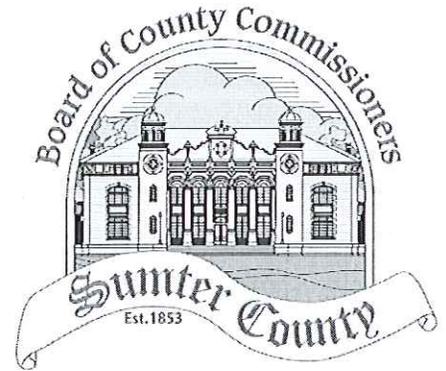


Board of County Commissioners

Sumter County, Florida

910 N. Main Street, Room 201 • Bushnell, FL 33513-6146 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website <http://sumtercountyfl.gov>



MEMO

TO: Bradley Arnold
FROM: Connie Webb
DATE: August 3, 2010
RE: Request for Extension – Edward Byrne JAG Program



Attached is Notice from Tallahassee approving the requested extension. Please reference it on a future agenda for record purposes. The Board approved the request on June 22, 2010. Thanks.

Richard "Dick" Hoffman, Dist 1
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Doug Gilpin, Dist 2
Chairman
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Don Burgess, Dist 3
Vice Chairman
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Garry Breeden, Dist 4
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Randy Mask, Dist 5
2nd Vice Chairman
Office: (352) 793-0200
Home: (352) 793-3930
910 N. Main Street
Bushnell, FL 33513

Bradley S. Arnold
County Administrator
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513-6146

Gloria R. Hayward
Clerk & Auditor
(352) 793-0215
209 North Florida Street
Bushnell, FL 33513

The Hogan Law Firm
County Attorney
(352) 799-8423
P.O. Box 485
Brooksville, FL 34605-0485

**Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308**



Recovery Act Edward Byrne Memorial JAG Program

GRANT ADJUSTMENT NOTICE

SUBGRANTEE: Sumter County Board of Commissioners

TITLE OF PROJECT: SUMTER COUNTY STIMULUS CORRECTIONS/LAW ENFORCEMENT GRANT

GRANT NUMBER: 2010-ARRC-SUMT-4-W7-158 ADJUSTMENT NUMBER: 1

NATURE OF ADJUSTMENT: RevBud/Narr/ChgPerfObj/ProjSumm/GrtPerExt

TO SUBGRANTEE:

Pursuant to your request of 06/17/2010 the following change, amendment, or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below:

Clayton H. Wilder 6-30-10
Authorized Official Date
Clayton H. Wilder
Administrator

- 1) The revised budget and narrative reflecting line item changes in salaries and benefits and expenses categories are approved. Totals for budget categories remain the same.
- 2) The revised performance objectives and measures are approved.
- 3) The revised project summary is approved.
- 4) The grant period is extended through March 31, 2011.

NOTE: Retain this Grant Adjustment Notice as part of official project records.

Sheriff

(352) 793-0222



WILLIAM O. "BILL" FARMER, JR. – SUMTER COUNTY

MEMBER, FLORIDA SHERIFFS ASSOCIATION
1010 NORTH MAIN STREET
BUSHNELL, FLORIDA 33513

June 17, 2010

Mr. Clayton Wilder
Office of Criminal Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

Re: Justice Assistance Grant
Project Title: Sumter County Stimulus Corrections/Law Enforcement Grant
Project Contract Number: 2010 – ARRC – SUMT – 4- W& - 158

Dear Mr. Wilder,

I am writing to request a grant adjustment for the mentioned grant. The Sumter County Detention Center expansion was delayed in the completion of the construction project. Due to the construction delay, we were delayed in our hiring of the new employees, who are needed to operate the new building. The hiring did not start until January 1st, 2010. The hiring has been completed for all new positions as of this date; however, an extension of six (6) is needed so we can complete the budgetary needs outlined in the grant. I would also like to request that for the eight (8) new hires that we be permitted to include overtime and holiday pay as line item in this grant. Thank you for your time and consideration with my request.

Sincerely,

William J. Jordan Esq.
Chief Deputy
William O. Farmer Jr
Sheriff



"An Accredited Agency"

www.sumtercountysheriff.org



SUMTER COUNTY SHERIFF'S OFFICE OPERATIONS DIRECTIVE

| | |
|---------------------------------|---|
| 2010.00 | Reference: CFA: 1.02, 1.03, 2.05, 2.06, |
| CHAIN OF COMMAND | |
| Effective date: 09/24/01 | Last revision: 02/24/02 |

2010.00 CHAIN OF COMMAND

A. Chain of Command is the direct line of authority and communications between the Sheriff and his personnel. The lines of control must be clearly defined and well understood by all employees so that each may know to whom he or she is responsible and who is responsible to him or her.(CFA 1.02)

B. All employees are expected to follow the chain of command. This, however, is not to preclude the authority delegated to employees pursuant to the responsibilities of their respective positions.

2010.10 PRECEDENCE OF RANK OR POSITION

A. For purposes of establishing chain of command and precedence of ranks, positions within the Office are listed in descending order as follows:

1. Chain of Command for Ranked Positions: (see number 3 for road patrol)

- a. Sheriff
- b. Chief Deputy
- c. Major
- d. Captain
- e. Lieutenant
- f. Sergeant
- g. Deputy

2. Chain of Command for Non-Ranked Positions:

- a. Sheriff
- b. Chief Deputy
- c. Major
- d. Section/Unit Supervisor
- e. Line Personnel

SUMTER COUNTY SHERIFF'S OFFICE OPERATIONS DIRECTIVE

3. Chain of command for road patrol shall be:

- a. Watch Commander
- b. Deputy

2010.20 INTRA- AND INTER- AGENCY COOPERATION

A. It is the policy of the Sumter County Sheriff's Office to encourage and promote cooperation between all employees and all units of the Agency, as well as other agencies with which we do business.

B. Employees shall cooperate with all agencies engaged in the administration of criminal justice and other agencies and departments, giving to each the aid and/or information to which they are entitled to receive.

2010.30 SPAN OF CONTROL

A. It is the policy of the Sumter County Sheriff's Office to maintain effective supervisory span of control limits and to assure unity of command in all situations.

B. In order to achieve effective direction, coordination, and control, the number of employees under the immediate control of a supervisor shall not exceed the number for which a supervisor can effectively control.

2010.40 UNITY OF COMMAND

A. For the purpose of promoting efficiency and responsibility, employees are accountable to only one supervisor at a time. Each employee shall be able to identify one supervisor to whom he or she is accountable.(CFA 1.02)

2010.50 COMMAND PROTOCOL (CFA 1.03)

A. Command protocol in situations involving personnel of different divisions or units shall be as follows:

1. Command structure will follow the chain of command, as stated in paragraph 2010.10, unless otherwise specified by the assigning authority.

a. In exceptional situations, the Commander of the unit involved shall assume command until relieved by higher authority. (Example: C.I.D. Captain commanding a crime scene and the Chief Deputy arrives, the Chief Deputy would now be in command).(CFA 1.03 B,C)

SUMTER COUNTY SHERIFF'S OFFICE OPERATIONS DIRECTIVE

2. When the command structure cannot easily be distinguished by rank, responsibility of command remains with the person having primary functional responsibility. (CFA 1.03 C)

a. Primary functional responsibility is defined as matters falling into the category of responsibility and duties normally assigned to the employee. (Example: road patrol Deputies at the scene of a crime which has been turned over to criminal investigations. The C.I.D. supervisory will exercise command over the road patrol Deputies.)

3. In the absence of the Sheriff the Chief Deputy will assume command of the Sheriff's Office. (CFA 1.03 A)

2010.60 ORDERS FROM SUPERIORS

A. Orders may be issued either verbally or written over the signature of the Sheriff or a superior officer. They can be prescribed by law or by the Operations Directives, for the preservation of good order, efficiency and proper discipline of the Agency.

2010.70 OBEDIENCE TO ORDERS (CFA 2.05, 2.06)

A. Employees shall promptly obey and execute any lawful order emanating from any superior, including any order relayed from a superior by an employee of the same or lesser rank.

1. The term "lawful order" shall be construed as any order in keeping with the performance of any duty, and which is not contrary to law.

2. If any employee is given an order that he or she knows would be illegal by local, state, or federal law, if carried out, the employee shall respectfully call such fact to the attention of the superior giving the order. If the superior refuses to counteract the order, the employee should request permission to consult with superiors through the chain of command until the issue is resolved.

B. Should any such order conflict with a previous order or with any provision of the Operations Directives, the employee to whom such an order is given shall respectfully call the conflict to the attention of the superior giving the last order. If the superior giving the last order does not alter or retract such conflict, his or her order shall stand and the responsibility shall be his or hers. The employee obeying the order shall not be held responsible for disobedience of any order previously issued.

2010.80 ORDERS CONTRARY TO THE OPERATIONS MANUAL (CFA 2.06)

A. If an employee receives an order which the employee believes is contrary to any Operations Directive or Operations Procedure, such employee, after complying with said

SUMTER COUNTY SHERIFF'S OFFICE OPERATIONS DIRECTIVE

order if otherwise legal, shall report such fact to the Sheriff or Chief Deputy through the chain of command.

2010.90 DEROGATORY REMARKS

A. No employee shall speak in a malicious manner to other employees, or to any person outside the Agency, about any official action or orders or instructions issued by superiors. Any disagreements should be handled within the employee's chain of command.

ISSUING AUTHORITY:


WILIAM O. "BILL" FARMER JR., SHERIFF

-END-

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 2: Project Overview

General Project Information

Project Title: SUMTER COUNTY STIMULUS CORRECTIONS/LAW ENFORCEMENT GRANT
Subgrant Recipient: Sumter County Board of Commissioners
Implementing Agency: Sumter County Sheriffs Office
Project Start Date: 10/1/2009 **End Date:** 3/31/2011

Problem Identification

The Sumter County Detention Center has experienced a significant increase in its inmate population, particularly in 2004 and 2005, when the detention facility's capacity of 173 beds had to accommodate 260 or more inmates. In 2005, the County entered into a professional service agreement with architects to achieve that purpose, to provide a comprehensive detention plan. The needs study was implemented to create a rationally based picture of the magnitude of jail bed needs. Existing facilities were reviewed in terms of suitability for future housing, and to identify areas where expansion could be needed to support a larger inmate population, areas such as medical, laundry, intake/release, and food services, for example. Such reviews were conducted to search of ways to maximize use of existing facilities to meet future needs.

Project Summary

The design and funding phases began. During this time, the detention population increased to over three hundred. The County took actions and solicited neighboring counties to house their inmates for a fee. The Sumter County Detention Center is set to move into the new intake and release facility January 1st, 2010. With this expansion, the Sumter County Detention Center has created seventeen civilian positions. We are requesting to use the funds provided in this grant to hire eight of these individuals. Pay salary, overtime, benefits, and holiday pay for all new hires.

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section #2 - Project Overview

Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the Implementing Agency receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 3 - Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 004 - Corrections and Community Corrections Programs

State Purpose Area: D - Personnel - Employ Personnel

Activity Description

Activity: Personnel
Target Group: Personnel
Geographic Area: Countywide
Location Type: County Jail

Objectives and Measures

Objective: 22.D.SI - Number of new FTEs funded with JAG funds

Measure: Part 2

Number of new personnel to be funded during the grant period

Goal: 8

Measure: Part 4

Total number of new personnel to be hired with all OTHER sources (not JAG or Recovery JAG funding) during the grant period.

Goal: 19

Objective: 23.D.SI - Number of overtime hours paid with JAG funds

Measure: Part 1

Number of overtime hours to be paid with JAG funds

Goal: 100

Measure: Part 3

Total number of hours of overtime to be paid by all other, non-JAG sources

Goal: 194

Objective: 51.D.SI - Type of NEW personnel paid with JAG funds

Measure: Part 4

Number of new corrections and community corrections personnel to be paid with JAG funds

Goal: 8

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section #3 Performance

State Purpose Area: E - Equipment Supplies - Purchase Equipment/Supplies

Activity Description

Activity: Equipment and Supplies
Target Group: Equipment and Supplies
Geographic Area: Countywide
Location Type: County Jail

Objectives and Measures

Objective: 25.E.SI - Amount of funds expended on equipment and/or supplies

Measure: Part 1

Amount of funds to be expended to purchase equipment and/or supplies

Goal: \$15,690

Objective: 26.E.SI - Types of equipment and/or supplies purchased with JAG funds

Measure: Part 4

Purchase equipment and/or supplies other than court supplies, computer software, or firearms

Goal: Yes

Objective: 27.E.SI - Number of units to directly benefit from equipment and/or supplies purchased with JAG funds

Measure: Part 1

Number of units that expended grant funds to purchase equipment or supplies

Goal: 1

Measure: Part 2

Number of units that will directly benefit from equipment and/or supplies purchased with JAG funds

Goal: 1

Objective: 52.E.SI - Number of equipment items purchased with JAG funds by type of equipment

Measure: Part 1

How many weapons will be purchased?

Goal: 12

Measure: Part 3

How many uniforms will be purchased?

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section of Performance

Goal: 24

Measure: Part 16

How many other pieces of equipment will be purchased?

Goal: 8

State Purpose Area: REC - Recovery Act Measures

Activity Description

Activity: Recovery Act

Target Group: Recovery Act

Geographic Area: Countywide

Location Type: County Jail

Objectives and Measures

Objective: RC - Number of jobs created or saved (by type) due to Recovery Act funding

Measure: Part 1

Number of jobs to be prevented from being eliminated with Recovery Act funding

Goal: 0

Measure: Part 2

Number of jobs that were eliminated within the last 12 months that will be reinstated with Recovery Act funding

Goal: 0

Measure: Part 3

Number of jobs to be created with Recovery Act funding

Goal: 8

Measure: Part 4

For the complete grant period, how many hours will be charged to the grant? For example, if a position will work 40 hours per week, and the grant period is 52 weeks, 2,080 hours will be charged to the grant.

Goal: 16640

Measure: Part 5

For the complete grant period, how many hours would be included in a full time schedule at your agency? For example, if your agency considers 40 hours per week to be a full time schedule, and the grant period is 52 weeks,

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 3 Performance

a full time schedule would equal 2,080 hours.

Goal: 2080

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide



Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: N/A

Question: If "other" was selected for location type, please describe.

Answer: N/A

Question: What is the physical address of your primary performance location? This is a physical location, not a mailing address. If your physical location is confidential, enter the address of the next highest level of your organization. Enter only one address.

Answer: AgencyName: Sumter County Detention Center
Address1: 219 East Anderson Avenue
Address2:
City: Bushnell
State: FL
Zip: 33513-6149
CongressionalDist: 05

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 4 - Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Monthly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000865

Budget:

| Budget Category | Federal | Match | Total |
|--------------------------|---------------------|---------------|---------------------|
| Salaries and Benefits | \$287,230.00 | \$0.00 | \$287,230.00 |
| Contractual Services | \$0.00 | \$0.00 | \$0.00 |
| Expenses | \$15,690.00 | \$0.00 | \$15,690.00 |
| Operating Capital Outlay | \$0.00 | \$0.00 | \$0.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| -- Totals -- | \$302,920.00 | \$0.00 | \$302,920.00 |
| Percentage | 100.0 | 0.0 | 100.0 |

Project Generated Income:

Will the project earn project generated income (PGI) ? No

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 4: Financial (cont.)

Budget Narrative:

The below costs are listed per Detentions Support Specialist (DSS) Employee with the desired outcome of employing 8 DSS Employees from this grant:

Base Salary = \$22,360.00

Health insurance premiums paid for by the agency = \$ 9,528.00

FICA/SS/MC (7.65%) = \$1,710.54

Retirement Plan Contribution (10.08%) = \$2,253.89

Worker's Comp Insurance (0.23%) = \$51.43

Total Salary and Benefits for 8 DSS Emploeyss = \$287,230.00

Average Overtime pay Dss employees (8) \$16.00 @ hours X 100 hours = \$1,600.00

Average Holiday pay Dss employees (8) \$21.50 @ hours x 14 holidays x 8 hours shifts = \$2,408

Total Expenses for All 8 DSS Employees for equipment such as Radios, Tasers, and Uniforms (Issueing three each) = \$15,690.00

Any amount over the awarded amount will be paid by the Sumter County Sheriff's Office.

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 4 Financial

Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: Yes there is a net personnel increase

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: Yes

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: N/A

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: \$1,000