

# Sample Budget Narrative

- A. **Personnel:** As the XXX Police Department is in a rural area and has inadequate personnel to implant / create an Investigations Unit to improve and enhance rural area law enforcement investigative capabilities and investigation we will need to **hire two additional sworn police officers**. The monetary amount listed in the budget for this program is the salaried rate for a starting sworn police officer at the XXX Police Department. These personnel are required to successfully implement this grant program.
- B. **Fringe Benefits:** Are for the **two new hire / sworn police officers**. Each new officer's benefits are calculated at **54.89% salaried benefits for 24 months**, the length of the grant funding. 54.89% was determined by: SOC/FICA 1.45%, Worker's Comp. 7.14%, Health Insurance 28.80% and Retirement 17.50%.
- C. **Travel:** The following trainings and meetings are a part of this grant program and essential to its success. Two sworn staff to attend the **Department of Justice sponsored grant meeting** to be held in **Washington D.C.** (Estimated costs are documented in the budget portion of this grant).

Two sworn staff to attend the **Department of Justice sponsored grant meeting** to be held in **Congressional District 01.CA.** (Estimated costs are documented in the budget portion of this grant).

Two newly assigned Detectives / Investigators, plus our current Detective / Investigator will provide us with three Detectives / Investigators forming the Investigations Unit. Training is essential to the success of this unit and program. These three Detectives / Investigators will each be sent to two 80 hour California Police Officers and Standards Training (P.O.S.T.) **investigative courses** during the course of this grant / program. Specific investigative courses to be determined based on the selection of the Detectives / Investigators and training they have already received and or specialized training determined needed for the success of this program. (Estimated costs are documented in the budget portion of this grant).

The Sergeant assigned as the Investigations Unit Supervisor will attend an 80 hour California Police Officers and Standards Training (P.O.S.T.) **investigative supervisory course**. Course to be determined based on the training the assigned supervisor has already received. (Estimated costs are documented in the budget portion of this grant).

## Sample Budget Narrative

- D. **Equipment:** The following equipment is essential for the Detectives / Investigators to successfully accomplish the goals and objectives of this grant / program.

The XXX Police Department is located in the rural community of XXX in XXX County in northern California. Due to this the criminals the officers encounter, conduct investigations on and arrest are familiar with the sworn officers and the department vehicles. In order for the Detectives / Investigators in the Investigations Unit to successfully conduct proactive investigations they will need an unmarked police vehicle. With funds received from this grant the XXX Police Department will purchase an **unmarked police vehicle** for the Investigations Unit to allow the goals and objectives of this grant / program to be accomplished. (Estimated cost is documented in the budget portion of this grant).

The XXX Police Department Investigations Unit will be very limited in their surveillance capability based on the rural wooded environment the city is located in. In past and current attempts to conduct surveillance operations on criminal suspects during day and night hours XXX Police Department officers have been unsuccessful during the majority of these operations due to our rural environment and the size of the community. Additionally during night hours on crimes in progress calls officers have been unsuccessful in locating and apprehending the suspect(s) during the majority of the time. This is due to the lack of technology and resources available to the XXX Police Department officers. With funds received from this grant the XXX Police Department will purchase a **FLIR FlashSight** (a handheld thermal imaging device made specifically for law enforcement) device to allow the goals and objectives of this grant / program to be accomplished. (Cost determined by phone quote from FLIR and is documented in the budget portion of this grant).

- E. **Supplies:** The following supplies are essential for the Detectives / Investigators to successfully accomplish the goals and objectives of this grant / program.

As previously stated the City of XXX is a rural wooded area in XXX County in northern California which is very well known for illegal Marijuana growing operations. The suspect(s) who engage in these activities often travel to and from the illegal Marijuana growing operations. In order to locate, investigate and successfully prosecute these suspect(s) Detectives / Investigators need to be able to locate the illegal Marijuana growing operations. A safe way to do this is with technology that the department does not yet possess. That technology is covert

## Sample Budget Narrative

GPS tracking devices that can be attached to suspect'(s) vehicles. Covert GPS tracking devices can be utilized using data loggers and live tracking devices. Detectives / Investigators need these devices to conduct other narcotics related investigations, to use with bait property operations and to track other suspect(s) engaged in criminal activity, identifying locations they frequent and their associates. With funds received from this grant the XXX Police Department will purchase **two covert GPS data loggers, one live track covert GPS device with magnetic case, activation and two year tracking subscription**. These devices will allow the goals and objectives of this grant / program to be accomplished. (Costs determined from listed prices on the company's website and are documented in the budget portion of this grant).

The XXX Police Department Detectives / Investigators in the Investigations Unit will be responsible for conducting field interviews and documenting audio / video evidence during their investigations. An essential tool is a high definition compact portable video recorder that can be carried easily and utilized in the field. The video recorder also needs to have the capability to download audio / video recordings directly onto the computer. With funds received from this grant the XXX Police Department will purchase **three HD IFlip portable audio / video recorders**, one for each Detective / Investigator in the unit. These devices will allow the goals and objectives of this grant / program to be accomplished. (Costs determined from listed prices on the company's website and are documented in the budget portion of this grant).

The XXX Police Department Detectives / Investigators in the Investigations Unit will require three holsters for their department issued Glock Model 22 40 Caliper pistols. This will allow one holster for each Detective / Investigator to use, while in plain clothes. With funds received from this grant the XXX Police Department will purchase the aforementioned, **three holsters**. These holsters will allow plain clothes Detectives / Investigators to carry their firearms, making them safe while accomplishing the goals and objectives of this grant / program. (Costs determined from listed prices on the company's website and are documented in the budget portion of this grant).

The XXX Police Department Detectives / Investigators in the Investigations Unit will require three magazine / handcuff cases. This will allow one set for each Detective / Investigator to use, while in plain clothes, making their police gear accessible. With funds received from this grant the XXX Police Department will purchase the aforementioned, **three magazine and handcuff cases**. These holsters will allow plain clothes Detectives / Investigators to have their police

# Sample Budget Narrative

gear accessible while accomplishing the goals and objectives of this grant / program. (Costs determined from listed prices on the company's website and are documented in the budget portion of this grant).

The XXX Police Department Investigations Unit will need the ability, equipment and supplies to process and collect evidence from crime scenes in order to conduct adequate investigations. With funds received from this grant the XXX Police Department will purchase **one fully equipped field evidence processing / collection kit**. Items included in this kit shall be as follows.

- **Paper Evidence Bags, 100 printed, 7" x 4" x 13 ½"**
- **Paper Evidence Bags, 100 printed, 8" x 5 ¼" x 15 ½"**
- **Paper Evidence Bags, 100 printed, 12" x 7" x 17"**
- **3 Gun Shot Residue (GSR) Kits**
- **Bluestar Forensic Mini Kit, (Blood Detection)**
- **Cap-Shure DNA Collection Swabs, 50 Swabs**
- **2 Standard Magnetic Fingerprint Powder Applicators**
- **Black Magnetic Latent Fingerprint Powder, 16oz**
- **Palmprint Residue Lifters, 24 Lifters**
- **Footprint Residue Lifters, 12 Lifters**
- **3 EZ-ID Ceramic Fingerprint Pads**
- **CyanoWand Fuming Fingerprint Kit**
- **Vinyl Photo Documentation Ruler**
- **3 ABFO No. 2 Photomacrographic Scales**
- **3 Plastic Medium "L" Reference Scales, 7"**
- **Scene Measuring Reel Tape, Inch & Metric, 300ft**
- **4 Pair UltraGrip Boot Covers, Universal Size**
- **2 Long Wave UV Mini Lamps**
- **Ninhydrin Aerosol Spray, 16oz**
- **Portable Fingerprint Fuming Chamber Kit**
- **3 EZ-Lifter Fingerprint Card Kits**
- **2 Hinge Lifter Fingerprint Card Kits**
- **2 Rubber/Gel Footprint Lifters**
- **4 Gloss White Fingerprint Sketch Card Pads**
- **Portable Latent Print Organizer Kit**
- **Crime Scene Evidence Photo Numbers, 1-15**
- **Crime Scene Evidence Photo Numbers, 16-50**
- **Crime Scene Evidence Photo Numbers, 51-99**

# Sample Budget Narrative

- **Canon SD990 Digital Camera**
- **SDHC Card for aforementioned camera**

This kit will allow the goals and objectives of this grant / program to be accomplished. (Cost and supplies determined by speaking with XXX Police Department staff member trained in field evidence processing / collection).

As a part of this grant / program, funds will allow the XXX Police Department to hire two sworn police officers. These two new sworn police officers will require the essential duty gear officers of the XXX Police Department are assigned in order to safely and effectively fulfill their duties as a police officer. With funds received from this grant the XXX Police Department will purchase **two of the following items**, one for each new sworn police officer.

- **Rockriver .223 AR-15**
- **Remington 870 Express Beanbag Shotgun**
- **Glock Model 22 40 caliber**
- **Ballistic Vest Level II**
- **Kenwood Portable Patrol Radio**
- **X26 Taser with holster**
- **Patrol Flashlight**
- **Expandable Baton**
- **Handcuffs X 2**
- **O.C. Spray**
- **Leather Duty Gear, belt, holster, cuff cases, etc.**

This gear will assist in the XXX Police Department in accomplishing the goals and objectives of this grant / program. (Costs are documented in the budget portion of this grant).

As a part of this grant / program, funds will allow the XXX Police Department to hire two sworn police officers. These two new sworn police officers will require uniforms that officers of the XXX Police Department are assigned in order to effectively fulfill their duties as a police officer. With funds received from this grant the XXX Police Department will purchase **two initial sets of XXX Police Department uniforms**, one set for each new sworn police officer.

- **2 Long-sleeved Uniform Shirts w/ Tailoring & Patches**
- **2 Short-sleeved Uniform Shirts w/ Tailoring & Patches**
- **2 Pair of Uniform Pants w/ Hemming**

# Sample Budget Narrative

- **1 Long-Sleeved Class C Uniform Shirt w/ Tailoring & Patches**
- **1 Pair of Class C Uniform Pants w/ Hemming**
- **1 Duty Jacket**

The uniforms will assist the XXX Police Department in accomplishing the goals and objectives of this grant / program. (Costs for the uniforms determined by XXX Police Department staff members personal knowledge and they are documented in the budget portion of this grant).

F. **Construction:** This section is non applicable.

G. **Consultants/Contracts:** This section is non applicable.

H. **Other:** The Tuition Fees are for the trainings detailed under the “Travel” portion of this grant proposal and they are an essential part to its success. (Estimated costs are documented in the budget portion of this grant).

I. **Indirect Costs:** This section is non applicable.