

**State of Michigan**  
**Michigan Commission on Law Enforcement Standards**  
**Commission Meeting Agenda**  
**INGHAM COUNTY SHERIFF'S OFFICE**

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September 13, 2023  
10:30 AM

- I.** CALL TO ORDER Chair Greg Zyburt
- II.** INTRODUCTIONS
- III.** ACCEPTANCE OF THE [APRIL 12, 2023](#) Meeting Minutes
- IV.** ADDITIONS/CHANGES TO THE AGENDA
- V.** PUBLIC COMMENT
- VI.** CHAIR'S REPORT
- Establish Nominating Committee
  - [LEO Population](#)
  - [Grant Adjustments](#)
  - [SUR Report](#)
- VII.** DIRECTOR'S REPORT
- Plaque for Commissioner Tom Adams
  - Recognition of Commissioner Wending for the William F. Delhey Award
  - [PA 1 of 2023 Report Regarding the Supplemental Appropriation to Establish Mandatory In-Service Training](#)
  - [Kalamazoo Valley Community College Police Academy](#)
  - [Wayne County Regional Police Academy Update](#)
- VIII.** COMMITTEE REPORTS
- Executive Committee
- IX.** CONSENT AGENDA
- [Relinquishment](#)

**X. NEW BUSINESS**

- MJTF Grants
- PSOBs
  - Commission Resolution 2023-01
  - Commission Resolution 2023-02
  - Commission Resolution 2023-03
  - Commission Resolution 2023-04
  - Commission Resolution 2023-05
- Grand Rapids Community College Request for Establishment of a Regional Basic Law Enforcement Training Academy
- Ferris State University College Request for Establishment of a Regional Basic Law Enforcement Training Academy

**XI. OLD BUSINESS**

**XII. MISCELLANEOUS**

**XIII. PUBLIC COMMENT**

**XIV. NEXT MEETING**

DATE: November 29, 2023  
LOCATION: TBD

**XV. ADJOURNMENT**

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**Michigan Commission on Law Enforcement Standards**  
**April 12, 2023**  
**Dearborn Police Department**

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**COMMISSION MEMBERS PRESENT**

Sheriff Gregory Zybert, representing the Michigan Sheriff's Association  
Chief Issa Shahin, representing the Michigan Association of Chiefs of Police  
Lt. Col. Michael Krumm, representing the Michigan State Police  
Mr. Jim Stachowski, representing the Police Officers Labor Council  
Mr. Oronde Patterson, representing the Office of the Attorney General  
Sheriff Anthony Wickersham, representing the Michigan Sheriff's Association  
Trooper Nate Johnson, representing the Michigan State Police Troopers Association  
Mr. Anthony Lewis, representing the Michigan Department of Civil Rights  
Chief Ronald Wiles, representing the Michigan Association of Chiefs of Police  
Mr. Michael Sauger, representing the Fraternal Order of Police  
Dr. Lisa Jackson, representing residents of the State  
Ms. Linda Broden, representing the Detroit Police Officers Association  
Pastor Jeffery Hawkins, representing residents of the State  
Pastor Tellis Chapman, representing residents of the State  
Mr. Ken Grabowski, representing Police Officer Association of Michigan  
Lt. Michael Hawkins, representing the Michigan Association of Police  
Commissioner Chianté' Lymon, representing residents of the State

**COMMISSION MEMBERS EXCUSED**

Commander David LeValley, representing the Detroit Police Department  
Mr. Arthur Weiss, representing the Criminal Defense Attorneys of Michigan  
Mr. Michael Wendling, representing the Prosecuting Attorneys Association of Michigan  
Deputy Matthew Hartig, representing the Deputy Sheriff's Association of Michigan  
Mr. Matthew Saxton, representing the Michigan Sheriff's Association  
Director Kimberly Koster, representing the Michigan Association of Chiefs of Police

**STAFF PRESENT (In Person)**

Mr. Timothy Bourgeois, MCOLES Executive Director  
Mr. Joseph Kempa, MCOLES Acting Deputy Executive Director  
Ms. Jacquelyn Beeson, MCOLES Staff  
Mr. Mark Sands, MCOLES Legal Counsel  
Ms. Kayla Hanselman, MCOLES Staff  
Mr. Leon Boyer, MCOLES Section Manager

## **PRESENT (Virtually)**

Mr. Matt Krumbach, MCOLES Staff  
Ms. Rhonda Hooson, MCOLES Staff  
Ms. Kathryn Teigeler, MCOLES Staff  
Ms. Rachael Coy, MCOLES Staff  
Ms. Cristy Dowker, MCOLES Staff  
Mr. Pat Hutting, MCOLES Staff  
Mr. Danny Rosa, MCOLES Staff  
Ms. Kayla Hanselman, MCOLES Staff  
Ms. Gretchen Galloway, MCOLES Staff  
Mr. Brandon Williams, MCOLES Staff  
Mr. Drew Brown, MCOLES Staff  
Mr. Matt Robinson, MCOLES Staff  
Ms. Jo Catania, MCOLES Staff

## **GUESTS ATTENDING**

Mr. Andy Minegar, MIRS  
Mr. Mike Bath, Northern Michigan University  
Commander Bernie Gibson, Dearborn Police Department  
Commander Timothy McHale, Dearborn Police Department

## **CALL TO ORDER**

The Commission meeting was called to order by Chair Greg Zyburt on April 12, 2023 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 Zyburt thanked Commissioner Shahin for hosting today's meeting.

The Chair then 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.
- Advised if a member of the public wanted to make a comment, they would have two opportunities. The first is after the changes to the agenda 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 Zyburt introduced himself and then advised a new member was appointed to the Commission, Chiante' Lymon, and asked her to introduce herself. Commissioner Lymon stated she is originally from Detroit and is the Executive Director of the non-profit company Society for History



and Racial Equity. Commissioner Zyburt added she is representing the public for the State of Michigan. Next he asked the Commissioners attending in person to introduce themselves. The staff members and guests attending in person also provided introductions. Lastly Jacque took attendance for staff members attending virtually and advised the Commissioners and guests attending virtually they could identify themselves for the minutes if desired.

## **ACCEPTANCE OF THE FEBRUARY 12, 2023, COMMISSION MEETING MINUTES**

The Commissioners were advised there was a guest at the February meeting that was not acknowledged in the minutes. Mr. Andy Solon, Chief of Staff for Senator Anthony will be added to the February 12, 2023 meeting minutes.

A **MOTION** was made by Commissioner Jackson and supported by Commissioner Grabowski to approve the February 12, 2023 Commission Meeting Minutes with the addition of Mr. Andy Solon to the guests attending the meeting.

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

## **ADDITIONS TO THE AGENDA**

Chair Zyburt inquired if any Commissioner wanted to make a change or addition to the agenda. There were no changes requested.

A **MOTION** was made by Commissioner Wickersham and supported by Commissioner Chapman to approve the April 12, 2023 agenda as written.

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

## **PUBLIC COMMENT - None**

## **CHAIR'S REPORT**

LEO Population – Chair Zyburt advised the report for April was sent electronically to the Commissioners. There was a slight decrease in the number of officers and the number of positions.

Grant Adjustments – This report provides information on adjustments requested by the grantees of the Justice Training Fund grants. The report was sent out earlier and does not require Commission action. It is for information only.

SUR Report – Any special use request made by an agency is reported to the Commission. This report includes requests for out-of-state training and equipment purchases. The total amount requested since our last meeting was \$125,914.62. This report is also for information only.

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## DIRECTOR'S REPORT

Executive Director Bourgeois welcomed Oronde Patterson from the Office of the Attorney General. He was sitting in for Commissioner Tanay who was unable to attend the meeting today.

New Staff Members - Executive Director Bourgeois advised he wanted to introduce two new staff members. He stated the first person is Jo Catania. She is the human resource curriculum developer for the in-service portion of the Career Development Section. Ms. Catania stated she was past law enforcement and worked for the Holland Department of Public Safety for 15 years. She then started a fun and interesting career with the Medical Examiner's Office as the Chief Medical Investigator. In this position she trained over 80 investigators on how to do proper death investigations. This expanded to her teaching and working with law enforcement and collaborating with other agencies such as fire and EMS. She stated she also has done some teaching at the police academy and at Grand Valley State University.

Mr. Drew Brown was introduced as our second new employee who was hired as a financial analyst. Mr. Brown stated he was a fiscal manager with Michigan State Police for just over 4 years. He stated that he had work with Lt. Col. Krumm on a few occasions and was looking to bring his experience with tracking revenue and expenditures to the Commission and help them streamline the process.

Commissioner Reimbursement – Executive Director Bourgeois reminded the Commissioners they are eligible for reimbursement of their travel expenses for attending the meetings. The first step is to register as a vendor in SIGMA. He advised if they need assistance with this to contact Jacque. Once your SIGMA vendor number is received, please fill out the reimbursement form and send it to Jacque. The forms will be available at the meetings.

Instructor Development Course – Executive Director Bourgeois introduced Leon Boyer, the Acting Section Manager for Career Development. Mr. Boyer stated that he came to MCOLES in the summer of 2021. In previous years the academy consisted of recruits sitting at a desk all day and the instructor reading word for word from a book. It was not an effective way to learn. When he joined MCOLES the executive direction had already decided to provide a professional development opportunity by delivering an Instructor Development Course. The purpose would be to provided instructors with the best opportunity to succeed in transferring knowledge to upcoming law enforcement professionals.

Mr. Boyer explained that leading up to the training, delivery, and communication skills, the course first introduces instructor professionalism. This lesson describes best practices for instructive professionals, expectations and ethics. The second section introduces instructors to a systematic approach for course design. They learn techniques for developing, implementing and evaluating training material. Finally, they cover the topics of training delivery and communication skills. This lesson addresses the fundamentals of presenting information to an audience. This lesson also addresses the fundamentals of presenting information to an audience. The class culminates with a 15 – 20 minute presentation that instructors deliver to their peers. The peers will then provide feedback on how well the instructors did transferring the knowledge and if there were any areas that needed improvement.

Once we completed the courseware for the Instructor Development Course, we were ready to pilot it. MCOLES provided a train-the-trainer class that enabled the academies to provide this course in house for any new or existing instructors. Grand Valley State University hosted the first pilot in July 2022. They had 10 instructors attend. They completed evaluations and then staff took their feedback and made some modifications to the course. In November 2022, Lansing Police Department hosted the second pilot with 13 instructors in attendance from Lansing PD, Michigan State Police Academy and Mid-Michigan Academy. Again, they reviewed the feedback and made a few more modifications. The third and final pilot was in January 2023 at Oakland Community College.

## **COMMITTEE REPORTS**

The Executive Committee met that morning prior to the full commission meeting. The topics on the agenda were discussed.

## **CONSENT AGENDA**

**Revocation** – Director Bourgeois stated there was one revocation for consideration and called on AAG Mark Sands. AAG Sands advised the revocation was for Tiffany Lipkovitch. He added the certified record of this proceeding was provided in the electronic distribution for the Commissioners to review. Under the Act, The Commission shall revoke the license of an officer that was subjected to an adjudication of guilt for an offense enumerated by the Act that is punishable by more than one year imprisonment. The Act and Rules provide that the revocation proceedings shall be conducted as a contested case under the APA. If the hearing substantiates the licensed officer was subjected to an adjudication of guilt for an enumerated act or an act that is punishable by more than one year imprisonment, the Commission shall revoke the license. In this case, the adjudication of guilt was for conspiracy to possess with intent to distribute controlled substances, a felony punishable by imprisonment of no more than 20 years. The adjudication of guilt was substantiated at the hearing conducted on November 9. AAG Sands reminded the Commissioners their consideration of the facts and evidence is limited to those in the certified record. He added that he recommends that once the adjudication of guilt has been established, as in this case, the Commission is mandated to revoke the law enforcement license. The chair may entertain a motion to adopt the proposal for decision issued as entered by the ALJ and revoke the license for Tiffany Lipkovitch.

A **MOTION** was made by Commissioner Chapman and supported by Commissioner Shahin to accept the administrative law judge's Proposal for Decision to revoke Tiffany Lipkovitch's law enforcement license.

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

**NEW BUSINESS – None**

**OLD BUSINESS - None**

**PUBLIC COMMENT – None**

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## ROUNDTABLE

Executive Director Bourgeois was asked to elaborate on the decline of law enforcement officers. He stated he has been in law enforcement for a long time and he can offer some observations after talking to a tremendous amount of law enforcement leaders across the state. The reasons probably include:

- Working holidays and overtime hours taking you away from your family.
- Officers live a shorter period of time.
- They are prone to substance abuse, divorce, and disease.
- With social pressures, they have started to take resources away from law enforcement.
- Things like traditional defined benefit pensions and medical benefits are being taken away in post-retirement.
- State legislation making the job even harder and criminalizing normal activity of law enforcement.

There was also a discussion regarding possible new legislation. Executive Director Bourgeois stated he wanted to talk about two of the bills. He reminded them that the previous legislature gave 6 grants to the Commission to administer. The most prominent one is called the Public Safety Academy. It rolled out very quickly last fall. It provides funding to an agency who sends a person through the academy and defers the cost of the academy and wages up to \$24,000 per recruit. The amount available was \$30 million and many agencies are already making use of the grant. With this funding available we are going to see more applicants. We are asking the academies to add more seats and/or sessions to accommodate getting these recruits trained.

The next issue that was raised was regarding the Office of the Attorney General. They would like to put a committee or work group together to study the current MCOLES physical fitness standard. The physical fitness standard was last reviewed in the 1980's. The Commission is responsible for setting standards as we saw recently with regard to color vision. Also Lt. Col. Krumm established a committee to review the Use of Force standard. A discussion occurred and then a motion was made.

A **MOTION** was made by AAG Oronde Patterson and supported by Commissioner Lewis to allow the Executive Committee to establish a committee to review the current MCOLES physical fitness standard.

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

Executive Director Bourgeois advised that they had spoken to several people regarding the work group. He stated that Commissioner Koster agreed to be the chair. Commissioner Johnson and Commissioner Tanay also agreed to sit on the committee.

## NEXT MEETING

Date: June 14, 2023

Location to be determined.

**ADJOURNMENT:**

A **MOTION** was made by Commissioner Koster to adjourn the meeting.

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

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

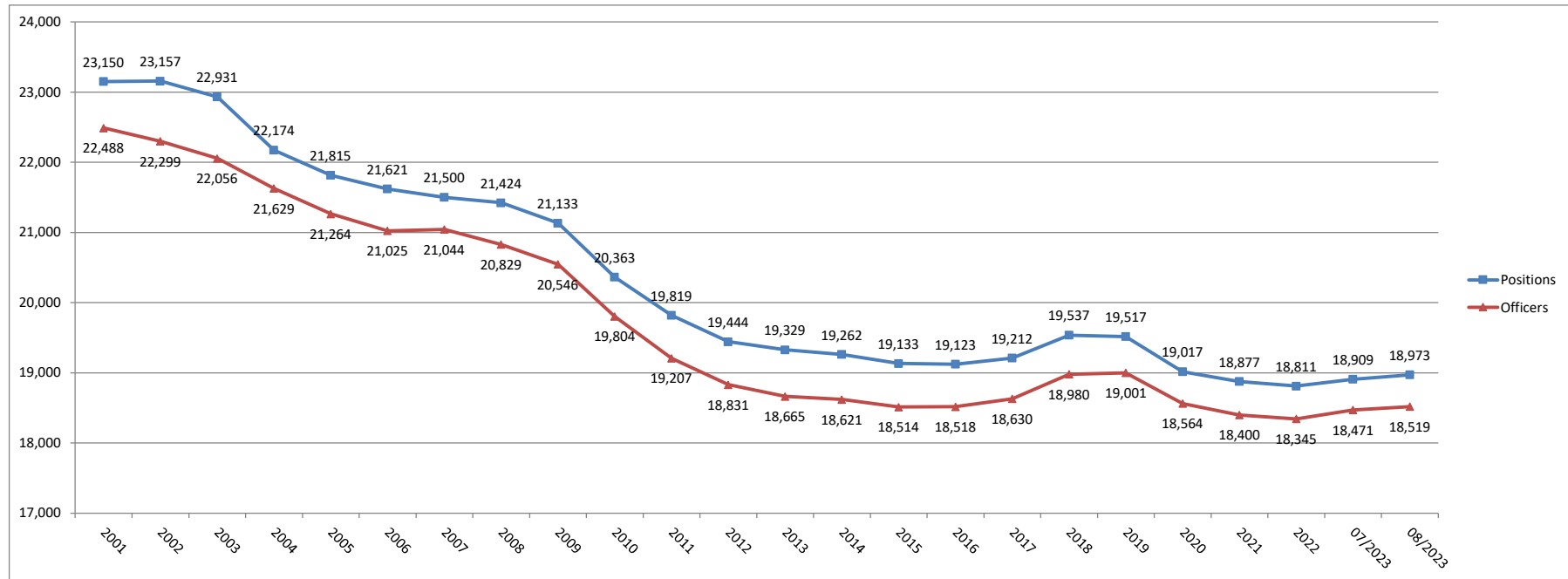
**Michigan Commission on Law Enforcement Standards  
Law Enforcement Population Trends - August 2023**

**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	2022	07/2023	08/2023	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	579	577	577	0	-36

**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	2022	07/2023	08/2023	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	18,811	18,909	18,973	64	-4,177
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	18,345	18,471	18,519	48	-3,969



<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 (2001-2022) is a snapshot of law enforcement positions taken on 12/31 of each calendar year. The 2023 data is current as of 08/31/2023.

# Grant Adjustment Requests Received Between 04/07/2023 and 09/06/2023

Agency

EATON COUNTY SHERIFFS OFFICE

Grant Title

Evidence Technician Training

Adjustment Title

Move funding between lines

Adjustment No. 1 Received 5/3/2023 Program Adjustment  Budget Adjustment

Summary

Requesting to move funds from Supplies and Operating budget category to the Travel budget category and the Tuition budget category to cover additional travel exxpenses incurred at a recent Evidence Technician Training.

1. Original lodging request was for 10 days but the training was March 13-24 which required 12 nights of lodging. Asking for \$85/night for 2 nights x 2 rooms = \$340.00 be moved from Supplies and Operating Budget category to the travel budget category.

2. The original request under Supplies and Operating had detailed multiple expenses but did not include a Promaster Nikon EN-EL14A(N) battery, we are asking to be allowed to include this item in the supplies and operating budget category of our expenditure report (total \$39.99) since we do not anticipate purchasing the Pelican Hard Case (total cost of \$140.00).

3. Original tuition budget category was requested at \$745/person but ended up costing \$750/person. We are asking to move \$15 from the Supplies and Operating budget category to the Tuition budget category.

Approved  Approved Date 5/3/2023

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Agency

GRAND VALLEY STATE UNIVERSITY

Grant Title

Fundamentals of Realistic De-Escalation

Adjustment Title

Change Grant Project Administrator

Adjustment No. 1 Received 4/19/2023 Program Adjustment  Budget Adjustment

Summary

Change the Grand Project Administrator's name from Williamson Wallace to Geoff Collard, Director of Criminal Justice Training. Mr. Wallace is no longer the Director o the Criminal Justice Education Center.

Approved  Approved Date 5/3/2023

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Agency

GRAND VALLEY STATE UNIVERSITY

Grant Title

Police Precision Driving

Adjustment Title

Change Grant Project Administrator

Adjustment No. 1 Received 4/19/2023 Program Adjustment  Budget Adjustment

Summary

Change the Grand Project Administrator's name from Williamson Wallace to Geoff Collard, Director of Criminal Justice Training. Mr. Wallace is no longer the Director o the Criminal Justice Education Center.

Approved  Approved Date 5/3/2023

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Agency

MICHIGAN STATE POLICE

Grant Title

Forensic Science Training

Adjustment Title

Move funds within line

Adjustment No. 3 Received 5/3/2023 Program Adjustment  Budget Adjustment

Summary

Move \$650 from Association of Crime Scene Recunstruction Conference Tuition category (bringing balance to \$1,150) to Difficult Latent Print Comparitions Tuitions category (bringing the balance to \$3,250) to cover a misunderstanding in the cost of tuition which in turn caused a negative on the 1st quarter expenditure report.

Move \$472 from Association of Crime Scene Reconstruction Conference Tuition category (bringing the balance down to \$678) to NRA Basic Metallic Cartridge Reloading Tuition category (bringing the balance up to \$1,272) to cover the misunderstanding in the cost of the tuition which in turn caused a negative on the 1st quarter expenditure report.

Approved  Approved Date 5/3/2023

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Agency

MICHIGAN STATE POLICE

Grant Title

Forensic Science Training

Adjustment Title

Add training and move funds within line

Adjustment No. 4

Received 5/8/2023

Program Adjustment

Budget Adjustment

Summary

1. Requesting to add the Latent Print Suitability Boot Camp to the Forensic Science Training Grant. The addition of this training will allow seven attendees to learn how to improve and stabilize latent print suitability decisions. The total projected amount for sending seven attendees to this training is \$7,000.00 which will be detailed in the Requested Budget Revision section.

2. Requesting to add the Advanced Digital Imaging to the Forensic Science Training Grant. The addition of this training will allow one attendee to develop a comprehensive understanding of digital imaging concepts and technologies, and acquire expertise and knowledge of advanced digital imaging processes. The total projected amount for sending one attendee to this training is \$749.00 which will be detailed in the Requested Budget Revision section.

3. Requesting to add a second session and to increase the number of attendees from 5 to 9 to Advanced ACE-V Applications for Fingerprint Examiners to the Forensic Science Training Grant. We were only able to get one attendee in the training that took place in April due to the availability of seats. This second session will be held here in Michigan which will allow us to train a greater amount of employees for a fraction of the cost of sending them out-of-state. The total projected amount for this second session is \$3,450.00 which will be detailed in the Requested Budget Revision section.

4. Requesting an increase of the number of students attending the Understanding Exclusion and Sufficiency Decisions training from four to five. This addition will allow for a new hire to advance through their training to get trained to competency and start to process evidence sooner. An additional \$3,006.50 is needed to allow for this addition which will be detailed in Section B - Requested Budget Revision below.

5. Requesting to add Across the Spectrum: Infrared Spectral Interpretation to the Forensic Science Training Grant. The addition of this virtual training will allow four attendees to learn how to determine unknown molecular structures from infrared spectra. The total projected amount for sending four attendees to this training is \$4,776.00 which will be detailed in the Requested Budget Revision section.

6. Requesting to add the Mass Spectral Interpretation training to the Forensic Science Training Grant. The addition of this virtual training will allow five attendees to develop skill in quick and accurate mass spectral interpretation, a technique used daily in seized drug analysis. The total projected amount for sending five attendees to this training is \$8,000.00 which will be detailed in the Requested Budget Revision section.

7. Requesting to increase the number of students attending the Fluid Dynamics of Bloodstain Pattern Formulation training from four to six. This addition will allow for a two more trainees to advance through their training to get trained to competency to be able to process bloodstain pattern evidence at crime scenes. An additional \$4,800.00 is needed to allow for this addition which will be detailed in Section B - Requested Budget Revision below.

8. Requesting to add Basic Bloodstain Pattern Analysis to the Forensic Science Training Grant. The addition of this training will allow one attendee to learn how the bloodstain pattern is created and recognize and document bloodstain patterns. The total projected amount for sending one attendee to this training is \$3,143.50 which will be detailed in the Requested Budget Revision section.

9. Requesting to add Basic Crime Scene Photography to the Forensic Science Training Grant. The addition of this training will allow one attendee to learn how to document scenes in a professional manner covering all areas such as mechanics of expose, depth-of-field, motion control, electronic flash, painting with light to name a few. The total projected amount for sending one attendee to this training is \$1,718.50 which will be detailed in the Requested

Budget Revision section.

10. Requesting to add a second session to the Expert Witness training to the Forensic Science Training Grant. This addition will allow us to train additional new hires and help spend down the grant. The total projected amount for this second session currently fits within the approved award, therefore, there will not be a Budget Revision.

11. Requesting to add a second session to the Technician Witness Training to the Forensic Science Training Grant. This addition will allow us to train additional new hires and help spend down the grant. The total projected amount for this second session currently fits within the approved award, therefore, there will not be a Budget Revision.

Budget Revision Detail:

The total amount needed to add the Latent Print Suitability Boot Camp to the grant is \$7,000.00. I am proposing moving \$7,000.00 from Shooting Incident Reconstruction Tuition category (which will bring the balance down to \$9,000.00) to Latent Print Suitability Boot Camp Tuition category (which will bring the balance to \$7,000.00). This transfer will cover the added cost and allow us to spend down the Forensic Science Training Grant.

The total amount needed to add the Advanced Digital Imaging training to the grant is \$749.00. I am proposing moving \$749.00 from Shooting Incident Reconstruction Tuition category (which will bring the balance down to \$8,251.00) to Advanced Digital Imaging Tuition category (which will bring the balance to \$749.00). This transfer will cover the added cost and allow us to spend down the Forensic Science Training Grant.

The total amount needed to add the second session of the Advanced ACE-V Applications for Fingerprint Examiners to the grant is \$3,450.00. I am proposing moving \$678.00 from Association for Crime Scene Reconstruction Conference Tuition category (which will bring the balance down to \$0.00) and \$2,772.00 from Basic Digital Imaging Tuition category (which will bring the balance to \$1,353.00) to Advanced ACE-V Applications for Fingerprint Examiners Tuition category (which will bring the balance to \$3,450.00). This transfer will cover the added cost and allow us to spend down the Forensic Science Training Grant.

Approved  Approved Date 5/8/2023

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Agency

MICHIGAN STATE POLICE

Grant Title

Forensic Science Training

Adjustment Title

Move funding within categories

Adjustment No. 5 Received 7/6/2023 Program Adjustment  Budget Adjustment

Summary

The request is to add Facility Space to Shooting Incident Reconstruction for Firearms Discipline. This addition will allow attendees to create and play out shooting incidents in a controlled setting. The anticipated cost of this rental space to be \$2,000.00.

There is an additional request to increase of the number of students attending the CLIC Training from 6 to 7. This addition will allow for an additional employee to receive current training in seized drug analysis topics and trends. The estimation of the cost of the tuition and travel for this training was underestimated as well. An additional \$5,544.00 is needed to allow for this addition.

The total amount needed to add facility space to Shooting Incident Reconstruction for Firearms Discipline is \$2,000.00. The request proposes to take the following from Shooting Incident Reconstruction for Crime Scene Response Team: \$1,000.00 from Tow Charges for Vehicles and \$1,000.00 from Facility Space in Supplies and Operating category (which will bring the balance down to \$0.00 for each) and move it to Facility Space in Supplies and Operating category (which will bring the balance up to \$2,000.00) for Shooting Incident Reconstruction for Firearms Discipline to accommodate this addition. This transfer will ensure that we have enough funding available to cover the cost and allow the grantee to spend down the Forensic Science Training Grant.

The total amount needed to add one additional attendee and to increase the amount of the budget for the CLIC Training to accommodate sending a total of seven people is \$5,544.00. The request proposes moving \$1,250.00 from ASQDE Training Tuition category (which will bring the balance down to \$550.00) to CLIC Training Tuition Category (which will bring the balance up to \$5,750.00). The request proposes moving \$4,294.00 from ACSR Conference Travel category (which will bring the balance down to \$457.75) to CLIC Training Travel category (which will bring the balance up to \$10,528.00). This transfer will cover the added cost and allow the grantee to spend down the Forensic Science Training Grant.

Approved  Approved Date 7/19/2023

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Agency  
MICHIGAN STATE POLICE  
Grant Title  
Forensic Science Training  
Adjustment Title  
Move funding within lines

Adjustment No. 6 Received 7/27/2023 Program Adjustment  Budget Adjustment

Summary

Request to move \$40.00 from ANAB Training Tuition category (which will bring the balance down to \$19,960.00) to SIG Sauer P365 Armorers Course Tuition category (which will bring the balance up to \$3,960.00) to cover a misunderstanding in the cost of the tuition which in turn caused a negative on the 2nd Quarter Expenditure Report.

Request to move \$1,498.00 from ANAB Training Tuition category (which will bring the balance down to \$18,462.00) to Basic Digital Imaging Tuition category (which will bring the balance up to \$1,498.00) to cover a negative on the 2nd Quarter Expenditure Report which was caused due to the transfer of excess unused tuition to other programs by mistake.

Approved  Approved Date 7/27/2023

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Agency  
MICHIGAN STATE POLICE  
Grant Title  
Forensic Science Training  
Adjustment Title  
Increase the number of students attending Scientific Analysis

Adjustment No. 7 Received 8/9/2023 Program Adjustment  Budget Adjustment

Summary

Requesting an increase of the number of students attending the Scientific Analysis: From the Laboratory to the Witness Stand from four to five. This addition will allow for a new hire to advance through their training to get trained to competency and start to process evidence sooner.

The total amount needed to add one additional attendee to the Scientific Analysis: From the Laboratory to the Witness Stand is \$2,189.00. The request is to move \$650.00 from Comprehensive Latent Print Comparison Training Tuition category (which will bring the balance down to \$1,746.00) to Scientific Analysis: From the Laboratory to the Witness Stand Training Tuition Category (which will bring the balance up to \$3,250.00). The request proposes moving \$1,539.00 from Shooting Incident Reconstruction for Crime Scene Response Team Travel category (which will bring the balance down to \$10,138.50) to Scientific Analysis: From the Laboratory to the Witness Stand Training Travel category (which will bring the balance up to \$6,845.00). This transfer will cover the added cost and allow FSD to spend down the Forensic Science Training Grant.

Approved  Approved Date 8/17/2023

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

### **SPECIAL USE REQUEST STATUS REPORT April 13, 2023 through September 13, 2023**

From April 13, 2023 through September 13, 2023 twelve (29) [Special Use Requests](#) totaling \$139,690.91 in potential law enforcement distribution expenditures were submitted to the Commission for approval. Requests were approved for a total projected expenditure of \$139,690.91.

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

**Report Parameters:**

Request Begin Date: 04/13/2023  
Request End Date: 09/13/2023  
Agency Name: All Agencies  
Request Type: All SUR Request Types

Out-of-State Training

Special Use Request No.: 6583  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Natl. CJ Training Center Fox Tech College  
Course Title: Fire and Explosion Related Death Investigation  
Course Location: Appleton WI  
Course Dates: 05/15/2023 - 05/16/2023  
Requested Amount: \$1,282.76  
Recommended Amount \$1,282.76  
Request Date: 04/24/2023  
Commission Action:  
Commission Action Date: 06/14/2023  
Description:

Latest techniques in arson and explosion investigations causing death.

ATTENDEES:

Sgt. David Fitzpatrick,  
Det. Wm. Drabkowski, both Arson Unit

Special Use Request No.: 6584  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Natl Org. of Black LE Executives (NOBLE)  
Course Title: NOBLE Annual Conf. & Training  
Course Location: Cleveland OH  
Course Dates: 07/21/2023 - 07/25/2023  
Requested Amount: \$1,167.50  
Recommended Amount \$1,167.50  
Request Date: 05/09/2023  
Commission Action:  
Commission Action Date: 06/14/2023  
Description:

Annual training for law enforcement executives regarding supervision , leadership and management.

ATTENDEE:

Cmdr. Sonia Russell, Crime Control Strategies

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

Out-of-State Training

Special Use Request No.: 6585  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Tactical Energy Entry Systems  
Course Title: Mechanical & Ballistic Breaching Instructor  
Course Location: Byhalia MS  
Course Dates: 08/07/2023 - 08/10/2023  
Requested Amount: \$8,517.24  
Recommended Amount \$8,517.24  
Request Date: 05/17/2023  
Commission Action:  
Commission Action Date: 06/14/2023

Description:

Instructor course for dynamic breaching, including breaching shotgun.

ATTENDEES:

Sgt. Derrick Keasley  
PO Demetrius Patillo  
PO Sequoia Turner  
PO Dillon Kenny, all Tactical Services Section/SRT

Special Use Request No.: 6586  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Community Anti-Drug Coalition  
Course Title: CADCA 22nd Annual Training  
Course Location: Grapevine TX  
Course Dates: 07/16/2023 - 07/20/2023  
Requested Amount: \$3,180.48  
Recommended Amount \$3,180.48  
Request Date: 06/01/2023  
Commission Action:  
Commission Action Date: 06/14/2023

Description:

Training that will address latest science, news and trends on substance abuse issues. Audience will consist of law enforcement, faith clergy, medical and health professionals.

ATTENDEES:

CMDR. J. Pritchett  
PO Danyell Robinson, both 11th Pct.

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

Out-of-State Training

Special Use Request No.: 6588  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Assn of Public Safety Communications Officials  
Course Title: 2023 APCO Training Conference  
Course Location: Nashville TN  
Course Dates: 08/06/2023 - 08/09/2023  
Requested Amount: \$1,742.94  
Recommended Amount \$1,742.94  
Request Date: 06/07/2023  
Commission Action:  
Commission Action Date: 06/14/2023

Description:

Annual training training conference for dispatch and communications officers that will cover technical issues, cybersecurity, policy and procedures for communications sections.

ATTENDEE:

Sgt. Pam Bolden, Communications

Special Use Request No.: 6589  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Penlink  
Course Title: 2023 Penlink Training Summit  
Course Location: Omaha NE  
Course Dates: 08/21/2023 - 08/23/2023  
Requested Amount: \$2,267.60  
Recommended Amount \$2,267.60  
Request Date: 06/07/2023  
Commission Action:  
Commission Action Date: 06/14/2023

Description:

Best practices regarding rel life scenario training regarding investigations.

ATTENDEES:

Sgt. Melanie O'Rourke

Sgt. Robert Skender. Major Crimes



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

Out-of-State Training

Special Use Request No.: 6590  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Tri-Tech Forensics  
Course Title: Supervision of Forensics Units  
Course Location: Highland Heights KY  
Course Dates: 07/31/2023 - 08/03/2023  
Requested Amount: \$2,574.89  
Recommended Amount \$2,574.89  
Request Date: 06/08/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Training covers all aspects of managing a forensic evidence unit.

ATTENDEE:

Sgt. Errol King, Crime Scene Services

Special Use Request No.: 6591  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: EEOC  
Course Title: 2023 Examining Confliccts in Eemployment Law  
Course Location: Washington DC  
Course Dates: 07/31/2023 - 08/02/2023  
Requested Amount: \$7,199.60  
Recommended Amount \$7,199.60  
Request Date: 06/26/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Latest training regarding employment law, retention, discipline, etc.

ATTENDEES:

Lt. Felicia Jewell, HR-Medical  
Sgt. Kirstina Dunbar, EEO Coordinator, HR Bureau

Out-of-State Training

Special Use Request No.: 6592  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Metropolitan Police department  
Course Title: DC Police Leadership Academy  
Course Location: Washington DC  
Course Dates: 07/31/2023 - 09/15/2023  
Requested Amount: \$3,535.00  
Recommended Amount \$3,535.00  
Request Date: 07/10/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Tools and strategies for developing leadership in law enforcement managers. Two sessions---July 31-Aug. 11 and Sept. 11-15, 2023.

ATTENDEE:

Capt. Brandon Lewis, 10th Pct.

Special Use Request No.: 6594  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Foundation Research Associates  
Course Title: 12th Police Recruitment and Retention Summit  
Course Location: Las Vegas NV  
Course Dates: 08/06/2023 - 08/08/2023  
Requested Amount: \$4,593.60  
Recommended Amount \$4,593.60  
Request Date: 07/11/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

best practices in the recruitment and retention of new officers.

ATTENDEES:

Lt. Sharon McClure, Recruiting  
Sgt. Don Bussa, Recruiting

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

Out-of-State Training

Special Use Request No.: 6596  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: HITS Training & Consulting  
Course Title: Handler Instruction & Training  
Course Location: Scottsdale AZ  
Course Dates: 08/15/2023 - 08/18/2023  
Requested Amount: \$2,042.51  
Recommended Amount \$2,042.51  
Request Date: 07/24/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

3 day refresher for existing K9 teams that will cover scent work, obedience, etc.

ATTENDEE:

Sgt. Jeremy Johnson, K9 Unit

Special Use Request No.: 6597  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: NLPOA  
Course Title: 2023 Natl Latino Officers Assn Training Conference  
Course Location: Orlando FL  
Course Dates: 09/13/2023 - 09/16/2023  
Requested Amount: \$3,781.72  
Recommended Amount \$3,781.72  
Request Date: 07/24/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Annual conference and training for Latino officers focusing on leadership, mentorship and community engagement.

ATTENDEES:

PO David Vazquez, 2nd Pct Neighborhood Officer

PO Brian Ferreira, 2nd Pct. Neighborhood Officer

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

Out-of-State Training

Special Use Request No.: 6600  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Defensive Edge Training  
Course Title: Defensive Edge Armorer AR15/M16/M4/AR308  
Course Location: Greenwood IN  
Course Dates: 08/15/2023 - 08/18/2023  
Requested Amount: \$9,272.20  
Recommended Amount \$9,272.20  
Request Date: 07/26/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Armorer training for the following weapons systems and their variants: AR15; M16; M4; AR308

ATTENDEES:

Cpl. David Shaw  
PO Joseph Ceravalo  
PO Nicholas Michels  
PO Miguel O'Reilly, All Spl Response Team

Special Use Request No.: 6604  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: IAFCI  
Course Title: IAFCI Annual Training  
Course Location: Tampa FL  
Course Dates: 08/28/2023 - 09/01/2023  
Requested Amount: \$2,786.35  
Recommended Amount \$2,786.35  
Request Date: 07/27/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

training in the investigation of financial crimes, cybercrimes including techniques and methods.

ATTENDEES"

Det. Jesus Colon, Violent Crimes Task Force

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

Out-of-State Training

Special Use Request No.: 6605  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Kentuck Horse Park  
Course Title: 38th Annula Mounted Police Colloquium  
Course Location: Lexington KY  
Course Dates: 09/11/2023 - 09/16/2023  
Requested Amount: \$2,274.91  
Recommended Amount \$2,274.90  
Request Date: 07/27/2023  
Commission Action:  
Commission Action Date: 09/16/2023

Description:

Annual recertification and training for mounted patrols, includes crowd control.

ATTENDEES:

Cpl. Robert Gadwell  
Cpl. Sandra Chavez, Mounted Unit.

Special Use Request No.: 6606  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: LE & Emergency Services Video Assn  
Course Title: LEVA 34th Digital & Multimedia Evidence Symposium  
Course Location: Portland ME  
Course Dates: 10/23/2023 - 10/27/2023  
Requested Amount: \$11,803.32  
Recommended Amount \$11,803.32  
Request Date: 07/27/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

LEVA annual training covering digital and multimedia evidence retrieval.

ATTENDEES:

Sgt. Steven Ford, Homicide  
Sgt. Eric Kimble, Internal Controls  
Sgt. Lance Sullivan, Violent Crimes  
Det. Antonio Carlisi, Homicide

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

Out-of-State Training

Special Use Request No.: 6607  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: Tripwire South  
Course Title: Tactical Explosive Entry Course  
Course Location: Immokalee FL  
Course Dates: 10/23/2023 - 10/27/2023  
Requested Amount: \$5,626.00  
Recommended Amount \$5,626.00  
Request Date: 07/31/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Proper porcedures , tactics, materials, required for dynamic entry during critical incidents.

ATTENDEES:

Sgt. Patrick Misfud  
Cpl Steven Murdock, Bomb Disposal

Special Use Request No.: 6608  
Requesting Agency: DETROIT POLICE DEPARTMENT  
Training Provider: LEVA  
Course Title: LEVA 3: Forensic Video Imaging Compare & Contrast  
Course Location: Phoenix AZ  
Course Dates: 11/06/2023 - 11/10/2023  
Requested Amount: \$3,000.80  
Recommended Amount \$3,000.80  
Request Date: 07/31/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

The science of comparing cctv images of questioned objects with known items & and analysis of characteristics.

ATTENDEES:

Sgt. Enrique Jackson, Audio/Video Response Team

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

Out-of-State Training

Special Use Request No.: 6599  
Requesting Agency: KENT COUNTY SHERIFFS OFFICE  
Training Provider: Natl. Tactical Officers Assn. NTOA  
Course Title: NTOA Annual Training Conference  
Course Location: Aurora CO  
Course Dates: 08/26/2023 - 09/01/2023  
Requested Amount: \$4,382.00  
Recommended Amount \$4,382.00  
Request Date: 07/25/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Annual training conference for tactical officers will include negotiation, scenario training and incident reviews of major tactical incidents across the country.

ATTENDEES:

Dep. Anthony Ysquierdo, Training Unit  
Dep. Evan Stuart, Training Unit

Special Use Request No.: 6603  
Requesting Agency: MICHIGAN STATE POLICE  
Training Provider: American Polygraph Assn  
Course Title: APA Annual Conference  
Course Location: Las Vegas NV  
Course Dates: 08/27/2023 - 09/01/2023  
Requested Amount: \$8,418.60  
Recommended Amount \$8,418.60  
Request Date: 07/27/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Annual recertification training for polygraph operators.

ATTENDEES:

D/Sgt. Ryan Moro  
D/Sgt. Tim Oliver  
D/Sgt. Grant Guzikowski, Polygraph Unit

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

Out-of-State Training

Special Use Request No.: 6609  
Requesting Agency: MICHIGAN STATE POLICE  
Training Provider: Northwest Polygraph Examiners Assn.  
Course Title: Northwest Polygrapher's Examiners Assn Recertifi  
Course Location: Newport OR  
Course Dates: 06/26/2023 - 06/30/2023  
Requested Amount: \$13,204.72  
Recommended Amount \$13,204.72  
Request Date: 08/09/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Annual mandatory recertification for polygraph examiners.

ATTENDEES:

D/Sgt. Joseph Vandermuelen  
D/Sgt/ Ryan Meier  
D/Lt. Tim Hellin  
D/F/Lt. Tiffany Franzosi Watson

Special Use Request No.: 6593  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: Force Science Institute  
Course Title: Force Science  
Course Location: Des Plaines IL  
Course Dates: 08/07/2023 - 08/11/2023  
Requested Amount: \$4,737.28  
Recommended Amount \$4,737.28  
Request Date: 07/10/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Force Science Institute will provide training regarding skill acquisition;decision making; traffic stop attacks;body cam use; verbal de-escalation and vehicle use as a weapon.

ATTENDEES:

Sgt. Matthew Peschke  
Sgt. Jade Tanguay



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

Out-of-State Training

Special Use Request No.: 6595  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: Force Science Institute  
Course Title: Force Encounters  
Course Location: Knoxville TN  
Course Dates: 07/17/2023 - 07/18/2023  
Requested Amount: \$1,111.58  
Recommended Amount \$1,111.58  
Request Date: 07/12/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Latest techniques on force encounters, legal, safety safe entry issues;

ATTENDEE:

Sgt. Adam Whiting, Emergency Response Team

Special Use Request No.: 6611  
Requesting Agency: OAKLAND COUNTY SHERIFFS OFFICE  
Training Provider: Legal & Liability Risk Mgmt Institute  
Course Title: Homicides, Investigations, Tactics & Procedures  
Course Location: Mentor OH  
Course Dates: 10/03/2023 - 10/05/2023  
Requested Amount: \$2,010.30  
Recommended Amount \$2,010.30  
Request Date: 09/07/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

This is a basic, new detective training that will include step-by-step processes in investigations from initial call to court.

Dep. John Brish

Dep. Michael Henige, both investigations Pontiac Detachment

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

Out-of-State Training

Special Use Request No.: 6587  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: Intl. Assoc. of Chiefs of Police  
Course Title: IACP Annual Training Conference  
Course Location: San Diego CA  
Course Dates: 10/14/2023 - 10/17/2023  
Requested Amount: \$10,710.00  
Recommended Amount \$10,710.00  
Request Date: 06/04/2023  
Commission Action:  
Commission Action Date: 06/14/2023

Description:

Annual training conference for law enforcement executives with topics covering the latest in management and supervision.

ATTENDEES:

Raphael Washinton, Sheriff  
Mike Jaafar, Undersheriff  
Robert Dunlap, Chief of Jails  
Kevin O'Rourke, Captain  
Tonya Guy, Dep. Chief IA

Special Use Request No.: 6598  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: LRIS Seminars  
Course Title: Advanced Course in Police Discipline  
Course Location: Las Vegas NV  
Course Dates: 11/08/2023 - 11/10/2023  
Requested Amount: \$5,547.00  
Recommended Amount \$5,547.00  
Request Date: 07/25/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Training covers a variety of topics to include: Garrity, Weingarten, Miranda, advanced IA investigations, latest technology and development in managing investigations, best practices for unions,

ATTENDEES:

Cpl. Elton Oliver  
Cpl. Robin Hornbuckle  
Cpl. Allen Cox, Union reps

Out-of-State Training

Special Use Request No.: 6601  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: NASBLA  
Course Title: Comprehensive Boating Incident Investigation  
Course Location: Lexington KY  
Course Dates: 11/06/2023 - 11/10/2023  
Requested Amount: \$3,355.00  
Recommended Amount \$3,355.00  
Request Date: 07/26/2023  
Commission Action:  
Commission Action Date: 09/13/2023  
Description:

Up to datetraining regarding boating accidents invbestigation including fires, collisions and explosions.  
ATTENDEES:  
Cpl. Paul Seals  
Sgt. Michael Roehin, Marine Division

Special Use Request No.: 6602  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: COPS  
Course Title: COPS Conf on Wellness and Trauma  
Course Location: Orlando FL  
Course Dates: 11/10/2023 - 11/12/2023  
Requested Amount: \$2,787.20  
Recommended Amount \$2,787.20  
Request Date: 07/26/2023  
Commission Action:  
Commission Action Date: 09/13/2023  
Description:

Conference on wellness and well-being, how to handle trauma, conduct investigations, honor guard functions, etc.  
ATTENDEES:  
Sgt. Lacey Polderdyke  
Capt. Reid Chakrabarty, Honor Guard

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

Out-of-State Training

Special Use Request No.: 6610  
Requesting Agency: WAYNE COUNTY SHERIFFS OFFICE  
Training Provider: PATC  
Course Title: Evidence Manager's Certification Course  
Course Location: Bullhead City AZ  
Course Dates: 10/02/2023 - 10/06/2023  
Requested Amount: \$6,777.81  
Recommended Amount \$6,777.81  
Request Date: 08/23/2023  
Commission Action:  
Commission Action Date: 09/13/2023

Description:

Five day course will cover all aspects of property/evidence room finctions to include: policy & procedures; packaging;security;DNA storage; documentation;purging. etc.

ATTENDEES:

Capt. Donald Farris  
Capt. Reid Chakrbarty  
Sgt. Lacewy Polderdyke

Total Out-of-State Training Requested Amount: \$139,690.91  
Total Out-of-State Training Recommended Amount: \$139,690.90

Total Training Requested Amount: \$139,690.91  
Total Training Recommended Amount: \$139,690.90

Total Special Use Requested Amount: \$139,690.91  
Total Special Use Recommended Amount: \$139,690.90



Michigan Commission on Law Enforcement Standards

## **CONTINUING PROFESSIONAL EDUCATION FOR IN-SERVICE LAW ENFORCEMENT OFFICERS**

### **SENATE AND HOUSE REPORT**

August 25, 2023

#### **Background**

The Michigan Commission on Law Enforcement Standards (hereafter MCOLES or Commission) has statutory responsibility and authority assigned under several laws, most notably the MCOLES Act (1965 PA 203, MCL 28.611). Specifically, one of the Commission’s primary responsibilities under the MCOLES Act is to prepare and publish mandatory minimum selection, employment, and training standards for entry-level law enforcement officers and to “define categories and classifications of in-service training to be received by Michigan law enforcement officers.”

On January 31, 2023, Public Act 1 of 2023 (hereafter PA 1) appropriated funds to support the implementation of required annual in-service training standards for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the MCOLES Act. Section 11(2) of the MCOLES Act states in part, “The commission may promulgate rules with respect to any of the following: (a) In-service training programs and minimum courses of study and attendance requirements for licensed law enforcement officers.”

#### **Issues**

PA 1 appropriated funds to support the requirement of licensed law enforcement officers to complete annual in-service training (hereafter referred to as continuing professional education, or CPE). The CPE requirement affects approximately 18,500 licensed officers presently employed by approximately 576 Michigan law enforcement agencies, as of August 2023. The appropriated funds are to establish and implement annual CPE requirements of in-service law enforcement officers. Specifically, funding is allocated for the following strategic goals:

- By September 1, 2023, the Commission shall provide a report to the chairs of the senate and house appropriation committees and the senate and house fiscal agencies regarding:
  - the type and amount of required in-service training and any standards adopted by the commission,
  - the use of funds appropriated for in-service training, and

- any recommendations to improve licensed law enforcement standards in this state.
- The Commission may increase the capacity of 7.0 full-time equated positions to support development and implementation of in-service training standards and requirements.
- Appropriated funds shall be deposited into the law enforcement officers training fund created in section 11(7) of the MCOLES Act, 1965 PA 203, MCL 28.611.
- Appropriated funds are available for expenditure to support the implementation of required annual in-service training standards (CPE) for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the MCOLES Act, 1965 PA 203, MCL 28.611.

Prior to January 31, 2023, post academy law enforcement officer training was optional and for practical purposes, individual agencies determined if, and how much, in-service training was required<sup>1</sup>. Consequently, licensed officers received differing levels of training. Agency and officer considerations for training include priority and financial considerations, agency standards and local needs, or access to training opportunities. The development of CPE requirements and the forthcoming MCOLES CPE Implementation Plan establish an important milestone to optimizing officer performance and professional growth, protecting the communities they serve, and enhancing public trust. As the CPE planning team becomes established through the hiring and annual maintenance, CPE will establish a baseline of continued professional development for Michigan law enforcement officers. Once implemented, MCOLES remains committed to encouraging agencies to exceed the CPE requirements.

Internal considerations (strengths):

Since 2020, the Commission has implemented and enhanced the basic training curriculum in *Human Trafficking, Law Enforcement Response to Domestic Violence*, and *Behavioral Health Emergency Partnerships*. In response to Public Act 552 of 2018, the Commission developed and implemented mandatory training for all law enforcement officers and recruits regarding the *Response to Active Violence*. Recently, the Commission created and implemented an *Instructor Development Course*, available for agency and academy instructors to promote the professionalization of instructor positions. MCOLES developed these programs with a foundation of academic rigor and the feedback from participants substantiates and exemplifies the need for the Commission's modernization and advancement of training resources.

An analysis of current MCOLES operations identified assets that promote the implementation of CPE for in-service law enforcement officers. Legislative appropriations allow for 7.0 full time employees to develop, implement, and manage CPE requirements. The basic

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<sup>1</sup> Exception of the active-duty in-service firearm standard, which includes an educational component as well as a course of fire.

academy training and objectives, research into in-service training requirements, resources in Michigan to provide the CPE, and the 2018 Job Task Analysis provide the genesis for the initial CPE cycle.

Internal restrictors (weaknesses):

An analysis of current MCOLES resources for delivery of the CPE reveals the need for a Learning Management System (LMS), the need to develop policies, procedures, rules, and regulations for CPE, communicating the CPE standards and requirements to agencies and law enforcement officers, creation of an inspection process to ensure standards compliance, and the hiring process to properly select, hire, and onboard the 7 full time employees.

The development of a budgetary process for MCOLES to disperse intended funds for CPE that includes the amount and cycle based on either completed CPE, planned completion of CPE, or some other formula.

The monitoring measures must be in place for MCOLES to ensure compliance with CPE requirements.

External opportunities (opportunities):

CPE of licensed law enforcement officers will enhance the Commission's ability to update in-service training curriculum, courseware, the recognition of prior basic law enforcement training and experience (RPTE) program, and the recognized in-service training delivery system of vendors.

External challenges (threats):

Commission challenges include non-compliance, whether knowingly or unknowingly, by law enforcement officers, agencies, training consortiums, and potential communication roadblocks of the implementation plan.

At present, the Michigan Civil Service process to select, hire, and onboard a new employee takes more than three months, which extends the CPE implementation plan timeline to an estimated minimum of six months. As of the writing of this document, position descriptions are in development cooperatively with civil service for the first five positions.

Non-compliance and the resulting consequences for an agency or individual law enforcement officer shall be established prior to full implementation.

**Recommendations**

The Commission's Career Development section established an initial planning team and conducted a strength, weaknesses, opportunities, and threats (SWOT) analysis to research and evaluate internal and external considerations, restrictors, opportunities, and

challenges. The Career Development section recommends that participation and successful completion of a three-year educational cycle for licensed law enforcement personnel be a requirement of maintaining law enforcement licensure. This includes regulating both individual officers and law enforcement agencies and may require statutory and/or modifications and additional administrative rules modifications and regulations. The educational objectives shall enhance law enforcement performance, professionalism, public and officer safety, public trust, and officer decision making.

MCOLES shall complete an implementation plan that:

- analyzes current job tasks of law enforcement officers in Michigan,
- designs the types and methods of effective educational delivery,
- develops a three-year cycle of 48 hours of CPE, policies, and draft rules and regulations,
- communicates and initiates the implementation plan,
- evaluates the CPE cycle following implementation, and
- provides a method to distribute funding to law enforcement agencies associated to the CPE cost.

### **CPE Cycle Example<sup>2</sup>**

The following draft CPE cycle is provided as a model based on current research as MCOLES has not employed the needed employees to participate in the planning process. The CPE is subject to change as the hiring requirements are filled for each calendar year, law enforcement officers shall complete a minimum of 16 hours of CPE. MCOLES will select the educational topic of eight of the 16 CPE hours, while agencies may select from an approved list of topics for the additional eight (8) CPE hours. All agency selected topics shall:

- 1) enhance law enforcement performance, professionalism, public and officer safety, and officer decision making,
- 2) be pre-approved by the law enforcement agency head or their delegate, and
- 3) be pre-approved by MCOLES.

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<sup>2</sup> The CPE cycle and illustrated educational requirements represents a draft, however, is not finalized. This remains in the development process and is likely to change based on onboarding staff, experience with implementation, and research.



Year one:

Eight (8) of the sixteen (16) hours shall be completed on MCOLES recognized cultural competence courses. Cultural competence topics include but are not limited to:

- Diversity, Inclusion, and Equity (Diversity drawn from JTA)
- De-escalation
- Tribal Policing
- American Disabilities Act
- Implicit Bias

The remaining eight (8) CPE hours shall be completed by all law enforcement officers. However, these 8 hours can be on any topic or topics that meet the three listed requirements above.

MCOLES suggested topics include, but are not limited to:

- Subject control
- Legal updates
- First Aid
- Health and Wellness
- Special investigations (e.g., human trafficking, narcotics, and weapons)
- Investigation of domestic violence
- Patrol operations
- Ethics in policing

Note: Deadly force issues are addressed annually in the already existing mandatory Active-Duty Firearms Standard, implemented by the Commission in 2009.

Year two:

Eight (8) of the sixteen (16) hours shall be completed on MCOLES recognized mental health crisis training. Mental health crisis topics include but are not limited to:

- Behavioral Health Emergency Partnership (20 hours), which includes four (4) hours online learning.

- Autism Speaks
- Legal updates
- The remaining eight (8) CPE hours shall be completed by all law enforcement officers. However, these 8 hours can be on any topic that meets the three requirements listed on page 4.

MCOLES suggested topics include, but are not limited to:

- Subject control
- Detention and prosecutions
- Patrol Procedures
- Health and Wellness
- Special investigations (e.g., human trafficking, narcotics, and weapons)
- Investigation of domestic violence
- Patrol operations
- Ethics in policing

Year three:

Eight (8) of the sixteen (16) hours shall be completed on MCOLES recognized tactical operations. Tactical operations topics include but are not limited to:

- Investigations
- Patrol procedures
- Legal updates

The remaining eight (8) CPE hours shall be completed by all law enforcement officers. However, these 8 hours can be on any topic that meets the three requirements listed on page 4.

MCOLES suggested topics include, but are not limited to:

- Emergency Preparedness/Disaster Control
- Police skills
- Traffic
- Special investigations

**Budget**

Michigan legislature approved funding for \$20 million for fiscal year 2023 (PA 1 of 2023) to increase capacity by 7.0 full time employees, to support development and implementation of in-service training standards (CPE) and requirements. Fiscal year funding to continue support is \$18, 240,000 for fiscal year 2024.

MCOLES planning of expenditures depends heavily first on hiring the full-time employees assigned to implement the CPE.

<b><i>Fiscal year 2023</i></b>	<b><i>Annual funding</i></b>	
<i>MCOLES staff – Specialist</i>	\$160,000* x 1 =	\$160,000
<i>MCOLES staff – Three Human resources developers</i>	\$150,000* x 3 =	\$450,000
<i>MCOLES staff – Three Agency Representatives</i>	\$150,000* x 3 =	\$450,000
<i>Education Funds for law enforcement officers</i>	\$60/hr (16hrs yr) (19,000 LE) =	\$18,240,000
<i>Administrative/operating expenditures</i>	\$700,000 =	\$700,000
<b>TOTAL:</b>		<b>\$20,000,000</b>
		<i>*Annual salary package</i>

<b><i>Fiscal year 2024</i></b>	<b><i>Annual funding</i></b>	
<i>MCOLES staff – Specialist</i>	$\$160,000^* \times 1 =$	$\$160,000^3$
<i>MCOLES staff – Three Human resources developers</i>	$\$150,000^* \times 3 =$	$\$450,000$
<i>MCOLES staff – Three Agency Representatives</i>	$\$150,000^* \times 3 =$	$\$450,000$
<i>Education Funds for law enforcement officers</i>	$\$56/\text{hr (16hrs yr) (19,000 LE) =}$	$\$17,024,000$
<i>Administrative/operating expenditures</i>	$\$156,000=$	$\$156,000$
<b><i>TOTAL:</i></b>		<b><math>\\$18,240,000</math></b>

*\*Annual salary package |*

### **Future Considerations**

The CPE ensures that Commission licensed law enforcement officers maintain a level of proficiency and professionalism throughout their career to appropriately serve the people of Michigan. The Commission supports the continuing educational requirement by establishing a multi-year CPE cycle for all licensed law enforcement officers. The Commission will develop in-service CPE standards by following nationally recognized research and development protocols with the goal of determining the most relevant educational and training topics that align with the results of the 2018 or current JTA, industry standards, and address contemporary issues in law enforcement.

Although agencies may elect to conduct their own in-house training of approved topics to comply with CPE requirements, the Commission shall review all in-house training to ensure the agency CPE complies with established minimum standards and objectives. In-house training and curriculum shall be submitted to the Career Development section and/or via MITN for pre-approval.

The Commission must conduct further analysis into the development of the CPE cycle, which encompasses evaluation of curriculum, courseware, vendors, and learning methods. The successful implementation of CPE requirements for the Michigan law enforcement community is contingent on the immediate employment of seven additional Commission staff members to carry out the various stages

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<sup>3</sup> Staff salary estimates. Exact salaries will change with salary increases and related benefit costs.

of this project. This will encompass the development of position descriptions, informational announcements, NeoGov job postings, hiring procedures, and onboarding of the required personnel.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS  
LANSING

TIMOTHY BOURGEOIS  
EXECUTIVE DIRECTOR

May 26, 2023

L. Marshall Washington  
President  
Kalamazoo Valley Community College  
6767 West O Avenue  
Kalamazoo, MI 49009

sent via email: [lmwashington@kvcc.edu](mailto:lmwashington@kvcc.edu)  
[tlabadie@kvcc.edu](mailto:tlabadie@kvcc.edu)

Case No. 2022-001  
Case No. 2022-449

**RE: Notice of Opportunity to Respond to Failure to Deliver the Course of Study During Basic Academy Session 102 and Training and Safety Violations During Basic Academy Session 103.**<sup>1</sup>

Dear President Washington,

**I. Background**

The Kalamazoo Regional Recruit Academy (“KVCC”) is a basic law enforcement training academy approved by the Commission. The Course of Study contained in the 2022 KVCC Academy Operating Plan was approved by the Commission and effective beginning on January 1, 2023. This letter is to notify KVCC that pursuant to an investigation conducted by the Commission, it may have violated the Michigan Commission on Law Enforcement Standards Act, specifically MCL 28.609e, the administrative rules promulgated under the Act, the Commission’s Policies and Procedures, and the 2022 Basic Law Enforcement Training Academy Operating Plan.

The operation of KVCC as a whole and specifically Basic Academy Sessions 102 and 103 (as numbered in the MCOLES Information and Tracking Network (MITN))<sup>2</sup> (“Session 102” and “Session 103”) were examined.

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<sup>1</sup> This letter has been redacted to the remove the name and identifying information of recruits and instructors. The Commission has determined that the identities of the individual recruits and the instructor are not relevant to the Commission’s conclusions and publication of those names would be contrary to the public interest in the effective functioning of law enforcement. The individual recruits will be referred to as Recruit A and Recruit B. The individual instructor will be referred to as Instructor 1.

<sup>2</sup> The reference number found in MITN may differ from the institutional identification of the Session.

Sheriff Gregory Zyburt, Chair • Director Kimberly Koster, Vice-Chair • Lt. Col. Michael Krumm representing Colonel Joe Gasper • Tpr. Nate Johnson  
Deputy Matthew Hartig • Mr. Michael Wendling • Mr. David Tanay representing Attorney General Dana Nessel • Officer Linda Broden  
Mr. Arthur Weiss • Assistant Chief David Levalley representing Chief James E. White • Ms. Chiante Lymon • Dr. Lisa R. Jackson • Lt. Michael Hawkins  
Mr. Kenneth Grabowski • Mr. Michael Sauger • Sheriff Matthew Saxton • Mr. James Stachowski • Deputy Director Ronald Wiles • Chief Issa Shahin  
Pastor Tellis J. Chapman • Pastor Jeffery A. Hawkins • Sheriff Anthony Wickersham • Mr. Anthony D. Lewis representing Mr. John E. Johnson

## II. Applicable Law

The Michigan Commission on Law Enforcement Standards Act, 1965 PA 203, Michigan Compiled Laws Sections 28.601 through 28.616 (the MCOLES Act) establishes the authority of the Commission to approve the operation of a basic law enforcement training academy, to approve the course of study provided at those academies, and to oversee the operation of those academies to ensure the delivery of the Commission's required course of study.

The relevant sections of that Act, Rules, and Policy and Procedure Manual are as follows:

Mich Admin Code, R 28.14311(2): "An approved basic law enforcement training academy shall teach the course of study approved by the commission."

Mich Admin Code, R 28.14317(c): an agency basic recruit shall "Complete the commission approved basic training course of study during the session within which the recruit is enrolled."

MCL 28.609e(1): "an individual seeking to become licensed under section 9, 9b, 9c, or 9d shall complete active violence response training that emphasizes coordinated tactical response to rapidly developing incidents in which intentional physical injury or death to a specific population occurs through the use of conventional or unconventional weapons and tactics."

Mich Admin Code, R 28.14303(3)(b): a basic law enforcement training academy's Training and Education Advisory Committee ("Advisory Committee") "shall be consulted on a continuing basis regarding the operation of the academy."

MCOLES Policy and Procedure Manual, Procedure 2.5.04 ¶ 13: the Training Director shall "Notify any employer regarding the status of their employed recruit a minimum of three times per session."

Rule 2.5.02, ¶ 1: the Training Director shall exercise responsibility for the day-to-day operation of and maintain general supervision and administrative control over the basic training program.

Rule 2.5.02, ¶ 10 (in relevant part): the Training Director shall orientate all instructors to the following; Recruit and instructor injuries, safety guidelines, injury response and injury reporting policies.

Rule 2.5.02, ¶ 19: Conduct and document appropriate investigations regarding any violations or inappropriate conduct regarding instructor behavior.

Rule 2.5.04, ¶ 3: Ensure that areas of high-risk training, such as firearms, subject control, physical fitness, and emergency vehicle operations, have the appropriate

specialized and qualified instructor. Provide a safe training environment and adequate safety equipment and publish adequate safety guidelines for instructors and recruits to follow.

Rule 2.5.04, ¶ 12: Inspect for compliance that all basic training academy recruits are not treated in an abusive, demeaning, or disrespectful manner or placed in an environment that may cause an unnecessary risk of injury.

Rule 2.5.05, ¶ 2 (in relevant part): Submit appropriate written documentation in a timely manner. Notification shall be given to the appropriate field representative or MCOLES staff member of incidents regarding firearms mishaps.

The Administrative Rules provide that the Commission may investigate an alleged violation of the Act, Rules, or the Commission's policies and procedures by a basic law enforcement training academy. Mich Admin Code, R. 28.14602.

### **III. Findings of Fact**

The Commission initiated a fact-finding investigation following the conclusion of Session 102 at KVCC, due to KVCC's failure to complete the Course of Study within the scheduled duration of Session 102. The Commission's investigation included interviews with KVCC staff, academy instructors, recruits, stakeholders, and with members of the KVCC Training and Education Advisory Committee ("Advisory Committee").

#### **A. Failure to teach the Course of Study at Session 102.**

The Course of Study approved by the Commission for Session 102 included the following courses: (1) career fair; (2) mock oral interviews; (3) deaf and hard of hearing curriculum; (4) family night; and (5) statutorily required training on responding to active violence. The recruits were scheduled to take their licensing examination on May 10, 2022 and graduation was scheduled for May 11, 2022. On May 9, 2022, Training Director Victor Ledbetter informed the Commission that KVCC had failed to deliver the first four of those courses. Based on that failure to deliver, on May 10, 2022, the Commission postponed the licensing examination, permitted removal of the career fair and mock oral interview courses, and directed KVCC to provide the deaf and hard of hearing curriculum and family night courses. The family night course was completed at the May 11, 2022 graduation ceremony and the deaf/hard of hearing module was completed on May 12, 2022.

Prior to the rescheduled May 13, 2022 licensing examination, the Commission uncovered that KVCC had not delivered the Response to Active Violence practical exercise course.<sup>3</sup> The Response to Active Violence practical exercises is a component of

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<sup>3</sup> A recruit cannot take the licensing examination until they have completed the entire Course of Study approved by the Commission. However, in this case, the Commission felt that it would be unfair to the recruits to postpone the examination a second time based on our determination that it could have a negative impact on the examination results.



the Course of Study and is required by state law. KVCC active violence instructor Timothy Loso acknowledged that KVCC did not deliver the Response to Active Violence practical exercises.<sup>4</sup> The Response to Active Violence practical exercise course was completed on May 16, 2022.

Training Director Ledbetter has admitted responsibility for failing to schedule and complete the entire Course of Study during Session 102.

I find that there is sufficient evidence to establish that KVCC violated Mich Admin Code, R. 28.14311(2) by failing to teach the Course of Study approved by the Commission for Session 102. I further find that, but for the Commission's intervention, the recruits would not have complied with the requirements of Mich Admin Code, R. 28.14317(c) because they would not have completed the approved Course of Study. Finally, I find there is sufficient evidence that KVCC also violated MCL 28.609e by failing to provide the mandatory active violence response training.

B. Failure to teach the Course of Study at Basic Academy Session 100.

The Course of Study approved by the Commission for Basic Academy Session 100 ("Session 100") included a course related to Human Trafficking. The Commission determined that KVCC failed to deliver the Human Trafficking curriculum during Session 100 in May 2021. The Commission informally remediated the failure to teach the Course of Study by postponing the examination and requiring KVCC to reassemble the recruits and deliver the Human Trafficking class.

I find that there is sufficient evidence to establish that KVCC violated Mich Admin Code, R. 28.14311(2) by failing to teach the Course of Study approved by the Commission for Session 100. I further find that, but for the Commission's intervention, the recruits would not have complied with the requirements of Mich Admin Code, R. 28.14317(c) because they would not have completed the approved Course of Study. I further find that the failure to complete the approved Course of Study during Session 100 is evidence of a pattern of KVCC failing to provide the approved Course of Study.

C. Failure to consult with the Advisory Committee on a regular basis.

The interviews conducted with Advisory Committee members, including those KVCC employees on the committee, revealed that the Advisory Committee were not consulted on a continuing basis. Instead, an annual meeting takes place. Further, Advisory Committee members shared concern regarding the lack of input or consultation between them and academy administration.

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<sup>4</sup> When Training Director Ledbetter spoke with Berrien County Undersheriff Chuck Heit about his employed recruit needing to take the Active Violence Training at 6 a.m. the next day, he claimed that it was due to the direction of an MCOLES staff member. The Training Director did not disclose to Undersheriff Heit that the class needed to be taken due to KVCC's failure to schedule it.

For example, in KVCC's May 9, 2022 Basic Training Modification Request, Training Director Ledbetter stated that he "will send an email to my advisory board explaining the reason for the removal and ask for an urgent reply if they have issues or concerns. They have been understanding with a previous request for modification in my 2020 request."

However, only one Advisory Committee member stated having a conversation with the Training Director, and that was because the member had two (2) recruits in the academy. The other members either found out about the academy status "through the grapevine" from MCOLES, or at the May 19, 2022 Advisory Committee meeting.

I find there is sufficient evidence to establish that KVCC violated Mich Admin Code, R. 28.14303(3)(b) by failing to consult with the Advisory Committee on a continuing basis.

D. Failure to notify employers of the status of employed recruits.

Commission investigators spoke with representatives from the law enforcement agencies with employed recruits at KVCC. The interviews revealed that KVCC failed to update them on the performance of those employed recruits throughout the academy session. For instance, despite numerous directives by the Commission to do so, the Training Director failed to notify employers of recruits in Session 102 that KVCC had failed to deliver the Course of Study and therefore the licensing examination had to be postponed. At the May 19, 2022 Advisory Committee meeting, Training Director Ledbetter claimed that he did not inform employers of the postponement of the licensing examination due to a hack of KVCC's email system. However, the hack occurred on May 16, 2022. The Commission directed the Training Director in phone calls on May 9 and May 10, 2022 and in an email on May 11, 2023 to notify those employers. The Training Director was again notified by email on May 15, 2022 to advise all involved employing agencies of the circumstances surrounding the failure to deliver the Active Violence practical exercises. Moreover, while the Training Director called some employers, he admitted to the Advisory Committee that he did not call all the employers while he was unable to access the email system.

Training Director Ledbetter admitted that he was not aware of the requirement set forth in MCOLES Policy and Procedure Manual, Procedure 2.5.04(13).

I find there is sufficient evidence to establish that KVCC violated MCOLES Policy and Procedure Manual, Procedure 2.5.04(13) by failing to update employers on the status of their employed recruits.

E. Failure to supervise the Training Director and Exercise Oversight Authority over the Academy.

KVCC's Program Administrator is Craig Jbara, Vice President of Strategic Business and Community Development. The Program Administrator "shall have management and oversight authority of the academy but shall not be the same person as the training

director.” Mich Admin Code, R 28.14301(h). The Program Administrator “is responsible for providing administration and financial stability to the approved basic police training program.” MCOLES Policy and Procedure Manual, Procedure 2.4.01. Jbara told Commission investigators that while he speaks with Training Director Ledbetter often, they did not speak about the failure to deliver the Course of Study in Session 102 and the postponement of the licensing examination. Jbara admitted that he does not understand the academy aspect of the position, is “not officially a member of the Advisory Committee,” and signed the Operating Plan without understanding it.

I find that there is sufficient evidence to establish that Jbara failed to exercise management and oversight responsibilities over the Training Director and the operation of the academy as required by the Administrative Rules and the Commission’s Policies and Procedures Manual. I further find that Jbara’s failure to exercise those duties, the fact he does not understand the Program Administrator position, and that he signed the Operating Plan without understanding is sufficient evidence of a lack of institutional control over the academy by KVCC’s administration.

F. Training and Safety Violations During Session 103.

1. Failure to exercise administrative oversight over firearms instructors, resulting in a non-approved instructor conducting firearms training.

Michigan State Police Lt. Carey Casperson is the lead firearms instructor at KVCC. On November 29, 2022, Casperson received a call from Kalamazoo County Sheriff’s Office (“KCSO”) Lt. James Van Zile who was at the shooting range with several recruits, but indicated there were no academy instructors present. Casperson admitted that he made a mistake and neglected to schedule instructors. Van Zile, a firearms instructor for KCSO, acted on his own volition and conducted firearms training on that date on behalf of KVCC. Van Zile has not been listed as a firearms instructor in MITN for KVCC since 2006 and was not part of the cadre approved to provide firearms instruction at Session 102, nor did he teach the curriculum or lesson plan for the day. After two hours of practice, Van Zile sent the recruits back to KVCC and notified KVCC Executive Officer Jessica Brinks about what occurred. Brinks took no action to ensure that the firearms training block was delivered to the KVCC recruits by an instructor approved to provide firearms instruction at that session. I find that this constitutes a failure to deliver the Course of Study.

The MCOLES Policies and Procedures Manual requires the Training Director to exercise responsibility for the day-to-day operation of the basic training program. This includes ensuring that high-risk training is conducted by a specialized and qualified instructor. I find that Casperson’s failure to properly schedule a firearms instructor was a result of KVCC’s lack of administrative oversight. Moreover, because of this lack of oversight, an individual not approved by the Commission conducted firearms training on the KVCC’s behalf.

2. Failure to exercise administrative oversight to ensure academy instructors were consistent in their training.

Recruits in Session 103 told Commission investigators that KVCC's firearms instructors had inconsistent training styles. They each also opined that the firearms training schedules were inaccurate and the communication from the instructors was "horrible." One recruit described the firearms training program at KVCC as "shoot until you figure it out." Another recruit, , a former member of the military, noted that KVCC did not dedicate enough time to basics. Recruit A also stated that firearms training was rushed and that there was not enough practice time built into firearms training. Each deputy noted a concern that shotgun and rifle training was rushed. Other recruits described shotgun training as "rushed."

A recruit noted that there were only two classroom hours dedicated to traffic stops, along with a full day of scenario training. Another recruit noted that instructors came from a variety of departments, with no clear training doctrine or coordination between the instructors. For instance, instructors from Benton Harbor Police instructed recruits to remain behind the B pillar, while instructors from other departments criticized the recruits for not getting closer to the driver's door. The training was, "conflicted and chaotic." The lack of coordination between instructors led to the recruit, and others, receiving low scores on their traffic stop evaluations. Other recruits similarly received conflicting information between their department and the KVCC instructor. A recruit told Commission investigators that it was "apparent" there was no communication or coordination between the instructors prior to class.

The MCOLES Policies and Procedures Manual requires the Training Director to exercise responsibility for the day-to-day operation of the basic training program. I find there is sufficient evidence to establish that KVCC's lack of administrative oversight has resulted in instructors giving inconsistent and contradictory training to KVCC recruits.

3. Failure to address firearms range safety issues with recruits.

A recruit told Commission investigators that there was a "lack of firearms control" by KVCC instructors. That recruit noted that recruits "lasered" one another, meaning they pointed their firearm at another person. A recruit observed Recruit A on the firing range during the one-handed close quarters course of fire. Recruit A's pistol malfunctioned, and the recruit turned the pistol sideways across the recruit's body, pointing it across the firing line at the other recruits as the recruit attempted to clear the malfunction. Bowen observed Instructor 1, grab a hold of Recruit A's pistol and re-direct the pistol downrange. A recruit had observed that Recruit A was one of the worst offenders of "lasering" fellow recruits. A recruit told Commission investigators that Recruit A should have been removed from the firing line and issued a range safety violation. Other recruits also told Commission investigators that Recruit B had "safety issues." However, no one in Class 103—including Recruit A and Recruit B—were issued a range safety violation by an instructor.

The MCOLES Policies and Procedures Manual requires KVCC to provide a safe training environment. I find there is sufficient evidence to establish that KVCC violated Policy and Procedure 2.5.04, § 3 by failing to address the firearms range safety issues with Recruits A and Recruit B and the other recruits who were “lasering” their fellow recruits.

4. Failure to address firearms range safety issues with instructor Austin.

Eight weeks into Session 103, Instructor 1 was teaching a course at the Kalamazoo Department of Public Safety indoor range. A recruit observed Instructor 1 drop a magazine from the instructor’s pistol. As the magazine hit the floor, it hit hard, with a thud noise. Empty magazines make a different hollow sound noise when they hit the floor. The recruit knew it had ammunition in it because it sounded heavy when it hit. The recruit was at the end of the line, so that individual could not see if the magazine had ammunition in it. Instructor 1 looked surprised and had picked up the magazine and walked away with the pistol in hand. Instructor 1 went behind the firing line booths and out of sight. The recruit heard Instructor 1 racking the pistol’s slide back several times, clearing the weapon. The recruit had no doubt that Instructor 1 handled a loaded weapon at the range in front of the platoon. A second recruit was closest to Instructor 1 and saw the magazine had live ammunition in it. After the incident, Instructor 1 made a point of showing the class the weapon was empty and verifying the pistol was unloaded. Other recruits were present when this occurred and verified to Commission investigators that it was “evident” that Instructor 1 handled a loaded pistol on the range in front of the class. One recruit observed Instructor 1 walk off the range and behind the shooting booths to an out-of-view stairwell. That recruit heard Instructor 1 exclaim “oh shit” as that individual cleared the weapon. Instructor 1 was not in area designated to clear weapons. Recruits told investigators that this was not an isolated incident of unsafe conduct by Instructor 1 on the firing range. Instructor 1 denied this event took place.

The MCOLES Policies and Procedures Manual requires KVCC to provide a safe training environment. It also requires KVCC to conduct and document appropriate investigations regarding any violations or inappropriate conduct by instructors. Finally, it requires KVCC to give Commission staff notification of incidents regarding firearms mishaps. I find there is sufficient evidence to establish Instructor 1 possessed a loaded firearm while conducting a weapons demonstration. I further find that there is sufficient evidence to establish that this act created an unsafe environment and unnecessary risk of injury to students.

5. Failure to exercise administrative oversight to ensure EVO instructors were providing accurate information.

In 2009, the Commission determined that the Emergency Vehicle Operations (EVO) combined skills course was not an exercise that a recruit must pass to obtain a law enforcement officer license. The Training Directors were notified of that change and

were provided a chart explaining it. However, KVCC's EVO instructors continued to tell recruits that the combined skills course was a mandatory pass/fail event. The Training Director was not aware that the EVO instructors were telling the academy students that the combined skills course was a must pass event. Further, the Training Director dismissed the allegation that instructors were misleading the students by telling them they must pass the combined skills course as, "Instructor style."

The MCOLES Policies and Procedures Manual requires the Training Director to exercise responsibility for the day-to-day operation of the basic training program. I find that there is sufficient evidence to establish that the EVO instructors provided inaccurate information to KVCC recruits because of KVCC's lack of administrative oversight.

#### **IV. Conclusion**

In conclusion, I find there is sufficient evidence to establish that KVCC failed to deliver the approved Course of Study, in violation of the MCOLES Act and Administrative Rules, during Sessions 100 and 102. I further find there is sufficient evidence to establish that KVCC has failed to consult the Advisory Committee on a regular basis and has failed to update employers on the status of employed recruits as required by the Commission's Policy and Procedures Manual. Finally, I find there is sufficient evidence to establish several violations of the Commission's Training and Safety standards during Session 103. Mich Admin Code, R 28.14309(1) states that a documented violation of the Act, Rules, or academy operating contract "shall constitute cause for immediate review of continuing commission approval of the academy." However, before the Commission makes a final determination, we would like to offer you an opportunity to discuss these concerns and the other concerns addressed in the attached reports in an informal meeting with Commission staff. Based on the information in the investigation reports and any information provided by KVCC at this meeting, the Executive Director may, pursuant to Mich Admin Code, R. 28.1430:

- (a) Revoke the approval of a basic law enforcement training academy.
- (b) Suspend the basic law enforcement training academy approval until specified terms and conditions are met.
- (c) Place the basic law enforcement training academy on probation for a specific period of time or until specified terms and conditions are met.
- (d) Take informal action to resolve the violation.

Please contact our office within 7 days to schedule that informal meeting. Should you fail to do so, the Commission will determine if there is a documented violation and, if so, shall conduct an immediate review of continuing Commission approval of the academy without the benefit of KVCC's input.

In addition, the Commission has received several requests from the Advisory Committee for the final investigation reports into Sessions 102 and 103. The Commission believes it would be a best practice for KVCC to submit those reports to the

Advisory Committee along with any materials that you believe the Advisory Committee should consider along with the reports. If the Advisory Committee does not receive a copy of the reports from KVCC within 21 days, the Commission will provide the reports to them.

Your request for an informal meeting may be submitted via email (preferred) to: [bourgeois1@michigan.gov](mailto:bourgeois1@michigan.gov)

or via First Class Mail to the following address:

Michigan Commission on Law Enforcement Standards  
Attn: Timothy Bourgeois, Executive Director  
927 Centennial Way  
Lansing, Michigan 48917

Respectfully,

/s/ Timothy S. Bourgeois  
Executive Director

**From:** [Steven Kaufman](#)  
**To:** [Chief Al Cox](#); [Chief Christopher Egan](#); [Chief Jason Wright](#); [Chief of Criminal Investigations Brian White](#); [Chief Scott Hilden](#); [Director John Kosanke](#); [Director Roberto Cruz](#); [Samer Jaafar](#); [Exec. Sgt. Assad Turfe](#); [Bourgeois, Timothy \(MSP\)](#); [Williams, Brandon \(MSP\)](#); [John Courie](#); [Prosecutor Kym Worthy](#); [Undersheriff Mike Jaafar](#)  
**Cc:** [Fred Stanton](#)  
**Subject:** Wayne County Regional Police Academy (WCR) Update  
**Date:** Tuesday, July 18, 2023 2:39:45 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)

**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto:abuse@michigan.gov)**

Greetings Advisory Committee members,

As you may have heard, Schoolcraft College has made some changes at the Wayne County Regional (WCR) Police Academy. The College wants to ensure the safety of our recruits, faculty, and staff while at the same time we want to be certain that we are following and are in alignment with MCOLES requirements, policies, and procedures. In efforts to facilitate improvements, the College has made changes to the program starting with the replacement of the former WCR training Director (Anthony Mencotti) as well as the Program Administrator (Associate Dean Dr. Gerald Champagne). We would like to have been more timely with this notification, but be assured that notifications to Chief Al Cox (Committee Chair), Chief Jason Wright (Alternate Chair), and Undersheriff Mike Jaafar (Vice Chair) had been made during the restructuring.

We have been totally engaged in preparing for the current academy class, which had 77 applicants. On Orientation Day, Friday July 14, there were 66 recruits that began their journey toward becoming police officers. Former Training Director Fred Stanton has agreed to come back and run the WCR Academy. Many of you know Fred, who retired as a Sgt. from Dearborn PD and had been the WCR Police Academy Training Director for 8 years before becoming our Law Enforcement In-Service Training Coordinator for 3 years before retiring from the College.

Updates will be coming as we move forward, and please feel free to reach out to me or Fred Stanton if you have any questions or concerns.

**Fred Stanton**, *Police Academy Director / Coordinator*  
Direct Dial | 734-462-4303  
Email | [fstanton@schoolcraft.edu](mailto:fstanton@schoolcraft.edu)  
Public Safety Education | 734-462-4306

Best wishes,

Steve

**Steve Kaufman**, *M.S.*  
Acting Associate Dean of Public Safety Programs  
Direct: 734-462-4302



31777 Industrial Road, Livonia, MI 48150-1821



**MCOLES**  
Michigan Commission on Law Enforcement Standards

## Relinquishments Obtained

Name: Jeffrey Kemp

### Original Charges:

38th Judicial Circuit Court, Monroe County, Michigan, Case No. 2023-247314-FH.  
False Pretenses between \$1,000 and \$20,000, a felony under  
MCL 750.174(4)(a), punishable by imprisonment for up to five years.

Common Law Offenses (seven counts), a felony under MCL 750.505, punishable by  
imprisonment for up to five years.

Relinquishment date: July 12, 2023.

Relinquishment was required as part of a plea agreement. Kemp plead no contest to one count of  
Willful Neglect of Duty, a misdemeanor under MCL 750.478.

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SUBJECT: 2024 MJTF COMPETITIVE GRANT APPLICATIONS

PURPOSE: COMMISSION ACTION

DATE	SECTION	EXECUTIVE DIRECTOR	AUTHOR
September 13, 2023	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 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) 2023/calendar year (CY) 2024, approximately \$3.5 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, FY 2022/CY 2023, and FY 2023/CY 2024 application cycles.

Solicitation for grant applications was sent to prior grant applicants on March 1, 2023, with applications due by May 19, 2023. A total of eight applications were received totaling \$1,184,220.65 in requested grant funds. The applications were subject to programmatic review of the proposed training courses, examining the content for justification, training methods and objectives, and adherence to the priority

2024 MJTF Competitive Grant Applications

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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-Civil Treatment Training for Employees	\$25,860.00	\$25,860.00	
Grand Valley State University/West Michigan Criminal Justice Training Consortium	Police Precision Driving	\$75,466.20	\$75,466.20	
Grand Valley State University/West Michigan Criminal Justice Training Consortium	Force Analyst Certification Course	\$99,000.00	\$99,000.00	
Michigan State Police - Forensic Science Division	Forensic Science Training	\$662,482.75	\$662,482.75	
Michigan State Police - Intelligence Operations Division	Building Forensic and Investigative Capacity in Technology	\$119,060.00	\$119,060.00	
Michigan State Police- ODD	2024 Leadership Development Academy	\$39,198.75	\$39,198.75	
Monroe County Sheriff's Office	FY 2024 Monroe County Annual Training Plan	\$24,286.45	\$24,286.45	
Northern Michigan University	LE Training - Competitive Grant 2024	\$138,866.50	\$138,866.50	
	<b>TOTAL</b>	<b>\$1,184,220.65</b>	<b>\$1,184,220.65</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  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Grand Valley State University	COMMISSION #: 2024-LE-85-1
PROJECT TITLE: Force Analyst Certifications Course	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$ 99,000.00

**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. There are over 958 law enforcement agencies making up the WMCJTC.

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

This grant application proposes to host the Force Analyst Certification Course. The primary objective of this course is to prepare law enforcement professionals to understand human factor dynamics more thoroughly and completely while investigating cases involving the use of force. Participants will learn to promote peak performance in pressurized situations and understand what actually occurs in tense and emotionally charged use-of-force events. This allows graduates to draw clear, accurate and concise conclusions in their investigations.

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

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Force Science Institute Force Analyst Certification Course	60-90	1	60-90	Various	Holland Civic Center

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

Dr. David Hines – a Fellow of the American College of Physicians and a practitioner for nearly 40 years. Dr. Hines is known for explaining confusing medical terminology and physiology in common terms using plain English. His lecture will be devoted to important details of our nervous system, the impact stress has on vision, hearing and memory, and the distortions that stress can create.

Dr. Bill Lewinski – a leading behavioral scientist whose work has focused on the intensive study of human dynamics involved in high stress, life-threatening encounters. Dr. Lewinski is has a Ph. D. in Police Psychology and is a professor emeritus of Law Enforcement at Minnesota State

University, Mankato, where he taught for more than 28 years, was an L. E. Program Director and also chair of the Department of Government.

Mr. Chris Lawrence – an instructor with the Ontario Police College for more than a decade, where he was involved in the education and training of an average of 1,000 recruits annually. Currently, Mr. Lawrence is involved with several groups focused on analyzing major, rapidly evolving issues that impact law enforcement legally, tactically, and administratively. He is recognized as a leading authority on excited delirium and in-custody death and is frequently asked to provide expert consultation to the courts, litigators, public safety managers and investigators.

Dr. Christine Hall – a practicing emergency medicine specialist in Canada, certified through a 5 year Royal College residency in Emergency Medicine, completed at the University of Calgary. Dr. Hall's research interest in Excited Delirium and police use of force dates back to her residency. She was appointed to the Expert Panel on the Medical and Physiological Impacts of Conducted Energy Weapons in Canada in 2012. She has been sought as an expert witness in many formal investigations in Canada, the United States and in Australia, due in part to her role as the principal investigator in the restraint study. Dr. Hall continues to publish in peer reviewed journals and to participate in ongoing research initiatives.

Dr. Alexis Artwohl – an internationally recognized behavioral science consultant to law enforcement as a trainer, researcher, and author. Dr. Artwohl has completed extensive training in the U.S., Canada, Mexico, the United Kingdom, and Jordan. She is on the National Advisory Boards of the Force Science Institute and the International Law Enforcement Educators and Trainers Association. She serves as the Behavioral Sciences Section Chair for the National Tactical Officers Association.

Dr. Edward Geiselman – the co-developer of the Cognitive Interview technique and a Professor of Psychology at the University of California, Los Angeles for over 30 years. Dr. Geiselman has published more than 100 research papers in social-science and police-science journals and is the author of five books. He has served on the Los Angeles Superior Court Expert Witness Panel for 18 years and has offered expert testimony in more than 350 criminal trials for both federal and state courts.

**TRAINING SITE (list locations):**

This training will be held at the Holland Civic Center, located at 150 W. 8<sup>th</sup> St. in Holland, MI.

## **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 and includes a robust course outline. The learning objectives are thorough and follow acceptable instructional design practices.

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

## **FISCAL SUMMARY AND ANALYSIS**

The application requests funding for the Force Science Institute's Force Analyst Certification Course in the form of contractual fees. The applicant will match 25% of the cost of this course, with the grant funding the other 75%.

### **Funding History:**

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

### **Delinquencies:**

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

### **Priorities:**

This request is for one session of the Force Analyst Certification Course. It is the top and only priority for this request, with one session's grant share at \$99,000.00.

The priorities between the two grant applications received are:

1. Police Precision Driving - \$75,466.20
2. Force Analyst Certification Course - \$99,000.00

### **PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$99,000.00**, pending Commission approval and final determination of available funding.



Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Grand Valley State University	COMMISSION #: 2024-LE-85-2
PROJECT TITLE: Police Precision Driving	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$75,466.20

## PROJECT SUMMARY

**PRIORITY PROGRAM AREAS:**

This grant application meets the Commissions 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 Class

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

The Emergency Driving portion is for students who have successfully completed the online training. The class will focus on decision making while engaged in emergency driving, and will incorporate distractions such as traffic control devices, radio communication, and road obstacles. It will also provide practical application of the Performance Driving components learned in segment one.

The Defensive and Emergency Driving Refresher Class would be for officers who have already attended initial defensive and emergency driving courses to maintain essential skills.

The request also includes sending eight 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
Online Learning	Unlimited	Unlimited	Unlimited	Online
Defensive Driving	12-18	6	72-108	Michigan's Adventure/Kalamazoo Expo Center
Emergency Driving	12-18	7	84-126	Grattan Raceway/Gingerman Raceway
Refresher Training	12-18	4	48-72	Grattan Raceway
MSP Advanced Precision Driving	8	1	8	MSP Academy
MSP Precision Driving Instructor Program	8	1	8	MSP Academy

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

The driving instructors would be law enforcement officers from the WMCJTC member agencies.

Each instructor will have attended the Advanced Precision Driving and the Precision Driving Instructor schools at the Michigan State Police Training Academy.

**TRAINING SITE (list locations):**

The Defensive Driving course would be conducted at Michigan's Adventure (Muskegon, MI) and the Kalamazoo Expo Center (Kalamazoo, MI) to provide a northern and southern option for consortium members.

The Emergency Driving course would be held at Grattan Raceway (Belding, MI) and Gingerman Raceway (South Haven, MI) to provide a northern and southern option for consortium members.

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

The 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 the importance for an individual to know the capabilities and/or limitations of the agency vehicles, as well as their own individual capabilities and limitations.

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

## FISCAL SUMMARY AND ANALYSIS

The grant application includes 83.8% match funds, primarily in the form of instructor time and vehicles from member agencies. Administrative expenses for the program administrator are 14% of the grant funds requested. Although this is above the 8% *recommended* amount for administrative expenses, it is reasonable and allowable.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2013	\$76,494.26	\$76,494.26	\$75,786.85	99%
2014	\$137,571.01	\$48,796.71	\$41,552.65	85%
2015	\$84,127.00	\$79,336.97	\$131,219.61	94%
2017	\$49,732.70	\$49,732.70	\$45,570.70	92%
2021	\$52,066.40	\$52,066.40	\$24,659.92	47%
2022	\$66,060.66	\$66,060.66	\$50,571.41	77%

### Delinquencies:

No delinquencies are noted for this grant program.

### Priorities:

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

1. Track Rental - \$26,600.00
2. Tuition to MSP courses - \$24,000.00
3. Personnel - \$11,386.20
4. Travel for MSP courses - \$12,480.00
5. Supplies and Operating - \$1,000.00

The priorities between the two grant applications received are:

1. Police Precision Driving, Grant Funds Requested = \$75,446.20
2. Force Analyst Certification Course, Grant Funds Requested = \$99,000.00

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$75,466.20**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan Judicial Institute	COMMISSION #: 2024-ADJ-494-1
PROJECT TITLE: Court Support Staff Training: Civil Treatment Training for Employees	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$25,860.00

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

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

**PRIORITY APPLICANTS:**

This training is for court support personnel and their immediate supervisors.

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

This application proposes to provide several one-half day Civil Treatment for Employees (CTE) trainings, specifically focused on Government and tailored to court support staff and their immediate supervisors. The training will be conducted by a Michigan-based Employment Learning Innovations(ELI)-certified instructor.

CTE is a dynamic and interactive learning experience that promotes clear understanding of the court’s workplace standards and expectations. Participants will develop skills proven to positively impact the workplace culture in ways that align with the court’s mission, vision, and values.

The training will consist of 8 modules:

1. What is Civic Treatment?: Uncivil Behavior Triangle, The Conduct Guidelines
2. Sexual Harassment (Quid Pro Quo and Hostile Work Environment, SPEAK UP Model)
3. Electronic Communications and Social Media
4. Abusive/Bullying Behavior, Bystander Intervention, Professionalism, Inclusion
5. Workplace Environment, Inappropriate Mutual Banter
6. Sexual Orientation, Gender Identity, Gender Expression
7. Supervisor’s Duty to Act
8. Employee-to-Employee Retaliation and Its Impacts

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

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Court Support Staff Training – Civil Treatment for Employees	20-30	2	40-60	ELI-Certified Instructor	Lansing, MI

Court Support Staff Training – Civil Treatment for Employees	20-30	2	40-60	ELI-Certified Instructor	Detroit, MI
Court Support Staff Training – Civil Treatment for Employees	20-30	2	40-60	ELI-Certified Instructor	Gaylord, MI

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

The Michigan Judicial Institute is proposing to have these trainings taught by one of ELI’s profession instructors or an ELI-certified instructor, familiar with the Michigan court system.

**TRAINING SITE (list locations):**

The Michigan Judicial Institute is proposing to hold the trainings in three locations:

The Michigan Hall of Justice – Lansing, MI

The Federal Reserve Bank of Chicago-Detroit Branch – Detroit, MI

Kirkland Community College-University Center – Gaylord, MI

## PROGRAM ANALYSIS

The grant application articulates the need for learning designed for professional staff. Training is offered in a modality that provides opportunities for personalization and access to promote learning.

The grant is written to highlight adult learning theory concepts and provides a justification for the proposed training topics.

## FISCAL SUMMARY AND ANALYSIS

The expenditures in the grant application are for contracting with an ELI-certified instructor for the trainings and for the purchase of course materials and A/V and room rental costs. The match funds of 27.19% would come from MJJ personnel costs, travel costs, and some operating expenses.

### 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	\$17,550.00	39%
2022	\$45,000	\$45,000	\$18,606.80 YTD	41% YTD (one-year extension granted)
2023	\$39,090.00	\$39,090.00	\$39,090.00	100%

### Delinquencies:

No delinquencies are noted for this program.

### Priorities:

The Michigan Judicial Institute would like each session to be considered for equal priority. In the event that the grant cannot be fully funded, the priorities could be to at least provide one session in each location:

1. Lansing – 1 session
2. Detroit – 1 session
3. Gaylord – 1 session

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$25,860.00 pending** Commission approval and final determination of available funding.



Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Monroe County Sheriff's Office	COMMISSION #: 2024-LE-304-1
PROJECT TITLE: FY2024 Monroe County Annual Training Plan	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$24,286.45

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

This application includes the Commission's priority programs and advisory in-service training standards in the areas of Officer Safety and Subject Control.

**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):**

The Monroe County Sheriff's Office is proposing two training courses including Taser Refresher and Firearms Training. The taser course will review proper use of the Taser to ensure that all officers are using it within proper legal guidelines. The firearms course will teach proper mechanics and utilize drills to increase deputy's proficiency and working knowledge. Both courses will also cover department policy with regard to use.

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

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Taser Refresher	15-22	4	60-88	MCSO Taser Instructor	Monroe County Sheriff's Office, Dormitory Facility
Firearms – Patrol Rifle/Pistol	15-22	4	60-88	MCSO Firearms Instructor	City of Luna Pier Firearms Range

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

The Taser Refresher course will be instructed by a Monroe County Sheriff's Office Taser instructor. The Firearms course will be instructed by a Monroe County Sheriff's Office Firearms Instructor.

**TRAINING SITE (list locations):**

The Taser Refresher course will be held at the Monroe County Sheriff's Office Dormitory Facility located at 7000 East Dunbar Road, Monroe, MI 48161.

The Firearms course will be held at the City of Luna Pier Firearms Range located at 10447 South Harold Street, Luna Pier, MI 48157.

## PROGRAM ANALYSIS

Monroe County Sheriff's Office articulated the need for the two training courses, TASER Refresher and Firearms Training. The TASER refresher and legal update portion of the grant are straight forward and articulate typical refresher police training. The firearms training includes specified behavioral outcomes while potential training safety concerns and includes risk mitigation strategies designed to reduce or eliminate injury are addressed.

The grant, as written, uses standard instructional design and provides a justification for the proposed training topics.

## FISCAL SUMMARY AND ANALYSIS

All requested items are within the grant guidelines, and the match fund requirement of 25% is met. Costs appear to be reasonable for the training to be provided.

### 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	\$14,387.00	96%
2023	\$18,029.00	\$18,029.00	\$9,401.67 YTD	52% YTD

### Delinquencies:

No delinquencies are noted for this grant.

### Priorities:

1. Firearms – Patrol Rifle/Pistol - \$19,154.95 (grant share), \$6,385.00 (match share)
2. Taser Refresher - \$5,131.50 (grant share), \$1,711.00 (match share)

### PRELIMINARY RECOMMENDATION:

Staff recommends funding in the amount of **\$24,286.45**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan State Police	COMMISSION #: 2024-SPEC-290-1
PROJECT TITLE: Forensic Science Training	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$662,482.75

**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). A key component in maintaining laboratory accreditation is a requirement to ensure the competency of laboratory personnel through a continuous training program.

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

This grant request represents a total of 74 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):**

Course	Program Developers	Instruction Hours	Presentation Method	Instructor	Location
ANAB Training	ANSI National Accreditation Board	27	Classroom	TBD	Lansing, MI
ASCLD	American Society of Crime Laboratory Directors	40	Multiple Workshops and Sessions	Multiple Experts	Birmingham, AL
ASCLD	American	64	Multiple	Multiple	Virtual and

Leadership Academy I and ASCLD Symposium	Society of Crime Laboratory Directors		Workshops and Sessions	Experts	Birmingham, AL
ASCLD Leadership Academy II and ASCLD Symposium	American Society of Crime Laboratory Directors	64	Multiple Workshops and Sessions	Multiple Experts	Virtual and Birmingham, AL
MAFS Training	Midwestern Association of Forensic Scientists	40	Multiple Workshops and Sessions	Multiple Experts	Kansas City, MO
AFTE Training	Association of Firearm and Tool Mark Examiners	48	Workshops and Presentations	Multiple Experts	Anchorage, AK
CLIC Training	Clandestine Laboratory Investigating Chemists	40	Workshops and Presentations	Multiple Experts	Minneapolis, MN
Advanced Bloodstain Pattern Analysis	VanStratton and Winer Associates	40	Classroom and Practical Exercises	Mike VanStratton and Kevin Winer	Detroit, MI
Difficult Latent Print Comparison	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
SOFT Training	Society of Forensic Toxicologists	40	Workshops, Posters, Presentations	Multiple Experts	St. Louis, MO
ASQDE Training	American Society of Questioned Document Examiners	40	Workshops and Presentations	Multiple Experts	TBD
AAFS Training	American Academy of Forensic Sciences	48	Workshops and Presentations	Multiple Experts	Denver, CO
Expert Witness	Michigan State Police	32	Classroom, Mock Trial	Multiple Experts	Lansing, MI
Modern Firearms Manufacturing Tours	Advanced Firearm Consulting Group	72	Tour, Lecture, Demonstrations	Allan Offringa and Multiple	New Hampshire, Massachusetts, Connecticut

				Experts	
Across the Spectrum: Infrared Spectral Interpretation	ACS Professional Education	40	Lecture	Brain C. Smith	Virtual
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
American Industrial Hygiene Conference	American Industrial Hygiene Association	32	Workshops and Presentations	Multiple Experts	Columbus, OH
Understanding Exclusion and Sufficiency Decisions	Ron Smith and Associates	36	Classroom and Practical Exercises	Glenn Langenburg and John Black	TBD
Fiber Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
MATT Drug Monitoring Training	Midwest Association of Toxicology and Therapeutic Drug Monitoring	16	Workshops and Presentations	Multiple Experts	Chicago, IL
FBI Question Documents Course	FBI	40	Classroom and Mock Trials	FBI Examiners	TBD
AFQAM Training Conference	Association of Forensic Quality Assurance Managers	32	Workshops and Presentations	Multiple Experts	Daytona Beach, FL
Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearm and Toolmark Examinations	National Institute of Standards and Technology	8	Lecture	Xiaoyu Alan Zheng	TBD
Interpretation of Mass Spectra	Analytical Training Solutions	24	Lecture	O. David Sparkman	Virtual
IABPA	International	32	Workshops,	Multiple	TBD

Conference	Association of Bloodstain Pattern Analysts		Presentation, Case Studies	Experts	
Essential Ridgeology Concepts	Ron Smith and Associates	40	Lecture and Practical Exercises	John Bush	TBD
Advanced Footwear Examination	TBD	40	Classroom and Practical Exercises	Multiple Experts	TBD
Robert F. Borkenstein Course on Alcohol and Highway Safety	Indiana University Center for Studies of Law in Action	40	Classroom and Practical Exercises	Multiple Experts	TBD
Print Process Identification Forensic Document Examiner Conference	Print Process Identification Forensic Document Examiners	32	Workshops, Presentations, Practical Exercises	Multiple Experts	Charlotte, NC
Michigan Safety Conference	Michigan Safety Conference	16	Presentations and Workshops	Multiple Experts	Grand Rapids, MI
IAI Conference	International Association for Identification	40	Workshops and Presentations	Multiple Experts	Reno, NV
Technician Witness	Michigan State Police	24	Classroom and Practical Exercises	Multiple Experts	Lansing, MI
Daubert Testimony	TBD	40	Classroom and Practical Exercises	TBD	TBD
International Conference on Novel Psychoactive Substances	International Society for the Study of Emerging Drugs	24	Presentations and Workshops	Multiple Experts	TBD
Bloodstain Pattern Analysis Unit Meeting	TBD	12	Lecture and Presentations	TBD	Northville, MI
Palm Print Comparison Techniques	Ron Smith and Associates	24	Classroom and Practical Exercises	Ron Smith	Virtual
Polarized Light Microscopy	TBD	40	Classroom and Practical Exercises	TBD	TBD
Midwest Firearms	TBD	16	Lecture and Presentation	Multiple Experts	Grand Rapids, MI

Examiner Training Seminar					
Interpretation of Infrared and Raman Spectra	Infrared & Raman Courses, Inc.	40	Classroom	TBD	Brunswick, ME
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
Comparative Dermatoglyphics	Evolve Forensics	16	Lecture and Practical Exercise	Alice White	Live webinar
Digital Imaging	TBD	40	Classroom and Practical Exercises	TBD	TBD
AFIS Users Conference	Michigan State Police	20	Classroom	Multiple Experts	TBD
FN 15 Rifle/Carbine Armorer Course	FN America	8	Lecture and Demonstrations	TBD	TBD
DEA Forensic Chemist Seminar	Drug Enforcement Administrations	40	Classroom and Practical Exercise	TBD	Dulles, VA
ACSR Conference	Association for Crime Scene Reconstruction	40	Workshops and Presentations	Multiple Experts	TBD
Examination of Simultaneous Impression	Ron Smith and Associates	24	Lecture and Practical Exercise	John Black	TBD
Advanced Fire Debris and Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Beretta 1301 Armorer Course	Beretta	8	Lecture and Demonstrations	TBD	TBD
Forensic Investigation with Blood Pattern Documentation & Ballistics	Sirchie	40	Classroom and Practical Exercises	TBD	TBD
Distortion Interpretation & Feature Distribution	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Footwear Examination	TBD	40	Classroom and Practical	TBD	TBD



			Exercises		
Crime Scene Metal Detector Operations	Tritech Forensics	16	Lecture and Practical Exercises	John Volek	Northville, MI
Basic Digital Imaging	Foray Technologies	24	Lecture and Practical Exercises	David Witzke	Virtual
Tire Track Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Midwest Crime Laboratory Directors Training	Midwest Crime Laboratory Directors	24	Workshops and Presentations	Multiple Experts	TBD
Advanced Crime Scene Photography	Tritech Forensics	40	Classroom, Mock Scene and Practical Exercises	TBD	TBD
Courtroom Testimony Techniques	Ron Smith and Associates	16	Classroom and Practical Exercises	Ron Smith and John Black	TBD
Explosives Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Fingerprint Photography	Tritech Forensics	16	Classroom and Practical Exercises	Keith Mancini	TBD
Paint Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Finding Latent Evidence with Chemistry and Light	Ron Smith and Associates	36	Classroom and Practical Exercises	Brian Dalrymple	TBD
Infrared Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Essentia Camera Operations and Control	Ron Smith and Associates	16	Lecture and Demonstrations	Scott Campbell	Virtual
Raman Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Testimony Master Class	Ron Smith and Associates	16	Classroom and Practical Exercises	Glenn Langenberg	TBD
Ion Chromatography	TBD	16	Classroom and Practical	TBD	TBD

			Exercises		
SHOT Show	Firearms Industry Trade Association	32	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Basic Fire Debris Online Course	National Center for Forensic Science, University of Central Florida, College of Sciences	40	Lecture and Training Modules	TBD	Virtual
Advanced Fire Debris Analysis Online Course	The National Center for Forensic Science	40	Lecture and Training Modules	TBD	Virtual
Mass Spectral Interpretation Online Course	Mass-Spec-Training	40	Lecture and Training Modules	TBD	Virtual
X-Ray Diffraction	TBD	16	Classroom and Practical Exercises	TBD	TBD
SAFDE	Southern Association of Forensic Document Examiners	24	Workshops and Presentations	Multiple Experts	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, 54% of the requested grant funding is for travel related expenses, 45% is for tuition, and the remaining 1% is for supplies and operating costs. Grant funds in the amount of \$300,067.00 are being requested to cover 100% of the tuition costs for the 68 of the 74 training programs. A total of \$357,515.75 is being requested for the travel costs for 65 of the training programs. In addition, supplies and operating costs totaling \$4,900.00 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.

### 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	\$227,306.35	33%
2023	\$699,642.25	\$699,642.25	\$67,714.98 YTD	9.68% YTD

**Delinquencies:**

No delinquencies are noted for this grant program.

**Priorities:**

<b>Priority</b>	<b>Forensic Science Training Courses</b>	<b>Grant Share</b>	<b>Match Share</b>
1	ANAB Training	\$ 28,420.00	\$ 837.56
2	ASCLD Symposium	\$ 30,336.00	\$ 10,437.56
3	ASCLD Leadership Academy I and ASCLD Symposium	\$ 11,512.00	\$ 3,518.78
4	ASCLD Leadership Academy II and ASCLD Symposium	\$ 11,912.00	\$ 3,518.78
5	MAFS Training	\$ 65,078.00	\$ 8,238.81
6	AFTE Training	\$ 24,216.00	\$ 10,166.69
7	CLIC Training	\$ 15,160.00	\$ 4,310.03
8	Advanced Bloodstain Pattern Analysis	\$ 7,116.00	\$ 1,558.36
9	Difficult Latent Print Comparison	\$ 6,484.00	\$ 329.89
10	Fire Debris Analysis	\$ 6,916.00	\$ 825.52
11	SOFT Training	\$ 13,690.00	\$ 4,433.34
12	ASQDE Meeting	\$ 6,014.00	\$ 1,375.52
13	AAFS Training	\$ 21,530.00	\$ 8,708.85
14	Expert Witness Training	\$ 11,104.00	\$ 3,078.74
15	Modern Firearms Manufacturing Tours	\$ 11,662.00	\$ 550.03
16	Across the Spectrum: Infrared Spectral Interpretation	\$ 7,960.00	\$ 183.34
17	Mass Fatality Incident Exercise	\$ 6,450.00	\$ 2,741.77
18	American Industrial Hygiene Conference	\$ 2,154.00	\$ 537.90
19	Understanding Exclusion and Sufficiency Decisions	\$ 2,278.00	\$ 279.89
20	Fiber Analysis	\$ 6,916.00	\$ 825.52
21	MATT Drug Monitoring Training	\$ 2,735.00	\$ 1,908.34
22	FBI Question Documents Course	\$ 1,689.00	\$ 625.52
23	AFQAM Training Conference	\$ 18,067.50	\$ 2,336.34
24	Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearms and Toolmark Examinations	\$ 2,530.00	\$ 275.02
25	Interpretation of Mass Spectra	\$ 6,400.00	\$ 366.69

26	IABPA Conference	\$ 5,914.00	\$ 1,450.02
27	Essential Ridgeology Techniques	\$ 6,334.00	\$ 244.93
28	Advanced Footwear Examination	\$ 7,214.00	\$ 1,150.52
29	Robert F. Borkenstein Course on Alcohol and Highway Safety	\$ 10,134.00	\$ 2,795.02
30	Print Process Identification Forensic Document Examiners Conference	\$ 3,002.50	\$ 435.52
31	Michigan Safety Conference	\$ 393.25	\$ 77.90
32	IAI Conference	\$ 30,762.00	\$ 869.78
33	Technician Witness Training	\$ 7,668.00	\$ 2,565.61
34	Daubert Testimony	\$ 16,110.00	\$ 366.69
35	International Conference on Novel Psychoactive Substances	\$ 2,802.00	\$ 965.02
36	Bloodstain Pattern Analysis Unit Meeting	\$ 7,256.00	\$ 1,141.70
37	Palm Print Comparison Techniques	\$ 1,800.00	\$ 169.93
38	Polarized Light Microscopy	\$ 5,548.00	\$ 825.52
39	Midwest Firearms Examiner Training Seminar	\$ 10,357.50	\$ 275.02
40	Interpretation of Infrared (IR) and Raman Spectra	\$ 17,052.00	\$ 2,666.69
41	Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	\$ 11,170.00	\$ 866.69
42	Comparative Dermatoglyphics	\$ 1,800.00	\$ 254.89
43	Digital Imaging	\$ 5,926.00	\$ 825.52
44	AFIS Users Conference	\$ 19,459.50	\$ 1,954.15
45	FN 15 Rifle/Carbine Armorer Course	\$ 6,397.50	\$ 366.69
46	DEA Forensic Chemist Seminar	\$ 7,695.00	\$ 4,550.02
47	ACSR Conference	\$ 5,914.00	\$ 1,583.34
48	Examination of Simultaneous Impressions	\$ 5,071.00	\$ 329.89
49	Advanced Fire Debris Analysis	\$ 6,916.00	\$ 825.52
50	Beretta 1301 Armorer Course	\$ 7,147.50	\$ 366.69
51	Forensic Investigation with Blood Pattern Documentation & Ballistics	\$ 4,226.00	\$ 1,158.36
52	Distortion Interpretation and Feature Distribution	\$ 6,484.00	\$ 499.82
53	Footwear Examination	\$ 5,726.00	\$ 825.52
54	Crime Scene Metal Detector Operations	\$ 5,147.00	\$ 366.69
55	Basic Digital Imaging	\$ 2,247.00	\$ 169.93
56	Tire Track Examination	\$ 5,926.00	\$ 825.52

57	Midwest Crime Laboratory Directors Conference	\$ 4,948.00	\$ 692.95
58	Advanced Crime Scene Photography	\$ 4,226.00	\$ 1,316.69
59	Courtroom Testimony Techniques	\$ 11,872.00	\$ 334.89
60	Explosives Analysis	\$ 6,916.00	\$ 825.52
61	Fingerprint Photography	\$ 5,521.00	\$ 414.85
62	Paint Analysis	\$ 6,916.00	\$ 825.52
63	Finding Latent Evidence with Chemistry and Light	\$ 6,077.50	\$ 414.85
64	Infrared Spectroscopy	\$ 6,645.00	\$ 783.28
65	Essential Camera Operations and Control	\$ 1,050.00	\$ 254.89
66	Raman Spectroscopy	\$ 6,645.00	\$ 695.52
67	Testimony Master Class	\$ 8,266.00	\$ 254.89
68	Ion Chromatography	\$ 5,113.00	\$ 435.52
69	SHOT Show	\$ 5,344.00	\$ 2,763.34
70	Basic Fire Debris - Online	\$ 1,000.00	\$ 175.52
71	Advanced Fire Debris Analysis - Online	\$ 1,000.00	\$ 175.52
72	Mass Spectral Interpretation - Online	\$ 3,200.00	\$ 175.52
73	X-ray Diffraction	\$ 5,513.00	\$ 435.52
74	SAFDE	\$ 4,301.00	\$ 760.52
Grant Administration		\$ -	\$ 105,068.96
Fiscal Manager		\$ -	\$ 8,573.44
*Rounding Discrepancy		\$ -	\$ 0.03
Grand Total		\$ 662,482.75	\$ 229,115.64

\*The Match total does not equal the Match total on the Budget Detail because of the rounding that takes place in column J on the Personnel Tab of the Budget Detail due to the multiple digits after the decimal point in the figures in column I which is caused by the multiplication of column H and column I.

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$662,482.75**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan State Police	COMMISSION #: 2024-LE-290-1
PROJECT TITLE: Building Forensic and Investigative Capacity in Technology	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$119,060.00

**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 application emphasizes the desire and need to train members in analysis, investigation, and collection of evidentiary material related to wireless and mobile technologies. The 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: Mobile Device Forensics (MDF)  
This is a 36-hour course that includes examination of mobile devices including cell phones and tablets. It includes file systems, recovering data, and Android and Apple iOS.
3. 2024 Techno Security Training and Digital Forensic Conference  
This conference includes international developments, teaching, responsibilities, and ethics in IT security and digital forensics. It includes more than 120 education sessions, 110 industry speakers, and 70 sponsors/exhibitors over 4 days of networking.
4. SANS SEC587:Advanced Open-Source Intelligence (OSINT) Gathering and Analysis  
This is a 44-hour course where students will learn Open-Source Intelligence (OSINT) skills and techniques that law enforcement, intelligence analysts, private investigators, journalists, penetration testers and network defenders use in their investigations.

**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 – Wilmington, NC or Pasadena, CA
SANS SEC587: Advanced Open-Source Intelligence (OSINT) Gathering and Analysis	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 Wilmington, NC and Pasadena, CA. Dates for the sites have not yet been determined. Since the topics may vary, the conference agenda should be included in the quarterly reports.

The SANS SEC587 course will be held at the Michigan State Police Training Academy.



## PROGRAM ANALYSIS

The grant request articulates the need to train members in analysis, investigation, and collection of evidentiary material related to wireless and mobile technologies. The specialized nature of the training 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 competency of staff.

Overall, the grant application provides a justification for the proposed training topics.

## 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	\$76,995.00	77%
2023	\$108,710.00	\$108,710.00	\$7,950.00 YTD	7% YTD

### Delinquencies:

No delinquencies are noted for this grant.

### Priorities:

The priorities within the grant are from highest to lowest:

1. SANS SEC587: Advanced Open-Source Intelligence (OSINT) Gathering & Analysis
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 **\$119,060.00**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan State Police	COMMISSION #: 2024-290-2
PROJECT TITLE: 2024 Leadership Development Academy	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$39,198.75

**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 2024 Leadership Development Academy. These include topics are Epic Leadership Lessons Learned in the Field and Being the Leader Your People Deserve. 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	Instructor	Location
Epic Leadership Lessons Learned in the Field	30-50	2	60-100	Shelli Johnson	TBD
Being the Leader Your People Deserve	30-50	2	60-100	Command Presence	TBD

**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 the 2024 Leadership Development Academies 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 big dreams.

Being the Leader Your People Deserve – Command Presence Training has a long-standing

relationship with the Michigan State police, meeting a wide array of professional development training needs, which includes leadership training, instructor development training, and curriculum development.

**TRAINING SITE (list locations):**

The training sites are to be determined.

## PROGRAM ANALYSIS

The application 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 be 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. This fulfills the 25% match requirement. The requested funds are for invoices for the chosen trainers/speakers, as well as their travel costs, which have been calculated within the approved State rates.

### Funding History:

Grant Year	Requested	Awarded	Expended	% Expended
2023	\$70,663.50	\$70,663.50	\$45,450 YTD	64% YTD

### Delinquencies:

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 - \$18,379.50
2. Being the Leader Your People Deserve - \$20,819.25

### PRELIMINARY RECOMMENDATION:

Staff recommends funding in the amount of **\$39,198.75**, pending Commission approval and final determination of available funding.

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2024 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Northern Michigan University	COMMISSION #: 2024-LE-192-1
PROJECT TITLE: LE Training – Competitive Grant 2024	
PROJECT PERIOD: 1/1/2024 – 12/31/2024	REQUESTED AMOUNT: \$138,866.50

## PROJECT SUMMARY

### **PRIORITY PROGRAM AREAS:**

This grant application consists of twelve distinct courses. Seven of these directly incorporate priority areas, including Emergency Vehicle Operations, Active Duty Firearms Standard, Legal Update, Subject Control, and Officer Safety.

The Police Supervisor Course, Advanced Supervisor Course for Police Officers, Evidence Technician Refresher, Street Cop Report Writing, and REID Technique of Investigative Interviewing and Advanced Interrogation courses do not contain specific priorities and 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 25 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 twelve courses contained in the grant application are:

1. Precision Driving
2. Legal Update
3. Glock – Armorer Certification/Re-Certification
4. Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns)
5. Police Supervisor Course
6. Advanced Supervisor Course for Police Officers
7. Evidence Technician Refresher
8. Effective Fitness Combatives
9. Street Cop Report Writing
10. Street Cop De-Escalation and Crisis Intervention That Actually Works
11. REID Technique of Investigative Interviewing and Advanced Interrogation
12. Use of Force with Virtual Reality (VR) Simulator

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

Course	Trainees per session	Sessions	Total Trained	Instructor	Location
Precision Driving	16-24	2	32-48	Various	Marquette
Legal Update	13	12	156	Matt Wiese	Baraga, Ironwood, Menominee, Manistique, Munising, Sault Ste Marie, Norway/Iron Mountain, Houghton, Escanaba, Marquette
Glock Armorer	13-20	2	26-40	TBD	Marquette
Colt	15-22	1	15-22	TBD	Marquette
Police Supervision Course	13-20	1	13-20	TBD	Marquette
Advanced Police Supervision Course	13-20	1	13-20	TBD	Marquette
Evidence Tech Refresher	13-20	3	39-60	Lisa Oravetz – MSP Crime Lab Technician/Biologist Christina Holms – MSP Crime Lab Technician/Forensic Scientist	Marquette
Effective Fitness Combatives Instructor Course	15-22	1	15-22	TBD	Marquette
Street Cop Report Writing	13-20	3	39-60	Mark Tagliareni – Sergeant for Wycoff Police Department	Marquette, Sault Ste Marie, Baraga
Street Cop De-Escalation and Crisis Intervention That Actually Works	13-20	3	39-60	Jeffrey G. Scholz – retired Senior Investigator from the New York State Police	Marquette, Sault Ste Marie, Baraga
REID Basic and Advanced Interviewing	13-20	1	13-20	Reid and Associated	Marquette
Virtual Reality Use of Force Training	Unlimited	Unlimited	TBD	Ken Love, Jon Kovar	TBD

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**  
Precision Driving Update - 3 trained instructors per session from:

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 Platt – Menominee County SO/State Certified Driving Instructor  
Zach Taylor – Munising PD/Range Technician  
Luke Pell – NMU PD Officer/Range Technician

Legal Update

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

Glock – Armorer Certification/Re-Certification

Glock will assign a regional instructor

Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns)

Colt will assign a regional instructor

Police Supervisor Course

MACNLOW will assign a qualified instructor

Advanced Supervisor Course for Police Officers Instructor

MACNLOW will assign a qualified instructor

Evidence Technician Instructors

Lisa Oravetz – MSP Crime Lab Technician/Biologist  
Christina Holms – MSP Crime Lab Technician/Forensic Scientist  
Subject matter experts are also brought in depending on topics.

Effective Fitness Combatives

Assigned regional instructor

Street Cop Report Writing

Mark Tagliareni – Sergeant for Wycoff Police Department, Bachelor of Arts in Criminal Justice from the University of Delaware and a Master of Arts in Education from Seton Hall University

Street Cop De-Escalation and Crisis Intervention that Actually Works

Jeffrey G. Scholz – retired Senior Investigator from the New York State Police with over 28 years of experience in law enforcement.

REID Technique of Investigative Interviewing and Advanced Interrogation

Instructors will be assigned by Reid and Associates

Use of Force Virtual Reality (VR) Simulator

Ken Love, Jon Kovar

**TRAINING SITE (list locations):**



1. Precision Driving - Marquette
2. Legal Update – Baraga, Ironwood, Menominee, Manistique, Munising, Sault Ste Marie, Norway/Iron Mountain, Houghton, Escanaba, Marquette
3. Glock – Armorer Certification/Re-Certification - Marquette
4. Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns) - Marquette
5. Police Supervisor Course – Marquette
6. Advanced Supervisor Course for Police Officers – Marquette
7. Evidence Technician Refresher – Marquette
8. Effective Fitness Combatives – Marquette
9. Street Cop Report Writing – Marquette, Sault Ste Marie, Baraga
10. Street Cop De-Escalation and Crisis Intervention That Actually Works - Marquette, Sault Ste Marie, Baraga
11. REID Technique of Investigative Interviewing and Advanced Interrogation – Marquette
12. Use of Force with Virtual Reality (VR) Simulator - TBD

## PROGRAM ANALYSIS

Program analysis of the submitted grant gleaned a substantial lack of safety protocols for the following 3 requested training courses:

Glock – Armorer Certification/Re-Certification, Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns), and Precision Driving.

For instance:

- Will the Glock and Colt training be at an open range, classroom, and what safety precautions are involved with preventing an injury?
- Will live fire be involved in any part of the training?

When a site for the training is identified, consider that the 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:

- Ensuring weapons are safe and the public is not at risk
- Dedicated perimeter security
- Mandatory use of ballistic vests
- Emergency medical on-site

In addition, location for all training should include specific locations. Precision Driving, Glock Armorer, and Colt training are listed at “Marquette”.

- Is there a specific firing range or dedicated classroom where safety protocols are initiated for firearms?
  - The training description mentions scenarios. Safety protocols need to be included i.e. the use of red guns, weapons storage, signs, emergency notification procedures. In short, we will need the procedure they intend to use to prevent live weapons and ammunition from entering the training environment.
- Is the Precision Driving in an identified parking lot with safety protocols initiated or at an identified track?

Other locations for training should be reviewed. Please review page 19 of the Grant Guide.

In sum, grant funding is not recommended for the 1) Glock – Armorer Certification/Re-Certification; 2) Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns); and 3) Precision Driving as submitted, for the reasons stated above.

Grant funding is recommended for the 9 other courses, with a recommendation to update locations post review of page 19.

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September 7, 2023

NMU Lt. Love provided supplemental documents regarding the safety procedures and locations for the 3 above mentioned training segments (1) Glock – Armorer Certification/Re-Certification; 2) Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns); and 3) Precision Driving). The supplemental submission 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. Therefore, the grant funding is recommended for 1) Glock – Armorer Certification/Re-Certification; 2) Colt M/16 – AR-15 Armorer’s Training (Rifles-Carbines-Sub Machine Guns); and 3) Precision Driving, in addition to the previously identified training.

## **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 \$6,169.80, which is 3.33% of the total cost. This falls within the recommended guideline of 8%. The request includes 25% match share in the form of personnel costs.

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	\$152,005.16	96%
2022	\$68,858.82	\$68,858.82	\$54,941.69	80%
2023	\$128,030.83	\$128,030.83	\$1,535.27 YTD	1% 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 – \$15,890.26
2. Legal Update – \$6,461.86
3. Glock Armorer – \$10,721.39
4. Colt Armorer - \$10,721.39
5. Police Supervisor Course - \$8,221.39
6. Advanced Police Supervisor Course - \$8,221.39
7. Evidence Tech Refresher - \$5,721.39
8. Effective Fitness Combative Instructor Course - \$20,881.39
9. Street Cop Report Writing - \$9,661.39
10. Street Cop De-Escalation and Crisis Intervention That Actually Works – \$15,661.39
11. Reid Technique of Investigative Interview and Advanced Interrogation - \$12,061.39
12. Virtual Reality Use of Force Training - \$14,641.86

**PRELIMINARY RECOMMENDATION:**

Staff recommends funding in the amount of **\$138,866.50**, pending Commission approval and final determination of available funding.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
 Michigan Justice Training Competitive Grant Program  
**2024 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Grand Valley State University		SIGMA ID/ADDRESS CODE
401 W. Fulton Street, Grand Rapids, MI, 49504		
West Michigan Criminal Justice Training Consortium		
<b>Force Analyst Certification Course</b>		
START DATE January 1, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$132,000

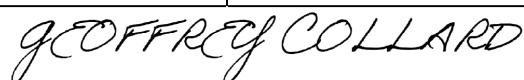
**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

■ *As the Authorized Official, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

Kim Squiers, Director, Sponsored Programs	
1 Campus Drive - 049 JHZ Allendale, MI 49401-9403	
(616) 331-6868	Squiersk@gvsu.edu
SIGNATURE 	DATE 05/22/23

**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 2024 Grant Manual.*

Geoff Collard, Director of Criminal Justice Training	
157 Lake Michigan Hall, One Campus Dr, Allendale, MI, 49402	
(616) 331-8515	collardg@gvsu.edu
SIGNATURE 	DATE 05/23/2023

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

■ *As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

Jennifer Kamradt	
1 Campus Drive – 2015 JHZ, Allendale, MI 49401	
616-331-2205	kamradtj@gvsu.edu
SIGNATURE 	DATE 5/22/23

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>A. PROBLEM IDENTIFICATION</b>

Encounters involving the use of force are often very brief and violent. Law enforcement officers must give their utmost in response, perception, decision-making, and performance to protect themselves and ensure the public's safety. Judgments passed on actions in these situations, whether in administrators' offices, courts, media coverage, or among citizens, are often made quickly before the facts are gathered and without foundation in the science of human behavior or human performance under stress. These issues are important to the West Michigan Criminal Justice Training Consortium (WMCJTC) because use-of-force scenarios can arise quickly in the performance of everyday duties in law enforcement.

To mitigate the problems identified above, Grand Valley State University, on behalf of the West Michigan Criminal Justice Training Consortium (WMCJTC), is seeking a \$132,000 grant to provide the internationally recognized Force Analyst Certification Course by the Force Science Institute to WMCJTC's partner law enforcement agencies. This certification uses the combined knowledge of a team of world-class experts to explore the complex mix of human dynamics involved in the often complicated, confusing, and controversial applications of force by law enforcement personnel. Force Science Institute's curriculum is backed up by case law, scientific research, and expert court testimony.

This training proposal is worthwhile because it is rarely offered in Michigan. With over 95 law enforcement agencies making up WMCJTC, implementing this Force Analyst Certification Course would mean that dozens of agencies throughout West Michigan would benefit from this training, further expanding the regional knowledge and capabilities of our law enforcement officers.

This training fits into the definition of "direct delivery of criminal justice services" because it addresses use-of-force actions taken by law enforcement officers that can arise during the execution of their everyday duties, including traffic enforcement, investigation, community policing, and problem solving. It provides officers with the technical knowledge they need to understand an individual's actions and decision-making, to assess memory of an incident, and to ensure proper collection of all evidence, data, and information.

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>B. TRAINING OBJECTIVES</b>

## **OBJECTIVES, COURSE OUTLINE, AND SCHEDULE**

### **OBJECTIVES**

The Force Analyst Certification Course is a 40-hour, internationally recognized course led by the Force Science Institute. Founded in 2004, the Force Science Institute publishes research on use-of-force topics in peer-reviewed scientific journals and hosts training courses for law enforcement professionals.

The primary objective of the Force Analyst Certification Course is to prepare law enforcement professionals to understand human factor dynamics more thoroughly and completely while investigating cases involving the use of force. Participants will learn to promote peak performance in pressurized situations and understand what actually occurs in tense and emotionally charged use-of-force events. This preparation allows graduates to draw clear, accurate, and concise conclusions in their investigations.

To achieve this learning objective, at the completion of training, participants will be able to:

- Describe why individuals may recall facts they believe to be the truth when their accounts conflict with forensic evidence
- Assess the advisability of making site visits or video reviews before a video statement is recorded
- Explain what sleep and memory research say about timing interviews after significant events
- Identify stress-induced and auditory anomalies and explain how to deal with them during interviews
- Utilize successful interview techniques for an accurate and thorough recollection of details in force encounters
- Consider whether shots to the back reflect what shooters saw when they fired
- Explain how to avoid critical mistakes during post-incident interviews
- Evaluate the facts about use-of-force decisions, including how long it takes to start and stop actions
- Describe how to enhance decision-making through police officer training

## **COURSE OUTLINE AND SCHEDULE**

### **Day 1**

#### **I. Introduction (30 Minutes)**

A. Dr. Bill Lewinski, Executive Director, Force Science Institute

#### **II. Instructional Block 1: Dr. David Hines (120 Minutes)**

*Understanding and leveraging the Psychophysiology of Emotional Intensity*

A. Topics to be covered:

- Intro to Neuroanatomy and the structure and functioning of the human brain.
- Complex chemical interactions involved in decision-making under stress.
- Roles of various segments of the brain during crisis situations.
- The impact of heart rate and respiration on human performance.
- Cognitive and behavioral distortions under stress.
- Process and timing of turning perception into action.
- Mental and physiological dimensions of “fear” and common misunderstandings.

#### **III. Lunch (90 Minutes)**

#### **IV. Instructional block 2: Dr. Bill Lewinski (270 Minutes)**

*Human Factors, Time Dynamics, Cognitive Processing and Officer/Offender Behavior in High-Stress, Rapidly Unfolding Force Encounters. A Course in Force Science Principles and Research Findings.*

*[Note: The instruction provided by Dr. Lewinski is a large, multiple-block collection of instructional units focused on a wide variety of Force Science principles that are distributed throughout the week of the course]*

##### A. Topics to be covered:

- Biomechanics surrounding high stress, rapidly evolving deadly force
- Findings of highly sophisticated time-and-motion studies conducted by the Force Science Institute and the implications for training, officer performance, and post-event investigations.
- Elements of the decision-making processes officers tend to utilize during high stress, rapidly unfolding events and the critical implications of these decision-making processes for investigators and others standing in judgment of officers' actions.
- The scientific realities of human attention and issues that should be considered during investigations
- Understanding human memory, including memory limitations, memory consolidation, and how best to "mine" the memory for the most accurate and thorough level of recollection and recall.
- "Schemas" and their impact of officer behavior and performance in high-stress encounters.

#### **V. Practical Application Exercise and Case Evaluation (30 – 60 Minutes)**

- ##### A.
- The entire student body, with Force Science staff facilitation, will discuss concepts learned in class and their application to an actual officer-involved shooting case and the subsequent investigation and legal processing as detailed in students' course binders.

### **Day 2**

#### **I. Instructional block 3: Mr. Chris Lawrence (90 Minutes)**

*Understanding Vision and the Abilities and Limitations of the Human Visual System*

##### A. Topics to be Covered:

- The exploration of vision systems, the dynamics of sight and the impact of visual issues on human performance.
- Understanding vision and perception.
- How the human eye works under varying conditions, from low-light settings to high-speed, high stress-encounters.
- Understanding the phenomenon of "looming."
- How the eye functions in regard to judging speed and distance.

#### **II. Instructional block 4: Dr. Bill Lewinski (120 Minutes)**

*Continued: Human Factors, Time Dynamics, Cognitive Processing and Officer/Offender Behavior in High-Stress, Rapidly Unfolding Force Encounters. A Course in Force Science Principles and*



*Research Findings.*

**III. Lunch (90 Minutes)**

**IV. Instructional block 5: Mr. Chris Lawrence (150 Minutes)**

*Fundamentals of Human Performance*

A. Topics to be covered:

- Exploration of attention, concentration, and motor performance, and how the number of response options an officer has relative to reacting to a threat can impact the ability to perform quickly and effectively under stress.
- Evaluating the role anticipation and appropriate training that can play a role in improving reaction time.
- An exploration of scientific research conducted into “stimulus/response” timing and officer actions.
- Understanding “Reaction Time,” “Movement Time,” and “Response Time” in the context of investigations.
- An introduction to Human Motor Programs and the Open and Closed Loop response systems.

**V. Practical Application Exercise and Case Evaluation (30 – 60 Minutes)**

- A. The entire student body, with Force Science staff facilitation, will discuss concepts learned in class and their application to an actual officer-involved shooting case and the subsequent investigation and legal processing as detailed in students’ course binders.

**Day 3**

**I. Instructional block 6: Dr. Bill Lewinski (150 Minutes)**

*Continued: Human Factors, Time Dynamics, Cognitive Processing and Officer/Offender Behavior in High-Stress, Rapidly Unfolding Force Encounters. A Course in Force Science Principles and Research Findings.*

**III. Lunch (90 Minutes)**

**IV. Instructional block 7: Dr. Christine Hall (120 Minutes)**

*Sudden In-Custody Death and Law Enforcement Investigations*

A. Topics to be covered:

- Critical issues surrounding the investigatory implications of sudden in-custody deaths.
- Understanding excited delirium: what it is and what it is not.
- Vascular Neck Restraint and Carotid Hypersensitivity.
- An exploration into research focused on OC/pepper spray and sudden in-custody death.
- Positional asphyxia/restraint asphyxia.
- Presentation of research into the CEWs and their effects on subject.

**V. Instructional block 8: Dr. Alexis Artwohl (120 Minutes)**

*The Emotional Component of Crisis Encounters and the Investigatory Implication*

A. Topics to be covered:

- A presentation of research into details on suspects who have killed officers.
- An explanation of varied psychological reactions officers have to major force encounters.
- Perceptual and memory distortions and how often they are found to be experienced by officers involved in force encounters.
- Sleep and memory.
- Stress reactions, duration of stress responses, and stress management after major force encounters.
- Myths and realities of officers' emotional reactions to major force encounters and their impact on future performance.

**VI. Instructional block 9: Dr. Bill Lewinski (30 Minutes)**

*Continued: Human Factors, Time Dynamics, Cognitive Processing and Officer/Offender Behavior in High-Stress, Rapidly Unfolding Force Encounters. A Course in Force Science Principles and Research Findings.*

**VII. Practical Application Exercise and Case Evaluation (30 – 60 Minutes)**

- The entire student body, with Force Science staff facilitation, will discuss concepts learned in class and their application to an actual officer-involved shooting case and the subsequent investigation and legal processing as detailed in students' course binders.

**Day 4**

**I. Instructional block 10: Dr. Edward Geiselman (120 Minutes)**

*The Cognitive Interview: Memory Enhancing Techniques for Investigative Interviewing*

A. Topics to be Covered:

- A step-by-step exploration of cognitive interviewing techniques for law enforcement and the means that investigators can use to more thoroughly and effectively "mine" officers' memories and better ensure a surfacing of as many details as possible about a force incident.
- Understanding how memories are created.
- Special considerations during interviews during officer-involved shooting investigations.
- Strategies for effectively and accurately surfacing deception.

**II. WRITTEN TEST (60 Minutes)**

**III. Lunch (90 Minutes)**

**IV. Instructional block 11: Attorney Laura Scarry, Esq. (120 Minutes)**

A. Topics to be Covered:

- Legalities surrounding use-of-force investigations and discussion of the appropriate approach to investigating force incidents in a manner that will not jeopardize the case legally or further traumatize the involved officer(s) nor limit his/her ability to thoroughly and accurately detail events.
- Best practices in responding to critical incidents.
- Legalities and investigations: How can agencies and officer best know what to expect after a shooting?
- Discussion of legal and investigatory issues surrounding officer statements.

**V. Instructional block 12: Dr. Bill Lewinski (120 Minutes)**

*Continued: Human Factors, Time Dynamics, Cognitive Processing and Officer/Offender Behavior in High-Stress, Rapidly Unfolding Force Encounters. A Course in Force Science Principles and Research Findings.*

**VI. Practical Application Exercise and Case Evaluation (30 – 60 Minutes)**

- A. The entire student body, with Force Science staff facilitation, will discuss concepts learned in class and their application to an actual officer-involved shooting case and the subsequent investigation and legal processing as detailed in students’ course binders.

**Day 5**

**I. Instructional block 13: Dr. Bill Lewinski (210 Minutes)**

*The practical application of information learned during the Force Science Certification Course to actual officer-involved shooting cases and other use-of-force incidents.*

- Dr. Lewinski will take students step-by-step through several actual cases in which the concepts taught in this certification class were applied in a real-world setting to investigations and during court proceedings to increase understanding of the realities of the force encounters being investigated.

Presentation of certificates and parting words

**COURSE SCHEDULE TIME TOTAL**

**(2,430 Minutes, or 40 hours)**

<b>SECTION 2 - PROJECT NARRATIVE</b>
<b>C. TRAINING METHODS</b>

## LEARNING AND TRAINING OBJECTIVES

The Force Science Institute is internationally recognized and dedicated to promoting the value of knowledge through empirical research in behavioral science and human dynamics to enhance public safety and improve peace officer performance in critical situations.

This Certification Course has *never been offered in Michigan* and is critically important to modern-day policing. The Force Science Institute is an internationally recognized training organization and there are no other Michigan vendors offering comparable courses within the state.

The WMCJTC is comprised of 100 agencies. If this grant were approved, numerous departments would be able to send officers to become certified.

The Force Analyst Certification Course is context-based and highly applicable to modern-day policing. Force Science is a science, similar to accident reconstruction or blood-spatter analysis. Professionals certified as Force Analysts will have a foundational understanding of human dynamics they can apply to determine how and why a force confrontation proceeded and evolved as it did. The information produced by these analysts can be vital to administrators, internal affairs personnel, chiefs, review board members, prosecutors, judges, and jurors – all the individuals who must judge the nature of a force incident.

After completing this training, each participant will be certified as Force-Science Analysts, meaning that they have been trained to recognize and articulate important psychological, biological, and physiological factors that can affect behavior and memory in force encounters and pursuit situations.

### **Methods of Training:**

Throughout the Force Analyst Certification Course, relevant context-based lectures and PowerPoint presentations will be used to convey information to attendees. Presenters will also use videos, whiteboards, and flipcharts. This new knowledge will be reinforced with practical application exercises and discussion-based case evaluations at the end of each day. Knowledge will be tested with a written test on Day 4.

### **Hours of Training:**

The Force Analyst Certification Course totals 40 hours. The course is held over five consecutive days (Monday-Friday) and averages eight hours of training per day.

### **Training Text and Materials:**

All course materials and handouts will be shipped to the Holland Department of Public Safety prior to the course and will be provided to participants on the first day of the course. Additionally, the course lesson plan, a laptop, and a USB drive will be helpful to attendees for notetaking purposes. WMCJTC anticipates course materials, handouts, notes, and knowledge will be shared with officers not in attendance by their fellow officers once the course is complete.

### **Training Location:**

The Force Analyst Certification Course will be held at the Holland Civic Center, located at 150 W. 8<sup>th</sup> St. in Holland, Michigan. Due to the anticipated size of the audience, the Holland Civic Center is an appropriate location because of its ability to accommodate large crowds. Additional facility requirements include presentation screens, audiovisual capabilities, restrooms, concessions, and ample parking. The Holland Civic Center meets all facility requirements.

**Instructors: Dr. David Hines, Dr. Bill Lewinski, Mr. Chris Lawrence, Dr. Christine Hall, Dr. Alexis Artwohl, Dr. Edward Geiselman,**

**Dr. David Hines, M.D. – Partnering Instructor for Force Science**

Dr. David W. Hines MD is a Fellow of the [American College of Physicians](#) and has been in medical practice for nearly 40 years. He received his MD from [Chicago's Rush Medical School](#) and continued there through three years of Internal Medicine residency, one year as a Chief Medical Resident and two years as an Infectious Disease Fellow. He continues to be associated with numerous leading hospitals in the Chicago area and is part of the Senior Management Team with one of the largest specialized internal medicine groups in the nation. One of David's skill sets is in explaining confusing medical terminology and physiology in common terms using plain English. His lecture will be devoted to important details of our nervous system, the impact stress has on vision, hearing and memory, and the distortions that stress can create. Grand Canyon University 2018

**Dr. Bill Lewinski, Ph.D. – Executive Director, Senior Researcher and Instructor**

Dr. Lewinski is a leading behavioral scientist whose work has focused on the intensive study of human dynamics involved in high stress, life-threatening encounters. He has a Ph.D. in Police Psychology and is a professor emeritus of Law Enforcement at [Minnesota State University, Mankato](#), where he taught for more than 28 years, was an L.E. Program Director and also chair of the Department of Government. Dr. Lewinski's research has impacted law enforcement officers and agencies worldwide and has revolutionized the way force investigations and training are conducted. He is a popular presenter in the law enforcement industry and has appeared before scores of groups world-wide, ranging internationally from [New Scotland Yard](#), the [Royal Canadian Mounted Police](#) and the [International Association of Chiefs of Police](#) to the [British House of Commons and House of Lords](#) as well as [Obama's President's Task Force on 21<sup>st</sup> Century Policing](#). He has presented to local, state, and national departments throughout North America and the United Kingdom including twice by invitation as a keynote speaker to international medical conferences in the U.K.

**Mr. Chris Lawrence, MA**

Chris Lawrence served as an instructor with the Ontario Police College for more than a decade, where he was involved in the education and training of an average of 1,000 recruits annually. Currently, Chris is involved with several groups focused on analyzing major, rapidly evolving issues that impact law enforcement legally, tactically and administratively.

Chris is also a charter member of the Technical Advisory Board for the Force Science Institute. Since the Institute's inception, Chris has been involved in the development and implementation of the organization's growth initiatives, including the creation and launch of international training programs such as the Force Science Certification Course, strategic planning for the management and expansion of legal support services and the identification, planning and execution of Force Science research projects. In addition, Chris has served as a Force Science Certification Course facilitator since the first class was conducted in London, England in 2008.

Chris is recognized as a leading authority on excited delirium and in-custody death and is frequently

asked to provide expert consultation to the courts, litigators, public safety managers and investigators. He is a widely published author and active presenter who has made presentations on a multitude of topics, including Force Science issues, to international audiences at major law enforcement classes and conferences worldwide.

Chris entered law enforcement in 1979 and has served in a wide variety of capacities, more than half involving training, in his more than 30-year career including patrol, supervisory and investigatory positions and specialized unit involvement including underwater search & rescue, maritime enforcement, and tactical & rescue units. He holds an M.A. from Royal Roads University.

### **Dr. Christine Hall, M.D., MSc FRCPC – Partnering Instructor**

Dr. Christine Hall, MD MSc FRCPC, is a practicing emergency medicine specialist in Canada, certified through a 5 year Royal College residency in Emergency Medicine, completed at the [University of Calgary](#) in 2001. During her residency, Dr. Hall also completed her thesis based Master's Degree in Clinical Epidemiology. She has been in practice as an emergency medicine physician for nearly 20 years and continues to work clinically in the [Department of Emergency Medicine](#) in Victoria, BC, Canada. Dr. Hall became certified as a Tactical EMS provider in 2010. In addition to clinical duties, Dr. Hall also holds a full time administrative position, recently becoming an Executive Medical Director in [Island Health](#). Prior to this administrative opportunity, Dr. Hall has served as the Chief of Staff for [Royal Jubilee](#) and [Victoria General Hospitals](#) in Victoria BC, was the Medical Director of Clinical Operations for the Royal Jubilee Hospital and a Medical Director in Medical Affairs for Island Health. Prior to moving to BC in 2006, Dr. Hall worked in Calgary Alberta, Canada, where she was proud to be an Emergency Department Physician, and a flight physician for [STARS Alberta](#). She also served as the Program Director for the Royal College program in Emergency Medicine while in Calgary.

Dr. Hall's research interest in [Excited Delirium](#) and police use of force dates back to her residency. She was appointed to the Expert Panel on the Medical and Physiological Impacts of Conducted Energy Weapons in Canada in 2012. She has been sought as an expert witness in many formal investigations in Canada, the United States and in Australia, due in part to her role as the principal investigator in the restraint study. She authored that multi-center, prospective study to determine the incidence of death in custody following police interactions that included the use of force, in addition to understanding the association of sudden in custody death to Excited Delirium and the role of various restraint modalities in subject outcome. Dr. Hall continues to publish in peer reviewed journals and to participate in ongoing research initiatives.

### **Dr. Alexis Artwohl, Ph.D.**

Alexis Artwohl, Ph.D. is an internationally recognized behavioral science consultant to law enforcement as a trainer, researcher, and author. She has done extensive training in the USA, Canada, Mexico, the United Kingdom, and Jordan. She is on the National Advisory Boards of the Force Science Institute and the International Law Enforcement Educators and Trainers Association. She serves as the Behavioral Sciences Section Chair for the National Tactical Officers Association. Descriptions of her seminars can be obtained at her website: [www.alexisartwohl.com](http://www.alexisartwohl.com). Dr. Artwohl is co-author of the book DEADLY FORCE ENCOUNTERS and other publications. During her 16 years as a private practice clinical and police psychologist, she provided consultation to multiple agencies throughout the Pacific Northwest as well as traumatic incident debriefings and psychotherapy to numerous public safety personnel and their family members. Her husband, retired Asst. Chief David

S. Butzer, is an international policing consultant with missions to Kosovo, Jordan, Iraq, Afghanistan, and Yemen. Dr. Artwohl can be reached by e-mail at [alexisartwohl@msn.com](mailto:alexisartwohl@msn.com).

### **Dr. Edward Geisselman, Ph.D.**

Edward Geisselman is the co-developer of the Cognitive Interview technique. He was a Professor of Psychology at the [University of California, Los Angeles \(UCLA\)](#), for over 30 years. He has published more than 100 research papers in social-science and police-science journals and he is the author of five books. Professor Geisselman has served on the Los Angeles Superior Court Expert Witness Panel for 18 years and has offered expert testimony in more than 350 criminal trials for both federal and state courts. Professor Geisselman has conducted training consultation for numerous agencies including the [FBI](#), [Homeland Security](#), [Secret Service](#), [LAPD](#), [LASD](#), [Singapore Police Force](#), [Health and Human Services](#), [NTSB](#), [LA Metro Transit Authority](#), and [Walter-Reed Army Hospital](#). He also conducts investigative interviews for local police departments in ongoing cold-case investigations.

### **Out-of-State Vendor Justification**

The Force Science Institute is based in Illinois and is an out-of-state vendor. The Force Analyst Certification Course is an intensive, highly unique training developed by the Force Science Institute and is directly based on scientific research and case studies. It is the leading training program in the nation for analyzing use-of-force incidents.

Prior to the selection of the Force Science Institute, training opportunities from in-state providers were reviewed, including:

**Michigan State Police:** The Michigan State Police offers a wide variety of trainings for law enforcement officers, but none are comparable to the Force Analyst Certification.

**Michigan Municipal League:** The MML offers a variety of professional trainings focusing on leadership, teambuilding, local government, and parliamentary procedure. There are no trainings specifically for law enforcement officers, but none are comparable to the Force Analyst Certification.

**Michigan State University:** The School of Criminal Justice offers a handful of programs, but none are comparable to the Force Analyst Certification.

**Grand Rapids Community College:** GRCC offers a Law Enforcement associate degree but does not appear to offer law enforcement workshops.

**MCOLES:** The MCOLES Schedule of Training Courses details two training opportunities that focus on the use of force:

- [PPCT/HFS Use of Force Instructor](#) – This five-day (40 hour) course “was designed for the individual law enforcement and correction agencies to have in-house instructor(s). Having an in-house instructor can reduce the cost of sending officers to outside training, have a qualified instructor to design programs that meet departmental needs and provide training that coincides with department policies.” MCOLES is offering several sessions of the course in 2023.
- [Use of Force by the Numbers](#) – This two-day (16 hour) workshop is led by the Oakland Police Academy and focuses on the legal issues surrounding the use of force. The description states,

“Attendees will learn why Amendment-based force standards are replacing continuums, matrices and why continuums (or their equivalent) and/or their force levels need to be removed from agency use of force policies. Attendees will learn how to critically apply Amendment-based and negligence force standards and issues to criminal and internal investigations and learn how force continuums have been judicially proven to increase governmental entity and officer liability.” This workshop was held May 2-3, 2023 and has already been completed.

Although these two offerings both address the use of force, neither provides the same type of training as the Force Analyst Certification Course. For many of WMCJTC’s partner law enforcement organizations, for example, it may not be possible to have an in-house instructor for use-of-force topics due to officer workload and long-term funding availability. The Force Analyst Certification Course focuses on providing scientifically-backed information that officers at all levels—not just instructors themselves—can use to improve their performance on the job. This allows participating officers to put their skills to immediate use upon completion of the course.

Additionally, the Force Analyst Certification Course is a five-day (40 hour) course that provides many more topics and much more information than a two-day course (such as Use of Force by the Numbers) can provide. In addition to the legal considerations as touched upon in Use of Force by the Numbers, the Force Analyst Certification Course focuses on the science of the brain, the audiovisual system, biomechanics, and much more. This provides a much more intensive, well-rounded approach to understanding why use-of-force events occur and how to investigate them appropriately.

No other training program in the state or country offers the level of scientific research and data, the internationally recognized professionals leading each session, the comprehensive approach, and the practical application exercises and case evaluations that make the Force Analyst Certification Course stand out. The Force Analyst Certification course is truly one-of-a-kind, and it would provide immeasurable value to our law enforcement officers throughout West Michigan.

## SECTION 2 - PROJECT NARRATIVE

### D. EVALUATION

#### **Evaluation and Knowledge Acquisition:**

*This grant-funded program will be evaluated in the following ways: 1) participant feedback, 2) acquisition of knowledge and 3) program assessment.*

- **Participant Feedback.** 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, as part of the regularly scheduled progress reports.
- **Acquisition of Knowledge.** Students will be evaluated on their acquisition of knowledge through written examinations, including six self-paced, open-book online exams, and a three-part online practical exam, using real-life, officer-involved shooting incidents.
- **Program Assessment.** The MCOLES Student Evaluation Form will be provided at the conclusion of each training course (see attached MCOLES Participant Evaluation Form). 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 instructors' 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.  
**Refer to Page 20 of the Grant Manual**

Course Details			
Course Title Force Science Institute Force Analyst Certification Course			
Training Location Holland Civic Center			
Maximum Participants 90	Minimum Participants (2/3 of Max) 60	Hours of Training Per Session 40 Hours	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$0	\$0	\$0
Contractual Services	\$132,000.00	\$99,000.00	\$33,000.00
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Total <i>Per Session</i> Costs	\$132,000.00	\$99,000.00	\$33,000.00
Total <i>Course</i> Costs	\$132,000.00	\$99,000.00	\$33,000.00

### SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail.

Attendance at the Force Analyst Certification Course will cost \$1,467 per student **without grant funding**. WMCJTC is assuming a full class of 90 students for this five-day course.

Therefore:

$$\text{\$1,467.00 tuition (rounded to)} \times 90 \text{ students} = \text{\$132,000 budget}$$

#### EXPENSES\*

Contractual Services: **\$132,000.00**

- This figure includes all costs for all instructors, including lodging, meals, and teaching fees.

**Total Expenses: \$132,000.00**

## REVENUE

Michigan Justice Training Grant: **\$99,000.00**

Grant Match: **\$33,000.00**

- The matching funds will come from tuition paid by students. With 90 students, **the cost per student with the grant will be approximately \$366.67**. This will provide significant cost savings to students and will encourage more law enforcement agencies in the region to send officers to the training.

**Total Revenue: \$132,000.00**

*\*Please note that there are no facility expenses or refreshment expenses listed in the budget. The West Michigan Criminal Justice Training Consortium, as the agency hosting the training, will cover the cost of refreshments. Additionally, there is no rental cost for the Holland Civic Center for City of Holland-hosted events.*

### SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order.

#### **Highest to Lowest Priority:**

It is imperative that the consortium receive full grant funding for this project to deliver job essential training for police officers employed by the 100 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 1: \$99,000.00 / \$33,000.00 match

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

**Total Grant Share: \$99,000.00**

**Total Match Share: \$33,000.00**

#### **Grant Application Priority List:**

If fully 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 = \$75,466.20

**Priority #2** – Force Analyst Certification Course, grant funds requested = \$99,000.00

<b>CERTIFICATE OF CONSORTIUM MEMBERSHIP</b>
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.

Grand Valley State University
West Michigan Criminal Justice Training Consortium

**Identification:**

**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, and Mecosta
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.

Keith Mulder	West Michigan Criminal Justice Training Consortium, Chair
Signature of Certifying Official <i>Keith Mulder</i>	Date 05/11/2023

Other consortium certification may be submitted as addendum files.

# **APPENDIX**

Appendix A: Matching Funds Letter



**WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM**

89 West 8<sup>th</sup> Street, Holland, MI 49423

May 8, 2023

**To:** Grand Valley State University  
**From:** Keith Mulder, WMCJTC Executive Committee Chair  
**Ref:** 2024 Force Science Analyst Certification Course 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 2024 Force Science Analyst Certification Course. 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:

Contractual Services:

Tuition: Match Share \$33,000

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

## **Appendix B: West Michigan Criminal Justice Training Consortium By-Laws**

### **BY-LAWS**

## **WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM**

### **ARTICLE I**

#### **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 \_\_\_\_\_, 2020.

## Appendix C: West Michigan Criminal Justice Training Consortium Member Agencies



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Allegan Police	Ludington Police
Allegan County Sheriff's Office	Mason County Sheriff's Office
Bangor Police	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
Chikaming Township Police	Newaygo County Sheriff's Office
Coloma Township Police	Newaygo Police
Constantine Police	Niles Police
Covert Township Police	North Muskegon Police
Decatur Police	Norton Shores Police
Douglas Police	Oceana County Sheriff's Office
Dowagiac Police	Ontwa Township – Edwardsburg Police
East Grand Rapids Police	Otsego Police
Fremont Police	Ottawa County Sheriff's Office
Fruitport Township Police	Paw Paw Police
Gerald R. Ford Internatn'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	Scottville Police
Hart Police	South Haven Police
Hastings Police	Sparta Police
Hesperia Village	Spectrum Health
Holland Department of Public Safety	St. Joseph Police
Ionia County Sheriff's Office	Sturgis Police
Ionia Department of Public Safety	Three Oaks Police
Kalamazoo County Sheriff's Office	Van Buren County Sheriff's Office
Kalamazoo Valley CC DPS	Walker Police
Kalamazoo Valley Cmty College Acadmy	Wayland Police
Kalamazoo Township Police Department	Western Michigan University DPS
Kent County Sheriff's Office	White Cloud Police
Kentwood Police	Whitehall Police
Lake County Sheriff's Office	Wyoming Police
Lake Michigan College	Zeeland Police
Lake Odessa Police	
Lakeview Police	
Lawton Police	
Lowell Police	


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2024 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Grand Valley State University		SIGMA ID/ADDRESS CODE CV0020757
STREET ADDRESS/CITY/ZIP 401 W. Fulton Street Nw, 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, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$75,466.20


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

*As the Authorized Official, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

NAME AND TITLE Kim Squiers, Director - Sponsored Programs	
STREET ADDRESS/CITY/ZIP 1 Campus Drive - 049 JHZ Allendale, MI 49401-9403	
TELEPHONE (Direct) 616-331-6868	E-MAIL ADDRESS squiersk@gvsu.edu
SIGNATURE 	DATE 05/18/23

**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 2024 Grant Manual.*

NAME AND TITLE Geoff Collard, 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 collardg@gvsu.edu
SIGNATURE 	DATE 05/17/2023

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

*As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

NAME AND TITLE Jennifer Kamradt, Grants Accounting Manager	
STREET ADDRESS/CITY/ZIP 1 Campus Drive - 2015 JHZ Allendale, MI 49401-9403	
TELEPHONE (Direct) 616-331-2205	E-MAIL ADDRESS kamradtj@gvsu.edu
SIGNATURE 	DATE 5/18/23

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.

## 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 Police Precision Driving Training with the goal of improving the following outcomes:

Police agencies have an ongoing need to provide emergency vehicle operation (EVO) training because most of a law enforcement officer's shift involves operating their cruiser. 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.

Agencies in West Michigan and around the country, are experiencing a high rate of employee turnover for multiple reasons. As with other essential job functions, hiring new and inexperienced officers increases the need for EVO Training. Additionally, the Michigan Municipal Risk Management League, Liability and Property Pool considers the emergency response to incidents a high frequency/high risk job task and recommends every officer attend refresher EVO training every two or three years.

The "Below 100 Initiative" shows that in the past 20 years an officer is more likely to be killed during a motor vehicle crash because they are not wearing their seatbelt, are driving too fast, and/or are complacent. According to the Officer Down Memorial Page (ODMP), deaths associated with automobile crashes and vehicle pursuits account for 36 or 14.7% of all line of duty deaths in 2022. This is a 38% increase in automobile related crashes since 2021. The data confirms there is a need for EVO training to ensure officers have the skills and knowledge to reduce injury, death, and damages.

When a law enforcement officer is involved in a crash, they are not the only one who can be injured. Emergency vehicle crashes impact the occupants of the other vehicles and/or anyone who is utilizing the roadway or in the immediate vicinity of the crash. Often, there is also a negative economic impact on the governmental entity who employs the officer. The goal of our training is to decrease the death and injury of civilians, officers and to prevent property damage. WMCJTC provided EVO training to over 200 officers in 2022. A post class survey had a 41% return rate. The results showed that only one student had been involved in a crash after attending training. The driving techniques learned in class are being used by 57% of students with 71% saying that using the learned techniques helped them avoid a crash. 61% of students have seen an 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 officer's lists EVO as a core task, lists the automobile as the second most frequently used (overall) piece of equipment utilized by patrol officers every shift, and EVO is listed as a high frequency and critical task. The WMCJTC agrees that emergency driving is a daily and high-risk job task. Our training objectives are directly linked to these fundamental job responsibilities.

In summary, full funding will provide law enforcement in West Michigan with training consistent with MCOLES prioritized area of training – EVO.

## 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**

Police Precision Driving consists of four separate segments:

- 1) On-Line Learning
- 2) Defensive Driving
- 3) Emergency Driving
- 4) Defensive and Emergency Driving Refresher Class

During this outcome-based training, students must demonstrate proficiency in each instructed skill.

The program is based on five principles:

- 1) Complying with policy and procedures for emergency driving situations.
- 2) Demonstrating an understanding of legal issues related to EVO.
- 3) Recognizing psychological and physiological factors that influence emergency driving decisions.
- 4) Engaging post incident operations
- 5) Operating a vehicle under emergency conditions

#### **Segment 1: On-Line Learning:**

Students are required to complete an on-line learning program delivered on a 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 EVO Course Content). Each student will be required to pass the written test as a prerequisite for segments two, three and four. A passing score for the test is 80%.

#### **Objectives and 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 and Outlines:**

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

- Operate a patrol vehicle through five 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 (Forward and Reverse), Evasive Maneuvers, Precision Maneuvering, Controlled Braking, Off-Set backing exercise)

- Exercise 1 – 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 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 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 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 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.

1200-1300 Lunch

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

1400-1530 4 medium- speed student practice laps (clockwise) 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 five 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**

0800-0830 Introduction, safety rules, vehicle inspection and classroom

0830-1100 5 defensive driving courses (Cones) – 30 minute per exercise – no less

1100-1200 Cumulative cone course – start outside of vehicle, get in, buckle seatbelt, 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

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**

#### **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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</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	\$0	\$0	\$1,248
Contractual Services	\$0	\$0	\$0
Tuition	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Total <b><i>Per Session</i></b> Costs	Unknown	\$0	Unknown
Total <b><i>Course</i></b> Costs	\$1,248	\$0	\$1,248

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.

<b>Course Details</b>			
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>6</b>

<b>Cost Breakdown</b>			
<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	\$1,052.75	\$166.67	\$886.08
Equipment	\$0	\$0	\$0
Total <i><b>Per Session</b></i> Costs	\$4,799.99	\$925.75	\$3,874.24
Total <i><b>Course</b></i> Costs	\$28,799.94	\$5,554.50	\$23,245.44

NOTES:

1. Six Defensive Driving classes will be held in 2024. 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>7</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	\$3,252.75 [4 sessions] \$4,052.75 [3 sessions]	\$166.67 \$2,200 [4 sessions] \$3,000 [3 sessions]	\$886.08
Equipment	\$0	\$0	\$0
Total <i>Per Session</i> Costs	\$6,999.99 [4 sessions] \$7,799.99 [3 sessions]	\$3,125.75 [4 sessions] \$3,925.75 [3 sessions]	\$3,874.24
Total <i>Course</i> Costs	\$51,399.93	\$24,280.25	\$27,119.68

Note:

1. Seven 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>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	\$3,252.75	\$166.67 \$2,200 [4 sessions]	\$886.08
Equipment	\$0	\$0	\$0
Total <b>Per Session</b> Costs	\$6,999.99	\$3,125.75	\$3,874.24
Total <b>Course</b> Costs	\$27,999.96	\$12,503	\$15,496.96

Note:

1. Four 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 Grant 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. Geoff Collard has been designated as Grant Administrator. It is estimated that his administrative duties will require approximately 16 hours.

- **Administrative in-kind labor contribution = \$1,026.53** (\$45.47 per hour x 41.11% 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 48 hours (6 classes x 8 hours) delivered by 7 instructors per day, equals **336 hours of instruction**. Instruction time for **Emergency Driving** of 56 hours (7 classes x 8 hours) delivered by 8 instructors (includes one safety officer) per day, equals **448 hours of instruction**. Instruction time for **Refresher Training** of 32 hours (4 classes x 8 hours) delivered by 8 instructors (includes one safety officer) per day, equals **256 hours of instruction**. Total Instructional Hours (DD, ED, RT) equals 1040 hours.

- **Instructor in-kind labor contribution = \$50,232** (based on an average departmental rate of \$30.00 per hour and a fringe rate of 61% x 1040 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 = \$15,063.36** (306 maximum possible students divided by 3 [number of students per vehicle] equals 102 vehicles x \$147.68 per day vehicle use expenses (See attached WMCJTC Matching Funds Letter)

**Total Match Share: \$66,321.89**

### **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 hr x 8.44% fringe rate x 350 hrs).

#### **TUITION - Instructor Training:**

In order to maintain enough certified instructors to fill the 50 instructor positions required to deliver the 17 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 eight new driving instructors to this training course for a total of \$24,000.00** (see below).

- (MSP Advanced Precision Driving Program): 8 students x \$2,000 = \$16,000
- (MSP Precision Driving Instructor Program): 8 students x \$1,000 = \$8,000

#### **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):**
  - 8 instructors (single occupancy) x \$85.00 per night x 12 nights equals **\$8,160.**
- **Meals for New Instructor Training (3 weeks of training):**
  - 8 instructors x \$8.50 x 15 breakfasts equal \$1,020.00
  - 8 instructors x \$8.50 x 15 lunches equal \$1,020.00
  - 8 instructors x \$19.00 x 15 dinners equal \$2,280.00

**Total meals for New Instructor Training equals \$4,320.00.**

#### **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. Gingerman however is increasing this year by \$500. **We are requesting rental fees for a total of 11 days, for a total of \$26,600.00.**

- Grattan Raceway: 8 days x \$2,200.00 = **\$17,600.00**
- Gingerman Raceway: 3 days x \$3,000.00 = **\$9,000.00**

#### **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, brake, steering).

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

**TOTAL GRANT SHARE: \$75,466.20**

## 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:* **\$26,600.00 Grant** / \$0.00 Match
- b. *Patrol Vehicles (per day use):* \$0.00 Grant / \$15,063.36 Match

#### **Priority # 2 – Tuition**

- a. *Instructor Training:* **\$24,000.00 Grant** / \$0.00 Match

#### **Priority # 3 – Personnel**

- a. *Program Administrator:* **\$11,386.20 Grant** / \$0.00 Match
- b. *Driving Instructors:* \$0.00 Grant / \$50,232 Match
- c. *Grant Administrator:* \$0.00 Grant / \$1,026.62 Match

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

- a. *Lodging:* **\$8,160.00 Grant** / \$0.00 Match
- b. *Meals:* **\$4,320.00 Grant** / \$0.00 Match

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

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

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

**Total Grant Share: \$75,466.20**

**Total Match Share: \$66,321.98**

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 = \$75,466.20

**Priority # 2** – Force Analyst Certification Course, Grant funds requested = \$99,000.00

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***

## Attachment 1 EVO Course Test

# 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 blindspots.

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 four 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

- 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 4 points by conforming to (select all that apply); \*

*Check all that apply.*

- State statutes and case law.
- Department policy.
- Attorneys.
- Civil Rights Leaders
- Protesters.



# Attachment 2 EVO Course Content



## 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.

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## Introduction

- **As a Police Officer, your patrol vehicle is one of the most important tools you will use.**
- **Automobile manufactures have developed a special “Police Package” vehicle to meet the special needs of police work.**
- **Because your patrol vehicle is so vital, it is imperative that it is reliable through proper care and maintenance.**

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## 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.

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## Under the hood

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## 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

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## 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.



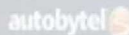
## Anti-Lock Brakes (ABS)

- **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.**

BRAKE

## 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

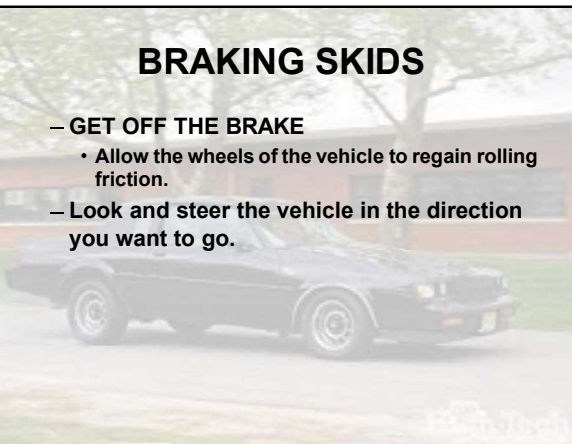
- **GET OFF THE GAS**
  - Allow the drive wheels to stop spinning and regain rolling friction with the roadway surface.
- **EYES ON TARGET**
  - LOOK & STEER WHERE YOU WANT TO

## 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.



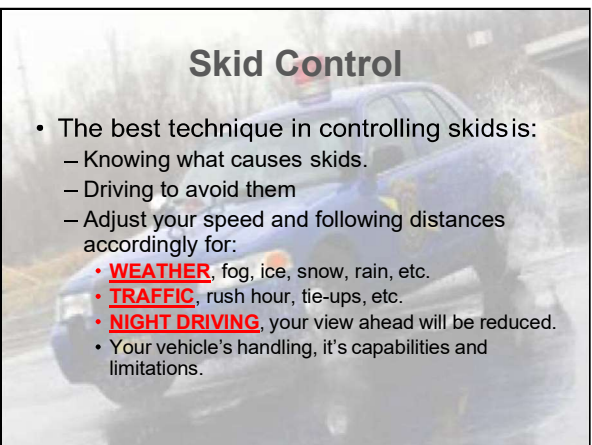
## Skid Control

- 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**.



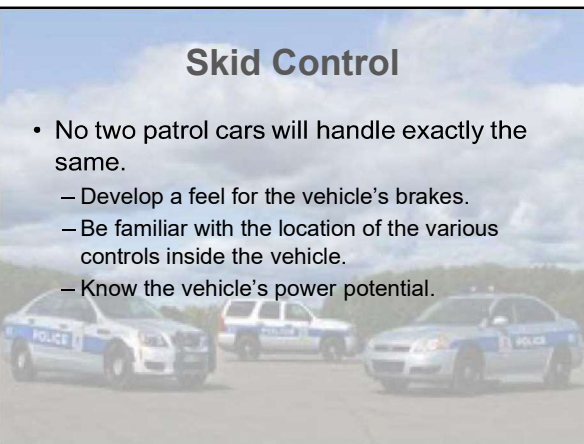
## Skid Control

- 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.

## 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
- Immediate medical attention is needed.
- Fire and police protection
- Imminent childbirth
- Drug overdoses
- Heart attack
- Injury crashes
- 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.

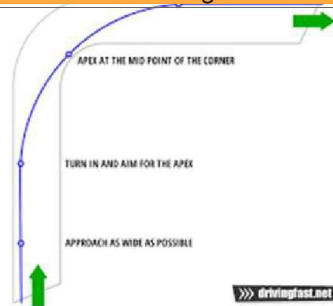


## OUTSIDE-INSIDE-OUTSIDE

- 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**)

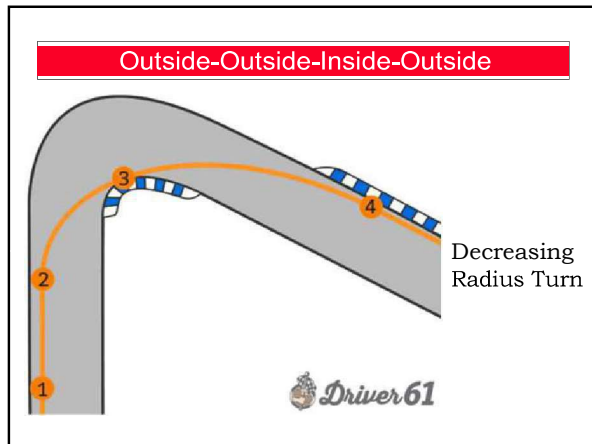
### Outside-Inside-Outside: Right Turn

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

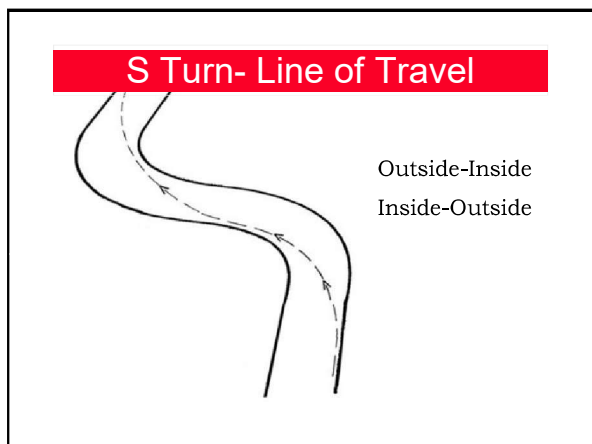
- **If there is a doubt of the apex location, take a late one.**
  - This will cause your entry speed to be slower but should ensure your safe exit out of the curve.
- **Taking an early apex in a late apex curve increases the chance that you will run out of roadway before you exit the turn. (Early in – 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.



### 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.



## Attachment 3 In-Car Discussion Points

### 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

# Attachment 4 DD Student Practical Evaluation

## 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	_____

**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

# Attachment 5 ED Student Practical Evaluation

## Emergency Driving Performance Evaluation Form

Student _____ Instructor _____		
Emergency Contact Name/Agency _____		
Phone Number _____		Date _____
Written Test <input type="checkbox"/> Pass <input type="checkbox"/> Fail		
<input type="checkbox"/> <b>Gingerman Raceway</b> 80% of driver's capabilities	<input type="checkbox"/> Wet <input type="checkbox"/> Pass	<input type="checkbox"/> Dry <input type="checkbox"/> Fail
		<input type="checkbox"/> <b>Grattan Raceway</b> 80% of driver's capabilities
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.

## Attachment 6 MCOLES Evaluation Form

### 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?

# Attachment 7 DD/ED Refresher Course Practical Evaluation

## 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: (3 of 4, 25 (±2mph), no cones)</b>	<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: (1 of 2, no cones)</b>	<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: (3 of 4, 40 (±2mph), no cones)</b>	<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: (1 of 2, Max time: 40 sec &amp; 0 cones)</b>	<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: (3 of 4, 35 (±2mph), no cones)</b>	<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

### 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	
#1			<p><b>17 / 22</b> minimum (Turns x Laps, Minimum 77%)</p> <p>Actual: <u>      </u> / <b>22</b></p> <p>Key:</p> <ul style="list-style-type: none"> <li>BIT - Braking in turn</li> <li>E - Early apex</li> <li>L - Late apex</li> <li>W - Wide of apex</li> <li>OR - Off road</li> <li>LC - Left of center</li> <li>✓ - Proper line</li> </ul>
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			
#11			
80%			

Comments: \_\_\_\_\_

\_\_\_\_\_

# Attachment 8 Follow-Up Driving Survey

## 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

# Attachment 9 WMCJTC By-Laws

## WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM

### ARTICLE I

#### 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.

## Attachment 10 WMCJTC Member Agencies

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 Internatn'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



# WEST MICHIGAN CRIMINAL JUSTICE TRAINING CONSORTIUM

89 West 8<sup>th</sup> Street, Holland, MI 49423

May 9, 2023

**To:** Grand Valley State University  
**From:** Keith Mulder, WMCJTC Executive Committee Chair  
**Ref:** 2024 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 2024 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 = \$50,232.00

Grant Administrator = \$1,026.53

**SUPPLIES AND OPERATING:**

Patrol vehicles = \$15,063.36

The total for the in-kind contribution from the WMCJTC and its agencies is \$66,321.89. 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



## 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, Newago, 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

Other consortium certification may be submitted as addendum files.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
 Michigan Justice Training Competitive Grant Program  
**2024 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT COURT 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-Civil Treatment Training for Employees		
START DATE January 1, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$25860


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

*As the Authorized Official, I have read and agree to all conditions set forth in the 2024 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 05/19/2023

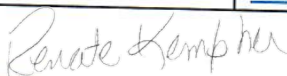
**PROJECT ADMINISTRATOR** (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)

*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 5/19/23

**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 5/19/2023

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.

## 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**

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 MJJ has received feedback from judges, court administrators and other select stakeholders regarding potential issues that impact their staff. These include:

- How do our court staff's actions and behaviors impact the court's mission?
- Do employees have a clear understanding of judge and administrator expectations for fair and professional treatment of co-workers, clients, customers, and the public?
- How can we help court staff understand and model the court's values?
- Do staff know when and where to speak up when issues arise?
- How do we communicate to staff that we genuinely want them to speak up when issues arise?
- How can we arm to employees that we will take actions to address their concerns?
- How does social media impact our workplace?

MJJ has engaged in many activities over the years to provide front line court staff and their immediate supervisors with training and resources to address some of these questions. Unfortunately, we have not addressed them all in one comprehensive training, and many of the supervisors and court staff who have participated in training over the years have transitioned out of the court system.

MJJ has provided courses on Civil Treatment for Leaders (CTL) including chief judges, court administrators and upper-level managers. This course provides leaders with the skills and insights they need to achieve positive business results and engage employees in ways that inspire their best work. Rather than focusing on the law exclusively, CTL focuses on a wide range of behaviors that offer a comprehensive learning solution based on realistic business simulations. With simple and sustainable learning models and tools, many court leaders have developed skills proven to positively impact the workplace culture, and court's mission.

There is a companion course that focuses on Civil Treatment Training for Employees, but MJJ does not have the resources to provide this training.

## 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**

MJI is proposing to contract provide a several one-half day Civil Treatment® for Employees (CTE)– specifically focusing on Government and tailored court support staff and their immediate supervisor’s. This training will be taught by a Michigan-based ELI-certified instructor.

CTE is a dynamic and interactive learning experience that promotes clear understanding of your court’s workplace standards and expectations.

With simple and sustainable learning models and tools, employees will develop skills proven to positively impact the workplace culture in ways that align with the court’s mission, vision, and values.

By focusing on day-to-day behaviors along with the law, CTE is part of a comprehensive and sustainable learning solution designed to challenge and motivate employees to consider the impact of their own behavior and encourage them to speak up when issues arise.

## 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**

MJI is proposing to hold eight one-half day (4 hour) trainings. Training will be held in locations that allow court support staff and their immediate supervisors to easily commute- three in Lansing-, 3 in Detroit, and 2 in Gaylord.

Trainings will be taught by one of ELI’s professional instructors or an ELI-certified instructor, familiar with the Michigan court system.

Training methods use a combination of a workbook, lecture, videos, small group work, and question/answer that mimic real life situations. Each comprehensive training consists of eight modules. The topics and learning objectives/outcomes for each module are:

Module 1: What is Civil Treatment?: Uncivil Behavior Triangle, The Conduct Guidelines.

- Civil Treatment is important for an inclusive and productive workplace.
- Guidelines identify simple behaviors that align with the court’s values and standards and help ensure that people are treated fairly and respectfully.
- The court has multiple resources available to staff to allow them to “Speak Up” when they have a concern.

Module 2: Sexual Harassment (Quid Pro Quo and Hostile Work Environment), SPEAK UP Model™

- It is important to avoid harassment and discrimination and uphold court’s policies.

- The SPEAK UP Model developed by ELI offers a way for employees to raise concerns so that they can be addressed effectively.

Module 3: Electronic Communications and Social Media

- Electronic communications and social media may impact co-workers and the court in multiple ways that could be detrimental.

Module 4: Abusive/Bullying Behavior, Bystander Intervention, Professionalism, Inclusion

- Everyone has a responsibility to welcome new team members, to be inclusive, and to demonstrate respect.

Module 5: Workplace Environment, Inappropriate Mutual Banter

- Humor and fun can be an important part of a productive work environment, provided that court standards and values are upheld.
- Everyone has a responsibility to monitor their own behavior to ensure that it is appropriate for the workplace, and they are supporting an inclusive work environment.

Module 6: Sexual Orientation, Gender Identity, Gender Expression

- Regardless of personal beliefs, employees are expected to work together as a team and to treat each other professionally.

Module 7: Supervisor's Duty to Act

- It is important to share problems or concerns with supervisors so that situations can be promptly addressed and resolved.

Module 8: Employee-To-Employee Retaliation and Its Impacts

- Employees are expected to treat each other with respect and as members of the team.
- Supervisors may hold employees accountable in instances where employees fail to treat each in a manner consistent with court standards.

<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>

MJI will conduct the standard on-site evaluation.

Since there is no post-training evaluation component built into the budget, it is difficult to implement a Kirkpatrick style behavioral change instrument. However, as resources allow, we will canvass a representative-sample of participants as well as court administrators and/or judges to provide observational comments.

Granted such instruments tend to be subjective in nature, administrators/judges are likely in the best position to identify if change has occurred.

A simple post-test survey is expected to be sent two or three months after the training took place.

The post survey to participants will include:

1. Briefly describe the training you completed
2. Did the training provide any lessons related to your on-the-job roles?

3. If yes, please describe them.
4. Did the training improve your ability to perform your job?

The survey of court administrators/judges will mirror the participant survey and focus on two basic questions, with an opportunity to comment if appropriate:

1. Did the training provide any lessons related to your employee's on-the-job roles?
2. Did the training improve your employee's ability to perform their job?

**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 Court Support Staff Training-Civil Treatment Training for Employees			
Training Location Lansing Michigan-Hall of Justice			
Maximum Participants 30	Minimum Participants (2/3 of Max) 20	Hours of Training Per Session 4	Number of Sessions 2

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$822	\$	\$822
Contractual Services	\$2900	\$2900	\$
Tuition	\$	\$	\$
Travel	\$421	\$	\$421
Supplies & Operating	\$1635	\$1410	\$225
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$5778	\$4310	\$1468
Total <b>Course</b> Costs	\$11556	\$8620	\$2936

<b>Course Details</b>			
Course Title Court Support Staff Training-Civil Treatment Training for Employees			
Training Location Detroit-Federal Reserve Bank of Chicago-Detroit Branch			
Maximum Participants 30	Minimum Participants (2/3 of Max) 20	Hours of Training Per Session 4	Number of Sessions 2

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$822	\$	\$822
Contractual Services	\$2900	\$2900	\$
Tuition	\$	\$	\$
Travel	\$636	\$	\$636
Supplies & Operating	\$1635	\$1410	\$225
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$5993	\$4310	\$1683
Total <b>Course</b> Costs	\$11986	\$8620	\$3366

<b>Course Details</b>			
Course Title Court Support Staff Training-Civil Treatment Training for Employees			
Training Location Kirkland Community College-University Center-Gaylord			
Maximum Participants 30	Minimum Participants (2/3 of Max) 20	Hours of Training Per Session 4	Number of Sessions 2

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$822	\$	\$822
Contractual Services	\$2900	\$2900	\$
Tuition	\$	\$	\$
Travel	\$630	\$	\$630
Supplies & Operating	\$1635	\$1410	\$225
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$5987	\$4310	\$1677
Total <b>Course</b> Costs	\$11974	\$8620	\$3354

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**

ELI, the producer of the Civil Treatment Training for Employees (CTE) charges a flat rate of \$2900 per session, for up to 80 participants per session. Additionally, each participant receives a copyrighted workbook at a cost of \$55 each.

It is anticipated that the project director and program assistant

**Personnel:** Two MJJ staff will be involved in administering and/or providing support for the training and attending the sessions. Each MJJ staff will dedicate up to 6 hours for each training. Staff salary and benefits for each training totals \$137 per hour

**Total for Personnel costs=\$822 per training x 6 sessions=\$4932**

**Grant Share: \$0      Match Share: \$4932**

**Contractual Services:** ELI, the developer and producer of the Civil Treatment Training for Employees (CTE) charges a flat rate of \$2900 per session, for up to 30 participants per session.

**Total contractual: \$2900 per session x 6 sessions=\$17400**

**Grant Share: \$17400      Match Share: \$0**

**Employee Travel:** The specific line items are detailed in the attached budget. Travel costs will vary depending upon location.

Lansing: \$25 x 2=\$50

Detroit: \$179 x 2=\$358

Gaylord: \$235 x 2=\$470

**Total Travel-Employee: \$880      Grant Share: \$      Match Share: \$880**

**Travel-Contractor: Travel for contractor will be limited to lunch at each session**

Lansing: \$13

Detroit: \$15

Gaylord: 12

**Total Travel- Contractors=\$40**

**Grant Share: \$0**

**Match Share: \$40**

**Travel-Student:** A major issue preventing court support staff from attending in-person seminars is the lack of training funds at the local level to support out-of-office seminars for these lower-level positions; especially with reduced dollars from funding units. MJJ does not have funding to support student travel.

Since these are regional trainings, we will not provide any lodging for participants, but instead provide a later start time to allow participants to travel from various destinations. As a result, there will be lunch costs.

**Lansing:**

30 lunches x \$12.75/lunch = \$382.50 per session x 2 sessions: \$765

**Detroit:**

30 lunches x \$14.75/lunch = \$442.50 per session x 2 sessions: \$885

**Gaylord:**

30 lunches x \$12.75/lunch = \$382.50 per session x 2 sessions: \$765

**Total Travel-Student = \$2415    Grant Share: \$0    Match Share: \$2415**

**Supplies and Operating:**

Participants will be required to use a copyrighted workbook. Each workbook costs is usually \$55. For MJJ the cost is \$47 per workbook. In addition, we may need to rent a/v at Lansing and Detroit locations. If so, MJJ will incur the costs as a match. We will incur room rental and A/V costs at the Gaylord site.

**Lansing:**

30 workbooks @ \$47/book = \$1410 per session x 2 sessions = \$2820

A/V rental: 1 projector and 2 microphones: \$225/day = \$450

**Detroit**

30 workbooks @ \$47/book = \$1410 per session x 2 sessions = \$2820

A/V rental: 1 projector and 2 microphones: \$225/day = \$450/day

**Gaylord:**

30 workbooks @ \$47/book = \$1410 per session x 2 sessions = \$2820

A/V and room rental: \$225/day = \$450/day

**Total Supplies and Operating: \$9810**

**Grant Share: \$8460    Match Share: \$1350**

**Total funding request = \$35517.**

**Grant share is \$25860 (72.81%) Match Share is \$9657 (27.19%)**

**Note: The above numbers differ slightly from the budget detail due to rounding.**

### **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 court, 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:**

Each session should be considered for equal priority. In the event that this grant cannot be fully funded, MJJ's priorities would be to at least provide 1 session in each location:

1. Lansing- 1 session
2. Detroit- 1 session
3. Gaylord-1 session

### **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 Court:

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  
**2024 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Monroe County Sheriff's Office		SIGMA ID/ADDRESS CODE CV0062123 / 001
STREET ADDRESS/CITY/ZIP 100 East Second Street, Monroe, MI 48161		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) FY2024 Monroe County Annual Training Plan		
START DATE January 1, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$ 24,286.45


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

*As the Authorized Official, I have read and agree to all conditions set forth in the 2024 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 May 18, 2023


**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 2024 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 05-18-23

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

*As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 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 5-18-23

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.

<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 Monroe County Sheriff's Office is proposing the Monroe County Annual Training Plan, 2024. This plan includes the following:

- Taser Refresher – a two (2) hour block of instruction taught by a Monroe County Sheriff's Office Taser Instructor.
- Firearms Training - an eight (8) hour block of instruction taught by a Monroe County Sheriff's Office Firearms Instructor.

Axon (the company that manufactures Taser) recommends a yearly refresher course for all officers who carry a Taser. This 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.

Deputy Sheriffs must have the ability to deploy their patrol rifle safely and efficiently. This course will teach proper mechanics and utilize drills to increase the deputy's proficiency and working knowledge. This course will also cover department policy will regard to issued firearms.

**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 FY2024 Monroe County Annual Training Plan objectives are as follows:

**Taser Refresher**

Priority Program Area: Officer Safety / Subject Control

Hours: 2

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. Understand the capabilities of the new Taser cartridges
7. Demonstrate that they can fire the Taser into the attended target area

**Firearms Training – Patrol Rifle / Pistol**

Priority Program Area: Officer Safety

Hours: 8

Officers: 85

At the completion of the training deputies will be able to:

1. Properly “stage” the patrol rifle and quickly put it into service
2. Recognize and clear common malfunctions
3. Safely transition between a rifle and pistol
4. Understand the difference between cover vs concealment
5. Utilize multiple shooting positions to maximize the use of cover
6. Demonstrate proper tourniquet storage and deployment

## 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**

#### **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. Additionally, deputies will demonstrate that they can, in a proficient manner transition from a dart deployment to a drive stun on the target.

#### **Firearms - Patrol Rifle / Pistol**

This is an 8 hour course that will be taught by a Monroe County Sheriff's Office Firearms Instructor who is certified in teaching both rifle and pistol. The training will be conducted at the City of Luna Pier firearms range. The firearms range has restricted access (fence / gate). The range has tall dirt berms on three sides, protecting against errant rounds or 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. St. Vincent Mercy Medical Center is a Level 1 trauma center and is located 13.3 miles away. A safety briefing will take place prior to any training / weapons handling.

This is a hands on, accelerated shooting class, focused on proper deployment of a patrol rifle during a critical incident. Drills will include weapons storage and deployment, malfunction clearance, multiple shooting positions utilizing cover / concealment, handgun transitions. Deputies will live-fire approximately 400 rifle rounds and 100 pistol rounds from their service weapons to become proficient.



**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**

**Taser Refresher**

Participants will be evaluated by both classroom participation and hands on demonstration. Deputies must demonstrate that they can successfully fire two Taser cartridges into a target. Additionally, they must demonstrate they can transition from a dart deployment to a drive stun on the target.

Deputies will be afforded the opportunity to provide feedback / evaluation of the course materials and instructors via the use of an MCOLES approved evaluation form.

**Firearms – Patrol Rifle / Pistol**

Participants will be evaluated with a proficiency assessment, verbal critiques, practical exercise and remediation if necessary during the live fire portion of the course.

Deputies will be afforded the opportunity to provide feedback / evaluation of the course materials and instructors via 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 Taser Refresher			
Training Location Monroe County Sheriff's Office – Dormitory Facility 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	\$6,842.50	\$5,131.50	\$1,711.00
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$1,710.63</b>	<b>\$1,282.88</b>	<b>\$427.75</b>
<b>Total <i>Course</i> Costs</b>	<b>\$6,842.50</b>	<b>\$5,131.50</b>	<b>\$1,711.00</b>

**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  
Firearms – Patrol Rifle / Pistol

Training Location  
City of Luna Pier Firearms Range – 10447 South Harold St, Luna Pier, MI 48157

Maximum Participants 22	Minimum Participants (2/3 of Max) 15	Hours of Training Per Session 8	Number of Sessions 4
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**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	\$25,539.95	\$19,154.95	\$6,385.00
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$6,384.99	\$4,788.74	\$1,596.25
Total <b><i>Course</i></b> Costs	\$25,539.95	\$19,154.95	\$6,385.00

## 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**

### **Taser Refresher**

This course will be taught by a Monroe County Sheriff's Office Taser instructor. Axon, the company who manufactures Taser, recommends all users complete a refresher course, yearly. 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 \$6,842.50. The application is requesting \$5,131.50 in grant funding with \$1,711.00 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 \$6,842.50.

There are no additional costs associated with this course.

### **Firearms – Patrol Rifle / Pistol**

This course will be taught by a Monroe County Sheriff's Officer Firearms instructor. This course is a total of eight hours. There will be a total of four sessions, attended by a maximum of 22 deputies per session. This course will be hosted at the City of Luna Pier Firearms Range.

The cost of this course is \$25,539.95. The application is requesting \$19,154.95 in grant funding with \$6,385.00 as a county match coming from within the Sheriff's Office budget.

Each deputy will fire approximately 400 rounds of .223 rifle ammunition from his/her duty rifle. 400 rounds times 85 deputies equals 34,000 rounds of ammunition fired. The total cost of the .223 rifle ammunition is \$22,440.00. The grant request for this portion of the course is \$16,830.00, the match portion will be \$5,610.00.

During the next portion of this training each deputy will fire approximately 100 rounds of 9mm ammunition from his/her duty rifle. 100 rounds times 85 deputies equals 8,500 rounds of ammunition fired. The total cost of the 9mm ammunition is \$3,099.95. The grant request for this portion of the course is \$2,324.95, the match portion will be \$775.00.

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	Firearms – Patrol Rifle / Pistol	\$25,539.95	\$19,154.95	\$6,385.00
2	Taser Refresher / Cartridges	\$6,842.50	\$5,131.50	\$1,711.00
Totals		\$32,382.45	\$24,286.45	\$8,096.00

## 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  
**2024 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, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$662,482.75

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

*As the Authorized Official, I have read and agree to all conditions set forth in the 2024 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 nyej1@michigan.gov	
SIGNATURE	DATE 5/30/23	

**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 2024 Grant Manual.*

NAME AND TITLE Nicole Marsh, Grant Manager		
STREET ADDRESS/CITY/ZIP 7320 North Canal Road, Lansing, MI 48913		
TELEPHONE (Direct) 517-636-4447	E-MAIL ADDRESS marshn@michigan.gov	
SIGNATURE	DATE 5/30/23	

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

*As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 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 ruessst@michigan.gov	
SIGNATURE	DATE 5/30/23	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.

## 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 2024 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 2024 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)

**American Society of Crime Laboratory Directors (ASCLD) Leadership Academy I and ASCLD Symposium:** This training is a Level 1 course designed specifically for newly appointed supervisors and supervisors who have had little opportunity for previous formal management training and education. The Academy is a blended training model, combining weekly lecture-style webinars with a "Management Lab" at the annual ASCLD symposium where students will participate in hands-on, practical exercises to develop their skills. The training wraps up at the ASCLD Symposium where the attendees will attend the Leadership Academy Capstone which consists of both lectures and group exercises meant to teach leadership principles and to demonstrate and test skills taught during the course. (64 hours)

**American Society of Crime Laboratory Directors (ASCLD) Leadership Academy II and ASCLD**

**Symposium:** The Level II Academy will focus on providing quality instruction to forensic science leaders who are responsible for entire forensic programs, multiple sections and teams, or an entire forensic laboratory. The ASCLD Leadership Academy Level II builds upon the instruction of Level 1 and qualifies participants to test for the Certified Forensic Manager Level 2 exam (CFM-II). The training wraps up at the ASCLD Symposium where the attendees will attend the Leadership Academy Capstone which consists of both lectures and group exercises meant to teach leadership principles and to demonstrate and test skills taught during the course. (64 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 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)

**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)

**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)

**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)

**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)

**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)

**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)

**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 Training:** 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)

**Modern Firearms Manufacturing Tours:** This multi-state training experience familiarizes firearm examiners with the various manufacturing methods used by firearm manufacturers, and how these

methods affect the individuality of fired bullets and cartridges which forms the basis of firearms identification. Completion of this training will provide FSD examiners with a solid understanding of current firearms production methods and products, will better prepare participants for courtroom testimony, and satisfy a recommended training requirement from the Association of Firearm and Tool Mark Examiners. (72 hours)

**Across the Spectrum – Infrared Spectral Interpretation:** This training provides trainees an overview of how to determine unknown molecular structures from infrared spectra. The bulk of the course is a discussion of important infrared bands of a number of economically important molecules including alkanes, aromatics, alcohols, esters, and amines. Special discussions of polymers and inorganics are included. Upon completion, participants will gain a complete understanding of interpreting IR spectra, be able to identify structures with higher accuracy and save time and money with quicker structure identification. (40 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)

**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)

**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)

**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)

**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)

**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)

**Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearms and Toolmark Examinations:** The goal of this workshop is to provide participants the foundational knowledge of emerging tools and technologies related to firearms and toolmark comparisons. Training includes the theory behind different styles of 3D microscopes, acquiring quality traceable data, processing methods of raw data, quantitative comparison algorithms, statistical frameworks for Firearms and Toolmarks, and virtual comparison microscopy. (8 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)

**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)

**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)

**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)

**Robert F. Borkenstein Course on Alcohol and Highway Safety:** This program, specific to alcohol and transportation, focuses on defense challenges to breathe alcohol testing, research on forensic alcohol analysis, and expert witness testimony. After completing this course, new toxicologists will understand the theory of alcohol analysis in biological samples, interpret alcohol findings in forensic casework and understand the significance of alcohol analysis in criminal, especially OWI cases. This is a training requirement for all new toxicologists in FSD. (40 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)

**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)

**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)

**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)

**Daubert Testimony**: This training is a refresher course on preparing for and testifying in a Daubert Hearing which will give the examiner more confidence when they are faced with Daubert style questions during their testimony. This training will include testifying about 3D technology, give the examiner practice on how to respond to challenges from critics in our field and discern what is important to address during a Daubert Hearing and what is not. (40 hours)

**International Conference on Novel Psychoactive Substances**: This is a professional conference to share knowledge and strengthen collaboration on Novel Psychoactive Substances (NPS) among multidisciplinary professionals at the international level. Upon the completion of this conference attendees will have a better understanding of the pharmacology and effects of NPS, explore and understand policy and legislative responses to NPS, and have had opportunity to meet leading experts in the field. (24 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)

**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)

**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)

**Midwest Firearms Examiner Training Seminar**: This training assists in the development of laboratory testing, management principles and disseminating crucial forensic based information. In addition, this meeting will bring together Laboratory Directors from the Midwest Region and provides opportunity for networking with members from other states neighboring the State of Michigan. (16 hours)

**Interpretation of Infrared (IR) and Raman Spectra**: This seminar provides trainees an overview of how to determine unknown molecular structures from infrared and Raman spectra. Upon the conclusion of this seminar, attendees 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)

**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)

**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)

**Digital Imaging for Trace**: 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)

**AFIS Users Conference**: This annual conference provides continuing educational training in current research and best practices for all latent print practitioners in the state and offers a platform to improve and continue communications between multiple agencies in the State of Michigan that provide forensic friction ridge examination and expert testimony. The conference provides free training to local agencies along with the MSP FSD. (20 hours)

**FN 15 Rifle/Carbine Armorer Course**: This course focuses on the mechanical functioning, disassembly/reassembly, maintenance, troubleshooting, and field repair of the FN 15 rifle. Upon completion of this training, attendees will be able to explain and demonstrate the removal, disassembly, repair, and/or replacement of component parts, conduct the appropriate inspection, gauging, and adjustment of the FN 15 and troubleshoot issues when firearms similar to this is received as evidence. (8 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)



**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)

**Examination of Simultaneous Impressions:** This course consists of lecture and discussion on the pilot study conducted on simultaneous impressions including the results, documentation, error rates and conclusions of the study along with future considerations of simultaneous examination impact on the analysis of latent prints. Practical exercises will be completed to demonstrate the techniques and analysis. At the completion of the training the participant will understand the research and finding to date on simultaneous impression analysis, understand how to properly document simultaneous impressions in notes and annotations and understand how to properly complete an examination of simultaneous impressions and the clues from the deposition process. (24 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)

**Beretta 1301 Armorer Course:** This course focuses on the mechanical functioning, disassembly/reassembly, maintenance, troubleshooting, and field repair of the Beretta 1301 shotgun. Upon completion of this training, attendees will be able to explain and demonstrate the removal, disassembly, repair, and/or replacement of component parts, conduct the appropriate inspection, gauging, and adjustment of the Beretta 1301 shotgun and troubleshoot issues when firearms similar to this is received as evidence. (8 hours)

**Forensic Investigation with Blood Pattern Documentation and Ballistics:** This course covers state-of-the-art methods of identifying, recording, processing and preserving various types of evidence found at the scene of the crime. The program is geared for hands-on use of equipment, materials and supplies necessary for a thorough and comprehensive forensic investigation mission. (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)

**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)

**Crime Scene Metal Detector Operations:** This course will provide the crime scene investigator with a basic understanding of the nomenclature and operation of metal detectors, teach the techniques needed to successfully locate metallic items of evidence such as, but not limited to, firearms, projectiles, and shell casings and permit the investigator to find more evidence and/or find the evidence more quickly. Training to include lecture and practical exercises about crime scene metal detecting: assembly and set up, Target ID for different metals and depths, ground balancing, frequency adjustment, tone ID, search modes, discrimination, field metal detecting. (16 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)

**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)

**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. (24 hours)

**Advanced Crime Scene Photography:** This training will prepare participants for advanced photography techniques (different lighting, BPA, EQ, ALS) and include mock scene and hands-on exercises. Upon completion of this training, attendees will be able to properly photograph scenes where lighting is insufficient, properly photograph footwear, tire tracks and latent prints and properly photograph shooting incident scenes. (40 hours)

**Courtroom Testimony Techniques:** The course is designed to explain the best ways to provide expert witness testimony in order to confidently testify to friction ridge expertise. Upon completion of the training, attendees will understand the difficulties and anxiety in expert testimony to control the outcome, address questions in an unbiased and confident manner and understand juror perception and defense tactics. (16 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)

**Fingerprint Photography:** This course will begin with a review of basic photography and will move into more advanced techniques that can be employed to illuminate and photograph friction ridge evidence. Specialized lighting techniques will include, Axial Lighting, Bounce Lighting, Diffused Lighting, Direct Lighting, Direct Reflected Lighting, Oblique Lighting, and Transillumination. Photography techniques including camera and subject stabilization to help ensure examination quality photographs will result and the proper use of scales. (16 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)

**Finding Latent Evidence with Chemistry and Light:** The purpose of this training is to enable the student to identify the best technique for developing the maximum evidence, to understand and exploit fluorescence as a powerful detection strategy, using a range of Forensic Light Sources, to record impression evidence faithfully and accurately and to prepare and use the chemical reagents safely in a laboratory environment. The student will learn about lasers and light sources as key forensic technology, as well as the principles behind luminescence detection of evidence. (36 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)

**Essential Camera Operations and Control:** This course will provide training on the manual settings of digital cameras to include operations and controls and a description of the dials and setting to meet best practice guidelines for best outcomes during photography. Upon the completion of this training, attendees will be able to properly assess an item for best photography results, use appropriate camera settings for depth of field for best focus and understand how to account for lens distortion and reciprocity. (16 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)

**Testimony Master Class:** This is a 2-day “master class” in sharpening your testimony skills. The focus of the course is on admissibility hearings (i.e. Daubert, Frye, 702, etc.). The first day consists of lectures that will increase your knowledge of the relevant case law, rules of evidence, and legal issues in admissibility hearings. The second day is your chance to practice testimony related to admissibility issues. In a small, intimate group, we will perform moot court exercises. These exercises however will emphasize learning and practice and not on “crushing the student”. I use an innovative

method for moot courts which will take some of the pressure off of the student. Increase your confidence in handling these legal challenges and develop a strategy for admissibility challenges now before it is too late. (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)

**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)

**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)

**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)

## 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; eight in-state programs have been identified for 2024. 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	Birmingham, AL
ASCLD Leadership Academy I and ASCLD Symposium	American Society of Crime Laboratory Directors	64	Multiple Workshops and Sessions	Multiple Experts	Virtual and Birmingham, AL
ASCLD Leadership Academy II and ASCLD Symposium	American Society of Crime Laboratory Directors	64	Multiple Workshops and Sessions	Multiple Experts	Virtual and Birmingham, AL
MAFS Training	Midwestern Association of Forensic Scientists	40	Multiple Workshops and Sessions	Multiple Experts	Kansas City, MO
AFTE Training	Association of Firearm and Tool Mark Examiners	48	Workshops and Presentations	Multiple Experts	Anchorage, AK
CLIC Training	Clandestine Laboratory Investigating Chemists	40	Workshops and Presentations	Multiple Experts	Minneapolis, MN
Advanced Bloodstain Pattern Analysis	VanStratton and Winer Associates	40	Classroom and Practical Exercises	Mike VanStratton and Kevin Winer	Detroit, MI
Difficult Latent Print Comparison	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
SOFT Training	Society of Forensic Toxicologists	40	Workshops, Posters, Presentations	Multiple Experts	St. Louis, MO
ASQDE Training	American Society of Questioned Document Examiners	40	Workshops and Presentations	Multiple Experts	TBD

AAFS Training	American Academy of Forensic Sciences	48	Workshops and Presentations	Multiple Experts	Denver, CO
Expert Witness	Michigan State Police	32	Classroom, Mock Trial	Multiple Experts	Lansing, MI
Modern Firearms Manufacturing Tours	Advanced Firearms Consulting Group	72	Tour, Lecture, Demonstrations	Allan Offringa and Multiple Experts	New Hampshire, Massachusetts, Connecticut
Across the Spectrum: Infrared Spectral Interpretation	ACS Professional Education	40	Lecture	Brian C. Smith	Virtual
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
American Industrial Hygiene Conference	American Industrial Hygiene Association	32	Workshops and Presentations	Multiple Experts	Columbus, OH
Understanding Exclusion and Sufficiency Decisions	Ron Smith and Associates	36	Classroom and Practical Exercises	Glenn Langenburg and John Black	TBD
Fiber Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
MATT Drug Monitoring Training	Midwest Association of Toxicology and Therapeutic Drug Monitoring	16	Workshops and Presentations	Multiple Experts	Chicago, IL
FBI Question Documents Course	FBI	40	Classroom and Mock Trials	FBI Examiners	TBD
AFQAM Training Conference	Association of Forensic Quality Assurance Managers	32	Workshops and Presentations	Multiple Experts	Daytona Beach, FL



Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearm and Toolmark Examinations	National Institute of Standards and Technology	8	Lecture	Xiaoyu Alan Zheng	TBD
Interpretation of Mass Spectra	Analytical Training Solutions	24	Lecture	O. David Sparkman	Virtual
IABPA Conference	International Association of Bloodstain Pattern Analysts	32	Workshops, Presentation, Case Studies	Multiple Experts	TBD
Essential Ridgeology Concepts	Ron Smith and Associates	40	Lecture and Practical Exercises	John Bush	TBD
Advanced Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Robert F. Borkenstein Course on Alcohol and Highway Safety	Indiana University Center for Studies of Law in Action	40	Classroom and Practical Exercises	Multiple Experts	TBD
Print Process Identification Forensic Document Examiner Conference	Print Process Identification Forensic Document Examiners	32	Workshops, Presentations, Practical Exercises	Multiple Experts	Charlotte, NC
Michigan Safety Conference	Michigan Safety Conference	16	Presentations and Workshops	Multiple Experts	Grand Rapids, MI
IAI Conference	International Association for Identification	40	Workshops and Presentations	Multiple Experts	Reno, NV
Technician Witness	Michigan State Police	24	Classroom and Practical Exercises	Multiple Experts	Lansing, MI
Daubert Testimony	TBD	40	Classroom and Practical Exercises	TBD	TBD

International Conference on Novel Psychoactive Substances	International Society for the Study of Emerging Drugs	24	Presentations and Workshops	Multiple Experts	TBD
Bloodstain Pattern Analysis Unit Meeting	TBD	12	Lecture and Presentations	TBD	Northville, MI
Palm Print Comparison Techniques	Ron Smith and Associates	24	Classroom and Practical Exercises	Ron Smith	Virtual
Polarized Light Microscopy	TBD	40	Classroom and Practical Exercises	TBD	TBD
Midwest Firearms Examiner Training Seminar	TBD	16	Lecture and Presentations	Multiple Experts	Grand Rapids, MI
Interpretation of Infrared and Raman Spectra	Infrared & Raman Courses, Inc.	40	Classroom	TBD	Brunswick, ME
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
Comparative Dermatoglyphics	Evolve Forensics	16	Lecture and Practical Exercise	Alice White	Live webinar
Digital Imaging	TBD	40	Classroom and Practical Exercises	TBD	TBD
AFIS Users Conference	Michigan State Police	20	Classroom	Multiple Experts	TBD
FN 15 Rifle/Carbine Armorer Course	FN America	8	Lecture and Demonstrations	TBD	TBD
DEA Forensic Chemist Seminar	Drug Enforcement Administrations	40	Classroom and Practical Exercise	TBD	Dulles, VA
ACSR Conference	Association for Crime Scene Reconstruction	40	Workshops and Presentations	Multiple Experts	TBD

Examination of Simultaneous Impression	Ron Smith and Associates	24	Lecture and Practical Exercise	John Black	TBD
Advanced Fire Debris Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Beretta 1301 Armorer Course	Beretta	8	Lecture and Demonstrations	TBD	TBD
Forensic Investigation with Blood Pattern Documentation & Ballistics	Sirchie	40	Classroom and Practical Exercises	TBD	TBD
Distortion Interpretation & Feature Distribution	Evolve Forensics	36	Classroom and Practical Exercises	Alice White	TBD
Footwear Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Crime Scene Metal Detector Operations	Tritech Forensics	16	Lecture and Practical Exercises	John Volek	Northville, MI
Basic Digital Imaging	Foray Technologies	24	Lecture and Practical Exercises	David Witzke	Virtual
Tire Track Examination	TBD	40	Classroom and Practical Exercises	TBD	TBD
Midwest Crime Laboratory Directors Training	Midwest Crime Laboratory Directors	24	Workshops and Presentations	Multiple Experts	TBD
Advanced Crime Scene Photography	Tritech Forensics	40	Classroom, Mock Scene and Practical Exercises	Matt Steiner and Edward William Wallace Jr.	TBD
Courtroom Testimony Techniques	Ron Smith and Associates	16	Classroom and Practical Exercises	Ron Smith and John Black	TBD
Explosives Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD
Fingerprint Photography	Tritech Forensics	16	Classroom and Practical Exercises	Keith Mancini	TBD
Paint Analysis	TBD	40	Classroom and Practical Exercises	TBD	TBD

Finding Latent Evidence with Chemistry and Light	Ron Smith and Associates	36	Classroom and Practical Exercises	Brian Dalrymple	TBD
Infrared Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Essential Camera Operations and Control	Ron Smith and Associates	16	Lecture and Demonstrations	Scott Campbell	Virtual
Raman Spectroscopy	TBD	32	Classroom and Practical Exercises	TBD	TBD
Testimony Master Class	Ron Smith and Associates	16	Classroom and Practical Exercises	Glenn Langenberg	TBD
Ion Chromatography	TBD	16	Classroom and Practical Exercises	TBD	TBD
SHOT Show	Firearms Industry Trade Association	32	Presentations, Exhibits	Multiple Experts	Las Vegas, NV
Basic Fire Debris Online Course	National Center for Forensic Science, University of Central Florida, College of Sciences	40	Lecture and Training Modules	TBD	Virtual
Advanced Fire Debris Analysis Online Course	The National Center for Forensic Science	40	Lecture and Training Modules	TBD	Virtual
Mass Spectral Interpretation Online Course	Mass-Spec-Training	40	Lecture and Training Modules	TBD	Virtual
X-ray Diffraction	TBD	16	Classroom and Practical Exercises	TBD	TBD
SAFDE	Southern Association of Forensic Document Examiners	24	Workshops and Presentations	Multiple Experts	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 ANAB Training			
Training Location Lansing, MI			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 27	Number of Sessions 1

Cost Breakdown			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$237.56	\$	\$237.56
Contractual Services	\$	\$	\$
Tuition	\$20,000.00	\$20,000.00	\$
Travel	\$9,020.00	\$8,420.00	\$600.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$29,257.56	\$28,420.00	\$837.56

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 = \$237.56**

**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 - \$780.00 (20 people x 4 days x \$9.75), Lunch - \$780.00 (20 people x 4 days x \$9.75), Dinner - \$1,760.00 (20 people x 4 days x \$22.00), 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 = \$8,420.00 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**

<b>Course Details</b>			
Course Title <b>ASCLD Symposium</b>			
Training Location <b>Birmingham, AL</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>

<b>Cost Breakdown</b>			
<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	\$237.56	\$	\$237.56
Contractual Services	\$	\$	\$
Tuition	\$13,200.00	\$13,200.00	\$
Travel	\$27,336.00	\$17,136.00	\$10,200.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$40,773.56	\$30,336.00	\$10,437.56

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 = \$237.56**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$13,200.00 (12 people x \$1,100.00).

**GRANT SHARE = \$13,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Birmingham, AL 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 - \$8,400.00 (12 people x \$700.00), Breakfast - \$846.00 (12 people x 6 days x \$11.75), Lunch - \$846.00 (12 people x 6 days x \$11.75), Dinner - \$1,944.00 (12 people x 6 days x \$27.00), Lodging - \$5,100.00 (12 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$9,900.00 (12 people x 5 nights x \$165.00) and Miscellaneous Match is \$300.00 (12 people x \$25.00).

**GRANT SHARE = \$17,136.00 MATCH SHARE = \$10,200.00**

**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**

<b>Course Details</b>			
Course Title ASCLD Leadership Academy I and ASCLD Symposium			
Training Location Virtual and Birmingham, AL			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 64	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$118.78	\$	\$118.78
Contractual Services	\$	\$	\$
Tuition	\$5,800.00	\$5,800.00	\$
Travel	\$9,112.00	\$5,712.00	\$3,400.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$15,030.78	\$11,512.00	\$3,518.78

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**

### **ASCLD Leadership Academy I and 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 = \$118.78**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,800.00 (4 people x \$1,450.00).

**GRANT SHARE = \$5,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is a series of 12 - 2 hour virtual sessions and culminating at an in-person five-day training to be held in Birmingham, AL 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 - \$2,800.00 (4 people x \$700.00), Breakfast - \$282.00 (4 people x 6 days x \$11.75), Lunch - \$282.00 (4 people x 6 days x \$11.75), Dinner - \$648.00 (4 people x 6 days x \$27.00), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$3,300.00 (4 people x 5 nights x \$165.00) and Miscellaneous Match is \$100.00 (4 people x \$25.00).

**GRANT SHARE = \$5,712.00 MATCH SHARE = \$3,400.00**

**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**

<b>Course Details</b>			
Course Title ASCLD Leadership Academy II and ASCLD Symposium			
Training Location Virtual and Birmingham, AL			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 64	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$118.78	\$	\$118.78
Contractual Services	\$	\$	\$
Tuition	\$6,200.00	\$6,200.00	\$
Travel	\$9,112.00	\$5,712.00	\$3,400.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$15,430.78	\$11,912.00	\$3,518.78

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**

### **ASCLD Leadership Academy II and 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 = \$118.78**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,200.00 (4 people x \$1,550.00).

**GRANT SHARE = \$6,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is a series of 12 - 2 hour virtual sessions and culminating at an in-person five-day training to be held in Birmingham, AL 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 - \$2,800.00 (4 people x \$700.00), Breakfast - \$282.00 (4 people x 6 days x \$11.75), Lunch - \$282.00 (4 people x 6 days x \$11.75), Dinner - \$648.00 (4 people x 6 days x \$27.00), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$3,300.00 (4 people x 5 nights x \$165.00) and Miscellaneous Match is \$100.00 (4 people x \$25.00).

**GRANT SHARE = \$5,712.00 MATCH SHARE = \$3,400.00**

**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**

<b>Course Details</b>			
Course Title <b>MAFS Training</b>			
Training Location <b>Kansas City, MO</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>

<b>Cost Breakdown</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	\$438.81	\$	\$438.81
Contractual Services	\$	\$	\$
Tuition	\$30,550.00	\$30,550.00	\$
Travel	\$42,328.00	\$34,528.00	\$7,800.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$73,316.81	\$65,078.00	\$8,238.81

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 = \$438.81**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$30,550.00 (26 people x \$1,175.00).

**GRANT SHARE = \$30,550.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Kansas City, MO and 26 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 - \$15,600.00 (26 people x \$600.00), Breakfast - \$1,833.00 (26 people x 6 days x \$11.75), Lunch - \$1,833.00 (26 people x 6 days x \$11.75), Dinner - \$4,212.00 (26 people x 6 days x \$27.00), Lodging - \$11,050.00 (26 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$7,150.00 (26 people x 5 nights x \$55.00) and Miscellaneous Match is \$650.00 (26 people x \$25.00).

**GRANT SHARE = \$34,528.00 MATCH SHARE = \$7,800.00**

**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**

<b>Course Details</b>			
Course Title <b>AFTE Training</b>			
Training Location <b>Anchorage, AK</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>

<b>Cost Breakdown</b>			
<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	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$8,000.00	\$8,000.00	\$
Travel	\$26,016.00	\$16,216.00	\$9,800.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$34,382.69	\$24,216.00	\$10,166.69

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 = \$366.69**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$8,000.00 (8 people x \$1,000.00).

**GRANT SHARE = \$8,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a six-day training to be held in Anchorage, AK 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 - \$7,680.00 (8 people x \$960.00), Breakfast - \$960.00 (8 people x 8 days x \$15.00), Lunch - \$960.00 (8 people x 8 days x \$15.00), Dinner - \$1,856.00 (8 people x 8 days x \$29.00), Lodging - \$4,760.00 (8 people x 7 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$9,800.00 (8 people x 7 nights x \$175.00).

**GRANT SHARE = \$16,216.00 MATCH SHARE = \$9,800.00**

**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**

<b>Course Details</b>			
Course Title <b>CLIC Training</b>			
Training Location <b>Minneapolis, MN</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>

<b>Cost Breakdown</b>			
<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	\$550.03	\$	\$550.03
Contractual Services	\$	\$	\$
Tuition	\$5,600.00	\$5,600.00	\$
Travel	\$13,320.00	\$9,560.00	\$3,760.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$19,470.03	\$15,160.00	\$4,310.03

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 = \$550.03**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,600.00 (8 people x \$700.00).

**GRANT SHARE = \$5,600.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Minneapolis, MN 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 - \$4,480.00 (8 people x \$560.00), Breakfast - \$600.00 (8 people x 5 days x \$15.00), Lunch - \$600.00 (8 people x 5 days x \$15.00), Dinner - \$1,160.00 (8 people x 5 days x \$29.00), Lodging - \$2,720.00 (8 people x 4 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$3,520.00 (8 people x 4 nights x \$110.00) and Miscellaneous Match is \$240.00 (8 people x \$30.00).

**GRANT SHARE = \$9,560.00 MATCH SHARE = \$3,760.00**

**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**

<b>Course Details</b>			
Course Title <b>Advanced Bloodstain Pattern Analysis</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>

<b>Cost Breakdown</b>			
<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	\$458.36	\$	\$458.36
Contractual Services	\$	\$	\$
Tuition	\$4,000.00	\$4,000.00	\$
Travel	\$4,216.00	\$3,116.00	\$1,100.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$8,674.36	\$7,116.00	\$1,558.36

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 = \$458.36**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$4,000.00 (4 people x \$1,000.00).

**GRANT SHARE = \$4,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Detroit, MI and four 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 - \$180.00 (4 people x \$45.00), Breakfast - \$282.00 (4 people x 6 days x \$11.75), Lunch - \$282.00 (4 people x 6 days x \$11.75), Dinner - \$672.00 (4 people x 6 days x \$28.00), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$1,100.00 (4 people x 5 nights x \$55.00).

**GRANT SHARE = \$3,116.00 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**

<b>Course Details</b>			
Course Title Difficult Latent Print Comparison			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 36	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$1,950.00	\$1,950.00	\$
Travel	\$4,609.00	\$4,534.00	\$75.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$6,813.89	\$6,484.00	\$329.89

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 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 = \$254.89**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,950.00 (3 people x \$650.00).

**GRANT SHARE = \$1,950.00 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 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 - \$2,350.00 (3 people x \$560.00 and Miscellaneous travel expenses at \$670.00), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00), and Miscellaneous Match is \$75.00 (3 people x \$25.00).

**GRANT SHARE = \$4,534.00 MATCH SHARE = \$75.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$7,741.52	\$6,916.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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**

<b>Course Details</b>			
Course Title SOFT Training			
Training Location St. Louis, MO			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$183.34	\$	\$183.34
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$11,940.00	\$7,690.00	\$4,250.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$18,123.34	\$13,690.00	\$4,433.34

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 = \$183.34**

**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 (5 people x \$1,200.00).

**GRANT SHARE = \$6,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in St. Louis, MO 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 - \$4,050.00 (5 people x \$810.00), Breakfast - \$352.50 (5 people x 6 days x \$11.75), Lunch - \$352.50 (5 people x 6 days x \$11.75), Dinner - \$810.00 (5 people x 6 days x \$27.00), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$4,125.00 (5 people x 5 nights x \$165.00) and Miscellaneous Match is \$125.00 (5 people x \$25.00).

**GRANT SHARE = \$7,690.00 MATCH SHARE = \$4,250.00**

**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**

<b>Course Details</b>			
Course Title ASQDE Meeting			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$5,414.00	\$4,214.00	\$1,200.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,389.52	\$6,014.00	\$1,375.52

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 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 = \$175.52**

**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 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 - \$2,030.00 (3 people x \$560.00 and \$350 for 1 rental car), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$1,200.00 (3 people x 5 nights x \$80.00).

**GRANT SHARE = \$4,214.00 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**

<b>Course Details</b>			
Course Title <b>AAFS 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>

<b>Cost Breakdown</b>			
<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	\$458.85	\$	\$458.85
Contractual Services	\$	\$	\$
Tuition	\$8,750.00	\$8,750.00	\$
Travel	\$21,030.00	\$12,780.00	\$8,250.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$30,238.85	\$21,530.00	\$8,708.85

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 = \$458.85**

**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 Denver, CO 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 - \$705.00 (10 people x 6 days x \$11.75), Lunch - \$705.00 (10 people x 6 days x \$11.75), Dinner - \$1,620.00 (10 people x 6 days x \$27.00), Lodging - \$4,250.00 (10 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$8,250.00 (10 people x 5 nights x \$165.00).

**GRANT SHARE = \$12,780.00 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**

<b>Course Details</b>			
Course Title <b>Expert Witness 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>32</b>	Number of Sessions <b>2</b>

<b>Cost Breakdown</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	\$3,078.74	\$	\$3,078.74
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$11,104.00	\$11,104.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$14,182.74	\$11,104.00	\$3,078.74

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 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 = \$3,078.74**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is no registration fee to attend this training.

**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 each of the sessions for a total of 24 employees. 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 - \$1,000.00 (parking), Breakfast - \$936.00 (24 people x 4 days x \$9.75), Lunch - \$936.00 (24 people x 4 days x \$9.75), Dinner - \$2,112.00 (24 people x 4 days x \$22.00) and Lodging - \$6,120.00 (24 people x 3 nights x \$85.00).

**GRANT SHARE = \$11,104.00 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**

<b>Course Details</b>			
Course Title <b>Modern Firearms Manufacturing Tours</b>			
Training Location <b>New Hampshire, Massachusetts, Connecticut</b>			
Maximum Participants <b>NA</b>	Minimum Participants (2/3 of Max) <b>NA</b>	Hours of Training Per Session <b>72</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown</b>			
<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	\$550.03	\$	\$550.03
Contractual Services	\$	\$	\$
Tuition	\$3,400.00	\$3,400.00	\$
Travel	\$8,262.00	\$8,262.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$12,212.03	\$11,662.00	\$550.03

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**

### **Modern Firearms Manufacturing Tours**

**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 = \$550.03**

**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 (4 people x \$850.00).

**GRANT SHARE = \$3,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a nine-day training to be held in New Hampshire, Massachusetts and Connecticut 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 - \$2,640.00 (4 people x \$660.00), Breakfast - \$517.00 (4 people x 11 days x \$11.75), Lunch - \$517.00 (4 people x 11 days x \$11.75), Dinner - \$1,188.00 (4 people x 11 days x \$27.00) and Lodging - \$3,400.00 (4 people x 10 nights x \$85.00).

**GRANT SHARE = \$8,262.00 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**

<b>Course Details</b>			
Course Title <b>Across the Spectrum: Infrared Spectral Interpretation</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>

<b>Cost Breakdown</b>			
<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	\$183.34	\$	\$183.34
Contractual Services	\$	\$	\$
Tuition	\$7,960.00	\$7,960.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$8,143.34	\$7,960.00	\$183.34

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**

### **Across the Spectrum: 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 = \$183.34**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$7,960.00 (4 people x \$1,990.00).

**GRANT SHARE = \$7,960.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$1,741.77	\$	\$1,741.77
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$3,950.00	\$3,950.00	\$
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	\$9,191.77	\$6,450.00	\$2,741.77

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, 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 = \$1,741.77**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is no registration fee to attend this training.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in a location yet to be determined and 10 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 - \$352.50 (10 people x 3 days x \$11.75), Lunch - \$352.50 (10 people x 3 days x \$11.75), Dinner - \$840.00 (10 people x 3 days x \$28.00), Lodging - \$1,700.00 (10 people x 2 nights x \$85.00).

**GRANT SHARE = \$3,950.00 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**

<b>Course Details</b>			
Course Title American Industrial Hygiene Conference			
Training Location Columbus, OH			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$77.90	\$	\$77.90
Contractual Services	\$	\$	\$
Tuition	\$1,585.00	\$1,585.00	\$
Travel	\$1,029.00	\$569.00	\$460.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$2,691.90	\$2,154.00	\$537.90

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 = \$77.90**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,585.00 (1 people x \$1,585.00).

**GRANT SHARE = \$1,585.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Columbus, OH 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: Breakfast - \$47.00 (1 person x 4 days x \$11.75), Lunch - \$47.00 (1 person x 4 days x \$11.75), Dinner - \$135.00 (1 person x 4 days x \$27.00), Lodging - \$340.00 (1 person x 4 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$460.00 (1 person x 4 nights x \$115.00).

**GRANT SHARE = \$569.00 MATCH SHARE = \$460.00**

**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**

<b>Course Details</b>			
Course Title Understanding Exclusion and Sufficiency Decisions			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 36	Number of Sessions 1

<b>Cost Breakdown</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	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$600.00	\$600.00	\$
Travel	\$1,703.00	\$1,678.00	\$25.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$2,557.89	\$2,278.00	\$279.89

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 = \$254.89**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$600.00 (1 people x \$600.00).

**GRANT SHARE = \$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 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 - \$950.00 (1 person x \$950.00), Breakfast - \$70.50 (1 person x 6 days x \$11.75), Lunch - \$70.50 (1 person x 6 days x \$11.75), Dinner - \$162.00 (1 person x 6 days x \$27.00), Lodging - \$425.00 (1 person x 5 nights x \$85.00) and Miscellaneous Match is \$25.00 (1 person x \$25.00).

**GRANT SHARE = \$1,678.00 MATCH SHARE = \$25.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$7,741.52	\$6,916.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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**

<b>Course Details</b>			
Course Title <b>MATT Drug Monitoring Training</b>			
Training Location <b>Chicago, IL</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>

<b>Cost Breakdown</b>			
<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	\$183.34	\$	\$183.34
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$3,460.00	\$1,735.00	\$1,725.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$4,643.34	\$2,735.00	\$1,908.34

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 = \$183.34**

**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 (5 people x \$200.00).

**GRANT SHARE = \$1,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in Chicago, IL 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: Breakfast - \$225.00 (5 people x 3 days x \$15.00), Lunch - \$225.00 (5 people x 3 days x \$15.00), Dinner - \$435.00 (5 people x 3 days x \$29.00), Lodging - \$850.00 (5 people x 2 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$1,650.00 (5 people x 2 nights x \$165.00) and Miscellaneous Match is \$75.00 (5 people x \$15.00).

**GRANT SHARE = \$1,735.00 MATCH SHARE = \$1,725.00**

**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**

<b>Course Details</b>			
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

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$2,139.00	\$1,689.00	\$450.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$2,314.52	\$1,689.00	\$625.52

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 = \$175.52**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a no registration fee to attend this training.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in 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 - \$910.00 (1 person x \$910.00), Breakfast - \$90.00 (1 person x 6 days x \$15.00), Lunch - \$90.00 (1 person x 6 days x \$15.00), Dinner - \$174.00 (1 person x 6 days x \$29.00), Lodging - \$425.00 (1 person x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$450.00 (1 person x 5 nights x \$90.00).

**GRANT SHARE = \$1,689.00 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**

<b>Course Details</b>			
Course Title AFQAM Training Conference			
Training Location Daytona Beach, FL			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$356.34	\$	\$356.34
Contractual Services	\$	\$	\$
Tuition	\$3,850.00	\$3,850.00	\$
Travel	\$16,197.50	\$14,217.50	\$1,980.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$20,403.84	\$18,067.50	\$2,336.34

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 = \$356.34**

**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 Daytona Beach, FL 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 - \$7,700.00 (11 people x \$700.00), Breakfast - \$646.25 (11 people x 5 days x \$11.75), Lunch - \$646.25 (11 people x 5 days x \$11.75), Dinner - \$1,485.00 (11 people x 5 days x \$27.00), Lodging - \$3,740.00 (11 people x 4 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$1,760.00 (11 people x 4 nights x \$40.00) and Miscellaneous Match is \$220.00 (11 people x \$20.00).

**GRANT SHARE = \$14,217.50 MATCH SHARE = \$1,980.00**

**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**

<b>Course Details</b>			
Course Title Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearms and Toolmark Examinations			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 8	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$275.02	\$	\$275.02
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$2,530.00	\$2,530.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$2,805.02	\$2,530.00	\$275.02

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**

### **Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearms and Toolmark Examinations**

**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 = \$275.02**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is no registration fee to attend this training.

**GRANT SHARE = \$0.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a one-day training to be held in a location yet to be determined and 28 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 - \$195.00 (20 people x 1 days x \$9.75), Lunch - \$195.00 (20 people x 1 days x \$9.75), Dinner - \$440.00 (20 people x 1 days x \$22.00) and Lodging - \$1,700.00 (20 people x 1 nights x \$85.00).

**GRANT SHARE = \$2,530.00 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**

<b>Course Details</b>			
Course Title <b>Interpretation of Mass Spectra</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>

<b>Cost Breakdown</b>			
<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	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$6,400.00	\$6,400.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$6,766.69	\$6,400.00	\$366.69

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 = \$366.69**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$6,400.00 (4 people x \$1,600.00).

**GRANT SHARE = \$6,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
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

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$275.02	\$	\$275.02
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$5,589.00	\$4,414.00	\$1,175.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$7,364.02	\$5,914.00	\$1,450.02

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 = \$275.02**

**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 - \$2,230.00 (3 people x \$660.00 and \$250 for miscellaneous travel), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$1,125.00 (3 people x 5 nights x \$75.00) and Miscellaneous Match is \$50.00 (mileage).

**GRANT SHARE = \$4,414.00 MATCH SHARE = \$1,175.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$169.93	\$	\$169.93
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$4,609.00	\$ 4,534.00	\$75.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$6,578.93	\$6,334.00	\$244.93

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 = \$169.93**

**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 - \$2,350.00 (3 people x \$560.00 and \$250 for 1 rental car), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Miscellaneous Match is \$75.00 (3 people x \$25.00).

**GRANT SHARE = \$4,534.00 MATCH SHARE = \$75.00**

**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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$5,189.00	\$4,214.00	\$975.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$8,364.52	\$7,214.00	\$1,150.52

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 = \$175.52**

**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 - \$2,030.00 (3 people x \$560.00 and \$350.00 for 1 rental car), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), 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 = \$4,214.00 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**

<b>Course Details</b>			
Course Title Robert F. Borkenstein Course on Alcohol and Highway Safety			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$275.02	\$	\$275.02
Contractual Services	\$	\$	\$
Tuition	\$5,400.00	\$5,400.00	\$
Travel	\$7,254.00	\$4,734.00	\$2,520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$12,929.02	\$10,134.00	\$2,795.02

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 F. Borkenstein Course on Alcohol and Highway Safety**

**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 = \$275.02**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,400.00 (3 people x \$1,800.00).

**GRANT SHARE = \$5,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 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 - \$2,550.00 (3 people x \$850.00), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$2,475.00 (3 people x 5 nights x \$165.00) and Miscellaneous Match is \$45.00 (3 people x \$15.00).

**GRANT SHARE = \$4,734.00 MATCH SHARE = \$2,520.00**

**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**

<b>Course Details</b>			
Course Title Print Process Identification Forensic Document Examiners Conference			
Training Location Charlotte, NC			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 32	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$1,500.00	\$1,500.00	\$
Travel	\$1,762.50	\$1,502.50	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$3,438.02	\$3,002.50	\$435.52

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 Examiners 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 = \$175.52**

**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: Travel Costs include: Airfare/Other - \$910.00 (1 person x \$910.00), Breakfast - \$58.75 (1 person x 5 days x \$11.75), Lunch - \$58.75 (1 person x 5 days x \$11.75), Dinner - \$135.00 (1 person x 5 days x \$27.00), Lodging - \$340.00 (1 person x 4 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$260.00 (1 person x 4 nights x \$65.00).

**GRANT SHARE = \$1,502.50 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**

<b>Course Details</b>			
Course Title <b>Michigan Safety Conference</b>			
Training Location <b>Grand Rapids, MI</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>

<b>Cost Breakdown</b>			
<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	\$77.90	\$	\$77.90
Contractual Services	\$	\$	\$
Tuition	\$245.00	\$245.00	\$
Travel	\$148.25	\$148.25	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$471.15	\$393.25	\$77.90

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 = \$77.90**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$245.00 (1 people x \$245.00).

**GRANT SHARE = \$245.00 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. 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 - \$11.75 (1 person x 1 days x \$11.75), Lunch - \$11.75 (1 person x 1 days x \$11.75), Dinner - \$28.00 (1 person x 1 days x \$28.00), Lodging - \$85.00 (1 person x 1 nights x \$85.00).

**GRANT SHARE = \$148.25 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**

<b>Course Details</b>			
Course Title IAI Conference			
Training Location Reno, NV			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$509.78	\$	\$509.78
Contractual Services	\$	\$	\$
Tuition	\$12,000.00	\$12,000.00	\$
Travel	\$19,122.00	\$18,762.00	\$360.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$31,631.78	\$30,762.00	\$869.78

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**

### 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 = \$509.78**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$12,000.00 (12 people x \$1,000.00).

**GRANT SHARE = \$12,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Reno, NV 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 - \$8,400.00 (12 people x \$700.00), Breakfast - \$987.00 (12 people x 7 days x \$11.75), Lunch - \$987.00 (12 people x 7 days x \$11.75), Dinner - \$2,268.00 (12 people x 7 days x \$27.00), Lodging - \$6,120.00 (12 people x 6 nights x \$85.00 and Miscellaneous Match is \$360.00 (12 people x \$30.00).

**GRANT SHARE = \$18,762.00 MATCH SHARE = \$360.00**

**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**

<b>Course Details</b>			
Course Title <b>Technician Witness 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>24</b>	Number of Sessions <b>2</b>

<b>Cost Breakdown</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	\$2,565.61	\$	\$2,565.61
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$7,668.00	\$7,668.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$10,233.61	\$7,668.00	\$2,565.61

NOTES:

## SECTION 4 - COST JUSTIFICATION

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

### Technician Witness 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 = \$2,565.61**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is no registration fee to attend this training.

**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 each of the sessions for a total of 24 employees. 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 - \$600.00 (parking), Breakfast - \$702.00 (24 people x 3 days x \$9.75), Lunch - \$702.00 (24 people x 3 days x \$9.75), Dinner - \$1,584.00 (24 people x 3 days x \$22.00) and Lodging - \$4,080.00 (24 people x 2 nights x \$85.00).

**GRANT SHARE = \$7,668.00 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**

<b>Course Details</b>			
Course Title <b>Daubert Testimony</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>

<b>Cost Breakdown</b>			
<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	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$10,110.00	\$10,110.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$16,476.69	\$16,110.00	\$366.69

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**

### **Daubert Testimony**

**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 = \$366.69**

**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 (Flat Rate).

**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 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: Breakfast - \$877.50 (15 people x 6 days x \$9.75), Lunch - \$877.50 (15 people x 6 days x \$9.75), Dinner - \$1,980.00 (15 people x 6 days x \$22.00) and Lodging - \$6,375.00 (15 people x 5 nights x \$85.00).

**GRANT SHARE = \$10,110.00 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**

<b>Course Details</b>			
Course Title International Conference on Novel Psychoactive Substances			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 24	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$275.02	\$	\$275.02
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$2,492.00	\$1,802.00	\$690.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$3,767.02	\$2,802.00	\$965.02

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**

### **International Conference on Novel Psychoactive Substances**

**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 = \$275.02**

**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):** This is a three-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 - \$820.00 (2 people x \$410.00), Breakfast - \$120.00 (2 people x 4 days x \$15.00), Lunch - \$120.00 (2 people x 4 days x \$15.00), Dinner - \$232.00 (2 people x 4 days x \$29.00), Lodging - \$510.00 (2 people x 3 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$690.00 (2 people x 3 nights x \$115.00).

**GRANT SHARE = \$1,802.00 MATCH SHARE = \$690.00**

**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**

<b>Course Details</b>			
Course Title <b>Bloodstain Pattern Analysis Unit Meeting</b>			
Training Location <b>Northville, 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>

<b>Cost Breakdown</b>			
<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	\$641.70	\$	\$641.70
Contractual Services	\$	\$	\$
Tuition	\$5,000.00	\$5,000.00	\$
Travel	\$2,256.00	\$2,256.00	\$
Supplies & Operating	\$500.00	\$	\$500.00
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$8,397.70	\$7,256.00	\$1,141.70

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**

### **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 = \$641.70**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,000.00 (Flat Rate).

**GRANT SHARE = \$5,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in Northville, MI and 14 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 - \$282.00 (12 people x 2 days x \$11.75), Lunch - \$282.00 (12 people x 2 days x \$11.75), Dinner - \$672.00 (12 people x 2 days x \$28.00), Lodging - \$1,020.00 (12 people x 1 nights x \$85.00).

**GRANT SHARE = \$2,256.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, supplies need to be purchased for a total of \$500.00.

**GRANT SHARE = \$0.00 MATCH SHARE = \$500.00**

**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**

<b>Course Details</b>			
Course Title <b>Palm Print Comparison Techniques</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>

<b>Cost Breakdown</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	\$169.93	\$	\$169.93
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$1,969.93	\$1,800.00	\$169.93

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 = \$169.93**

**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 training is virtual, therefore, there will be no 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 Polarized Light Microscopy			
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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$2,208.00	\$1,558.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,373.52	\$5,548.00	\$825.52

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 = \$175.52**

**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 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 - \$180.00 (2 people x 6 days x \$15.00), Lunch - \$180.00 (2 people x 6 days x \$15.00), Dinner - \$348.00 (2 people x 6 days x \$29.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$1,558.00 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**

<b>Course Details</b>			
Course Title <b>Midwest Firearms Examiner Training Seminar</b>			
Training Location <b>Grand Rapids, MI</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>

<b>Cost Breakdown</b>			
<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	\$275.02	\$	\$275.02
Contractual Services	\$	\$	\$
Tuition	\$6,000.00	\$6,000.00	\$
Travel	\$4,357.50	\$4,357.50	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$10,632.52	\$10,357.50	\$275.02

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 Examiner 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 = \$275.02**

**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 two-day training to be held in Grand Rapids, 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 employees to be able to attend. Travel Costs include: Breakfast - \$528.75 (15 people x 3 days x \$11.75), Lunch - \$528.75 (15 people x 3 days x \$11.75), Dinner - \$1,260.00 (15 people x 3 days x \$28.00), Lodging - \$2,040.00 (12 people x 2 nights x \$85.00).

**GRANT SHARE = \$4,357.50 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**

<b>Course Details</b>			
Course Title Interpretation of Infrared and Raman Spectra			
Training Location Brunswick, ME			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$11,400.00	\$11,400.00	\$
Travel	\$7,952.00	\$5,652.00	\$2,300.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$19,718.69	\$17,052.00	\$2,666.69

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 Infrared and Raman 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 = \$366.69**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$11,400.00 (4 people x \$2,850.00).

**GRANT SHARE = \$11,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in Brunswick, ME 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 - \$2,740.00 (4 people x \$685.00), Breakfast - \$282.00 (4 people x 6 days x \$11.75), Lunch - \$282.00 (4 people x 6 days x \$11.75), Dinner - \$648.00 (4 people x 6 days x \$27.00), Lodging - \$1,700.00 (4 people x 5 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$2,300.00 (4 people x 5 nights x \$115.00).

**GRANT SHARE = \$5,652.00 MATCH SHARE = \$2,300.00**

**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**

<b>Course Details</b>			
Course Title Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$7,500.00	\$7,500.00	\$
Travel	\$3,670.00	\$3,670.00	\$
Supplies & Operating	\$500.00	\$	\$500.00
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$12,036.69	\$11,170.00	\$866.69

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 = \$366.69**

**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 a location yet to be determined and five 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 - \$352.50 (5 people x 6 days x \$11.75), Lunch - \$352.50 (5 people x 6 days x \$11.75), Dinner - \$840.00 (5 people x 6 days x \$28.00), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00).

**GRANT SHARE = \$3,670.00 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, supplies will need to be purchased for a total of \$500.00.

**GRANT SHARE = \$0.00 MATCH SHARE = \$500.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$2,054.89	\$1,800.00	\$254.89

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 = \$254.89**

**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 (4 people x \$450.00).

**GRANT SHARE = \$1,800.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$6,751.52	\$5,926.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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**

<b>Course Details</b>			
Course Title <b>AFIS Users 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>20</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown</b>			
<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	\$1,954.15	\$	\$1,954.15
Contractual Services	\$	\$	\$
Tuition	\$7,000.00	\$7,000.00	\$
Travel	\$10,059.50	\$10,059.50	\$
Supplies & Operating	\$2,400.00	\$2,400.00	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$21,413.65	\$19,459.50	\$1,954.15

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**

### **AFIS Users 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 = \$1,954.15**

**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 (Flat Rate).

**GRANT SHARE = \$7,000.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two and a half-day training to be held in location yet to be determined and 31 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 - \$1,092.75 (31 people x 3 days x \$11.75), Lunch - \$1,092.75 (31 people x 3 days x \$11.75), Dinner - \$2,604.00 (31 people x 3 days x \$28.00), Lodging - \$5,270.00 (31 people x 2 nights x \$85.00).

**GRANT SHARE = \$10,059.50 MATCH SHARE = \$0.00**

**Supplies & Operating:** Due to the uniqueness of this training, facility space needs to be rented. Costs include: Facility Space - \$2,400.00.

**GRANT SHARE = \$2,400.00 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**

<b>Course Details</b>			
Course Title FN 15 Rifle/Carbine 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

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$4,500.00	\$4,500.00	\$
Travel	\$1,897.50	\$1,897.50	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$6,764.19	\$6,397.50	\$366.69

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**

### **FN 15 Rifle/Carbine 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 = \$366.69**

**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 (15 people x \$300.00).

**GRANT SHARE = \$4,500.00 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 each of the sessions for a total of 24 employees. 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 - \$146.25 (15 people x 1 days x \$9.75), Lunch - \$146.25 (15 people x 1 days x \$9.75), Dinner - \$330.00 (15 people x 1 days x \$22.00) and Lodging - \$1,275.00 (15 people x 1 nights x \$85.00).

**GRANT SHARE = \$1,897.50 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**

<b>Course Details</b>			
Course Title DEA Forensic Chemist Seminar			
Training Location Dulles, VA			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$275.02	\$	\$275.02
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$11,970.00	\$7,695.00	\$4,275.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$12,245.02	\$7,695.00	\$4,550.02

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 = \$275.02**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is no registration fee to attend this training.

**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 - \$3,800.00 (5 people x \$760.00), Breakfast - \$450.00 (58 people x 6 days x \$15.00), Lunch - \$450.00 (5 people x 6 days x \$15.00), Dinner - \$870.00 (5 people x 6 days x \$29.00), Lodging - \$2,125.00 (5 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$4,125.00 (5 people x 5 nights x \$165.00) and Miscellaneous Match is \$150.00 (5 people x \$30.00).

**GRANT SHARE = \$7,695.00 MATCH SHARE = \$4,275.00**

**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 ACSR 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	\$183.34	\$	\$183.34
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$5,514.00	\$4,114.00	\$1,400.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$	\$	\$
Total <i>Course</i> Costs	\$7,497.34	\$5,914.00	\$1,583.34

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**

### **ACSR 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 = \$183.34**

**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 - \$1,930.00 (3 people x \$560.00 and \$250 for miscellaneous travel), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$1,350.00 (3 people x 5 nights x \$90.00) and Miscellaneous Match is \$50.00 (Mileage).

**GRANT SHARE = \$4,114.00 MATCH SHARE = \$1,400.00**

**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**

<b>Course Details</b>			
Course Title Examination of Simultaneous Impressions			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 24	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$1,350.00	\$1,350.00	\$
Travel	\$3,796.00	\$3,721.00	\$75.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$5,400.89	\$5,071.00	\$329.89

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**

### Examination of Simultaneous 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 = \$254.89**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,350.00 (3 people x \$450.00).

**GRANT SHARE = \$1,350.00 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 - \$2,350.00 (3 people x \$560.00 and \$250 for 1 rental car), Breakfast - \$141.00 (3 people x 4 days x \$11.75), Lunch - \$141.00 (3 people x 4 days x \$11.75), Dinner - \$324.00 (3 people x 4 days x \$27.00), Lodging - \$765.00 (3 people x 3 nights x \$85.00) and Miscellaneous Match is \$75.00 (3 people x \$25.00).

**GRANT SHARE = \$3,721.00 MATCH SHARE = \$75.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$7,741.52	\$6,916.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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 Beretta 1301 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	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$5,250.00	\$5,250.00	\$
Travel	\$1,897.50	\$1,897.50	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$7,514.19	\$7,147.50	\$366.69

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**

### **Beretta 1301 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 = \$366.69**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,250.00 (15 people x \$350.00).

**GRANT SHARE = \$5,250.00 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 each of the sessions for a total of 24 employees. 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 - \$146.25 (15 people x 1 days x \$9.75), Lunch - \$146.25 (15 people x 1 days x \$9.75), Dinner - \$330.00 (15 people x 1 days x \$22.00) and Lodging - \$1,275.00 (15 people x 1 nights x \$85.00).

**GRANT SHARE = \$1,897.50 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**

<b>Course Details</b>			
Course Title Forensic Investigation with Blood Pattern Documentation & Ballistics			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$458.36	\$	\$458.36
Contractual Services	\$	\$	\$
Tuition	\$1,400.00	\$1,400.00	\$
Travel	\$3,526.00	\$2,826.00	\$700.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$5,384.36	\$4,226.00	\$1,158.36

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**

### **Forensic Investigation with Blood Pattern Documentation & Ballistics**

**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 = \$458.36**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,400.00 (2 people x \$700.00).

**GRANT SHARE = \$1,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 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 - \$1,370.00 (2 people x \$560.00 and \$250 for miscellaneous travel), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$700.00 (2 people x 5 nights x \$65.00) and Miscellaneous Match is \$50.00 (Mileage).

**GRANT SHARE = \$2,826.00 MATCH SHARE = \$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**

<b>Course Details</b>			
Course Title Distortion Interpretation and Feature Distribution			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 36	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$424.82	\$	\$424.82
Contractual Services	\$	\$	\$
Tuition	\$1,950.00	\$1,950.00	\$
Travel	\$4,609.00	\$4,534.00	\$75.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$6,983.82	\$6,484.00	\$499.82

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 and 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 = \$424.82**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,950.00 (3 people x \$650.00).

**GRANT SHARE = \$1,950.00 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 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 - \$2,350.00 (3 people x \$560.00 and \$250 for 1 rental car), Breakfast - \$211.50 (3 people x 6 days x \$11.75), Lunch - \$211.50 (3 people x 6 days x \$11.75), Dinner - \$486.00 (3 people x 6 days x \$27.00), Lodging - \$1,275.00 (3 people x 5 nights x \$85.00) and Miscellaneous Match is \$75.00 (3 people x \$25.00).

**GRANT SHARE = \$4,534.00 MATCH SHARE = \$75.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,376.00	\$2,726.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$6,551.52	\$5,726.00	\$825.52

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 = \$175.52**

**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 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 and \$350.00 for 1 rental car), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,726.00 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**

<b>Course Details</b>			
Course Title Crime Scene Metal Detector Operations			
Training Location Northville, MI			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$3,200.00	\$3,200.00	\$
Travel	\$1,947.00	\$1,947.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	5,513.69	\$5,147.00	\$366.69

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**

### **Crime Scene Metal Detector Operations**

**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 = \$366.69**

**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 (8 people x \$400.00).

**GRANT SHARE = \$3,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-day training to be held in Northville, MI and eight 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 - \$211.50 (6 people x 3 days x \$11.75), Lunch - \$211.50 (6 people x 3 days x \$11.75), Dinner - \$504.00 (6 people x 3 days x \$28.00), Lodging - \$1,020.00 (6 people x 2 nights x \$85.00).

**GRANT SHARE = \$1,947.00 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>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	\$169.93	\$	\$169.93
Contractual Services	\$	\$	\$
Tuition	\$2,247.00	\$2,247.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$2,416.93	\$2,247.00	\$169.93

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 = \$169.93**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$2,247.00 (3 people x \$749.00).

**GRANT SHARE = \$2,247.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
Course Title Tire Track Examination			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 40	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$6,751.52	\$5,926.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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**

<b>Course Details</b>			
Course Title <b>Midwest Crime Laboratory Directors 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>24</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown</b>			
<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	\$152.95	\$	\$152.95
Contractual Services	\$	\$	\$
Tuition	\$320.00	\$320.00	\$
Travel	\$5,168.00	\$4,628.00	\$540.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$5,640.95	\$4,948.00	\$692.95

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 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 = \$152.95**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$320.00 (4 people x \$80.00).

**GRANT SHARE = \$320.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a three-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 - \$2,800.00 (4 people x \$700.00), Breakfast - \$188.00 (4 people x 4 days x \$11.75), Lunch - \$188.00 (4 people x 4 days x \$11.75), Dinner - \$432.00 (4 people x 4 days x \$27.00), Lodging - \$1,020.00 (4 people x 3 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$480.00 (4 people x 3 nights x \$40.00) and Miscellaneous Match is \$60.00 (4 people x \$15.00).

**GRANT SHARE = \$4,628.00 MATCH SHARE = \$540.00**

**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**

<b>Course Details</b>			
Course Title <b>Advanced Crime Scene Photography</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>

<b>Cost Breakdown</b>			
<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	\$366.69	\$	\$366.69
Contractual Services	\$	\$	\$
Tuition	\$1,400.00	\$1,400.00	\$
Travel	\$3,776.00	\$2,826.00	\$950.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$5,542.69	\$4,226.00	\$1,316.69

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 Crime Scene Photography**

**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 = \$366.69**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,400.00 (2 people x \$700.00).

**GRANT SHARE = \$1,400.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a five-day training to be held in a location yet to be determined and 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 - \$1,370.00 (2 people x \$685.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$900.00 (2 people x 5 nights x \$95.00) and Miscellaneous Match is \$50.00 (2 people x \$25.00).

**GRANT SHARE = \$2,826.00 MATCH SHARE = \$950.00**

**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**

<b>Course Details</b>			
Course Title <b>Courtroom Testimony 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>16</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown</b>			
<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	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$3,200.00	\$3,200.00	\$
Travel	\$8,752.00	\$8,672.00	\$80.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$12,206.89	\$11,872.00	\$334.89

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**

### **Courtroom Testimony 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 = \$254.89**

**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 (8 people x \$400.00).

**GRANT SHARE = \$3,200.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a two-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: Airfare/Other - \$6,100.00 (8 people x \$560.00 and \$250.00 for 1 rental car), Breakfast - \$282.00 (8 people x 3 days x \$11.75), Lunch - \$282.00 (8 people x 3 days x \$11.75), Dinner - \$648.00 (8 people x 3 days x \$27.00), Lodging - \$1,360.00 (8 people x 2 nights x \$85.00) and Miscellaneous Match is \$80.00 (8 people x \$10.00).

**GRANT SHARE = \$8,672.00 MATCH SHARE = \$80.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$7,742.52	\$6,916.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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**

<b>Course Details</b>			
Course Title <b>Fingerprint Photography</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>

<b>Cost Breakdown</b>			
<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	\$339.85	\$	\$339.85
Contractual Services	\$	\$	\$
Tuition	\$1,800.00	\$1,800.00	\$
Travel	\$3,796.00	\$3,721.00	\$75.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$5,935.85	\$5,521.00	\$414.85

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**

### **Fingerprint Photography**

**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 = \$339.85**

**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 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 - \$2,350.00 (3 people x \$560.00 and \$250 for 1 rental car), Breakfast - \$141.00 (3 people x 4 days x \$11.75), Lunch - \$141.00 (3 people x 4 days x \$11.75), Dinner - \$324.00 (3 people x 4 days x \$27.00), Lodging - \$765.00 (3 people x 3 nights x \$85.00) and Miscellaneous Match is \$75.00 (3 people x \$25.00).

**GRANT SHARE = \$3,721.00 MATCH SHARE = \$75.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,576.00	\$2,926.00	\$650.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$7,741.52	\$6,916.00	\$825.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$735.00), Breakfast - \$141.00 (2 people x 6 days x \$11.75), Lunch - \$141.00 (2 people x 6 days x \$11.75), Dinner - \$324.00 (2 people x 6 days x \$27.00), Lodging - \$850.00 (2 people x 5 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$650.00 (2 people x 5 nights x \$65.00).

**GRANT SHARE = \$2,926.00 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**

<b>Course Details</b>			
Course Title Finding Latent Evidence with Chemistry and Light			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 36	Number of Sessions

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$339.85	\$	\$339.85
Contractual Services	\$	\$	\$
Tuition	\$1,950.00	\$1,950.00	\$
Travel	\$4,202.50	\$4,127.50	\$75.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$6,492.35	\$6,077.50	\$414.85

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**

### **Finding Latent Evidence with Chemistry and Light**

**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 = \$339.85**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$1,950.00 (3 people x \$600.00).

**GRANT SHARE = \$1,950.00 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 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 - \$2,350.00 (3 people x \$560.00 and \$250 for 1 rental car), Breakfast - \$176.25 (3 people x 5 days x \$11.75), Lunch - \$176.25 (3 people x 5 days x \$11.75), Dinner - \$405.00 (3 people x 5 days x \$27.00), Lodging - \$1,020.00 (3 people x 4 nights x \$85.00) and Miscellaneous Match is \$75.00 (3 people x \$25.00).

**GRANT SHARE = \$4,127.50 MATCH SHARE = \$75.00**

**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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$263.28	\$	\$263.28
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,175.00	\$2,655.00	\$520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$7,428.28	\$6,645.00	\$783.28

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**

### **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 = \$263.28**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$3,990.00 (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 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 - \$1,470.00 (2 people x \$560.00 and \$350.00 for 1 rental car), Breakfast - \$117.50 (2 people x 5 days x \$11.75), Lunch - \$117.50 (2 people x 5 days x \$11.75), Dinner - \$270.00 (2 people x 5 days x \$27.00), Lodging - \$680.00 (2 people x 4 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$520.00 (2 people x 4 nights x \$65.00).

**GRANT SHARE = \$2,655.00 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**

<b>Course Details</b>			
Course Title <b>Essential Camera Operations and Control</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>

<b>Cost Breakdown</b>			
<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	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$1,050.00	\$1,050.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$1,304.89	\$1,050.00	\$254.89

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 Camera Operations and Control**

**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 = \$254.89**

**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 (3 people x \$350.00).

**GRANT SHARE = \$1,050.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,990.00	\$3,990.00	\$
Travel	\$3,175.00	\$2,655.00	\$520.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$7,340.52	\$6,645.00	\$695.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$560.00 and \$350.00 for 1 rental car), Breakfast - \$117.50 (2 people x 5 days x \$11.75), Lunch - \$117.50 (2 people x 5 days x \$11.75), Dinner - \$270.00 (2 people x 5 days x \$27.00), Lodging - \$680.00 (2 people x 4 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$520.00 (2 people x 4 nights x \$65.00).

**GRANT SHARE = \$2,655.00 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**

<b>Course Details</b>			
Course Title <b>Testimony Master Class</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>

<b>Cost Breakdown</b>			
<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	\$254.89	\$	\$254.89
Contractual Services	\$	\$	\$
Tuition	\$5,500.00	\$5,500.00	\$
Travel	\$2,766.00	\$2,766.00	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$8,520.89	\$8,266.00	\$254.89

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**

### **Testimony Master Class**

**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 = \$254.89**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$5,500.00 (Flat Rate).

**GRANT SHARE = \$5,500.00 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: Breakfast - \$282.00 (6 people x 4 days x \$11.75), Lunch - \$282.00 (6 people x 4 days x \$11.75), Dinner - \$672.00 (6 people x 4 days x \$28.00), Lodging - \$1,530.00 (6 people x 3 nights x \$85.00).

**GRANT SHARE = \$2,766.00 MATCH SHARE = \$75.00**

**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**

<b>Course Details</b>			
Course Title Ion Chromatography			
Training Location TBD			
Maximum Participants NA	Minimum Participants (2/3 of Max) NA	Hours of Training Per Session 16	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,000.00	\$3,000.00	\$
Travel	\$2,373.00	\$2,113.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$5,548.52	\$5,113.00	\$435.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$560.00 and \$350.00 for 1 rental car), Breakfast - \$70.50 (2 people x 3 days x \$11.75), Lunch - \$70.50 (2 people x 3 days x \$11.75), Dinner - \$162.00 (2 people x 3 days x \$27.00), Lodging - \$340.00 (2 people x 2 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$260.00 (2 people x 2 nights x \$65.00).

**GRANT SHARE = \$2,113.00 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**

<b>Course Details</b>			
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>

<b>Cost Breakdown</b>			
<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	\$183.34	\$	\$183.34
Contractual Services	\$	\$	\$
Tuition	\$140.00	\$140.00	\$
Travel	\$7,784.00	\$5,204.00	\$2,580.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$8,107.34	\$5,344.00	\$2,763.34

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 = \$183.34**

**Contractual Services:** No funds will be used for contractual services.

**Tuition:** There is a registration fee to attend this training. The registration cost is \$140.00 (4 people x \$35.00).

**GRANT SHARE = \$140.00 MATCH SHARE = \$0.00**

**Travel (Trainee):** This is a four-day training to be held in Las Vegas, NV 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 - \$3,240.00 (4 people x \$810.00), Breakfast - \$240.00 (4 people x 4 days x \$15.00), Lunch - \$240.00 (4 people x 4 days x \$15.00), Dinner - \$464.00 (4 people x 4 days x \$29.00), Lodging - \$1,020.00 (4 people x 3 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$2,580.00 (4 people x 3 nights x \$215.00).

**GRANT SHARE = \$5,204.00 MATCH SHARE = \$2,580.00**

**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**

<b>Course Details</b>			
Course Title <b>Basic Fire Debris – Online</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>

<b>Cost Breakdown</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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$1,175.52	\$1,000.00	\$175.52

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**

**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 = \$175.52**

**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):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
Course Title <b>Advanced Fire Debris – Online</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>

<b>Cost Breakdown</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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$1,000.00	\$1,000.00	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$	\$	\$
Total <b><i>Course</i></b> Costs	\$1,175.52	\$1,000.00	\$175.52

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 – Online**

**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 = \$175.52**

**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):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
Course Title <b>Mass Spectral Interpretation – Online</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>

<b>Cost Breakdown</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	\$175.52	\$	\$175.52
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	\$3,375.52	\$3,200.00	\$175.52

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

**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 = \$175.52**

**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):** This training is virtual, therefore, there will be no 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**

<b>Course Details</b>			
Course Title <b>Xray 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>

<b>Cost Breakdown</b>			
<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	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$3,400.00	\$3,400.00	\$
Travel	\$2,373.00	\$2,113.00	\$260.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i><b>Per Session</b></i> Costs	\$	\$	\$
Total <i><b>Course</b></i> Costs	\$5,948.52	\$5,513.00	\$435.52

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 = \$175.52**

**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 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 - \$1,470.00 (2 people x \$560.00 and \$350.00 for 1 rental car), Breakfast - \$70.50 (2 people x 3 days x \$11.75), Lunch - \$70.50 (2 people x 3 days x \$11.75), Dinner - \$162.00 (2 people x 3 days x \$27.00), Lodging - \$340.00 (2 people x 2 nights x \$85.00), Lodging costs above the allotted \$85.00 (Match) - \$260.00 (2 people x 2 nights x \$65.00).

**GRANT SHARE = \$2,113.00 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**

<b>Course Details</b>			
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

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$175.52	\$	\$175.52
Contractual Services	\$	\$	\$
Tuition	\$900.00	\$900.00	\$
Travel	\$3,986.00	\$3,401.00	\$585.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$	\$	\$
Total <b>Course</b> Costs	\$5,061.52	\$4,301.00	\$760.52

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 = \$175.52**

**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 \$900.00).

**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 - \$2,030.00 (3 people x \$560.00 and \$350.00 for 1 rental car), Breakfast - \$141.00 (3 people x 4 days x \$11.75), Lunch - \$141.00 (3 people x 4 days x \$11.75), Dinner - \$324.00 (3 people x 4 days x \$27.00), Lodging - \$765.00 (3 people x 3 nights x \$85.00) and Lodging costs above the allotted \$85.00 (Match) - \$585.00 (3 people x 3 nights x \$65.00).

**GRANT SHARE = \$3,401.00 MATCH SHARE = \$585.00**

**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 = \$105,068.96**

**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 = \$8,573.44**

**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	\$ 28,420.00	\$ 837.56
2	ASCLD Symposium	\$ 30,336.00	\$ 10,437.56
3	ASCLD Leadership Academy I and ASCLD Symposium	\$ 11,512.00	\$ 3,518.78
4	ASCLD Leadership Academy II and ASCLD Symposium	\$ 11,912.00	\$ 3,518.78
5	MAFS Training	\$ 65,078.00	\$ 8,238.81
6	AFTE Training	\$ 24,216.00	\$ 10,166.69
7	CLIC Training	\$ 15,160.00	\$ 4,310.03
8	Advanced Bloodstain Pattern Analysis	\$ 7,116.00	\$ 1,558.36
9	Difficult Latent Print Comparison	\$ 6,484.00	\$ 329.89
10	Fire Debris Analysis	\$ 6,916.00	\$ 825.52
11	SOFT Training	\$ 13,690.00	\$ 4,433.34
12	ASQDE Meeting	\$ 6,014.00	\$ 1,375.52
13	AAFS Training	\$ 21,530.00	\$ 8,708.85
14	Expert Witness Training	\$ 11,104.00	\$ 3,078.74
15	Modern Firearms Manufacturing Tours	\$ 11,662.00	\$ 550.03
16	Across the Spectrum: Infrared Spectral Interpretation	\$ 7,960.00	\$ 183.34
17	Mass Fatality Incident Exercise	\$ 6,450.00	\$ 2,741.77
18	American Industrial Hygiene Conference	\$ 2,154.00	\$ 537.90
19	Understanding Exclusion and Sufficiency Decisions	\$ 2,278.00	\$ 279.89
20	Fiber Analysis	\$ 6,916.00	\$ 825.52
21	MATT Drug Monitoring Training	\$ 2,735.00	\$ 1,908.34
22	FBI Question Documents Course	\$ 1,689.00	\$ 625.52
23	AFQAM Training Conference	\$ 18,067.50	\$ 2,336.34
24	Implementation and Practical Applications of 3D Technology, Analysis and Statistics for Firearms and Toolmark Examinations	\$ 2,530.00	\$ 275.02
25	Interpretation of Mass Spectra	\$ 6,400.00	\$ 366.69
26	IABPA Conference	\$ 5,914.00	\$ 1,450.02
27	Essential Ridgeology Techniques	\$ 6,334.00	\$ 244.93
28	Advanced Footwear Examination	\$ 7,214.00	\$ 1,150.52
29	Robert F. Borkenstein Course on Alcohol and Highway Safety	\$ 10,134.00	\$ 2,795.02
30	Print Process Identification Forensic Document Examiners Conference	\$ 3,002.50	\$ 435.52
31	Michigan Safety Conference	\$ 393.25	\$ 77.90
32	IAI Conference	\$ 30,762.00	\$ 869.78
33	Technician Witness Training	\$ 7,668.00	\$ 2,565.61
34	Daubert Testimony	\$ 16,110.00	\$ 366.69
35	International Conference on Novel Psychoactive Substances	\$ 2,802.00	\$ 965.02

36	Bloodstain Pattern Analysis Unit Meeting	\$ 7,256.00	\$ 1,141.70
37	Palm Print Comparison Techniques	\$ 1,800.00	\$ 169.93
38	Polarized Light Microscopy	\$ 5,548.00	\$ 825.52
39	Midwest Firearms Examiner Training Seminar	\$ 10,357.50	\$ 275.02
40	Interpretation of Infrared (IR) and Raman Spectra	\$ 17,052.00	\$ 2,666.69
41	Intro to Bloodstain Pattern Analysis on Fabrics and Digital Casework	\$ 11,170.00	\$ 866.69
42	Comparative Dermatoglyphics	\$ 1,800.00	\$ 254.89
43	Digital Imaging	\$ 5,926.00	\$ 825.52
44	AFIS Users Conference	\$ 19,459.50	\$ 1,954.15
45	FN 15 Rifle/Carbine Armorer Course	\$ 6,397.50	\$ 366.69
46	DEA Forensic Chemist Seminar	\$ 7,695.00	\$ 4,550.02
47	ACSR Conference	\$ 5,914.00	\$ 1,583.34
48	Examination of Simultaneous Impressions	\$ 5,071.00	\$ 329.89
49	Advanced Fire Debris Analysis	\$ 6,916.00	\$ 825.52
50	Beretta 1301 Armorer Course	\$ 7,147.50	\$ 366.69
51	Forensic Investigation with Blood Pattern Documentation & Ballistics	\$ 4,226.00	\$ 1,158.36
52	Distortion Interpretation and Feature Distribution	\$ 6,484.00	\$ 499.82
53	Footwear Examination	\$ 5,726.00	\$ 825.52
54	Crime Scene Metal Detector Operations	\$ 5,147.00	\$ 366.69
55	Basic Digital Imaging	\$ 2,247.00	\$ 169.93
56	Tire Track Examination	\$ 5,926.00	\$ 825.52
57	Midwest Crime Laboratory Directors Conference	\$ 4,948.00	\$ 692.95
58	Advanced Crime Scene Photography	\$ 4,226.00	\$ 1,316.69
59	Courtroom Testimony Techniques	\$ 11,872.00	\$ 334.89
60	Explosives Analysis	\$ 6,916.00	\$ 825.52
61	Fingerprint Photography	\$ 5,521.00	\$ 414.85
62	Paint Analysis	\$ 6,916.00	\$ 825.52
63	Finding Latent Evidence with Chemistry and Light	\$ 6,077.50	\$ 414.85
64	Infrared Spectroscopy	\$ 6,645.00	\$ 783.28
65	Essential Camera Operations and Control	\$ 1,050.00	\$ 254.89
66	Raman Spectroscopy	\$ 6,645.00	\$ 695.52
67	Testimony Master Class	\$ 8,266.00	\$ 254.89
68	Ion Chromatography	\$ 5,113.00	\$ 435.52
69	SHOT Show	\$ 5,344.00	\$ 2,763.34
70	Basic Fire Debris - Online	\$ 1,000.00	\$ 175.52
71	Advanced Fire Debris Analysis - Online	\$ 1,000.00	\$ 175.52
72	Mass Spectral Interpretation - Online	\$ 3,200.00	\$ 175.52
73	X-ray Diffraction	\$ 5,513.00	\$ 435.52
74	SAFDE	\$ 4,301.00	\$ 760.52
	Grant Administration	\$ -	\$ 105,068.96
	Fiscal Manager	\$ -	\$ 8,573.44
	*Rounding Discrepancy	\$ -	\$ 0.03
	Grand Total	\$ 662,482.75	\$ 229,115.64

\*The Match total does not equal the Match total on the Budget Detail because of the rounding that takes place in column J on the Personnel Tab of the Budget Detail due to the multiple digits after the decimal point in the figures in column I which is caused by the multiplication of column H and column I.

## 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:

\$891,598.39

### 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 5/30/23

Other consortium certification may be submitted as addendum files.


**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
 Michigan Justice Training Competitive Grant Program  
**2024 GRANT APPLICATION**

**SECTION 1 - IDENTIFICATION**

APPLICANT AGENCY Michigan State Police		SIGMA ID/ADDRESS CODE 38-600014
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821		
TRAINING CONSORTIUM (if applicable) Michigan Technology Investigations and Forensic Training Consortium		
PROJECT TITLE (Limit 45 characters) Building Forensic & Investigative Capacity in Technology		
START DATE January 1, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$


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

*As the Authorized Official, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

NAME AND TITLE D/F/Lt. James Ellis	
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821	
TELEPHONE (Direct) 734-735-4295	E-MAIL ADDRESS <a href="mailto:EllisJ3@michigan.gov">EllisJ3@michigan.gov</a>
SIGNATURE 	DATE 5-10-2023

**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 2024 Grant Manual.*

NAME AND TITLE Sherie Martens, Grant Coordinator	
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821	
TELEPHONE (Direct) 517-599-8522	E-MAIL ADDRESS <a href="mailto:MartensS@michigan.gov">MartensS@michigan.gov</a>
SIGNATURE 	DATE May 10, 2023

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

*As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

NAME AND TITLE Tara Semenchuk, Accountant	
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821	
TELEPHONE (Direct) 517-284-3297	E-MAIL ADDRESS <a href="mailto:SemenchukT@michigan.gov">SemenchukT@michigan.gov</a>
SIGNATURE 	DATE 5/10/2023

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.



## 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 44,190 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).

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 is also in the process of opening additional offices in two districts that it serves. The Cyber Section took over 4,000 requests for service in 2022 and is currently on pace to increase requests for service to over 4,500 incidents in 2023.

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) indicates there were 5.2 million reports of fraud in the U.S. in 2022, with identify theft ranking as the number one type of fraud. In a reversal of roles, 43% of victims were younger people, aged 20-29 however, persons aged 70+ experienced a higher monetary loss.

Identity theft accounts for 20% of all fraud cases in Michigan, with over 21,000 reports recorded by the Federal Trade Commission, ranking Michigan as 24<sup>th</sup> in the United States where citizens are at risk for identity theft. In 2022, fraud losses in Michigan totaled over \$1.3 million. 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 22 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 37 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 37 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 929 investigations involving online child sexual exploitation, many involving active criminal sexual conduct cases with child victims identified.

Of the 37 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.

In October 2022, CCU/ICAC Traverse City was requested to assist HSI and MSP Houghton Lake with a CSC and CSAM investigation. During the execution of the search warrant, on-scene forensics were conducted by an MSP DFA who located evidence that the suspect was manufacturing CSAM. Additional in-depth analysis was done by the DFA, which led to the discovery of eight previously unknown local child victims. HSI and MSP Houghton Lake located the victims, conducted interviews with them, and obtained crucial details of the crimes. The suspect was charged with multiple counts of CSC and CSAM offenses and recently entered a plea in federal court; sentencing is pending.

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 2024 Techno Security Training and Digital Forensic Conference**

The 2024 Techno Security & Digital Forensics Conference will be held in the following multiple locations during calendar, with locations and dates to be determined. In 2023, conference locations were:

1. Wilmington, North Carolina
  2. Pasadena, California
- The 2024 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.
  - The Techno Security Training and Digital Forensic Conferences features more than 120 education sessions, 110 industry speakers, and 70 sponsors/exhibitors over four days of networking. This program is designed to share insight, experience and knowledge from the industry's leading subject matter experts and advisors.

### **4) SANS SEC587: Advanced Open-Source Intelligence (OSINT) Gathering and Analysis**

SANS SEC587: is a 44-hour course of instruction, offered over six (6) consecutive days.

This is an advanced Open-Source Intelligence (OSINT) course for those who already know the foundations of OSINT. The goal is to provide students with more in-depth and technical OSINT knowledge. Students will learn OSINT skills and techniques that law enforcement, intelligence analysts, private investigators, journalists, penetration testers and network defenders use in their investigations.

Open-source intelligence collection and analysis techniques are increasingly useful in a world where more and more information is added to the internet every day. With billions of internet users sharing information on themselves, their organizations, and people and events they have knowledge of, the internet is a resource-rich environment for intelligence collection. SEC587 is designed to teach you how to efficiently utilize this wealth of information for your own investigations.

SEC587 will take your OSINT collection and analysis abilities to the next level, whether you are involved in intelligence analysis, criminal and fraud investigations, or just curious about how to find

out more about anything! SEC587 is replete with hands-on exercises, real-world scenarios, and interaction with live internet and dark web data sources.

This course is also blended with all the fundamentals an OSINT analyst will need to learn and understand and apply basic coding in languages such as Python, JSON, and shell utilities as well as interacting with APIs for automating your OSINT processes.

SEC587 students will learn effective OSINT methods and techniques, including:

- Structured intelligence analysis
- Rating the reliability of information and its sources
- Researching sensitive and secretive groups
- Practical and Advanced Image and video analysis and verification
- Dark web and criminal underground investigations.
- Operational Security (OPSEC) for OSINT
- Fact-checking and analysis of disinformation and misinformation
- Knowing cryptocurrency fundamentals and tracking
- Using basic coding to facilitate information collection and analysis
- Interacting with APIs for data collection and filtering
- Conducting internet monitoring
- Automation techniques to support OSINT processes

**You Will Receive with this Course:**

Physical and digital workbooks and a course specific Virtual Machine (VM) tailored for this Advanced Open-Source Intelligence Gathering and Analysis course

**This Course Will Prepare You to:**

- Take a dive more in-depth into finding, collecting, and analyzing information found on the internet
- Debug, understand, alter, and create your own OSINT-focused Python scripts
- Move and pivot around safely on the Dark Web
- Perform financial OSINT investigations



## 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 <b>IACIS – BCFE (Basic Computer Forensic Examiner)</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>76</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	\$	\$	\$
Contractual Services	\$	\$	\$
Tuition	\$15,180.00	\$15,180.00	\$0
Travel	\$11,536.00	\$0	\$11,536.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$26,716.00</b>	<b>\$15,180.00</b>	<b>\$11,536.00</b>
<b>Total <i>Course</i> Costs</b>	<b>\$26,716.00</b>	<b>\$15,180.00</b>	<b>\$11,536.00</b>

**NOTES:**

The IACIS BCFE 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.

<b>Course Details</b>			
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>

<b>Cost Breakdown</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	\$	\$	\$
Tuition	\$9,980.00	\$9,980.00	\$0
Travel	\$5,792.00	\$0	\$5,792.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b><i>Per Session</i></b> Costs	\$15,772.00	\$9,980.00	\$5,792.00
Total <b><i>Course</i></b> Costs	\$15,772.00	\$9,980.00	\$5,792.00

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 – Wilmington, North Carolina or Pasadena, California			
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	\$15,485.00	\$0	\$ 15,485.00
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$25,435.00	\$9,950.00	\$15,485.00
Total <i>Course</i> Costs	\$25,435.00	\$9,950.00	\$15,485.00

NOTES:

The Techno Security & Digital Forensics Conference will be held in the following multiple locations in calendar year 2024, with dates to be determined:

1. Wilmington, North Carolina
2. Pasadena, California

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 SANS SEC587: Advanced Open-Source Intelligence (OSINT) Gathering and Analysis			
Training Location In-State -Lansing or Dimondale, Michigan			
Maximum Participants 15	Minimum Participants (2/3 of Max) 10	Hours of Training Per Session 44	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	\$124,125.00	\$82,750.00	\$41,375.00
Travel	\$10,110.00	\$0	\$10,110.00
Supplies & Operating	\$1,200.00	\$1,200.00	\$0
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$135,435.00	\$92,225.00	\$43,210.00
Total <b>Course</b> Costs	\$135,435.00	\$92,225.00	\$43,210.00

NOTES:

SANS SEC587: is a 44-hour course of instruction, offered over six (6) consecutive days. This is an advanced Open-Source Intelligence (OSINT) course for those who already know the foundations of OSINT. The goal is to provide students with more in-depth and technical OSINT knowledge. Students will learn OSINT skills and techniques that law enforcement, intelligence analysts, private investigators, journalists, penetration testers and network defenders use in their investigations.

## 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.

#### **IACIS BCFE**

The total for the tuition for IACIS - BCFE

\$3,795.00 each x 4 MSP, local and county forensic examiners = \$15,180.00

Grant Share = \$15,180.00                      Match Share = \$0

#### **IACIS MDF**

The total for the tuition for IACIS - MDF

\$2,495.00 each x 4 MSP, local and county forensic examiners = \$9,980.00

Grant Share = \$9,980.00                      Match Share = \$0

#### **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

#### **TOTAL for Out-of-State Tuition = \$35,110.00**

Grant Share = \$35,110.00

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 SEC587: Advanced Open-Source Intelligence (OSINT) Gathering & Analysis**

The total for the tuition for 15 MSP, local, and county forensic examiners per session:

\$8,275.00 each x 15 MSP, local, and county forensic examiners = \$124,125.00

Grant Share = \$82,750.00      Match Share = \$41,375.00

**Total Grant Share = \$82,750.00      Total Match Share = \$41,375.00**

**TOTAL for In-State Tuition = \$124,125.00**

**Grant Share = \$82,750.00**

**Match Share = \$41,375.00**

**GRAND TOTAL FOR TUITION = \$159,235.00**

**Grant Share = \$117,860.00**

**Match Share = \$41,375.00**

### **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 SEC587: Advanced Open-Source Intelligence (OSINT) Gathering & Analysis**

In-State Travel: 6 days/5 nights per MSP, local, and county forensic examiner  
Lodging: \$85.00/night x 5 nights = \$425.00  
Meals: \$41.50/day x 6 days = \$249.00  
(\$9.75-Breakfast, \$9.75-Lunch, \$22.00-Dinner)

The total travel expense for the Student Travel for SANS SEC587: Advanced Open-Source Intelligence (OSINT) Gathering & Analysis is:

\$674.00 each x 15 MSP, local, and county forensic examiners = \$10,110.00

Grant Share = \$0 Match Share = \$10,110.00

**TOTAL for In-State, Student-Travel = \$10,110.00**

**Grant Share = \$0**

**Match Share = \$10,110.00**

### **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.*

### **IACIS BCFE**

Out-State Travel: 14 days/13 nights per MSP, local, and county forensic examiner  
Lodging: \$129.00/night x 13 nights = \$1,677.00  
Meals: \$50.50/day x 14 days = \$707.00  
(\$11.75-Breakfast, \$11.75-Lunch, \$27.00-Dinner)  
Airfare: \$500.00 per attendee

The total travel expense for IACIS Basic Computer Forensic Examiner (BCFE) is:  
\$2,884.00 each x 4 MSP, local, and county forensic examiners = \$11,536.00  
Grant Share = \$0 Match Share = \$11,536.00

### **IACIS MDF**

Out-State Travel: 6 days/5 nights per MSP, local, and county forensic examiner  
Lodging: \$129.00/night x 5 nights = \$645.00  
Meals: \$50.50/day x 6 days = \$303.00  
(\$11.75-Breakfast, \$11.75-Lunch, \$27.00-Dinner)  
Airfare: \$500.00 per attendee

The total travel expense for the IACIS Mobile Device Forensics (MDF) is:  
\$1,448.00 each x 4 MSP, local, and county forensic examiners = \$5,792.00  
Grant Share = \$0 Match Share = \$5,792.00

### **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: \$50.50/day x 5 days = \$252.50  
(\$11.75-Breakfast, \$11.75-Lunch, \$27.00-Dinner)  
Airfare: \$500.00 per attendee

The total travel expense for the Techno Security & Digital Forensics Conference is:  
\$1,548.50 each x 10 MSP, local, and county forensic examiners = \$15,485.00  
Grant Share = \$0 Match Share = \$15,485.00

**TOTAL for Out-of-State, Student-Travel = \$32,813.00**

**Grant Share = \$0**

**Match Share = \$32,813.00**

**GRAND TOTAL FOR Travel = \$ 42,923.00**

**Grant Share = \$0**

**Match Share = \$42,923.00**

**Supplies and Operating:**

We request funding to hold in-state training in Lansing, Michigan, at the Michigan State Police Training Academy or MSP Headquarters in Dimondale, Michigan.

**SANS SEC587: Advanced Open-Source Intelligence (OSINT) Gathering & Analysis**

Room rental rate is \$200.00 per day (\$200.00/day x 6 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 SEC587: is a 44-hour course of instruction, offered over six (6) consecutive days. This is an advanced Open-Source Intelligence (OSINT) course for those who already know the foundations of OSINT. The goal is to provide students with more in-depth and technical OSINT knowledge. Students will learn OSINT skills and techniques that law enforcement, intelligence analysts, private investigators, journalists, penetration testers and network defenders use in their investigations.

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 SEC587: Advanced Open-Source Intelligence (OSINT) Gathering & Analysis

- Tuition: Grant Share \$82,750.00      Match Share \$41,375.00
- Travel: Grant Share \$0.00      Match Share \$10,110.00
- 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 \$15,485.00

#### 3. IACIS–Mobile Device Forensics (MDF)

- Tuition: Grant Share \$9,980.00      Match Share \$0
- Travel: Grant Share \$0      Match Share \$5,792.00

#### 4. IACIS–Basic Computer Forensic Examiner (BCFE)

- Tuition: Grant Share \$15,180.00      Match Share \$0
- Travel: Grant Share \$0      Match Share \$11,536.00

## 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 D/F/Lieutenant
Signature of Certifying Official 	Date 5-10-2023

Other consortium certification may be submitted as addendum files.

**State of Michigan**  
**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**  
Michigan Justice Training Competitive Grant Program  
**2024 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) 2024 Leadership Development Academy		
START DATE January 1, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$39,198.75

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

*As the Authorized Official, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

NAME AND TITLE Chad Connelly, Leadership Development Section Commander		
STREET ADDRESS/CITY/ZIP 7150 Harris Drive, Dimondale, MI 48821		
TELEPHONE (Direct) 517-331-0684	E-MAIL ADDRESS ConnellyC1@michigan.gov	
SIGNATURE	DATE	

**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 2024 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 May 18, 2023	

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

*As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 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	
SIGNATURE	DATE	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.

## 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**

Law Enforcement leadership is paramount in the successful existence and utilization of our law enforcement services. Leadership training can often be set aside as a luxury and not the necessity it is due to time constraints, staffing challenges and limited funds allotted for professional development. Professional, engaged, and knowledgeable leadership is the key to repairing and maintaining the trust of our communities which is vital to build and maintain relationships with those we serve. Staff that is adequately trained in leadership principles and practice are of an extreme value to the community we serve.

The Michigan State Police is seeking funds to provide high level professional training and education for the individuals who serve our communities and will eventually be the leaders in them. The details below will outline the program these funds will be used to provide.

The Michigan State Police Leadership Development Section is proposing the following speakers for the 2024 Leadership Development Academies. The speakers include:

- Epic Leadership Lessons Learned in the Field – Shelli Johnson
- Being the Leader Your People Deserve – Command Presence

The Leadership Development Academy began with the Michigan State Police as a two-week course in 2014. The course provided education and experience 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, employee wellness and 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 experiences with 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.

In 2023, the Leadership Development Academy schedule continued to be less of a management class and more of a leadership-based training, taking place two weeks with all leadership-based lectures, two inspirational keynote speakers, as well as employee wellness, physical fitness and nutrition sessions, and hands on field experiences with 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. The course is also available to employees who have showed initiative in leadership.

## 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 2024 Leadership Development Academy consists of the following objectives:

#### [Epic Leadership Lessons Learned in the Field](#)

**Hours: 2**

**Students: 30**

**Sessions: 2**

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.

#### [Being The Leader Your People Deserve](#)

**Hours: 16**

**Students: 30**

**Sessions: 2**

##### **Lead Yourself First**

1. The 6 Types of “Working Genius” Assessment (review results)
2. What’s my WHY?
3. Leading with an Outward Mindset
4. The power of Extreme Ownership

##### **Leading Others**

1. Moving from “doer” to leader
2. Leading your peers
3. Providing and receiving effective feedback
4. Effectively managing your time: Doctor’s Office vs. Emergency Room approach
5. The art of delegation
6. Boss types and how not to become “THAT” boss
7. Teams vs. Groups: What’s the difference and why does it matter? Top 5 issues
8. Utilizing “Working Genius” to develop teams

#### **Designing an Extraordinary Culture for Your Unit**



1. Compare and Contrast the cultures of two iconic corporations
2. Mission Statements: More Than Words on a Wall
3. Conducting a “WHY” Discovery Workshop in your unit
4. Designing “THE WAY” your unit does business.
5. Fundamental behaviors vs. Core values

## 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 2024 Leadership Development Academies 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 big dreams, be in mountain-climbing, or getting through a personal crux.

#### **Being the Leader Your People Deserve**

Command Presence Training enjoys a long-standing training relationship with the Michigan State Police. Since 2018 Command Presence has partnered with the Michigan State Police to help meet a wide array of professional development training needs, which includes leadership training, instructor development training, and curriculum development.

This Executive Level course is designed to equip you with the knowledge, skills, and strategies necessary to be an effective and inspiring leader for your organization. Unlike "typical" leadership training programs which are often full of philosophies but few actionable ideas, this course provides you with a toolkit that can be immediately implemented to help you be the leader that your people and community deserve.

This course highlights self-leadership, habits of effective leaders, building and leading teams, and designing and implementing extraordinary culture. Become THE agency everyone else wants to work for by being THE leader everyone wants to work for.

## 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.

#### **Being the Leader Your People Deserve**

Participants will complete Course Evaluations at the conclusion of the week. The course evaluations will be administered by PowerDMS.

#### **Participant Engagement**

Engagement and participant involvement are critical aspects of learning. Facilitators are encouraged to actively involve the attendees through interactive training methodologies.

#### **Career Path Tracking**

Tracking the career paths of attendees can be utilized to measure the effective application and utilization of the skills and principles shared during this training.

**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

2

**Cost Breakdown**

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$20,000.00	\$15,000.00	\$5,000.00
Tuition	\$	\$	\$
Travel	\$4,506.00	\$3,379.50	\$1,126.50
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$12,253.00	\$9,189.75	\$3,063.25
Total <b>Course</b> Costs	\$24,506.00	\$18,379.50	\$6,126.50

**Course Details – Being the Leader Your People Deserve**

Course Title

Being The Leader Your People Deserve

Training Location

TBD

Maximum Participants

50

Minimum Participants (2/3 of Max)

30

Hours of Training Per Session

16

Number of Sessions

2

**Cost Breakdown - Being the Leader Your People Deserve**

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$	\$	\$
Contractual Services	\$24,000.00	\$18,000.00	\$6,000.00
Tuition	\$	\$	\$
Travel	\$3,759.00	\$2,819.25	\$939.75
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <b>Per Session</b> Costs	\$13,879.50	\$10,409.25	\$3,469.88
Total <b>Course</b> Costs	\$27,759.00	\$20,819.25	\$6,939.75

## 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 to be our keynote speaker. 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 \$20,000 plus airfare which is estimated at \$4,000. The grant share of this is amount is \$18,379.50 The match share of \$6,126.50 will be assessed by charging the minimum amount of students (60) \$102.11 each class.

### **Being the Leader Your People Deserve**

Grant funding will allow Command Presence trainers to fly to Michigan to conduct the 16 hours (each session) of training.

The invoice for the training offered by Command Presence is \$24,000. The Grant Share of this is \$18,000.00 and the Match Share is \$6,000.00.

Travel Costs/Hoteling and Per-Diem total at \$3,759.00 with the Grant Share being \$2,819.25 and the Match Share of \$939.75.

This Match Share of a total of \$6,939.75 will be acquired by student fees at the minimum participant number of 60, which would equal \$107.83 each class.

**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	\$24,506.00	\$18,379.50	\$6,126.50
2	Being the Leader Your People Deserve	\$27,759.00	\$20,819.25	\$6,939.75
Totals		\$52,265.00	\$39,198.75	\$13,066.25

## 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  
**2024 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 2024		
START DATE January 1, 2024	END DATE December 31, 2024	GRANT FUNDS REQUESTED \$ 138,866.50

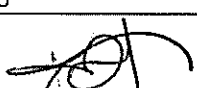
**AUTHORIZED OFFICIAL** (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

*XX As the Authorized Official, I have read and agree to all conditions set forth in the 2024 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 5.26.2023	

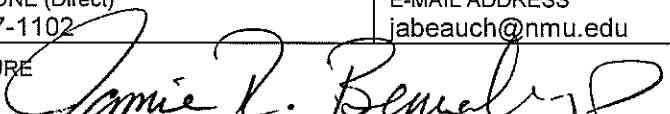
**PROJECT ADMINISTRATOR** (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)

*XX As the Project Administrator, I have read and agree to all conditions set forth in the 2024 Grant Manual.*

NAME AND TITLE Lt. 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 5-26-2023	

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

*XX As the Fiscal Officer, I have read and agree to all conditions set forth in the 2024 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 5-26-2023	

Applications must be submitted to MCOLES via email to [DowkerC1@michigan.gov](mailto:DowkerC1@michigan.gov) no later than May 19, 2023.



## 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 (NMI 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.

### **Glock – Armorer Certification/Re-Certification**

A program designed to certify and re-certify individuals as Glock Armorers. The program content focuses on the mechanical functioning, maintenance, troubleshooting and field repair of the Glock pistol line. This is a hands on program that teaches and guides each participant through all armorer operations systematically with the instructors. Active participation in disassembly and assembly procedures coupled with question and answer periods provide the type of learning environment favorable to the retention of the material.

The curriculum enables armorers to develop a pistol maintenance program on the inspection and servicing of the Glock for their department. Following successful completion of the program, certification/re-certification to perform these procedures is valid for a period of three (3) years. This is of major importance to the agency as it maintains current practices and procedures for factory authorized maintenance on law enforcement pistols within the department.

We last provided the training in 2018 so the current instructor’s certification will run out in 2018. We have a cohort of students that will need to be updated on this training. Along with new officers that have taken on the role of armorer for their department. Glock is the sole provider of this training and assigns instructors based on region. A survey was conducted in April 2020. There were up to 40 officers that needed re-certification or wanted to become certified as a Glock Armorer. Due to these numbers two sessions will be held in Marquette.

### **Colt M/16 –AR-15 Armorer’s Training (Rifles-Carbines- Sub Machine Guns)**

A program designed to certify /re-certify individuals as Colt M16 /AR-15 family of weapons armorers. Each graduate will gain a complete understanding of the design theory, nomenclature, dynamics, compatibility, interchangeability, detailed disassembly, assembly, maintenance and troubleshooting of the M/16 and AR-15 family of weapons including rifles, carbines, and submachine guns.

We have a cohort of students that will need to be updated on this training along with new officers that have taken on the role of armorer for their department. 2017 was the last time this course was offered locally.

### **Supervisor Course for Police Officers**

With the large amount of retirements and officer turnover there have been a number of new supervisors promoted throughout the U.P. Many of the supervisors have less experience in the field of law enforcement than their predecessors. MACNLOW's Police Supervision course is designed specifically for first line supervisors who direct, motivate, lead, appraise, and discipline others. Topics include: communication skills, situational leadership, motivational environment, coaching, work behavioral profile, and performance problems. This course is a practical application of supervisory and leadership practices where students take an active role in the classroom.

### **Advanced Supervisor Course for Police Officers**

Many of the current supervisors are less experienced than their predecessors. This course will assist them in navigating their new role as a supervisor. MACNLOW's Advanced Supervision course is designed specifically for first-line supervisors who empower, discipline, lead and develop others. Topics include dealing with problem employees, empowering employees, supervisory ethics, planning projects, reducing conflict, managing workplace relationships, and handling special details and other problem solving.

### **Evidence Technician Refresher**

This class provides updated information and skills associated to being an Evidence Technician. There are numerous Evidence Technicians throughout the Upper Peninsula. The ability to update their skills is essential in the collection and processing evidence for the region. Unfortunately, most departments still do not have evidence technicians and rely on neighboring agencies to assist with the collection and processing of evidence. The NMU PSI has adopted a policy which requires Evidence Technicians to attend at least one refresher every three years to be considered active. There will be three, one day sessions offered in Marquette.

### **Effective Fitness Combatives**

The NMU PSI has received several requests for defensive tactics instructors' courses to replace or supplement current programs being used. Many departmental instructors have retired or left law enforcement and need to be replaced. The current trend is moving toward more ground fighting and Ju Jitsu based courses. The EFC program combines these elements with case law, de-escalation, and police procedures to create an effective system for law enforcement.

### **Street Cop Report Writing**

One of the biggest complaints from department administrators is the lack of writing skills. This course is intended to strengthen an officer's report writing skills regardless of their time on the job. Most officers have not taken a report writing course since attending their Basic Police Academy Training Class. Report writing is one of the most basic and critical functions that all police officers will use a great deal on the job. Yet, little time is invested in sharpening and improving this essential function of police work.

### **Street Cop De-Escalation and Crisis Intervention That Actually Works**

For "de-escalation" to work, you must believe in it, and believe in yourself using it. An important part of that is understanding that it is not a single tactic, but rather an outcome which is the result of using different skills and tactics you are already familiar with. How we get to that outcome is highly dependent upon the individual you are dealing with. This course addresses de-escalation in a way every officer can understand and has been proven to be effective.

## **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.

## **Use of Force Virtual Reality (VR) Simulator**

U.P. departments lack in the ability to provide Use of Force training to their officers using advanced technology. The new VR Use of Force system will provide this training on site. With mandatory training requirements expanding, de-escalation tactics, and proper decision making are at fore front of firearms requirements. Departments often lack the budget to purchase advanced training systems or to send officers off location for training courses.

## **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.

### **Glock – Armorer Certification/Re-Certification**

An eight (8) hour program designed to certify and re-certify individual as Glock Armorers. The program content focuses on the mechanical functioning, maintenance, troubleshooting and field repair of the Glock pistol line. This is a hands on program that teaches and guides each participant through all armorer operations, systematically with the instructors. Active participation is disassembly and assembly procedures coupled with question and answer periods provide the type of learning environment favorable to the retention of the material.

The curriculum enables armorers to develop a pistol maintenance program on the inspection and servicing of the Glock for their department. This major importance to the agency as it maintains current practices and procedures for factory authorized maintenance on law enforcement pistols within the department.

Upon completion of the course participants will be able to:

- Demonstrate the ability to disassemble, assemble, and maintain the Glock pistol line
- Develop and maintain an inspection and servicing schedule for their department.
- Know the importance of a properly functioning weapon.
- Troubleshoot any problems that may occur with their department weapons

### **Colt M/16 –AR-15 Armorer's Training (Rifles-Carbines- Sub Machine Guns)**

A sixteen (16) hour program designed to certify /re-certify individuals as Colt M/16 and AR-15 armorers. Each graduate will gain a complete understanding of the design theory, nomenclature, dynamics, compatibility, interchangeability, detailed disassembly, assembly, maintenance and troubleshooting of the M/16 and AR-15 family of weapons including rifles, carbines, and submachine guns.

At the completion of the course participants will be able to:

- Demonstrate the ability to disassemble, assemble, and maintain the M16/AR-15 family of weapons.
- Develop and maintain an inspection and servicing schedule for their department.
- Know the importance of a properly functioning weapon.
- Troubleshoot any problems that may occur with their department weapons

### **Police Supervisor Course**

A twenty four (24) hour course designed specifically for first line supervisors who direct, motivate, lead, appraise, and discipline others. Topics include: communication skills, situational leadership, motivational environment, coaching, work behavioral profile, and performance problems. This course is a practical application of supervisory and leadership practices where students take an active role in the classroom.

At the completion of the course participants will be able to:

- Demonstrate the ability to make the successful transition to supervisor.
- Develop and maintain motivational skills.
- Understand leadership styles and situational leadership.
- Learn motivational and coaching skills.
- Identify problems and create solutions for success

### **Advanced Supervisor Course for Police Officers**

A twenty four (24) hour Advanced Supervision course designed specifically for first-line supervisors who empower, discipline, lead and develop others. Topics include dealing with problem employees, empowering employees, supervisory ethics, planning projects, reducing conflict, managing workplace relationships, and handling special details and other problem solving.

At the completion of the course participants will be able to:

- Demonstrate an understanding of leadership.
- Understand ethics as it relates to supervisors and departmental goals.
- Understand leadership styles and situational leadership.
- Learn motivational and coaching skills.
- Identify problems and create solutions for success
- Develop communication skills
- Ideas to deal with problem employees and resolve conflict

### **Evidence Technician Refresher**

An eight (8) hour program designed to teach participants new or improved methods of evidence collection, preservation, packaging and health related concerns. The program will also evaluate the participant's ability to process a crime scene correctly.

Upon completion of the program participants will be able to:

- Demonstrate methods in the location, photographing, collection, preservation and packaging of evidence

- Demonstrate the ability to work within the legal considerations and limitations of crime scene investigation and search warrant.
- Demonstrate the ability to use evidence collection techniques and skills.
- Demonstrate the proper techniques of processing a crime scene.
- Know how to make effective lab submissions.

### **Effective Fitness Combatives**

A forty (40) hour program. The purpose of this in-person instructor course is to create effective LE Professionals. The course is designed to equip them with the knowledge and skills necessary to train and lead their peers in an effort to raise the standard of training as it pertains to combatives, defensive tactics, and use of force situations. In addition to the four days of in-person training, students also receive the EFC Skills Video Library featuring video demonstrations by Jay Wadsworth of all techniques taught in the course.

Upon completion of the program participants will be able to:

- Demonstrate methods of instruction for the EFC system.
- Demonstrate an understanding of the philosophy of the system as it pertains to LE.
- Demonstrate proficient knowledge of the system techniques.

### **Street Cop Report Writing**

An eight (8) hour program including topics on: Common Errors Such as Sentence Fragments, Run-on Sentences, and Misplaced Modifiers; Proper Comma Placement; Proper Use of Apostrophes; Pronoun Usage; Proper Capitalization; Subject- Verb Agreement; Common Spelling & Usage Errors; The Importance of Writing in Active Voice vs. Passive Voice; Writing in First Person vs. Third Person; Including Objective Facts vs. Subjective Opinions; and how to properly review a report before final submission. The instructor will use interactive tools and activities to keep each student engaged. Students will also see real examples of well-written reports and will have the opportunity to see how an effective report is written through scenario-based training. Officers will leave this class feeling more confident in their report writing skills by using the simple and engaging techniques taught throughout the course.

Upon completion of the program participants will be able to:

- Demonstrate an understanding of basic report writing skills
- Understand how to properly review a report before final submission.
- Understand the importance of report writing skills as it pertains to LE duties.

### **Street Cop De-Escalation and Crisis Intervention That Actually Works**

An eight (8) hour program. The course begins with discussing instances of police/citizen interactions on video, asking officers to reflect what they may have done themselves in a similar situation. De-escalation is defined and discussed as an outcome that can enhance officer and public safety and help to reduce liability for agencies and potentially individual officers. Society and the courts have demanded that absent emergency situations, de-escalation must be attempted prior to tactical intervention, which helps legitimize the agency and policing.

Upon completion of the program participants will be able to:

- Define a person in crisis.

- Define de-escalation.
- Understand that de-escalation must be used prior to tactical intervention.
- Recognize certain intellectual disabilities and personality disorders.
- Recognize officer safety is of the utmost importance.

### **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.

### **Use of Force Virtual Reality (VR) Simulator**

The course will be developed so individual officers can get adequate time using the VR Use of Force technology. Conducting the training on site will allow the officers to participate without the worry of OT pay. The course will use VR scenarios based situation to address lethal and non-lethal use of force. There will be great emphasis put on communication skills and decision making.



Upon completion of the program participants will be able to:

- Improve decision making skills when it comes to use of force.
- Improve communication skills.
- Improve officer safety skills and consciousness.
- Demonstrate better shooting skills and techniques.
- Understand how movement during a fire fight can greatly enhance officer safety.

## 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 – Menominee County SO/State Certified Driving Instructor

Zach Taylor – Munising PD/ 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.

### **Glock – Armorer Certification/Re-Certification**

An eight (8) hour program designed to certify and re-certify individual as Glock Armorers. The program content focuses on the mechanical functioning, maintenance, troubleshooting and field repair of the Glock pistol line. This is a hands on program that teaches and guides each participant through all armorer operations, systematically with the instructors. Active participation is disassembly and assembly procedures coupled with question and answer periods provide the type of learning environment favorable to the retention of the material.

The curriculum enables armorers to develop a pistol maintenance program on the inspection and servicing of the Glock for their department. Following successful completion of the program, certification/re-certification to perform these procedures is valid for a period of three (3) years.

The class is hands on with direction from the instructor. The students are allowed to perform the required techniques until they feel comfortable. The instructor uses power point, lecture and handouts to assist the participants in retention of the skills. The students will be provided a manual to further assist them when they leave the class.

### **Glock – Armorer Certification/Re-Certification**

Glock will assign a regional instructor.

### **Colt M/16 –AR-15 Armorer's Training (Rifles-Carabines- Sub Machine Guns)**

A sixteen (16) hour program designed to certify /re-certify individuals as Colt M/16 and AR-15 armorers. Each graduate will gain a complete understanding of the design theory, nomenclature, dynamics, compatibility, interchangeability, detailed disassembly, assembly, maintenance and

trouble- shooting of the M/16 and AR-15 family of weapons including rifles, carbines, and submachine guns.

The class is hands on with direction from the instructor. The students are allowed to perform the required techniques until they feel comfortable. The instructor uses power point, lecture and handouts to assist the participants in retention of the skills. The students will be provided a manual to further assist them when they leave the class.

**Colt M/16 –AR-15 Armorer’s Training (Rifles-Carbines- Sub Machine Guns) Instructor:**  
Colt will assign a regional instructor

### **Police Supervisor Course**

Police Supervision course is designed specifically for first line supervisors who direct, motivate, lead, appraise, and discipline others. Topics include: communication skills, situational leadership, motivational environment, coaching, work behavioral profile, and performance problems. This course is a practical application of supervisory and leadership practices where students take an active role in the classroom. The course will consist of lecture, table top exercises, videos, and scenario based training.

**Police Supervisor Course Instructor;**  
MACNLOW will assign a qualified instructor

### **Advanced Supervisor Course for Police Officers**

MACNLOW’s Advanced Supervision course is designed specifically for first-line supervisors who empower, discipline, lead and develop others. Topics include dealing with problem employees, empowering employees, supervisory ethics, planning projects, reducing conflict, managing workplace relationships, and handling special details and other problem solving. The course will consist of lecture, table top exercises, videos, and scenario based training.

**Advanced Supervisor Course for Police Officers Instructor:**  
MACNLOW will assign a qualified instructor

### **Evidence Technician Refresher**

An eight (8) 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 that they are able to replicate them if and when they come across similar situations during the performance of their duties. Crime scene scenarios will be used to allow technicians to utilize different skills and have hands-on familiarization with equipment and supplies they will be using on real cases.

### **Evidence Technician Instructors:**

Lisa Oravetz – MSP Crime Lab Technician/ Biologist  
Christina Holms - MSP Crime Lab Technician/ Forensic Scientist  
Subject matter experts are also brought in depending on topics. (no cost to grant)

## **Effective Fitness Combatives**

EFC derived because we saw the broken model of combatives training in the law enforcement profession. EFC fills the need for effective combatives based on real-world experience, research, Jiu-Jitsu, case law, and pressure testing. Other organizations offer defensive tactics training, but none from instructors with extensive law enforcement credentials and the ability to integrate weapon(s) based entanglements (WBE) into Jiu-Jitsu and wrestling fundamentals. Our goal is to bring the 360-degree environment, use of force, decision making, and training together. Participants are required to perform the techniques discussed and demonstrated in the classroom. The course will be hands on and scenario based. Skills will be practice over and over to ensure proficiency before the student is allowed to instruct other.

## **Effective Fitness Combatives Instructor:**

Assigned regional instructor

## **Street Cop Report Writing**

Topics: Common Errors Such as Sentence Fragments, Run-on Sentences, and Misplaced Modifiers; Proper Comma Placement; Proper Use of Apostrophes; Pronoun Usage; Proper Capitalization; Subject- Verb Agreement; Common Spelling & Usage Errors; The Importance of Writing in Active Voice vs. Passive Voice; Writing in First Person vs. Third Person; Including Objective Facts vs. Subjective Opinions; and how to properly review a report before final submission. The instructor will use interactive tools and activities to keep each student engaged. Students will also see real examples of well-written reports and will have the opportunity to see how an effective report is written through scenario-based training. Officers will leave this class feeling more confident in their report writing skills by using the simple and engaging techniques taught throughout the course. The course will be taught in a class room setting with numerous visual aids.

## **Street Cop Report Writing Instructor**

Mark Tagliareni, started his career in law enforcement in 1996. Tagliareni began his career as an officer with the Bergen County Probation Department. While working as a probation officer, Tagliareni wrote detailed violation of probation reports and spent dozens of hours in Superior Court testifying to these reports. He began working for the Wyckoff Police department in 1998 and retired in December 2022. As a member of the Wyckoff Police Department, he made hundreds of arrests and was consistently recognized for his proactivity and communication skills. Tagliareni was promoted to sergeant in 2016, and he was the Officer in Charge of the Records Division and coordinated the department's criminal interdiction unit. Sergeant Tagliareni holds a Bachelor of Arts in Criminal Justice from the University of Delaware and a Master of Arts in Education from Seton Hall University.

## **Street Cop De-Escalation and Crisis Intervention That Actually Works**

The course begins with discussing instances of police/citizen interactions on video, asking officers to reflect what they may have done themselves in a similar situation. De-escalation is defined and discussed as an outcome that can enhance officer and public safety and help to reduce liability for agencies and potentially individual officers. Society and the courts have demanded that absent emergency situations, de-escalation must be attempted prior to tactical intervention, which helps legitimize the agency and policing. The course will discuss how common emotional stress is and the four main factors for it: mental illness, substance abuse, medical conditions and situational stress. Officers are NOT expected to be doctors or clinicians and are not expected to diagnose illnesses, but several conditions they may encounter are discussed, including some intellectual disabilities and personality disorders. Understanding these conditions may help an officer understand someone's behavior when they are not in an immediate threat situation. Communication and steps taken by the officer to verbally de-escalate a situation are covered, using skills that have been proven to work. Tips

for communicating with individuals in crisis suffering from diminished capacity will be covered, as well as suicide prevention and intervention.

### **Street Cop De-Escalation and Crisis Intervention That Actually Works Instructor**

Jeffrey G. Scholz is a retired Senior Investigator from the New York State Police with over 28 years of experience in law enforcement.

### **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.

### **Use of Force Virtual Reality (VR) Simulator**

Each officer will participate in a set number of scenarios. Depending on the officer's communication and de-escalation skills the scenario may go from non-lethal to lethal. After each scenario the officer will participate in a debriefing with the on-site firearms instructor and use of force expert. The officer will also have to demonstrate a working knowledge of their departments use of force policy. The course requires two instructors to run the Virtual Reality system. The instructor also provide direction on Use of Force, officer safety and shooting proficiency. The student will not simply run through the scenario and be done. There will debriefing and critique of each response.

<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>

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.

### **Glock – Armorer Certification/Re-Certification:**

Students must be able to pass a written exam with 80%. They will also be required to trouble shoot problems with different firearms and resolve the problems. The student must be 100% accurate on the functioning parts of different firearms.

### **Colt M/16 –AR-15 Armorer’s Training (Rifles-Carbines- Sub Machine Guns)**

The written test for Colt armorers has been eliminated. They will be required to trouble shoot problems with different firearms and resolve the problems. The student must be 100% accurate on the functioning parts of different firearms.

### **Police Supervisor Course**

Students must complete coaching role play, two assessments, and several small group exercises. The ultimate evaluation will be reported by departments when the supervisor returns and implements the skills learned in the course.

### **Advanced Supervisor Course for Police Officers**

Students must complete a Conflict Mode assessment instrument and participate in small group exercises. The ultimate evaluation will be reported by departments when the supervisor returns and implements the skills learned in the course.

### **Evidence Technician Refresher**

The participants of the program will be evaluated on their ability to properly process, locate, photograph, collect, preserve and package evidence. There will be a review of certain skills (each year there is a different area of emphasis). Success of the course is determined by the quality of evidence being turned in to the crime lab as well as the preservation and presentation of evidence being submitted to local prosecutor’s offices in the region.

### **Effective Fitness Combatives**

The participants of this course will be evaluated on their understanding of the techniques and instructional ability. There will be skills testing as well as written material. Particular attention will be paid to the ability of the instructor to convey the philosophy of the system to real “street” application. Participants will Effectively Demonstration of Employing Course Objectives and Pass Final Exam.

### **Street Cop Report Writing**

The evaluation methods developed for this program include utilization of the information provided during scenario based discussions and critique sessions. These discussions will lead to officers having an enhanced report writing and case prosecution. The true test of the evaluations will be how the officers take the information and skills learned in class and adapt them to their everyday duties.

### **Street Cop De-Escalation and Crisis Intervention That Actually Works Instructor**

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 way LE deals with future crisis situation before use of force techniques are required. As MCOLES moves to

standards relating to Crisis Intervention this course will “piggy back” well with CIT mental health training. There is also a strong emphasis on officer safety techniques which should be employed during these types of situation.

**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.

**Use of Force Virtual Reality (VR) Simulator**

The officer will be evaluated on their improvement from the first to last scenario. They will be critiqued on officer safety, communication skills, decision making, and de-escalation skills. Immediate evaluation will be evident by the way the officer takes instruction and adapts it to the next scenario.

**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 Precision Driving			
Training Location 2 sessions (Marquette)			
Maximum Participants 24 per day	Minimum Participants (2/3 of Max) 16 per day	Hours of Training Per Session 4	Number of Sessions 2

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$3880.26	\$3880.26	\$
Contractual Services	\$1120.00	\$1120.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$10890.00	\$10890.00	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$3972.56</b>	<b>\$3972.56</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$15890.26</b>	<b>\$15890.26</b>	<b>\$</b>

NOTES: The cost of 5 rental state rental vehicles (\$10890) is included in the cost break down. Mileage and maintenance per mile is also included. It should be noted if the maximum exceeds 24 for a day every effort will be made to accommodate the extra registrant. Personnel instructor cost is \$2918.40 and personnel administration cost are \$961.86. Contractual cost is \$1120 which includes 12 hours of course development for Dean Rushford.

\$10890.00 is being requested for (5) DTMB rental vehicles. This include mileage and maintenance.

<b>Course Details</b>			
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

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$961.86	\$961.86	\$
Contractual Services	\$4800.00	\$4800.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$700	\$700	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$538.48	\$538.48	\$
Total <i>Course</i> Costs	\$6461.86	\$6461.86	\$

NOTES Contractual instructor cost is \$4800 including 12 hours course development. Personnel administration cost is \$961.86. \$700.00 dollars under Supplies and Operating are being requested for room rental and A/V. The lead instructor will cover his own travel expenses

<b>Course Details</b>			
Course Title Glock Armorer			
Training Location Marquette (2 sessions)			
Maximum Participants 20 per class	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 8	Number of Sessions 2

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$10000.00	\$10000.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> Costs	\$5360.69	\$5360.69	\$
Total <i>Course</i> Costs	\$10721.39	\$10721.39	\$

NOTES This class accommodates new armors and recertifies current armorers. The last time the class was held was 2020. Glock is the lone provider of this training. The administration cost for this course is \$721.39 under personnel.



<b>Course Details</b>			
Course Title <b>Colt</b>			
Training Location <b>Marquette</b>			
Maximum Participants <b>22</b>	Minimum Participants (2/3 of Max) <b>15</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$10000.00	\$10000.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$10721.39</b>	<b>\$10721.39</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$10721.39</b>	<b>\$10721.39</b>	<b>\$</b>

NOTES This class accommodates new armors and recertifies current armorers. The last time the class was held was 2020. Colt is the lone provider of this training. The administration cost of this course is \$721.39 under personnel.

<b>Course Details</b>			
Course Title <b>Police Supervision Course</b>			
Training Location <b>Marquette</b>			
Maximum Participants <b>20</b>	Minimum Participants (2/3 of Max) <b>13</b>	Hours of Training Per Session <b>24</b>	Number of Sessions <b>1</b>

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$7500.00	\$7500.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$8221.39</b>	<b>\$8221.39</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$8221.39</b>	<b>\$8221.39</b>	<b>\$</b>

NOTES There is a flat fee for this course for \$7500 under contractual. The administrative cost is \$721.39 under personnel. MACNLOW is the sole provider of this course.

<b>Course Details</b>			
Course Title Advanced Police Supervision Course			
Training Location Marquette			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 24	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$7500.00	\$7500.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$8221.39</b>	<b>\$8221.39</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$8221.39</b>	<b>\$8221.39</b>	<b>\$</b>

NOTES There is a flat fee for this course for \$7500 under contractual. The administrative cost is \$721.39 under personnel. MACNLOW is the sole provider of this course.

<b>Course Details</b>			
Course Title Evidence Tech Refresher			
Training Location Marquette (3) sessions			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 8	Number of Sessions 3

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$5000.00	\$5000.00	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$1907.13</b>	<b>\$1907.13</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$5721.39</b>	<b>\$5721.39</b>	<b>\$</b>

NOTES The instructors for this course teach at no cost to the NMU PSI or grant funds. Funds for evidence collection supplies are being requested. \$5000.00 is being requested for photography and evidence collection supplies. We request some flexibility in the purchase of these supplies due to supply chain and back order issues we have been experiencing. All funds will be dedicated to the topic ; however, adjustments may have to be made according to availability. Administration of this course is \$721.39 under personnel.

<b>Course Details</b>			
Course Title Effective Fitness Combatives Instructor Course			
Training Location Marquette			
Maximum Participants 22	Minimum Participants (2/3 of Max) 15	Hours of Training Per Session 24	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$20160.00	\$20160.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$20881.39</b>	<b>\$20881.39</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$20881.39</b>	<b>\$20881.39</b>	<b>\$</b>

NOTES The defensive tactics instructor course is taught by Effective Fitness Combatives for a flat fee of \$20160 for 20 attendees. The administration for the class is \$721.39 under personnel.

<b>Course Details</b>			
Course Title Street Cop Report Writing			
Training Location Marquette, Sault Ste Marie, Baraga			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 8	Number of Sessions 3

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$8940.00	\$8940.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$3220.46</b>	<b>\$3220.46</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$9661.39</b>	<b>\$9661.39</b>	<b>\$</b>

NOTES This training is provided by Street Cop. The training will be held at three strategic locations throughout the U.P. of Michigan. This will allow far more departments to participate in the training course. \$8940, under contractual, is the base cost for 3 sessions and 20 attendees per class. Administration of the course is \$721.39 under personnel.

<b>Course Details</b>			
Course Title Street Cop De-Escalation and Crisis Intervention That Actually Works			
Training Location Marquette, Sault Ste Marie, Baraga			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 8	Number of Sessions 3

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$14940.00	\$14940.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$5220.46</b>	<b>\$5220.46</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$15661.39</b>	<b>\$15661.39</b>	<b>\$</b>

NOTES This training is provided by Street Cop. The training will be held at three strategic locations throughout the U.P. of Michigan. This will allow far more departments to participate in the training course. \$14940, under contractual, is the base cost for 3 sessions and 20 attendees per class. Administration of the course is \$721.39 under personnel.

<b>Course Details</b>			
Course Title REID Basic and Advanced Interviewing			
Training Location Marquette			
Maximum Participants 20	Minimum Participants (2/3 of Max) 13	Hours of Training Per Session 24	Number of Sessions 1

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$721.39	\$721.39	\$
Contractual Services	\$11340.00	\$11340.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$12061.39</b>	<b>\$12061.39</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$12061.39</b>	<b>\$12061.39</b>	<b>\$</b>

NOTES REID will provide training for 20 attendees for the flat fee of \$11340 under contractual services. Administration of the course is \$721.39 under personnel.

<b>Course Details</b>			
Course Title Virtual Reality Use of Force Training			
Training Location TBD			
Maximum Participants N/a	Minimum Participants (2/3 of Max) N/a	Hours of Training Per Session N/a	Number of Sessions N/a

<b>Cost Breakdown</b>			
<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$14641.86	\$14641.86	\$
Contractual Services	\$	\$	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
<b>Total <i>Per Session</i> Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total <i>Course</i> Costs</b>	<b>\$14641.86</b>	<b>\$14641.86</b>	<b>\$</b>

NOTES: This course is funded for 60 hours of training. These hours will be offered on location for departments requesting the VR Use of Force Training. Funding will depend on the size of the department and hours needed to train. \$13680 under personnel is being requested for two instructors. The instructors will pay their own travel expenses. Training will be provided until the bank of hours is depleted. Administration of the course is \$961.86 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	\$40,638.42
Carol Clement	Assistant	\$ 5,663.70
	Total	\$46,302.12

### **Precision Driving Update**

The funding requested for this program is determined as follows:

The NMU PSI will be offering four sessions 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, Luke Pell, Colby Lang and Tom Parks (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.

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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

### **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 \$80.00 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

### **Glock – Armorer Certification/Re-Certification Course**

The funding requested for this program is determined as follows:

The cost of the eight (8) hour course is a flat fee of \$5000.00 per session. Glock Inc. is the sole provider of this training. Two sessions are being requested to meet the needs of armorers in our region. The cost of these two sessions is \$10,000.00. The certification is necessary for armorers to keep up maintenance on their department issued firearms.

There is a \$40 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, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports

### **Colt M/16 / AR-15 Armorers Training (Rifles-Carbines-Sub Machine Guns)**

The funding requested for this program is determined as follows:

The sixteen (16) hour has a flat fee of \$10,000.00 dollars. Colt is the sole provider of this training. The course will certify/re-certify the participants as Colt Armorers. Certification is necessary for armorers to keep up their department issued firearms.

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, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

### **Police Supervision Course**

The funding requested for this program is determined as follows:

The cost of the twenty four (24) hour class is a flat fee of \$7500.00 dollars. The training is provided by an instructor from MACNLOW. The NMU PSI has contracted with MACNLOW on prior training(s) with excellent results.



There is a \$60 consortium member and a \$210 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, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports

#### **Advanced Police Supervision Course**

The funding requested for this program is determined as follows:

The cost of the twenty four (24) hour class is a flat fee of \$7500.00 dollars. The training is provided by an instructor from MACNLOW. The NMU PSI has contracted with MACNLOW on prior training(s) with excellent results.

There is a \$60 consortium member and a \$210 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, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

#### **Evidence Technician Refresher**

The funding requested for this program is determined as follows:

Lead instructor Lisa Oravetz (MSP) and Christina Holms (MSP) will not charge for development, preparation or instruction. There will be three (3) eight (8) hour sessions offered in Marquette. 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 updates. Funds for evidence collection supplies are being requested. \$5000.00 is being requested for photography and evidence collection supplies. We request some flexibility in the purchase of these supplies due to supply chain and back order issues we have been experiencing. All funds will be dedicated to the topic ; however, adjustments may have to be made according to availability.

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, set up of scenarios, clean up, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

#### **Effective Fitness Combatives Instructor Course**

The funding requested for this program is determined as follows:

The forty (40) hour course has a flat fee of \$20160.00. This covers the instruction and all material needed by the future instructor to teach the course. EFC is the exclusive provider of this system. The attendee will be certified for a two year period. Re-certification is conducted online and in person.

There is a \$80 consortium member and a \$280 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, set up of scenarios, clean up, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

#### **Street Cop Report Writing**

The funding requested for this program is determined as follows:

The eight (8) hour course is provided by Street Cop. The training will be held at three strategic locations throughout the U.P. of Michigan to make it easier for department to send personnel. The flat fee for the three courses is \$8940.00.

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, set up of scenarios, clean up, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

### **Street Cop De-Escalation and Crisis Intervention That Actually Works**

The funding requested for this program is determined as follows:

The eight (8) hour course is provided by Street Cop. The training will be held at three strategic locations throughout the U.P. of Michigan to make it easier for department to send personnel. The flat fee for the three courses is \$14940.00.

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, set up of scenarios, clean up, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

### **Reid Technique of Investigative Interview and Advanced Interrogation**

The funding requested for this program is determined as follows:

The cost of this twenty four (24) hour course is a flat fee \$11340.00. The training is provided by Reid and Associates. Reid is the sole provider of this training system.

There is a \$60 consortium member and a \$210 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, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

## **Virtual Reality Use of Force Training**

The funding requested for this program is determined as follows:

The cost of this course is determined by a 60 hour bank of hours. The training will be provided on site and cost for each session's depends on the number of officer's employed at the agency requesting the training. The training will be offered until the training bank is depleted. The course requires two instructors to run the Virtual Reality system. The instructor also provide direction on Use of Force, officer safety and shooting proficiency. The student will not simply run through the scenario and be done. There will debriefing and critique of each response. The instructor's wages are reflected under the personnel section of the budget request.

There is a \$10 consortium member and a \$20 non-member course fee per officer 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, 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.

Evaluations will be collected at the end of each training session and they will be compiled and included in quarterly reports.

## **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) \$ 40,638.42
2. Carol Clement (match funds) \$5,663.70

### **1. Precision Driving (10 sessions)**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$961.86)
2. Personnel Instructors Wages and Fringes (grant share \$2918.40)
3. Contractual Instructors Wages (grant share \$1120.00)

#### **Supplies and Operating:**

1. MSP Turn-In Vehicles (grant share \$5630.00)
2. Mileage and Maintenance (grant share \$5260.00)

**Total cost of class: \$15890.26**

### **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 \$961.86)
2. Contractual Instructors Wages (grant share \$4800.00)

#### **Supplies and Operating:**

3. Room Rental/AV (grant share \$700.00)

**Total cost of class: \$6461.86**

### **3. Glock Armorer (2 sessions Marquette)**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$10,000.00)

**Total cost of class: \$10721.39**

### **4. Colt Armorer**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$10,000.00)

**Total cost of class: \$10721.39**

### **5. Police Supervisor Course**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$7500.00)

**Total cost of class: \$8221.39**

### **6. Advanced Police Supervisor Course**

#### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$7500.00)

**Total cost of class: \$8221.39**

## **7. EV Tech Refresher**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)

### **Supplies and Operating:**

1. Photography/Evidence Collection Supplies (grant share \$5000.00)

**Total cost of class: \$5721.39**

## **8. Effective Fitness Combatives Instructor Course**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$20160.00)

**Total cost of class: \$20881.39**

## **9. Street Cop Report Writing**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$8940.00) three sessions

**Total cost of class: \$9661.39**

## **10. Street Cop De-Escalation and Crisis Intervention That Actually Works**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$14940.00) three sessions

**Total cost of class: \$15661.39**

## **11. Reid Technique of Investigative Interview and Advanced Interrogation**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$721.39)
2. Contractual Flat Fee (grant share \$11340.00)

**Total cost of class: \$12061.39**

## **12. Virtual Reality Use of Force Training**

### **Personnel and Contractual wages:**

1. Administrative Wages and Fringes:
  - a. Ken Love (grant share \$961.86)
2. Contractual Flat Fee (grant share \$13680.00)

**Total cost of class: \$14641.86**

**Total Grant Funds Requested: \$ 138,866.50**



## 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: Northern Michigan University                   |
| 2. Consortium: Northern Michigan University Public Safety Institute |

**Consortium:**

- |  |
|--|
| <p>3. Consortium Structure:<br/>See NMU Public Safety Institute By-Laws</p>  |
| <p>4. Geographic Region Served by the Consortium:<br/>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</p>   |
| <p>5. Member Agencies:<br/>The NMU Public Safety Institute currently has 25 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</p>  |
| <p>6. Financial Commitment from Member Agencies:<br/>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.</p> |

**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 Lt/Coordinator
Signature of Certifying Official	Date

Other consortium certification may be submitted as addendum files.

(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.

#### 2023 Consortium Members

Baraga County Sheriff's Department  
Caspian Police Department  
Chocoday Township Police Department  
Dickinson County Sheriff's Office  
Gladstone Public Safety Department  
Iron County Sheriff's Office  
Iron River Police Department  
Ironwood PS  
Ispheming Twsp  
Keweenaw County Sheriffs Dept.  
Kingsford PS  
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  
Watersmeet Township Police

MSP/DNR/and all Federal Agencies are given member pricing.

















**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**

*\*Enter Your Applicant Name and Grant Title Here\**

2024 Proposed Budget Detail

Personnel	Total Costs	\$ 72,278.61	Grant Share	\$ 25,976.50	Match Share	\$ 46,302.12	Comments:

Contractual	Total Costs	\$ 96,300.00	Grant Share	\$ 96,300.00	Match Share	\$ -	Comments:

Tuition	Total Costs	\$ -	Grant Share	\$ -	Match Share	\$ -	Comments:

Travel-Employee	Total Costs	\$ -	Grant Share	\$ -	Match Share	\$ -	Comments:

Travel-Contractor	Total Costs	\$ -	Grant Share	\$ -	Match Share	\$ -	Comments:

Travel-Trainee	Total Costs	\$ -	Grant Share	\$ -	Match Share	\$ -	Comments:

Supplies & Operating	Total Costs	\$ 16,590.00	Grant Share	\$ 16,590.00	Match Share	\$ -	Comments:

Equipment	Total Costs	\$ -	Grant Share	\$ -	Match Share	\$ -	Comments:

GRANT TOTALS	Total Costs	\$185,168.61	Grant Share	\$ 138,866.50	Match Share	\$ 46,302.12	Comments:

Percentage of Total Costs	Grant Share	74.99%	Match Share	25.01%	Comments:



# MCOLES

Michigan Commission on Law Enforcement Standards

*Commission Resolution 2023-01  
Resolution to Honor Flint Fire Department  
Firefighter Ricky Hill, Jr.  
And Extend Public Safety Officer Benefits*

**WHEREAS**, the Michigan 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**, Ricky Hill, Jr. proudly served as a firefighter with the Flint Fire Department for 15 years; and,

**WHEREAS**, Flint Firefighter Ricky Hill, Jr. was a dedicated public servant who performed his duties in a manner that has brought honor to the entire firefighting profession; and,

**WHEREAS**, Flint Firefighter Ricky Hill, Jr. 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**, Flint Fire Department Firefighter Ricky Hill, Jr. suffered a fatal heart attack on February 25, 2023 while fighting a fire.

**WHEREAS**, Firefighter Ricky Hill, devoted to his wife, Amira, his children, Ethan and Kailey, and was a beloved son and brother and beloved pet owner of Flapjack, Frankie, Calliope and Quincy; 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 Ricky Hill, Jr.; 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 Ricky Hill, Jr.; and,

**BE IT FURTHER RESOLVED** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Flint Fire Department Firefighter Ricky Hill, Jr.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 13, 2023.*

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Greg Zyburt, Chair



# MCOLES

Michigan Commission on Law Enforcement Standards

*Commission Resolution 2023-02  
Resolution to Honor Detroit Police Department  
Officer Lloyd Todd  
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**, Lloyd Todd proudly served as an officer with the Detroit Police Department honorably for 26 years; and,

**WHEREAS**, Detroit Police Department Officer Lloyd Todd 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 Officer Lloyd Todd 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**, Officer Lloyd Todd passed away on September 12, 2022 from complications of gunshot wounds he suffered in the line of duty in December 1998.

**WHEREAS**, Officer Lloyd Todd, 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 Officer Lloyd Todd; 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 Officer Lloyd Todd.

**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 Officer Lloyd Todd.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 13, 2023.*

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Gregory Zyburt, Chair



# MCOLES

Michigan Commission on Law Enforcement Standards

*Commission Resolution 2023-03  
Resolution to Honor Detroit Public Schools Community District  
Police Department  
Officer Freddie Wilson  
And Extend Public Safety Officer Benefits*

**WHEREAS**, the Michigan 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**, Officer Freddie Wilson proudly served as a police officer for the Detroit Public Schools Community District Police Department for 15 years; and,

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

**WHEREAS**, Officer Freddie Wilson died in the line of duty after collapsing at the scene of a large fight; and,

**WHEREAS**, Officer Freddie Wilson 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**, Officer Freddie Wilson, devoted to his family, and proud father; 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 Freddie Wilson.

**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 Officer Freddie Wilson; and,

**BE IT FURTHER RESOLVED** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of the Detroit Public Schools Community District Police Department Officer Freddie Wilson.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 13, 2023.*

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**Greg Zyburt, Chair**



# MCOLES

Michigan Commission on Law Enforcement Standards

*Commission Resolution 2023-04  
Resolution to Honor Paw Paw Fire Department  
Lieutenant Ethan Quillen  
And Extend Public Safety Officer Benefits*

**WHEREAS**, the Michigan 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**, Lt. Ethan Quillen proudly served as a firefighter with the Paw Paw Fire Department; and,

**WHEREAS**, Lt. Ethan Quillen was a dedicated public servant who performed his duties in a manner that has brought honor to the entire firefighting profession; and,

**WHEREAS**, Paw Paw Fire Department Lt. Ethan Quillen 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**, Lt. Ethan Quillen, died in the line-of-duty on February 22, 2023 when a power line fell on him at the site of a downed tree from a storm.

**WHEREAS**, Lt. Ethan Quillen, devoted to his wife, Kaitlyn, and daughter, Loghenn, and was a beloved son; 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 Lt. Ethan Quillen; 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 Lt. Ethan Quillen; and,

**BE IT FURTHER RESOLVED** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Paw Paw Fire Department Lt. Ethan Quillen.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 13, 2023.*

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Greg Zyburt, Chair





# MCOLES

Michigan Commission on Law Enforcement Standards

*Commission Resolution 2023-05  
Resolution to Honor Shelby Township Police Department  
Sgt. Daniel Kammerzell  
And Extend Public Safety Officer Benefits*

**WHEREAS**, the Michigan 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**, Sgt. Daniel Kammerzell proudly served as a police officer for the Shelby Township Police Department, serving honorably for the department for 15 years, 7 years with the Detroit Police Department and was a proud United States Marine Veteran; and,

**WHEREAS**, Sgt. Daniel Kammerzell was a dedicated public servant who performed his duties in a manner that has brought honor to the entire law enforcement profession; and,

**WHEREAS**, Sgt. Daniel Kammerzell 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**, Sgt. Daniel Kammerzell, passed away on November 5, 2022 from complications as the result of contracting COVID-19 in the line of duty.

**WHEREAS**, Sgt. Daniel Kammerzell, devoted to his family, was happily married to his wife, Jill, was a proud father of Avary, Nathan and Zachary, loving grandfather of Delilah and Ford, beloved brother and son; 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 Sgt. Daniel Kammerzell.

**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 Sgt. Daniel Kammerzell; and,

**BE IT FURTHER RESOLVED** that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Shelby Township Police Department Sgt. Daniel Kammerzell.

*Unanimously adopted by the Michigan Commission on Law Enforcement Standards on September 13, 2023.*

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Greg Zyburt, Chair



February 14, 2023

Michigan Commission on Law Enforcement Standards  
927 Centennial Way  
Lansing, MI 48913

**Request for Commission Authorization to Proceed with the Establishment of a Regional Basic Law Enforcement Training Academy at Grand Rapids Community College.**

Dear Distinguished Commission Members;

**Request:** In compliance with Administrative Rule 28.14302, I am writing this letter in an effort to obtain your approval for Grand Rapids Community College to develop and establish a Regional Training Academy. If authorized to proceed, the Regional Training Academy will co-exist with our current Pre-Service Track Academy. The new Regional Training Academy at GRCC will help us to support West Michigan Law Enforcement by providing both per-service candidates and employed recruits during this unprecedented time.

**GRCC Current Pre-Service Track Program:** Since 1979, Grand Rapids Community College has operated a MCOLES approved pre-service track basic law enforcement academy. Over the years, our program has transitioned and developed into two concurrent academy sessions, one of which runs in the morning and the other which runs in the evening. Our half-time schedule has allowed for nontraditional students the ability to work while pursuing their law enforcement careers. We are currently operating our 92nd and 93rd academy sessions.

Our pre-service track academy at Grand Rapids Community College is set up as a two-year associate degree program with clear and distinct prerequisites and an MCOLES basic police academy. Students in the track program take two semesters of general education and criminal justice classes. Upon successful completion of these classes, they then apply to attend the 700-hour MCOLES Basic Law Enforcement Training Academy.

Our academy runs very similar to a regional academy except for its duration. As described above, those accepted into the MCOLES Basic Training Academies are assigned, by their request, to one of two sessions. Our morning session runs from 7 am to 12:30 pm, Monday - Thursday. Our evening session runs from 4 pm to 9:30 pm, Monday - Thursday. In addition to this weekly schedule, students attend Friday and weekend classes for Emergency Vehicle Operations, Tactical First Aid, and Firearms in order to meet all MCOLES requirements. In 2022, academy sessions started August 29, 2022 and will graduate on April 27, 2023. Our scheduling options allow for students to successfully juggle work, school, and family. Our academy runs through the fall and winter semesters, graduating at the end of April.

Our program also provides a certificate track for students who have already obtained a degree. Those students do not take the GRCC prerequisites but instead apply directly to the MCOLES Basic Training Academy. Those students attend the same academy as the degree seeking, two-year students. Also, GRCC's Basic Training Academy has been able to accommodate employed recruits, including Kent County Sheriff Michelle Lajoye - Young.

Only applicants who meet program and MCOLES requirements are accepted to the GRCC Basic Law Enforcement Training Academy.

Our intention is to always offer our track session program to continue our proud history of helping non-traditional students achieve their law enforcement dreams.

**GRAND RAPIDS COMMUNITY COLLEGE**

143 Bostwick Ave. NE • Grand Rapids, Michigan 49503-3295 • ph: (616) 234-GRCC • grcc.edu

VISION • GRCC provides relevant educational opportunities that are responsive to the needs of the community and inspires students to meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

MISSION • GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

**Justification:** Law enforcement is in unprecedented times. The hiring needs of policing far out way incoming recruits. In recent years, our applicants and enrollment in our pre-service academies has steadily and significantly declined. Just five years ago, in 2018, GRCC interviewed 61 applicants to our MCOLES Basic Law Enforcement Training Academy and graduated 41 students. For our current academy sessions, GRCC interviewed just 35 applicants and have just 22 students enrolled. That's a 42% drop in applicants and a 46% drop in enrollment.

MCOLES and the State of Michigan are aware of the staffing crisis and in an effort to help remedy the matter, they released the Public Safety Academy Assistance Program, a grant designed to assist police agencies pay tuition and associated costs for employed recruits attending regional police academies. This grant provides 30 million dollars through September of 2026 to accelerate new police recruits into the law enforcement arena. This grant also presents some concerns. One of which is that police agencies are unlikely to send employed recruits to a two-semester long program, preferring a 15 or 16-week academy. This was recently demonstrated when 3 GRCC students were removed from our program and sent near-by regional academies when hired as employed recruits. The second concern is the ability of current regional academies to handle the potential volume of employed recruits through the grant. In October, MCOLES asked regional academies if they could increase the number of recruits per session or add sessions.

Prospective students are aware of the opportunities employed recruitment offers. As the Director of our program, I often speak to first year GRCC students who are enrolled in Criminal Justice classes. In every class that I speak to, students express their interest in applying to police agencies who offer employed recruitment. In our region, employed recruits typically get sent to GVSU, a regional 15-week program which runs in the summer and fall semesters.

In discussions with our advisory board, West Michigan Law Enforcement leaders support the concept of the additional regional academy concept at GRCC and believe it will significantly help support their hiring efforts. Letters of support from Wyoming Department of Public Safety, Kent County Sheriff's Office, and Muskegon Police Department included.

**Implementation:** If granted our request to establish a regional training academy, our program will add much needed capacity to the West Michigan Region. GRCC would offer multiple pathways for student recruits to enter the field. GRCC's regional academy would supplement GVSU regional academies, providing West Michigan with year-round MCOLES Basic Training opportunities. This would provide rapid and steady infusion of pre-service and employed police recruits.

GRCC's Regional offering would provide 700 hours of training over 17 weeks. Classes would begin at the start of the first week of January and conclude the last week of April. In 2024, classes would start on Tuesday, January 2 and graduation would occur on Friday, April 26. Typical class weeks would include 40 hours of instruction.

With MCOLES approval, we will develop a detailed program description and submit it in our 2024 Operations Plan due July 1, 2023.

Thank you for your time and consideration.

Sincerely,

*David J Kok*

David J Kok  
GRCC Police Academy Director  
davidkok@grcc.edu  
(616) 234-3362

January 19, 2023



Michelle LaJoye-Young  
SHERIFF

To whom it may concern,

Grand Rapids Community College (GRCC) is pursuing MCOLES approval to run a 16-week regional police academy in the winter months and the Kent County Sheriff's Office strongly supports them in this effort. As you know, there has been a significant gap in qualified candidates and the number of openings community wide. This has jeopardized the service level in our community and many others. With GRCC we have a great opportunity to provide an extra regional academy and a significant supply of both pre-service and employed recruits to our area.

Please feel free to contact me if I can do anything in addition to support the Grand Rapids Community College in their pursuit to obtain approval for a 16-week regional police academy.

Sincerely,

A handwritten signature in black ink that reads "Michelle T. LaJoye-Young".

Michelle LaJoye-Young  
Sheriff



# Muskegon Police Department

Timothy E. Kozal  
Director of Public Safety

980 Jefferson  
Muskegon, Michigan  
49443-0536

[www.muskegonpolice.com](http://www.muskegonpolice.com)

Phone: 231-724-6750  
FAX: 231-722-5140

February 7, 2023

David Kok  
Police and Correctios Academy Director  
Grand Rapids Community College  
143 Bostwick Ave. NE  
Grand Rapids, MI 49503

RE: 16 Week Regional Police Academy Letter of Support

Dear Director Kok:

On behalf of the Muskegon Police Department, please accept this letter of support to Grand Rapids Community College (GRCC) in their pursuit for a MCOLES approved 16 week winter regional police academy.

The Muskegon Police Department has a long-standing history of partnering with the GRCC Police Academy. Several of our current and former police officers are graduates of the program. We also have officers who instruct in the academy and our Administrative Captain sits on the GRCC Police Academy Advisory Board. It is my opinion that this winter academy will fill a void in West Michigan and provide another viable option for training and education for future police officers. I fully support the efforts of GRCC as they seek MCOLES approval for a 16 week winter regional police academy and I intend to continue to partner and support the GRCC Police Academy for the foreseeable future.

If you require more information about the Muskegon Police Department and our relationship with the GRCC Police Academy, please contact me at [timothy.kozal@shorelinecity.com](mailto:timothy.kozal@shorelinecity.com).

Respectfully,

A handwritten signature in blue ink, appearing to read "Timothy Kozal".

Timothy Kozal  
Director of Public Safety  
Muskegon Police Department

February 9, 2023

Director David Kok  
Police and Corrections Academy  
Grand Rapids Community College

Director Kok,

Like most law enforcement agencies in Michigan, the Wyoming Department of Public Safety has been significantly impacted by numerous retirements over the last several years. During that time, and still today, GRCC has been invaluable partner in our effort to fill positions with quality candidates who are willing to serve our community.

It is my understanding that you are seeking MCOLES approval to create a 16-week regional police academy in the winter months. This would be an ideal solution for many of our potential applicants, some of whom will be sponsored through our agency.

Please know that the Wyoming Department of Public Safety is in support of creating more opportunities for those individuals who desire to serve the community in a law enforcement capacity.

Sincerely,



Chief Kimberly S. Koster  
Wyoming Department of Public Safety

[kosterk@wyomingmi.gov](mailto:kosterk@wyomingmi.gov)

(616)530-7323 (O)

(616)893-5122 (C)



CITY COUNCIL

Bill VerHulst

Dan Burrill

Kent Vanderwood

Marissa Postler

Robert Postema

Sam Bolt

**Jack A. Poll, Mayor**

# FERRIS STATE UNIVERSITY

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COLLEGE OF BUSINESS

School of Criminal Justice

1301 S. State Street, IRC 212  
Big Rapids, MI 49307  
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