

GRANT PROPOSAL PROJECT TIMELINE & POSITION DESCRIPTIONS

Director of Staff Development:

The Connecticut State Police “Director of Staff Development” would be accountable for further developing and assisting in directing a program of recruit training, in-service training, remedial training, and advanced training, as well as training academy staff development, within the Connecticut State Police Training Academy. The Director of Staff Development would report to and be supervised by the Training Academy Executive Officer. Duties performed would include the following:

- Direct curriculum development within the Training Academy;
- Coordinate, plan, and manage training activities;
- Formulate program goals and objectives consistent with a Training Academy Mission Statement;
- Assist in the development of training and staff development policies;
- Interpret and administer pertinent laws and regulations concerning agency training;
- Evaluation of staff;
- Preparation of a training budget;
- Maintain contact with individuals both within and outside the agency who impact on program activities;
- Provide consultative services to agency managers regarding organization development;
- Provide initial and advanced training of instructional staff personnel;

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- Retention and correlation of lesson plans, testing materials, and related instructional information.

YEAR 1

Month	Q1			Q2			Q3			Q4		
	1	2	3	4	5	6	7	8	9	10	11	12
Task / Responsible Party												
Convene 1st Post-Award Training Academy Meeting / CSP	X											
Convene Quarterly Meetings / CSP			X			X			X			X
Prepare/File Quarterly Grant Reports / CSP			X			X			X			X
Review and Refine Training Materials / ALL	X			X		X						
Develop Training Academy Mission Statement / ALL	X											
Develop/Refine Goals and Objectives / ALL		X										
Implementation Meetings / CSP		X		X		X		X		X		X
Identify Relevant Staff Training Protocols / ALL			X									
Develop Staff (Both Introductory and Advanced) Training Plan / CSP			X									
Implement Introductory Professional Staff Training Programs / CSP			X			X						
Implement Advanced Staff Training Programs / CSP									X			X
Develop/Implement Teaching Materials Tracking/Storage/Coordination Plan / CSP		X	X	X	X	X	X	X	X	X	X	X
Incorporate Lesson Plan Changes/Developments / CSP				X		X		X		X		X

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YEAR 2

Month	Q1			Q2			Q3			Q4		
	1	2	3	4	5	6	7	8	9	10	11	12
Task / Responsible Party												
Year 1 Evaluation/ CSP	X											
Convene Quarterly Meetings / CSP			X			X			X			X
Prepare/File Quarterly Grant Reports / CSP			X			X			X			X
Implementation Meetings / ALL		X		X		X		X		X		X
Review And Refine Training Academy Mission Statement / ALL	X											
Review and Refine Goals and Objectives / ALL		X										
Implementation Meetings / CSP			X			X			X			X
Review Relevant Staff Training Protocols / ALL			X						X			
Review/Revise Staff (Both Introductory and Advanced) Training Plan / CSP			X									
Reoffer Introductory Professional Staff Training Programs/ CSP			X			X						
Assess Teaching Materials Tracking/Storage/Coordination Plan / CSP	X											
Modify Teaching Materials Tracking/Storage/Coordination Plan (As Necessary) / CSP		X										
Implement Teaching Materials Tracking/Storage/Coordination Plan / CSP		X	X	X	X	X	X	X	X	X	X	X
Incorporate Lesson Plan Changes/Developments / CSP		X		X		X		X		X		X
Final Report to DOJ/CSP												X

Legend: “CSP” = Connecticut State Police
 “DOJ” = Department of Justice
 “ALL” = All Parties (Note: CSP is designated lead coordinator of grant activities.

Civilian Firearms Training Instructor:

The “Civilian Firearms Training Officer” would be accountable for providing and assisting in the instruction of the Connecticut State Police Firearms Training Unit curriculum for recruit training, in-service training, remedial training, and advanced training, as well as training other State, federal and municipal law enforcement agencies. The Civilian Firearms Training Officer would report to and be supervised by the Firearms Training Unit supervisor. Duties performed would include the following:

- Assist in curriculum development within the Firearms Training Unit;
- Assist in the presentation of classroom instruction;
- Assist in the planning and implementation of training activities;
- Provide ad hoc assistance to the Connecticut State Police Training Academy in Meriden, Connecticut;
- Assist in the development of training programs;
- Assist in maintaining permanent files of student records;
- Assist in the construction of subject matter examinations;
- Assist in the maintenance of machinery pertinent to FTU operations including but not limited to ammunition re-loading equipment, targeting systems, snow removal equipment, etc...;
- Basic knowledge of carpentry, plumbing, electrical, welding and the ability to use hand tools and power tools applicable to the above;

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YEAR 1

Month	Q1			Q2			Q3			Q4		
	1	2	3	4	5	6	7	8	9	10	11	12
Task / Responsible Party												
Convene 1st Post-Award Firearm Training Unit / Training Academy Meeting / CSP	X											
Convene Quarterly Meetings / CSP			X			X			X			X
Prepare/File Quarterly Grant Reports / CSP			X			X			X			X
Review and Refine Training Materials / ALL	X			X		X						
Develop Firearms Training Unit Mission Statement / ALL	X											
Develop/Refine Goals and Objectives / ALL		X										
Implementation Meetings / CSP		X		X		X		X		X		X
Identify Relevant Staff Training Protocols / ALL			X									
Develop Staff (Both Introductory and Advanced) Firearms Training Plan / CSP			X									
Implement Introductory Professional Staff Training Programs / CSP			X			X						
Implement Advanced Firearms Staff Training Programs / CSP									X			X
Develop/Implement Teaching Materials Tracking/Storage/Coordination Plan / CSP		X	X	X	X	X	X	X	X	X	X	X
Incorporate Lesson Plan Changes/Developments / CSP				X		X		X		X		X

YEAR 2

Month	Q1			Q2			Q3			Q4		
	1	2	3	4	5	6	7	8	9	10	11	12
Task / Responsible Party												
Year 1 Evaluation/ CSP	X											
Convene Quarterly Meetings / CSP			X			X			X			X
Prepare/File Quarterly Grant Reports / CSP			X			X			X			X
Implementation Meetings / ALL		X		X		X		X		X		X
Review And Refine Training Academy Mission Statement / ALL	X											
Review and Refine Goals and Objectives / ALL		X										
Implementation Meetings / CSP			X			X			X			X
Review Relevant Firearms Staff Training Protocols / ALL			X						X			
Review/Revise Staff (Both Introductory and Advanced) Training Plan / CSP			X									
Reoffer Introductory Professional Staff Training Programs/ CSP			X			X						
Assess Teaching Materials Tracking/Storage/Coordination Plan / CSP	X											
Modify Teaching Materials Tracking/Storage/Coordination Plan (As Necessary) / CSP		X										
Implement Teaching Materials Tracking/Storage/Coordination Plan / CSP		X	X	X	X	X	X	X	X	X	X	X
Incorporate Lesson Plan Changes/Developments / CSP		X		X		X		X		X		X
Final Report to DOJ/CSP												X

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Civilian Research Analyst:

In the proposed position as a “Research Analyst” for the Connecticut State Police, the individual would be accountable for researching, drafting and editing materials for the incorporation into the Department of Public Safety Administrative and Operations (A&O) Manual. The position would also require an individual to coordinate, maintain, edit and disseminate the A&O Manual when necessary. As the A&O Manual is a compilation of rules and regulations based on prevailing laws, mandates and standards and is often subject to review and changes which dictate the course of business for the Department of Public Safety.

The research analyst would also assist the accreditation manager to maintain compliance with Department accreditation requirements. The research analyst would also provide assistance to Professional Standards when necessary. Other duties performed would include the following:

- Maintain a library with up-to date samples of all DPS forms electronically and in hard copy form to include revising these forms when necessary;
- Complete surveys as requested by Department members with procedural questions;
- Liaison with personnel of police agencies, in-state and out-of-state with regard to policy writing, status of past and current policy and how to start or maintain procedural manuals;
- Liaison with outside vendors to review and test new products or technology and make recommendations for further review and/or acquisition thereof;
- Organize data and duplicate CD-ROM disks for distribution throughout the Agency ;

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- Assemble and edit the Department of Public Safety Annual Report consisting of a synopsis of all units within the Agency;
- Assemble and write the Digest of Administrative Reports to the Governor;
- Assemble data, compile and publish the annual pursuit report to the Commissioner at the beginning of each calendar year for the previous year; and
- Authenticate and certify documents required for court appearances as the department keeper of business records related to the A&O manual or written policy changes.

YEAR 1

Month	Q1			Q2			Q3			Q4		
	1	2	3	4	5	6	7	8	9	10	11	12
Task / Responsible Party												
Convene 1st Post-Award Training Academy Meeting / CSP Colonel's Office	X											
Convene Quarterly Meetings / CSP			X			X			X			X
Prepare/File Quarterly Grant Reports / CSP			X			X			X			X
Developing Training/Assimilation Program	X			X		X						
Develop Program / Assimilate Distribution	X											
Re-Deploy Trooper to the Field		X										
Implementation Meetings CSP		X		X		X		X		X		X

YEAR 2

Month	Q1			Q2			Q3			Q4		
	1	2	3	4	5	6	7	8	9	10	11	12
Task / Responsible Party												
Year 1 Evaluation/ CSP	X											
Convene Quarterly Meetings / CSP			X			X			X			X
Prepare/File Quarterly Grant Reports / CSP			X			X			X			X
Implementation Meetings / ALL		X		X		X		X		X		X
Review And Refine Job Specification	X											
Review and Refine Goals and Objectives / ALL		X										
Implementation Meetings / CSP			X			X			X			X
Review Relevant Protocols / Reports			X						X			
Final Report to DOJ/CSP												X

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