

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2021 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Grand Valley State University		COMMISSION #: LE-02
PROJECT TITLE: Police Precision Driving		
PROJECT PERIOD: 1/1/2021 – 12/31/2021		REQUESTED AMOUNT: \$56,946.20
PROGRAM ANALYSIS: Joe Kempa		FISCAL ANALYSIS/RECOMMENDATION: Deb Thelen

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

The training proposal meets the Commission’s priority programs and advisory in-service training standards in the area of emergency vehicle operations (EVO).

**PRIORITY APPLICANTS:**

The training is open first to consortium members and then to other officers if availability exists.

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

The applicant proposes training in emergency vehicle operations (EVO), which consists of 12 police precision driving courses offered during the grant cycle. Each course has two segments or components—defensive driving (8-hours) and emergency driving (8 hours). As a prerequisite, each student must satisfactorily complete an online EVO course and pass a written test. The grant application also asks for tuition to train four instructors in EVO through the Michigan State Police.

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

Course Segment	Number of Trainees	Sessions	Total Trainees
On-line Distance Learning	Unknown*	Unknown*	Unknown*
Defensive Driving	18	4	72
Emergency Driving	18	8	144

\*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.

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

The application does not list instructors by name but indicates they will be from member agencies in the area and have the requisite credentials including Advanced Precision Driving and Precision Driving Instructor training.

**TRAINING SITE (list locations):**

The training will occur at four separate locations. Defensive Driving will be conducted in the Michigan's Adventure parking lot in Muskegon and in the K-Wings Stadium parking lot in Kalamazoo. Emergency Driving will be conducted at Grattan Raceway in Belding and Gingerman Raceway in South Haven (each is a closed course between 1 & 2 miles long).

## **PROGRAM ANALYSIS**

Overall, the grant application is well-written, provides a justification for the training, and is consistent with the Commission's priority areas of training.

The Problem Identification section is complete and reflects the expressed training needs of the law enforcement agencies in the west Michigan area. In addition, the application cites the MCOLES Job Tasks Analysis (JTA), the Below-100 Initiative, statistics from the Officer-Down Memorial Page, and the Commission's advisory in-service training standard in emergency vehicle operations (EVO) as part of their justification for the training. Taken together, these references provide legitimacy for the proposed training.

The computer-based prerequisite requires the officers to update themselves in emergency vehicle operations, specifically the principles of defensive driving, civil liability, skid control and night driving. The proposal recognizes the need to review basic knowledge prior to the practical exercises (application-level learning). Using the online training platform, basic knowledge is front-loaded prior to actual driving so the context of emergency operations can be better appreciated by the students. Then, driving skills are reinforced through the defensive driving segment, which consists of various cone courses. Finally, the students operate a vehicle under emergency conditions through precision driving exercises at high speeds at Grattan and Gingerman Raceways.

The Training Methods section includes a blend of online learning, cone course exercises, and high-speed precision driving. As a package, this three-tiered approach helps improve core competencies in basic knowledge, mechanical skills, and decision making.

Student assessments include written examinations and performance evaluations. This program is a continuation program from prior years. The staff examined student evaluations from the past and, on average, all were positive as to both the program and the instructors.

The last objective in the emergency driving segment is particularly meaningful. Here, the students are required to operate an emergency vehicle in a mock pursuit. Such exercises target decision making under pressure, which match the realities of the job. The objective regarding agency policy and procedure is important as well because an officer's behavior is influenced by agency written directives.

It is important for the instructors to provide meaningful feedback and input throughout the two driving segments. Practicing perishable skills such as emergency driving is important but immediate feedback and direction by the instructors during the practical exercises is equally important. The participants will be experienced officers and old habits that are not working or are outdated should be identified and immediately addressed by the instructors during the training segments. Constructive input can strengthen judgment and well-worn approaches from the past need to be revisited.

## FISCAL SUMMARY AND ANALYSIS

The Police Precision Driving Program through Grand Valley State University has received Michigan Justice Training Fund grant funding 15 times throughout the years. For calendar year 2021, grant funding is being requested to assist with the costs to conduct 15 sessions of the Police Precision Driving program, for tuition and travel expenditures to train new driving instructors, and for tuition and travel expenditures for current instructors to attend a driving instructor refresher program.

According to the application, the Police Precision Driving program has been redesigned to be delivered in four segments, which maximizes the training impact and minimizes costs. There is a grand total of 15 sessions for the 4 training segments detailed as follows: 1) On-line Training with an unlimited number of sessions and participants, 2) Defensive Driving for 4 sessions of 18 participants, 3) Emergency Driving for 8 sessions of 18 participants, and 4) Defensive and Emergency Driving Refresher Class for 3 sessions of 18 participants. The training has already been developed and the delivery platform has been acquired for the online training segment of the program. Grant funding totaling \$11,386.20 is being requested for program administration of the four training segments and associated sessions. No additional costs are indicated for the online training segment. For the remaining three segments of 15 sessions, \$27,000.00 for supplies and operating costs, such as track rental, traffic cones, and other supplies is being requested for grant funding. Instructor costs totaling \$44,822.40 for the segments of Defensive Driving, Emergency Driving, and Defensive and Emergency Driving Refresher, the grant administration costs totaling \$1,026.62, and the patrol vehicle costs totaling \$13,291.20 are all being funded fully by the applicant's match share.

Upon analysis of the course details, the grant share funding indicated per session for segments 2, 3, and 4 for the traffic cones and other supplies in the supplies and operating category (excluding track rental) are incorrectly shown as \$866.66 per session as it actually calculates to \$173.33 (\$2,600 total cost divided by 15 sessions). As a result, the per session cost and total course cost for the grant share are incorrectly inflated for these three courses in this section of the application. The calculations in the budget detail document are being used for purposes of the grant funding recommendation and these calculations are supported by the narrative in the cost justification section of the application. The calculated total in these two sections is \$10,399.90 less than the calculated total containing the inflated amounts in the course detail sections.

The grant funding being requested in the budget detail for program administration of the training sessions totals \$11,386.20. The cost justification and budget proposal indicate a grand total of 350 hours is required for program administration related to these sessions. However, the course detail states there is a grant share of \$325.32 per session for program administration to handle the individual training session logistics (venue, instructors, attendees, etc) and the student documentation for each session. This calculates to 10 hours per session and a total of 150 hours for the 15 sessions. The grand total calculates to 200 hours after including the additional 50 hours to administer the online training segment. This results in a difference of 150 hours between the 200 hours calculated from the course detail and the 350 hours indicated in budget detail and cost justification sections. The applicant confirmed that the total hours indicated in the budget detail and cost justification is incorrect at 350 hours and should be modified to 200 hours. This adjustment results in a \$4,879.80 reduction to the grant funding request.

Since there are 116 instructor positions required to deliver the 15 sessions in the Police Precision Driving program, grant funding is being requested for tuition costs totaling \$12,000.00 to train 4 new

driving instructors, tuition costs totaling \$2,000.00 for 10 instructors to attend a driving instructor refresher program, and \$4,560.00 for the associated travel costs related to these training programs. The employees being trained to conduct sessions of the Police Precision Driving program are considered trainees, and not instructors, while attending the instructor training programs. Travel costs were captured in the employee travel section rather than the trainee travel section within the budget detail documents. There is no impact to the line item details or dollar amounts, however, these line items will need to be moved to the proper budget section in the approved budget if grant funds are awarded.

The course detail section of the application was only completed for each of the four segments in the Police Precision Driving program, and there were no details for the Precision Driving Instructor Program, the Advanced Precision Driving Instructor Program, and the Driving Instructor Refresher Program, which is for the training of instructors to conduct sessions of the Police Precision Driving program. On future grant applications, the applicant should take note that this section must be completed and include details for each training that will be delivered as well as each training that will be attended.

The grant funding request for administrative costs equals \$6,506.40 after the adjustment noted above, which is 5.9% of the total costs and within the recommended guideline of 8% or less. All other costs outlined in the application are reasonable and within the guidelines. The 25% minimum match requirement has been met in the proposed budget with match share funds totaling 53.2% of the total costs at \$59,140.22.

**Funding History:**

The following contains data for the past five grant awards of this program.

Grant #	Start Date	End Date	Requested	Awarded	Expended	% Expended
64434-7T11	01/01/2012	12/31/2012	\$88,476.99	\$86,933.31	\$83,069.37	95%
64434-8T12	01/01/2013	12/31/2013	\$104,756.25	\$76,494.26	\$75,786.85	99%
64434-9T13	01/01/2014	12/31/2014	\$137,571.01	\$48,796.71	\$41,552.65	85%
64434-10T14	01/01/2015	12/31/2015	\$84,127.00	\$84,127.00	\$79,336.97	94%
17LE-0085-01	01/01/2017	12/31/2017	\$49,732.70	\$49,732.70	45,570.86	92%

**Delinquencies:**

No delinquencies were noted for this grant program. The quarterly grant reports for the most recent grant award were submitted on or before the deadline for all quarters.

**Priorities:**

The application indicates that the first priority for grant funding is the track rental costs totaling \$24,400.00, and the second priority is the \$14,000.00 in tuition costs for instructor training. The third priority for funding is \$11,386.20 for training program administration costs. Travel costs totaling \$2,560.00 is the fourth priority, and the lowest priority is for supplies in the amount of \$2,600.00.

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$52,066.40**, pending Commission approval and final determination of available funds. This amount includes the \$4,879.80 reduction identified above in the analysis. The other discrepancies and issues noted in the analysis do not impact the grant funding recommendation.