

Council Meeting of  
August 5, 2008

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: Police - Accept the 2008 Edward Byrne Memorial Grant and, upon federal approval of the grant application, appropriate and allocate the grant for disaster preparedness and community outreach. Expenditure: \$11,078.**

**RECOMMENDATION**

Recommendation of the Chief of Police that City Council:

- 1) Authorize the application and acceptance of the 2008 Edward Byrne Memorial Grant in the amount of \$11,078.;
- 2) Establish a trust fund for the deposit of grant monies;
- 3) Upon federal approval of the grant application, appropriate and allocate the grant monies, and any interest on the funds, for disaster preparedness and community outreach.

**FUNDING:**

Funding is available in the 2008 Edward Byrne Memorial Grant.

**BACKGROUND**

In June 2008, the Federal Office of Justice Programs, Bureau of Justice Assistance, advised that the City of Torrance is eligible for FY 2008 Edward Byrne Memorial Grant funding in the amount of \$11,078.

**ANALYSIS**

The Edward Byrne Memorial Justice Assistance Grant (JAG) provides funds to states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place funds where they are needed most.

The JAG formula is based on a jurisdiction's number of Uniform Crime Reports (UCR) Part 1 crimes reported to the Federal Bureau of Investigation. The City of Torrance is eligible for FY 2008 funding in the amount of \$11,078. There is no requirement for matching funds. Grant conditions include establishing of a trust fund, listing the authorized fund uses, financial reporting requirements, and giving the public an opportunity to comment on the application (see Attachment A).

JAG funds can be used for local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

- Law enforcement programs, including any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment programs
- Planning, evaluation, and technology improvement programs

The Police Department recommends that JAG funds be allocated to disaster preparedness and community outreach through the Department's Community Affairs Division, as detailed in the grant application. The Police Department has identified the 2008 Byrne Grant as appropriate for this purpose.

Respectfully submitted,

JOHN J. NEU  
Chief of Police



By: Laurie Anderson  
Business Manager

CONCUR:



John J. Neu  
Chief of Police



LeRoy J. Jackson  
City Manager

Attachment A: Application for 2008 Edward Byrne Memorial Justice Assistance Grant

## Attachment A

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED July 07, 2008	Applicant Identifier
1. TYPE OF SUBMISSION  Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name  City of Torrance		Organizational Unit  Police Department	
Address  3300 Civic Center Drive Torrance, California 90503-5016		Name and telephone number of the person to be contacted on matters involving this application  Anderson, Laurie (310) 618-5676	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)  95-6000803		7. TYPE OF APPLICANT  Municipal	
8. TYPE OF APPLICATION  New		9. NAME OF FEDERAL AGENCY  Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE  NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT  Project Crime Prevention: Disaster Preparedness and Community Outreach	
12. AREAS AFFECTED BY PROJECT  Torrance Community			
13. PROPOSED PROJECT Start Date: January 01, 2008 End Date: January 01, 2012		14. CONGRESSIONAL DISTRICTS OF  a. Applicant b. Project CA36	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$11,078	Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		

**Attachment A**

Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$11,078	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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**Program Narrative Abstract**

In order to obtain sufficient funding for the newly proposed program called “Project Crime Prevention: Disaster Preparedness and Community Outreach”, the City of Torrance Police Department is seeking grant money from the Edward Byrne Memorial Competitive Grant in hopes of improving many facets of general public safety. This project is seeking the city of Torrance’s allocation of \$11,078 in grant funds to help meet several goals that will significantly increase the safety and security of its community including: reducing crime, increasing disaster preparedness, and building strong partnerships within the community through the development and implementation of training, programs, prevention materials, and other resources. In order to satisfy our ultimate safety goals, our strategies include but are not limited to: additional Community Affairs outreach through attending regularly-scheduled meetings with members from neighborhood watch, business watch, Home Owners' Associations, churches, civic groups, implementation of alert programs such as Map your Neighborhood as well as several partnership-building programs such as Partners in Policing, Teens and Police, and an at home security inspection service.

**Statement of the Problem**

The community of Torrance lacks significant disaster preparation and crime prevention, education, and knowledge. Similarly they lack strategies, training, programs, prevention materials and resources to satisfy their ultimate safety goals. Community members also lack a partnership with Torrance Police Department officers, in turn reducing critical communication between citizens and officers in promotion of public safety.

**Program Design and Implementation**

The Community Affairs Division has been tasked with implementing crime prevention, disaster preparedness, and other outreach programs for the community. In order to meet these tasks, specific goals have been created to improve public safety by way of crime prevention and disaster preparedness. Implementation of these goals will emerge through our well planned strategies including increased community outreach. Our proposed strategy begins by reestablishing and enhancing a neighborhood watch program. This will begin with a recruitment campaign for neighborhood watch block captains. Elected block captains will be the heart and soul of the neighborhood watch program. Some of their roles and responsibilities will include: being the main communication link to neighbors of the block, sharing the concepts of neighborhood watch, promoting participation, providing information and materials to participants, organizing block meetings, and acting as a liaison to the Police Department.

The first partnership-building program is called Map Your Neighborhood, which is a program designed to help neighborhoods prepare for disasters and is offered through many local emergency management offices. At the Torrance Police Department, Map Your Neighborhood is a function of the Community Affairs Division and will be introduced to the community through neighborhood watch. This program starts out with training sessions for the neighborhood watch block captains, who then deliver the program to their block. All training and discussion guides associated with Map Your Neighborhood will be provided by the Torrance Police Department. Map Your Neighborhood will also include an electronic notification system for crime prevention and other community alerts, producing crime prevention and disaster preparedness material such as newsletters, flyers, brochures, and handouts. Furthermore, through the program, improvements will be made to the Web page and online services to aide in safety precautions.

The second partnership-building program is called Teens and Police. This is a program that was developed by the Torrance Police Department in an effort to build a partnership with the Torrance Unified School District. The program consists of a weekly class for the duration of 11 weeks that will be taught by police officers who are assigned to different details within the department. The classes will give high school juniors and seniors an inside look into law enforcement and experience hands-on exercises relating to the duties, service, and responsibilities of policing. Through interactions with the students during these classes, the relationship between students and the police officers will strengthen and build a partnership towards the future.

Similar to Teens and Police, the third partnership-building program, Partners in Policing is a community awareness program that serves to educate those from neighborhood watch, business organizations, and other community members in the duties, service, and responsibilities of policing. Through the Partners in Policing program, the community will gain a better understanding of the policing function and the Police Department in turn receives valuable input regarding the community's policing needs.

Additionally, this project will reach its stated goals and objectives through community member training sessions, regular meetings, as well as increased staffing in the Community Affairs Division. Funding for this grant will be used effectively for all of the above mentioned programs, as well as officers' overtime pay for new safety meetings, trainings, and presentations. Funds will also be used for crime prevention and disaster preparedness related materials and supplies.

Not only will the successes of "Project Crime Prevention: Disaster Preparedness and Community Outreach" benefit Torrance community members, its significance reaches a national level. The program components fulfill several national rewards as well including: crime prevention not only in Torrance but support of the federal government's goal of reducing crime nation wide. Another national benefit will be self sufficiency following a major disaster, which in turn reduces the calls for service and burden on first responders, as well as the need for mutual aid assets from other cities, county's, regions, state, and federal government. Similarly, community

outreach programs serve to build strong police/community relationships that extend beyond city boundaries into the national realm of partnership.

### **Capabilities/Competencies**

The capabilities and competencies of staff to effectively implement the project are numerous. The increased outreach of the Community Affairs Division will address the need for improved community communication and education as well as the development and implementation of crime prevention and disaster preparedness programs. The Torrance Police Department is fully prepared and eager to begin these several new partnership programs that will effectively promote healthy communication between community members and police officers for their general public safety. The Torrance Police Department is confident that our staff will direct community members in the promotion of disaster preparedness and crime prevention. Two full-time police officers, one full-time services officer, and one Police Cadet, under the direct supervision of a full-time manager (lieutenant), will spend more than 75 percent of their time invested in promoting activities related to crime prevention, disaster preparedness, and community outreach. Their services will be dedicated primarily to the Torrance community members and we are certain that their efforts will accomplish nothing short of success.

### **Impact/Outcomes, Evaluation and Sustainment**

Project Crime Prevention: Disaster Preparedness and Community Outreach will be effective on many different levels. Firstly, there will be an obvious increase in

knowledge about disaster prevention and newly acquired supplies should a disaster happen to occur. Community members will also enjoy the benefits of new literature that can be referenced in the event of a crime or disaster. In addition, the proposed immediate email alerts by way of the Map Your Neighborhood program will allow urgent information to be spread quickly and easily in the event of a crime or disaster. This in turn prevents further danger to community members who may be affected. Similarly, community members will have a community support system that will help to prevent crime within their neighborhood as well as develop a new comfort and confidence among each other. This community support system will unite neighbors in joined efforts of safety and security.

In addition, many new partnerships will be formed. As a result of the Teens and Police program, teenagers will gain a new understanding of law enforcement and the duties, responsibility and service of policing. Furthermore, a partnership between teens and police will grow and strengthen a positive relationship for the future. Much like the benefits of Teens and Police, Partners in Policing will build community members' awareness of policing duties. This also leads to achieving effective communication between community members and police. Community members will benefit from a better understanding of the police function, while giving valuable input regarding the community's policing needs.

Measures of the program's effectiveness will be quantified in several ways. One measure of effectiveness will be demonstrated by the increase in the number of neighborhood watch members and block captains. Another measure of effectiveness

will be demonstrated by the number of community members who receive the Map Your Neighborhood disaster preparedness training. A third measure of effectiveness will be statistical comparisons on the incidents of reported crime between neighborhoods with and without a neighborhood watch program. As for sustainability, hundreds of members will receive crime prevention and disaster preparedness information and training over the next 12 months, which will enable them in turn to provide this information and training to their friends, family, and neighbors. As a result, these programs will sustain even after the federal grant ends.

**Budget Narrative**

Because of the extensive costs it will take to launch these new public safety programs, we are seeking \$11,078 to help offset the neighborhood grant signage, promotional materials or training materials from the Edward Byrne Memorial Competitive Grant Program. Our budget includes City of Torrance contributions for the following: personnel costs beginning with the Police Lieutenant annual salary at \$226,300, as well as two Police Officers salaries at \$167,300 each. Another \$79,300 will go to our Services Officer, and lastly \$14,040 pays our Police Cadet. Each of these positions will be devoting anywhere from 50 to 90 percent of their time towards this program. Along with Personnel costs, our budget includes several supply costs as well. An estimated \$9,500 will be needed to cover office materials and supplies. Another estimated \$10,000 will be used to cover training materials for community members' disaster preparation training sessions. Along with that, the Neighborhood Watch Signage will require \$19,560, as well as another \$20,000 for promotional items. The remaining costs beyond the requested \$11,078 from the grant will be paid for by the City.

**Review Narrative**

Project Crime Prevention: Disaster Preparedness and Community Outreach has been submitted for review several times, and revised according to citizen's input and opinions regarding the new program. Firstly, an informal survey was drafted and sent electronically to every law enforcement agency in the State of California, in an effort to identify ways in which to improve upon Neighborhood Watch and our ability to share information related to crime prevention, disaster preparedness, and other public education. In addition, a letter was drafted and sent to every Neighborhood Watch member in the City, requesting their input regarding how to increase membership and improve upon the Neighborhood Watch program. Similarly, interviews with neighboring city's Neighborhood Watch program coordinators were conducted in an effort to improve upon our own Neighborhood Watch program.