



Delaware State Police
Criminal Justice Council



Delaware State Police
Criminal Justice Council

FY 2009 American Recovery & Reinvestment Act

Delaware State Police Civilian Hiring Initiative

SUBMITTED BY:

**CHRISTIAN L. KERVICK
CRIMINAL JUSTICE CORDINATOR**

**Delaware Criminal Justice Council
Carvel State Office Building
820 North French St. 10th Fl.
Wilmington, DE 19801
Phone: 302-577-5030
Fax: 302-577-3440**



| | | | |
|--|---|--|------------------------------|
| APPLICATION FOR FEDERAL ASSISTANCE | | 2. DATE SUBMITTED | Applicant Identifier |
| 1. TYPE OF SUBMISSION Application Non-Construction | 3. DATE RECEIVED BY STATE | | State Application Identifier |
| | 4. DATE RECEIVED BY FEDERAL AGENCY | | Federal Identifier |
| 5. APPLICANT INFORMATION | | | |
| Legal Name Delaware Criminal Justice Council | | Organizational Unit Executive | |
| Address 820 N. French Street 10th Floor Carvel State Office Bldg Wilmington, Delaware 19801-3509 | | Name and telephone number of the person to be contacted on matters involving this application Kervick, Christian (302) 577-5030 | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN) 51-6000279 | | 7. TYPE OF APPLICANT State | |
| 8. TYPE OF APPLICATION New | | 9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.808 CFDA TITLE: 16.808 - Recovery Act Byrne Competitive | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Delaware State Police Civilian Initiative | |
| 12. AREAS AFFECTED BY PROJECT Delaware- Statewide | | | |
| 13. PROPOSED PROJECT Start Date: July 01, 2009 End Date: June 30, 2011 | | 14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project DE00 | |
| 15. ESTIMATED FUNDING | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | |
| Federal | \$836,248 | This preapplication/application was made available to the state executive order 12372 process for review on 04/21/2009 | |
| Applicant | \$0 | | |
| State | \$0 | | |
| Local | \$0 | | |
| Other | \$0 | | |
| Program Income | \$0 | 17. IS THE APPLICANT | |

| | | |
|-------|-----------|--------------------------------------|
| TOTAL | \$836,248 | DELINQUENT ON ANY FEDERAL DEBT? N |
|-------|-----------|--------------------------------------|

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

Kervick Christian (Carvel)

From: helpdesk@ojp.usdoj.gov
Sent: Wednesday, April 22, 2009 2:56 PM
To: Kervick Christian (Carvel)
Subject: Re: Application Number 2009-G2055-DE-SU

Application Number 2009-G2055-DE-SU was submitted on 22-Apr-2009

Program Abstract (Attachment 1)

Applicant's Names: Delaware Criminal Justice Council (DCJC) and the Delaware State Police (DSP)

Title of Project: Program "Save Our Staff," also known as "Program SOS"

Amount requested: \$836,248

Program Category: Category IV: Hiring of Civilian Staff in Law Enforcement Agencies

The purpose of this proposal is to outline the steps and cost for rehiring and hiring new civilian employees that will directly assist law enforcement officers not just with the Delaware State Police, but also with other partner law enforcement agencies in the State of Delaware.

Goals of the Project:

Due to the national economic crisis and its impact on Delaware revenues, on November 18, 2008, the Governor implemented a hiring freeze for all State agencies except Legislative, Judicial, Higher Education and local school districts and charter schools. Prior to this November freeze; the state had implemented a hiring review in February of 2008, meaning that all hiring was under scrutiny. This hiring freeze and review meant that the Delaware State Police (DSP) that has 660 Troopers and 238 civilians was unable to fill many positions. Thus, we are seeking assistance from the Recovery Act: Edward Byrne Memorial Competitive Grant Program to hire three civilian evidence custodians, one civilian questioned documents examiner, and one civilian planner. The goals of "Program SOS" are 1.) To Create Jobs, 2.) To Preserve Jobs, and 3.) To provide quality, timely, and efficient services to the citizens and visitors of Delaware.

Strategies to be used to obtain goals:

- Hire 5 drastically needed civilians
- Provide them all of the necessary tools and resources they will need to fulfill their responsibilities and roles to the highest standard
- Collect, analyze and report all data related to these positions to ensure full transparency in the process

List of key/major deliverables:

1. Provide support services to DSP and other law enforcement agencies within the State of Delaware.
2. Elevate some of the demands currently placed on Troopers and Civilians due to the hire freeze, which has resulted in some individuals doing two individuals jobs.
3. Provide timely and efficient services to all law enforcement agencies in the State of Delaware including: police, courts, the Attorney Generals office, and the Office of Management and Budget.

Coordination Plans: The Delaware Criminal Justice Council and the Delaware State Police have been and will continue to work as partners to coordinate the hiring of these positions and reporting procedures. The goals for "Program SOS" can be completed expeditiously and effectively, and will both create jobs and fill existing vacancies that have been left vacant due to the State of Delaware and the Countries current economic crisis.

Program Narrative (Attachment 2)-

Statement of the Problem:

The Delaware Criminal Justice Council (DCJC) and the Delaware State Police (DSP) applying for this grant under Category IV: Hiring of Civilian Staff in Law Enforcement Agencies, to hire five civilian employees for Project "Save Our Staff," also known as "Program SOS," and requesting grant funding in the amount of **\$836,248** to be used over a 24 month period. Over the past year, the Delaware State Police has sustained a drastic reduction in our operating budget. Due to the economic crisis in the United States, Delaware has been hit exceptionally hard.

Due to the national economic crisis and its impact on Delaware revenues, on November 18, 2008, the Governor implemented a hiring freeze for all State agencies except Legislative, Judicial, Higher Education and local school districts and charter schools. Prior to this November freeze; the state had implemented a hiring review in February of 2008, meaning that all hiring was under scrutiny. This hiring freeze and review meant that the Delaware State Police (DSP) that has 660 Troopers and 238 civilians was unable to fill many positions. Thus, we are seeking assistance from the Recovery Act: Edward Byrne Memorial Competitive Grant Program to hire three civilian evidence custodians, one civilian questioned documents examiner, and one civilian planner. Four of these positions are new job creations, and the questioned document examiner request is to preserve a job position, all consistent with the goals of the Recovery Act.

Trooper positions are legislatively maintained at a 660 minimum, and maximally funded at 671. However, DSP's civilian personnel, also known as the "backbone of our organization" are not protected. This means that as civilian employees retire or leave the Division their positions do not have to be filled, other than for our Communications Workers. This creates an issue where

positions are left open for long periods of time, even in positions that are required for the State Police and other Law Enforcement agencies in the State to function. As the lead police organization in the State of Delaware, many of our civilian and sworn units support smaller police agencies. The Delaware State Police is also an All-Service organization, responsible for everything from highway safety to homicides and burglaries, to maintaining the sex offender registry and enforcement and intelligence sharing. The goals for "Program SOS" can be completed expeditiously and effectively, and will both create jobs and sustain a position that has been left vacant due to Delaware and the countries current economic crisis.

Delaware's fiscal year begins July 1 and ends June 30 of the following year. For fiscal year 2010 the budget gap is approximately \$660 million, however more recent reports place the FY 2010 gap closer to \$750 million. According to the State Constitution, the Governor must present a budget which is balanced at 98 percent of the state's projected revenues. In an effort to eliminate the FY 2010 budget deficit the Governor has proposed a series of budget cuts, new revenue and tax increases including an 8 percent across the board cut in the salaries of all state employees. Therefore, DSP's ability to create or fill existing civilian vacant positions is nonexistent in the FY10 budget

Program Design and Implementation:

The significance of creating 4 new positions and filling a vacancy will have far reaching results not only for DSP, but also for all of our law enforcement partners in Delaware and surrounding states. The goals of "Program SOS" are 1.) To Create Jobs, 2.) To Preserve Jobs, and 3.) To provide quality, timely, and efficient services to the citizens and visitors of Delaware.

The measurable objectives for the grant per position are as follows:

- Evidence Custodians- To decrease the amount of time evidence is stored in troop temporary lockers

prior to being logged into the Evidence Tracking System, as well as, increase the efficiency and timeliness of the transportation of evidence to the Medical Examiner's office and other testing sites, and complete evidence destruction at appropriate item periods to decrease the amount of evidence that needs to be housed and destroyed. Currently, these positions are held by senior troopers in the Evidence Detection Unit (EDU) who spends a majority of their time on administrative tasks instead of operational tasks for which they have been trained. By filling these positions with civilians, the seasoned EDU detective will be able to allot more time to the collection and examination of evidence to decrease the response time to troops, courts, and police officers on the status of their evidence. This will prove invaluable as the listed groups above many times need a quick turn around to continue an investigation, tie multiples cases together, make arrests, or prosecute cases with the assistance of physical evidence.

•Questioned Document Examiner- This position will resume the timely examination of documents for ALL Law Enforcement agencies in Delaware, as well as testify in the Courts as an Expert Witness. (Currently all questioned documents in the State have to fit a profile to be accepted by the Secret Service for analysis, which takes months for evaluation. Many times the evaluation of these documents is time sensitive to apprehend a suspect or prosecute a case in court.) In 2005, the University of Delaware sustained a horrific murder of a female student in her off campus apartment. The case was reported by every local and national media source including USA Today and CNN. (Please see the letter from the Detective Andrew Rubin, Chief Investigating Officer in Attachment 5.) A direct quote from Det. Rubin regarding how this position assisted in the closure of this case. "If Delaware did not have its own Questioned Document Examiner, I do not believe that the investigation would have gone as smoothly. Georgia was close by and was ready to travel to assist us in any way possible. Her testimony at trial sure helped to secure the conviction and ultimate death sentence for James Cooke. Delaware was lucky to have its own Questioned Document Delaware Criminal Justice Council and the Delaware State Police

Program Narrative – Attachment 2

Examiner and I would request that the State continue to fund this valuable investigative resource.”

- Planner- This position will be responsible for creating and maintaining a comprehensive database of records for all active and expired grants from all sources to ensure transparency and compliance with all grant requirements. The Delaware State Police currently has no assigned individual to accomplish these tasks or search for additional grant and funding opportunities. Having one individual whose sole job is to maintain records, perform accurate and timely reports, and search for additional funding will assist the State Police in redirecting current grant applicants from every position within the Division back to their jobs in operations or planning and research.

“Program SOS” will be utilizing a web-based application which interfaces the DCJC and DSP. Web-based applications have become the standard for application development technologies. The web-based Grants Management System of the DCJC is very similar the model used by the U.S. Department of Justice (GMS). The system was designed to perform every grant and financial management function on line. The system can also produce paper documents on demand. DSP will play a major role in this system, and have online access to the system to be able to submit all grant applications, documents, quarterly reports and request for sub-grant adjustments and funds electronically.

One of the keys features of this system is its ability to document all grant information. Since this information can change several times throughout the life cycle of a grant, it is imperative that all processes that change this information be performed on line. Therefore, all sub-grant adjustments, request for funds, and responses to special conditions must be processed electronically. This will ensure that the information is captured in the system. This will eliminate several inefficient manual processes that waste staff time and provide the full benefits of

automation. This will also improve the effectiveness of the grant management function.

Capabilities/Competencies:

This program will run for 24 months, with a Delaware Criminal Justice Council (DCJC) staff member as a co-manager with the other co-manager being a DSP Planning and Research Unit member. The project will be monitored by these two managers and any changes to the scope of the project or the agreed upon cost will need to be approved by both parties. The DCJC and DSP have long been partners in promoting partnerships and effective and professional police services; through mutual trust and a great propensity to work together. The Delaware Criminal Justice Council (DCJC) was created within the Executive Branch of government under Title 11, Chapter 87, 8701 of the Delaware Code. The DCJC is the state administrative agency (SAA) for the state. This agency is an independent collaborative body that seeks to improve Delaware's criminal justice system through innovation and creativity. DCJC has administered over 10 million dollars in grants (per year) for over thirty years and utilizes a web-based Criminal Justice Grants Management System that deals with both financial and programmatic reporting. This Grant Program and Financial System is designed around the workflow of the grant process outlined by the U.S. Department of Justice; which maintains all grant related information from the time of application to the close out and archive of the grant. Their reporting includes every phase of grant monitoring and reporting, and provides automation to eliminate redundancy and inefficiency. This system effectively tracks all grants separately from other federal funding sources and ensures transparency in the process.

The Delaware State Police was created in 1923 and is an All-Service Law Enforcement Agency, which consists of 660 sworn members/Troopers and 238 non-sworn/Civilian members. Their mission is "To enhance the quality of life for all Delaware citizens and visitor by providing

professional, competent and compassionate law enforcement services."

The Criminal Justice Council will be responsible for all federal reporting requirements. This includes the quarterly reports no later than ten calendar days after the end of each calendar quarter detailed under section 1512(c) under "Accountability and Transparency under the Recovery Act, which will be completed by the DCJC planner assigned to the grant. CJC will also be responsible for administering all subgrants and quarterly monitoring of program overall, which will be completed by the DCJC monitor assigned to the grant. Lastly, we encourage that you visit both agency's websites for additional information at <http://cjc.delaware.gov/>, and <http://dsp.delaware.gov/>.

Impact/Outcomes, Evaluation-

Performance Measures for Category IV: Hiring of Civilian Staff in Law Enforcement Agencies

| Objective | Performance Measures | Data the Grantee provides for 3-month reporting period | Description (Plain language of what exactly is being provided) |
|-----------------|------------------------------------|--|---|
| Preserving Jobs | 1 Questioned Documents Examiner | 1 | This job would be preserved if the grant were awarded, since it has been left vacant due to a retirement and the State's hiring freeze. |
| Creating Jobs | 4 (3 Evidence Custodians/1 Planner | 4 | These 4 positions would all be full-time and new positions to make DSP more efficient and effective to provide services to Delawareans and other LE partners. |

| | | | | |
|--------------------|----------|--|--|--|
| Promoting Recovery | Economic | 100% of essential services maintained without disruption | 1. No essential services were prevented from elimination due to the funding because we are required to provide these services. | DSP's Mission is "To enhance the quality of life for all Delaware citizens and visitor by providing professional, competent and compassionate law enforcement services." |
|--------------------|----------|--|--|--|

| | | | | |
|----------------------------------|----------|--|---|--|
| Promoting recovery/ Partnerships | economic | Number of Collaborative partnerships est. to avoid reductions in essential services and duplication. | How many partnerships were formed this quarter that prevented reductions in services /duplicated efforts? | Partnerships are defined as the task force activities between state, local, federal or tribal LE agencies. |
|----------------------------------|----------|--|---|--|

| | | | |
|--|--|--|---|
| Create/retain jobs to increase CJ capacity to reduce violent crime | | Percent of units that report increased efficiency. | Number of units that report increased efficiency. |
|--|--|--|---|

Total number of units.

Plan for the Collection of the Data Required for Performance Measures-The DCJC and DSP will collect all relevant data to their specific project area. Both organizations will maintain all documentation of staff assigned to the project. Program data will be gathered for two years and will be compared to the previous years statistics on evidence logged and transported, questioned documents examined with results of cases, and updates of grants through tracking and reporting. Quarterly sub-grant and monitoring reports will document progress on the impact and outcome measures of the project. Again, a web-based application will be utilized to ensure efficiency and accurateness in reporting and analyzing.

Evidence Custodians- Data to be collected includes pieces of evidence logged into the system, destruction of items, transportation of items, as well as the tracking of items to maintain the chain of custody. Questioned Documents Examiner- Dada to be collected include the Delaware Criminal Justice Council and the Delaware State Police

Program Narrative – Attachment 2

number of items examined, number of cases impact through analysis, as well as the number and types of cases testified to in court or provided expert advice on. Planner Data collected will include database records for all DSP grants, as well as grant activity status, reporting deadlines, and number and extent of reports distributed during the 3-month quarter. Also, the number of grants applied for, grants awarded and dollar amounts awarded will be tracked. Once all of the above data is collected, it will be analyzed against the performance measures and established goals and objectives to measure successes or areas that need improvement.

Sustainment- The DCJC and DSP completely believe that this program will significantly enhance the timeliness and efficiencies of DSP and other law enforcement services in the State. The three Evidence Custodians will immediately impact the secure logging, transportation, and destruction of evidence kept at all three criminal investigative troops. The Questioned Documents Examiner will ensure timely evaluation of questioned document samples for ALL agencies in the State of Delaware. As previously stated, the individual who held this position prior to retirement was as the ONLY certified questioned documents examiner practicing in the State of Delaware supporting ALL agencies. The Planner position will improve DSP's ability to track and maintain grant records to ensure total transparency. Both the DCJC and DSP will utilize the web-based Grants Management System to collect data and compose a report, which will be provided to the appropriate people in the Legislature and Budget Office, and advocate for the State to continue funding for the project.

Budget Detail Worksheet

A. Personnel -

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|---|---------------------------|--------------------|
| Position 1- Evidence Custodian – NCC | \$40,371 / 100% | \$40,371 |
| Position 2- Evidence Custodian – Kent Co | \$40,371 / 100% | \$40,371 |
| Position 3- Evidence Custodian –Sussex Co | \$40,371 / 100% | \$40,371 |
| Position 4- Questioned Documents Examiner | \$43,001 / 100% | \$43,001 |
| Position 5- Planner | \$73,507 / 100% | \$73,507 |

SUB-TOTAL \$237,621 for 12 months
X 24 months = \$475,242.00

Narrative: Salaries for the questioned Documents Examiner and Planner were derived from current DSP Human Resource job posting for these jobs. For the Evidence Planner, a salary was determined using the State of Delaware Personnel website.

B. Fringe Benefits -

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|---|---------------------------|--------------------|
| Position 1- Evidence Custodian – NCC | \$40,371 x .25 + \$10,600 | \$20,692.75 |
| Position 2- Evidence Custodian – Kent Co | \$40,371 x .25 + \$10,600 | \$20,692.75 |
| Position 3- Evidence Custodian –Sussex Co | \$40,371 x .25 + \$10,600 | \$20,692.75 |
| Position 4- Questioned Documents Examiner | \$43,001 x .25 + \$10,600 | \$21,350.25 |
| Position 5- Planner | \$73,507 x .25 + \$10,600 | \$28,976.75 |

SUB-TOTAL \$112,405.25 for 12 months
X 24 months = \$224,810.50

+ \$475,242.00 Personnel Costs for 24 months
+ \$224,810.50 Fringe Benefits for 24months
= \$700,053.00

Narrative: Fringe Benefits are calculated by multiplying the salary x .25 + \$10,600 which is the uniform cost of medical benefits that DSP pays for employees.

TOTAL PERSONNEL (A) & FRINGE BENEFITS (B) \$700,053.00 for 24 months

C. Travel -

TOTAL CATEGORY -0-

D. Equipment -

TOTAL CATEGORY -0-

E. Supplies -

Office Supplies (paper, ink cartages, binding materials, etc) for grant monitoring and report reproduction- \$50 per month X 24 = \$1,200.00

Laptop for grant monitor - \$1,631.00

TOTAL CATEGORY \$2,831

Narrative: Supplies and laptop will be for the planner to conduct tasks associated with the project.

F. Construction -

TOTAL CATEGORY -0-

G. Consultants/Contracts -

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> |
|---------------------------|-------------------------|--------------------|
| Fleet Services | Vehicle Lease | \$70,344 |

Lease of 3 Cargo Vans- \$977 a month X 24 months X 3 vehicles = \$70,344

Narrative: Vehicles will be leased by the Delaware Criminal Justice Council for the three Evidence Custodians to be utilized for their daily responsibilities. Evidence Custodian's duties will include the logging, and transportation of evidence to and from various locations and satellite troops, as well as to the Medical Examiners Office for analysis.

TOTAL CATEGORY \$70,344

Consultant Expenses

Item Location Computation Cost

Subtotal -0-

Contracts:

| <u>Item</u> | <u>Cost</u> |
|--|-----------------|
| Laptop DTI Fees | \$120.00 |
| Verizon Aircard \$50 a month for 24 months = | \$600.00 |
| Subtotal | \$720.00 |

TOTAL CATEGORY \$71,064.00

Narrative: The Planner laptop will need to have the appropriate applications on the laptop, which will be taken care of by the Delaware Technical and Information Agency. To do on-site

visits the planner will need wireless service, which will be provided by an already existing State of Delaware contract with Verizon.

H. Other Costs -

TOTAL CATEGORY -0-

Indirect Costs -

TOTAL CATEGORY -0-

Budget Summary-

| <u>Budget Category</u> | <u>Amount</u> |
|-----------------------------------|----------------------------|
| A. Personnel | \$475,242.00 |
| B. Fringe Benefits | \$224,810.50 |
| C. Travel | \$0 |
| D. Equipment | \$0 |
| E. Supplies | \$2,831.00 |
| F. Construction | \$0 |
| G. Consultants/Contracts | \$71,064.00 |
| H. Other | \$0 |
| Total Direct Costs | \$0 |
| <u>I. Indirect Costs</u> | <u>\$0</u> |
| <u>TOTAL PROJECT COSTS</u> | <u>\$773,947.50</u> |
| Federal Request | \$773,947.50 |

Non-Federal Amount – All other costs including office space, utilities, janitorial services, fuel and training will be provided by the Delaware State Police.

PROJECT TIMELINE AND POSITION DESCRIPTION (ATTACHMENT 4)

PROJECT TIMELINE-

| <u>Project Task</u> | <u>Timeline</u> |
|---|---|
| 1. Vacant Delaware State Police Positions will be posted | Within 30 days of award |
| 2. Vacant Delaware State Police Positions will be filled | Within 90 days of Award |
| 3. All training and orientation will be completed | Within 90 days of Award |
| 4. Full Project Implementation and data collection will begin | Within 120 days of award |
| 5. Performance Measure reporting will be completed by CJC | Within 10 days of the First Quarter post award |

POSITION DESCRIPTIONS-

The following section will provide positions descriptions for the five jobs that are being requested in "Program SOS." Job descriptions for the Questioned Document Examiner and the Planner were provided by the DSP Human Resource job descriptions/postings, given that they are existing or vacant positions within the organization. The Evidence Custodian position description was taken from the State of Delaware Personnel site for a comparable job listed as a Records Management Specialist.

EVIDENCE CUSTODIAN-

NATURE AND SCOPE:

This position will be working in the Delaware State Police Evidence Detection Unit, currently completely staffed by sworn Troopers. This position will have responsibilities throughout the State of Delaware.

PRINCIPLE ACCOUNTABILITIES:

1. Log in evidence at the Criminal Investigative Troops, which are the Central Repository for evidence and the testing/examination site in each County.
2. Responsible for organizing, prioritizing and coordinating records activities to ensure the proper chain of custody
3. Ensure documents and records are accurate

4. Maintain system of records for both the temporary and semi-permanent evidence storage facilities
5. Provide transportation to and from multiple locations with evidence in tow, while maintaining the chain of custody

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal laws pertaining to records retention and preservation
- Knowledge of record keeping practices and methods
- Knowledge of effective means of communication
- Ability to understand and apply relevant laws and policy and procedures of evidence tracking
- Ability to follow directions
- Ability to establish and maintain records system
- Ability to prepare and implement retention/destruction schedules
- Ability to operate a computer terminal equipped with multi-window capabilities

QUESTIONED DOCUMENT EXAMINER-

NATURE AND SCOPE:

This is handwriting analysis at the full performance level, working without direct supervision. This sensitive and confidential work consists of examination of questioned documents to determine authenticity and/or authorship.

PRINCIPLE ACCOUNTABILITIES:

1. Examination of questioned documents.
2. Comparison of known with questioned writings.
3. Preparation of reports to investigators stating findings.
4. Maintaining of notes to support statements.
5. Testify in court reference examiners opinion.

KNOWLEDGE, SKILLS AND ABILITIES:

- Successful completion of the Examiner Trainee phase of training
- Application of proper handwriting techniques
- Working with fine details, following prescribed procedures
- Recognition by the courts as a Handwriting Expert
- Ability to present cases in court and testify effectively under cross examination

PLANNER-

NATURE AND SCOPE:

This position will be working in the Planning and Research Section with full grant tracking, monitoring and reporting responsibilities.

PRINCIPLE ACCOUNTABILITIES:

1. Cooperatively develop programs, goals, objectives, plans and initiatives to apply or to keep DSP in compliance with state and federal regulations
2. Participate on committees established to administer budget and grant resources
3. Frequently coordinate with local, state and federal agencies tasked with grant and law enforcement responsibilities
4. Constantly evaluate the grant environment for funding opportunities
5. Maintain positive and flourishing relationships with other law enforcement agencies to develop cooperative plans and programs

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in having responsibility for complex project(s)
- Experience writing and applying for grants
- Knowledge of the State of Delaware's Grant application process
- Ability to communicate effectively- both in written and oral form
- Ability to establish standards and design programs to reach goals and objectives
- Skills in evaluating information from a variety of sources and make recommendations based on analysis