gated / personnel) and houses the range regularly utilized by the Special Response Team. The range has several dirt berms, to protect against ricochets. All Deputies will be required to wear their issued ballistic vests during the training. Electronic hearing protection and ballistic eyeglasses will be provided and required for all participants. All firearms instructors are medically trained and will have first aid equipment on scene (tourniquets / pressure bandages / gauze). Instructors will be responsible for requesting additional medical personnel, via police radio/telephone. Beaumont Trenton Hospital is a Level 1 trauma center and is located 9.5 miles away. A safety briefing will take place prior to any training / weapons handling.

This is a hands on, accelerated shooting class focused on positional shooting and a critical look at how police have historically fought in and around vehicles. Deputies will push the boundaries of "traditional" cover and concealment utilizing various cars and trucks in a true 3D environment. Drills will incorporate critical weapon employment while engaging threats in, around, from, over and under vehicles. Live ballistic demos with ammunition will be conducted as the deputies learn ballistic deflection, deformation, penetration and terminal effect in direct correlation to various vehicle mediums. Deputies will live-fire approximately 500 rounds from their service weapon to become proficient in this area of combat.

#### **Taser Refresher**

This is a two (2) hour course that will be instructed by a Monroe County Sheriff's Office Taser Instructor, who is certified through Axon. This course will be taught onsite at the Monroe County Sheriff's Office. This course will be both lecture and scenario based using material developed and provided by Axon.

During this refresher training deputies must demonstrate that they can properly handle the Taser. Deputies will also fire two live cartridges into a target, demonstrating that they can hit the target in the proper target zones.

#### **Legal Update**

This is a four (4) hour course that will be developed and instructed by a practicing attorney who is currently assigned to the Monroe County Prosecutors Office. This course will be taught onsite at the Monroe County Sheriff's Office.

This course will be lectured bases and will utilize the latest edition of the *Michigan Criminal Law and*

*Procedure – A Manual for Michigan Police Officers* as the course text. Additionally, the instructor will use case studies and have ample classroom discussion.

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>D. EVALUATION</b>
In addition to participant feedback, describe how the participants will be evaluated on their acquisition of knowledge for each course/topic. <b>Refer to Page 19 of the Grant Manual</b>

### **Vehicle Close Quarter Battle**

Participants will be evaluated with proficiency assessment, verbal critique, practical exercise and remediation if necessary during the live fire portion of the course.

Deputies will be given an opportunity to provide feedback / evaluation of the course materials and instructors through the use of an MCOLES approved evaluation form.

### **Taser Refresher**

Participants will be evaluated by classroom participation and hands on demonstration. Deputies must demonstrate that they can successfully fire two Taser cartridges into a target.

Deputies will be given an opportunity to provide feedback / evaluation of the course materials and instructors through the use of an MCOLES approved evaluation form.

### **Legal Update**

Participants will be evaluated by class participation and question and answer periods during the training.

Deputies will be given an opportunity to provide feedback / evaluation of the course materials and instructors through the use of an MCOLES approved evaluation form.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Vehicle Close Quarter Battle			
Training Location Monroe County – Local Stone Quarry			
Maximum Participants 22	Minimum Participants (2/3 of Max) 15	Hours of Training Per Session 16	Number of Sessions 4

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$16,564.00	\$12,422.00	\$4,142.00
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$4,141.00	\$3105.50	\$1035.50
Total <b>Course</b> Costs	\$16,564.00	\$12,422.00	\$4,142.00

Course Details			
Course Title Taser Refresher			
Training Location Monroe County Sheriff's Office (Dormitory) 7000 East Dunbar Road, Monroe, MI 48161			
Maximum Participants 22	Minimum Participants (2/3 of Max) 15	Hours of Training Per Session 2	Number of Sessions 4

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$5,950.00	\$4,461.00	\$1,489.00
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$1,487.50	\$1,115.25	\$372.25
Total <b>Course</b> Costs	\$5,950.00	\$4,461.00	\$1,489.00

Course Details
----------------

Course Title Legal Update			
Training Location Monroe County Sheriff's Office (Dormitory) 7000 East Dunbar Road, Monroe, MI 48161			
Maximum Participants 22	Minimum Participants (2/3 of Max) 15	Hours of Training Per Session 4	Number of Sessions 4

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$1,530.00	\$1,146.00	\$383.00
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$382.50	\$286.50	\$95.75
Total <i>Course</i> Costs	\$1,530.00	\$1,146.00	\$383.00

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Vehicle Close Quarter Battle**

This course will be taught by a Monroe County Sheriff's Office Firearms instructor. Additionally, said instructor will be a certified trainer in Vehicle Close Quarter Battle. This course is a total of 16 hours, it will consist of two days that will be eight hours each. There will be a total of 4 sessions, over 8 days. There will be a maximum of 22 officers per session. This course will take place at a local stone quarry.

The cost of this course is \$16,564. The application is requesting \$12,422 in grant funding with \$4,142 as a county match coming from within the Sheriff's Office budget.

Each officer will fire approximately 500 9mm rounds of ammunition from his/her duty pistol. 500 rounds times 85 officers equals 42,500 rounds of ammunition fired. The total cost of the 9mm ammunition is \$14,875. The grant request for this portion of the course is \$11,156 and the match will be \$3,719.

Each officer must wear hearing protection during this course while there is any live firing of officer's duty pistols. The Sheriff's Office currently has 2 extra pair of ear muffs that could be utilized. With a maximum number of 22 students per session there is a need for 20 pair of ear muffs to supply the officers during this course. The total cost of the ear muffs is \$1,689. The grant request for is portion of the course is \$1,266 and the match will be \$423.

There are no additional costs associated with this course.

### **Taser Refresher**

This course will be taught by a Monroe County Sheriff's Office Taser instructor. Axon, the company who manufacturers Taser, recommends that all users complete a refresher course each year. This refresher course requires that officers demonstrate proficiency with the Taser by deploying two (2) Taser cartridges into a target. This course will be held over 4 sessions with a maximum of 22 officers per session. This course will be held at the Monroe County Sheriff's Office, Dormitory Facility.

The cost of this course is \$5,950. The application is requesting \$4,461 in grant funding with \$1,489 as a county match coming from within the Sheriff's Office budget.

Each officer will fire two (2) Taser cartridges from their department issued Taser into a target. Two cartridges times 85 officers equals 170 cartridges fired. The total cost of the cartridges is \$5,950.

There are no additional costs associated with this course.

### **Legal Update**

This course will be taught by Chief Assistant Prosecutor Jahn Landis of the Monroe County Prosecutors Officer. CAP Landis has extensive experience both as a defense attorney and prosecutor. This course will be held over 4 sessions with a maximum of 22 officers per session. This course will be held at the Monroe County Sheriff's Office, Dormitory Facility.

As required by MCOLES, the Monroe County Prosecutor was consulted to determine if an Assistant Prosecutor would be available to teach the course. Unfortunately, given continued staff shortages and the back log of cases due to the COVID-19 pandemic Monroe County Prosecutor Michael Roehrig has advised it would not be possible for his office to conduct the training. Prosecutor Roehrig provided a letter stating such for the file.

The cost of this course is a flat rate of \$1,530 (equals \$18 per student, if 85 attend or 382.50 per session). The application

is requesting \$1,146 in grant funding with \$383 as a county match coming from within the Sheriff's Office budget.

There are no additional costs associated with this course.

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

The Monroe County Sheriff's Office priorities are as follows:

RANK	Course / Item	Total Cost	Grant Share	Match Share
1	Vehicle Close Quarter Battle / Ammunition	\$14,875.00	\$11,156.00	\$3,719.00
2	Taser Refresher / Cartridges	\$5,950.00	\$4,461.00	\$1,489.00
3	Legal Update / Tuition	\$1,530.00	\$1,146.00	\$383.00
4	Vehicle Close Quarter Battle / Ear muffs	\$1,689.00	\$1,266.00	\$423.00
Totals		\$24,044.00	\$18,029.00	\$6,014.00



## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:

2. Consortium:

### Consortium:

3. Consortium Structure:

4. Geographic Region Served by the Consortium:

5. Member Agencies:

6. Financial Commitment from Member Agencies:

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official	Title of Certifying Official
Signature of Certifying Official	Date

Other consortium certification may be submitted as addendum files.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY <b>Michigan State Police</b>		SIGMA ID/ADDRESS CODE <b>38-600014</b>
STREET ADDRESS/CITY/ZIP <b>7150 Harris Drive, Dimondale, MI 48821</b>		
TRAINING CONSORTIUM (if applicable) <b>Michigan Technology Investigations and Forensic Training Consortium</b>		
PROJECT TITLE (Limit 45 characters) <b>Building Forensic &amp; Investigative Capacity in Technology</b>		
START DATE <b>January 1, 2023</b>	END DATE <b>December 31, 2023</b>	GRANT FUNDS REQUESTED <b>\$108,710.00</b>

**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE <b>D/F/Lt. James Ellis</b>		
STREET ADDRESS/CITY/ZIP <b>7150 Harris Drive, Dimondale, MI 48821</b>		
TELEPHONE (Direct) <b>734-735-4296</b>	E-MAIL ADDRESS <b>EllisJ3@michigan.gov</b>	
SIGNATURE 	DATE <b>5-12-2022</b>	

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

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE <b>Sherie Martens, Grant Coordinator</b>		
STREET ADDRESS/CITY/ZIP <b>7150 Harris Drive, Dimondale, MI 48821</b>		
TELEPHONE (Direct) <b>517-599-8522</b>	E-MAIL ADDRESS <b>MartensS@michigan.gov</b>	
SIGNATURE <b>Sherie Martens</b> <small>Digitally signed by Sherie Martens Date: 2022.05.11 11:03:49 -04'00'</small>	DATE	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE <b>Tara Semenchuk, Accountant</b>		
STREET ADDRESS/CITY/ZIP <b>7150 Harris Drive, Dimondale MI 48821</b>		
TELEPHONE (Direct) <b>517-284-3297</b>	E-MAIL ADDRESS <b>SemenchukT@michigan.gov</b>	
SIGNATURE 	DATE <b>5/11/2022</b>	

**Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.**

## **SECTION 2 - PROJECT NARRATIVE**

### **A. PROBLEM IDENTIFICATION**

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

The Michigan State Police (MSP) recognizes the need for additional resources to help protect children from sexual predators as well as the general population of Michigan from cyber criminals perpetuating fraud and financial crimes. The state of Michigan currently has 43,670 registered sex offenders. The Report of the Michigan Task Force on the Prevention of Sexual Abuse of Children suggests a wide range of yearly sexual abuse victimization rates, from 4.6 per 1000 to 32 per 1000. This translates into an annual national number of child and adolescent child sexual abuse victims ranging from approximately 320,000 to over 2 million (Douglas & Finkelhor, 2005). Applying these national rates to Michigan's 2,266,870 minor residents (as of 2012), we can estimate that 10,427 to 72,539 children and adolescents experience sexual abuse each year in our state (Kids Count Data Center, 2015).

From 2019 to 2021, calls for service increased 7% statewide and during this timeframe the Intelligence Operations Division expanded its Cyber Section footprint by hiring additional civilian and enlisted staff in all Computer Crimes Unit (CCU) locations. The Cyber Section took over 4,300 requests for service in 2021 and is currently on pace to increase requests for service to nearly 4,700 incidents in 2022.

Forensic examination of mobile devices and computer evidence suggests that children are increasingly exposing themselves to the risks of exploitation through their own dangerous behavior by engaging in self-manufacturing of pornography (i.e., sexting). Public education relative to the risks of cyber exploitation is presently inadequate compared to the number of children using the Internet who are exposed to these dangers. The number of children who can be rescued from online sexual predators and the number of child sexual predators who can be incarcerated is limited only by the availability of investigative resources and the Michigan Internet Crimes Against Children (MI-ICAC) Task Force's subsequent ability to analyze recovered digital evidence.

Statistics released by the Federal Trade Commission (FTC) indicate 1,434,676 Americans were victims of identity theft in 2021, more than triple the number from 2018, with fraud losses totaling over \$5.9 billion. Identity theft accounts for 25% of all fraud cases in Michigan, with 206 reports per 100,000 people, ranking Michigan as 30<sup>th</sup> in the United States where citizens are most likely at risk for identity theft. Government benefits fraud remained an attractive target for criminals in 2021, with over 385,264 reports. This number decreased 3% from 2020 when government benefit fraud had an unprecedented 2,920% increase from 2019, according to the FTC's Consumer Sentinel Network Data Book. In 2021, over 5.7 million complaints were entered into the Consumer Sentinel Network. This further highlights the need for enhanced training for investigating agencies. The Consumer Sentinel Network Data Book is produced annually using complaints received by the FTC's Consumer Sentinel Network. That includes not only complaints made directly by consumers to the FTC, but also complaints received by state and federal law enforcement agencies, national consumer protection organizations and non-governmental organizations.

### **Effects of the Problem on the Target Population and Target Community**

A growing body of research documents the prevalence of Internet crime against children. However, research on the effects of such crimes on children and others (e.g., Internet users, parents of victims, and law enforcement personnel who investigate these crimes) is less available. Anecdotal evidence of negative effects includes, but is not limited to, victim suicide, disintegration of the victim's family structure, community isolation of the victim and his/her family, and an increasing demand for mental health counseling services. Some resources, such as the Dr. Sharon Cooper videos, found at [www.netsmartz.org](http://www.netsmartz.org), reflect efforts to collect anecdotal data on topics such as online harassment and the negative impact of sexual images on children. Other research into online and Internet based fraud crimes from the Federal Bureau of Investigation, National Infrastructure Protection Center (FBI NIPC) indicate new methods for victimization. These methods include 'spoofing' (manufacturing replica websites for legitimate businesses), 'phishing' schemes (sending email requesting sensitive personal information), and 'hacking' where systems record, and databases are compromised by an unprotected computer. The financial hardships these crimes create can be overwhelming to victims.

## **Previous/Current Attempts to Address the Problem**

### **Creation of MI-ICAC & Michigan Technology Investigations and Forensic Training Consortium (MTI-FTC)**

The MSP was first awarded a U.S. Department of Justice (DOJ) ICAC grant in June 2002. The MSP created the statewide MI-ICAC Task Force with this initial grant funding. The MSP uses DOJ grant funds to compensate overtime for 16 child exploitation forensic examiners and provide overtime to MI-ICAC law enforcement. The DOJ grant funds also provide computer hardware, software, and training support to 60 statewide affiliate agencies including federal, state, and local law enforcement agencies. Additionally, since 2003, the MSP has received Michigan Law Enforcement Training Funds to provide training for investigators on constantly emerging and changing technology. The demand and necessity for training is critical.

The MSP Cyber Section continues to be the primary MI-ICAC statewide investigative and forensic resource for the state of Michigan. The MI-ICAC Task Force includes 32 affiliate law enforcement agencies throughout the state of Michigan. Every affiliate has made a formal commitment to investigate technology-related child sexual exploitation cases and has allocated part-time investigative or forensic resources. It is the intent of this application to leverage Michigan Law Enforcement Training Funds to enhance law enforcements' ability to adequately respond to a variety of technology initiated criminal acts. This will be accomplished through the combined efforts of the Michigan Technology Investigations and Forensic Training Consortium (MTI-FTC).

### **Collaboration with Law Enforcement Affiliates and MSP Cyber Section Growth**

The MSP Cyber Section has 59 investigators and 32 affiliate agencies to specifically address proactive investigations utilizing specialized software to locate and identify child predators. The investigators and investigative affiliates have received specialized training and generated over 1,204 investigations involving online child sexual exploitation, many involving active criminal sexual conduct cases with child victims identified.

Of the 32 current MI-ICAC affiliates, all provide some forensic evidence analysis for their own jurisdictions, in addition to ICAC related cases. Affiliates receive training and equipment from the MI-ICAC and the MSP via PA 302 grant funds, allowing them to conduct most of their own investigations. These partnerships are an essential component to the MI-ICAC's and the MTI-FTC's success and ensuring the safety of Michigan's citizens.

This training is important to the criminal justice community. It enables law enforcement professionals to keep pace with the constantly changing environment of technology related crime and respond to the growing problem of criminals using technology as a conveyance to their malicious and dangerous activities. By offering this training to law enforcement partners from across the state, investigators are prepared to be front-line first responders in major technology crimes. The MSP views the training of external partners as a critical function and modality for public safety. Limited MSP resources make it that we can no longer “go in alone” in technology crime investigations. The MSP needs to leverage all partners to address critical, and in many cases, time-sensitive case work.

## SECTION 2 - PROJECT NARRATIVE

### B. TRAINING OBJECTIVES

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

Training in the use of hardware technology and forensic software tools is critical to maximize the efficiency and effectiveness of both digital forensic examiners and investigators. Digital forensic training is constantly evolving as new information technologies emerge. User migration from standard 'in home' computing has given way to mobile computing and unique smaller digital devices capable of accessing the Internet. Smartphones, computer tablets, smartwatches, fitness trackers (i.e., Fitbit), GPS units, and even vehicles now can enhance or facilitate crimes previously undetected using free wireless Internet connections or store vast amounts of incriminating data in non-traditional ways.

On April 13, 2022, CCU received a tip from the National Center for Missing and Exploited Children (NCMEC). The tip was reviewed and assigned an internal priority rating of "A", our highest priority, and forwarded to the MSP CCU Battle Creek office. Detectives determined the suspect was likely manufacturing child sexually abusive material (CSAM) and began a priority investigation. On April 21, a search warrant was executed on the suspect's residence resulting in the suspect's arrest for manufacturing CSAM and criminal sexual conduct (CSC). Child Protective Services assisted and removed the child victim and a sibling from the residence. Forensic examination of the suspect's mobile device revealed evidence of multiple CSCs on the child victim and manufacturing of CSAM. The suspect has been charged with 18 felonies, including the Possession, Manufacturing, and Dissemination of Child Sexually Abusive Material and CSC 1<sup>st</sup> degree.

As a result of this case and others, it is the desire of the MSP to train MTI-FTC members in the tracking and forensic analysis of digital cellular and other mobile devices. Training members in the analysis, investigation, and collection of evidentiary material related to wireless and mobile technologies is the focus and intended use for the PA 302 Competitive Grant funds. Just as consumer electronics and technologies change, the vendors of forensic software tools and utilities change as well. It is essential for investigators and analysts to attend vendor specific training for recovery of evidence software.

The MSP Cyber Section, MI-ICAC, and the MTI-FTC determine training needs on a statewide basis for all partner and affiliate agencies. A top priority is to ensure that participating agencies and officers achieve a minimum level of proficiency in the investigation and analysis of Internet technologies and devices. Advanced or specialized training addressing regional needs will be given consideration. When practical, training will be brought to Michigan to minimize expenses relative to travel and per diem. Additionally, a key factor in the successful prosecution of high technology cases is the ability of the examiner, investigator, or analyst to testify to the capability of the hardware and software tools used to develop the case at hand.

Law enforcement personnel must attend courses which deal with the manual recovery of evidence using "old fashioned" methods employing DOS based programs to develop a solid understanding of how digital data is written to various media types. It is for this reason basic level training courses are being written into this grant request to benefit MTI-FTC members. This allows the forensic examiner to confidently explain in court precisely how automated data recovery tools produce evidentiary material. As a follow-up to court room testimony essentials, it is also the intent of the MSP to

enhance the ability of investigators and analysts to receive training in court room procedures and the ability to withstand a rigorous and knowledgeable criminal defense cross examination.

Training opportunities have been identified which will allow for and provide this critical skill in a cost-neutral manner by utilizing existing staff and affiliate attorneys.

The following training courses are considered critically important to the MSP Cyber Section and MTI-FTC:

Forensic Training Programs Syllabuses:

### **1) International Association of Computer Investigative Specialists (IACIS)- Basic Computer Forensic Examiner (BCFE)**

The IACIS BCFE training conference is a 76-hour program that provides fundamental study of computer operating systems, file systems, and various computer forensics concepts and methodologies. Following the training event, candidates may enroll in the Certified Forensic Computer Examiner (CFCE) program. The external CFCE program is available to those whom the IACIS Certification Committee determines have a commensurate level of training and computer forensics experience.

Topics include:

- Pre-examination Procedures and Legal Issues—search and seizure, legal process preparation, and rules of evidence as applicable to computer forensics, chain of custody of seized items, wired and wireless networking implications relating to search and seizure, forensic software, and acquisition of Random Access Memory (RAM).
- Media Examination and Analysis—Forensically sound hardware and software environment, validation of forensic hardware, software and forensic examination processes, hard disk interfaces to include EIDE, SATA, SCSI and SSD, validation of forensically sterile media, generation of forensic image files, validation of forensic copies, physical and logical structures of media, checksums, FAT and NTFS file systems, numbering systems, recovery of deleted data and file fragmentation.
- Data Recovery—recovery of deleted file and folders manually and with automated tools, file header and file extension recognition, recovery of deleted, hidden, and encrypted partitions, Windows operating systems, email clients, instant messaging/chat and peer-to-peer clients, Internet browsers.
- Specific Analysis of Recovered Data—hibernation files, page and swap files, link files, thumbnail stores, event logs, configuration files, recycle bin records, encrypted files and partitions, compound files, metadata extraction, analysis of Windows Registry hives, Internet history files from web browsers.
- Reporting and Exhibits—draft professional examination reports for non-technical audiences that include findings and conclusions with results that can be validated by an independent examination, prepare complete and thorough document of forensic examination processes and procedures to include testing and validation as well as evidence handling activities.

- Defense and Presentation of Findings—draw sound conclusions on examination findings, explain and present through exhibits on complex technical concepts in terms easily understood by non-technical persons.

## **2) IACIS Advance: Mobile Device Forensics (MDF)**

The IACIS MDF Training Program is a 36-hour course of instruction, offered over five (5) consecutive days. The program is designed to provide students with detailed study of the examination of mobile devices including cell phones and tablets. During instruction, students will become familiar with the way tools recover cell phone data, and the type of extractions. Students will analyze the results by diving deep within the file systems of mobile devices, and recovering data which tools frequently miss, learning to recognize and decode that data by hand. Students will become familiar with the latest capabilities for by passing locked devices running Apple's iOS and several versions of Android. The hands-on practical exercises use some of the best commercial and open-source tools available.

Topics include:

- Acquiring file system and physical images from phones, to include handling and procedures for locked devices. Students will learn how to acquire cell phone data, and the different types of techniques to obtain the most relevant data. Students will become familiar with accessing locked iOS and Android devices, using a variety of techniques including bypassing software, flasher boxes, and an introduction to JTAG, ISP, and Chip Off.
- Students will learn and practice bypassing current Android OS limitations, allowing a physical image from a phone running Kit Kat and higher. There are multiple hands on practicals which include using custom recovery and rooting Android phones to bypass the locks. These methods allow for a full physical extraction of the devices, which commercial tools cannot gain access to due to operating system restrictions. There is some usage of both Windows command line and Linux to conduct the practical. All the commands and options are explained in detail, no previous command line experience needed.
- Details on Android and iOS file systems, their structures, and formats. Students will learn through hands on how the file systems are laid out in both iOS and Android, allowing them to find the data they are looking for quickly and be able to interpret it. This knowledge will carry over to new releases of the operating systems; ensuring students can continue to stay current.
- Validating data obtained from forensic tools, including data that tools miss, learn to interpret and recognize data from apps phones use. Students will be able to take any application found on a phone, and be able to recognize, interpret and report on its data.
- Examples of apps are KiK, Photovault, Snapchat, and the other 125,000 chat applications available. Students will learn and conduct both manual and automated SQLite recovery methods, ensuring success in their future exams using various tools. NAND Ram Architecture and storage, carving data from those spaces—learn how cell phones store their data at the physical level, which allows the carving of “deleted” data and recovery of data from damaged phones, or phones which have been JTAG'd or a chip off conducted on.
- Obtaining and processing iOS backup files, both manually and using automated tools.
- Using Wi-Fi data as part of investigations.



**PREREQUISITE:** IACIS Membership Required. Basic Computer Forensic Examiner [BCFE] course AND completion of the Certified Forensic Computer Examiner [CFCE] certification is highly recommended, but not required.

### **3) The 2023 Techno Security Training and Digital Forensic Conference**

The 2023 Techno Security & Digital Forensics Conference will be held in the following multiple locations during calendar year 2023, with dates to be determined:

1. Myrtle Beach, South Carolina
  2. San Diego, California
  3. Denver, Colorado
- The 2023 Techno Security Training and Digital Forensic Conferences aim to raise international awareness of developments, teaching, responsibilities, and ethics in the field of IT security and digital forensics.
  - This conference promises to be the international meeting place for IT security professionals from around the world. The conference will feature some of the top speakers in the industry and will raise international awareness towards increased education and ethics in IT security. The Techno Security Training and Digital Forensic Conference has grown into one of the most important resources for federal, state, and local law enforcement digital forensic specialists, and cybersecurity industry leaders from around the world. It is known as a world-class training and networking event now having had attendees register from 52 different countries.
  - In 2019, the Techno Security Training and Digital Forensic Conferences welcomed 888 verified attendees. Participants hailed from over 41 states, the District of Columbia, and 33 different countries. Each year the event management team works closely with sponsors and relevant industry associations to identify and qualify appropriate professionals ensuring that they are of the highest caliber.

### **4) SANS FOR585: Smartphone Forensic Analysis In-Depth**

SANS FOR585: Smartphone Forensic Analysis In-Depth is a 44-hour course of instruction, offered over six (6) consecutive days.

This course provides the core knowledge and hands-on skills that a digital forensic investigator needs to process smartphones and other mobile devices. Mobile devices are often a key factor in criminal cases, intrusions, IP theft, security threats, accident reconstruction and more. This course provides examiners and investigators with advanced skills to detect, decode, decrypt, and correctly interpret evidence recovered from mobile devices. The course features 31 hand-on labs, a forensic challenge, and a bonus take-home case that allows students to analyst different datasets from smart devices and leverage the best forensic tools, methods, and custom scripts to learn how smartphone data hide and can be easily misinterpreted by forensic tools.

FOR585: Smartphone Forensic Analysis In-Depth will teach students:

- Forensic Analysis of Smartphones and their Components: Android, iOS, SD cards, cloud-based backups and storage, cloud-synced data, Google and more

- **Malware and Spyware on Smartphones:** How to determine if malware and spyware exist, handling isolation of the malware, determine what has been compromised.
- **Deep-Dive Forensic Examination of Smartphone File Systems and Data Structures:** Recover deleted information, find traces of user activities, recover data from third-party applications, trace user activities (messaging and social networking), manually decode missing data and verify results, leverage system and application usage to place the device in a location and state when applications were used, identify if devices have intentionally been modified or deleted.
- **Handling Locked and Encrypted Devices:** How to extract evidence from locked smartphones, bypass encryption, crack passcodes, decrypt backups and third-party application files, examine encrypted data from SD cards.

FOR585: Smartphone Forensic Analysis In-Depth aims to train a well-rounded investigator by diving deep into forensic and intrusion analysis of smartphones. The course focuses on topics such as the Android and iOS device forensics, iOS backups, malware, and spyware forensics, and detecting evidence destruction. A computer forensic analyst who completes this course will have the skills needed to take on an Android or iOS forensics case

## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

Comprehensive training methods will be employed to maximize the retention of training material and forensic data recovery techniques. Due to the technical nature of the training material presented, much of the coursework is instructor led, “hands on” or lab-style where students actively participate in exercises meant to nurture the learning process and enhance the retention of techniques and procedures necessary to successfully complete investigative and forensic processes. For example, two primary vendors who produce software tools used for analysis provide each student with a forensic recovery workstation where the actual software utility is used in class on practical exercises. These lab computers are “mobile” and can be brought to Michigan and set up in a local classroom environment. When practical, training will be brought in state to reduce costs saving funding which would otherwise be allocated for per diem and travel. In the case of the “Court Proceedings and Testimony” course, students will be given fictitious case material to study, then participate in a “mock trial” proceeding where they participate in a cross examination by an actual high-tech crime prosecuting attorney acting in the role of criminal defense. Between actual hands-on training, mock trial scenario based training and typical classroom discussion all adult learning styles will be represented. As a corollary, assessment and proficiency testing of all students is required for a vendor specific software training course. This practical exercise at program conclusion is an effective metric as to whether the learning objectives were met.

For those courses which result in forensic certification, external third-party review of a body of work completed by an investigator or analyst is completed and measured to demonstrate proficiency. Typically, the host vendor or training proctor administers this test. If an examiner does not satisfactorily complete the assessment, no certification or credential is awarded. Active participation and testing are required to validate knowledge, comprehension, retention, and understanding.

The MSP Cyber Section recognizes training dollars are limited and allowing civilians and officers to attend provides value-added benefits. It is the intent of this grant project to leverage these training funds to their absolute maximum potential with measurable outcomes at course conclusion.

## 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 Page 19 of the Grant Manual**

As the administrator for the 2023 PA 302 Competitive Grant program, it is critical to establish performance metrics which validate the quality, method, and benefit of MJTF sponsored training. Evaluation can be provided by the vendor at the conclusion of the course to measure proficiency, but also “evaluation” is relative to the students attending the course and receiving the materials and training content. Given the importance of securing supplemental grant funding for training, it is critical the Project Administrator ensure identified vendors are delivering a quality product in the form of education and training. The goal of the evaluation is to demonstrate knowledge in reality-based assessments. To this end, the following points will be used to generate a student evaluation form at the conclusion of each MJTF funded training course.

#### **Ensure students are evaluating what you want them to assess**

The point of the evaluation is for the Project Administrator to see the specific aspects where instructors do well and the identified areas for improvement. Efforts will be made to clarify what students are evaluating. Listing the criteria to be evaluated by the students is useful and may include organization, clarity, and knowledge of the instructor course content, and instructional effectiveness.

#### **Define the numerical ratings for different categories**

For each of the categories students are asked to evaluate, students will be asked to rate the quality of instruction. Instead of rating the proctor with subjective descriptors such as excellent, good, etc., the evaluations will ask the students about how much the student agrees with a statement:

*The material was presented in a clear manner that facilitated understanding*  
*1–strongly agree; 2–agree; 3–neutral; 4–disagree; 5–strongly disagree*

#### **Plenty of space for student comments**

Inevitably, students often want to finish the evaluations as fast as possible to conclude the training day, hence the rapid circling of “1” for rating every single category. Students will notice a large amount of open area for comment on these forms. Unfortunately, numbered ratings do not mean much. Comments are much more helpful. By leaving adequate space for written comments, students will feel some obligation to complete this critical aspect of the evaluation.

#### **Students will be given plenty of time to complete course evaluations**

This will reduce the possibility of rushing quickly through the metric to generally gauge the quality of the materials presented.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title IACIS – BCCE (Basic Computer Forensic Examiner)			
Training Location Out of State – Orlando, Florida			
Maximum Participants 4	Minimum Participants (2/3 of Max) 2	Hours of Training Per Session 76	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$13,180.00	\$13,180.00	\$0
Travel	\$10,392.00	\$0	\$10,392.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$23,572.00	\$13,180.00	\$10,392.00
Total <b>Course</b> Costs	\$23,572.00	\$13,180.00	\$10,392.00

#### NOTES:

The IACIS BFCE training program is a 76-hour course that provides fundamental study of computer operating systems, file systems, and various computer forensics concepts and methodologies. Following the training event, candidates may enroll in the CFCE Certification program. The external CFCE program is available to those whom the IACIS Certification Committee determines have a commensurate level of training and computer forensics experience.

Course Details			
Course Title <b>IACIS Advance: Mobile Device Forensics (MDF)</b>			
Training Location <b>Out of State – Orlando, Florida</b>			
Maximum Participants <b>4</b>	Minimum Participants (2/3 of Max) <b>2</b>	Hours of Training Per Session <b>36</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$7,980.00	\$7,980.00	\$0
Travel	\$5,336.00	\$0	\$ 5,336.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$13,316.00	\$7,980.00	\$5,336.00
Total <i><b>Course</b></i> Costs	\$13,316.00	\$7,980.00	\$5,336.00

NOTES:

The IACIS MDF training program is a 36-hour course of instruction, offered over five (5) consecutive days. The program is designed to provide students with detailed study of the examination of mobile devices including cell phones and tablets. During instruction, students will become familiar with the way tools recover cell phone data, and the type of extractions.

Course Details			
Course Title Techno Security & Digital Forensics Conference			
Training Location Out of State – Myrtle Beach, South Carolina; San Diego, California; Denver, Colorado			
Maximum Participants 10	Minimum Participants (2/3 of Max) 6	Hours of Training Per Session 32	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$9,950.00	\$9,950.00	\$0
Travel	\$15,160.00	\$0	\$15,160.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$25,110.00	\$9,950.00	\$15,160.00
Total <i>Course</i> Costs	\$25,110.00	\$9,950.00	\$15,160.00

NOTES:

The 2023 Techno Security & Digital Forensics Conference will be held in the following multiple locations in calendar year 2023, with dates to be determined:

1. Myrtle Beach, South Carolina
2. San Diego, California
3. Denver, Colorado

These conferences are an international meeting place for IT Security professionals from around the world. The conferences will feature some of the top speakers in the industry and will raise international awareness towards increased education and ethics in IT security. The Techno Security & Digital Forensics Conferences are specifically dedicated to federal, state and local law enforcement forensic specialists, corporate and private forensic examiners, industry leaders, and academic researchers performing Mobile Device Forensics.

Course Details			
Course Title <b>SANS FOR585: Smartphone Forensic Analysis In-Depth</b>			
Training Location <b>In State – Michigan State Police Training Academy</b>			
Maximum Participants <b>15</b>	Minimum Participants (2/3 of Max) <b>10</b>	Hours of Training Per Session <b>44</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$114,600.00	\$76,400.00	\$38,200.00
Travel	\$9,615.00	\$0	\$9,615.00
Supplies & Operating	\$1,200	\$1,200.00	\$0
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$125,415.00	\$77,600.00	\$47,815.00
Total <i><b>Course</b></i> Costs	\$125,415.00	\$77,600.00	\$47,815.00

NOTES:

SANS FOR585: Smartphone Forensic Analysis In-Depth is a 44-hour course of instruction, offered over six (6) consecutive days. This course provides the core knowledge and hands-on skills that a digital forensic investigator needs to process smartphones and other mobile devices. This in-depth smartphone forensic course provides examiners and investigators with advanced skills to detect, decode, decrypt, and correctly interpret evidence recovered on mobile devices.



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Personnel:**

There is no funding requested for the Personnel category.

### **Contractual Services:**

There is no funding requested for the Contractual Services category.

### **Tuition:**

#### **Out-of-State Tuition Costs**

Out-of-state tuition costs for the MSP and local and county forensic examiners are determined by the training needs on both an individual and statewide basis by the MSP Cyber Section and affiliate agencies. The MSP Cyber Section continually acquires additional forensic examiners and investigators who require different levels of digital forensic training. Requests for out-of-state tuition costs are intended to assist in providing fundamental study of computer operating systems, file systems, and various computer forensics concepts and methodologies.

#### **Techno Security & Digital Forensics Conference**

The total for the tuition for Techno Security & Digital Forensics  
\$995.00 each x 10 MSP, local and county forensic examiners = \$9,950.00  
Grant Share = \$9,950.00                      Match Share = \$0

#### **IACIS MDF**

The total for the tuition for IACIS - MDF  
\$1,995.00 each x 4 MSP, local and county forensic examiners = \$7,980.00  
Grant Share = \$7,980.00                      Match Share = \$0

#### **IACIS BCFE**

The total for the tuition for IACIS - BCFE  
\$3,295.00 each x 4 MSP, local and county forensic examiners = \$13,180.00  
Grant Share = \$13,180.00                      Match Share = \$0

#### **TOTAL for Out-of-State Tuition = \$31,110.00**

Grant Share = \$31,110.00  
Match Share = \$0

#### **In-State Tuition Cost**

In-state tuition costs for the MSP, local and county forensic examiners are determined by the training needs on a statewide basis for all partner and affiliate agencies. One of our top priorities has been to ensure that participating agencies and officers achieve a minimum level of proficiency in the investigation and analysis of internet technologies and devices. Advanced training or specialized training addressing regional need has been given every consideration and the following digital forensic training will provide up to 15 MSP, local, and county digital forensic examiners by providing in-state training that helps minimize expenses relative to travel and per diem.

### **SANS FOR585: Smartphone Forensic Analysis In-Depth**

The total for the tuition for 15 MSP, local, and county forensic examiners per session:  
\$7,640.00 each x 15 MSP, local, and county forensic examiners = \$114,600.00  
Grant Share = \$76,400.00      Match Share = \$38,200.00

**Total Grant Share = \$76,400.00      Total Match Share = \$38,200.00**

**TOTAL for In-State Tuition = \$114,600.00**

**Grant Share = \$76,400.00**

**Match Share = \$38,200.00**

**GRAND TOTAL FOR TUITION = \$145,710.00**

**Grant Share = \$107,510.00**

**Match Share = \$38,200.00**

### **Travel-Employee:**

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

### **Travel-Contractor:**

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

### **In-State Student-Travel Cost**

In-State Student-Travel cost for the MSP, local, and county forensic examiner trainees are within the State's standardized travel rates as published by the Department of Technology, Management, and Budget (DTMB).

*Note: Several of the MSP, local, and county forensic examiner trainees will be traveling from their work site locations within upper and lower portions of the state to attend in-state training sessions.*

### **SANS FOR585: Smartphone Forensic Analysis In-Depth**

In-State Travel: 6 days/5 nights per MSP, local, and county forensic examiner  
Lodging: \$85.00/night x 5 nights = \$425.00  
Meals: \$36.00/day x 6 days = \$216.00  
(\$8.50-Breakfast, \$8.50-Lunch, \$19.00-Dinner)

The total travel expense for the Student Travel for SANS FOR585: Smartphone Forensic Analysis In-Depth is:

\$641.00 each x 15 MSP, local, and county forensic examiners = \$9,615.00  
Grant Share = \$0 Match Share = \$9,615.00

**TOTAL for In-State, Student-Travel = \$9,615.00**

**Grant Share = \$0**

**Match Share = \$9,615.00**

### **Out-State, Student-Travel Cost**

Out-State, Student-Travel cost for the MSP, local, and county forensic examiners are within the State's standardized travel rates as published by the DTMB.

*Note: Several of the MSP, local, and county forensic examiner trainees will be traveling from their work site locations within the upper and lower portion of the state to attend in-state training sessions.*

### **Techno Security & Digital Forensics Conference**

Out-State Travel: 5 days/4 nights per MSP, local, and county forensic examiner  
Lodging: \$199.00/night x 4 nights = \$796.00  
Meals: \$44.00/day x 5 days = \$220.00  
(\$10.25-Breakfast, \$10.25-Lunch, \$23.50-Dinner)  
Airfare: \$500.00 per attendee

The total travel expense for the Techno Security & Digital Forensics Conference is:  
\$1,516.00 each x 10 MSP, local, and county forensic examiners = \$15,160.00  
Grant Share = \$0 Match Share = \$15,160.00

### **IACIS MDF**

Out-State Travel: 6 days/5 nights per MSP, local, and county forensic examiner  
Lodging: \$114.00/night x 5 nights = \$570.00  
Meals: \$44.00/day x 6 days = \$264.00  
(\$10.25-Breakfast, \$10.25-Lunch, \$23.50-Dinner)  
Airfare: \$500.00 per attendee

The total travel expense for the IACIS Mobile Device Forensics (MDF) is:  
\$1,334.00 each x 4 MSP, local, and county forensic examiners = \$5,336.00  
Grant Share = \$0 Match Share = \$5,336.00

### **IACIS BCFE**

Out-State Travel: 14 days/13 nights per MSP, local, and county forensic examiner  
Lodging: \$114.00/night x 13 nights = \$1,482.00  
Meals: \$44.00/day x 14 days = \$616.00  
(\$10.25-Breakfast, \$10.25-Lunch, \$23.50-Dinner)  
Airfare: \$500.00 per attendee

The total travel expense for IACIS Basic Computer Forensic Examiner (BCFE) is:  
\$2,598.00 each x 4 MSP, local, and county forensic examiners = \$10,392.00  
Grant Share = \$0 Match Share = \$10,392.00

**TOTAL for Out-of-State, Student-Travel = \$30,888.00**

**Grant Share = \$0**

**Match Share = \$30,888.00**

**GRAND TOTAL FOR Travel = \$ 40,503.00**

**Grant Share = \$0**

**Match Share = \$40,503.00**

**Supplies and Operating:**

We request funding to hold in-state training in Lansing, Michigan, at the Michigan State Police Training Academy.

**SANS FOR585: Smartphone Forensic Analysis In-Depth**

Room rental rate is \$200.00 per day ( $\$200.00/\text{day} \times 6 \text{ days} = \$1,200.00$ ).

Grant Share = \$1,200.00

Match Share = \$0

**GRAND TOTAL for the Supplies & Operating category is \$1,200.00**

**Grant Share \$1,200.00**

**Match Share \$0**

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

The one primary vendor providing our analysis tools is SANS.

SANS FOR585: Smartphone Forensic Analysis In-Depth is a 44-hour course of instruction, offered over six (6) consecutive days. This course provides the core knowledge and hands-on skills that a digital forensic investigator needs to process smartphones and other mobile devices. This in-depth smartphone forensic course provides examiners and investigators with advanced skills to detect, decode, decrypt, and correctly interpret evidence recovered on mobile devices.

A priority request within this request is enhanced training for 15 MSP digital forensic examiners and investigators. By allowing these officers and civilians added training, they will be in a better position to aid in the solvability of a variety of criminal incidents, from robbery to sexual assault. Therefore, the courses listed in this priority detail are listed in order from most essential to those of lesser importance.

### HIGHEST TO LOWEST PRIORITY:

#### 1. SANS FOR585: Smartphone Forensic Analysis In-Depth

- |                                     |                         |
|-------------------------------------|-------------------------|
| ○ Tuition: Grant Share \$76,400.00  | Match Share \$38,200.00 |
| ○ Travel: Grant Share \$0.00        | Match Share \$9,615.00  |
| ○ Operating: Grant Share \$1,200.00 | Match Share \$0         |

#### 2. Techno Security & Digital Forensics Conference

- |                                   |                         |
|-----------------------------------|-------------------------|
| ○ Tuition: Grant Share \$9,950.00 | Match Share \$0         |
| ○ Travel: Grant Share \$0         | Match Share \$15,160.00 |

#### 3. IACIS–Mobile Device Forensics (MDF)

- |                                   |                        |
|-----------------------------------|------------------------|
| ○ Tuition: Grant Share \$7,980.00 | Match Share \$0        |
| ○ Travel: Grant Share \$0         | Match Share \$5,336.00 |

#### 4. IACIS–Basic Computer Forensic Examiner (BCFE)

- |                                    |                         |
|------------------------------------|-------------------------|
| ○ Tuition: Grant Share \$13,180.00 | Match Share \$0         |
| ○ Travel: Grant Share \$0          | Match Share \$10,392.00 |

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:

Michigan State Police, Intelligence Operations Division, Cyber Section

2. Consortium:

Michigan Technology & Investigations and Forensic Training Consortium

### Consortium:

3. Consortium Structure:

The MSP Cyber Section is the lead administrative agency for the MI-ICAC Task Force. The structure of this consortium benefits all of Michigan's 83 counties by regionally staffing personnel who collaboratively investigate technology related crimes against children. All consortium members who receive training in Internet investigation and digital forensic examinations utilize these skills to benefit their home agencies in a variety of criminal cases. Consortium members can be found at each of the MSP CCU office locations. These locations include Lansing, Livonia, Bridgeport, Battle Creek, Grand Rapids, Traverse City, and Marquette. Signed Memorandums of Understanding are on file with all partner agencies and the MSP.

4. Geographic Region Served by the Consortium:

All of Michigan's 83 counties are serviced by MI-ICAC task force members who also comprise this MJTF consortium.

5. Member Agencies:

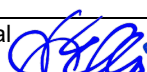
Albion Public Safety, Allegan County Sheriff's Office, Antrim County Sheriff's Office, Chocolay Twp. PD, Eaton County Prosecutor's Office, Grand Rapids PD, Grand Traverse County Sheriff, Holland PD, Ingham County Prosecutor's Office, Kalamazoo County Sheriff's Office, Kent County Prosecutor's Office, Kent County Sheriff's Office, Lansing PD, Macomb County Sheriff's Office, Marquette PD, Midland PD, Muskegon PD, Newaygo County Sheriff's Office, Ottawa County Sheriff's Office, Saginaw Twp. PD, Sterling Heights PD, Van Buren County Sheriff's Office, Wayne County Prosecutor's Office, Wyoming PD, Michigan State Police, Michigan Department of Attorney General, Michigan Department of Corrections, Michigan National Guard, United States Secret Service, US Postal Inspection Service, Federal Bureau of Investigation, Department of Homeland Security Investigations, United States Immigration and Customs Enforcement.

6. Financial Commitment from Member Agencies:

Member agencies provide personnel to work part-time at one of the seven (7) MSP CCU regional office locations and pay their hourly wages, benefits, and overtime expenses for their staff.

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official James Ellis	Title of Certifying Official Detective/First/Lieutenant
Signature of Certifying Official 	Date 5-12-2022

Other consortium certification may be submitted as addendum files.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Michigan State Police/Professional Development Bureau/Organizational Development Division		SIGMA ID/ADDRESS CODE
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) 2023 Leadership Development Academy		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$70,663.50


**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE F/Lt. Sarah Krebs	
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821	
TELEPHONE (Direct) 313-215-0675	E-MAIL ADDRESS krebss@michigan.gov
SIGNATURE 	DATE 7/12/22


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

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Staci Smith, Human Resource Developer Specialist	
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821	
TELEPHONE (Direct) 517-331-8957	E-MAIL ADDRESS Smiths4@michigan.gov
SIGNATURE 	DATE 07/12/22

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Carolyn Rizzo, SEMA	
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821	
TELEPHONE (Direct) 517-512-0356	E-MAIL ADDRESS rizzoc@michigan.gov
SIGNATURE 	DATE Digitally signed by Carolyn Rizzo Date: 2022.07.15 11:03:29 -04'00'

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.



<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>A. PROBLEM IDENTIFICATION</b>
Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded. <b>Refer to Page 18 of the Grant Manual</b>

The Michigan State Police Leadership Development Section is proposing speakers for the 2023 Leadership Development Academy. The speakers include:

- Epic Leadership Lessons Learned in the Field – Shelli Johnson
- Crucible of Crisis: Resilience in the Face of Adversity - Kris Paronto
- Not By Chance Leadership: Creating Great Culture Through Intentional Acts – Command Presence
- Not By Chance Leadership: The Intentional Senior Leader - Command Presence
- Supervisor Liability for Public Safety – Dolan Consulting Group – Matt Dolan

The Leadership Development Academy began with the Michigan State Police as a two-week course in 2014. The course provided lectures in critical conversations, mental health issues, media relations, internal affairs and worksite inspections, as well as physical fitness and nutrition. The training was a mix of leadership lectures, show and tell of Michigan State Police units and some physical fitness training. The course was conducted at the Michigan State Police Training Academy and involved Michigan State Police personnel from the sergeant or supervisor rank on up.

In 2020 and 2021, the class was reduced to a two-and a half day online training due to the pandemic. The class evaluations for the class during this timeframe were awful and it was apparent that the leadership was lost due to the loss of networking between the members with the online aspect.

In 2022, the Leadership Development Academy schedule was re-organized to be less of a management class and more of a leadership-based training, going back to a two week course with all leadership based lectures, inspirational speakers and hands on field-trips to our Special Operations Division and the Michigan State Capitol for legislative overview. The course is intended for command staff from the 13 level and up.

## **SECTION 2 - PROJECT NARRATIVE**

### **B. TRAINING OBJECTIVES**

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

The 2023 Leadership Development Academy consists of the following objectives:

#### **Epic Leadership Lessons Learned in the Field**

**Hours: 2**

**Students: 30**

Shelli will give leadership advice on the following items during her keynote:

- Investing in our people
- Daring to fail
- Emotional Intelligence
- Wellness and Resiliency
- Mindset Gains
- Preparation
- Internal Drive
- Inspiration as a motivator
- Leadership during Conflict

Trainees will come from this training with a new mental fire.

#### **Crucible of Crisis: Resilience in the Face of Adversity**

**Hours: 2**

**Students: 30**

- Students will be instructed on lessons learned from the attacks in Benghazi and other deployments in some of the most hostile environments around the world.
- Instruction will be provided on how to persevere, lead, stay focused, and make strategic decisions during chaos and severe trials.
- Students will learn why effective collaboration, preparation, accountability and training of the mind and body puts us in a better position to turn adversity into opportunity and establish a "Never Quit!" mentality.

#### **Not By Chance Leadership: Creating Great Culture Through Intentional Acts**

**Hours: 16**

**Students: 30**

Leadership is a decision – it does not happen by chance. Leading high-performance teams to accomplish the mission must be done with intentionality.

Great leaders understand that organizational culture cannot be left to chance either. Not By Chance Leadership will look at the concept of Mission, People, and Ownership as the means by which leaders become inspirational change agents and create a culture which breeds success at all levels of the organization.

- People as our Greatest Asset
- Developing an Organizational “Why”
- “Own It” as the Organizational Norm
- Intentional Leadership as the Catalyst of Change
- Character and Competence as the Basis of Building Trust
- The 3 Keys to Effective Internal Communication

### **Not By Chance: The Intentional Senior Leader**

**Hours: 16**

**Students: 30**

Leadership is a decision – one that must be renewed daily. It does not happen by chance. Leading high-performing organizations can only be done through intentionality.

The senior leader takes on many roles: visionary, spokesperson, and team builder are some of the most important. Intentionality of leadership is the only way in which success can be attained. It is the only path to leading those within the agency so that they can provide the service expected and required by those the agency serves.

- The role of the Chief Vision Officer
- The role of the Chief Communication Officer
- Developing the leadership team
- People first – everything else is a by-product of this
- How not to be “that boss”
- Encourage workplace conflict. What?
- Unintended consequences – words matter

### **Supervisor Liability for Public Safety**

**Hours: 2**

**Students: 30**

A promotion to a supervisory position is an invitation to enter the world of personnel management. This course will provide attendees with the knowledge necessary to recognize the most common and costly personnel liability issues confronting supervisors in public safety.

Far too many supervisors are learning about these challenges through the process of trial and error—at great expense to the agencies and themselves. In this course, federal and state statutes and case law will be utilized to illustrate the potential pitfalls of employee relations in public safety administration and the means by which those liability risks can be managed.

This course is designed to prepare public safety supervisors to take preventative steps to limit supervisor liability, maintain organizational standards and protect employee rights under the law.

### **Course Objectives:**

- Understanding summary judgment and the costs associated with the appearance of unlawful discrimination
- Making legally defensible hiring decisions
  - Long-term liability associated with “bad hires”
  - Failure-to-hire liability
  - Legally defensible job requirements
- Discriminatory discipline
- Retaliation liability

- Performance evaluations—*are they helping or hurting us?*
- Confronting Sexual Harassment
  - Sexual harassment misconceptions
  - Harassment policy components
  - Agency obligations when investigating harassment complaints
- Effective nepotism and fraternization policies
- Disability discrimination and reasonable accommodation
- Light duty, lawsuits and officer safety
- Progressive discipline policies
- Officer termination and the liabilities incurred by the failure to act
- Ending employment through separation agreements

## **SECTION 2 - PROJECT NARRATIVE**

### **C. TRAINING METHODS**

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

#### **Epic Leadership Lessons Learned in the Field**

Shelli Johnson will be the keynote speaker to deliver at the 2023 Leadership Development Academy for 2 hours. Shelli is a life coach, entrepreneur and Webby-Award winning web-creator of her first company YellowstonePark.com. She is a self-described "champion-for-hire" and accompanies clients on their bid dreams, be in mountain-climbing, or getting through a personal crux.

#### **Crucible of Crisis: Resilience in the Face of Adversity**

Keynote speaker to deliver at the 2023 Leadership Development Academy for about 1.5-2 hours. The location for the 2023 Leadership Development Academy is TBD.

#### **Not By Chance Leadership: Creating Great Culture Through Intentional Acts**

Command Presence will present two days (8 hours per day) at the Michigan State Police Training Academy. The Command Presence Trainer is still TBD. This will be an 8-hour per session over the course of two days at the Michigan State Police Training Academy. The training materials will be provided by Command Presence.

#### **Not By Chance: The Intentional Senior Leader**

Command Presence will present two days (8 hours per day) at the Michigan State Police Training Academy. The Command Presence Trainer is still TBD. This will be an 8-hour per session over the course of two days at the Michigan State Police Training Academy. The training materials will be provided by Command Presence.

#### **Supervisor Liability for Public Safety**

Matt Dolan of Dolan Consulting Group will present at the 2023 Leadership Development Academy for about 2 hours. The location for the 2023 Leadership Development Academy is TBD.

## **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 Page 19 of the Grant Manual**

#### **Epic Leadership Lessons Learned in the Field**

Participants will complete Course Evaluations at the conclusion of the week. The course evaluations will be administered by PowerDMS.

#### **Crucible of Crisis: Resilience in the Face of Adversity**

Participants will complete Course Evaluations at the conclusion of the week. The evaluations will be collected using PowerDMS.

#### **Not By Chance Leadership: Creating Great Culture Through Intentional Acts**

Participants will complete course evaluations at the conclusion of training. These will be disseminated and collected using PowerDMS.

#### **Not By Chance: The Intentional Senior Leader**

Participants will complete course evaluations at the conclusion of training. These will be disseminated and collected using PowerDMS.

#### **Supervisor Liability for Public Safety**

Participants will complete course evaluations at the conclusion of training. These will be disseminated and collected using PowerDMS.

### 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 Page 20 of the Grant Manual**

#### Course Details – Epic Leadership Lessons Learned in the Field

Course Title

Epic Leadership Lessons Learned in the Field

Training Location

TBD

Maximum Participants

50

Minimum Participants (2/3 of Max)

30

Hours of Training Per Session

2

Number of Sessions

1

#### Cost Breakdown - Epic Lessons Learned in the Field

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$10,000.00	\$7,500.00	\$2,500.00
Tuition	\$	\$	\$
Travel	\$1,242.00	\$931.50	\$310.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session Costs</i>	\$11,242.00	\$8,431.50	\$2,810.50
Total <i>Course Costs</i>	\$11,242.00	\$8,431.50	\$2,810.50

#### Course Details - Crucible of Crisis: Resilience in the Face of Adversity

Course Title

Crucible of Crisis: Resilience in the Face of Adversity

Training Location

TBD

Maximum Participants

50

Minimum Participants (2/3 of Max)

30

Hours of Training Per Session

2

Number of Sessions

1

#### Cost Breakdown - Crucible of Crisis: Resilience in the Face of Adversity

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$16,500	\$12,375	\$4,125
Tuition	\$	\$	\$
Travel	\$1,242	\$931.50	\$310.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session Costs</i>	\$17,742.00	\$13,306.50	\$4,435.50
Total <i>Course Costs</i>	\$17,742.00	\$13,306.50	\$4,435.50

#### Course Details - Not By Chance Leadership: Creating Great Culture Through Intentional Acts

Course Title Not By Chance Leadership: Creating Great Culture Through Intentional Acts			
Training Location Michigan State Police Training Academy			
Maximum Participants 100	Minimum Participants (2/3 of Max) 50	Hours of Training Per Session 8	Number of Sessions 2

<b>Cost Breakdown - Not By Chance Leadership: Creating Great Culture Through Intentional Acts</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$28,900	\$21,675	\$7,225
Tuition	\$	\$	\$
Travel	\$1,242	\$931.50	\$ 310.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$15,071	\$11,303.25	\$3,767.75
Total <i>Course</i> Costs	\$30,142	\$22,606.50	\$7,535.50

<b>Course Details - Not By Chance: The Intentional Senior Leader</b>			
Course Title Not By Chance: The Intentional Senior Leader			
Training Location Michigan State Police Training Academy			
Maximum Participants 100	Minimum Participants (2/3 of Max) 50	Hours of Training Per Session 8	Number of Sessions 2

<b>Cost Breakdown - Not By Chance: The Intentional Senior Leader</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$28,900	\$21,675	\$7,225
Tuition	\$	\$	\$
Travel	\$1,242	\$931.50	\$ 310.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$15,071	\$11,303.25	\$3,767.75
Total <i>Course</i> Costs	\$30,142	\$22,606.50	\$7535.50

<b>Course Details – Supervisor Liability for Public Safety</b>
--



Course Title <b>Supervisor Liability for Public Safety</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>50</b>	Minimum Participants (2/3 of Max) <b>30</b>	Hours of Training Per Session <b>2</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown - Supervisor Liability for Public Safety</b>			
<b><i>Per Session Costs</i></b>	<b><i>Total Costs</i></b>	<b><i>Grant Share</i></b>	<b><i>Match Share</i></b>
Personnel	\$	\$	\$
Contractual Services	\$3,950.00	\$2,962.50	\$987.50
Tuition	\$	\$	\$
Travel	\$1,000	\$750	\$250.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$4,950.00	\$3,712.50	\$1,237.50
Total <b><i>Course</i></b> Costs	\$4,950.00	\$3,712.50	\$1,237.50

#### **SECTION 4 - COST JUSTIFICATION**

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Epic Leadership Lessons Learned in the Field**

Grant funding will allow Ms. Johnson to fly to Michigan for a keynote speech. The match funding will be inclusive of student fees. The costs are necessary for Ms. Johnson to travel to Michigan and to cover her invoice costs of \$10,000. The match share of \$2,814.50 will be assessed by charging the minimum amount of students (30) \$93.81 for the class.

##### **Crucible of Crisis: Resilience in the Face of Adversity**

The Leadership Development Academy (LDA) training course explores leadership within the organization: leading individuals, having critical conversations in leadership, and proactive strategies for leaders. The course teaches students about becoming the best version of themselves, while promoting confidence, expectant attitude, and becoming a transformational leader amongst those they serve. This course is open to civilian and enforcement members holding the civil service rank of 12 and above, who are highly motivated and exemplify the traits of leaders.

Kris Paronto will kick off the event with his keynote speech on week 1 of day one of the Leadership Academy.

Paronto is offered as a speaker by Keppler Speakers. His invoice cost is \$16,500 plus airfare which is estimated at \$1,000. The Grant Share of this amount is \$13,298.25. The Match Share is \$4,432.75.

The travel Grant Share is \$1,231.00 with a Match Share of \$923.25.

There will be a student fee assessed to cover the total Match Share costs of \$147.75 this is for the minimum amount of students, which is 30.

##### **Not By Chance Leadership: Creating Great Culture Through Intentional Acts**

Grant funding will allow Command Presence trainers to fly to Michigan to conduct the two-day training.

The invoice for the training offered by Command Presence is \$28,900. The Grant Share of this is \$21,675.00 and the Match Share is \$7,225.

Travel Costs/Hoteling and Per-Diem total at \$1,242 with the Grant Share being \$931.50 and the Match Share of \$310.50.

This Match Share of a total of \$7,535.50 will be acquired by student fees at the minimum participant number of 50, which would equal \$150.71.

**Not By Chance: The Intentional Senior Leader**

Grant funding will allow Command Presence trainers to fly to Michigan to conduct the two-day training.

The invoice for the training offered by Command Presence is \$28,900. The Grant Share of this is \$21,675.00 and the Match Share is \$7,225.

Travel Costs/Hoteling and Per-Diem total at \$1,242 with the Grant Share being \$931.50 and the Match Share of \$310.50.

This Match Share of a total of \$7,535.50 will be acquired by student fees at the minimum participant number of 50, which would equal \$150.71.

**Supervisor Liability for Public Safety**

Grant funding will allow Matt Dolan of Dolan Consulting Group to travel to Michigan to conduct the training.

The invoice for the training offered by Dolan Consulting Group is \$4,950.00. The Grant Share of this is \$2,962.50 and the Match Share is \$987.50.

Travel Costs/Hoteling and Per-Diem total at \$1,000.00 with the Grant Share being \$750.00 and the Match Share of \$250.00.

This Match Share of a total of \$1,237.50 will be acquired by student fees at the minimum participant number of 30, which would equal \$41.25.

### SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

#### HIGHEST TO LOWEST PRIORITY:

The Leadership Development Section's priorities as follows:

Rank	Course	Total Cost	Grant Share	Match Share
1	Epic Leadership Lessons Learned in the Field	\$11,242.00	\$8,431.50	\$2,810.50
2	Crucible of Crisis: Resilience in the Face of Adversity	\$17,742.00	\$13,306.50	\$4,435.50
3	Supervisor Liability for Public Safety	\$4,950.00	\$3,712.50	\$1,237.50
4	Not By Chance Leadership: Creating Great Culture Through Intentional Acts	\$30,142.00	\$22,606.50	\$7,535.50
5	Not By Chance: The Intentional Senior Leader	\$30,142.00	\$22,606.50	\$7,535.50
Totals		\$94,218.00	\$70,663.50	\$23,554.50

### **CERTIFICATE OF CONSORTIUM MEMBERSHIP**

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

#### **Identification:**

1. Applicant Agency:
2. Consortium:

#### **Consortium:**

3. Consortium Structure:
4. Geographic Region Served by the Consortium:
5. Member Agencies:
6. Financial Commitment from Member Agencies:

#### **Certification:**

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official	Title of Certifying Official
Signature of Certifying Official	Date

Other consortium certification may be submitted as addendum files.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Northern Michigan University		SIGMA ID/ADDRESS CODE CV0048727 / 006
STREET ADDRESS/CITY/ZIP 1401 Presque Isle Ave. Marquette Michigan 49855		
TRAINING CONSORTIUM (if applicable) Northern Michigan University Public Safety Institute		
PROJECT TITLE (Limit 45 characters) LE Training – Competitive Grant 2023		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$128,030.83


**AUTHORIZED OFFICIAL (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)**

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Gavin Leach, Vice President for Finance and Administration	
STREET ADDRESS/CITY/ZIP 1401 Presque Isle Ave. Marquette Michigan 49855	
TELEPHONE (Direct) 906-227-2200	E-MAIL ADDRESS gleach@nmu.edu
SIGNATURE 	DATE 5-24-22

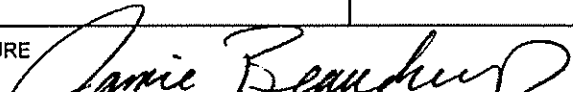
**PROJECT ADMINISTRATOR (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)**

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Kenneth D. Love Coordinator	
STREET ADDRESS/CITY/ZIP 1401 Presque Isle Ave Marquette Michigan 49855	
TELEPHONE (Direct) 906-227-1408	E-MAIL ADDRESS klove@nmu.edu
SIGNATURE 	DATE 5-23-22

**FINANCIAL OFFICER (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)**

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Jamie R. Beauchamp Controller	
STREET ADDRESS/CITY/ZIP 1401 Presque Isle Ave. Marquette Michigan 49855	
TELEPHONE (Direct) 906-227-1102	E-MAIL ADDRESS jabeauch@nmu.edu
SIGNATURE 	DATE 5-23-2022

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.

## SECTION 2 - PROJECT NARRATIVE

### A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

The Public Safety Institute (NMU PSI), located on the campus of Northern Michigan University, provides in-service law enforcement training for the law enforcement officers of the Upper Peninsula. Law Enforcement agencies including the Michigan State Police, Michigan Department of Natural Resources, United States Forest Service, Sheriff Departments, Michigan Department of Corrections and local police departments, look to the Public Safety Institute to evaluate, schedule and present in-service training for their personnel.

Participants in these training programs have included all ranks from patrol officers to chief administrators (Chiefs, Directors, Sheriffs and Post Commanders). The programs are directed at Act 302 eligible officers. However, if space is available, non-eligible officers are permitted to attend. The goal is to provide training to all levels of the law enforcement community in the Upper Peninsula. The trainees in our training programs range from Patrol Officers to Chiefs and Sheriffs.

Much of the training is specialized and therefore not cost effective for small agencies to provide for themselves. It is more effective to provide a trainer in proximity to pockets of departments in the Upper Peninsula than it is to send an officer to one central location or the Lower Peninsula for certain classes. In addition, these small agencies cannot afford to release officers for extended periods in order to attend training programs downstate. For an officer to attend a one-day training session downstate, it requires a minimum of three days away from the department. A one-day training session hosted by the Public Safety Institute would require just that, one day. It is more cost effective for the Public Safety Institute to bring the classes to the departments of the Upper Peninsula than it is to send officers downstate.

The Public Safety Institute coordinates its training schedule with the law enforcement agencies of the Upper Peninsula to insure the training needs are met. A survey is sent out and the results are used to develop the following year's training. This survey showed a common theme; more training locally. In an effort to accommodate departments scattered throughout the Upper Peninsula we have developed satellite training sites throughout the region and this has enabled the departments to send the majority of their department to a local training session. This reduces the financial burden on the agencies. This has been a positive comment in the survey process. When remote training sites are not practical the courses are held in Marquette on the campus of Northern Michigan University which is centrally located in the U.P. region.

Training courses are chosen which meet the basic job tasks of patrol officers and their everyday duties as well as the MCOLES advisory standards. The courses will assist the patrol officer and their departments in becoming more efficient in the performance of these duties. Feedback from officers in previous years training is used to determine how these training needs can be met. The priority of the training is based on the most critical needs and essential job task analysis.

#### **Precision Driving Update**

This is a high liability area and is well attended. This is not just a driving course for cone avoidance, the training consists of a decision-making component, which the officer will use on a daily basis as a typical officer spends a good portion of their shift in the vehicle. The ability to train with "decision making" scenarios will have an immediate effect once the officer returns to their department. If NMU PSI did not offer this course many officers may not have the opportunity to attend a driving refresher in their career

## **Legal Update**

This program is the most sought after program the Public Safety Institute offers. We typically have about 80 percent of the officers in the Upper Peninsula attend this training. We have contacted all the prosecuting attorney's in the areas we are going to offer this program and they all prefer we conduct the training. Most of the prosecutor offices have only one or two assistants and find themselves prosecuting most of the cases. They often attend the training with the officers to participate in the training. Without this funding, this training would not be done in a manner that updates everyone at the same level. The NMU PSI will be offering this course at remote locations in the Upper Peninsula. This allows for departments to send officers both on and off shift and allows them to attend a four hour training without the cost of travel etc. There will be nine, four hour sessions offered throughout the Upper Peninsula of Michigan and three, four hour sessions offered in Marquette.

The fifteen U.P. county prosecutors have been contacted on their opinion of the training. All responses have been extremely positive and reflect what a valuable course the legal update is.

## **Evidence Technician (80 Hour Program)**

We typically offer the full Evidence Technician program on a two-year cycle. This seems to provide the right number of new technicians without oversaturating the field. It also allows departments to send officers to the Evidence Tech Updates held on the alternate years. Departments throughout the Upper Peninsula rely on neighboring agencies to assist with the collection and processing of evidence. Having these Evidence Technicians receive the same training assures continuity during processing of scenes and submissions to the Forensic Lab. Due to the nature of the hands on portion of this program the class size is limited to 20 participants, which allows for sufficient hands-on training. Although this course was run in 2022 the need for new evidence technicians is a high demand due to departmental turnover.

## **Scenario-Based Death Investigation Training Seminar**

This seminar is a 12-hour interactive training on skills associated with death investigation. There are multiple skills that are required for death investigation and this training will provide the attendee with a better understanding and knowledge to investigate and document crime scenes including the cause of death, evidence collection and photography. This class was run in 2022 without grant funds and met with great success. The FARL (Forensic Anthropology Research Laboratory) offers the unique opportunity for realistic scenario training using actual cadavers and accomplished instructors to provide the attendee with real world training.

## **REID Technique of Investigative Interviewing and Advanced Interrogation (Basic and Advanced)**

Ineffective interviewing and interrogation are another problem with the mass number of young officers. Each year a Reid basic and advanced course are hosted by the NMU PSI. The classes are well attended, however, there are still financial and manpower issues in sending an officer to a four day course in Marquette or Lower Michigan.

This course will significantly enhance interviewing and interrogation skills, and subsequently increase the ability to successfully resolve investigations. The course will be offered in three sessions, one session each in the Eastern, Central and Western portions of the U.P. The four day course combines both basic and advance to further save departments money on travel and overtime.



### **Strategies of Low Light Engagement**

The Strategos model teaches principles and techniques for prevailing in the realm of conflict. This is not a flashlight shooting techniques course. Developed over 20-years of interaction with military units (including Special Forces), federal, state and local law enforcement agencies, this groundbreaking course equips operators with the foundational precepts of both day and night confrontations. Officers rarely train for low light or no light conditions. This course provides officers with the skills for safe response to all conditions with an emphasis on low light conditions.

### **HUMAN TRAFFICKING AWARENESS, IDENTIFICATION & RESPONSE**

First responders play a vital role in helping to identify potential human trafficking crimes against persons. Class participants will learn what defines human trafficking; the breath, width and scope of TIP (Trafficking In Persons) on an international, national, state and regional level. First responders will learn how to recognize red flags and indicators & sensitively move forward in protocol in handling calls from potential victims, and concerned family members. With the U.P. being a border state to Canada there is far more human trafficking then most LE realizes. It is important for first responders to understand the problem and be able to identify potential risks and respond appropriately.

### **Sex Trafficking Investigation, Enforcement & Interdiction**

Michigan is a four-season destination that brings in millions of visitors each year, including criminals from outside the area to conduct their business enterprise. Learn how your departments can work alongside each other, duplicate success in your jurisdiction and work to prevent & enforce sex trafficking crimes against persons throughout our state. This curriculum was built with the aid of fellow LE officers and victim advocates of whom have successfully conducted numerous undercover sex trafficking sting operations, identified sex trafficking perpetrators, recovered both child and adult victims and then assist in victim services.

## SECTION 2 - PROJECT NARRATIVE

### B. TRAINING OBJECTIVES

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

#### **Precision Driving**

A four (4) hour program designed to refresh participants understanding of safe and competent emergency vehicle operation within the parameters of the motor vehicle code, state law and department policy.

Upon completion of the program participants will be able to:

- Know Michigan Law as it relates to emergency vehicle operation
- Operate a vehicle in conformance with the statutes
- Demonstrate the ability to operate a vehicle within physical limitations
- Operate a vehicle in a defensive manner, anticipating unusual or unexpected occurrences
- Demonstrate the operational differences in a vehicle when operated during adverse environmental conditions.
- Demonstrate the ability to operate a vehicle safely under emergency conditions.
- Make informed decisions as to when to engage and disengage in high-speed pursuit

The program is designed to be a refresher course consisting of two segments. The first segment includes one and a half (1.5) hours of direct instructor lecture, question and answer, and video presentations (changed yearly). The second segment includes two and a half (2.5) hours of behind the wheel hands-on driving in a controlled environment. The driving portion utilizes MCOLES accepted driving courses and is supervised by a range technician on a one-on-one basis. The participants will be assessed on their ability to complete the exercises as required. The MCOLES assessment form utilized in the Basic Training program will be completed and sent to the participant's department.

#### **Legal Update**

A four (4) hour program designed to make officers aware of the latest changes in the State and Federal laws which they enforce and govern their actions. (4 hour combination material presentation, question and answer, and discussion)

Upon completion of the program participants will be able to:

- Demonstrate knowledge of recent changes in Federal and State laws, case law and legal opinions as they apply to the daily duties as performed by law enforcement officers. Demonstrate knowledge of recent changes in Federal and State court procedures as they apply to the duties performed by law enforcement.
- Understand how to perform their duties with a complete understanding of the laws.
- Reduce exposure to litigation because they are aware of the changing law

Local Prosecutors also attend and are in full support of this training from the surrounding counties.

### **Evidence Technician Training**

An eighty (80) hour program designed to prepare the participants for their role in locating, identifying, photographing, collecting, preserving and packaging evidence found at a crime scene. The program will also evaluate the participant's ability to process a crime scene correctly.

At the completion of the program the participants will be able to:

- Properly utilize their department's photographic and evidence collection equipment and supplies.
- Understand how to process a crime scene to locate, photograph, collect, preserve and package evidence for use in the prosecution of the case.
- Understand the legal considerations and limitations of crime scene investigation and search warrant requirements including the role search warrants play in the crime scene.
- Demonstrate proper techniques for photographing, measuring, collecting, preserving and packaging evidence found at a crime scene.

The new Evidence Technician will utilize the skills learned in the class by processing mock crime scenes at the conclusion of the training. Their techniques will be critiqued and corrected if necessary during the scenarios.

### **Scenario-Based Death Investigation Training Seminar**

This seminar is a 12-hour interactive training on skills associated with death investigation. There are multiple skills that are required for death investigation and these training will provide the attendee with a better understanding and knowledge to investigate and document crime scenes including the cause of death, evidence collection and photography.

Upon Completion of this program participants will be able to:

- Demonstrate the ability to photograph a crime scene in different conditions and settings.
- Demonstrate the ability to use proper camera settings and photography methods for photographing human remains at a death scene.
- Demonstrate the ability to examine human remains and collect meaningful information that can aid in various aspects of the death investigation process.
- Demonstrate the ability to recover evidence from human remains.
- Demonstrate the ability to describe postmortem changes that are meaningful to death investigations.

This class will assist student with death investigation and determining the circumstances surrounding the incident. In criminal cases the skills taught will assist with the collection of valuable evidence and successful prosecution.

### **REID Technique of Investigative Interviewing and Advanced Interrogation:**

A thirty two (32) hour course where students will learn skills that will significantly enhance their interviewing and interrogation skills, and subsequently increase their ability to successfully resolve investigations.

At the completion of the program participants will be able to:

**Day 1 - Behavior Symptom Analysis:**

During this segment of the course we discuss the verbal and nonverbal behavior symptoms that are displayed by a person who is telling the truth during a non-accusatory interview, as well as those displayed by a person who is withholding or fabricating relevant information. The specific behaviors discussed include attitude; posture; significant posture changes; grooming, personal and protective gestures; eye contact; and, verbal responses. The ability to recognize and evaluate these behaviors becomes particularly important in those cases in which the available investigative information does not definitively establish the credibility of the subject. At the conclusion of this segment, the participant will have a behavioral model for both the truthful and deceptive individual that can be used for subject evaluation in future investigative interviews.

**Day 2 - REID Behavior Analysis Interview:**

Most investigative interviews consist of two types of questions – investigative and behavior provoking. Investigative questions concern the subject's version of events, alibi or activities at the time in question, developed by the traditional who, what, where, when, why and how type of questions. Behavior provoking questions are ones that are used to assess the subject's truthfulness by evaluating the nature of their response. Truthful people answer the behavior provoking questions one way, while a deceptive person usually offers a different verbal response. During this segment we will discuss how to phrase and ask the behavior provoking questions, and describe the type of answers to anticipate from the truthful and deceptive individuals.

**Days 3 & 4 - REID Nine Steps of Interrogation plus Advanced Techniques:**

In this segment we will discuss the interrogation process, beginning with how to initiate the confrontation; develop the interrogational theme; stop denials; overcome objections; and use of the alternative question to stimulate the admission. Advanced course content topics include various stages of the interrogation process, including the Defiant Stage, the Neutral Stage and the Acceptance Stage, as well as how to identify the suspect's needs that may have motivated his commission of the crime (real, impulse, esteem and lifestyle needs) that in turn need to be addressed during the interrogation process.

**Strategies of Low Light Engagement**

Students leave this sixteen (16) hour course with a practical understanding of a time-tested sequential model for operating in the midst of discord. Participants are challenged mentally and physically to solve a multitude of problems with an adaptive learning-based philosophy. Participants are encouraged to experiment and take the initial concepts presented and adapt them as necessary in a myriad of force-on-force drills and scenarios. These exercises are carefully analyzed using infrared digital video playback. This course leads the way in reduced-light environments training. There will be no live fire in this training.

At the completion of the course the officer will be able to

- The core principles of low light close-quarter battles
- The core principles of low light close-quarters combat
- Strategy
- Tactics
- Teamwork
- Individual bio-mechanics

- Timing
- Effective communications
- Leveraging available equipment

## **HUMAN TRAFFICKING AWARENESS, IDENTIFICATION & RESPONSE**

At the completion of the course the officer will be able to

- Define Human Trafficking
- Understand who is being trafficked and by what means
- Detect Human Trafficking in their region
- Understand laws pertaining to Human Trafficking
- How to enforce Human Trafficking laws
- Identify State, Local and National resources and partners that can assist with the fight against Human Trafficking

This course provides the foundation for understanding Human Trafficking and sets the stage for additional training in Investigation, Enforcement and Interdiction.

## **Sex Trafficking Investigation, Enforcement & Interdiction**

At the completion of the course the officer will be able to

- Define Sex Trafficking
- Identify Sex Traffickers
- Identify Sex Trafficking Victims
- Forensic Examination of Cellular Phones
- Internet and Web Sites used for Human Trafficking
- Case Studies
- Investigation Techniques
- Victim Safety

Upon completion of the course, law enforcement personnel will have the ability to efficiently and promptly investigate, interdict and enforce Michigan laws pertaining to sex trafficking.

## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

#### **Precision Driving Update:**

A four (4) hour program designed to refresh participants understanding of safe and competent emergency vehicle operation within the parameters of the motor vehicle code, department policy and physical limitations. The course includes classroom lecture with discussion on current legal issues, case studies and decision making pertaining to current day topics. The classroom portion of the class includes power point presentation, video and lecture, which encourage discussion among the attendees. This section of instruction is based on the interactive learning theory. The classroom portion is updated and refreshed every year.

The skill portion of the course consists of decision making under stressful conditions to allow the student to know how they will react if and when they encounter similar situations while on patrol. The participants are allowed to practice until they feel comfortable with their physical limitations and those limitations of the emergency vehicle they are operating. The instructors provide detailed feedback to the student on their performance and offer positive instruction so the student feels they can take the skills learned on the track and apply it to situation they may encounter while on the road.

#### **Driving Instructors:**

Dean Rushford – Deputy Marquette County Sheriff's Office/Range Technician/Off Road Track Driver/Program Developer and Content Research.

Jeff Mincheff – NMU PD Capt. /State Certified Driving Instructor

Ken Love – NMU PD Lieutenant/Range Technician

Tom Parks – NMU PD Officer/Range Technician

Colby Lang – NMU PD/Range Technician

Trey Luce – Michigan EPA/State Certified Driving Instructor

Kyle Piatt – Escanaba PD/State Certified Driving Instructor

Zach Taylor – NMU PD Officer/ Range Technician

Luke Pell – NMU PD Officer/ Range Technician

**Additional Instructors are listed in-case an emergency replacement is needed. The intent is to use three instructors under personnel. Any change would be reflected in a budget adjustment request.**

#### **Legal Update Training**

A four (4) hour program designed to make the officers aware of the latest changes in the laws, which they enforce, and which govern their actions. The class promotes interaction between instructor and students and allows for several question and answer periods. The instructor also has group discussions on current topics and allows for the sharing of student experiences

The lead instructor for this program is Mr. Matt Wiese, Chief Prosecuting Attorney for Marquette County. Mr. Wiese's time is allocated between in-class instruction and preparation of the manual utilized which has to be researched and developed each year. This program has the same name but is considered a new program due to the need to research and production of the Legal Update

manual. We are requesting twelve (12) hours of development time for this program. The program is four (4) hours in length and is an instructor lecture, question and answer type presentation. The presentation follows a training manual, which provides reference material after the program. The program will be presented nine (9) times throughout the Upper Peninsula.

The locations will be one (1) in Baraga, one (1) in Ironwood, one (1) in Menominee, one (1) in Manistique, one (1) in Munising, one (1) in Sault Ste Marie, and one (1) in Norway, one (1) in Houghton and one (1) in Escanaba,

There will also be three (3) sessions of Legal Update in the Advanced Law Enforcement Training Marquette. The administrators have requested Legal Update be included in these blocks to make scheduling easier.

### **Evidence Technician Training (Marquette)**

The eighty (80) hour course provides both classroom lecture, hands on, and scenario based training. The classroom portion consists of lecture, power points presentations, videos, and question and answer sessions. The instructors discuss previous cases and how they pertain to the role of the evidence technician. Participants are required to perform the techniques discussed and demonstrated in the classroom. The instructors work closely with the students to ensure the proper techniques are retained. The students are allowed to try several different techniques so they are able to replicate them if and when they come across similar situations during the performance of their duties. The students practice techniques until they feel comfortable with their abilities to replicate them under different conditions.

During scenario training the participants use all the knowledge gained during the two-week period in a simulated crime scene. The participants use multiple techniques in simulated crime scenes which address many situations they may experience in the performance of their duties. The instructors are available for guidance during these scenarios to allow the student instant feedback.

The training materials to be utilized include a substantial training manual which details methods used to locate, collect, preserve and package evidence. The manual will be distributed using an electronic storage device. A multi subject notebook will be used for students to take additional notes.

Instructors also bring in available subject matter experts from the Michigan State Crimes Labs to assist in specialty areas of instruction.

### **Evidence Technician Instructors:**

Lisa Oravetz - Marquette Forensic Laboratory/Crime Scene Responder

Christina Holm – Marquette Forensic Laboratory/Crime Scene Responder

### **Scenario-Based Death Investigation Training Seminar**

This seminar is a 12-hour interactive training on skills associated with death investigation. There are multiple skills that are required for death investigation and these training will provide the attendee with a better understanding and knowledge to investigate and document crime scenes including the cause of death, evidence collection and photography.

During the training attendees will be hands on with their department evidence collection equipment and photography equipment to collect evidence to assist with the determination of the cause of death. The student will work on actual cadavers and be instructed during scenarios on the best practices for death investigation

The training will consist of four hours of classroom power point instruction and four hours of death investigation scenario using real human remains in a simulated/death crime scene. Day 2 will be four hours of group presentations, reviews and feedback.

**Scenario-Based Death Investigation Training Seminar Instructors:**

Jane Harris – Director of FARL

There will be numerous subject matter experts employed by FARL assisting with instruction

**REID Technique of Investigative Interviewing and Advanced Interrogation**

A thirty two (32) hour course that uses lecture, power points and video to provide the fundamentals necessary to conduct a proper interview and interrogation. Open discussion and case analysis will allow students to see what works and what does not. These learned skills will provide a structured frame of reference for those interviewers who have some experience but also may not have had any formal training in the area. Each student will be provided a manual to use as reference after completing the course.

**REID Technique of Investigative Interviewing and Advanced Interrogation Instructor:**

Instructors will be assigned by Reid and Associates.

**Strategies of Low Light Engagement**

The sixteen (16) hour course does not focus on final outcomes, but address the underlying processes that will determine the conclusion of any given conflict. Commonly-taught technique-based approaches are simply not sufficient. The Strategos system teaches operators to implement flexible, fluid, flowing and unpredictable (difficult for the adversary to read) responses in dynamic environments. The cornerstone to all reasonable action is possessing the ability to harness the full potential of the conscious and subconscious decision-making processes while under duress. The course utilizes class room instruction, discussion and simunitions scenarios. Participants are challenged mentally and physically to solve a multitude of problems with an adaptive learning-based philosophy. Participants are encouraged to experiment and take the initial concepts presented and adapt them as necessary in a myriad of force-on-force drills and scenarios.

**Strategies of Low Light Engagement Instructors:**

Lowell Larson – Strategos Active Violence and Low Light Skills Instructor. Marquette County Sheriff's Office Detective Lieutenant

Adam Ladd - Strategos Active Violence Instructor. Retired MSP Trooper.

**HUMAN TRAFFICKING AWARENESS, IDENTIFICATION & RESPONSE**

An eight (8) hour course on the properly identifying and understanding the problem of Human Trafficking. The course will use class lecture and discussion to assure the attendees understand Human Trafficking and the role it plays in the U.P. . Students will listen to real examples of 911 calls from victims, see videos of undercover operations and stings, and search websites associated with Human Trafficking.



**HUMAN TRAFFICKING AWARENESS, IDENTIFICATION & RESPONSE Instructor:**

Stephanie Graef – TIP Crime Analyst, Forensic Interviewer, President and Founder of the U.P. Human Trafficking Task Force

**Sex Trafficking Investigation, Enforcement & Interdiction**

An eight (8) hour course on the properly identifying and understanding the problem of Sex Trafficking. The course will use class lecture, discussion and case study to assure the attendees understand Sex Trafficking and the role it plays in the U.P. . Upon completion of the course, law enforcement personnel will have the ability to efficiently and promptly investigate, interdict and enforce Michigan laws pertaining to sex trafficking.

**Sex Trafficking Investigation, Enforcement & Interdiction Instructor:**

Stephanie Graef – TIP Crime Analyst, Forensic Interviewer, President and Founder of the U.P. Human Trafficking Task Force

## 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 Page 19 of the Grant Manual**

In addition to the student evaluations at the conclusion of each training session, the staff will conduct an evaluation with each of the instructor(s) to ascertain whether or not they felt the course objectives had been met. While some courses will have the ability to objectively test the knowledge and skills learned adult learning principles will be utilized to ensure the participants can demonstrate that the course objectives were met and that the intended outcomes were accomplished.

#### **Precision Driving Update Course**

The evaluation methods developed for this program include immediate feedback (by the instructor and range technicians) during the driving courses and utilization of the skills learned to complete the driving courses with 100 percent effectiveness. This includes not striking any cones, losing control of the vehicle or placing the vehicle in a collision avoidance situation. We follow the MCOLES qualification standards used in the MCOLES approved academies. The MCOLES assessment form is utilized and will be sent to the agency's department head for their review. The evaluation methods will ensure objectives of this program have been met.

#### **Legal Update Training**

The evaluation methods developed for this program include in-depth discussion of new and current legislation and how it pertains to the everyday activities of local law enforcement officers. These sessions have sparked lively discussion regarding the information provided. These discussion and question/answer sessions have effectively measured the objectives for this program.

#### **Evidence Technician Training (80hr)**

The participants of the program will be evaluated on their ability to properly process, locate, photograph, collect, preserve and package evidence at a mock crime scene. Students are given a pretest and post-test. Participants must pass the posttest with an 80 percent or better score. These evaluation methods will ensure the objectives of this program have been met.

#### **Scenario-Based Death Investigation Training Seminar**

The participants of the program will be evaluated on their ability to properly process, locate, photograph, collect, preserve and package evidence at a mock crime scene and different scenarios. The students will be corrected in real time to assure they understand all the techniques associated with death investigation. The long term evaluation will be successful determination of cause of death and when necessary the proper collection of evidence in criminal cases.

#### **REID Technique of Investigative Interviewing and Advanced Interrogation**

The evaluation method for this program includes active discussion and critique of interview and interrogation methods during video scenarios and previous case studies. The students will offer solutions to difficult cases and make decisions on the best method of interviewing or interrogation. The true test of the effectiveness of the learned methods will come when officers apply the techniques and skills during the course of their duties. Successful case resolution will inevitably be the measure of how well students retain the skills presented in the course.

**Strategies of Low Light Engagement**

The evaluation methods to determine if this program meets the intended objectives are conducted through the scenario based evaluation process. Each participant will be evaluated in how they handle themselves in numerous scenarios throughout the training. At the conclusion of each scenario the instructors will conduct a group debriefing to advise the participants of their strengths and weaknesses. This type of evaluation methods will serve the officers well as they will be working with each other in responding to an incident of this nature.

**HUMAN TRAFFICKING AWARENESS, IDENTIFICATION & RESPONSE**

The evaluation method used to determine if the course meets the intended objectives will be through open discussion among participants and the instructor. Long-term success will be seen in the identification, enforcement of law and prosecution of Human Trafficking suspects.

**Sex Trafficking Investigation, Enforcement & Interdiction**

The evaluation method used to determine if the course meets the intended objectives will be through open discussion among participants and the instructor. Long-term success will be seen in the identification, investigation, interdiction, enforcement of law and prosecution of Sex Trafficking suspects.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Precision Driving Update			
Training Location Houghton, Ironwood, Sault Ste Marie, Escanaba, Iron Mountain			
Maximum Participants 12	Minimum Participants (2/3 of Max) 8	Hours of Training Per Session 4	Number of Sessions 10

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$11,327.52	\$11,327.52	\$
Contractual Services	\$3280.00	\$3280.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$18,690.50	\$18,690.50	\$
Equipment	\$	\$	\$
Total <i>Per Session Costs</i>	\$3,329.80	\$3,329.80	\$
Total <i>Course Costs</i>	\$33,298.02	\$33,298.02	\$

#### NOTES:

Funding for three instructors from personnel (\$10,432.80) and one from contractual (\$2,800.00) are being requested.

The NMU PSI utilizes rental vehicles from DTMB to minimize the wear and tear on departmental vehicles. Rental for five vehicle will be requested for a one month period. Mileage for maintenance, travel and training are also being requested. (\$17,494.50)

Under supplies and operating cost (\$1,196.00) is being requested for replacement cones

It should be noted the NMU PSI does everything possible to register everyone wishing to attend training. This often means increasing the maximum number of participants. There is no additional cost associated with these decisions.

Twelve hours of development time will be requested for Lead Instructor Dean Rushford for lecture and power point development (\$480.00).

Administration cost of the course is (\$894.72) under personnel

Course Details			
Course Title Legal Update			
Training Location Baraga, Ironwood, Menominee, Manistique, Munising, Sault Ste Marie, Norway/Iron Mountain, Houghton, Escanaba, three in Marquette			
Maximum Participants N/a	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 4	Number of Sessions 12

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$894.72	\$894.72	\$
Contractual Services	\$4,500.00	\$4,500.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$700.00	\$700.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$507.89	\$507.89	\$
Total <i>Course</i> Costs	\$6,094.72	\$6,094.72	\$

NOTES:

The instructor(s) cover their own travel and expenses. Funds for instruction under contractual are being requested (\$3,600.00) Twelve hours of course development will be requested for Mr. Wiese for manual and power point development (\$900.00).

Funds for class room rental at remote locations is being requested (\$700.00)

Administration cost of the course is (\$894.72) under personnel

Course Details			
Course Title Evidence Technician (80 hour course)			
Training Location Marquette			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 80	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$646.18	\$646.18	\$
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$12,381.00	\$12,381.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$13,027.18	\$13,027.18	\$
Total <i>Course</i> Costs	\$13,027.18	\$13,027.18	\$

NOTES:

There are no instructor wages requested for this course. Supplies are provided to students to practice skills and participate in scenario training. Requiring departments to utilize their own evidence tech supplies for training would be a severe financial burden to them. Funds for evidence collection and processing supplies is being requested (\$12,381.00)

Administration cost of the course is (\$646.18) under personnel

Course Details			
Course Title Scenario-Based Death Investigation Training Seminar			
Training Location Marquette – Four sessions			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 12	Number of Sessions 4

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$646.18	\$646.18	\$
Contractual Services	\$32,000.00	\$32,000.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$9,200.00	\$9,200.00	\$
Equipment	\$	\$	\$
Total <i>Per Session Costs</i>	\$10,461.54	\$10,461.18	\$
Total <i>Course Costs</i>	\$41,846.18	\$41,846.18	\$

NOTES:

FARL is the provider for this training. The NMU PSI has previously offered similar courses put on by FARL. Funds for four (4) courses is being requested at a flat fee of (\$8,000.00 per course) for a total of (\$32,000.00) under contractual.

Under supplies and operating (\$9,200.00) is being requested for training supplies

Administration cost of the course is (\$646.18)

Course Details			
Course Title REID Technique of Investigative Interviewing and Advanced Interrogation			
Training Location Marquette, Sault Ste Marie			
Maximum Participants 30	Minimum Participants (2/3 of Max) 20	Hours of Training Per Session 32	Number of Sessions 2

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$646.18	\$646.18	\$
Contractual Services	\$21,600.00	\$21,600.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$11,123.09	\$11,123.09	\$
Total <i>Course</i> Costs	\$22,246.18	\$22,246.18	\$

NOTES:

Reid and Associates are the sole provider of this training. Funds for a flat fee for one session of the basic and advanced course are being requested (\$21,600.00)

Administration cost of the course is (\$646.18) under personnel



Course Details			
Course Title Strategies of Low Light Tactics			
Training Location Marquette			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 16	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$646.18	\$646.18	\$
Contractual Services	\$1,280.00	\$1,280.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$300.00	\$300.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$2,226.18	\$2,226.18	\$
Total <i>Course</i> Costs	\$2,226.18	\$2,226.18	\$

NOTES:

Funds for two instructors (\$1,280.00) is being requested from contractual.

Under operating and supplies ten for replacement batteries (\$300.00)

Administration cost of the course is (\$646.18)

Course Details			
Course Title Human Trafficking Awareness, Identification and Response			
Training Location Marquette			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 8	Number of Sessions 2

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$646.18	\$646.18	\$
Contractual Services	\$4000.00	\$4000.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$2,323.09	\$2,323.09	\$
Total <i>Course</i> Costs	\$4,646.18	\$4,646.18	\$

NOTES:

Funds for a flat fee for two sessions of the course are being requested (\$4,000.00) under contractual  
Administration cost of the course is (\$646.18) under personnel

Course Details			
Course Title Sex Trafficking Awareness, Identification, and Response			
Training Location Marquette			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 8	Number of Sessions 2

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$646.18	\$646.18	\$
Contractual Services	\$4,000.00	\$4,000.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session Costs</i>	\$	\$	\$
Total <i>Course Costs</i>	\$4,646.18	\$4,646.18	\$

NOTES:

Funds for a flat fee for two sessions of the course are being requested (\$4,000.00) under contractual

Administration cost of the course is (\$646.18) under personnel

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

Budget narratives have been prepared for each of the courses offered in this grant request and appear behind each cost justification. This will outline the individual costs associated with the courses. If it were not for the funding of Michigan Commission on Law Enforcement Standards training funds, this training would not be possible. Due to the small agencies throughout the region, attending these types of training outside of the Upper Peninsula would not be feasible. There is also a need to take some of the programs to desired regions due to under staffing and the financial stress on departments to send their officers out of town for training.

#### **In-Kind Services**

University funded position whose job duties include conducting of in-service training for the law enforcement community.

Kenneth D Love	Coordinator	\$46,972.59

#### **Precision Driving Update**

The funding requested for this program is determined as follows:

The NMU PSI will now be offering two sessions of the course in Marquette. The lead instructor is Dean Rushford and we are requesting twelve hours of development time to research and create handouts and driving courses. Additional range instructors include: Jeff Mincheff, Ken Love, Colby Lang, Tom Parks, Zach Taylor, Luke Pell, and Kyle Piatt (If schedules conflict there are other instructors that may be utilized). Three (3) of the instructors from the personnel side and one from the contractual side will be utilized according to schedule availability. There will be 10 session held at remote location in the U.P. of Michigan.

Funds for leasing five (5) MSP turn in vehicles from Vehicle Traffic Services are requested for a one-month period. The ability to provide cars for the department to train is essential in the success of this program. Departments would not attend the training if they had to utilize their own vehicles. Departmental budget would prevent officers from attending this type of training due to the wear and tear on the vehicles during the training.

There is a \$20 consortium member and a \$70 non-member course fee for this program. These funds will be used to cover expenses not requested in this grant.

#### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, billing vehicle mileage and rental, registration of participants, collecting evaluations, preparation of quarterly reports, and MITN entry. Attending

sessions to open and close the program to ensure proper MCOLES procedures are adhered to and the program is meeting the intention of the grant proposal and meeting the expectations of the grant.

### **Legal Update**

The funding requested for this program is determined as follows:

We are requesting twelve (12) hours of development time for Matt Wiese to conduct the research and create the Legal Update manual and interactive power point used in the training. The yearly update for the manual is necessary because of the constant change in State and Federal laws. There also seems to be a new "hot topic" every year that Matt Wiese identifies as important to research and include in the training. In the past emphasis has been placed on Medical Marijuana, Open Carry Laws, Searching Cell Phones, Terry Pat Down, Search, and Seizure. This manual is provided to the officers and is often used as a resource guide. Mr. Wiese is also developing an interactive power point on the material.

We offer twelve (12) sessions in locations throughout the Upper Peninsula. We have worked diligently with the agencies to ensure there is proper coverage to maximize the course offerings. As stated in the problem statement, most of the departments in the Upper Peninsula are small and it would be difficult for them to send everyone to one session. By offering the training in the manner we do, it has allowed us to train over eighty percent of the officers in the Upper Peninsula annually. The training will be conducted by one of the listed Marquette County Prosecutors based on availability (Matt Wiese, Andrew Griffin or Jill Simms)

**In order to streamline grant funds, the instructors for this class will be paid \$75.00 dollars per hour and they will cover their own travel, food and lodging.**

There is a \$20 consortium member and a \$70 non-member course fee for this program. These funds will be used to cover expenses not requested in this grant.

### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, registration of participants, collecting evaluations, preparation of quarterly reports and MITN entry. Attending sessions to open and close the program to ensure proper MCOLES procedures are adhered to and the program is meeting the intention of the grant proposal and meeting the expectations of the grant.

### **Evidence Technician (80 Hour Program)**

The funding requested for this program is determined as follows:

**Lisa Oravetz and Christina Holm will be teaching the 80 hours course with no cost to the grant. Ms. Oravetz realizes the importance of the course and requested that any wages she would have earned are used for supplies and operating so the students are able to practice and learn the hands-on techniques prior to graduating.**

This course has a maximum enrollment of 20 students.

The supplies for this program are consumed during the training. Due to budget constraints, departments would not be able to supply their officers with the collection supplies needed for the training. By providing the supplies agencies are able to send officers to the training sessions at minimal cost. There is a grant request for evidence collection supplies, photography supplies and

latent print supplies.

**Electronic storage devices will be used to distribute the Evidence Tech Manual to each student to help save grant funds. Students will be given a multi subject notebook to take notes during the class.**

There is a \$200 dollar consortium member and a \$400 dollar non-member course fee. These funds will be used to cover expenses not requested in this grant.

#### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, registration of participants, collecting evaluations, preparation of quarterly reports and MITN entry. Attending sessions to open and close the program to ensure proper MCOLES procedures are adhered to and the program is meeting the intention of the grant proposal and meeting the expectations of the grant.

#### **Scenario-Based Death Investigation Training Seminar**

The funding requested for this program is determined as follows:

The funding for this course consists of a set fee of \$8000 (per session under contractual) for instruction offered only by FARL at this time. There is an \$8000 dollar expense under supplies for eight cadavers. There is a \$1200 dollar expense under supplies for disposable equipment needed for the course.

There is a \$40 consortium member and a \$140 non-member course fee for this program. These funds will be used to cover expenses not requested in this grant.

#### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, registration of participants, collecting evaluations, preparation of quarterly reports and MITN entry. Attending sessions to open and close the program to ensure proper MCOLES procedures are adhered to and the program is meeting the intention of the grant proposal and meeting the expectations of the grant.

#### **Strategies of Low Light Engagement**

The funding requested for this program is determined as follows:

The cost of instruction for this sixteen (16) hour course includes two instructors (\$1,120.00 under contractual). The instructors are certified in the Strategos System model. The supplies requested are items that incur damage during use and have a short training life. The course incorporates officer safety and low light tactics included in the MCOLES advisory standards.

There is a \$40 consortium member and a \$140 non-member course fee for this program. These funds will be used to cover expenses not requested in this grant.

#### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, registration of participants, collecting evaluations

#### **Human Trafficking Awareness, Identification and Response**

The funding requested for this program is determined as follows:

The cost of instruction for this eight (8) hour course includes a base fee of \$4,000.00) for two sessions under contractual. The instructor is the President and Founder of the U.P. Human Trafficking Task Force.

There is a \$20 consortium member and a \$70 non-member course fee for this program. These funds will be used to cover expenses not requested in this grant.

#### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, registration of participants, collecting evaluations

#### **Sex Trafficking Awareness, Identification and Response**

The funding requested for this program is determined as follows:

The cost of instruction for this eight (8) hour course includes a base fee of \$4,000.00) for two sessions under contractual. The instructor is the President and Founder of the U.P. Human Trafficking Task Force.

There is a \$20 consortium member and a \$70 non-member course fee for this program. These funds will be used to cover expenses not requested in this grant.

#### Administrative

The administration cost is under personnel for Kenneth Love, Training Coordinator. The administration of this course will involve: scheduling of instructors, logistics, copying, advertising, ordering materials transporting equipment, registration of participants, collecting evaluations

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

**HIGHEST TO LOWEST PRIORITY:**

### **Administrative**

1. Ken Love (match funds \$46,972.59)

### **1. Precision Driving (10 sessions)**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$894.72)
2. Personnel Instructors Wages and Fringes (grant share \$10,432.80)
3. Contractual Instructors Wages (grant share \$3,280.00)

#### **Supplies and Operating:**

1. MSP Turn-In Vehicles (grant share \$5,970.00)
2. Mileage and Maintenance (grant share \$11,524.50)
3. Cones (grant share \$1,196.00)

**Total cost of class: \$33,298.02**

### **2. Legal Update (9 sessions remote locations, 3 sessions in Marquette)**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$894.72)
2. Contractual Instructors Wages (grant share \$4,500.00)



**Supplies and Operating:**

1. Room Rental (grant share \$700.00)

**Total cost of class: \$6,094.72**

**3. Evidence Technician Refresher**

**Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$646.18)

**Supplies and Operating:**

1. Evidence Collection Supplies (grant share \$12,381.00)

**Total cost of class: \$13,027.18**

**4. Scenario Based Death Investigation (4 sessions)**

**Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - b. Ken Love (grant share \$646.18)
2. FARL Fee (grant share \$32,000)

**Supplies and Operating:**

2. Evidence Collection Supplies (grant share \$9,200.00)

**Total cost of class: \$41,846.18**

**5. Reid Technique of Investigative Interview and Advanced Interrogation (2 sessions)**

**Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$646.18)
2. Contractual Flat Fee (grant share \$21,600)

**Total cost of class: \$22,246.18**

## **6. Strategies of Low Light Engagement**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$646.18)
2. Contractual (grant share \$1,280.00)

### **Supplies and Operating:**

1. Batteries (grant share \$300.00)

**Total cost of class: \$2,226.18**

## **7. Human Trafficking Awareness, Identification, and Response (2 sessions)**

### **Personnel and Contractual wages:**

2. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$646.18)
3. Contractual Flat Fee (grant share \$4,000.00)

**Total cost of class: \$4,646.18**

## **8. Sex Trafficking Investigation, Enforcement and Interdiction**

### **Personnel and Contractual wages:**

3. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$646.18)
4. Contractual Flat Fee (grant share \$4,000.00)

**Total cost of class: \$4,646.18**

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency: Northern Michigan University

2. Consortium: Northern Michigan University Public Safety Institute

### Consortium:

3. Consortium Structure:

See NMU Public Safety Institute By-Laws

4. Geographic Region Served by the Consortium:

The service area for the NMU Public Safety Institute is the entire Upper Peninsula of Michigan. On occasion, we do have officers attend from the Lower Peninsula and Wisconsin.

5. Member Agencies:


See attached NMU Public Safety Institute Membership List

6. Financial Commitment from Member Agencies:

The NMU Public Safety Institute currently has 26 members, with an officer membership of approximately 450 officers. The number of agencies slightly fluctuates year to year depending on the courses offered. At the beginning of the year, each department is sent a schedule for the upcoming year which includes the member and non-member rate for the courses offered. This allows the department to determine if it is cost effective to join the consortium based on their training needs for that particular year. They are also sent a Memorandum of Understanding where upon they agree to pay the member rate and the consortium agrees to provide the training. Member agencies pay \$150.00 per certified officer and \$75.00 per part-time officer per year. These funds are specifically used to supplement the administrative category to pay the salary and fringe benefits to manage the grants, room rentals, audio-visual equipment rentals exceeding the grant allotment, and any other expenses not allowed in the grant. These funds are also used to offer courses that do not meet the grant guidelines, i.e. Basic Radar, Lidar, Radar/LIDAR Re-Cert etc. A daily rate is set for each program to cover expenses not covered in the grant. This rate is \$20.00 dollars per day for members and \$70.00 dollars per day for non-members. This fee is used to purchase coffee, rolls, pop, water and various other items not covered in the grant.

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official Kenneth D. Love	Title of Certifying Official Coordinator
Signature of Certifying Official 	Date 5.23.22

Other consortium certification may be submitted as addendum files.

Northern Michigan University Public Safety Institute  
By-Laws  
Adopted December 1986

(Revised 2012)

#### ARTICLE I. NAME

Section 1. This Consortium shall be known as "The Public Safety Institute," hereafter referred to as the CONSORTIUM.

#### ARTICLE II. PURPOSE OF THE CONSORTIUM

Section 1. To promote professionalism, secure a unity of action in matters of mutual concern, maintain and foster a spirit of cooperation, promote public understanding of the Law Enforcement Profession, and to provide for the advancement of the Law Enforcement Profession through in service training.

Section 2. The CONSORTIUM shall be represented by the Public Safety Institute (PSI) under direction of the PSI Advisory Board in all In-Service training matters.

#### ARTICLE III. MEMBERSHIP

Section 1. The administrative head of all law enforcement agencies comprised of sworn law enforcement officers located in the Upper Peninsula of Michigan are eligible for membership in the CONSORTIUM.

Section 2. An administrative head must be eligible to receive and/or expend 302 Funds, or be given an exemption by the Advisory Board.

Section 3. The administrative head is defined as follows:

- a. Chiefs of Police and Sheriffs
- b. Directors of Public Safety
- c. District Commander, Michigan State Police
- d. Post Commanders, Michigan State Police
- e. Regional Law Enforcement Supervisor, Department of Natural Resources
- f. Tribal Police- Law Enforcement Supervisor
- g. U.S. Forest Service Law Enforcement Division

Section 4. The administrative head is charged with the responsibility to carry out its contractual agreements with the PSI.

Section 5. The administrative head of each agency in good standing will have one vote on all matters involving general business of the CONSORTIUM.

Section 6. A member in good standing will be one who is current on PSI fees.

Section 7. The administrative head may appoint an alternate to attend meetings in his/her place. The alternate will be considered as a non-voting member of the CONSORTIUM.

Section 8. For business of the CONSORTIUM a simple majority of those present shall be required for a motion to pass.

Section 9. Participating members of the CONSORTIUM are those eligible members of the CONSORTIUM who contribute the designated fee to the PSI on an annual basis, and who have completed a Memorandum of Understanding with the PSI.

Section 10. Only participating members of the CONSORTIUM are eligible to vote on CONSORTIUM issues.

#### ARTICLE IV. PSI Advisory Board

Section 1. The Advisory Board shall provide direction for the PSI in assessing and prioritizing training needs, establishing budgets, selecting training sites, setting program dates, and other planning matters. The Advisory Board shall continually review and evaluate the training program effectiveness and make recommendations for improvement.

Section 2. Only Participating members of the CONSORTIUM in good standing are eligible to become members of the Advisory Board, except as noted in Article IV., Section 3.

Section 3. The Executive Committee shall consist of following members:

- a. One member must be the administrative head of a participating municipal department with 25 or more sworn officers.
- b. Two members must be participating Sheriffs.

- c. Five members from participating agencies.
- d. One member will be the District Commander of the Michigan State Police.  
(Permanent Member).
- e. One member will be selected from the Academic Affairs Division of Northern Michigan University (Permanent Member).
- f. The Training Director will serve as an Ex Officio  
(non-voting) member.
- g. One member shall be that member of the CONSORTIUM who is the authorized signatory on the PSI grant application (Permanent Member).
- h. Prosecutor from a Consortium Member in good standing.
- i. Member-at-Large
- j. All members of the Advisory Board who retire will be invited to remain on the committee as an ex officio member.

Section 4. The Chair shall be that member of the CONSORTIUM who is the authorized signatory on the PSI grant application.

Section 5. The Chair shall hire a Training Coordinator, as the representative of the PSI who direct, manage and supervise the day-to-day operation of the Public Safety Institute to include coordinating and scheduling those courses approved through grant funding and identifying additional courses that can be offered within budget constraints.

Note: See current attached job description for the Public Safety Institute Training Coordinator, NMU Job Position 001423.

Section 6. Appointments to fill vacancies on the Advisory Board will be made by the Chair.

Section 7. The Advisory Board shall represent the CONSORTIUM in all matters related to training.

Section 8. The Advisory Board Chair shall regularly inform the membership of program plans, changes, and accomplishments by providing a report at regular CONSORTIUM meetings, to include annual review of Public Safety Institute By-Laws.

Section 9. The Training Director shall assume the duties of the Chair in his/her absence.

#### ARTICLE V.: MEETINGS

Section 1. The Advisory Board Chair shall be responsible for determining Advisory Board meeting dates and locations.

Section 2. There must be a minimum of two Advisory Board meetings held each year.

Section 3. Advisory Board meetings will be held at various locations throughout the Upper Peninsula.

Section 4. Advisory Board Meetings shall be open to any member of the CONSORTIUM.

#### ARTICLE VI. MINUTES

Section 1. Copies of minutes will be approved at the next meeting of the Advisory Board.

Section 2. An agenda will be prepared by the Training Coordinator and mailed to each member of the CONSORTIUM at least prior to a scheduled meeting.

#### ARTICLE VII. MEMBERSHIP FEES:

Section 1. The Advisory Board will determine and set appropriate membership fees designed to off-set expenses for each calendar year.

Section 2. If membership fees are increased, they will be assessed, if approved by a simple majority vote of all Advisory Board members in attendance.

#### ARTICLE VIII: OTHER FEES

Section 1. The Chair of the Advisory Board will determine and set appropriate administrative fees designed to off-set expenses for each program.

Section 2. The Advisory Board will determine, set and approve appropriate fees for non-member attendance at training programs.

#### ARTICLE IX: GRANT APPLICATIONS

Section 1. The Training Coordinator shall be responsible for completing any grant applications within the designated time frame.

Section 2. Grant applications shall be reviewed by the Advisory Board and approved by the Chair.

#### ARTICLE X: CONDUCTING BUSINESS

Section 1. All meetings of the CONSORTIUM and the Advisory Board will be conducted using the guidelines provided in Roberts Rules of Order.

Section 2. A quorum shall consist of a simple majority of the members of the CONSORTIUM or the Advisory Board. For business of the Advisory Board a simple majority of those present shall be required for a motion to pass.

#### 2022 Consortium Members

Alger County Sheriff's Department  
Baraga County Sheriff's Department  
Caspian Police Department  
Chocoy Township Police Department  
City of Ishpeming Police Department  
Crystal Falls Police Department  
Dickinson County Sheriff's Office  
Forsyth Township Police Department  
Gladstone Public Safety Department  
Houghton Police Department  
Iron County Sheriff's Office  
Iron River Police Department  
Lac Vieux Desert Tribal Police  
L'Anse Police Department  
Luce County Sheriff's Office  
Manistique Public Safety Department  
Marquette City Police Department  
Marquette County Sheriff's Office  
Michigan Tech University Public Safety  
Munising City Police Department  
Negaunee City Police Department  
Northern Michigan University Police Department  
Norway Police Department  
Ontonagon County Sheriff's Office  
Schoolcraft County Sheriff  
Watersmeet Township Police

**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Michigan State Police		SIGMA ID/ADDRESS CODE SIGMA Unit 4600
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TRAINING CONSORTIUM (if applicable) Statewide Provider		
PROJECT TITLE (Limit 45 characters) Forensic Science Training		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$699,642.25

**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Jeffrey Nye, Director, Forensic Science Division		
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TELEPHONE (Direct) 517-719-4460	E-MAIL ADDRESS nye1@michigan.gov	
SIGNATURE	DATE 5/26/22	

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

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Nicole Marsh, Grant Manager		
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TELEPHONE (Direct) 517-282-2606	E-MAIL ADDRESS marshn@michigan.gov	
SIGNATURE	DATE 5/26/22	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Tiffanie Ruess, Fiscal Manager		
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821		
TELEPHONE (Direct) 517-284-3302	E-MAIL ADDRESS <a href="mailto:ruess1@michigan.gov">ruess1@michigan.gov</a>	
SIGNATURE	DATE 5/26/22	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.

## SECTION 2 - PROJECT NARRATIVE

### A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

Michigan State Police (MSP) Forensic Science Division (FSD) is accredited by the ANSI National Accreditation Board (ANAB). The ANAB accreditation process allows a laboratory to demonstrate that its management, personnel, operational and technical procedures, equipment and physical facilities meet established standards. A key component in maintaining laboratory accreditation is a requirement to ensure the competency of laboratory personnel through a continuous training program. Continuing education is critical to the field of forensic science, not only as a safeguard for preventing analytical error, but to ensure that forensic laboratory systems are equipped with the knowledge and capability to utilize the latest technology when providing service to federal, state, and local law enforcement agencies.

As the field of forensic science continues to expand, so does the demand for laboratory services statewide. The training programs requested in this proposal will be provided to more than 280 civilian and enlisted laboratory personnel (forensic analysts and examiners, laboratory technicians, and Division administrators), at each of the state's seven laboratories. Specific personnel will be designated to attend the identified training programs throughout the calendar year, as determined by scheduling, proficiency, and operational needs.

As a statewide service provider, the FSD will impact a significant portion of the state's criminal justice, legal, and civilian communities with the funding received from this training grant. The FSD is the only crime laboratory system in the state of Michigan that provides a complete range of forensic services to federal, state, and local law enforcement agencies; a majority of the Division's annual caseload is completed for law enforcement agencies other than the MSP. In addition to providing analytical services, the FSD serves as a training resource for outside agencies.

The programs identified in the following request for 2023 funding address the Division's specialized training needs through technical seminars, workshops, symposia, practical exercises, formalized coursework, and professional trainings. Although a concentrated effort is made to bring programs into Michigan where feasible, the FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Available departmental funding is used to provide mandated law enforcement training and is not sufficient to address the specialized needs of the forensic laboratory system. As a result, FSD must actively seek grant funding to provide the financial resources necessary to meet its continuing education requirements.



## SECTION 2 - PROJECT NARRATIVE

### B. TRAINING OBJECTIVES

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

The FSD requests 2023 funding for the training programs identified below. Past experience with many of these courses, seminars, and workshops has demonstrated their value in expanding our examiners' and analysts' fundamental knowledge of scientific principles, providing exposure to recent scientific developments in each of the forensic disciplines, familiarizing personnel with new instrumentation and its application to forensic matters, and providing access to new methodologies – all of which are essential to ensure the quality, timeliness, and efficiency of forensic service delivery. Knowledge gained through training is applied directly to forensic casework and laboratory operations and information obtained is shared throughout the Division via personal communication, unit meetings, and in-house training sessions.

**ANSI National Accreditation Board (ANAB) Training:** This course provides a detailed review of ISO/IEC 17025:2017 and the related ANAB accreditation requirements for forensic service providers (AR 3125) as well as a review of ISO 19011, Guidelines for Auditing Management Systems. Participants will be introduced to the principles of auditing, will be provided with an approach for developing, implementing and managing an audit program, will learn the audit process and several audit methods for collecting, verifying and recording objective evidence, and will discuss audit risks. Numerous hands-on audit activities, including developing and using checklists, are incorporated throughout the course to allow participants to begin to leverage their knowledge gained during the course. (27 hours)

**American Society of Crime Laboratory Directors (ASCLD) Symposium:** The American Society of Crime Laboratory Directors (ASCLD) is a nonprofit professional society of crime laboratory directors and forensic science managers dedicated to promoting excellence in forensic science through leadership and innovation. This national symposium addresses issues that are critical to the forensic science community and the management of forensic laboratories. Targeted areas include: technology and scientific advances - improving current practices and addressing the need for standards in forensic science; personnel and training - mandating guidelines and establishing standards for education, training, accreditation, certification, and use of common language; best practices and efficiencies - identifying means of improvement (benchmarking, process improvements, etc.); and financial resources - appropriating sustainable and flexible funding sources at the national, state, and local level. Participation in this symposium provides FSD laboratory managers, who are ASCLD members, with a voice and a vote in steering the direction of forensic science nationwide. (40 hours)

**Midwestern Association of Forensic Scientists (MAFS) Training:** The MAFS Training includes the presentation of formal scientific papers, workshops, and round-table discussions focused on issues common to forensic laboratories in the Midwestern region of the United States. Attendees will be informed of developing trends in their forensic field and learn new analytical techniques which will assist in daily casework and improve the efficiency and quality of forensic service delivery. Forensic Science Division personnel historically present papers at this training each year and often assist with workshop instruction. (40 hours)

**Association of Forensic Quality Assurance Managers (AFQAM) Training Conference:** This is an annual training session and conference of the Association of Forensic Quality Assurance Managers designed to develop and share strategies for maintaining and improving quality assurance standards

in forensic science laboratories. At the completion of this training participants will be able to better anticipate and handle quality assurance issues as they relate to forensic science laboratories in the United States, recognize, understand, and investigate casework abnormalities, including employee work performance issues, cognitive bias, and unethical behaviors and relate to and stay in contact with other quality assurance professionals in government laboratories who face challenges similar to MSP FSD. (28 hours)

**Advanced Footwear Examination:** This course covers advanced and specialized topics pertaining to the examination of footwear impression evidence. Focus of the course will be on the examination process; examination problems and conclusions; report preparation, contents and wording; and advanced casework challenges. Specific topics will include updates on aspects of footwear manufacturing; shoe grading and sizing as it relates to comparison with known shoes and the determination of the size of footwear from impressions; updates on techniques and materials regarding recovery of footwear evidence; ASB and SWGTREAD standards for terminology and for reporting results; court admissibility preparation; case presentations; research updates and other topics. This course is designed to be interactive and to include the sharing of participants knowledge. (40 hours)

**Society of Forensic Toxicologists (SOFT) Training:** This training serves as a major source of current information and continuing education in the area of forensic toxicology. Training content provides basic analytical information and training for new scientists, dissemination of information on emerging drugs for senior practitioners, and has a direct impact on expert witness credibility. Through participation in this training, toxicologists will increase their knowledge of current and new drugs of interest in the national forensic toxicology arena, become familiar with the development of new analytical techniques, and be aware of current legal and regulatory issues in the field. (40 hours)

**Advanced ACE-V Applications of Fingerprint Examinations:** This course takes ACE-V to the next level. In the course, we deconstruct ACE-V into the various stages and perform exercises, individually and as a group, to demonstrate the course material. We will explore significant decisions and steps during each of the phases of ACE-V: Analysis, Comparison, Evaluation, and Verification. Students taking this course will have a greater appreciation for the complexities of ACE-V and decision making, will be knowledgeable of the most current research and standards regarding ACE-V, and will be exposed to complex current issues (such as bias, error rate, probabilistic reasoning, etc.). (40 hours)

**Association of Firearms/Toolmarks Examiners (AFTE) Training:** AFTE presents an annual training program that has been routinely attended and well received by FSD personnel in the Firearms and Toolmarks discipline. AFTE Training provides attendees the opportunity to learn about new research projects, validation study results, courtroom testimony, ASCLD/LAB updates, SWGGUN news, new ammunition development, microscopy techniques, shooting reconstruction advancement, and general dissemination of educational material relating to firearms. Professional papers are presented for instructional purposes and new equipment is available for evaluation by the participants. Participation in this program assists the Division's Firearms unit in improving analytical protocols and better prepares examiners for expert witness testimony. (48 hours)

**Shooting Incident Reconstruction for Crime Scene Response Team:** The Shooting Incident Reconstruction course utilizes a combination of classroom based and practical exercises involving shooting incident reconstruction to include: terminology, internal/external/terminal ballistics, ID/detecting/measuring bullet marks, projectile behavior in a variety of substrates, motor vehicles as target surface, flight path reconstruction/description/documentation, report writing, courtroom testimony. At the completion of this course, students will be able to properly recognize, document and collect firearms evidence for trajectory documentation (at crime scenes and in vehicles), understand

how to utilize evidence and documentation from the crime scene to prepare a trajectory analysis report and better testify in court to trajectory analysis and shooting incident reconstruction. (40 hours)

**American Society of Questioned Document Examiners (ASQDE) Training:** The purpose of the American Society of Questioned Document Examiners is to foster education, sponsor scientific research, establish standards, exchange experience, and provide instruction in the field of questioned document examination, and to promote justice in matters that involve questions about documents. While the agenda has not been announced for 2023, training content is likely to include workshops, research presentations, and vendor presentation on the latest products and technologies being offered in forensic document examination. At the completion of this training, participants will be able to conduct casework with more detailed and up-to-date information and be familiar with the latest research being conducted in forensic document examination. (40 hours)

**Clandestine Laboratory Investigating Chemists (CLIC) Training:** This training offers highly specialized training programs on topics related to clandestine laboratory investigations, chemistry, analytical techniques and safety programs. The objective of this training is to disseminate information within the field of clandestine laboratory investigation and evidence examination. This will allow Controlled Substances Scientists the opportunity to discuss problems and issues of common interests of other drug analysts and to form a peer group nationwide, obtain resource information on clandestine analyses and chemistry, and stimulate research and development of new techniques. (40 hours)

**American Industrial Hygiene Conference:** This premiere annual conference for industrial hygienists offers continuing education programs, professional development sessions, networking opportunities, and access to regulatory specialists. At the completion of the training the participant will be able to maintain CIH certification and improve knowledge of industrial hygiene practices, gain a better understanding of industrial hygiene equipment and services by meeting with equipment and product vendors and promote the department's industry leading efforts to create a healthy, safe, and productive work environment for the law enforcement community. (32 hours)

**American Academy of Forensic Science (AAFS) Training:** AAFS is recognized as a premier professional organization in the forensic science community. The AAFS Training is composed of scientific sessions and workshops presented by numerous national and international forensic experts. The multi-disciplinary training format includes more than 500 seminars, workshops, and presentations from the world's most accomplished forensic professionals. Topics are focused on emerging trends, cutting edge research, quality assurance, application of analytical techniques and methodologies, and legal matters pertinent to the forensic community. Critical information obtained from this training is applied to casework, directly impacting the solvability of criminal acts in the state of Michigan. Attendees are expected to participate in workshops and scientific sessions to improve specific laboratory skills, increase current knowledge of respective disciplines, and learn the latest techniques for application to laboratory practices. (48 hours)

**Expert Witness:** This course is a basic training requirement for all FSD scientists. The weeklong format provides instruction on the basics of preparing for courtroom testimony using lecture and mock trials. The final event of this course is a mock trial, typically held in a nearby courtroom. Experienced personnel play to roles of prosecutor, defense attorney, and judge while the forensic scientist explains and defends work performed in their discipline. Additionally, upon completion of this course participants will understand the importance of their testimony in criminal cases and how competence in this area is critical to overall performance as a forensic scientist; develop strategies to enhance their ability to prepare to testify as an expert witness. (32 hours)

**Fiber Analysis:** The student will learn highly specialized methods that can be successfully applied to virtually all types of fibers: vegetable, fur, mineral, and man-made. Topics that will be discussed include analysis techniques, instrumental analysis and manufacturing updates. At the completion of the training the participant will be informed of current developing trends in instrumental analysis, microscopy and analysis of Fiber Evidence, learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and learn new/improved analytical techniques which will assist in daily casework. (40 hours)

**Understanding Exclusion and Sufficiency Decisions:** This training provides instruction in determining the value of a latent print for exclusion as well as recommendation on how to appropriately make and document exclusion decisions. Examiners will discuss critical concepts involved in sufficiency and exclusion and appropriately explain those concepts to a jury, use current SWGFAST standards and ISO requirements when applying the concepts to casework and understand the risk of erroneous exclusions, which has been identified as a field wide problem, and apply several approaches to reduce the rate of those errors. (36 hours)

**Shooting Incident Reconstruction for Firearms Discipline:** The Shooting Incident Reconstruction course will create and play out shooting incidents in controlled settings. The students will examine the fired projectiles for characteristics observed in casework and have a better understanding of what occurred at shooting scenes based on what they observe. At the completion of this course, students will be able to answer the following questions: firearm location when it was discharged, orientation of objects struck when shots were fired, sequence of shots fired, number of shots fired, terminal and/or wound ballistic effects of shots fired, determination of which bullets created which impact sites and determination of whether or not a suspected impact site is bullet related. (40 hours)

**Advanced Bloodstain Pattern Analysis:** During the Advanced Bloodstain Pattern Analysis course students will participate in practical exercises to enhance their ability to document and interpret complex bloodstain pattern crime scenes and evidence. This will be accomplished by having the participant's process bloodstain pattern crime scenes and by examination of the clothing that was worn while the scenes were created. In addition, the participants will receive training in the presentation of the bloodstain pattern evidence and in the writing of bloodstain pattern analysis reports. (40 hours)

**DEA Forensic Chemist Seminar:** This seminar provides a comprehensive learning experience on topics related to the analysis of controlled substance, quality assurance, clandestine laboratories, expert testimony, and instrumental techniques by combining interactive classroom instruction, participation in hands-on demonstrations and a forum for attendees to exchange information. At the completion of the training the participant will be able to demonstrate increased knowledge in current drug trends including cocaine processing, opium-to-heroin processing, methamphetamine syntheses and apply techniques such as trouble shooting and performing maintenance on various types of instrumentation. (40 hours)

**Midwest Toxicology and Therapeutic Drug Monitoring (MATT) Drug Monitoring Training:** The MATT Training is an important source of current information and continuing education on forensic toxicology and regional issues concerning drugs of abuse. This training is to cover topics including analytical techniques, trends in recreational and medicinal drug use, novel and therapeutic drugs, and related case analyses. Through participation in this program, analysts will be familiar with recent trends in the use and abuse of therapeutic drugs, and new developments in analytical methodology, death investigation, and sexual assault examination. (24 hours)

**FBI Question Documents Course:** This course is designed to provide basic instruction on handwriting examinations. It includes all aspects of this discipline including: Forgeries, Obliteration, Indented writing. The class will have formalized lectures and a broad range of practical exercises to expand the exposure of students to different types of handwriting problems. Moot court practice will be included. Upon completion, participants will be informed of current developing trends in the Forensic Questioned Documents field, will have learned enhanced techniques which will improve the quality and efficiency in the delivery of Forensic Science service state-wide and will have learned new/improved analytical techniques which will assist in daily casework. (40 hours)

**Midwest Crime Laboratory Directors Training:** This training focuses on current management issues for regional forensic laboratory directors, training needs for the analytical community, and forensic research developments. Participation allows FSD's Laboratory Directors to share information and network with Midwestern states while addressing current management, training, and research issues in forensic science. Additionally, participants provide input regarding training and research topics to be conducted by the Midwest Forensic Resource Center during the ensuing year. (28 hours)

**International Association for Identification (IAI) Conference:** The IAI Conference offers training and scientific presentations in the areas of latent prints, photography, bloodstain pattern analysis, footwear, and tire track identification - evidence which is frequently encountered at crime scenes and is extremely valuable in tying a suspect and/or suspect vehicle to the scene of a crime. Attendees participating in this program will be informed of current and developing trends; learn new analytical techniques for application to casework; and acquire techniques which will improve efficiency in the delivery of forensic services statewide. (40 hours)

**Fire Debris Analysis:** The Fire Debris Analysis is comprised of lessons on the subjects of basic organic chemistry, ignitable liquid production, gas chromatography, mass spectrometry, extraction of ignitable liquid residues, and laboratory analysis of ignitable liquids. Upon the completion of this training, attendees will be able to understand the theory of gas chromatography – mass spectrometry and be able to develop an analytical method for analysis, have knowledge of petroleum industry operations and how ignitable liquids are produced and understand the ASTM International methods of extraction and analysis of ignitable liquids. The culmination will be the student's ability to analyze and classify ignitable liquids. (40 hours)

**Distortion Interpretation and Feature Distribution:** The Distortion Interpretation and Feature Distribution training uses interpretation landmark-based morphometrics which includes introducing evaluation using the frequency distribution of friction ridge features within the human population using published research and exploring the degree of symmetry among twins and individuals and addresses assessing variation in appearance due to distortion. Upon completion of this training, attendees will understand tolerance of appearance changes due to distortion factors, weigh friction ridge features more consistent with commonality within populations and better understand bilateral symmetry that impacts feature specificity. (36 hours)

**Fluid Dynamics of Bloodstain Pattern Formulation:** This is an advanced training to develop an understanding of the principles of fluid dynamics as they apply to bloodstain pattern formation. An emphasis is placed on the relationship between the dynamics of bloodstain pattern formation and the characteristics of the resultant static bloodstain pattern. The course relies heavily on practical exercises and experiments utilizing high speed digital cameras. Upon completion of this training, attendees will understand how fluids behave and be able to explain it to jurors and investigators, document and explain different pattern types so that the most likely pattern type can be concluded and utilize course material to assist with demonstrating bloodstain patterns for testimony in court. (40 hours)

**SHOT Show:** Attendees will be exposed to over 350 new firearm related products from multiple retailers located in the US and from around the world. At the completion of the training the participant will have a greater knowledge of both firearms and ammunition and new developments, be a resource for the MSP firearms unit in the area of new developments in the firearm industry and be able to apply knowledge gathered to daily casework. (32 hours)

**Antique Arms Show:** Collectors of antique firearms and weaponry come together at this annual show to present their collections. Learning about the history of firearms is a large part of training, however, historical guns collections have been removed from museums due to stances on gun control so many of our newer examiners have never seen these older guns. Participants will physically see firearms they have only read about in their training, learn directly from the collectors about the history of the firearms and be more confident in their knowledge of the history of firearms. (24 hours)

**Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior:** The Borkenstein Drug Course covers topics related to pharmacology of drugs and their effects on psychomotor performance and driving. The course is taught by international experts who will discuss the pharmacology, toxicology and human performance effects of major drug classes associated with driving impairment. Additionally, upon completion of this course participants will have a more in-depth understanding of how drugs impact traffic safety, a better understanding of the chemistry and pharmacology of drugs and confidence in the presentation of drug information in a courtroom setting. (40 hours)

**Practical and Applied Gas Chromatography:** This training will provide information on practical gas chromatography, building calibration curves, developing complex methods from scratch, and optimizing GC methods. Upon completion of this training, participants will understand procedures for troubleshooting GC issues, understand the hardware options for gas chromatography (inlets, detectors, columns) and theoretical concepts related to gas chromatography and optimize gas chromatographic methods and temperature programming. (16 hours)

**Footwear Examination:** This training will provide an overview with both lecture and hands on exercises of the proper methods and techniques in the examination and comparison of footwear evidence. There will be various discussions related to the proper techniques and methodologies in the examination and comparison process. There will be heavy discussions on the manufacturing of outsoles and how it pertains to the comparison process. Numerous practical exercises both in class and outside of the classroom are utilized and implemented to emphasize and critique the skills of the students to properly perform this level of training in footwear science. (40 hours)

**Technician Witness:** This course is a basic training requirement for all FSD technicians. The format provides instruction on the basics of preparing for courtroom testimony using lecture and mock trials. The final event of this course is a mock trial, experienced personnel play to roles of prosecutor, defense attorney, and judge while the forensic technician explains and defends work performed in their discipline. Additionally, upon completion of this course participants will understand the importance of their testimony in criminal cases and how competence in this area is critical to overall performance as a forensic technician; develop strategies to enhance their ability to prepare to testify as an expert witness. (24 hours)

**Michigan Safety Conference:** The Michigan Safety Conference is the premier source of health and safety information in the state. This local training provides the Forensic Science Division's Health and Safety Officer with a wide range of practical training sessions to ensure compliance with Michigan's

regulatory requirements and continuous improvement of the Division's health and safety training program. This training provides a valuable opportunity for networking with Michigan health and safety professionals, including regulators from MIOSHA and DEQ, to help ensure that the Division's Health and Safety program meets specific state regulatory requirements. In addition, the training includes an exposition of product vendors and service providers that can be evaluated for use in providing effective safety equipment and training for Division employees. (16 hours)

**Print Process Identification Forensic Document Examiner Conference:** This conference will explore the latest printing processes and security features currently being used to authenticate documents as well as replicate them, through various presentations and hands-on workshops. Upon completion, attendees will learn how to identify imaging characteristics of traditional and non-impact printing systems, learn how to evaluate the imaging process, ink and substrate used in a document and will learn new analytical techniques to determine document authenticity. (32 hours)

**Bloodstain Pattern Analysis Unit Meeting:** This unit meeting will provide training on contextual bias related to bloodstain pattern analysis and application to casework, mock BPA case analysis and presentations by attendees, practical exercises in analysis of bloodstains and determining area of origin will also be performed. Analysts will also present interesting case studies to enhance the state's bloodstain pattern analysts' knowledge base. BPA discipline updates will be addressed. (12 hours)

**Difficult Latent Print Comparisons:** This training will provide lecture exploring blended topics of distortion and identifications, comparison and exclusions and the in-depth study of factors impacting those decisions as well as how to describe them during testimony. Upon completion of this training, participants will recognize when features are uninformative and ambiguous or conflicting, effectively assign search parameters inherently linked to exclusion decisions and build robust mental models to increase comparison efficiency. (36 hours)

**Digital Imaging:** Digital processing for footwear and tire impression examiners, including hands-on instruction of image processing techniques, scaling images for examination, various techniques that can be used to digitally enhance footwear impressions that have been scanned or photographed and methods of producing charts for producing results in court. Upon completion, participants will be updated and more experienced using newer versions of Adobe Photoshop, having hands-on experience using some vital imaging tips and techniques, have the skills to most appropriately and skillfully apply image enhancement to casework images and have an increased and updated understanding of digital technology and how digital imaging can aid in identification and presentations (40 hours)

**Midwest Crime Laboratory Directors Training:** This training focuses on current management issues for regional forensic laboratory directors, training needs for the analytical community, and forensic research developments. Participation allows FSD's Laboratory Directors to share information and network with Midwestern states while addressing current management, training, and research issues in forensic science. Additionally, participants provide input regarding training and research topics to be conducted by the Midwest Forensic Resource Center during the ensuing year. (28 hours)

**Comprehensive Latent Print Comparison:** This will provide lecture topics on the science and comparison techniques with significant latent print comparison exercises. The course includes comparisons of various levels of difficulty to increase efficiency and comparison ability. Upon the completion of this training, participants will understand each step of the process of ACE-V and ridgeology, be more efficient during searching and comparison and raise their level of comparison difficulty to a higher level. (40 hours)

**Tire Track Examination:** This training course is designed to present a series of interactive lectures using PowerPoint, Adobe Photoshop, and various other software programs. This training session will provide an overview with both lecture and hands-on exercises of the proper methods and techniques in the examination and comparison of tires, tire treads, and other tire track evidence. There will be various discussion related to the proper techniques and methodologies in the examination and comparison process. There will be heavy discussions on the manufacturing of tires and tire thread designs and how it pertains to the comparison process. (40 hours)

**Southeastern Association of Forensic Document Examiners (SAFDE):** SAFDE is one of only three forensic documents organizations in the country. This training will include workshops, paper presentations, poster presentations, and exhibits by vendors. Examiners will be informed of current developing trends in the Forensic Questioned Documents field, learn new analytical techniques which will assist in daily case work and acquire techniques which will improve efficiency in the delivery of forensic science services statewide. Because only document examiners will be in attendance, this will allow for small group discussions and opportunity to make one on one contact with other document examiners in the country. (24 hours)

**Scientific Analysis: From the Laboratory to the Witness Stand:** This training provides an increased understanding of scientific principles and how to best relay them to others. Verbal exercises provide a medium to practice courtroom testimony on the scientific results. Upon completion of this training, participants will increase their ability to present conclusions based on observable data, withstand critical questioning and scrutiny, and maintain a professional demeanor and testify accurately without overstating the meaning of the data. (40 hours)

**SIG Sauer P365 Armorers Course:** This training focuses on the mechanical functioning, disassembly/reassembly, maintenance, troubleshooting, and field repair of the SIG SAUER P365 pistol. Upon completion of this training, participants will have a better understanding of the SIG Sauer P365 firearm, know how to troubleshoot issues with firearms submitted as evidence and be more comfortable disassembling firearms. (8 hours)

**Association for Crime Scene Reconstruction (ACSR) Conference:** This conference provides workshops, research presentations, case studies, information on new equipment and networking for crime scene analysts from around the world. At the conclusion of this conference, participants will be able to provide updated information on crime scene investigation to all analysts within MSP, understand cutting edge crime scene processing techniques and process crime scenes more effectively. (40 hours)

**Interpretation of Mass Spectra:** This course provides trainees an opportunity to learn the principles of how mass spectra are produced and how to analyze the spectra to derive valuable structural information about molecules and substances being tested. Upon completion, participants will be able to understand what peaks in a mass spectrum are significant and determine the presence and absence of various substructures of organic molecules from mass spectral data. (40 hours)

**Polarized Light Microscopy:** The student will learn highly specialized principles, theory, and practice of polarized light microscopy (PLM), hands-on article identification and materials characterization using a polarized light microscope and overview of published reference literature. Upon completion, attendees will be informed of current developing trends in PLM, will learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and will learn new/improved analytical techniques which will assist in daily casework. (40 hours)



**Palm Print Comparison Techniques:** This course is designed to introduce fingerprint examiners to commonalities evident in the friction ridge skin contained on the palms of the hands to develop efficient examination using orientation clues. Upon completion of the training the examiner will be able to comprehend terminology and verbiage regarding latent palm print analysis commonly used in the print community, develop a more efficient and proficient methodology of palm 4 print analysis, comparison, and evaluation and understand proper latent palm print orientation and minute plotting for more productive database searching. (24 hours)

**International Association of Bloodstain Pattern Analysts (IABPA) Conference:** This conference provides workshops, research presentations, case studies, information on new equipment and networking for bloodstain pattern analyst from around the world. At the completion of the training the participant will be able to provide updated information on BPA to all analysts within MSP, perform bloodstain pattern analysis more effectively and efficiently and assist with standardization and procedures for bloodstain pattern analysis within MSP. (32 hours)

**Springfield Armory Armorer Course:** This course provides complete and detailed answers to specific questions concerning the weapons mechanical functioning, operational procedure, field stripping and armorer detailed stripping, inspection(s), troubleshooting, and corrective actions/maintenance. Upon completion of this training, participants will be able to conduct proper disassembly and reassembly of the firearms and their sub-assemblies, diagnose reported field problems relating to each firearm type and have a better understanding of firearms mechanics. (8 hours)

**Advanced Fire Debris Analysis:** This advanced course is comprised of lessons about basic organic chemistry, ignitable liquid production, gas chromatography, mass spectrometry, extraction of ignitable liquid residues, and laboratory analysis of ignitable liquids. Upon completion of this course, attendees will be able to understand advanced topics on the theory of gas chromatography – mass spectrometry and be able to develop an analytical method for analysis, have advanced knowledge of petroleum industry operations and how ignitable liquids are produced and have further understanding of the ASTM International methods of extraction and analysis of ignitable liquids. (40 hours)

**Essential Ridgeology Techniques:** This course offers instruction in fundamental concepts of Ridgeology which includes theory, technique, discipline standards and standards for conclusions. Both lecture and hands-on analysis of latent prints are included in the course along with discussion on legal and scientific standards. At completion of the training the participant will be able to understand and articulate the science of friction ridge skin examination to other experts as well as juries, utilize all available information in a given impression for analysis and reinforce the concept of “running the ridges” during comparison and understand objective measures of sufficiency utilized during the examination process. (40 hours)

**Basic Bloodstain Pattern Analysis (FSD Instructors):** This course will utilize a combination lecture, practical exercises, and case presentations to prepare new CSRT personnel to properly recognize, document and collect bloodstain pattern evidence. Upon completion, participants will be able to properly recognize and document bloodstain patterns at the crime scene, understand how different bloodstain patterns are created and how to photograph them properly and understand how bloodstain pattern analysis is performed (including area of convergence and area of origin calculations). (40 hours)

**Glock Armorer Course:** This course will teach the operation and mechanics of Glock firearms. Upon completion of this course, participants will understand and explain the design features of Glock

Safe Action System, demonstrate knowledge of all Glock pistols and troubleshoot the mechanics of Glock pistols. (8 hours)

**Explosives Analysis:** This course addresses the identification and analysis of low explosives in pre-blast and post-blast evidence using simple wet chemical tests, macroscopical and microscopical methods (microchemical tests) to efficiently process evidence from bomb scenes. Using the approach of “work to exclude”, the student will learn how to process the bomb scene debris quickly and correctly to eliminate possible explosive residues and particles. More involved sample preparation and instrumental methods can then be applied for confirming the type of explosive used. (40 hours)

**Analysis of Distortion in Latent Prints:** This course includes both lecture and practical exercises focusing on the Analysis phase of comparison methodology. Instruction includes setting tolerances for variation in appearance and utility of a print during analysis for use in the comparison phase. At the completion of the training the participant will be able to recognize Biological and residue distortion in a latent print in order to correctly compare the features in the print, determine when surface distortion impacts the appearance of the edges and pores in the ridge structure and analyze and predict changes in appearance due to contact distortion to accurately conduct comparisons. (24 hours)

**Mass Fatality Incident Exercise:** The Mass Fatality Incident Exercise is a two-day mock mass fatality incident exercise involving multiple labs' Crime Scene Response Team's (CSRT) responding and processing the scene and all CSRT Liaisons being present to observe and assist. Upon completion of this training, attendees will be able to better understand the planning and response to a mass fatality incident scene, process a mass fatality crime scene and trouble shoot all aspects of a mass fatality crime scene. (12 hours)

**Smith & Wesson Armorer Course:** This course will focus on nomenclature, field stripping and maintenance, safeties and safety checks, detailed disassembly, troubleshooting and minor repairs. Students will also be supplied with a toolkit. Upon the completion of this training, participants will have a better understanding of the Smith & Wesson firearm, know how to troubleshoot issues with firearms submitted as evidence and be more comfortable disassembling firearms. (8 hours)

**Infrared Spectral Interpretation:** This course provides trainees an overview of how to determine unknown molecular structures from infrared spectra. Upon the completion of this training, participants will be able to demonstrate an understanding of interpreting IR spectra, identify structures with higher accuracy and save time and money with quicker structure identification. (40 hours)

**Paint Analysis:** During this course, the student will learn highly specialized methods that can be successfully applied to paint. Topics that will be discussed include analysis techniques, instrumental analysis, manufacturing updates. Upon completion, attendees will be informed of current developing trends in instrumental analysis, microscopy and analysis of Paint Evidence, learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and will learn new/improved analytical techniques which will assist in daily casework. (40 hours)

**Comparison of Sole Impressions:** This course provides training on the analysis and comparison of sole impressions which is not met in any other training course. Lecture and hands-on exercises are given during the training. Upon completion of this course, attendees will be able to analyze latent impressions to determine if they were made by the sole of the foot or palm of the hand, use smart searching techniques to best compare sole impression prints and understand the limitation of analysis and suitability for exclusion based on available ridge skin. (16 hours)

**Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework:** This course offers practical exercises to enhance ability to interpret complex bloodstain patterns deposited on fabrics, textiles, and clothing. Students will also learn to evaluate bloodstain evidence from digital files by working on cases provided in a digital format. They will also be required to author a report and pass a final test. Upon completion, attendees will be able to properly examine clothing and other cloth materials for bloodstain patterns, understand how blood interacts with different fabric substrates and microscopic techniques for analysis and examine digital images and documents and author reports. (40 hours)

**NRA Basic Metallic Cartridge Reloading:** This course teaches beginning reloaders the basic knowledge, skills, and attitude necessary to safely reload metallic cartridges. Each student is taught reloading safety; centerfire cartridge components; using the reloading manual and reloading data; equipment; and the metallic cartridge reloading process. The students will build rifle and pistol ammo. Upon completion of this training, participants will understand how to reload ammunition safely and the danger when ammunition is not reloaded properly, understand why reloading may be necessary in casework and recognize reloaded ammunition when submitted as evidence and what toolmarks may be helpful for examination. (8 hours)

**Raman Spectroscopy:** This course is designed to provide practical instruction in the use of the Raman microscope through demonstrations and laboratory exercises supplemented with lectures. The role of Raman spectroscopy in the overall scheme of sample problem solving is addressed. Mapping and imaging are demonstrated and students have the opportunity to collect spectra on a variety of samples covering a range of applications. These include, but are not limited to, pigment identification, polymer analysis, carbon phase identification, polymorphs and particle identification. (32 hours)

**Basic Digital Imaging:** This course is designed to provide the participants with an in-depth, hands-on approach to using Microsoft Windows and Adobe Photoshop programs in a forensic environment. Not only will the class participants develop an understanding of forensic digital imaging concepts but they will also learn how these concepts can be utilized in the investigative process. Upon completion of this course, participants will be able to demonstrate the ability to correctly calibrate digital latent prints, understand the functions of digital processing tools and the application of the processing techniques and explain digital imaging best practices and create court exhibits. (24 hours)

**Infrared Spectroscopy:** This course is designed to provide practical instruction in the use of the FTIR and microscope through demonstrations and laboratory exercises supplemented with lectures. Upon completion, participants will be informed of IR fundamentals, interpretation, sample preparation techniques, and methods, learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and learn how to use and optimize IR microspectroscopy for a variety of applications. (32 hours)

**Comparative Dermatoglyphics:** Along with 4 hours of independent comparison work, this course follows robust models to determine morphological location of latent prints, and orientation, in order to compare more efficiently. The differentiation will be focused on the ridge flow similarities and differences in the fingers, hands, and feet. Upon completion of this training, participants will be able to identify key shape differences between the ridge flow in the fingers, palms, and feet, describe the typical differences in the creases found in the various regions of the friction skin and indicate the rarity of patterns of different regions of friction skin and the variation in the delta positioning. (16 hours)

**Ion Chromatography:** This hands-on course is designed to develop fundamental and operational skills of IC systems and is strongly recommended for IC users with a minimum of 2 months of hands-

on experience who would like to further expand their knowledge on the principles of IC, how to successfully operate their IC system, and properly maintain its consumables. Upon completion, attendees learn theory and operation of IC, learn proper instrument maintenance and new troubleshooting “tips and tricks”. (32 hours)

**Basic Fire Debris Online Course:** The course is comprised of lessons on the subjects of basic organic chemistry, ignitable liquid production, gas chromatography, mass spectrometry, extraction of ignitable liquid residues, and laboratory analysis of ignitable liquids. Upon completion, attendees will understand the theory of gas chromatography – mass spectrometry and be able to develop an analytical method for analysis of ignitable liquids, have knowledge of petroleum industry operations and how ignitable liquids are produced and understand the ASTM International methods of extraction and analysis of ignitable liquids. The culmination will be the student’s ability to analyze and classify ignitable liquids. (40 hours)

**Advanced Fire Debris Analysis Online Course:** The course is comprised of lessons on the subjects of fire dynamics, interfering products, degradation of ignitable liquids, and analysis of less common ignitable liquids. The lessons also include data analysis of ignitable liquid residues from fire debris, emerging methods of data analysis, and quality assurance/quality control procedures. Upon the completion of this course, attendees will have a general knowledge of fire dynamics and the processes that interfere with interpretation and identification of ignitable liquid residues, will know how to analyze ignitable liquid residues that are complicated by these processes and will learn about new emerging methods of data analysis. (40 hours)

**Mass Spectral Interpretation Online Course:** The training course on interpretation of mass spectra is designed to develop the fundamental skills necessary to understand fragmentation of ions formed by electron ionization (EI) in GC/MS or by one of the soft ionization techniques employed in LC/MS. Many of the examples are taken from EI mass spectrometry; however, the principles that are learned are applicable to any ionization technique. This training course teaches you the important skills of how to determine the “quality” of a mass spectrum and how to decide if the mass spectrum is worthy of an attempted mass spectral interpretation. (40 hours)

**X-ray Diffraction:** This training course will show the theoretical fundamentals, sample preparation techniques, and methods in qualitative analysis with diffractometers. Upon completion, participants will be informed of XRD fundamentals, sample preparation techniques, and methods, will learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and learn new/improved XRD analysis techniques which will assist in daily casework. (16 hours)

**Custom Thermo Instrument Monitor Refresher Training:** This training is a one-day refresher training for Instrument Monitors to update skills related to routine and emergency instrument maintenance tasks. Upon completion of this training, participants will be able to demonstrate continued proficiency with routine and emergency instrument maintenance tasks, understand new developments and become familiar with new hardware introduced by the manufacturer and practice and receive feedback on performance of maintenance tasks. (8 hours)

## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

Where possible, course instructors have been identified for the requested training and are included in the chart that follows. Much of the training identified in this proposal will be delivered via lecture, practical exercises, and/or presentation of scientific research at seminars, symposia, and workshops where the instructors are recognized experts in the forensic community, specializing in the subject matter presented. Specific information for these sessions is often not available at the time of application; as a result, instructors are not listed for all programs. Instructors and agendas will be made available to the forensic community as workshops and presentations are finalized in the months ahead.

FSD Technical Leaders actively seek the most appropriate training opportunities for their respective disciplines. As indicated in the Problem Identification, programs to address the Division's specialized training needs are typically not available through in-state vendors or structured for in-house delivery. As a result, training must often be obtained through external sources and taken advantage of when and where the programs are offered. With laboratory staffing levels and training needs continually increasing, FSD has made a concentrated effort to bring training programs in-state when feasible and fiscally possible; ten in-state programs have been identified for 2022. A listing of all requested programs and known logistics are provided in the chart that follows.

Because the majority of the training included in this request is administered by external parties, the minimal operational numbers for the identified programs are unknown. For the purpose of this application, the minimum operational response will be identified as N/A, as the trainee count is representative of the number of registration slots to be filled by Forensic Science Division personnel. Each program requested will have additional registration slots to be filled by other agencies and/or organizations. Minimal enrollment determination is the responsibility of the training instructor or entity for these programs.

Training materials associated with these programs are typically those received by Division personnel as handouts from workshops or formal presentations. These training materials are shared with other members of the forensic laboratory system, when copying is permitted, or through circulation at unit and laboratory trainings. Participants may be asked to orally present material to other FSD members or write a summary of the material for any of the programs.

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
ANAB Training	ANSI National Accreditation Board	27	Classroom	TBD	Lansing, MI
ASCLD Symposium	American Society of Crime Laboratory Directors	40	Multiple Workshops and Sessions	Multiple Experts	Austin, TX
MAFS Training	Midwestern Association of Forensic Scientists	40	Multiple Workshops and Sessions	Multiple Experts	Detroit, MI
AFQAM Training Conference	Association of Forensic Quality Assurance Managers	28	Workshops and Presentations	Multiple Experts	Dallas, TX
Advanced Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
SOFT Training	Society of Forensic Toxicologists	40	Workshops, Posters, Presentations	Multiple Experts	Denver, CO
Advanced ACE-V Applications for Fingerprint Examiners	Ron Smith and Associates	40	Classroom	Glenn Langenburg	TBD
AFTE Training	Association of Firearm and Tool Mark Examiners	48	Workshops and Presentations	Multiple Experts	Austin, TX
Shooting Incident Reconstruction for Crime Scene Response Team	Forensic Training Source	40	Classroom and Practical Exercises	James Molinaro and Howard Ryan	TBD
ASQDE Training	American Society of Questioned Document Examiners	40	Workshops and Presentations	Multiple Experts	TBD
CLIC Training	Clandestine Laboratory Investigating Chemists	40	Workshops and Presentations	Multiple Experts	TBD
American Industrial Hygiene Conference	American Industrial Hygiene Association	32	Workshops and Presentations	Multiple Experts	Virtual

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
AAFS Training	American Academy of Forensic Sciences	48	Workshops and Presentations	Multiple Experts	Orlando, FL
Expert Witness	Michigan State Police	32	Classroom, Mock Trial	Various Experts	Lansing, MI
Fiber Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Understanding Exclusion and Sufficiency Decisions	Ron Smith and Associates	36	Classroom and Practical Exercises	Glenn Langenburg and John Black	TBD
Shooting Incident Reconstruction for Firearms Discipline	Forensic Consultants	40	Classroom and Practical Exercises	Mike Haag	TBD
Advanced Bloodstain Pattern Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
DEA Forensic Chemist Seminar	Drug Enforcement Administrations	40	Classroom and Practical Exercise	TBD	Dulles, VA
MATT Drug Monitoring Training	Midwest Association of Toxicology and Therapeutic Drug Monitoring	16	Workshops and Presentations	Multiple Experts	TBD
FBI Question Documents Course	FBI	40	Classroom and Mock Trials	FBI Examiners	TBD
Midwest Crime Laboratory Directors Training	Midwest Crime Laboratory Directors	28	Workshops and Presentations	Multiple Experts	TBD
IAI Conference	International Association for Identification	40	Workshops and Presentations	Multiple Experts	National Harbor, MD
Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Distortion Interpretation & Feature Distribution	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
Fluid Dynamics of Bloodstain Pattern Formulation	Institute of Environmental Science and Research Limited	40	Classroom and Practical Exercises	Dr. Mark Jermy and Rosalyn Rough	TBD
SHOT Show	Firearms Industry Trade Association	32	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Antique Arms Show	Antique Arms Show	24	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior	Indiana University Center for Studies of Law in Action	40	Classroom and Practical Exercises	Multiple Experts	TBD
Practical and Applied Gas Chromatography	Axion Analytical Labs, Inc.	16	Classroom and Practical Exercises	Lee Polite	TBD
Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Technician Witness	Michigan State Police	24	Classroom and Practical Exercises	Various Experts	Lansing, MI
Michigan Safety Conference	Michigan Safety Conference	16	Presentations and Workshops	Various Experts	Grand Rapids, MI
Print Process Identification Forensic Document Examiner Conference	Print Process Identification Forensic Document Examiners	32	Workshops, Presentations, Practical Exercises	Multiple Experts	Charlotte, NC
Bloodstain Pattern Analysis Unit Meeting	TBD	12	Lecture and Presentations	TBD	Grayling, MI
Difficult Latent Print Comparisons	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Digital Imaging	TBD	40	Classroom and Practical Exercises	TBD	TBD



Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
Midwest Firearms Training Seminar	Midwest Association of Firearms and Toolmark Examiners	8	Presentations and Workshops	Multiple Experts	TBD
Comprehensive Latent Print Comparison	TriTech Forensics	40	Classroom and Practical Exercises	Pat Wertheim and Deborah Smith	TBD
Tire Track Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
SAFDE	Southern Association of Forensic Document Examiners	24	Workshops and Presentations	Multiple Experts	TBD
Scientific Analysis: From the Laboratory to the Witness Stand	Ron Smith and Associates	40	Classroom and Practical Exercises	Michelle Triplett	TBD
SIG Sauer P365 Armors Course	SIG Sauer Academy	8	Classroom and Practical Exercises	TBD	TBD
ACSR Conference	Association for Crime Scene Reconstruction	40	Workshops and Presentations	Multiple Experts	TBD
Interpretation of Mass Spectra	Analytical Training Solutions	40	Lecture and Training Modules	O. David Sparkman	Online
Polarized Light Microscopy	TBD	40	Classroom and Practical Exercises	TBD	TBD
Palm Print Comparison Techniques	Ron Smith and Associates	24	Classroom and Practical Exercises	Ron Smith	TBD
IABPA Conference	International Association of Bloodstain Pattern Analysts	32	Workshops, Presentation, Case Studies	Multiple Experts	TBD
Springfield Armory Armorer Course	Team One Network	8	Lecture and Practical Exercises	TBD	TBD

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
Advanced Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Essential Ridgeology Techniques	Ron Smith and Associates	40	Classroom and Practical Exercises	John Bush	TBD
Basic Bloodstain Pattern Analysis (FSD Instructors)	Michigan State Police	40	Classroom and Practical Exercises	Guy Nutter and Various Bloodstain Pattern Analysis Analysts	Detroit, MI
Glock Armorer Course	Glock	8	Lecture and Practical Exercises	TBD	TBD
Explosives Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Analysis of Distortion in Latent Prints	Evolve Forensics	16	Classroom and Practical Exercises	Alice White	TBD
Mass Fatality Incident Exercise	Michigan State Police	12	Mock Mass Fatality Crime Scene, Practical Exercises, and Discussion	Guy Nutter and Various Crime Scene Response Team Liaisons	TBD
Smith & Wesson Armorer Course	Smith & Wesson	8	Lecture and Practical Exercises	TBD	TBD
Infrared Spectral Interpretation	ACS Professional Education	40	Lecture and Practical Exercises	TBD	TBD
Paint Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Comparison of Sole Impressions	TBD	16	Classroom and Practical Exercises	TBD	TBD
Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	Miami-Dade Public Safety Training Institute	40	Classroom and Practical Exercises	Toby Wolson and LeeAnn Singley	TBD
Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location

NRA Basic Metallic Cartridge Reloading	Adam's Firearm & Tactical Training LLC	8	Classroom and Practical Exercises	Adam Hladilek	TBD
Raman Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Basic Digital Imaging	Foray Technologies	24	Lecture and Practical Exercises	David Witzke	Online
Infrared Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Comparative Dermatoglyphics	Evolve Forensics	16	Lecture and Practical Exercise	Alice White	Live webinar
Ion Chromatography	TBD	16	Classroom and Practical Exercises	TBD	TBD
Basic Fire Debris Online Course	National Center for Forensic Science, University of Central Florida, College of Sciences	40	Lecture and Training Modules	TBD	Online
Advanced Fire Debris Analysis Online Course	The National Center for Forensic Science	40	Lecture and Training Modules	TBD	Online
Mass Spectral Interpretation Online Course	Mass-Spec-Training	40	Lecture and Training Modules	TBD	Online
X-ray Diffraction	TBD	16	Classroom and Practical Exercises	TBD	TBD
Custom Thermo Instrument Monitor Refresher Training	Thermo Scientific - Unity Lab Services	8	Classroom and Practical Exercises	TBD	TBD

## 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 Page 19 of the Grant Manual**

The majority of the training programs identified in this request are delivered through established, external providers. The vendors and/or institutions, course content, and instructional staff have been in operation for many years; the value of these programs is confirmed through the continued participation/attendance of the forensic community, as well as the Forensic Science Division's satisfaction with attendee performance on the job. Training programs with formalized course structure routinely include internal methods for evaluating participant progress – typically through laboratory exercises, hands-on staff instruction, or certificate issuance upon satisfactory completion of course requirements.

All laboratory personnel who attend formalized training are required to complete participant evaluations of the program content and instruction received. FSD has found these evaluations to be a valuable method for measuring the effectiveness of programs attended. When participants feel that a course falls short of the expected quality or depth of instruction, they are candid with their opinions. Equally important, participants who have a particularly high opinion of a course or specific instructor often request additional training for themselves and their unit based upon that experience. Feedback provided in the participant evaluations is used to support continued participation in a program or to identify alternate training sources to better meet the needs of our personnel.

In addition to certificates of completion and participant training evaluations, the Forensic Science Division monitors the proficiency of its analysts and examiners in the following manner:

1. The employee's supervisor provides an annual Performance Appraisal of each employee.
2. The Forensic Science Division conducts multiple proficiency tests of each employee annually. These proficiency tests are supplied by an external testing agency and are designed to measure the analyst's ability to obtain accurate results, knowledge of appropriate analytical methods, and ability to properly interpret and report results. The Division maintains records of employee performance; successful completion of all proficiency tests is mandatory.
3. In addition to the external proficiency testing, the Division has instituted internal proficiency tests designed to measure the competency of the analysts.
4. The analytical performance of the forensic personnel is reflected in their ability to obtain reliable results for the investigating officers and prosecutors. This performance is measured by evaluation of courtroom testimony through an annual written evaluation of each analyst by a supervisor or coworker and written evaluations of courtroom performance are provided periodically by prosecutors, judges, and investigating officers.
5. The Forensic Science Division laboratories are accredited by the ANSI National Accreditation Board (ANAB). This accreditation sets minimum standards for employee skill levels and

training. Every five years the laboratory system is re-accredited by ANAB and skill levels of employees are verified.

6. The immediate supervisor technically reviews each employee's work for accuracy and completeness. Each discipline has a statewide program coordinator who is responsible for conducting yearly audits at each of the Division's seven laboratories. Any deficiencies are noted and the necessary corrective action is taken.
7. At a minimum, employees who receive training make presentations to other members of their discipline at annual unit trainings. Information gained through training is summarized and distributed to other unit members, and included in the unit's procedure manual, when appropriate.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>ANAB Training</b>			
Training Location <b>Lansing, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>27</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$351.73	\$	\$351.73
Contractual Services	\$	\$	\$
Tuition	\$20,000.00	\$20,000.00	\$
Travel	\$8,580.00	\$7,980.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$28,931.73	\$27,980.00	\$951.73

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **ANAB Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$351.73**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$20,000.00 (this is a flat fee that will be paid to ANAB for the delivery of this training).

**GRANT SHARE = \$20,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three and a half-day training to be held in Lansing, MI, budgeted for 20 employees to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Costs include: Breakfast - \$680.00 (20 people x 4 days x \$8.50), Lunch - \$680.00 (20 people x 4 days x \$8.50), Dinner - \$1,520.00 (20 people x 4 days x \$19.00), Lodging - \$5,100.00 (20 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (20 people x 3 nights x \$10.00).

**GRANT SHARE = \$7,980.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>ASCLD Symposium</b>			
Training Location <b>Austin, TX</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$468.98	\$	\$468.98
Contractual Services	\$	\$	\$
Tuition	\$9,600.00	\$9,600.00	\$
Travel	\$25,290.00	\$15,390.00	\$9,900.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$35,358.98	\$24,990.00	\$10,368.98

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **ASCLD Symposium**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$468.98**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$9,600.00 (12 people x \$800.00).

**GRANT SHARE = \$9,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Austin, TX and 12 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$6,600.00 (12 people x \$550.00), Breakfast - \$936.00 (12 people x 6 days x \$13.00), Lunch - \$936.00 (12 people x 6 days x \$13.00), Dinner - \$1,818.00 (12 people x 6 days x \$25.25), Lodging - \$5,100.00 (12 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$9,900.00 (12 people x 5 nights x \$165.00).

**GRANT SHARE = \$15,390.00 MATCH SHARE = \$9,900.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>MAFS Training</b>			
Training Location <b>Detroit, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$623.39	\$	\$623.39
Contractual Services	\$	\$	\$
Tuition	\$31,200.00	\$31,200.00	\$
Travel	\$28,101.00	\$19,781.00	\$8,320.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$59,924.39	\$50,981.00	\$8,943.39

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### MAFS Training

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$623.39**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$31,200.00 (26 people x \$1,200.00).

**GRANT SHARE = \$31,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Detroit, MI and 26 employees are budgeted to attend. Travel Costs include: Airfare/Other - \$1,750.00 (10 vehicles x \$35.00 parking fee x 5 nights), Breakfast - \$1,599.00 (26 people x 6 days x \$10.25), Lunch - \$1,599.00 (26 people x 6 days x \$10.25), Dinner - \$3,783.00 (26 people x 6 days x \$25.25), Lodging - \$11,050.00 (26 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$8,320.00 (26 people x 5 nights x \$64.00).

**GRANT SHARE = \$19,781.00 MATCH SHARE = \$8,320.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>AFQAM Training Conference</b>			
Training Location <b>Dallas, TX</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$117.24	\$	\$117.24
Contractual Services	\$	\$	\$
Tuition	\$3,850.00	\$3,850.00	\$
Travel	\$14,368.75	\$12,608.75	\$1,760.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$18,335.99	\$16,458.75	\$1,877.24

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **AFQAM Training Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$117.24**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,850.00 (11 people x \$350.00).

**GRANT SHARE = \$3,850.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Dallas, TX and 11 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$6,050.00 (11 people x \$550.00), Breakfast - \$715.00 (11 people x 5 days x \$13.00), Lunch - \$715.00 (11 people x 5 days x \$13.00), Dinner - \$1,388.75 (11 people x 5 days x \$25.25), Lodging - \$3,740.00 (11 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,760.00 (11 people x 4 nights x \$40.00).

**GRANT SHARE = \$12,608.75 MATCH SHARE = \$1,760.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced Footwear Examination</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$445.28	\$	\$445.28
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$4,772.00	\$3,797.00	\$975.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,217.28	\$6,797.00	\$1,420.28

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Advanced Footwear Examination**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$445.28**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (3 people x \$1,000.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,730.00 (3 people x \$460.00 + \$350.00 car rental), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$975.00 (3 people x 5 nights x \$65.00).

**GRANT SHARE = \$3,797.00 MATCH SHARE = \$975.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>SOFT Training</b>			
Training Location <b>Denver, CO</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$7,500.00	\$7,500.00	\$
Travel	\$9,295.00	\$6,195.00	\$ 3,100.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$17,160.05	\$13,695.00	\$3,465.05

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **SOFT Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$7,500.00 (5 people x \$1,500.00).

**GRANT SHARE = \$7,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Denver, CO and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,750.00 (5 people x \$550.00), Breakfast - \$307.50 (5 people x 6 days x \$10.25), Lunch - \$307.50 (5 people x 6 days x \$10.25), Dinner - \$705.00 (5 people x 6 days x \$23.50), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$3,100.00 (5 people x 5 nights x \$124.00).

**GRANT SHARE = \$6,195.00 MATCH SHARE = \$3,100.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced ACE-V Applications for Fingerprint Examiners</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$2,400.00	\$2,400.00	\$
Travel	\$5,806.00	\$5,206.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,461.37	\$7,606.00	\$855.37

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Advanced ACE-V Applications for Fingerprint Examiners**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,400.00 (4 people x \$600.00).

**GRANT SHARE = \$2,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,450.00 (4 people x \$550.00 + \$250.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (4 people x 5 nights x \$30.00).

**GRANT SHARE = \$5,206.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>AFTE Training</b>			
Training Location <b>Austin, TX</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>48</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$691.01	\$	\$691.01
Contractual Services	\$	\$	\$
Tuition	\$6,600.00	\$6,600.00	\$
Travel	\$14,950.00	\$10,630.00	\$4,320.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$22,241.01	\$17,230.00	\$5,011.01

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **AFTE Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$691.01**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,600.00 (8 people x \$825.00).

**GRANT SHARE = \$6,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a six-day training to be held in Austin, TX and eight employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$3,680.00 (8 people x \$460.00), Breakfast - \$728.00 (8 people x 7 days x \$13.00), Lunch - \$728.00 (8 people x 7 days x \$13.00), Dinner - \$1,414.00 (8 people x 7 days x \$25.25), Lodging - \$4,080.00 (8 people x 6 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$4,320.00 (8 people x 6 nights x \$90.00).

**GRANT SHARE = \$10,630.00 MATCH SHARE = \$4,320.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Shooting Incident Reconstruction for Crime Scene Response Team</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$547.58	\$	\$547.58
Contractual Services	\$	\$	\$
Tuition	\$16,000.00	\$16,000.00	\$
Travel	\$11,677.50	\$11,677.50	\$
Supplies & Operating	\$2,000.00	\$2,000.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$30,225.08	\$29,677.50	\$547.58

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Shooting Incident Reconstruction for Crime Scene Response Team**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$547.58**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$16,000.00 (this is a flat rate to be paid to Forensic Training Source for the delivery of this training).

**GRANT SHARE = \$16,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 18 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$922.50 (18 people x 5 days x \$10.25), Lunch - \$922.50 (18 people x 5 days x \$10.25), Dinner - \$2,182.50 (18 people x 5 days x \$24.25), Lodging - \$7,650.00 (18 people x 5 nights x \$85.00).

**GRANT SHARE = \$11,677.50 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented and towing charges for vehicles utilized in the mock shooting scene will be incurred. Costs include: Facility Space - \$1,000.00 and Tow Charges - \$1,000.00.

**GRANT SHARE = \$2,000.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>ASQDE Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$4,997.00	\$3,797.00	\$1,200.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,064.17	\$5,597.00	\$1,467.17

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **ASQDE Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,800.00 (3 people x \$600.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,730.00 (3 people x \$460.00 + \$350 car rental), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$792.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,200.00 (3 people x 5 nights x \$80.00).

**GRANT SHARE = \$3,797.00 MATCH SHARE = \$1,200.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>CLIC Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$4,500.00	\$4,500.00	\$
Travel	\$8,934.00	\$6,234.00	\$2,700.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$13,890.32	\$10,734.00	\$3,156.32

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **CLIC Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,500.00 (6 people x \$750.00).

**GRANT SHARE = \$4,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,100.00 (6 people x \$350.00), Breakfast - \$369.00 (6 people x 6 days x \$10.25), Lunch - \$369.00 (6 people x 6 days x \$10.25), Dinner - \$846.00 (6 people x 6 days x \$23.50), Lodging - \$2,550.00 (6 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,700.00 (6 people x 5 nights x \$90.00).

**GRANT SHARE = \$6,234.00 MATCH SHARE = \$2,700.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>American Industrial Hygiene Conference</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$77.70	\$	\$77.70
Contractual Services	\$	\$	\$
Tuition	\$1,299.00	\$1,299.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$1,376.70	\$1,299.00	\$77.70

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **American Industrial Hygiene Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$77.70**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this virtual training. The registration cost is \$1,299.00 (1 person x \$1,299.00).

**GRANT SHARE = \$1,299.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title AAFS Training			
Training Location Orlando, FL			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$402.20	\$	\$402.20
Contractual Services	\$	\$	\$
Tuition	\$8,750.00	\$8,750.00	\$
Travel	\$21,640.00	\$13,390.00	\$8,250.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$30,792.20	\$22,140.00	\$8,652.20

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **AAFS Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$402.20**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$8,750.00 (10 people x \$875.00).

**GRANT SHARE = \$8,750.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Orlando, FL and 10 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$6,500.00 (10 people x \$650.00), Breakfast - \$615.00 (10 people x 6 days x \$10.25), Lunch - \$615.00 (10 people x 6 days x \$10.25), Dinner - \$1,410.00 (10 people x 6 days x \$23.50), Lodging - \$4,250.00 (10 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$8,250.00 (10 people x 5 nights x \$165.00).

**GRANT SHARE = \$13,390.00 MATCH SHARE = \$8,250.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Expert Witness			
Training Location Lansing, MI			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1,532.13	\$	\$1,532.13
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$5,088.00	\$5,088.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,620.13	\$5,088.00	\$1,532.13

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Expert Witness

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$1,532.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Lansing, MI and 12 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all employees to be able to attend. Travel Costs include: Airfare/Other - \$300.00 (parking), Breakfast - \$408.00 (12 people x 4 days x \$8.50), Lunch - \$408.00 (12 people x 4 days x \$8.50), Dinner - \$912.00 (12 people x 4 days x \$19.00), Lodging - \$3,060.00 (12 people x 3 nights x \$85.00).

**GRANT SHARE = \$5,088.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Fiber Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,644.22	\$6,638.00	\$1,006.22

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Fiber Analysis

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 for a rental car), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85) and Lodging costs above the allotted \$85 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Understanding Exclusion and Sufficiency Decisions</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$2,400.00	\$2,400.00	\$
Travel	\$5,906.00	\$5,306.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,646.50	\$7,706.00	\$940.50

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Understanding Exclusion and Sufficiency Decisions

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,400.00 (4 people x \$600.00).

**GRANT SHARE = \$2,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (4 people x 5 nights x \$30.00).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Shooting Incident Reconstruction for Firearms Discipline</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$431.88	\$	\$431.88
Contractual Services	\$	\$	\$
Tuition	\$35,650.00	\$35,650.00	\$
Travel	\$11,960.00	\$11,960.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$48,041.88	\$47,610.00	\$431.88

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Shooting Incident Reconstruction for Firearms Discipline**

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$431.88**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$35,650.00 (23 people x \$1,550.00).

**GRANT SHARE = \$35,650.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 23 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all employees to be able to attend. Travel Costs include: Breakfast - \$977.50 (23 people x 5 days x \$8.50), Lunch - \$977.50 (23 people x 5 days x \$8.50), Dinner - \$2,185.00 (23 people x 5 days x \$19.00), Lodging - \$7,820.00 (23 people x 4 nights x \$85.00).

**GRANT SHARE = \$11,960.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced Bloodstain Pattern Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$4,200.00	\$4,200.00	\$
Travel	\$6,022.50	\$5,047.50	\$975.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$10,678.82	\$9,247.50	\$1,431.32

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Advanced Bloodstain Pattern Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,200.00 (3 people x \$1,400.00).

**GRANT SHARE = \$4,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,850.00 (3 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$234.00 (3 people x 6 days x \$13.00), Lunch - \$234.00 (3 people x 6 days x \$13.00), Dinner - \$454.50 (3 people x 6 days x \$25.25), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$975.00 (3 people x 5 nights x \$65.00).

**GRANT SHARE = \$5,047.50 MATCH SHARE = \$975.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>DEA Forensic Chemist Seminar</b>			
Training Location <b>Dulles, VA</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$4,070.00	\$4,070.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$4,526.32	\$4,070.00	\$456.32

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **DEA Forensic Chemist Seminar**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00    MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Dulles, VA and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,750.00 (5 people x \$350.00 + \$1,000.00 car rentals), Breakfast - \$307.50 (5 people x 6 days x \$10.25), Lunch - \$307.50 (5 people x 6 days x \$10.25), Dinner - \$705.00 (5 people x 6 days x \$23.50).

**GRANT SHARE = \$4,070.00    MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>MATT Drug Monitoring Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$1,250.00	\$1,250.00	\$
Travel	\$6,765.00	\$4,905.00	\$1,860.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,380.05	\$6,155.00	\$2,225.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **MATT Drug Monitoring Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,250.00 (5 people x \$250.00).

**GRANT SHARE = \$1,250.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in a location yet to be determined and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,750.00 (5 people x \$550.00), Breakfast - \$205.00 (5 people x 4 days x \$10.25), Lunch - \$205.00 (5 people x 4 days x \$10.25), Dinner - \$470.00 (5 people x 4 days x \$23.50), Lodging - \$1,275.00 (5 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,860.00 (5 people x 3 nights x \$124.00).

**GRANT SHARE = \$4,905.00 MATCH SHARE = \$1,860.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title FBI Question Documents Course			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$1,992.50	\$1,542.50	\$450.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$2,348.72	\$1,542.50	\$806.22

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **FBI Question Documents Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00    MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and one employee is budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$810.00 (1 person x \$460.00 + \$350.00 car rental), Breakfast - \$78.00 (1 person x 6 days x \$13.00), Lunch - \$78.00 (1 person x 6 days x \$13.00), Dinner - \$151.50 (1 person x 6 days x \$25.25), Lodging - \$425.00 (1 person x 5 nights x \$85.00) and Lodging costs above the allotted \$85 (Match) - \$450.00 (1 person x 5 nights x \$90.00).

**GRANT SHARE = \$1,542.50    MATCH SHARE = \$450.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Midwest Crime Laboratory Directors Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>28</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$402.20	\$	\$402.20
Contractual Services	\$	\$	\$
Tuition	\$7,000.00	\$7,000.00	\$
Travel	\$12,700.00	\$11,100.00	\$1,600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$20,102.20	\$18,100.00	\$2,002.20

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Midwest Crime Laboratory Directors Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00    MATCH SHARE = \$402.20**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$7,000.00 (10 people x \$700.00).

**GRANT SHARE = \$7,000.00    MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three and a half-day training to be held in a location yet to be determined and 10 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$5,500.00 (10 people x \$550.00), Breakfast - \$512.50 (10 people x 5 days x \$10.25), Lunch - \$512.50 (10 people x 5 days x \$10.25), Dinner - \$1,175.00 (10 people x 5 days x \$23.50), Lodging - \$3,400.00 (10 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85 (Match) - \$1,600.00 (10 people x 4 nights x \$40.00).

**GRANT SHARE = \$11,100.00    MATCH SHARE = \$1,600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title IAI Conference			
Training Location National Harbor, MD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$26,081.25	\$22,031.25	\$4,050.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$32,506.87	\$28,031.25	\$4,475.62

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **IAI Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,000.00 (15 people x \$400.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in National Harbor, MD and 15 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$9,000.00 (15 people x \$550.00 + \$750 car rental), Breakfast - \$1,365.00 (15 people x 7 days x \$13.00), Lunch - \$1,365.00 (15 people x 7 days x \$13.00), Dinner - \$2,651.25 (15 people x 7 days x \$25.25), Lodging - \$7,650.00 (15 people x 6 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$4,050.00 (15 people x 6 nights x \$45.00).

**GRANT SHARE = \$22,031.25 MATCH SHARE = \$4,050.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Fire Debris Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,555.17	\$6,638.00	\$917.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Fire Debris Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Distortion Interpretation &amp; Feature Distribution</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>36</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$18,850.00	\$18,850.00	\$
Travel	\$17,508.75	\$16,348.75	\$1,160.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$36,699.25	\$35,198.75	\$1,500.50

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Distortion Interpretation & Feature Distribution**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$18,850.00 (29 people x \$650.00).

**GRANT SHARE = \$18,850.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four and a half-day training to be held in a location yet to be determined and 29 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$1,486.25 (29 people x 5 days x \$10.25), Lunch - \$1,486.25 (29 people x 5 days x \$10.25), Dinner - \$3,516.25 (29 people x 5 days x \$24.25), Lodging - \$9,860.00 (29 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,160.00 (29 people x 4 nights x \$10.00).

**GRANT SHARE = \$16,348.75 MATCH SHARE = \$1,160.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Fluid Dynamics of Bloodstain Pattern Formulation</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$7,856.00	\$6,556.00	\$1,300.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$14,221.05	\$12,556.00	\$1,665.05

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Fluid Dynamics of Bloodstain Pattern Formulation**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,000.00 (4 people x \$1,500.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$3,800.00 (4 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,300.00 (4 people x 5 nights x \$65.00).

**GRANT SHARE = \$6,556.00 MATCH SHARE = \$1,300.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Shot Show</b>			
Training Location <b>Las Vegas, NV</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$1,050.00	\$1,050.00	\$
Travel	\$9,097.50	\$6,337.50	\$2,760.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$10,406.63	\$7,387.50	\$3,019.13

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **SHOT Show**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,050.00 (6 people x \$175.00).

**GRANT SHARE = \$1,050.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Las Vegas, NV and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,760.00 (6 people x \$460.00), Breakfast - \$390.00 (6 people x 5 days x \$13.00), Lunch - \$390.00 (6 people x 5 days x \$13.00), Dinner - \$757.50 (6 people x 5 days x \$25.25), Lodging - \$2,040.00 (6 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,760.00 (6 people x 4 nights x \$115.00).

**GRANT SHARE = \$6,337.50 MATCH SHARE = \$2,760.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Antique Arms Show</b>			
Training Location <b>Las Vegas, NV</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$86.38	\$	\$86.38
Contractual Services	\$	\$	\$
Tuition	\$210.00	\$210.00	\$
Travel	\$3,322.50	\$1,942.50	\$1,380.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,618.88	\$2,152.50	\$1,466.38

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Antique Arms Show**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$86.38**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$210.00 (6 people x \$35.00).

**GRANT SHARE = \$210.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in Las Vegas, NV and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$234.00 (6 people x 3 days x \$13.00), Lunch - \$234.00 (6 people x 3 days x \$13.00), Dinner - \$454.50 (6 people x 3 days x \$25.25), Lodging - \$1,020.00 (6 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,380.00 (6 people x 2 nights x \$115.00).

**GRANT SHARE = \$1,942.50 MATCH SHARE = \$1,380.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Robert Borkenstein Course on the Effects of Drugs on Human Performance and Behavior</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$4,500.00	\$4,500.00	\$
Travel	\$5,577.00	\$3,717.00	\$1,860.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$10,442.05	\$8,217.00	\$2,225.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,500.00 (3 people x \$1,500.00).

**GRANT SHARE = \$4,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,650.00 (3 people x \$550.00), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,860.00 (3 people x 5 nights x \$124.00).

**GRANT SHARE = \$3,717.00 MATCH SHARE = \$1,860.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Practical and Applied Gas Chromatography			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$273.79	\$	\$273.79
Contractual Services	\$	\$	\$
Tuition	\$10,000.00	\$10,000.00	\$
Travel	\$4,980.00	\$3,405.00	\$1,575.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$15,253.79	\$13,405.00	\$1,848.79

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Practical and Applied Gas Chromatography**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$273.79**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$10,000.00 (5 people x \$2,000.00).

**GRANT SHARE = \$10,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,250.00 (5 people x \$250.00), Breakfast - \$205.00 (5 people x 4 days x \$10.25), Lunch - \$205.00 (5 people x 4 days x \$10.25), Dinner - \$470.00 (5 people x 4 days x \$23.50), Lodging - \$1,275.00 (5 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,575.00 (5 people x 3 nights x \$105.00).

**GRANT SHARE = \$3,405.00 MATCH SHARE = \$1,575.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Footwear Examination</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,565.17	\$5,648.00	\$917.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Footwear Examination**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Technician Witness</b>			
Training Location <b>Lansing, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1,276.78	\$	\$1,276.78
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$3,636.00	\$3,636.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,912.78	\$3,636.00	\$1,276.78

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### Technician Witness

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$1,276.78**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in Lansing, MI and 12 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all employees to be able to attend. Travel Costs include: Airfare/Other - \$300.00 (parking), Breakfast - \$306.00 (12 people x 3 days x \$8.50), Lunch - \$306.00 (12 people x 3 days x \$8.50), Dinner - \$684.00 (12 people x 3 days x \$19.00), Lodging - \$2,040.00 (12 people x 2 nights x \$85.00).

**GRANT SHARE = \$3,636.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Michigan Safety Conference			
Training Location Grand Rapids, MI			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$77.70	\$	\$77.70
Contractual Services	\$	\$	\$
Tuition	\$190.00	\$190.00	\$
Travel	\$140.00	\$140.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$407.70	\$330.00	\$77.70

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Michigan Safety Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$77.70**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$190.00 (1 person x \$190.00).

**GRANT SHARE = \$190.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in Grand Rapids, MI and one employee is budgeted to attend. Travel Costs include: Breakfast - \$10.25 (1 person x 1 day x \$10.25), Lunch - \$20.50 (1 person x 2 days x \$10.25), Dinner - \$24.25 (1 person x 1 day x \$24.25), Lodging - \$85.00 (1 person x 1 night x \$85.00).

**GRANT SHARE = \$140.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Print Process Identification Forensic Document Examiners Conference</b>			
Training Location <b>Charlotte, NC</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$1,630.00	\$1,370.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,397.17	\$2,870.00	\$527.17

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Print Process Identification Forensic Document Examiner Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,500.00 (1 person x \$1,500.00).

**GRANT SHARE = \$1,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Charlotte, NC and one employee is budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$810.00 (1 person x \$460.00 + \$350 car rental), Breakfast - \$51.25 (1 person x 5 days x \$10.25), Lunch - \$51.25 (1 person x 5 days x \$10.25), Dinner - \$117.50 (1 person x 5 days x \$23.50), Lodging - \$340.00 (1 person x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$260.00 (1 person x 4 nights x \$65.00).

**GRANT SHARE = \$1,370.00 MATCH SHARE = \$260.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Bloodstain Pattern Analysis Unit Meeting</b>			
Training Location <b>Grayling, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>12</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$638.84	\$	\$638.84
Contractual Services	\$	\$	\$
Tuition	\$5,000.00	\$5,000.00	\$
Travel	\$2,198.00	\$2,198.00	\$
Supplies & Operating	\$500.00	\$500.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,336.84	\$7,698.00	\$638.84

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Bloodstain Pattern Analysis Unit Meeting**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$638.84**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,000.00 (this is a flat rate to be paid to a vendor yet to be determined).

**GRANT SHARE = \$5,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one and a half-day training to be held in Grayling, MI and 14 employees are budgeted to attend. Travel Costs include: Breakfast - \$238.00 (14 people x 2 days x \$8.50), Lunch - \$238.00 (14 people x 2 days x \$8.50), Dinner - \$532.00 (14 people x 2 days x \$19.00), Lodging - \$1,190.00 (14 people x 1 night x \$85.00).

**GRANT SHARE = \$2,198.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented. Costs include: Facility Space - \$500.00.

**GRANT SHARE = \$500.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Difficult Latent Print Comparisons</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>36</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$2,600.00	\$2,600.00	\$
Travel	\$5,396.00	\$5,306.00	\$90.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,336.50	\$7,906.00	\$430.50

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Difficult Latent Print Comparisons**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,600.00 (4 people x \$650.00).

**GRANT SHARE = \$2,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four and a half-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$90.00 (4 people x 5 nights x \$4.50).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$90.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Digital Imaging</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,387.06	\$5,648.00	\$739.06

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### Digital Imaging

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Midwest Firearms Training Seminar</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$345.50	\$	\$345.50
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$4,320.00	\$3,020.00	\$1,300.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,665.50	\$3,020.00	\$1,645.50

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Midwest Firearms Training Seminar**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$345.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training seminar to be held in a location yet to be determined and 10 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$307.50 (10 people x 3 days x \$10.25), Lunch - \$307.50 (10 people x 3 days x \$10.25), Dinner - \$705.00 (10 people x 3 days x \$23.50), Lodging - \$1,700.00 (10 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,300.00 (10 people x 2 nights x \$65.00).

**GRANT SHARE = \$3,020.00 MATCH SHARE = \$1,300.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Comprehensive Latent Print Comparison</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$2,396.00	\$2,396.00	\$
Travel	\$5,396.00	\$5,306.00	\$90.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,132.50	\$7,702.00	\$430.50

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Comprehensive Latent Print Comparison**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,396.00 (4 people x \$599.00).

**GRANT SHARE = \$2,396.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$90.00 (4 people x 5 nights x \$4.50).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$90.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Tire Track Examination</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,654.22	\$5,648.00	\$1,006.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Tire Track Examination**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title SAFDE			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 24	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$900.00	\$900.00	\$
Travel	\$4,890.00	\$4,110.00	\$780.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,057.17	\$5,010.00	\$1,047.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **SAFDE**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$900.00 (3 people x \$300.00).

**GRANT SHARE = \$900.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,430.00 (3 people x \$460.00 + \$350.00 car rental), Breakfast - \$153.75 (3 people x 5 days x \$10.25), Lunch - \$153.75 (3 people x 5 days x \$10.25), Dinner - \$352.50 (3 people x 5 days x \$23.50), Lodging - \$1,020.00 (3 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$780.00 (3 people x 4 nights x \$65.00).

**GRANT SHARE = \$4,110.00 MATCH SHARE = \$780.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Scientific Analysis: From the Laboratory to the Witness Stand</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$2,600.00	\$2,600.00	\$
Travel	\$5,906.00	\$5,306.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,931.62	\$7,906.00	\$1,025.62

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Scientific Analysis: From the Laboratory to the Witness Stand**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,600.00 (4 people x \$650.00).

**GRANT SHARE = \$2,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (4 people x 5 nights x \$30.00).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title SIG Sauer P365 Armorers Course			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 8	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$3,920.00	\$3,920.00	\$
Travel	\$1,806.00	\$1,806.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,985.13	\$5,726.00	\$259.13

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **SIG Sauer P365 Armorers Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,920.00 (14 people x \$280.00).

**GRANT SHARE = \$3,920.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 14 employees are budgeted to attend. Travel Costs include: Breakfast - \$143.50 (14 people x 1 day x \$10.25), Lunch - \$143.50 (14 people x 1 day x \$10.25), Dinner - \$329.00 (14 people x 1 day x \$23.50), Lodging - \$1,190.00 (14 people x 1 night x \$85.00).

**GRANT SHARE = \$1,806.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Association for Crime Scene Reconstruction Conference</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$6,042.00	\$4,917.00	\$1,125.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,298.32	\$6,717.00	\$1,581.32

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Association for Crime Scene Reconstruction Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,800.00 (3 people x \$600.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,850.00 (3 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,125.00 (3 people x 5 nights x \$75.00).

**GRANT SHARE = \$4,917.00 MATCH SHARE = \$1,125.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Interpretation of Mass Spectra			
Training Location Virtual			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$273.79	\$	\$273.79
Contractual Services	\$	\$	\$
Tuition	\$4,800.00	\$4,800.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,073.79	\$4,800.00	\$273.79

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Interpretation of Mass Spectra

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$273.79**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this virtual training. The registration cost is \$4,800.00 (3 people x \$1,600.00).

**GRANT SHARE = \$4,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Polarized Light Microscopy</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$2,328.00	\$1,678.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,674.22	\$5,668.00	\$1,006.22

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Polarized Light Microscopy**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$1,678.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Palm Print Comparison Techniques</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$1,200.00	\$1,200.00	\$
Travel	\$3,233.50	\$3,193.00	\$40.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,688.87	\$4,393.00	\$295.87

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Palm Print Comparison Techniques**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,200.00 (3 people x \$400.00).

**GRANT SHARE = \$1,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,900.00 (3 people x \$550.00 + \$250.00 car rental), Breakfast - \$123.00 (3 people x 4 days x \$10.25), Lunch - \$123.00 (3 people x 4 days x \$10.25), Dinner - \$282.00 (3 people x 4 days x \$23.50), Lodging - \$765.00 (3 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$40.50 (3 people x 3 nights x \$4.50).

**GRANT SHARE = \$3,193.00 MATCH SHARE = \$40.50**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title IABPA Conference			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$273.79	\$	\$273.79
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$6,042.00	\$4,917.00	\$1,125.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,815.79	\$6,417.00	\$1,398.79

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **IABPA Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$273.79**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,500.00 (3 people x \$500.00).

**GRANT SHARE = \$1,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,850.00 (3 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,125.00 (3 people x 5 nights x \$75.00).

**GRANT SHARE = \$4,917.00 MATCH SHARE = \$1,125.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Springfield Armory Armorer Course</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$4,900.00	\$4,900.00	\$
Travel	\$1,806.00	\$1,806.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,965.13	\$6,706.00	\$259.13

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Springfield Armory Armorer Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,900.00 (14 people x \$350.00).

**GRANT SHARE = \$4,900.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 14 employees are budgeted to attend. Travel Costs include: Breakfast - \$143.50 (14 people x 1 day x \$10.25), Lunch - \$143.50 (14 people x 1 day x \$10.25), Dinner - \$329.00 (14 people x 1 day x \$23.50), Lodging - \$1,190.00 (14 people x 1 night x \$85.00).

**GRANT SHARE = \$1,806.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced Fire Debris Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,644.22	\$6,638.00	\$1,006.22

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Advanced Fire Debris Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Essential Ridgeology Techniques</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$4,417.00	\$3,967.00	\$450.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,642.62	\$5,767.00	\$875.62

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Essential Ridgeology Techniques**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,800.00 (3 people x \$600.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,900.00 (3 people x \$550.00 + \$250.00 car rental), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$450.00 (3 people x 5 nights x \$30.00).

**GRANT SHARE = \$3,967.00 MATCH SHARE = \$450.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Basic Bloodstain Pattern Analysis (FSD Instructors)</b>			
Training Location <b>Detroit, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$9,731.25	\$9,731.25	\$
Supplies & Operating	\$2,000.00	\$	\$2,000.00
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$12,096.30	\$9,731.25	\$2,365.05

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Basic Bloodstain Pattern Analysis (FSD Instructors)**

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Detroit, MI and 15 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Travel Costs include: Breakfast - \$768.75 (15 people x 5 days x \$10.25), Lunch - \$768.75 (15 people x 5 days x \$10.25), Dinner - \$1,818.75 (15 people x 5 days x \$24.25), Lodging - \$6,375.00 (15 people x 5 nights x \$85.00).

**GRANT SHARE = \$9,731.25 MATCH SHARE = \$0.00**

**Supplies & Operating:** Supplies need to be purchased to help facilitate this training. Costs include: Supplies - \$2,000.00.

**GRANT SHARE = \$0.00 MATCH SHARE = \$2,000.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Glock Armorer Course</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$2,000.00	\$2,000.00	\$
Travel	\$968.00	\$968.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,227.13	\$2,968.00	\$259.13

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Glock Armorer Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,000.00 (8 people x \$250.00).

**GRANT SHARE = \$2,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and eight employees are budgeted to attend. Travel Costs include: Breakfast - \$68.00 (8 people x 1 day x \$8.50), Lunch - \$68.00 (8 people x 1 day x \$8.50), Dinner - \$152.00 (8 people x 1 day x \$19.00), Lodging - \$680.00 (8 people x 1 night x \$85.00).

**GRANT SHARE = \$968.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Explosives Analysis			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,644.22	\$6,638.00	\$1,006.22

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Explosives Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Analysis of Distortion in Latent Prints</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$975.00	\$975.00	\$
Travel	\$2,986.00	\$2,806.00	\$180.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,216.37	\$3,781.00	\$435.37

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Analysis of Distortion in Latent Prints**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$975.00 (3 people x \$325.00).

**GRANT SHARE = \$975.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,900.00 (3 people x \$550.00 + \$250.00 car rental), Breakfast - \$92.25 (3 people x 3 days x \$10.25), Lunch - \$92.25 (3 people x 3 days x \$10.25), Dinner - \$211.50 (3 people x 3 days x \$23.50), Lodging - \$510.00 (3 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$180.00 (3 people x 2 nights x \$30.00).

**GRANT SHARE = \$2,806.00 MATCH SHARE = \$180.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Mass Fatality Incident Exercise</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>12</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$1,734.00	\$	\$1,734.00
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$4,090.00	\$4,090.00	\$
Supplies & Operating	\$3,500.00	\$2,500.00	\$1,000.00
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$9,324.00	\$6,590.00	\$2,734.00

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Mass Fatality Incident Exercise**

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$1,734.00**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one and a half-day training to be held in a location yet to be determined and 30 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Travel Costs include: Lunch - \$690.00 (30 people x 2 days x \$11.50), Lodging - \$3,400.00 (20 people x 2 nights x \$85.00).

**GRANT SHARE = \$4,090.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented and Supplies purchased. Costs include: Facility Space - \$2,500.00 and Supplies - \$1,000.00.

**GRANT SHARE = \$2,500.00 MATCH SHARE = \$1,000.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Smith &amp; Wesson Armorer Course</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$4,284.00	\$4,284.00	\$
Travel	\$1,548.00	\$1,548.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,091.13	\$5,832.00	\$259.13

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Smith & Wesson Armorer Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,284.00 (12 people x \$357.00).

**GRANT SHARE = \$4,284.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 12 employees are budgeted to attend. Travel Costs include: Breakfast - \$123.00 (12 people x 1 day x \$10.25), Lunch - \$123.00 (12 people x 1 day x \$10.25), Dinner - \$282.00 (12 people x 1 day x \$23.50), Lodging - \$1,020.00 (12 people x 1 night x \$85.00).

**GRANT SHARE = \$1,548.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Infrared Spectral Interpretation</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$9,000.00	\$9,000.00	\$
Travel	\$8,320.00	\$5,695.00	\$2,625.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$17,685.05	\$14,695.00	\$2,990.05

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Infrared Spectral Interpretation**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$9,000.00 (5 people x \$1,800.00).

**GRANT SHARE = \$9,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,250.00 (5 people x \$450.00), Breakfast - \$307.50 (5 people x 6 days x \$10.25), Lunch - \$307.50 (5 people x 6 days x \$10.25), Dinner - \$705.00 (5 people x 6 days x \$23.50), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,625.00 (5 people x 5 nights x \$105.00).

**GRANT SHARE = \$5,695.00 MATCH SHARE = \$2,625.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Paint Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,555.17	\$6,638.00	\$917.17

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Paint Analysis

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Comparison of Sole Impressions</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$1,866.00	\$1,812.00	\$54.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,206.50	\$2,812.00	\$394.50

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### Comparison of Sole Impressions

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,000.00 (this is a flat rate to be paid to a vendor yet to be determined).

**GRANT SHARE = \$1,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$184.50 (6 people x 3 days x \$10.25), Lunch - \$184.50 (6 people x 3 days x \$10.25), Dinner - \$423.00 (6 people x 3 days x \$23.50), Lodging - \$1,020.00 (6 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$54.00 (6 people x 2 nights x \$4.50).

**GRANT SHARE = \$1,812.00 MATCH SHARE = \$54.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$7,656.00	\$6,556.00	\$1,100.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$14,021.05	\$12,556.00	\$1,465.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,000.00 (4 people x \$1,500.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$3,800.00 (4 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,100.00 (4 people x 5 nights x \$55.00).

**GRANT SHARE = \$6,556.00 MATCH SHARE = \$1,100.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title NRA Basic Metallic Cartridge Reloading			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 8	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$431.88	\$	\$431.88
Contractual Services	\$	\$	\$
Tuition	\$800.00	\$800.00	\$
Travel	\$68.00	\$68.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$1,299.88	\$868.00	\$431.88

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **NRA Basic Metallic Cartridge Reloading**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$431.88**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$800.00 (8 people x \$100.00).

**GRANT SHARE = \$800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and eight employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Lunch - \$68.00 (8 people x 1 day x \$8.50).

**GRANT SHARE = \$68.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Raman Spectroscopy			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,210.00	\$2,690.00	\$520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,556.22	\$6,680.00	\$876.22

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Raman Spectroscopy**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$102.50 (2 people x 5 days x \$10.25), Lunch - \$102.50 (2 people x 5 days x \$10.25), Dinner - \$235.00 (2 people x 5 days x \$23.50), Lodging - \$680.00 (2 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$520.00 (2 people x 4 nights x \$65.00).

**GRANT SHARE = \$2,690.00 MATCH SHARE = \$520.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Basic Digital Imaging</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$5,000.00	\$5,000.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,255.37	\$5,000.00	\$255.37

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Basic Digital Imaging**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,000.00 (this is a flat rate to be paid to Foray Technologies).

**GRANT SHARE = \$5,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Infrared Spectroscopy</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,210.00	\$2,690.00	\$520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,556.22	\$6,680.00	\$876.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Infrared Spectroscopy**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$102.50 (2 people x 5 days x \$10.25), Lunch - \$102.50 (2 people x 5 days x \$10.25), Dinner - \$235.00 (2 people x 5 days x \$23.50), Lodging - \$680.00 (2 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$520.00 (2 people x 4 nights x \$65.00).

**GRANT SHARE = \$2,690.00 MATCH SHARE = \$520.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Comparative Dermatoglyphics</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$3,150.00	\$3,150.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,575.62	\$3,150.00	\$425.62

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Comparative Dermatoglyphics**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,150.00 (7 people x \$450.00).

**GRANT SHARE = \$3,150.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Ion Chromatography</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$2,134.00	\$1,874.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,401.17	\$4,874.00	\$527.17

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Ion Chromatography**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$61.50 (2 people x 3 days x \$10.25), Lunch - \$61.50 (2 people x 3 days x \$10.25), Dinner - \$141.00 (2 people x 3 days x \$23.50), Lodging - \$340.00 (2 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$260.00 (2 people x 2 nights x \$65.00).

**GRANT SHARE = \$1,874.00 MATCH SHARE = \$260.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Basic Fire Debris Online Course</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$1,089.06	\$1,000.00	\$89.06

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Basic Fire Debris Online Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,000.00 (2 people x \$500.00).

**GRANT SHARE = \$1,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

#### Course Details

Course Title

Advanced Fire Debris Analysis Online Course

Training Location

Virtual

Maximum Participants

NA

Minimum Participants (2/3 of Max)

NA

Hours of Training Per Session

40

Number of Sessions

1

#### Cost Breakdown

<b><i>Per Session Costs</i></b>	<b><i>Total Costs</i></b>	<b><i>Grant Share</i></b>	<b><i>Match Share</i></b>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$1589.06	\$1,500.00	\$89.06

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Advanced Fire Debris Analysis Online Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,500.00 (2 people x \$750.00).

**GRANT SHARE = \$1,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

#### Course Details

Course Title

Mass Spectral Interpretation Online Course

Training Location

Virtual

Maximum Participants

NA

Minimum Participants (2/3 of Max)

NA

Hours of Training Per Session

40

Number of Sessions

1

#### Cost Breakdown

<b><i>Per Session Costs</i></b>	<b><i>Total Costs</i></b>	<b><i>Grant Share</i></b>	<b><i>Match Share</i></b>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$3,200.00	\$3,200.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$3,289.06	\$3,200.00	\$89.06

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Mass Spectral Interpretation Online Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,200.00 (2 people x \$1,600.00).

**GRANT SHARE = \$3,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>X-ray Diffraction</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$178.11	\$	\$178.11
Contractual Services	\$	\$	\$
Tuition	\$3,400.00	\$3,400.00	\$
Travel	\$2,134.00	\$1,874.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,712.11	\$5,274.00	\$438.11

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **X-ray Diffraction**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$178.11**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,400.00 (2 people x \$1,700.00).

**GRANT SHARE = \$3,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$61.50 (2 people x 3 days x \$10.25), Lunch - \$61.50 (2 people x 3 days x \$10.25), Dinner - \$141.00 (2 people x 3 days x \$23.50), Lodging - \$340.00 (2 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$260.00 (2 people x 2 nights x \$65.00).

**GRANT SHARE = \$1,874.00 MATCH SHARE = \$260.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Custom Thermo Instrument Monitor Refresher Training			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 8	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$91.26	\$	\$91.26
Contractual Services	\$	\$	\$
Tuition	\$18,000.00	\$18,000.00	\$
Travel	\$412.75	\$392.75	\$20.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$18,504.01	\$18,392.75	\$111.26

NOTES:

(this is a flat rate to be paid to Foray Technologies).

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Custom Thermo Instrument Monitor Refresher Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$91.26**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$18,000.00 (this is a flat rate to be paid to Thermo Scientific - Unity Lab Services).

**GRANT SHARE = \$18,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 15 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Travel Costs include: Breakfast - \$20.50 (2 people x 1 day x \$10.25), Lunch - \$153.75 (15 people x 1 day x \$10.25), Dinner - \$48.50 (2 people x 1 day x \$24.25), Lodging - \$170.00 (2 people x 1 night x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$20.00 (2 people x 1 night x \$10.00).

**GRANT SHARE = \$392.75 MATCH SHARE = \$20.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Grant Administration

**Personnel:** The grant administrator is the person who oversees the entire grant and is responsible for soliciting training proposals, prioritizing trainings, writing the grant application, and completing the budget detail. They ensure that we are adhering to the grant guidelines and procedures throughout the year, track expenses, reconcile discrepancies, complete and submit quarterly reports to MCOLES, field questions from employees regarding grant compliance, pay invoices, and review expense reports.

**GRANT SHARE = \$0.00 MATCH SHARE = \$102,982.30**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Fiscal Manager**

**Personnel:** The fiscal manager is the person who is responsible for the fiscal matters relating to the training grant, including management of funds, verification of expenditures, and grant financial reporting.

**GRANT SHARE = \$0.00 MATCH SHARE = \$30,796.66**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

Priority	Forensic Science Training Courses	Grant Share	Match Share
1	ANAB Training	\$ 27,980.00	\$ 951.73
2	ASCLD Symposium	\$ 24,990.00	\$ 10,368.98
3	MAFS Training	\$ 50,981.00	\$ 8,943.39
4	AFQAM Training	\$ 16,458.75	\$ 1,877.24
5	Advanced Footwear Examination	\$ 6,797.00	\$ 1,420.28
6	SOFT Training	\$ 13,695.00	\$ 3,465.05
7	Advanced ACE-V Applications for Fingerprint Examiners	\$ 7,606.00	\$ 855.37
8	AFTE Training	\$ 17,230.00	\$ 5,011.01
9	Shooting Incident Reconstruction for Crime Scene Response Team	\$ 29,677.50	\$ 547.58
10	ASQDE Training	\$ 5,597.00	\$ 1,467.17
11	CLIC Training	\$ 10,734.00	\$ 3,156.32
12	American Industrial Hygiene Conference	\$ 1,299.00	\$ 77.70
13	AAFS Training	\$ 22,140.00	\$ 8,652.20
14	Expert Witness	\$ 5,088.00	\$ 1,532.13
15	Fiber Analysis	\$ 6,638.00	\$ 1,006.22
16	Understanding Exclusion and Sufficiency Decisions	\$ 7,706.00	\$ 940.50
17	Shooting Incident Reconstruction for Firearms Discipline	\$ 47,610.00	\$ 431.88
18	Advanced Bloodstain Pattern Analysis	\$ 9,247.50	\$ 1,431.32
19	DEA Forensic Chemist Seminar	\$ 4,070.00	\$ 456.32
20	MATT Drug Monitoring Training	\$ 6,155.00	\$ 2,225.05
21	FBI Question Documents Course	\$ 1,542.50	\$ 806.22
22	Midwest Crime Laboratory Directors Training	\$ 18,100.00	\$ 2,002.20
23	IAI Conference	\$ 28,031.25	\$ 4,475.62
24	Fire Debris Analysis	\$ 6,638.00	\$ 917.17
25	Distortion Interpretation & Feature Distribution	\$ 35,198.75	\$ 1,500.50
26	Fluid Dynamics of Bloodstain Pattern Formulation	\$ 12,556.00	\$ 1,665.05
27	Shot Show	\$ 7,387.50	\$ 3,019.13
28	Antique Arms Show	\$ 2,152.50	\$ 1,466.38
29	Robert Borkenstein Course on the Effects of Drugs on Human Performance and Behavior	\$ 8,217.00	\$ 2,225.05
30	Practical and Applied Gas Chromatography	\$ 13,405.00	\$ 1,848.79
31	Footwear Examination	\$ 5,648.00	\$ 917.17
32	Technician Witness	\$ 3,636.00	\$ 1,276.78
33	Michigan Safety Conference	\$ 330.00	\$ 77.70
34	Print Process Identification Forensic Document Examiner Conference	\$ 2,870.00	\$ 527.17
35	Bloodstain Pattern Analysis Unit Meeting	\$ 7,698.00	\$ 638.84
36	Difficult Latent Print Comparisons	\$ 7,906.00	\$ 430.50
37	Digital Imaging	\$ 5,648.00	\$ 739.06
38	Midwest Firearms Training Seminar	\$ 3,020.00	\$ 1,645.50



39	Comprehensive Latent Print Comparison	\$ 7,702.00	\$ 430.50
40	Tire Track Examination	\$ 5,648.00	\$ 1,006.22
41	SAFDE	\$ 5,010.00	\$ 1,047.17
42	Scientific Analysis: From the Laboratory to the Witness Stand	\$ 7,906.00	\$ 1,025.62
43	SIG Sauer P365 Armorers Course	\$ 5,726.00	\$ 259.13
44	Association for Crime Scene Reconstruction Conference	\$ 6,717.00	\$ 1,581.32
45	Interpretation of Mass Spectra	\$ 4,800.00	\$ 273.79
46	Polarized Light Microscopy	\$ 5,668.00	\$ 1,006.22
47	Palm Print Comparison Techniques	\$ 4,393.00	\$ 295.87
48	IABPA Conference	\$ 6,417.00	\$ 1,398.79
49	Springfield Armory Armorer Course	\$ 6,706.00	\$ 259.13
50	Advanced Fire Debris Analysis	\$ 6,638.00	\$ 1,006.22
51	Essential Ridgeology Techniques	\$ 5,767.00	\$ 875.62
52	Basic Bloodstain Pattern Analysis (FSD Instructors)	\$ 9,731.25	\$ 2,365.05
53	Glock Armorer Course	\$ 2,968.00	\$ 259.13
54	Explosives Analysis	\$ 6,638.00	\$ 1,006.22
55	Analysis of Distortion in Latent Prints	\$ 3,781.00	\$ 435.37
56	Mass Fatality Incident Exercise	\$ 6,590.00	\$ 2,734.00
57	Smith & Wesson Armorer Course	\$ 5,832.00	\$ 259.13
58	Infrared Spectral Interpretation	\$ 14,695.00	\$ 2,990.05
59	Paint Analysis	\$ 6,638.00	\$ 917.17
60	Comparison of Sole Impressions	\$ 2,812.00	\$ 394.50
61	Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	\$ 12,556.00	\$ 1,465.05
62	NRA Basic Metallic Cartridge Reloading	\$ 868.00	\$ 431.88
63	Raman Spectroscopy	\$ 6,680.00	\$ 876.22
64	Basic Digital Imaging	\$ 5,000.00	\$ 255.37
65	Infrared Spectroscopy	\$ 6,680.00	\$ 876.22
66	Comparative Dermatoglyphics	\$ 3,150.00	\$ 425.62
67	Ion Chromatography	\$ 4,874.00	\$ 527.17
68	Basic Fire Debris Online Course	\$ 1,000.00	\$ 89.06
69	Advanced Fire Debris Analysis Online Course	\$ 1,500.00	\$ 89.06
70	Mass Spectral Interpretation Online Course	\$ 3,200.00	\$ 89.06
71	X-ray Diffraction	\$ 5,274.00	\$ 438.11
72	Custom Thermo Instrument Monitor Refresher Training	\$ 18,392.75	\$ 111.26
	Grant Administration	\$ 0.00	\$ 102,982.30
	Fiscal Manager	\$ 0.00	\$ 30,796.66
	Grand Total	\$ 699,642.25	\$ 242,275.53

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:  
Michigan State Police

2. Consortium:  
Statewide Provider

### Consortium:

3. Consortium Structure:

Michigan State Police Forensic Science Division consists of seven laboratories located throughout the State of Michigan.

4. Geographic Region Served by the Consortium:

Statewide

5. Member Agencies:

Consists of the following seven forensic science laboratories:

Bridgeport Laboratory	Grand Rapids Laboratory
Grayling Laboratory	Lansing Laboratory
Marquette Laboratory	Metro Detroit Laboratory
Northville Laboratory	

6. Financial Commitment from Member Agencies:

\$941,917.78

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official Jeffrey Nye	Title of Certifying Official Director
Signature of Certifying Official	Date 5/26/22

Other consortium certification may be submitted as addendum files.

**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2023 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Michigan State Police		SIGMA ID/ADDRESS CODE SIGMA Unit 4600
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TRAINING CONSORTIUM (if applicable) Statewide Provider		
PROJECT TITLE (Limit 45 characters) Forensic Science Training		
START DATE January 1, 2023	END DATE December 31, 2023	GRANT FUNDS REQUESTED \$699,642.25

**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

☒ *As the Authorized Official, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Jeffrey Nye, Director, Forensic Science Division		
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TELEPHONE (Direct) 517-719-4460	E-MAIL ADDRESS nye1@michigan.gov	
SIGNATURE	DATE 5/26/22	

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

☒ *As the Project Administrator, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Nicole Marsh, Grant Manager		
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TELEPHONE (Direct) 517-282-2606	E-MAIL ADDRESS marshn@michigan.gov	
SIGNATURE	DATE 5/26/22	

**FINANCIAL OFFICER** (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

☒ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2023 Grant Manual.*

NAME AND TITLE Tiffanie Ruess, Fiscal Manager		
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821		
TELEPHONE (Direct) 517-284-3302	E-MAIL ADDRESS <a href="mailto:ruess1@michigan.gov">ruess1@michigan.gov</a>	
SIGNATURE	DATE 5/26/22	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 20, 2022.

## SECTION 2 - PROJECT NARRATIVE

### A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

**Refer to Page 18 of the Grant Manual**

Michigan State Police (MSP) Forensic Science Division (FSD) is accredited by the ANSI National Accreditation Board (ANAB). The ANAB accreditation process allows a laboratory to demonstrate that its management, personnel, operational and technical procedures, equipment and physical facilities meet established standards. A key component in maintaining laboratory accreditation is a requirement to ensure the competency of laboratory personnel through a continuous training program. Continuing education is critical to the field of forensic science, not only as a safeguard for preventing analytical error, but to ensure that forensic laboratory systems are equipped with the knowledge and capability to utilize the latest technology when providing service to federal, state, and local law enforcement agencies.

As the field of forensic science continues to expand, so does the demand for laboratory services statewide. The training programs requested in this proposal will be provided to more than 280 civilian and enlisted laboratory personnel (forensic analysts and examiners, laboratory technicians, and Division administrators), at each of the state's seven laboratories. Specific personnel will be designated to attend the identified training programs throughout the calendar year, as determined by scheduling, proficiency, and operational needs.

As a statewide service provider, the FSD will impact a significant portion of the state's criminal justice, legal, and civilian communities with the funding received from this training grant. The FSD is the only crime laboratory system in the state of Michigan that provides a complete range of forensic services to federal, state, and local law enforcement agencies; a majority of the Division's annual caseload is completed for law enforcement agencies other than the MSP. In addition to providing analytical services, the FSD serves as a training resource for outside agencies.

The programs identified in the following request for 2023 funding address the Division's specialized training needs through technical seminars, workshops, symposia, practical exercises, formalized coursework, and professional trainings. Although a concentrated effort is made to bring programs into Michigan where feasible, the FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Available departmental funding is used to provide mandated law enforcement training and is not sufficient to address the specialized needs of the forensic laboratory system. As a result, FSD must actively seek grant funding to provide the financial resources necessary to meet its continuing education requirements.

## SECTION 2 - PROJECT NARRATIVE

### B. TRAINING OBJECTIVES

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

**Refer to Page 18 of the Grant Manual**

The FSD requests 2023 funding for the training programs identified below. Past experience with many of these courses, seminars, and workshops has demonstrated their value in expanding our examiners' and analysts' fundamental knowledge of scientific principles, providing exposure to recent scientific developments in each of the forensic disciplines, familiarizing personnel with new instrumentation and its application to forensic matters, and providing access to new methodologies – all of which are essential to ensure the quality, timeliness, and efficiency of forensic service delivery. Knowledge gained through training is applied directly to forensic casework and laboratory operations and information obtained is shared throughout the Division via personal communication, unit meetings, and in-house training sessions.

**ANSI National Accreditation Board (ANAB) Training:** This course provides a detailed review of ISO/IEC 17025:2017 and the related ANAB accreditation requirements for forensic service providers (AR 3125) as well as a review of ISO 19011, Guidelines for Auditing Management Systems. Participants will be introduced to the principles of auditing, will be provided with an approach for developing, implementing and managing an audit program, will learn the audit process and several audit methods for collecting, verifying and recording objective evidence, and will discuss audit risks. Numerous hands-on audit activities, including developing and using checklists, are incorporated throughout the course to allow participants to begin to leverage their knowledge gained during the course. (27 hours)

**American Society of Crime Laboratory Directors (ASCLD) Symposium:** The American Society of Crime Laboratory Directors (ASCLD) is a nonprofit professional society of crime laboratory directors and forensic science managers dedicated to promoting excellence in forensic science through leadership and innovation. This national symposium addresses issues that are critical to the forensic science community and the management of forensic laboratories. Targeted areas include: technology and scientific advances - improving current practices and addressing the need for standards in forensic science; personnel and training - mandating guidelines and establishing standards for education, training, accreditation, certification, and use of common language; best practices and efficiencies - identifying means of improvement (benchmarking, process improvements, etc.); and financial resources - appropriating sustainable and flexible funding sources at the national, state, and local level. Participation in this symposium provides FSD laboratory managers, who are ASCLD members, with a voice and a vote in steering the direction of forensic science nationwide. (40 hours)

**Midwestern Association of Forensic Scientists (MAFS) Training:** The MAFS Training includes the presentation of formal scientific papers, workshops, and round-table discussions focused on issues common to forensic laboratories in the Midwestern region of the United States. Attendees will be informed of developing trends in their forensic field and learn new analytical techniques which will assist in daily casework and improve the efficiency and quality of forensic service delivery. Forensic Science Division personnel historically present papers at this training each year and often assist with workshop instruction. (40 hours)

**Association of Forensic Quality Assurance Managers (AFQAM) Training Conference:** This is an annual training session and conference of the Association of Forensic Quality Assurance Managers designed to develop and share strategies for maintaining and improving quality assurance standards

in forensic science laboratories. At the completion of this training participants will be able to better anticipate and handle quality assurance issues as they relate to forensic science laboratories in the United States, recognize, understand, and investigate casework abnormalities, including employee work performance issues, cognitive bias, and unethical behaviors and relate to and stay in contact with other quality assurance professionals in government laboratories who face challenges similar to MSP FSD. (28 hours)

**Advanced Footwear Examination:** This course covers advanced and specialized topics pertaining to the examination of footwear impression evidence. Focus of the course will be on the examination process; examination problems and conclusions; report preparation, contents and wording; and advanced casework challenges. Specific topics will include updates on aspects of footwear manufacturing; shoe grading and sizing as it relates to comparison with known shoes and the determination of the size of footwear from impressions; updates on techniques and materials regarding recovery of footwear evidence; ASB and SWGTREAD standards for terminology and for reporting results; court admissibility preparation; case presentations; research updates and other topics. This course is designed to be interactive and to include the sharing of participants knowledge. (40 hours)

**Society of Forensic Toxicologists (SOFT) Training:** This training serves as a major source of current information and continuing education in the area of forensic toxicology. Training content provides basic analytical information and training for new scientists, dissemination of information on emerging drugs for senior practitioners, and has a direct impact on expert witness credibility. Through participation in this training, toxicologists will increase their knowledge of current and new drugs of interest in the national forensic toxicology arena, become familiar with the development of new analytical techniques, and be aware of current legal and regulatory issues in the field. (40 hours)

**Advanced ACE-V Applications of Fingerprint Examinations:** This course takes ACE-V to the next level. In the course, we deconstruct ACE-V into the various stages and perform exercises, individually and as a group, to demonstrate the course material. We will explore significant decisions and steps during each of the phases of ACE-V: Analysis, Comparison, Evaluation, and Verification. Students taking this course will have a greater appreciation for the complexities of ACE-V and decision making, will be knowledgeable of the most current research and standards regarding ACE-V, and will be exposed to complex current issues (such as bias, error rate, probabilistic reasoning, etc.). (40 hours)

**Association of Firearms/Toolmarks Examiners (AFTE) Training:** AFTE presents an annual training program that has been routinely attended and well received by FSD personnel in the Firearms and Toolmarks discipline. AFTE Training provides attendees the opportunity to learn about new research projects, validation study results, courtroom testimony, ASCLD/LAB updates, SWGGUN news, new ammunition development, microscopy techniques, shooting reconstruction advancement, and general dissemination of educational material relating to firearms. Professional papers are presented for instructional purposes and new equipment is available for evaluation by the participants. Participation in this program assists the Division's Firearms unit in improving analytical protocols and better prepares examiners for expert witness testimony. (48 hours)

**Shooting Incident Reconstruction for Crime Scene Response Team:** The Shooting Incident Reconstruction course utilizes a combination of classroom based and practical exercises involving shooting incident reconstruction to include: terminology, internal/external/terminal ballistics, ID/detecting/measuring bullet marks, projectile behavior in a variety of substrates, motor vehicles as target surface, flight path reconstruction/description/documentation, report writing, courtroom testimony. At the completion of this course, students will be able to properly recognize, document and collect firearms evidence for trajectory documentation (at crime scenes and in vehicles), understand

how to utilize evidence and documentation from the crime scene to prepare a trajectory analysis report and better testify in court to trajectory analysis and shooting incident reconstruction. (40 hours)

**American Society of Questioned Document Examiners (ASQDE) Training:** The purpose of the American Society of Questioned Document Examiners is to foster education, sponsor scientific research, establish standards, exchange experience, and provide instruction in the field of questioned document examination, and to promote justice in matters that involve questions about documents. While the agenda has not been announced for 2023, training content is likely to include workshops, research presentations, and vendor presentation on the latest products and technologies being offered in forensic document examination. At the completion of this training, participants will be able to conduct casework with more detailed and up-to-date information and be familiar with the latest research being conducted in forensic document examination. (40 hours)

**Clandestine Laboratory Investigating Chemists (CLIC) Training:** This training offers highly specialized training programs on topics related to clandestine laboratory investigations, chemistry, analytical techniques and safety programs. The objective of this training is to disseminate information within the field of clandestine laboratory investigation and evidence examination. This will allow Controlled Substances Scientists the opportunity to discuss problems and issues of common interests of other drug analysts and to form a peer group nationwide, obtain resource information on clandestine analyses and chemistry, and stimulate research and development of new techniques. (40 hours)

**American Industrial Hygiene Conference:** This premiere annual conference for industrial hygienists offers continuing education programs, professional development sessions, networking opportunities, and access to regulatory specialists. At the completion of the training the participant will be able to maintain CIH certification and improve knowledge of industrial hygiene practices, gain a better understanding of industrial hygiene equipment and services by meeting with equipment and product vendors and promote the department's industry leading efforts to create a healthy, safe, and productive work environment for the law enforcement community. (32 hours)

**American Academy of Forensic Science (AAFS) Training:** AAFS is recognized as a premier professional organization in the forensic science community. The AAFS Training is composed of scientific sessions and workshops presented by numerous national and international forensic experts. The multi-disciplinary training format includes more than 500 seminars, workshops, and presentations from the world's most accomplished forensic professionals. Topics are focused on emerging trends, cutting edge research, quality assurance, application of analytical techniques and methodologies, and legal matters pertinent to the forensic community. Critical information obtained from this training is applied to casework, directly impacting the solvability of criminal acts in the state of Michigan. Attendees are expected to participate in workshops and scientific sessions to improve specific laboratory skills, increase current knowledge of respective disciplines, and learn the latest techniques for application to laboratory practices. (48 hours)

**Expert Witness:** This course is a basic training requirement for all FSD scientists. The weeklong format provides instruction on the basics of preparing for courtroom testimony using lecture and mock trials. The final event of this course is a mock trial, typically held in a nearby courtroom. Experienced personnel play to roles of prosecutor, defense attorney, and judge while the forensic scientist explains and defends work performed in their discipline. Additionally, upon completion of this course participants will understand the importance of their testimony in criminal cases and how competence in this area is critical to overall performance as a forensic scientist; develop strategies to enhance their ability to prepare to testify as an expert witness. (32 hours)

**Fiber Analysis:** The student will learn highly specialized methods that can be successfully applied to virtually all types of fibers: vegetable, fur, mineral, and man-made. Topics that will be discussed include analysis techniques, instrumental analysis and manufacturing updates. At the completion of the training the participant will be informed of current developing trends in instrumental analysis, microscopy and analysis of Fiber Evidence, learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and learn new/improved analytical techniques which will assist in daily casework. (40 hours)

**Understanding Exclusion and Sufficiency Decisions:** This training provides instruction in determining the value of a latent print for exclusion as well as recommendation on how to appropriately make and document exclusion decisions. Examiners will discuss critical concepts involved in sufficiency and exclusion and appropriately explain those concepts to a jury, use current SWGFAST standards and ISO requirements when applying the concepts to casework and understand the risk of erroneous exclusions, which has been identified as a field wide problem, and apply several approaches to reduce the rate of those errors. (36 hours)

**Shooting Incident Reconstruction for Firearms Discipline:** The Shooting Incident Reconstruction course will create and play out shooting incidents in controlled settings. The students will examine the fired projectiles for characteristics observed in casework and have a better understanding of what occurred at shooting scenes based on what they observe. At the completion of this course, students will be able to answer the following questions: firearm location when it was discharged, orientation of objects struck when shots were fired, sequence of shots fired, number of shots fired, terminal and/or wound ballistic effects of shots fired, determination of which bullets created which impact sites and determination of whether or not a suspected impact site is bullet related. (40 hours)

**Advanced Bloodstain Pattern Analysis:** During the Advanced Bloodstain Pattern Analysis course students will participate in practical exercises to enhance their ability to document and interpret complex bloodstain pattern crime scenes and evidence. This will be accomplished by having the participant's process bloodstain pattern crime scenes and by examination of the clothing that was worn while the scenes were created. In addition, the participants will receive training in the presentation of the bloodstain pattern evidence and in the writing of bloodstain pattern analysis reports. (40 hours)

**DEA Forensic Chemist Seminar:** This seminar provides a comprehensive learning experience on topics related to the analysis of controlled substance, quality assurance, clandestine laboratories, expert testimony, and instrumental techniques by combining interactive classroom instruction, participation in hands-on demonstrations and a forum for attendees to exchange information. At the completion of the training the participant will be able to demonstrate increased knowledge in current drug trends including cocaine processing, opium-to-heroin processing, methamphetamine syntheses and apply techniques such as trouble shooting and performing maintenance on various types of instrumentation. (40 hours)

**Midwest Toxicology and Therapeutic Drug Monitoring (MATT) Drug Monitoring Training:** The MATT Training is an important source of current information and continuing education on forensic toxicology and regional issues concerning drugs of abuse. This training is to cover topics including analytical techniques, trends in recreational and medicinal drug use, novel and therapeutic drugs, and related case analyses. Through participation in this program, analysts will be familiar with recent trends in the use and abuse of therapeutic drugs, and new developments in analytical methodology, death investigation, and sexual assault examination. (24 hours)



**FBI Question Documents Course:** his course is designed to provide basic instruction on handwriting examinations. It includes all aspects of this discipline including: Forgeries, Obliteration, Indented writing. The class will have formalized lectures and a broad range of practical exercises to expand the exposure of students to different types of handwriting problems. Moot court practice will be included. Upon completion, participants will be informed of current developing trends in the Forensic Questioned Documents field, will have learned enhanced techniques which will improve the quality and efficiency in the delivery of Forensic Science service state-wide and will have learned new/improved analytical techniques which will assist in daily casework. (40 hours)

**Midwest Crime Laboratory Directors Training:** This training focuses on current management issues for regional forensic laboratory directors, training needs for the analytical community, and forensic research developments. Participation allows FSD's Laboratory Directors to share information and network with Midwestern states while addressing current management, training, and research issues in forensic science. Additionally, participants provide input regarding training and research topics to be conducted by the Midwest Forensic Resource Center during the ensuing year. (28 hours)

**International Association for Identification (IAI) Conference:** The IAI Conference offers training and scientific presentations in the areas of latent prints, photography, bloodstain pattern analysis, footwear, and tire track identification - evidence which is frequently encountered at crime scenes and is extremely valuable in tying a suspect and/or suspect vehicle to the scene of a crime. Attendees participating in this program will be informed of current and developing trends; learn new analytical techniques for application to casework; and acquire techniques which will improve efficiency in the delivery of forensic services statewide. (40 hours)

**Fire Debris Analysis:** The Fire Debris Analysis is comprised of lessons on the subjects of basic organic chemistry, ignitable liquid production, gas chromatography, mass spectrometry, extraction of ignitable liquid residues, and laboratory analysis of ignitable liquids. Upon the completion of this training, attendees will be able to understand the theory of gas chromatography – mass spectrometry and be able to develop an analytical method for analysis, have knowledge of petroleum industry operations and how ignitable liquids are produced and understand the ASTM International methods of extraction and analysis of ignitable liquids. The culmination will be the student's ability to analyze and classify ignitable liquids. (40 hours)

**Distortion Interpretation and Feature Distribution:** The Distortion Interpretation and Feature Distribution training uses interpretation landmark-based morphometrics which includes introducing evaluation using the frequency distribution of friction ridge features within the human population using published research and exploring the degree of symmetry among twins and individuals and addresses assessing variation in appearance due to distortion. Upon completion of this training, attendees will understand tolerance of appearance changes due to distortion factors, weigh friction ridge features more consistent with commonality within populations and better understand bilateral symmetry that impacts feature specificity. (36 hours)

**Fluid Dynamics of Bloodstain Pattern Formulation:** This is an advanced training to develop an understanding of the principles of fluid dynamics as they apply to bloodstain pattern formation. An emphasis is placed on the relationship between the dynamics of bloodstain pattern formation and the characteristics of the resultant static bloodstain pattern. The course relies heavily on practical exercises and experiments utilizing high speed digital cameras. Upon completion of this training, attendees will understand how fluids behave and be able to explain it to jurors and investigators, document and explain different pattern types so that the most likely pattern type can be concluded and utilize course material to assist with demonstrating bloodstain patterns for testimony in court. (40 hours)

**SHOT Show:** Attendees will be exposed to over 350 new firearm related products from multiple retailers located in the US and from around the world. At the completion of the training the participant will have a greater knowledge of both firearms and ammunition and new developments, be a resource for the MSP firearms unit in the area of new developments in the firearm industry and be able to apply knowledge gathered to daily casework. (32 hours)

**Antique Arms Show:** Collectors of antique firearms and weaponry come together at this annual show to present their collections. Learning about the history of firearms is a large part of training, however, historical guns collections have been removed from museums due to stances on gun control so many of our newer examiners have never seen these older guns. Participants will physically see firearms they have only read about in their training, learn directly from the collectors about the history of the firearms and be more confident in their knowledge of the history of firearms. (24 hours)

**Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior:** The Borkenstein Drug Course covers topics related to pharmacology of drugs and their effects on psychomotor performance and driving. The course is taught by international experts who will discuss the pharmacology, toxicology and human performance effects of major drug classes associated with driving impairment. Additionally, upon completion of this course participants will have a more in-depth understanding of how drugs impact traffic safety, a better understanding of the chemistry and pharmacology of drugs and confidence in the presentation of drug information in a courtroom setting. (40 hours)

**Practical and Applied Gas Chromatography:** This training will provide information on practical gas chromatography, building calibration curves, developing complex methods from scratch, and optimizing GC methods. Upon completion of this training, participants will understand procedures for troubleshooting GC issues, understand the hardware options for gas chromatography (inlets, detectors, columns) and theoretical concepts related to gas chromatography and optimize gas chromatographic methods and temperature programming. (16 hours)

**Footwear Examination:** This training will provide an overview with both lecture and hands on exercises of the proper methods and techniques in the examination and comparison of footwear evidence. There will be various discussions related to the proper techniques and methodologies in the examination and comparison process. There will be heavy discussions on the manufacturing of outsoles and how it pertains to the comparison process. Numerous practical exercises both in class and outside of the classroom are utilized and implemented to emphasize and critique the skills of the students to properly perform this level of training in footwear science. (40 hours)

**Technician Witness:** This course is a basic training requirement for all FSD technicians. The format provides instruction on the basics of preparing for courtroom testimony using lecture and mock trials. The final event of this course is a mock trial, experienced personnel play to roles of prosecutor, defense attorney, and judge while the forensic technician explains and defends work performed in their discipline. Additionally, upon completion of this course participants will understand the importance of their testimony in criminal cases and how competence in this area is critical to overall performance as a forensic technician; develop strategies to enhance their ability to prepare to testify as an expert witness. (24 hours)

**Michigan Safety Conference:** The Michigan Safety Conference is the premier source of health and safety information in the state. This local training provides the Forensic Science Division's Health and Safety Officer with a wide range of practical training sessions to ensure compliance with Michigan's

regulatory requirements and continuous improvement of the Division's health and safety training program. This training provides a valuable opportunity for networking with Michigan health and safety professionals, including regulators from MIOSHA and DEQ, to help ensure that the Division's Health and Safety program meets specific state regulatory requirements. In addition, the training includes an exposition of product vendors and service providers that can be evaluated for use in providing effective safety equipment and training for Division employees. (16 hours)

**Print Process Identification Forensic Document Examiner Conference:** This conference will explore the latest printing processes and security features currently being used to authenticate documents as well as replicate them, through various presentations and hands-on workshops. Upon completion, attendees will learn how to identify imaging characteristics of traditional and non-impact printing systems, learn how to evaluate the imaging process, ink and substrate used in a document and will learn new analytical techniques to determine document authenticity. (32 hours)

**Bloodstain Pattern Analysis Unit Meeting:** This unit meeting will provide training on contextual bias related to bloodstain pattern analysis and application to casework, mock BPA case analysis and presentations by attendees, practical exercises in analysis of bloodstains and determining area of origin will also be performed. Analysts will also present interesting case studies to enhance the state's bloodstain pattern analysts' knowledge base. BPA discipline updates will be addressed. (12 hours)

**Difficult Latent Print Comparisons:** This training will provide lecture exploring blended topics of distortion and identifications, comparison and exclusions and the in-depth study of factors impacting those decisions as well as how to describe them during testimony. Upon completion of this training, participants will recognize when features are uninformative and ambiguous or conflicting, effectively assign search parameters inherently linked to exclusion decisions and build robust mental models to increase comparison efficiency. (36 hours)

**Digital Imaging:** Digital processing for footwear and tire impression examiners, including hands-on instruction of image processing techniques, scaling images for examination, various techniques that can be used to digitally enhance footwear impressions that have been scanned or photographed and methods of producing charts for producing results in court. Upon completion, participants will be updated and more experienced using newer versions of Adobe Photoshop, having hands-on experience using some vital imaging tips and techniques, have the skills to most appropriately and skillfully apply image enhancement to casework images and have an increased and updated understanding of digital technology and how digital imaging can aid in identification and presentations (40 hours)

**Midwest Crime Laboratory Directors Training:** This training focuses on current management issues for regional forensic laboratory directors, training needs for the analytical community, and forensic research developments. Participation allows FSD's Laboratory Directors to share information and network with Midwestern states while addressing current management, training, and research issues in forensic science. Additionally, participants provide input regarding training and research topics to be conducted by the Midwest Forensic Resource Center during the ensuing year. (28 hours)

**Comprehensive Latent Print Comparison:** This will provide lecture topics on the science and comparison techniques with significant latent print comparison exercises. The course includes comparisons of various levels of difficulty to increase efficiency and comparison ability. Upon the completion of this training, participants will understand each step of the process of ACE-V and ridgeology, be more efficient during searching and comparison and raise their level of comparison difficulty to a higher level. (40 hours)

**Tire Track Examination:** This training course is designed to present a series of interactive lectures using PowerPoint, Adobe Photoshop, and various other software programs. This training session will provide an overview with both lecture and hands-on exercises of the proper methods and techniques in the examination and comparison of tires, tire treads, and other tire track evidence. There will be various discussion related to the proper techniques and methodologies in the examination and comparison process. There will be heavy discussions on the manufacturing of tires and tire thread designs and how it pertains to the comparison process. (40 hours)

**Southeastern Association of Forensic Document Examiners (SAFDE):** SAFDE is one of only three forensic documents organizations in the country. This training will include workshops, paper presentations, poster presentations, and exhibits by vendors. Examiners will be informed of current developing trends in the Forensic Questioned Documents field, learn new analytical techniques which will assist in daily case work and acquire techniques which will improve efficiency in the delivery of forensic science services statewide. Because only document examiners will be in attendance, this will allow for small group discussions and opportunity to make one on one contact with other document examiners in the country. (24 hours)

**Scientific Analysis: From the Laboratory to the Witness Stand:** This training provides an increased understanding of scientific principles and how to best relay them to others. Verbal exercises provide a medium to practice courtroom testimony on the scientific results. Upon completion of this training, participants will increase their ability to present conclusions based on observable data, withstand critical questioning and scrutiny, and maintain a professional demeanor and testify accurately without overstating the meaning of the data. (40 hours)

**SIG Sauer P365 Armorers Course:** This training focuses on the mechanical functioning, disassembly/reassembly, maintenance, troubleshooting, and field repair of the SIG SAUER P365 pistol. Upon completion of this training, participants will have a better understanding of the SIG Sauer P365 firearm, know how to troubleshoot issues with firearms submitted as evidence and be more comfortable disassembling firearms. (8 hours)

**Association for Crime Scene Reconstruction (ACSR) Conference:** This conference provides workshops, research presentations, case studies, information on new equipment and networking for crime scene analysts from around the world. At the conclusion of this conference, participants will be able to provide updated information on crime scene investigation to all analysts within MSP, understand cutting edge crime scene processing techniques and process crime scenes more effectively. (40 hours)

**Interpretation of Mass Spectra:** This course provides trainees an opportunity to learn the principles of how mass spectra are produced and how to analyze the spectra to derive valuable structural information about molecules and substances being tested. Upon completion, participants will be able to understand what peaks in a mass spectrum are significant and determine the presence and absence of various substructures of organic molecules from mass spectral data. (40 hours)

**Polarized Light Microscopy:** The student will learn highly specialized principles, theory, and practice of polarized light microscopy (PLM), hands-on article identification and materials characterization using a polarized light microscope and overview of published reference literature. Upon completion, attendees will be informed of current developing trends in PLM, will learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and will learn new/improved analytical techniques which will assist in daily casework. (40 hours)

**Palm Print Comparison Techniques:** This course is designed to introduce fingerprint examiners to commonalities evident in the friction ridge skin contained on the palms of the hands to develop efficient examination using orientation clues. Upon completion of the training the examiner will be able to comprehend terminology and verbiage regarding latent palm print analysis commonly used in the print community, develop a more efficient and proficient methodology of palm 4 print analysis, comparison, and evaluation and understand proper latent palm print orientation and minute plotting for more productive database searching. (24 hours)

**International Association of Bloodstain Pattern Analysts (IABPA) Conference:** This conference provides workshops, research presentations, case studies, information on new equipment and networking for bloodstain pattern analyst from around the world. At the completion of the training the participant will be able to provide updated information on BPA to all analysts within MSP, perform bloodstain pattern analysis more effectively and efficiently and assist with standardization and procedures for bloodstain pattern analysis within MSP. (32 hours)

**Springfield Armory Armorer Course:** This course provides complete and detailed answers to specific questions concerning the weapons mechanical functioning, operational procedure, field stripping and armorer detailed stripping, inspection(s), troubleshooting, and corrective actions/maintenance. Upon completion of this training, participants will be able to conduct proper disassembly and reassembly of the firearms and their sub-assemblies, diagnose reported field problems relating to each firearm type and have a better understanding of firearms mechanics. (8 hours)

**Advanced Fire Debris Analysis:** This advanced course is comprised of lessons about basic organic chemistry, ignitable liquid production, gas chromatography, mass spectrometry, extraction of ignitable liquid residues, and laboratory analysis of ignitable liquids. Upon completion of this course, attendees will be able to understand advanced topics on the theory of gas chromatography – mass spectrometry and be able to develop an analytical method for analysis, have advanced knowledge of petroleum industry operations and how ignitable liquids are produced and have further understanding of the ASTM International methods of extraction and analysis of ignitable liquids. (40 hours)

**Essential Ridgeology Techniques:** This course offers instruction in fundamental concepts of Ridgeology which includes theory, technique, discipline standards and standards for conclusions. Both lecture and hands-on analysis of latent prints are included in the course along with discussion on legal and scientific standards. At completion of the training the participant will be able to understand and articulate the science of friction ridge skin examination to other experts as well as juries, utilize all available information in a given impression for analysis and reinforce the concept of “running the ridges” during comparison and understand objective measures of sufficiency utilized during the examination process. (40 hours)

**Basic Bloodstain Pattern Analysis (FSD Instructors):** This course will utilize a combination lecture, practical exercises, and case presentations to prepare new CSRT personnel to properly recognize, document and collect bloodstain pattern evidence. Upon completion, participants will be able to properly recognize and document bloodstain patterns at the crime scene, understand how different bloodstain patterns are created and how to photograph them properly and understand how bloodstain pattern analysis is performed (including area of convergence and area of origin calculations). (40 hours)

**Glock Armorer Course:** This course will teach the operation and mechanics of Glock firearms. Upon completion of this course, participants will understand and explain the design features of Glock

Safe Action System, demonstrate knowledge of all Glock pistols and troubleshoot the mechanics of Glock pistols. (8 hours)

**Explosives Analysis:** This course addresses the identification and analysis of low explosives in pre-blast and post-blast evidence using simple wet chemical tests, macroscopical and microscopical methods (microchemical tests) to efficiently process evidence from bomb scenes. Using the approach of “work to exclude”, the student will learn how to process the bomb scene debris quickly and correctly to eliminate possible explosive residues and particles. More involved sample preparation and instrumental methods can then be applied for confirming the type of explosive used. (40 hours)

**Analysis of Distortion in Latent Prints:** This course includes both lecture and practical exercises focusing on the Analysis phase of comparison methodology. Instruction includes setting tolerances for variation in appearance and utility of a print during analysis for use in the comparison phase. At the completion of the training the participant will be able to recognize Biological and residue distortion in a latent print in order to correctly compare the features in the print, determine when surface distortion impacts the appearance of the edges and pores in the ridge structure and analyze and predict changes in appearance due to contact distortion to accurately conduct comparisons. (24 hours)

**Mass Fatality Incident Exercise:** The Mass Fatality Incident Exercise is a two-day mock mass fatality incident exercise involving multiple labs' Crime Scene Response Team's (CSRT) responding and processing the scene and all CSRT Liaisons being present to observe and assist. Upon completion of this training, attendees will be able to better understand the planning and response to a mass fatality incident scene, process a mass fatality crime scene and trouble shoot all aspects of a mass fatality crime scene. (12 hours)

**Smith & Wesson Armorer Course:** This course will focus on nomenclature, field stripping and maintenance, safeties and safety checks, detailed disassembly, troubleshooting and minor repairs. Students will also be supplied with a toolkit. Upon the completion of this training, participants will have a better understanding of the Smith & Wesson firearm, know how to troubleshoot issues with firearms submitted as evidence and be more comfortable disassembling firearms. (8 hours)

**Infrared Spectral Interpretation:** This course provides trainees an overview of how to determine unknown molecular structures from infrared spectra. Upon the completion of this training, participants will be able to demonstrate an understanding of interpreting IR spectra, identify structures with higher accuracy and save time and money with quicker structure identification. (40 hours)

**Paint Analysis:** During this course, the student will learn highly specialized methods that can be successfully applied to paint. Topics that will be discussed include analysis techniques, instrumental analysis, manufacturing updates. Upon completion, attendees will be informed of current developing trends in instrumental analysis, microscopy and analysis of Paint Evidence, learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and will learn new/improved analytical techniques which will assist in daily casework. (40 hours)

**Comparison of Sole Impressions:** This course provides training on the analysis and comparison of sole impressions which is not met in any other training course. Lecture and hands-on exercises are given during the training. Upon completion of this course, attendees will be able to analyze latent impressions to determine if they were made by the sole of the foot or palm of the hand, use smart searching techniques to best compare sole impression prints and understand the limitation of analysis and suitability for exclusion based on available ridge skin. (16 hours)

**Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework:** This course offers practical exercises to enhance ability to interpret complex bloodstain patterns deposited on fabrics, textiles, and clothing. Students will also learn to evaluate bloodstain evidence from digital files by working on cases provided in a digital format. They will also be required to author a report and pass a final test. Upon completion, attendees will be able to properly examine clothing and other cloth materials for bloodstain patterns, understand how blood interacts with different fabric substrates and microscopic techniques for analysis and examine digital images and documents and author reports. (40 hours)

**NRA Basic Metallic Cartridge Reloading:** This course teaches beginning reloaders the basic knowledge, skills, and attitude necessary to safely reload metallic cartridges. Each student is taught reloading safety; centerfire cartridge components; using the reloading manual and reloading data; equipment; and the metallic cartridge reloading process. The students will build rifle and pistol ammo. Upon completion of this training, participants will understand how to reload ammunition safely and the danger when ammunition is not reloaded properly, understand why reloading may be necessary in casework and recognize reloaded ammunition when submitted as evidence and what toolmarks may be helpful for examination. (8 hours)

**Raman Spectroscopy:** This course is designed to provide practical instruction in the use of the Raman microscope through demonstrations and laboratory exercises supplemented with lectures. The role of Raman spectroscopy in the overall scheme of sample problem solving is addressed. Mapping and imaging are demonstrated and students have the opportunity to collect spectra on a variety of samples covering a range of applications. These include, but are not limited to, pigment identification, polymer analysis, carbon phase identification, polymorphs and particle identification. (32 hours)

**Basic Digital Imaging:** This course is designed to provide the participants with an in-depth, hands-on approach to using Microsoft Windows and Adobe Photoshop programs in a forensic environment. Not only will the class participants develop an understanding of forensic digital imaging concepts but they will also learn how these concepts can be utilized in the investigative process. Upon completion of this course, participants will be able to demonstrate the ability to correctly calibrate digital latent prints, understand the functions of digital processing tools and the application of the processing techniques and explain digital imaging best practices and create court exhibits. (24 hours)

**Infrared Spectroscopy:** This course is designed to provide practical instruction in the use of the FTIR and microscope through demonstrations and laboratory exercises supplemented with lectures. Upon completion, participants will be informed of IR fundamentals, interpretation, sample preparation techniques, and methods, learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and learn how to use and optimize IR microspectroscopy for a variety of applications. (32 hours)

**Comparative Dermatoglyphics:** Along with 4 hours of independent comparison work, this course follows robust models to determine morphological location of latent prints, and orientation, in order to compare more efficiently. The differentiation will be focused on the ridge flow similarities and differences in the fingers, hands, and feet. Upon completion of this training, participants will be able to identify key shape differences between the ridge flow in the fingers, palms, and feet, describe the typical differences in the creases found in the various regions of the friction skin and indicate the rarity of patterns of different regions of friction skin and the variation in the delta positioning. (16 hours)

**Ion Chromatography:** This hands-on course is designed to develop fundamental and operational skills of IC systems and is strongly recommended for IC users with a minimum of 2 months of hands-

on experience who would like to further expand their knowledge on the principles of IC, how to successfully operate their IC system, and properly maintain its consumables. Upon completion, attendees learn theory and operation of IC, learn proper instrument maintenance and new troubleshooting “tips and tricks”. (32 hours)

**Basic Fire Debris Online Course:** The course is comprised of lessons on the subjects of basic organic chemistry, ignitable liquid production, gas chromatography, mass spectrometry, extraction of ignitable liquid residues, and laboratory analysis of ignitable liquids. Upon completion, attendees will understand the theory of gas chromatography – mass spectrometry and be able to develop an analytical method for analysis of ignitable liquids, have knowledge of petroleum industry operations and how ignitable liquids are produced and understand the ASTM International methods of extraction and analysis of ignitable liquids. The culmination will be the student’s ability to analyze and classify ignitable liquids. (40 hours)

**Advanced Fire Debris Analysis Online Course:** The course is comprised of lessons on the subjects of fire dynamics, interfering products, degradation of ignitable liquids, and analysis of less common ignitable liquids. The lessons also include data analysis of ignitable liquid residues from fire debris, emerging methods of data analysis, and quality assurance/quality control procedures. Upon the completion of this course, attendees will have a general knowledge of fire dynamics and the processes that interfere with interpretation and identification of ignitable liquid residues, will know how to analyze ignitable liquid residues that are complicated by these processes and will learn about new emerging methods of data analysis. (40 hours)

**Mass Spectral Interpretation Online Course:** The training course on interpretation of mass spectra is designed to develop the fundamental skills necessary to understand fragmentation of ions formed by electron ionization (EI) in GC/MS or by one of the soft ionization techniques employed in LC/MS. Many of the examples are taken from EI mass spectrometry; however, the principles that are learned are applicable to any ionization technique. This training course teaches you the important skills of how to determine the “quality” of a mass spectrum and how to decide if the mass spectrum is worthy of an attempted mass spectral interpretation. (40 hours)

**X-ray Diffraction:** This training course will show the theoretical fundamentals, sample preparation techniques, and methods in qualitative analysis with diffractometers. Upon completion, participants will be informed of XRD fundamentals, sample preparation techniques, and methods, will learn/enhance techniques which will improve the quality and efficiency in the delivery of Forensic Science service and learn new/improved XRD analysis techniques which will assist in daily casework. (16 hours)

**Custom Thermo Instrument Monitor Refresher Training:** This training is a one-day refresher training for Instrument Monitors to update skills related to routine and emergency instrument maintenance tasks. Upon completion of this training, participants will be able to demonstrate continued proficiency with routine and emergency instrument maintenance tasks, understand new developments and become familiar with new hardware introduced by the manufacturer and practice and receive feedback on performance of maintenance tasks. (8 hours)



## SECTION 2 - PROJECT NARRATIVE

### C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

**Refer to Page 19 of the Grant Manual**

Where possible, course instructors have been identified for the requested training and are included in the chart that follows. Much of the training identified in this proposal will be delivered via lecture, practical exercises, and/or presentation of scientific research at seminars, symposia, and workshops where the instructors are recognized experts in the forensic community, specializing in the subject matter presented. Specific information for these sessions is often not available at the time of application; as a result, instructors are not listed for all programs. Instructors and agendas will be made available to the forensic community as workshops and presentations are finalized in the months ahead.

FSD Technical Leaders actively seek the most appropriate training opportunities for their respective disciplines. As indicated in the Problem Identification, programs to address the Division's specialized training needs are typically not available through in-state vendors or structured for in-house delivery. As a result, training must often be obtained through external sources and taken advantage of when and where the programs are offered. With laboratory staffing levels and training needs continually increasing, FSD has made a concentrated effort to bring training programs in-state when feasible and fiscally possible; ten in-state programs have been identified for 2022. A listing of all requested programs and known logistics are provided in the chart that follows.

Because the majority of the training included in this request is administered by external parties, the minimal operational numbers for the identified programs are unknown. For the purpose of this application, the minimum operational response will be identified as N/A, as the trainee count is representative of the number of registration slots to be filled by Forensic Science Division personnel. Each program requested will have additional registration slots to be filled by other agencies and/or organizations. Minimal enrollment determination is the responsibility of the training instructor or entity for these programs.

Training materials associated with these programs are typically those received by Division personnel as handouts from workshops or formal presentations. These training materials are shared with other members of the forensic laboratory system, when copying is permitted, or through circulation at unit and laboratory trainings. Participants may be asked to orally present material to other FSD members or write a summary of the material for any of the programs.

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
ANAB Training	ANSI National Accreditation Board	27	Classroom	TBD	Lansing, MI
ASCLD Symposium	American Society of Crime Laboratory Directors	40	Multiple Workshops and Sessions	Multiple Experts	Austin, TX
MAFS Training	Midwestern Association of Forensic Scientists	40	Multiple Workshops and Sessions	Multiple Experts	Detroit, MI
AFQAM Training Conference	Association of Forensic Quality Assurance Managers	28	Workshops and Presentations	Multiple Experts	Dallas, TX
Advanced Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
SOFT Training	Society of Forensic Toxicologists	40	Workshops, Posters, Presentations	Multiple Experts	Denver, CO
Advanced ACE-V Applications for Fingerprint Examiners	Ron Smith and Associates	40	Classroom	Glenn Langenburg	TBD
AFTE Training	Association of Firearm and Tool Mark Examiners	48	Workshops and Presentations	Multiple Experts	Austin, TX
Shooting Incident Reconstruction for Crime Scene Response Team	Forensic Training Source	40	Classroom and Practical Exercises	James Molinaro and Howard Ryan	TBD
ASQDE Training	American Society of Questioned Document Examiners	40	Workshops and Presentations	Multiple Experts	TBD
CLIC Training	Clandestine Laboratory Investigating Chemists	40	Workshops and Presentations	Multiple Experts	TBD
American Industrial Hygiene Conference	American Industrial Hygiene Association	32	Workshops and Presentations	Multiple Experts	Virtual

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
AAFS Training	American Academy of Forensic Sciences	48	Workshops and Presentations	Multiple Experts	Orlando, FL
Expert Witness	Michigan State Police	32	Classroom, Mock Trial	Various Experts	Lansing, MI
Fiber Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Understanding Exclusion and Sufficiency Decisions	Ron Smith and Associates	36	Classroom and Practical Exercises	Glenn Langenburg and John Black	TBD
Shooting Incident Reconstruction for Firearms Discipline	Forensic Consultants	40	Classroom and Practical Exercises	Mike Haag	TBD
Advanced Bloodstain Pattern Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
DEA Forensic Chemist Seminar	Drug Enforcement Administrations	40	Classroom and Practical Exercise	TBD	Dulles, VA
MATT Drug Monitoring Training	Midwest Association of Toxicology and Therapeutic Drug Monitoring	16	Workshops and Presentations	Multiple Experts	TBD
FBI Question Documents Course	FBI	40	Classroom and Mock Trials	FBI Examiners	TBD
Midwest Crime Laboratory Directors Training	Midwest Crime Laboratory Directors	28	Workshops and Presentations	Multiple Experts	TBD
IAI Conference	International Association for Identification	40	Workshops and Presentations	Multiple Experts	National Harbor, MD
Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Distortion Interpretation & Feature Distribution	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
Fluid Dynamics of Bloodstain Pattern Formulation	Institute of Environmental Science and Research Limited	40	Classroom and Practical Exercises	Dr. Mark Jermy and Rosalyn Rough	TBD
SHOT Show	Firearms Industry Trade Association	32	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Antique Arms Show	Antique Arms Show	24	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior	Indiana University Center for Studies of Law in Action	40	Classroom and Practical Exercises	Multiple Experts	TBD
Practical and Applied Gas Chromatography	Axion Analytical Labs, Inc.	16	Classroom and Practical Exercises	Lee Polite	TBD
Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Technician Witness	Michigan State Police	24	Classroom and Practical Exercises	Various Experts	Lansing, MI
Michigan Safety Conference	Michigan Safety Conference	16	Presentations and Workshops	Various Experts	Grand Rapids, MI
Print Process Identification Forensic Document Examiner Conference	Print Process Identification Forensic Document Examiners	32	Workshops, Presentations, Practical Exercises	Multiple Experts	Charlotte, NC
Bloodstain Pattern Analysis Unit Meeting	TBD	12	Lecture and Presentations	TBD	Grayling, MI
Difficult Latent Print Comparisons	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Digital Imaging	TBD	40	Classroom and Practical Exercises	TBD	TBD

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
Midwest Firearms Training Seminar	Midwest Association of Firearms and Toolmark Examiners	8	Presentations and Workshops	Multiple Experts	TBD
Comprehensive Latent Print Comparison	TriTech Forensics	40	Classroom and Practical Exercises	Pat Wertheim and Deborah Smith	TBD
Tire Track Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
SAFDE	Southern Association of Forensic Document Examiners	24	Workshops and Presentations	Multiple Experts	TBD
Scientific Analysis: From the Laboratory to the Witness Stand	Ron Smith and Associates	40	Classroom and Practical Exercises	Michelle Triplett	TBD
SIG Sauer P365 Armors Course	SIG Sauer Academy	8	Classroom and Practical Exercises	TBD	TBD
ACSR Conference	Association for Crime Scene Reconstruction	40	Workshops and Presentations	Multiple Experts	TBD
Interpretation of Mass Spectra	Analytical Training Solutions	40	Lecture and Training Modules	O. David Sparkman	Online
Polarized Light Microscopy	TBD	40	Classroom and Practical Exercises	TBD	TBD
Palm Print Comparison Techniques	Ron Smith and Associates	24	Classroom and Practical Exercises	Ron Smith	TBD
IABPA Conference	International Association of Bloodstain Pattern Analysts	32	Workshops, Presentation, Case Studies	Multiple Experts	TBD
Springfield Armory Armorer Course	Team One Network	8	Lecture and Practical Exercises	TBD	TBD

Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location
Advanced Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Essential Ridgeology Techniques	Ron Smith and Associates	40	Classroom and Practical Exercises	John Bush	TBD
Basic Bloodstain Pattern Analysis (FSD Instructors)	Michigan State Police	40	Classroom and Practical Exercises	Guy Nutter and Various Bloodstain Pattern Analysis Analysts	Detroit, MI
Glock Armorer Course	Glock	8	Lecture and Practical Exercises	TBD	TBD
Explosives Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Analysis of Distortion in Latent Prints	Evolve Forensics	16	Classroom and Practical Exercises	Alice White	TBD
Mass Fatality Incident Exercise	Michigan State Police	12	Mock Mass Fatality Crime Scene, Practical Exercises, and Discussion	Guy Nutter and Various Crime Scene Response Team Liaisons	TBD
Smith & Wesson Armorer Course	Smith & Wesson	8	Lecture and Practical Exercises	TBD	TBD
Infrared Spectral Interpretation	ACS Professional Education	40	Lecture and Practical Exercises	TBD	TBD
Paint Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Comparison of Sole Impressions	TBD	16	Classroom and Practical Exercises	TBD	TBD
Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	Miami-Dade Public Safety Training Institute	40	Classroom and Practical Exercises	Toby Wolson and LeeAnn Singley	TBD
Training	Program Developers	Instruction Hours	Presentation Method	Instructors	Location

NRA Basic Metallic Cartridge Reloading	Adam's Firearm & Tactical Training LLC	8	Classroom and Practical Exercises	Adam Hladilek	TBD
Raman Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Basic Digital Imaging	Foray Technologies	24	Lecture and Practical Exercises	David Witzke	Online
Infrared Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Comparative Dermatoglyphics	Evolve Forensics	16	Lecture and Practical Exercise	Alice White	Live webinar
Ion Chromatography	TBD	16	Classroom and Practical Exercises	TBD	TBD
Basic Fire Debris Online Course	National Center for Forensic Science, University of Central Florida, College of Sciences	40	Lecture and Training Modules	TBD	Online
Advanced Fire Debris Analysis Online Course	The National Center for Forensic Science	40	Lecture and Training Modules	TBD	Online
Mass Spectral Interpretation Online Course	Mass-Spec-Training	40	Lecture and Training Modules	TBD	Online
X-ray Diffraction	TBD	16	Classroom and Practical Exercises	TBD	TBD
Custom Thermo Instrument Monitor Refresher Training	Thermo Scientific - Unity Lab Services	8	Classroom and Practical Exercises	TBD	TBD

## 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 Page 19 of the Grant Manual**

The majority of the training programs identified in this request are delivered through established, external providers. The vendors and/or institutions, course content, and instructional staff have been in operation for many years; the value of these programs is confirmed through the continued participation/attendance of the forensic community, as well as the Forensic Science Division's satisfaction with attendee performance on the job. Training programs with formalized course structure routinely include internal methods for evaluating participant progress – typically through laboratory exercises, hands-on staff instruction, or certificate issuance upon satisfactory completion of course requirements.

All laboratory personnel who attend formalized training are required to complete participant evaluations of the program content and instruction received. FSD has found these evaluations to be a valuable method for measuring the effectiveness of programs attended. When participants feel that a course falls short of the expected quality or depth of instruction, they are candid with their opinions. Equally important, participants who have a particularly high opinion of a course or specific instructor often request additional training for themselves and their unit based upon that experience. Feedback provided in the participant evaluations is used to support continued participation in a program or to identify alternate training sources to better meet the needs of our personnel.

In addition to certificates of completion and participant training evaluations, the Forensic Science Division monitors the proficiency of its analysts and examiners in the following manner:

1. The employee's supervisor provides an annual Performance Appraisal of each employee.
2. The Forensic Science Division conducts multiple proficiency tests of each employee annually. These proficiency tests are supplied by an external testing agency and are designed to measure the analyst's ability to obtain accurate results, knowledge of appropriate analytical methods, and ability to properly interpret and report results. The Division maintains records of employee performance; successful completion of all proficiency tests is mandatory.
3. In addition to the external proficiency testing, the Division has instituted internal proficiency tests designed to measure the competency of the analysts.
4. The analytical performance of the forensic personnel is reflected in their ability to obtain reliable results for the investigating officers and prosecutors. This performance is measured by evaluation of courtroom testimony through an annual written evaluation of each analyst by a supervisor or coworker and written evaluations of courtroom performance are provided periodically by prosecutors, judges, and investigating officers.
5. The Forensic Science Division laboratories are accredited by the ANSI National Accreditation Board (ANAB). This accreditation sets minimum standards for employee skill levels and



training. Every five years the laboratory system is re-accredited by ANAB and skill levels of employees are verified.

6. The immediate supervisor technically reviews each employee's work for accuracy and completeness. Each discipline has a statewide program coordinator who is responsible for conducting yearly audits at each of the Division's seven laboratories. Any deficiencies are noted and the necessary corrective action is taken.
7. At a minimum, employees who receive training make presentations to other members of their discipline at annual unit trainings. Information gained through training is summarized and distributed to other unit members, and included in the unit's procedure manual, when appropriate.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>ANAB Training</b>			
Training Location <b>Lansing, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>27</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$351.73	\$	\$351.73
Contractual Services	\$	\$	\$
Tuition	\$20,000.00	\$20,000.00	\$
Travel	\$8,580.00	\$7,980.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$28,931.73	\$27,980.00	\$951.73

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **ANAB Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$351.73**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$20,000.00 (this is a flat fee that will be paid to ANAB for the delivery of this training).

**GRANT SHARE = \$20,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three and a half-day training to be held in Lansing, MI, budgeted for 20 employees to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Costs include: Breakfast - \$680.00 (20 people x 4 days x \$8.50), Lunch - \$680.00 (20 people x 4 days x \$8.50), Dinner - \$1,520.00 (20 people x 4 days x \$19.00), Lodging - \$5,100.00 (20 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (20 people x 3 nights x \$10.00).

**GRANT SHARE = \$7,980.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title ASCLD Symposium			
Training Location Austin, TX			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$468.98	\$	\$468.98
Contractual Services	\$	\$	\$
Tuition	\$9,600.00	\$9,600.00	\$
Travel	\$25,290.00	\$15,390.00	\$9,900.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$35,358.98	\$24,990.00	\$10,368.98

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **ASCLD Symposium**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$468.98**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$9,600.00 (12 people x \$800.00).

**GRANT SHARE = \$9,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Austin, TX and 12 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$6,600.00 (12 people x \$550.00), Breakfast - \$936.00 (12 people x 6 days x \$13.00), Lunch - \$936.00 (12 people x 6 days x \$13.00), Dinner - \$1,818.00 (12 people x 6 days x \$25.25), Lodging - \$5,100.00 (12 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$9,900.00 (12 people x 5 nights x \$165.00).

**GRANT SHARE = \$15,390.00 MATCH SHARE = \$9,900.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>MAFS Training</b>			
Training Location <b>Detroit, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$623.39	\$	\$623.39
Contractual Services	\$	\$	\$
Tuition	\$31,200.00	\$31,200.00	\$
Travel	\$28,101.00	\$19,781.00	\$8,320.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$59,924.39	\$50,981.00	\$8,943.39

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### MAFS Training

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$623.39**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$31,200.00 (26 people x \$1,200.00).

**GRANT SHARE = \$31,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Detroit, MI and 26 employees are budgeted to attend. Travel Costs include: Airfare/Other - \$1,750.00 (10 vehicles x \$35.00 parking fee x 5 nights), Breakfast - \$1,599.00 (26 people x 6 days x \$10.25), Lunch - \$1,599.00 (26 people x 6 days x \$10.25), Dinner - \$3,783.00 (26 people x 6 days x \$25.25), Lodging - \$11,050.00 (26 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$8,320.00 (26 people x 5 nights x \$64.00).

**GRANT SHARE = \$19,781.00 MATCH SHARE = \$8,320.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title AFQAM Training Conference			
Training Location Dallas, TX			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$117.24	\$	\$117.24
Contractual Services	\$	\$	\$
Tuition	\$3,850.00	\$3,850.00	\$
Travel	\$14,368.75	\$12,608.75	\$1,760.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$18,335.99	\$16,458.75	\$1,877.24

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **AFQAM Training Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$117.24**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,850.00 (11 people x \$350.00).

**GRANT SHARE = \$3,850.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Dallas, TX and 11 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$6,050.00 (11 people x \$550.00), Breakfast - \$715.00 (11 people x 5 days x \$13.00), Lunch - \$715.00 (11 people x 5 days x \$13.00), Dinner - \$1,388.75 (11 people x 5 days x \$25.25), Lodging - \$3,740.00 (11 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,760.00 (11 people x 4 nights x \$40.00).

**GRANT SHARE = \$12,608.75 MATCH SHARE = \$1,760.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Advanced Footwear Examination			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$445.28	\$	\$445.28
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$4,772.00	\$3,797.00	\$975.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,217.28	\$6,797.00	\$1,420.28

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Advanced Footwear Examination**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$445.28**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (3 people x \$1,000.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,730.00 (3 people x \$460.00 + \$350.00 car rental), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$975.00 (3 people x 5 nights x \$65.00).

**GRANT SHARE = \$3,797.00 MATCH SHARE = \$975.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>SOFT Training</b>			
Training Location <b>Denver, CO</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$7,500.00	\$7,500.00	\$
Travel	\$9,295.00	\$6,195.00	\$ 3,100.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$17,160.05	\$13,695.00	\$3,465.05

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **SOFT Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$7,500.00 (5 people x \$1,500.00).

**GRANT SHARE = \$7,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Denver, CO and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,750.00 (5 people x \$550.00), Breakfast - \$307.50 (5 people x 6 days x \$10.25), Lunch - \$307.50 (5 people x 6 days x \$10.25), Dinner - \$705.00 (5 people x 6 days x \$23.50), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$3,100.00 (5 people x 5 nights x \$124.00).

**GRANT SHARE = \$6,195.00 MATCH SHARE = \$3,100.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced ACE-V Applications for Fingerprint Examiners</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$2,400.00	\$2,400.00	\$
Travel	\$5,806.00	\$5,206.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,461.37	\$7,606.00	\$855.37

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Advanced ACE-V Applications for Fingerprint Examiners**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,400.00 (4 people x \$600.00).

**GRANT SHARE = \$2,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,450.00 (4 people x \$550.00 + \$250.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (4 people x 5 nights x \$30.00).

**GRANT SHARE = \$5,206.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>AFTE Training</b>			
Training Location <b>Austin, TX</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>48</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$691.01	\$	\$691.01
Contractual Services	\$	\$	\$
Tuition	\$6,600.00	\$6,600.00	\$
Travel	\$14,950.00	\$10,630.00	\$4,320.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$22,241.01	\$17,230.00	\$5,011.01

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **AFTE Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$691.01**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,600.00 (8 people x \$825.00).

**GRANT SHARE = \$6,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a six-day training to be held in Austin, TX and eight employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$3,680.00 (8 people x \$460.00), Breakfast - \$728.00 (8 people x 7 days x \$13.00), Lunch - \$728.00 (8 people x 7 days x \$13.00), Dinner - \$1,414.00 (8 people x 7 days x \$25.25), Lodging - \$4,080.00 (8 people x 6 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$4,320.00 (8 people x 6 nights x \$90.00).

**GRANT SHARE = \$10,630.00 MATCH SHARE = \$4,320.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Shooting Incident Reconstruction for Crime Scene Response Team</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$547.58	\$	\$547.58
Contractual Services	\$	\$	\$
Tuition	\$16,000.00	\$16,000.00	\$
Travel	\$11,677.50	\$11,677.50	\$
Supplies & Operating	\$2,000.00	\$2,000.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$30,225.08	\$29,677.50	\$547.58

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Shooting Incident Reconstruction for Crime Scene Response Team**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$547.58**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$16,000.00 (this is a flat rate to be paid to Forensic Training Source for the delivery of this training).

**GRANT SHARE = \$16,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 18 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$922.50 (18 people x 5 days x \$10.25), Lunch - \$922.50 (18 people x 5 days x \$10.25), Dinner - \$2,182.50 (18 people x 5 days x \$24.25), Lodging - \$7,650.00 (18 people x 5 nights x \$85.00).

**GRANT SHARE = \$11,677.50 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented and towing charges for vehicles utilized in the mock shooting scene will be incurred. Costs include: Facility Space - \$1,000.00 and Tow Charges - \$1,000.00.

**GRANT SHARE = \$2,000.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>ASQDE Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$4,997.00	\$3,797.00	\$1,200.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,064.17	\$5,597.00	\$1,467.17

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **ASQDE Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,800.00 (3 people x \$600.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,730.00 (3 people x \$460.00 + \$350 car rental), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$792.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,200.00 (3 people x 5 nights x \$80.00).

**GRANT SHARE = \$3,797.00 MATCH SHARE = \$1,200.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>CLIC Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$4,500.00	\$4,500.00	\$
Travel	\$8,934.00	\$6,234.00	\$2,700.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$13,890.32	\$10,734.00	\$3,156.32

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **CLIC Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,500.00 (6 people x \$750.00).

**GRANT SHARE = \$4,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,100.00 (6 people x \$350.00), Breakfast - \$369.00 (6 people x 6 days x \$10.25), Lunch - \$369.00 (6 people x 6 days x \$10.25), Dinner - \$846.00 (6 people x 6 days x \$23.50), Lodging - \$2,550.00 (6 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,700.00 (6 people x 5 nights x \$90.00).

**GRANT SHARE = \$6,234.00 MATCH SHARE = \$2,700.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>American Industrial Hygiene Conference</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$77.70	\$	\$77.70
Contractual Services	\$	\$	\$
Tuition	\$1,299.00	\$1,299.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$1,376.70	\$1,299.00	\$77.70

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **American Industrial Hygiene Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$77.70**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this virtual training. The registration cost is \$1,299.00 (1 person x \$1,299.00).

**GRANT SHARE = \$1,299.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title AAFS Training			
Training Location Orlando, FL			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$402.20	\$	\$402.20
Contractual Services	\$	\$	\$
Tuition	\$8,750.00	\$8,750.00	\$
Travel	\$21,640.00	\$13,390.00	\$8,250.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$30,792.20	\$22,140.00	\$8,652.20

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **AAFS Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$402.20**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$8,750.00 (10 people x \$875.00).

**GRANT SHARE = \$8,750.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Orlando, FL and 10 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$6,500.00 (10 people x \$650.00), Breakfast - \$615.00 (10 people x 6 days x \$10.25), Lunch - \$615.00 (10 people x 6 days x \$10.25), Dinner - \$1,410.00 (10 people x 6 days x \$23.50), Lodging - \$4,250.00 (10 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$8,250.00 (10 people x 5 nights x \$165.00).

**GRANT SHARE = \$13,390.00 MATCH SHARE = \$8,250.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Expert Witness			
Training Location Lansing, MI			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1,532.13	\$	\$1,532.13
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$5,088.00	\$5,088.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,620.13	\$5,088.00	\$1,532.13

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Expert Witness

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$1,532.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Lansing, MI and 12 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all employees to be able to attend. Travel Costs include: Airfare/Other - \$300.00 (parking), Breakfast - \$408.00 (12 people x 4 days x \$8.50), Lunch - \$408.00 (12 people x 4 days x \$8.50), Dinner - \$912.00 (12 people x 4 days x \$19.00), Lodging - \$3,060.00 (12 people x 3 nights x \$85.00).

**GRANT SHARE = \$5,088.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Fiber Analysis			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,644.22	\$6,638.00	\$1,006.22

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Fiber Analysis

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 for a rental car), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85) and Lodging costs above the allotted \$85 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Understanding Exclusion and Sufficiency Decisions</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$2,400.00	\$2,400.00	\$
Travel	\$5,906.00	\$5,306.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,646.50	\$7,706.00	\$940.50

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Understanding Exclusion and Sufficiency Decisions

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,400.00 (4 people x \$600.00).

**GRANT SHARE = \$2,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (4 people x 5 nights x \$30.00).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Shooting Incident Reconstruction for Firearms Discipline</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$431.88	\$	\$431.88
Contractual Services	\$	\$	\$
Tuition	\$35,650.00	\$35,650.00	\$
Travel	\$11,960.00	\$11,960.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$48,041.88	\$47,610.00	\$431.88

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Shooting Incident Reconstruction for Firearms Discipline**

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$431.88**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$35,650.00 (23 people x \$1,550.00).

**GRANT SHARE = \$35,650.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 23 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all employees to be able to attend. Travel Costs include: Breakfast - \$977.50 (23 people x 5 days x \$8.50), Lunch - \$977.50 (23 people x 5 days x \$8.50), Dinner - \$2,185.00 (23 people x 5 days x \$19.00), Lodging - \$7,820.00 (23 people x 4 nights x \$85.00).

**GRANT SHARE = \$11,960.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced Bloodstain Pattern Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$4,200.00	\$4,200.00	\$
Travel	\$6,022.50	\$5,047.50	\$975.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$10,678.82	\$9,247.50	\$1,431.32

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Advanced Bloodstain Pattern Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,200.00 (3 people x \$1,400.00).

**GRANT SHARE = \$4,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,850.00 (3 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$234.00 (3 people x 6 days x \$13.00), Lunch - \$234.00 (3 people x 6 days x \$13.00), Dinner - \$454.50 (3 people x 6 days x \$25.25), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$975.00 (3 people x 5 nights x \$65.00).

**GRANT SHARE = \$5,047.50 MATCH SHARE = \$975.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>DEA Forensic Chemist Seminar</b>			
Training Location <b>Dulles, VA</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$4,070.00	\$4,070.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,526.32	\$4,070.00	\$456.32

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **DEA Forensic Chemist Seminar**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00    MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Dulles, VA and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,750.00 (5 people x \$350.00 + \$1,000.00 car rentals), Breakfast - \$307.50 (5 people x 6 days x \$10.25), Lunch - \$307.50 (5 people x 6 days x \$10.25), Dinner - \$705.00 (5 people x 6 days x \$23.50).

**GRANT SHARE = \$4,070.00    MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>MATT Drug Monitoring Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$1,250.00	\$1,250.00	\$
Travel	\$6,765.00	\$4,905.00	\$1,860.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,380.05	\$6,155.00	\$2,225.05

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **MATT Drug Monitoring Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,250.00 (5 people x \$250.00).

**GRANT SHARE = \$1,250.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in a location yet to be determined and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,750.00 (5 people x \$550.00), Breakfast - \$205.00 (5 people x 4 days x \$10.25), Lunch - \$205.00 (5 people x 4 days x \$10.25), Dinner - \$470.00 (5 people x 4 days x \$23.50), Lodging - \$1,275.00 (5 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,860.00 (5 people x 3 nights x \$124.00).

**GRANT SHARE = \$4,905.00 MATCH SHARE = \$1,860.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title FBI Question Documents Course			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$1,992.50	\$1,542.50	\$450.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$2,348.72	\$1,542.50	\$806.22

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **FBI Question Documents Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00    MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and one employee is budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$810.00 (1 person x \$460.00 + \$350.00 car rental), Breakfast - \$78.00 (1 person x 6 days x \$13.00), Lunch - \$78.00 (1 person x 6 days x \$13.00), Dinner - \$151.50 (1 person x 6 days x \$25.25), Lodging - \$425.00 (1 person x 5 nights x \$85.00) and Lodging costs above the allotted \$85 (Match) - \$450.00 (1 person x 5 nights x \$90.00).

**GRANT SHARE = \$1,542.50    MATCH SHARE = \$450.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Midwest Crime Laboratory Directors Training</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>28</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$402.20	\$	\$402.20
Contractual Services	\$	\$	\$
Tuition	\$7,000.00	\$7,000.00	\$
Travel	\$12,700.00	\$11,100.00	\$1,600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$20,102.20	\$18,100.00	\$2,002.20

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Midwest Crime Laboratory Directors Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00    MATCH SHARE = \$402.20**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$7,000.00 (10 people x \$700.00).

**GRANT SHARE = \$7,000.00    MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three and a half-day training to be held in a location yet to be determined and 10 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$5,500.00 (10 people x \$550.00), Breakfast - \$512.50 (10 people x 5 days x \$10.25), Lunch - \$512.50 (10 people x 5 days x \$10.25), Dinner - \$1,175.00 (10 people x 5 days x \$23.50), Lodging - \$3,400.00 (10 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85 (Match) - \$1,600.00 (10 people x 4 nights x \$40.00).

**GRANT SHARE = \$11,100.00    MATCH SHARE = \$1,600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00    MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title IAI Conference			
Training Location National Harbor, MD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$26,081.25	\$22,031.25	\$4,050.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$32,506.87	\$28,031.25	\$4,475.62

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **IAI Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,000.00 (15 people x \$400.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in National Harbor, MD and 15 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$9,000.00 (15 people x \$550.00 + \$750 car rental), Breakfast - \$1,365.00 (15 people x 7 days x \$13.00), Lunch - \$1,365.00 (15 people x 7 days x \$13.00), Dinner - \$2,651.25 (15 people x 7 days x \$25.25), Lodging - \$7,650.00 (15 people x 6 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$4,050.00 (15 people x 6 nights x \$45.00).

**GRANT SHARE = \$22,031.25 MATCH SHARE = \$4,050.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Fire Debris Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,555.17	\$6,638.00	\$917.17

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Fire Debris Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Distortion Interpretation &amp; Feature Distribution</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>36</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$18,850.00	\$18,850.00	\$
Travel	\$17,508.75	\$16,348.75	\$1,160.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$36,699.25	\$35,198.75	\$1,500.50

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Distortion Interpretation & Feature Distribution**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$18,850.00 (29 people x \$650.00).

**GRANT SHARE = \$18,850.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four and a half-day training to be held in a location yet to be determined and 29 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$1,486.25 (29 people x 5 days x \$10.25), Lunch - \$1,486.25 (29 people x 5 days x \$10.25), Dinner - \$3,516.25 (29 people x 5 days x \$24.25), Lodging - \$9,860.00 (29 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,160.00 (29 people x 4 nights x \$10.00).

**GRANT SHARE = \$16,348.75 MATCH SHARE = \$1,160.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Fluid Dynamics of Bloodstain Pattern Formulation</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$7,856.00	\$6,556.00	\$1,300.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$14,221.05	\$12,556.00	\$1,665.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Fluid Dynamics of Bloodstain Pattern Formulation**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,000.00 (4 people x \$1,500.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$3,800.00 (4 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,300.00 (4 people x 5 nights x \$65.00).

**GRANT SHARE = \$6,556.00 MATCH SHARE = \$1,300.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Shot Show</b>			
Training Location <b>Las Vegas, NV</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$1,050.00	\$1,050.00	\$
Travel	\$9,097.50	\$6,337.50	\$2,760.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$10,406.63	\$7,387.50	\$3,019.13

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **SHOT Show**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,050.00 (6 people x \$175.00).

**GRANT SHARE = \$1,050.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Las Vegas, NV and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,760.00 (6 people x \$460.00), Breakfast - \$390.00 (6 people x 5 days x \$13.00), Lunch - \$390.00 (6 people x 5 days x \$13.00), Dinner - \$757.50 (6 people x 5 days x \$25.25), Lodging - \$2,040.00 (6 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,760.00 (6 people x 4 nights x \$115.00).

**GRANT SHARE = \$6,337.50 MATCH SHARE = \$2,760.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Antique Arms Show</b>			
Training Location <b>Las Vegas, NV</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$86.38	\$	\$86.38
Contractual Services	\$	\$	\$
Tuition	\$210.00	\$210.00	\$
Travel	\$3,322.50	\$1,942.50	\$1,380.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,618.88	\$2,152.50	\$1,466.38

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Antique Arms Show**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$86.38**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$210.00 (6 people x \$35.00).

**GRANT SHARE = \$210.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in Las Vegas, NV and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$234.00 (6 people x 3 days x \$13.00), Lunch - \$234.00 (6 people x 3 days x \$13.00), Dinner - \$454.50 (6 people x 3 days x \$25.25), Lodging - \$1,020.00 (6 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,380.00 (6 people x 2 nights x \$115.00).

**GRANT SHARE = \$1,942.50 MATCH SHARE = \$1,380.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Robert Borkenstein Course on the Effects of Drugs on Human Performance and Behavior</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$4,500.00	\$4,500.00	\$
Travel	\$5,577.00	\$3,717.00	\$1,860.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$10,442.05	\$8,217.00	\$2,225.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Robert Borkenstein Course on the Effect of Drugs on Human Performance and Behavior**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,500.00 (3 people x \$1,500.00).

**GRANT SHARE = \$4,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,650.00 (3 people x \$550.00), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,860.00 (3 people x 5 nights x \$124.00).

**GRANT SHARE = \$3,717.00 MATCH SHARE = \$1,860.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Practical and Applied Gas Chromatography			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$273.79	\$	\$273.79
Contractual Services	\$	\$	\$
Tuition	\$10,000.00	\$10,000.00	\$
Travel	\$4,980.00	\$3,405.00	\$1,575.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$15,253.79	\$13,405.00	\$1,848.79

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Practical and Applied Gas Chromatography**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$273.79**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$10,000.00 (5 people x \$2,000.00).

**GRANT SHARE = \$10,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,250.00 (5 people x \$250.00), Breakfast - \$205.00 (5 people x 4 days x \$10.25), Lunch - \$205.00 (5 people x 4 days x \$10.25), Dinner - \$470.00 (5 people x 4 days x \$23.50), Lodging - \$1,275.00 (5 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,575.00 (5 people x 3 nights x \$105.00).

**GRANT SHARE = \$3,405.00 MATCH SHARE = \$1,575.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Footwear Examination</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,565.17	\$5,648.00	\$917.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Footwear Examination**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Technician Witness</b>			
Training Location <b>Lansing, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$1,276.78	\$	\$1,276.78
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$3,636.00	\$3,636.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,912.78	\$3,636.00	\$1,276.78

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### Technician Witness

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$1,276.78**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in Lansing, MI and 12 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all employees to be able to attend. Travel Costs include: Airfare/Other - \$300.00 (parking), Breakfast - \$306.00 (12 people x 3 days x \$8.50), Lunch - \$306.00 (12 people x 3 days x \$8.50), Dinner - \$684.00 (12 people x 3 days x \$19.00), Lodging - \$2,040.00 (12 people x 2 nights x \$85.00).

**GRANT SHARE = \$3,636.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Michigan Safety Conference			
Training Location Grand Rapids, MI			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$77.70	\$	\$77.70
Contractual Services	\$	\$	\$
Tuition	\$190.00	\$190.00	\$
Travel	\$140.00	\$140.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$407.70	\$330.00	\$77.70

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Michigan Safety Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$77.70**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$190.00 (1 person x \$190.00).

**GRANT SHARE = \$190.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in Grand Rapids, MI and one employee is budgeted to attend. Travel Costs include: Breakfast - \$10.25 (1 person x 1 day x \$10.25), Lunch - \$20.50 (1 person x 2 days x \$10.25), Dinner - \$24.25 (1 person x 1 day x \$24.25), Lodging - \$85.00 (1 person x 1 night x \$85.00).

**GRANT SHARE = \$140.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Print Process Identification Forensic Document Examiners Conference</b>			
Training Location <b>Charlotte, NC</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$1,630.00	\$1,370.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,397.17	\$2,870.00	\$527.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Print Process Identification Forensic Document Examiner Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,500.00 (1 person x \$1,500.00).

**GRANT SHARE = \$1,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Charlotte, NC and one employee is budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$810.00 (1 person x \$460.00 + \$350 car rental), Breakfast - \$51.25 (1 person x 5 days x \$10.25), Lunch - \$51.25 (1 person x 5 days x \$10.25), Dinner - \$117.50 (1 person x 5 days x \$23.50), Lodging - \$340.00 (1 person x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$260.00 (1 person x 4 nights x \$65.00).

**GRANT SHARE = \$1,370.00 MATCH SHARE = \$260.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Bloodstain Pattern Analysis Unit Meeting</b>			
Training Location <b>Grayling, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>12</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$638.84	\$	\$638.84
Contractual Services	\$	\$	\$
Tuition	\$5,000.00	\$5,000.00	\$
Travel	\$2,198.00	\$2,198.00	\$
Supplies & Operating	\$500.00	\$500.00	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,336.84	\$7,698.00	\$638.84

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Bloodstain Pattern Analysis Unit Meeting**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$638.84**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,000.00 (this is a flat rate to be paid to a vendor yet to be determined).

**GRANT SHARE = \$5,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one and a half-day training to be held in Grayling, MI and 14 employees are budgeted to attend. Travel Costs include: Breakfast - \$238.00 (14 people x 2 days x \$8.50), Lunch - \$238.00 (14 people x 2 days x \$8.50), Dinner - \$532.00 (14 people x 2 days x \$19.00), Lodging - \$1,190.00 (14 people x 1 night x \$85.00).

**GRANT SHARE = \$2,198.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented. Costs include: Facility Space - \$500.00.

**GRANT SHARE = \$500.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Difficult Latent Print Comparisons</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>36</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$2,600.00	\$2,600.00	\$
Travel	\$5,396.00	\$5,306.00	\$90.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,336.50	\$7,906.00	\$430.50

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Difficult Latent Print Comparisons**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,600.00 (4 people x \$650.00).

**GRANT SHARE = \$2,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four and a half-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$90.00 (4 people x 5 nights x \$4.50).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$90.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Digital Imaging</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,387.06	\$5,648.00	\$739.06

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### Digital Imaging

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Midwest Firearms Training Seminar</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$345.50	\$	\$345.50
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$4,320.00	\$3,020.00	\$1,300.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,665.50	\$3,020.00	\$1,645.50

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Midwest Firearms Training Seminar**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$345.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training seminar to be held in a location yet to be determined and 10 employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$307.50 (10 people x 3 days x \$10.25), Lunch - \$307.50 (10 people x 3 days x \$10.25), Dinner - \$705.00 (10 people x 3 days x \$23.50), Lodging - \$1,700.00 (10 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,300.00 (10 people x 2 nights x \$65.00).

**GRANT SHARE = \$3,020.00 MATCH SHARE = \$1,300.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Comprehensive Latent Print Comparison</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$2,396.00	\$2,396.00	\$
Travel	\$5,396.00	\$5,306.00	\$90.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,132.50	\$7,702.00	\$430.50

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Comprehensive Latent Print Comparison**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,396.00 (4 people x \$599.00).

**GRANT SHARE = \$2,396.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$90.00 (4 people x 5 nights x \$4.50).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$90.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Tire Track Examination</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,654.22	\$5,648.00	\$1,006.22

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Tire Track Examination**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title SAFDE			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 24	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$900.00	\$900.00	\$
Travel	\$4,890.00	\$4,110.00	\$780.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,057.17	\$5,010.00	\$1,047.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **SAFDE**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$900.00 (3 people x \$300.00).

**GRANT SHARE = \$900.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,430.00 (3 people x \$460.00 + \$350.00 car rental), Breakfast - \$153.75 (3 people x 5 days x \$10.25), Lunch - \$153.75 (3 people x 5 days x \$10.25), Dinner - \$352.50 (3 people x 5 days x \$23.50), Lodging - \$1,020.00 (3 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$780.00 (3 people x 4 nights x \$65.00).

**GRANT SHARE = \$4,110.00 MATCH SHARE = \$780.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Scientific Analysis: From the Laboratory to the Witness Stand</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$2,600.00	\$2,600.00	\$
Travel	\$5,906.00	\$5,306.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,931.62	\$7,906.00	\$1,025.62

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Scientific Analysis: From the Laboratory to the Witness Stand**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,600.00 (4 people x \$650.00).

**GRANT SHARE = \$2,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,550.00 (4 people x \$550.00 + \$350.00 car rental), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$600.00 (4 people x 5 nights x \$30.00).

**GRANT SHARE = \$5,306.00 MATCH SHARE = \$600.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>SIG Sauer P365 Armorers Course</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$3,920.00	\$3,920.00	\$
Travel	\$1,806.00	\$1,806.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,985.13	\$5,726.00	\$259.13

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **SIG Sauer P365 Armorers Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,920.00 (14 people x \$280.00).

**GRANT SHARE = \$3,920.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 14 employees are budgeted to attend. Travel Costs include: Breakfast - \$143.50 (14 people x 1 day x \$10.25), Lunch - \$143.50 (14 people x 1 day x \$10.25), Dinner - \$329.00 (14 people x 1 day x \$23.50), Lodging - \$1,190.00 (14 people x 1 night x \$85.00).

**GRANT SHARE = \$1,806.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Association for Crime Scene Reconstruction Conference			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$456.32	\$	\$456.32
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$6,042.00	\$4,917.00	\$1,125.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,298.32	\$6,717.00	\$1,581.32

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Association for Crime Scene Reconstruction Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$456.32**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,800.00 (3 people x \$600.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,850.00 (3 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,125.00 (3 people x 5 nights x \$75.00).

**GRANT SHARE = \$4,917.00 MATCH SHARE = \$1,125.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Interpretation of Mass Spectra			
Training Location Virtual			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$273.79	\$	\$273.79
Contractual Services	\$	\$	\$
Tuition	\$4,800.00	\$4,800.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,073.79	\$4,800.00	\$273.79

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Interpretation of Mass Spectra

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$273.79**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this virtual training. The registration cost is \$4,800.00 (3 people x \$1,600.00).

**GRANT SHARE = \$4,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Polarized Light Microscopy</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$2,328.00	\$1,678.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,674.22	\$5,668.00	\$1,006.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Polarized Light Microscopy**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$1,678.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Palm Print Comparison Techniques</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$1,200.00	\$1,200.00	\$
Travel	\$3,233.50	\$3,193.00	\$40.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,688.87	\$4,393.00	\$295.87

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Palm Print Comparison Techniques**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,200.00 (3 people x \$400.00).

**GRANT SHARE = \$1,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,900.00 (3 people x \$550.00 + \$250.00 car rental), Breakfast - \$123.00 (3 people x 4 days x \$10.25), Lunch - \$123.00 (3 people x 4 days x \$10.25), Dinner - \$282.00 (3 people x 4 days x \$23.50), Lodging - \$765.00 (3 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$40.50 (3 people x 3 nights x \$4.50).

**GRANT SHARE = \$3,193.00 MATCH SHARE = \$40.50**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>IABPA Conference</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$273.79	\$	\$273.79
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$6,042.00	\$4,917.00	\$1,125.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,815.79	\$6,417.00	\$1,398.79

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **IABPA Conference**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$273.79**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,500.00 (3 people x \$500.00).

**GRANT SHARE = \$1,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,850.00 (3 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,125.00 (3 people x 5 nights x \$75.00).

**GRANT SHARE = \$4,917.00 MATCH SHARE = \$1,125.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Springfield Armory Armorer Course			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 8	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$4,900.00	\$4,900.00	\$
Travel	\$1,806.00	\$1,806.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,965.13	\$6,706.00	\$259.13

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Springfield Armory Armorer Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,900.00 (14 people x \$350.00).

**GRANT SHARE = \$4,900.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 14 employees are budgeted to attend. Travel Costs include: Breakfast - \$143.50 (14 people x 1 day x \$10.25), Lunch - \$143.50 (14 people x 1 day x \$10.25), Dinner - \$329.00 (14 people x 1 day x \$23.50), Lodging - \$1,190.00 (14 people x 1 night x \$85.00).

**GRANT SHARE = \$1,806.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Advanced Fire Debris Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,644.22	\$6,638.00	\$1,006.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Advanced Fire Debris Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Essential Ridgeology Techniques</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$4,417.00	\$3,967.00	\$450.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,642.62	\$5,767.00	\$875.62

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Essential Ridgeology Techniques**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,800.00 (3 people x \$600.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,900.00 (3 people x \$550.00 + \$250.00 car rental), Breakfast - \$184.50 (3 people x 6 days x \$10.25), Lunch - \$184.50 (3 people x 6 days x \$10.25), Dinner - \$423.00 (3 people x 6 days x \$23.50), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$450.00 (3 people x 5 nights x \$30.00).

**GRANT SHARE = \$3,967.00 MATCH SHARE = \$450.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Basic Bloodstain Pattern Analysis (FSD Instructors)</b>			
Training Location <b>Detroit, MI</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$9,731.25	\$9,731.25	\$
Supplies & Operating	\$2,000.00	\$	\$2,000.00
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$12,096.30	\$9,731.25	\$2,365.05

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Basic Bloodstain Pattern Analysis (FSD Instructors)**

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Detroit, MI and 15 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Travel Costs include: Breakfast - \$768.75 (15 people x 5 days x \$10.25), Lunch - \$768.75 (15 people x 5 days x \$10.25), Dinner - \$1,818.75 (15 people x 5 days x \$24.25), Lodging - \$6,375.00 (15 people x 5 nights x \$85.00).

**GRANT SHARE = \$9,731.25 MATCH SHARE = \$0.00**

**Supplies & Operating:** Supplies need to be purchased to help facilitate this training. Costs include: Supplies - \$2,000.00.

**GRANT SHARE = \$0.00 MATCH SHARE = \$2,000.00**

**Equipment:** No funds will be used for equipment.

**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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Glock Armorer Course</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$2,000.00	\$2,000.00	\$
Travel	\$968.00	\$968.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$3,227.13	\$2,968.00	\$259.13

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Glock Armorer Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,000.00 (8 people x \$250.00).

**GRANT SHARE = \$2,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and eight employees are budgeted to attend. Travel Costs include: Breakfast - \$68.00 (8 people x 1 day x \$8.50), Lunch - \$68.00 (8 people x 1 day x \$8.50), Dinner - \$152.00 (8 people x 1 day x \$19.00), Lodging - \$680.00 (8 people x 1 night x \$85.00).

**GRANT SHARE = \$968.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Explosives Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,644.22	\$6,638.00	\$1,006.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Explosives Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Analysis of Distortion in Latent Prints</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$975.00	\$975.00	\$
Travel	\$2,986.00	\$2,806.00	\$180.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$4,216.37	\$3,781.00	\$435.37

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Analysis of Distortion in Latent Prints**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$975.00 (3 people x \$325.00).

**GRANT SHARE = \$975.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and three employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,900.00 (3 people x \$550.00 + \$250.00 car rental), Breakfast - \$92.25 (3 people x 3 days x \$10.25), Lunch - \$92.25 (3 people x 3 days x \$10.25), Dinner - \$211.50 (3 people x 3 days x \$23.50), Lodging - \$510.00 (3 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$180.00 (3 people x 2 nights x \$30.00).

**GRANT SHARE = \$2,806.00 MATCH SHARE = \$180.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Mass Fatality Incident Exercise</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>12</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i><b>Per Session Costs</b></i>	<i><b>Total Costs</b></i>	<i><b>Grant Share</b></i>	<i><b>Match Share</b></i>
Personnel	\$1,734.00	\$	\$1,734.00
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$4,090.00	\$4,090.00	\$
Supplies & Operating	\$3,500.00	\$2,500.00	\$1,000.00
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$9,324.00	\$6,590.00	\$2,734.00

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Mass Fatality Incident Exercise**

**Personnel:** Costs for personnel are administrative costs for researching the training, development, preparation and delivery of all or portion of the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$1,734.00**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for Tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one and a half-day training to be held in a location yet to be determined and 30 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Travel Costs include: Lunch - \$690.00 (30 people x 2 days x \$11.50), Lodging - \$3,400.00 (20 people x 2 nights x \$85.00).

**GRANT SHARE = \$4,090.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented and Supplies purchased. Costs include: Facility Space - \$2,500.00 and Supplies - \$1,000.00.

**GRANT SHARE = \$2,500.00 MATCH SHARE = \$1,000.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Smith &amp; Wesson Armorer Course</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$259.13	\$	\$259.13
Contractual Services	\$	\$	\$
Tuition	\$4,284.00	\$4,284.00	\$
Travel	\$1,548.00	\$1,548.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,091.13	\$5,832.00	\$259.13

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Smith & Wesson Armorer Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$259.13**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,284.00 (12 people x \$357.00).

**GRANT SHARE = \$4,284.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 12 employees are budgeted to attend. Travel Costs include: Breakfast - \$123.00 (12 people x 1 day x \$10.25), Lunch - \$123.00 (12 people x 1 day x \$10.25), Dinner - \$282.00 (12 people x 1 day x \$23.50), Lodging - \$1,020.00 (12 people x 1 night x \$85.00).

**GRANT SHARE = \$1,548.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Infrared Spectral Interpretation</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$9,000.00	\$9,000.00	\$
Travel	\$8,320.00	\$5,695.00	\$2,625.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$17,685.05	\$14,695.00	\$2,990.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Infrared Spectral Interpretation**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$9,000.00 (5 people x \$1,800.00).

**GRANT SHARE = \$9,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and five employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$2,250.00 (5 people x \$450.00), Breakfast - \$307.50 (5 people x 6 days x \$10.25), Lunch - \$307.50 (5 people x 6 days x \$10.25), Dinner - \$705.00 (5 people x 6 days x \$23.50), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,625.00 (5 people x 5 nights x \$105.00).

**GRANT SHARE = \$5,695.00 MATCH SHARE = \$2,625.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Paint Analysis</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,298.00	\$2,648.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,555.17	\$6,638.00	\$917.17

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Paint Analysis**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$123.00 (2 people x 6 days x \$10.25), Lunch - \$123.00 (2 people x 6 days x \$10.25), Dinner - \$282.00 (2 people x 6 days x \$23.50), Lodging - \$850.00 (2 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,648.00 MATCH SHARE = \$650.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Comparison of Sole Impressions</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$340.50	\$	\$340.50
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$1,866.00	\$1,812.00	\$54.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,206.50	\$2,812.00	\$394.50

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### Comparison of Sole Impressions

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$340.50**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,000.00 (this is a flat rate to be paid to a vendor yet to be determined).

**GRANT SHARE = \$1,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and six employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Breakfast - \$184.50 (6 people x 3 days x \$10.25), Lunch - \$184.50 (6 people x 3 days x \$10.25), Dinner - \$423.00 (6 people x 3 days x \$23.50), Lodging - \$1,020.00 (6 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$54.00 (6 people x 2 nights x \$4.50).

**GRANT SHARE = \$1,812.00 MATCH SHARE = \$54.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$365.05	\$	\$365.05
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$7,656.00	\$6,556.00	\$1,100.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$14,021.05	\$12,556.00	\$1,465.05

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$365.05**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,000.00 (4 people x \$1,500.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and four employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$3,800.00 (4 people x \$950.00 which includes airfare, parking and shuttle), Breakfast - \$246.00 (4 people x 6 days x \$10.25), Lunch - \$246.00 (4 people x 6 days x \$10.25), Dinner - \$564.00 (4 people x 6 days x \$23.50), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$1,100.00 (4 people x 5 nights x \$55.00).

**GRANT SHARE = \$6,556.00 MATCH SHARE = \$1,100.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>NRA Basic Metallic Cartridge Reloading</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>8</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$431.88	\$	\$431.88
Contractual Services	\$	\$	\$
Tuition	\$800.00	\$800.00	\$
Travel	\$68.00	\$68.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$1,299.88	\$868.00	\$431.88

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **NRA Basic Metallic Cartridge Reloading**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$431.88**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$800.00 (8 people x \$100.00).

**GRANT SHARE = \$800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and eight employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Lunch - \$68.00 (8 people x 1 day x \$8.50).

**GRANT SHARE = \$68.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Raman Spectroscopy</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,210.00	\$2,690.00	\$520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,556.22	\$6,680.00	\$876.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Raman Spectroscopy**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$102.50 (2 people x 5 days x \$10.25), Lunch - \$102.50 (2 people x 5 days x \$10.25), Dinner - \$235.00 (2 people x 5 days x \$23.50), Lodging - \$680.00 (2 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$520.00 (2 people x 4 nights x \$65.00).

**GRANT SHARE = \$2,690.00 MATCH SHARE = \$520.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Basic Digital Imaging			
Training Location Virtual			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 24	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$255.37	\$	\$255.37
Contractual Services	\$	\$	\$
Tuition	\$5,000.00	\$5,000.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,255.37	\$5,000.00	\$255.37

NOTES:



## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Basic Digital Imaging**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$255.37**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,000.00 (this is a flat rate to be paid to Foray Technologies).

**GRANT SHARE = \$5,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Infrared Spectroscopy</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>32</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.22	\$	\$356.22
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,210.00	\$2,690.00	\$520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,556.22	\$6,680.00	\$876.22

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Infrared Spectroscopy**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$356.22**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (2 people x \$1,995.00).

**GRANT SHARE = \$3,990.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$102.50 (2 people x 5 days x \$10.25), Lunch - \$102.50 (2 people x 5 days x \$10.25), Dinner - \$235.00 (2 people x 5 days x \$23.50), Lodging - \$680.00 (2 people x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$520.00 (2 people x 4 nights x \$65.00).

**GRANT SHARE = \$2,690.00 MATCH SHARE = \$520.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Comparative Dermatoglyphics			
Training Location Virtual			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$425.62	\$	\$425.62
Contractual Services	\$	\$	\$
Tuition	\$3,150.00	\$3,150.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,575.62	\$3,150.00	\$425.62

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Comparative Dermatoglyphics**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$425.62**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,150.00 (7 people x \$450.00).

**GRANT SHARE = \$3,150.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Ion Chromatography</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$267.17	\$	\$267.17
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$2,134.00	\$1,874.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,401.17	\$4,874.00	\$527.17

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Ion Chromatography**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$267.17**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,000.00 (2 people x \$1,500.00).

**GRANT SHARE = \$3,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$61.50 (2 people x 3 days x \$10.25), Lunch - \$61.50 (2 people x 3 days x \$10.25), Dinner - \$141.00 (2 people x 3 days x \$23.50), Lodging - \$340.00 (2 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$260.00 (2 people x 2 nights x \$65.00).

**GRANT SHARE = \$1,874.00 MATCH SHARE = \$260.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Basic Fire Debris Online Course</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$1,089.06	\$1,000.00	\$89.06

NOTES:



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

##### **Basic Fire Debris Online Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,000.00 (2 people x \$500.00).

**GRANT SHARE = \$1,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

#### Course Details

Course Title

Advanced Fire Debris Analysis Online Course

Training Location

Virtual

Maximum Participants

NA

Minimum Participants (2/3 of Max)

NA

Hours of Training Per Session

40

Number of Sessions

1

#### Cost Breakdown

<b><i>Per Session Costs</i></b>	<b><i>Total Costs</i></b>	<b><i>Grant Share</i></b>	<b><i>Match Share</i></b>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$1589.06	\$1,500.00	\$89.06

NOTES:

#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Advanced Fire Debris Analysis Online Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,500.00 (2 people x \$750.00).

**GRANT SHARE = \$1,500.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>Mass Spectral Interpretation Online Course</b>			
Training Location <b>Virtual</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>40</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$89.06	\$	\$89.06
Contractual Services	\$	\$	\$
Tuition	\$3,200.00	\$3,200.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$3,289.06	\$3,200.00	\$89.06

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Mass Spectral Interpretation Online Course**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$89.06**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,200.00 (2 people x \$1,600.00).

**GRANT SHARE = \$3,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for Travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title <b>X-ray Diffraction</b>			
Training Location <b>TBD</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>16</b>	Number of Sessions <b>1</b>

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$178.11	\$	\$178.11
Contractual Services	\$	\$	\$
Tuition	\$3,400.00	\$3,400.00	\$
Travel	\$2,134.00	\$1,874.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$5,712.11	\$5,274.00	\$438.11

NOTES:

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **X-ray Diffraction**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$178.11**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,400.00 (2 people x \$1,700.00).

**GRANT SHARE = \$3,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and two employees are budgeted to attend. Although a concentrated effort is made to bring programs into Michigan when feasible, FSD cannot meet its training requirements through established state government or in-house programs; therefore, training must be taken advantage of when and where programs are offered. Travel Costs include: Airfare/Other - \$1,270.00 (2 people x \$460.00 + \$350.00 car rental), Breakfast - \$61.50 (2 people x 3 days x \$10.25), Lunch - \$61.50 (2 people x 3 days x \$10.25), Dinner - \$141.00 (2 people x 3 days x \$23.50), Lodging - \$340.00 (2 people x 2 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$260.00 (2 people x 2 nights x \$65.00).

**GRANT SHARE = \$1,874.00 MATCH SHARE = \$260.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

### 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 Page 20 of the Grant Manual**

Course Details			
Course Title Custom Thermo Instrument Monitor Refresher Training			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 8	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$91.26	\$	\$91.26
Contractual Services	\$	\$	\$
Tuition	\$18,000.00	\$18,000.00	\$
Travel	\$412.75	\$392.75	\$20.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$18,504.01	\$18,392.75	\$111.26

NOTES:

(this is a flat rate to be paid to Foray Technologies).



#### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

#### **Custom Thermo Instrument Monitor Refresher Training**

**Personnel:** Costs for personnel are administrative costs for researching the training, determining the expenses, soliciting the availability of attendees, completing forms for approvals and working with the grant administrator to ensure compliance with the grant guidelines.

**GRANT SHARE = \$0.00 MATCH SHARE = \$91.26**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$18,000.00 (this is a flat rate to be paid to Thermo Scientific - Unity Lab Services).

**GRANT SHARE = \$18,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 15 employees are budgeted to attend. FSD has employees spread out throughout the state at seven different laboratories, this travel is necessary for all designated employees to attend. Travel Costs include: Breakfast - \$20.50 (2 people x 1 day x \$10.25), Lunch - \$153.75 (15 people x 1 day x \$10.25), Dinner - \$48.50 (2 people x 1 day x \$24.25), Lodging - \$170.00 (2 people x 1 night x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$20.00 (2 people x 1 night x \$10.00).

**GRANT SHARE = \$392.75 MATCH SHARE = \$20.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### Grant Administration

**Personnel:** The grant administrator is the person who oversees the entire grant and is responsible for soliciting training proposals, prioritizing trainings, writing the grant application, and completing the budget detail. They ensure that we are adhering to the grant guidelines and procedures throughout the year, track expenses, reconcile discrepancies, complete and submit quarterly reports to MCOLES, field questions from employees regarding grant compliance, pay invoices, and review expense reports.

**GRANT SHARE = \$0.00 MATCH SHARE = \$102,982.30**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

## SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

**Refer to Page 20 of the Grant Manual**

### **Fiscal Manager**

**Personnel:** The fiscal manager is the person who is responsible for the fiscal matters relating to the training grant, including management of funds, verification of expenditures, and grant financial reporting.

**GRANT SHARE = \$0.00 MATCH SHARE = \$30,796.66**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** No funds will be used for tuition.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** No funds will be used for travel.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** No funds will be used for Supplies & Operating.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Equipment:** No funds will be used for equipment.

## SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

**BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.**

**Copy and insert this page into your application as many times as needed.**

**Refer to Page 21 of the Grant Manual**

### HIGHEST TO LOWEST PRIORITY:

Priority	Forensic Science Training Courses	Grant Share	Match Share
1	ANAB Training	\$ 27,980.00	\$ 951.73
2	ASCLD Symposium	\$ 24,990.00	\$ 10,368.98
3	MAFS Training	\$ 50,981.00	\$ 8,943.39
4	AFQAM Training	\$ 16,458.75	\$ 1,877.24
5	Advanced Footwear Examination	\$ 6,797.00	\$ 1,420.28
6	SOFT Training	\$ 13,695.00	\$ 3,465.05
7	Advanced ACE-V Applications for Fingerprint Examiners	\$ 7,606.00	\$ 855.37
8	AFTE Training	\$ 17,230.00	\$ 5,011.01
9	Shooting Incident Reconstruction for Crime Scene Response Team	\$ 29,677.50	\$ 547.58
10	ASQDE Training	\$ 5,597.00	\$ 1,467.17
11	CLIC Training	\$ 10,734.00	\$ 3,156.32
12	American Industrial Hygiene Conference	\$ 1,299.00	\$ 77.70
13	AAFS Training	\$ 22,140.00	\$ 8,652.20
14	Expert Witness	\$ 5,088.00	\$ 1,532.13
15	Fiber Analysis	\$ 6,638.00	\$ 1,006.22
16	Understanding Exclusion and Sufficiency Decisions	\$ 7,706.00	\$ 940.50
17	Shooting Incident Reconstruction for Firearms Discipline	\$ 47,610.00	\$ 431.88
18	Advanced Bloodstain Pattern Analysis	\$ 9,247.50	\$ 1,431.32
19	DEA Forensic Chemist Seminar	\$ 4,070.00	\$ 456.32
20	MATT Drug Monitoring Training	\$ 6,155.00	\$ 2,225.05
21	FBI Question Documents Course	\$ 1,542.50	\$ 806.22
22	Midwest Crime Laboratory Directors Training	\$ 18,100.00	\$ 2,002.20
23	IAI Conference	\$ 28,031.25	\$ 4,475.62
24	Fire Debris Analysis	\$ 6,638.00	\$ 917.17
25	Distortion Interpretation & Feature Distribution	\$ 35,198.75	\$ 1,500.50
26	Fluid Dynamics of Bloodstain Pattern Formulation	\$ 12,556.00	\$ 1,665.05
27	Shot Show	\$ 7,387.50	\$ 3,019.13
28	Antique Arms Show	\$ 2,152.50	\$ 1,466.38
29	Robert Borkenstein Course on the Effects of Drugs on Human Performance and Behavior	\$ 8,217.00	\$ 2,225.05
30	Practical and Applied Gas Chromatography	\$ 13,405.00	\$ 1,848.79
31	Footwear Examination	\$ 5,648.00	\$ 917.17
32	Technician Witness	\$ 3,636.00	\$ 1,276.78
33	Michigan Safety Conference	\$ 330.00	\$ 77.70
34	Print Process Identification Forensic Document Examiner Conference	\$ 2,870.00	\$ 527.17
35	Bloodstain Pattern Analysis Unit Meeting	\$ 7,698.00	\$ 638.84
36	Difficult Latent Print Comparisons	\$ 7,906.00	\$ 430.50
37	Digital Imaging	\$ 5,648.00	\$ 739.06
38	Midwest Firearms Training Seminar	\$ 3,020.00	\$ 1,645.50

39	Comprehensive Latent Print Comparison	\$ 7,702.00	\$ 430.50
40	Tire Track Examination	\$ 5,648.00	\$ 1,006.22
41	SAFDE	\$ 5,010.00	\$ 1,047.17
42	Scientific Analysis: From the Laboratory to the Witness Stand	\$ 7,906.00	\$ 1,025.62
43	SIG Sauer P365 Armorers Course	\$ 5,726.00	\$ 259.13
44	Association for Crime Scene Reconstruction Conference	\$ 6,717.00	\$ 1,581.32
45	Interpretation of Mass Spectra	\$ 4,800.00	\$ 273.79
46	Polarized Light Microscopy	\$ 5,668.00	\$ 1,006.22
47	Palm Print Comparison Techniques	\$ 4,393.00	\$ 295.87
48	IABPA Conference	\$ 6,417.00	\$ 1,398.79
49	Springfield Armory Armorer Course	\$ 6,706.00	\$ 259.13
50	Advanced Fire Debris Analysis	\$ 6,638.00	\$ 1,006.22
51	Essential Ridgeology Techniques	\$ 5,767.00	\$ 875.62
52	Basic Bloodstain Pattern Analysis (FSD Instructors)	\$ 9,731.25	\$ 2,365.05
53	Glock Armorer Course	\$ 2,968.00	\$ 259.13
54	Explosives Analysis	\$ 6,638.00	\$ 1,006.22
55	Analysis of Distortion in Latent Prints	\$ 3,781.00	\$ 435.37
56	Mass Fatality Incident Exercise	\$ 6,590.00	\$ 2,734.00
57	Smith & Wesson Armorer Course	\$ 5,832.00	\$ 259.13
58	Infrared Spectral Interpretation	\$ 14,695.00	\$ 2,990.05
59	Paint Analysis	\$ 6,638.00	\$ 917.17
60	Comparison of Sole Impressions	\$ 2,812.00	\$ 394.50
61	Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	\$ 12,556.00	\$ 1,465.05
62	NRA Basic Metallic Cartridge Reloading	\$ 868.00	\$ 431.88
63	Raman Spectroscopy	\$ 6,680.00	\$ 876.22
64	Basic Digital Imaging	\$ 5,000.00	\$ 255.37
65	Infrared Spectroscopy	\$ 6,680.00	\$ 876.22
66	Comparative Dermatoglyphics	\$ 3,150.00	\$ 425.62
67	Ion Chromatography	\$ 4,874.00	\$ 527.17
68	Basic Fire Debris Online Course	\$ 1,000.00	\$ 89.06
69	Advanced Fire Debris Analysis Online Course	\$ 1,500.00	\$ 89.06
70	Mass Spectral Interpretation Online Course	\$ 3,200.00	\$ 89.06
71	X-ray Diffraction	\$ 5,274.00	\$ 438.11
72	Custom Thermo Instrument Monitor Refresher Training	\$ 18,392.75	\$ 111.26
	Grant Administration	\$ 0.00	\$ 102,982.30
	Fiscal Manager	\$ 0.00	\$ 30,796.66
	Grand Total	\$ 699,642.25	\$ 242,275.53

## CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

### Identification:

1. Applicant Agency:  
Michigan State Police

2. Consortium:  
Statewide Provider

### Consortium:

3. Consortium Structure:

Michigan State Police Forensic Science Division consists of seven laboratories located throughout the State of Michigan.

4. Geographic Region Served by the Consortium:

Statewide

5. Member Agencies:

Consists of the following seven forensic science laboratories:

Bridgeport Laboratory	Grand Rapids Laboratory
Grayling Laboratory	Lansing Laboratory
Marquette Laboratory	Metro Detroit Laboratory
Northville Laboratory	

6. Financial Commitment from Member Agencies:

\$941,917.78

### Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official Jeffrey Nye	Title of Certifying Official Director
Signature of Certifying Official	Date 5/26/22

Other consortium certification may be submitted as addendum files.