

LOUISIANA SPA EVALUATION INITIATIVE:
REPORT ON THE PROCESS EVALUATION OF
SELECTED CRIMINAL JUSTICE PROJECTS

for

THE LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND
ADMINISTRATION OF CRIMINAL JUSTICE

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THE LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

BY

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MARCH, 1976



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Col. Wingate M. White, Executive Director
Louisiana Commission on Law Enforcement
and Administration of Criminal Justice
1885 Wooddale Blvd., Suite 610
Baton Rouge, Louisiana 70806

Dear Col. White:

In accordance with the terms of the Special Evaluation Grant, we are transmitting herewith, the final report of the evaluation project entitled, Louisiana SPA Evaluation Initiative: Report on the Process Evaluation of Selected Criminal Justice Projects.

Following a brief general introduction, the report is organized into two parts. In the first part, we begin by making some general observations and comments pertaining to the planning-application process, the grants management function, the monitoring and evaluation process, and Commission funding policies. These comments and observations are based on the twelve months experience we had in working with the fifteen projects included in this initial review effort.

The general comments are followed by a brief description of suggested efforts which could be taken to address the problem areas which were identified. In many cases, the Commission has already taken steps to address the problem through a revision of policy or programmatic action. In those cases, a brief status report on the efforts currently underway is included.

The second major portion of the report consists of individual process reports on fifteen criminal justice projects which were funded through the Commission. This section begins with a definition of process evaluation, the rationale for the selection of the projects, and a process description of the review effort. Each of the individual reports contain a summarized work-plan, an assessment of the programmatic accomplishment of the objectives, and a summary and conclusion. The focus of all of the individual reports is an examination of the degree to which project activity conformed to the work-plan.

We think this report is an important part of the evaluation project in that it presents the Commission with a good overview of the projects which it supports and hopefully, the general observations and comments can contribute to the solution of some of the problem areas noted in the review effort.

We also think, however, that the primary significance of the evaluation project is not contained in this report and infact, has not been subjected to

contd/pg.2

Col. Wingate M. White, Executive Director
Louisiana Commission on Law Enforcement
and Administration of Criminal Justice
Baton Rouge, Louisiana 70806

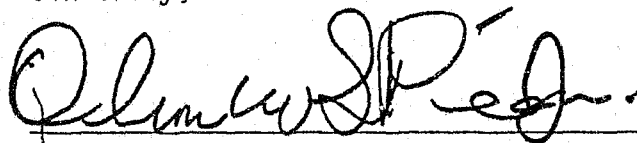
recording in any "document". This is true because the emphasis of this project was placed on the process of developing an evaluation system for the SPA through the involvement of the individual project directors, the district planning directors, the SPA staff, and the Evaluation Committee.

The system which has been developed through this process will, hopefully, be able to provide the SPA and the Commission with the information needed to fulfill the planning, management, and funding responsibilities. We look forward to working with you and your staff over the next twelve months on the continued implementation of this system.

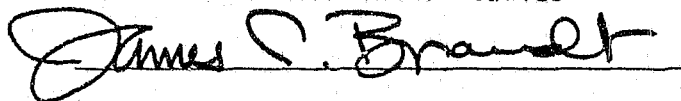
We would like to acknowledge the fine cooperation we received from the project directors; the District Program directors, and their staffs in the completion of this project. We especially appreciate the assistance and cooperation of you and your staff.

We will, of course, be glad to discuss this report with you when you have had an opportunity to review it.

Sincerely,



Oliver W. St. Pee', Jr.
Director
Center for Governmental Studies



James C. Brandt
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Enclosures

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LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE,
UNDER THE OMNIBUS CRIME AND CONTROL ACT OF 1968, AS AMENDED.

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INTRODUCTION: REPORT ON THE PROCESS EVALUATION OF
SELECTED CRIMINAL JUSTICE PROJECTS

The Louisiana Commission on Law Enforcement and Administration of Criminal Justice as the statewide Criminal Justice Planning Agency authorized by the Omnibus Crime Control and Safe Streets Act of 1968, is responsible for the planning and implementation of crime reduction and criminal justice system improvement projects in Louisiana. At the present time, the Louisiana Commission on Law Enforcement (LCLE), awards an average of 350 grants each year in the areas of law enforcement, corrections, courts, juvenile delinquency, and community crime prevention. These grants, amounting to approximately \$9 1/2 million per year, are funded by the Law Enforcement Assistance Administration (LEAA), Department of Justice, and are administered through the Louisiana State Law Enforcement Planning Agency (SLEPA) and nine (9) local planning districts.

In the fulfillment of its planning and funding responsibilities, the LCLE recognized the need to develop an effective means to evaluate the projects and programs it supports. LEAA, in response to a Congressional mandate expressed in the Crime Control Act of 1973, also assigned a high priority to the development of an evaluation capability for State Planning Agencies. This priority for evaluation development was outlined in LEAA guidelines which required that: (a) the SPA monitor the implementation, operation, and results of the projects it supports and (b) the SPA intensively evaluate, either with its own staff or contracted evaluators, selected projects or groups of projects according to its planning needs.

In response to the need expressed by the Commission and the Congressional mandate stated in LEAA guidelines, the SPA began the development of an evaluation system through a project called Louisiana SPA Evaluation Initiative: The Process Evaluation of Selected Criminal Justice Projects. The Center for Governmental Studies of Loyola University in New Orleans was selected to carry out this project.

The Center for Governmental Studies of Loyola University, is a private, non-profit organization whose purpose is to assist local and state government agencies in the planning, management, and evaluation of services and programs. The Center's staff was selected to conduct this project because of their previous work experience in the planning and administration of LEAA criminal justice projects, their experience in the evaluation of federal programs, their knowledge of federal grant-in-aid programs, and their prior record of satisfactory work performance for LCLE.

It was not possible, nor was it the intent of this grant to evaluate all 350 projects funded by the Commission, or to develop a complete evaluation unit for the SPA. Rather, this initial effort was designed to provide evaluative information on 15 selected projects and, as a necessary by-product, to examine the monitoring, grant management and planning efforts as they related to the development of an evaluation unit.

This project began in January, 1975 and was supported through State Part C Bloc Funds. This document is the final report on the first twelve months of the evaluation project. The report is organized in two sections, reflective of the dual focus of the project's goals and objectives. The first

section contains a general description of problem areas and observations gathered as a result of working with the 15 projects as a whole. The observations relate to the planning, grant management, and administrative functions as they impacted the monitoring and evaluation process. Recommendations on possible solutions are also discussed in this first section.

In Section II, there are individual reports on each of the 15 projects included in this review effort. This second section begins with a definition of the project's scope, the rationale for the evaluation treatment methodology, a process description of the review effort, and the basis for the selection of the projects. The individual reports contain a summary of the projects work program, a report on the accomplishments of the project's objectives, the project directors' observations and comments, and a summary and conclusion.

Included in the appendix are: a listing of the terms and observations which are used in this report; a copy of the format which was used for the development of project work-plans; the project report format; and the site-visit survey document.

SECTION I.

GENERAL OBSERVATIONS AND RECOMMENDATIONS

SECTION I: GENERAL OBSERVATIONS AND RECOMMENDATIONS

Generally, the 15 projects were carried out in accordance with the work-plan which was developed at the beginning of the evaluation project with each of the project directors. Most of the projects were of a routine, straight-forward nature. For example, a number of the grants were personnel acquisition projects, intended to supplement an agency's capacity to undertake an ongoing or existing function. In the projects which were of a more innovative or demonstrative nature, the results appeared to be encouraging.

The projects were also well-administered, with few instances of severe operational problems or flagrant violations of Commission policy or procedures. In most cases, the project directors and staff made a serious attempt to adhere to the project's work-plan and to comply with all reporting and evaluation requirements.

There were, however, some problem areas which became evident as a result of working with the fifteen projects over the twelve-month period. Before presenting the individual project reports, it would be helpful to identify these general problem areas and then to briefly discuss some possible solutions. The comments relate to the planning, grant management, and evaluation functions in the LCLE process, as well as Commission funding policies and are reflective of: discussions with the District Program Directors and the SPA staff; participation in commission meetings and Evaluation Committee meetings; an examination of planning documents, applications, review sheets, and guideline manuals; and several field visits to each of the 15 projects.

In the following section, each problem area is preceded by a description of the Commission policy or procedure which should be in effect. After a

description of the existing policy or procedure, are the observations made as a result of working with the 15 projects. These comments are, in effect, a comparison of how the policy or procedure should be implemented with what was actually occurring in the projects included in this evaluation process. The third section in each area, is devoted to a recommendation on how the problem could be addressed through programmatic action and/or policy or procedure revision.

It should be noted and emphasized at the outset that many of the problems noted in this section were known to project directors, the SPA, the Commission and/or the District Planning Offices long before the evaluation project ever began. Hence, in many cases, the SPA or other parties in the LEAA process, had begun activities designed to address these concerns. In other cases, corrective action was initiated during the course of the year. Therefore, many of the recommendations have been implemented or partially implemented. Where this is the case, an attempt has been made to indicate the current status of those activities that are underway or are in the planning process.

It should also be noted that these comments relate to the Bloc funding program-only, as none of the 15 projects included in this review effort were funded through the Discretionary Program. Finally, it should be noted that the comments and problem areas are not presented in any special order of significance.

A. THE PLANNING - APPLICATION PROCESS

1.1 THE DEVELOPMENT OF WORK-PLANS

1.2 THE PREPARATION OF THE APPLICATION

1.3 THE REVIEW OF PROJECT APPLICATIONS

1.1 THE DEVELOPMENT OF WORK-PLANS

A. Procedure:

Under SPA Procedures, a project must be within the scope and in compliance with the State's Comprehensive Criminal Justice Plan to be eligible for funding by the LCLE. The Comprehensive State Plan is developed and prepared by the SPA and the District Planning Offices and is based on an assessment of law enforcement and criminal justice needs within the State. Inclusion in the State Plan and concomitant funding by the LCLE is dependent upon: (a) recognition by the District Planning Office, the Local Advisory Council, the SPA, and the Commission that a particular problem does exist and should be addressed through programmatic action; (b) that the proposed programmatic solution is eligible for LEAA funding assistance; (c) that there is a program area corresponding to the projects' goals; (d) that the agency is eligible to apply for LEAA funds; and (e) there are funds set aside for this type of program either in the current year or in the multi-year budget.

If a proposed project is included in the approved plan, an application can be developed and submitted for funding. The narrative section of the application should indicate: (a) the nature of the problem and need to be met; (b) the target groups or organizations affected or benefited; (c) what the project is intended to demonstrate or achieve; (d) a description of the various steps and stages of the project; (e) what will be done at each stage and estimated time intervals involved; (f) how the work will be organized; (g) who will handle each element; (h) a schedule of events and planned expenditures; (i) what

innovations or new knowledge the project seeks to test or develop; (j) the past achievements, experience, and other activities which qualify the subgrantee to conduct the project; (k) the organization of the project, lines of decision, and policy or advisory bodies concerned with project execution; (l) a list of all other groups or agencies who will participate in the execution of the project with an explanation of their role in the project and the relationship with the subgrantee.

B. Comment and Observations:

In the case of the 15 projects reviewed as part of this project, most of the application or work-plan elements mentioned above were not included in the original application. There was little, if any, description of the problem to be addressed. Goals and objectives, if included, were very generally stated. In the cases where an attempt was made to be specific in the goals and objectives, the goal was often stated in terms of percentages rather than actual numbers. For example, one applicant said, "... a large portion of the workload has been relieved from detectives presently working in the area of narcotics, thus allowing 100% effort to be put out at all times. The investigative division should reduce the number of narcotic violations by at least 10% and increase the Department's clearance ratio by at least 14% during the next fiscal year". The application gave no indication of the actual numbers of narcotics violations or the number of cases cleared or how these terms were defined.

Operating procedures and methods were usually not included or else were treated in a very general fashion. For example, one applicant described the entire "methods" section of the application in this way. "The methods will be

to continue expansion of the present capability of the agency to provide additional personnel and equipment to carry out assigned tasks". Another applicant described the methods to be employed in his project as follows: "Though continued training and by the use of updated techniques, the personnel have been effective as undercover agents." There was no mention of what training was anticipated, what those "updated techniques" were, what project activities the undercover agents would be engaged in, or how much time they would spend on each of the major activities.

Only a few of the applicants attempted to complete a schedule and description of work-tasks to be performed in implementing and operating the project. For example, one of the applicant's time-table indicated that he was going to "purchase equipment and continue operations for twelve months". Other projects simply listed the months of the year for the schedule and gave no projected work tasks.

If the grant was for a continuation project, the results obtained during the previous subgrant period were often not mentioned.

C. Recommendation:

The SPA needs to organize and conduct an extensive program of training in the preparation and planning of work-plans. For example, training in the development of specific work tasks is needed in order to assure that reports can be prepared in relation to the accomplishment of specific tasks, and that the data required to measure task achievement has been collected. Training should also be provided to District Program Directors and their staffs to assist

them in providing technical support to project applicants in the development of good work-plans.

The SPA has begun some limited training in this area through the implementation of subgrantee seminars. These seminars, held throughout the State for the first time this past year, were designed to acquaint the present and potential project applicant with all phases of the LEAA program -- project application, work-plan development, grants administration, and project evaluation. There is a need to continue and greatly expand this sort of training to reach more project directors and to provide more in-depth training on individual subjects.

The specifics of the training program should be developed in conjunction with the SPA staff and the District Program Directors. Some consideration should also be given to dedicating a certain portion of the State Agency and District Training funds for developing and conducting this type of training.

1.2 THE PREPARATION OF THE APPLICATION

A. Procedure:

Under present procedures, persons or groups seeking LEAA funding assistance initiate their requests at the District level, or, in the case of State agencies, directly with the SPA. The District Planning Offices should provide the necessary information and procedural assistance to the applicants requesting federal funding. The District Offices also function

in a liaison capacity to the State LCLE Office. Once the application is completed and filed with the District Office, the District Program Director and/or his staff, reviews the application, prepares the recommendations regarding funding and submits the application to the local planning council for funding consideration. After consideration at the District level, the application is forwarded to the SPA for staff review and then consideration by the Commission.

B. Comment and Observation:

It appears that in several cases, it was actually the District Planning Office which prepared the application, designed the project, prepared the budget, and often with no indication of active involvement from the project director. In other cases, there was a grant administrator associated with an agency who was responsible for the preparation of the application. In either case, the project director or operating director was often unfamiliar with the project's plan or purpose. This situation further contributed to the lack of specificity in goals and objectives, the vague description of operating procedures and methods, etc., which was mentioned above.

C. Recommendation:

The project application, the work-plan, and project design should be completed by the person or persons who will actually be operating the project. The practice of having the District Program Directors, agency grant administrators, or staff planners complete the application should be avoided whenever possible. The SPA and the District Planning Offices should, however, continue

to provide assistance to project applicants in all phases of the application process.

In some cases, it is difficult to involve the operating director in the planning process as he/she may not have been selected yet, or he/she may have been selected but is still working elsewhere. In those cases, attempts should be made to involve other project staff personnel in the planning phases.

Some applicants will contend that they do not have the knowledge or the expertise required to fill out the applications, understand the bureaucratic language, or develop a project narrative. The SPA has recently developed and disseminated The Applicant and Subgrantee Handbook, December, 1975, which provides a detailed explanation on how to develop a work-plan, the narrative portion of the application, as well as all other parts of the application. This should greatly assist applicants in the preparation of applications and work-plans.

Finally, the Commission may want to re-consider the establishment of a policy regarding the duties and responsibilities of the district program directors as they pertain to the preparation of applications. (A policy that would have prevented the District Program Directors and their staff from preparing the applications was discussed at the November, 1974 meeting of the Commission, but was not passed).

1.3 THE REVIEW OF PROJECT APPLICATIONS

A. Procedure:

Under present procedures, once an application is received by the SPA, the Planning Specialist completes a programmatic review of the proposal before it is presented to the Commission. This program/planning review addresses such questions as: "Is the scope of the project as defined, adequate to accomplish the objectives specified and appropriate to the problem identified? Has the applicant adequately described the crime or systems problem the project is attempting to solve or resolve? Is it clear from the application what the effects or benefits of the project will be? Does the application adequately describe the plan for the implementation of the project? If the application does not adequately address these questions, it is to be returned to the subgrantee for revision and/or additional information.

After the final review is completed, a summary form is prepared by the planning specialist summarizing the adequacy of the project application elements such as organization, facilities, goals and methods, and a recommendation regarding project funding is presented to the Commission.

As already noted, many of the applications did not contain the items called for in the program/planning review. This would indicate that either the application review criteria were not adhered to or there was a lack of thoroughness in the application review process. Of the projects included in the review effort, only one application was considered deficient at the time of review and a special condition was proposed that more information be provided before funding would be recommended. In another case, an application was considered deficient in almost every category, yet the project was still recommended for funding. In other cases, a courts project was reviewed by a planning specialist from another area. In some cases, there was no indication

of who had completed the application review.

C. Recommendation:

There are indications that the review process has been improved as there are more applications which are now being returned to the subgrantee because of deficiencies in the application. The planning specialists are now requesting additional information from the applicants before preparing the review summary. It is recommended that this trend be encouraged and supported by the Commission as the standards for applications should be enforced. This recommendation admittedly sounds very simplistic. Yet, as project directors gain more experience in the planning process, and are provided additional training and technical assistance, it is not unreasonable to expect applications and work-plans to improve. The enforcement of application standards will do much to insure that the improvements are not temporary in nature.

It is also recommended that the SPA should assign definite project responsibility for application review among the planning specialists. At the present time, it is generally understood most project applications are reviewed by the appropriate planning specialist. (i.e., the courts specialist would review an Indigent Defender Program; the law enforcement specialist would review a Narcotics Enforcement project, etc). However, this procedure should be formalized and adhered to so that it is possible to definitely determine project responsibility among the planning specialists.

The evaluation review should also be completed by the appropriate functional staff. As of January, 1976, the Monitoring and Evaluation Staff began the review of all applications for evaluation purposes. Prior to this time, the planning specialist had been completing both reviews. This division of labor should provide more time to the planning specialist and thus allow for a more thorough review of the project application. In the same way, the evaluation and monitoring staff should now be able to give a more extensive review to the evaluation aspects of the project.

Finally, there was no examination done of review procedures at the District Planning Office level. However, this is an area that should be considered, as many of the problems contained in the application should be detected and corrected at the District level.

B. PROJECT FUNDING POLICIES

2.1 NON-SUPPLANTING OF FUNDS

2.2 FUNDING PRIORITIES OF THE COMMISSION

2.3 LIMITATION ON LENGTH OF SUPPORT

2.4 DIMINISHED FEDERAL FUNDING SUPPORT

2.5 PRE-DETERMINED AMOUNT OF PROJECT COST

2.1 NON-SUPPLANTING OF FUNDS

A. Policy:

To be eligible for funding, project applicants must certify that LEAA federal funds will not be used to supplant any activity for which other state or local appropriations have been received. When such appropriations are received unexpectedly during the life of the project, immediate notification must be submitted to the LCLE together with a revised project application.

B. Comment and Observation:

There is an apparent supplanting of funds. In at least two projects, the operating director said that the personnel presently being paid out of grant funds were previously paid out of agency funds and that no additional personnel were hired as a result of the project funds. Unfortunately, there is no accurate projection on how widespread this practice is. However, judging from the large number of personnel and equipment acquisition grants funded through the Commission, it is not unreasonable to expect that these instances of supplanting are not isolated cases.

C. Recommendation:

At present, project directors must sign a certificate which states that this project is not supplanting present local or state efforts. Other than maintaining this certificate, there is little that can be done to prevent

the funding of projects which supplant local efforts. However, once a project has been identified (either through monitoring reports, field visits, or other reports) that is supplanting funds, and the report has been verified and documented, the LCLE should take steps to see that project funding be terminated.

2.2 FUNDING PRIORITIES OF THE COMMISSION

A. Policy:

LEAA legislation gives the SPA wide latitude in setting objectives and funding priorities. It permits, "any activity pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law". While not specifically mandated, the intent of the LEAA program, however, was to provide funds for demonstration, research, and experimental programs. The rationale behind this approach was to allow the states and localities to experiment with new crime control strategies and approaches that were beyond the available resources of local or state government. If successful, these projects could be continued with local or state funding after the termination of federal funding assistance.

B. Comment and Observation:

Based on a review of projects funded through the Commission, it is estimated that less than 5% of the projects are research and demonstration in nature. Approximately 60-70% of all the projects funded are routine, personnel

and equipment acquisition. The remaining projects are either special units or secondary projects. In some of the planning districts, virtually 100% of the projects funded are for additional manpower and equipment. (For a detailed analysis of the type of projects funded by the Commission in each of the planning districts and the state agencies, see the State Evaluation Plan for Louisiana Commission on Law Enforcement, Fiscal Year, 1976, pages 17-19).

Most of the projects included in the personnel acquisition category are not "projects" in the usual sense of the word. There are no defined objectives or activities designed to produce a certain result. Rather, most of these grants provide one additional person to supplement an ongoing or legally mandated agency function -- additional juvenile officers, additional probation officers, etc.

This 60-70% may even be a conservative figure as it appears as though many of the "Special Enforcement Units" funded by the Commission are in reality, simply personnel acquisition grants. In many cases, the "units" are not distinct entities, the personnel have no specialized functions, and the unit is not supported totally, or even substantially, with LEAA funds. In other cases, the special "units" are in fact, one-person grants.

C. Recommendation:

The SPA may want to consider reducing the number and percentage of personnel and equipment acquisition grants. This could be accomplished through funding incentives for projects which utilize unique or experimental approaches

to law enforcement and criminal justice activities. These funding incentives for secondary projects or research and demonstration type projects, could be developed for both state agency and district projects.

The Priorities Committee of the Commission has been given the assignment to consider the question of what type of projects should be funded by the Commission, how priorities should be established, what funding limitations should be in place, etc. This Committee may want to consider developing specific plans for funding incentives or other options to obtain a more balanced funding program.

2.3 LIMITATION ON LENGTH OF SUPPORT

A. Policy:

According to Commission policy, projects are eligible for a maximum of 36 months of federal funding support. (Exceptions include Law Enforcement Regional Training Grants, construction, information systems, planning support for CJCC's, and project evaluation). This limitation on the length of support is intended to insure that there will be funds available to initiate new projects rather than having the entire amount allocated to continuing projects.

B. Comment and Observation:

There are several projects which are not conforming to the policy on limitation of support. For example, one project director (that has been funded

for three years) explained that he hoped to change the title of his project and submit an application for new funding. Or, in another case, a project director planned to take one component of a large project (that had also been funded for three years) and continue that component as a new project. Another variation was to expand an ongoing project and through the expansion, create a "new" project.

C. Recommendation:

This is a problem which could be detected through an improved application review process, field visits, and/or monitoring reports. As violations of Commission policy on this subject are verified and documented, appropriate action should be taken by the SPA staff, the Executive Committee and/or Commission.

2.4 DIMINISHED FEDERAL FUNDING SUPPORT

A. Policy:

The Commission has established a policy regarding diminished federal funding support for a project over a three-year period. This policy states that funding is not to exceed amounts set forth in the following schedule: (excluding construction and those program areas which are also exempt from the limitation on length of support).

A. First Year: 90% federal, 10% local cash match.

B. Second Year: Projects will only be eligible for a maximum

of 75% of their first year's federal fund award. (A minimum of 10% cash match must be provided).

- C. Third Year: Projects are eligible for a maximum of 60% of their first year's federal fund award. (A minimum of 10% cash match must be provided).

B. Comment and Observation:

It appears as though this Commission policy is not followed in all cases. In one project, through a combination of Part "C" and "E" monies, the amount of funding support actually increased rather than diminished. In another project, the amount of Part C funds increased from the first to the second year. In one other project, the amount of federal funding stayed the same in the second and third years of funding rather than diminishing from 75% to 60%.

C. Recommendation:

When exceptions to the policy on diminished support are noted or reported, procedures to verify and document the violation should be followed and appropriate action taken by the SPA staff, the Executive Committee and/or the Commission.

2.5 PRE-DETERMINED AMOUNT OF PROJECT COST

A. Policy:

Upon approval of the States Comprehensive Plan by the Regional Office

of LEAA, a bloc action grant is awarded to the State. In turn, the State retains a portion of the funds for state-wide projects and then disburses the remaining funds to each of the planning districts on a formula basis. The districts then allocate the bloc funds to the various program areas and projects.

B. Comment and Observation:

This process of plan approval often produces a situation where the amount of funds allocated to a project at the District and State levels, is determined well before the project has been developed or designed. Consequently, with the amount already set, the project director may find at the time of application, that the allocated funds are insufficient or that too much money has been set aside for his project. In either case, the amount is not readily subject to change. This means that in some cases, a project director will prepare his budget to utilize the entire allocation regardless of the need or will have insufficient funds to carry out the project which was planned.

C. Recommendation:

The SPA should be given greater authority to make plan amendments. If the Regional Office was to give the SPA greater flexibility in this area, the problem of being "locked in" to a lower figure could be addressed through changes in project allocation.

C. GRANT MANAGEMENT AND ADMINISTRATION

3.1 GRANT-MANAGEMENT DUTIES AND
RESPONSIBILITIES

3.2 GRANT-MANAGEMENT REQUIREMENTS

3.1 GRANT MANAGEMENT DUTIES AND RESPONSIBILITIES

A. Procedure:

The project director identified on the application form is responsible for the management and administration of the project, including developing the work-plan, completing the application, filling out fiscal and narrative reports, requests for funds, grant adjustments, etc. The District Planning Offices and the SPA offer technical assistance in the completion of these and other grant management activities.

B. Comment and Observation:

There appeared to be a tremendous disparity between projects in the handling of grant management and administrative tasks. In some cases, the District Planning Office prepared the reports, requested funds, filed grant adjustments, etc. In other cases, the District Planning Office did not appear to be involved in any of these grant management functions. In other cases, the agency had a grant administrator who was responsible for all grant management functions and the project director had no grant management responsibilities.

In any event, it was difficult to identify the "project director" who was actually responsible for the day-to-day operation of the project. This difficulty existed because the person identified on the application as the project director was often an agency director and far removed from the actual operation of the project. In one case, the designated project director did not know his "project" existed. In other cases, an agency grant administrator or

planner was designated as the project director and again, he/she had no involvement with the actual operation of a project. This situation further contributed to the disparity between projects in the handling of grant management and administrative tasks.

C. Recommendation:

As in the case of the District Program Directors preparing the applications, the Commission may want to clarify the role and responsibility of the District Planning Office in grant management functions. Again, with the development and publication of the Applicant and Subgrantee Handbook, the project directors now have additional guidance to assist them in completing grant management functions. As the project directors become more familiar with grant management responsibilities, the District Planning offices should be relieved of some of these duties which they now handle.

In reference to the difficulty in identifying the operating project director, the SPA may want to consider changing the application cover sheet to include a space for the identification of the individual who will be responsible for the day-to-day operation of the project.

3.2 GRANT MANAGEMENT REQUIREMENTS

A. Procedure:

Each project funded through the Commission is required, regardless of

size or type of grant, to complete the same grant management requirements: application forms, fiscal reports, fiscal draw-downs, inventories, grant adjustments, request for funds, etc.

B. Comment and Observation

A large percentage of projects funded through the Commission are small, one or two-person grants. In several cases, one agency had three or four one-person grants that were active at the same time. For example, an agency had a grant for a radio dispatcher, another grant for a correctional officer, and another for a juvenile officer. This increases the administrative and management burden on both the subgrantee and the SPA as each grant must be separately reviewed, funded, awarded, and administered, even though all are in the same agency, all are for personnel acquisition, and all had the same project director.

C. Recommendation:

The SPA should consider the possibility of consolidating small grants within an agency or department. This consolidation and/or a limitation on grant size, would greatly facilitate the grant management and administrative functions for all parties in the process.

As noted earlier, the Priorities Committee of the Commission has begun to consider various approaches which could be taken to consolidate some of the grants and reduce the number of projects. One possibility may be to put a

a minimum limit on the dollar amount of grants. Another possibility may be to broaden the program area, Law Enforcement Personnel and Equipment Acquisition, to include correctional and court personnel acquisition as well, thus alleviating the need for separate grants in each personnel category.

In any case, reducing the number of grants funded by the Commission would also assist the Planning Specialists in that there would be fewer grants to review and process, thus allowing them more time to concentrate on the more important projects. Finally, it would assist the monitoring and evaluation functions, as the monitors would also be able to devote more time to the larger, more complex grants.

D. MONITORING AND EVALUATION

4.1 PROJECT REPORTING REQUIREMENTS

4.2 THE DEVELOPMENT OF EVALUATION PLANS

4.3 THE IMPLEMENTATION OF MONITORING AND
EVALUATION ACTIVITIES

4.1 PROJECT REPORTING REQUIREMENTS

A. Procedure:

After a grant has been approved, the project director is instructed to submit a narrative progress report every three months. These narrative progress reports are intended to focus on the activities and accomplishments during that reporting period. The report instructions indicate that project directors should be specific concerning project accomplishments and problem areas.

B. Comment and Observation:

For several of the projects included in this review effort, there were no narrative progress reports on file. In most cases, the reports which were filed, were very brief and did not contain any project data, did not indicate project activities or accomplishments, and did not list specific problem areas. The standard report indicated that, "The project is operating well, with no unusual problems". Since there was no standardized format for these reports, it was left to the discretion of the director to include as little or as much information as he wanted.

All types of projects were subjected to the same reporting requirements. This meant that a complex, research and demonstration project was expected to file the same reports as the small, personnel acquisition grant, even though the informational needs of the two types of projects were very dissimilar.

If the reports were received, there were no established procedures for a systematic review of the reports' contents..(The Grants Administration section checked to see the report was submitted but did not make a programmatic assessment of the report). Generally, the reports were placed in the master file and were not reviewed by either the planning specialist or the monitoring and evaluation staff. The project director was not notified that the report had been received or reviewed.

C. Recommendation:

Many improvements in the collection, processing, and utilization of project reports are now in the process of being implemented. A structured, questionnaire-type format has been substituted for the open-ended narrative. The project director now has a framework for what information should be reported and how the content should be organized.

There has also been a differentiation made in reporting requirements for various types of projects. For example, the research and demonstration-type projects are now required to submit detailed project reports, where the personnel acquisition project is simply expected to report on a few basic management items. (i.e., Were the personnel hired? What are their duties? Has the equipment been received?, etc).

The reports are now thoroughly reviewed for programmatic content by the Monitoring and Evaluation staff of the SPA. Based on this review, the project director is notified of the report's acceptability, or is asked to correct report deficiencies or provide additional information. If the reports are not

received by the due date, the project director is notified and reminded to submit the required reports in order to avoid any cessation of funds.

When this system for the collection and review of the reports is fully operational, the information can be utilized on either an individual basis or in the aggregate, to assist in planning efforts, to determine funding priorities, to detect operational problems on a project level, to measure the State's performance in relation to certain standards and goals, etc.

4.2 THE DEVELOPMENT OF EVALUATION PLANS

A. Procedure:

Each grant application should contain an evaluation component specifying what arrangements will be made to evaluate project results. LEAA evaluation guidelines require that, "The subgrant application and the subgrant approval process should provide the pre-requisites for an internal assessment of each project by the subgrantee, as well as more intensive monitoring and evaluation activities as determined by the SPA. The pre-requisites are to include: The identification of the problem in measurable terms; well-defined objectives, specific indicators and measures to be used to assess the results of the project; and means of collecting data and information to assess the project's performance".

B. Comment and Observation:

Of the projects included in the review effort, only a few even attempted to complete an evaluation component. Most applications gave the "standard" response, "The evaluation of this project will be handled by the SPA". There was no indication that the evaluation criteria (by program area) contained in the State Criminal Justice Plan were considered on the project level. Nor was there any indication from the applications, that any of the project directors had requested technical assistance in developing an evaluation work-plan. It was also apparent that most of the project directors did not anticipate or had not prepared for an evaluation, regardless of what was stated in the application.

C. Recommendation:

There have also been major changes in the procedures regarding the development of evaluation plans. All project directors seeking approval from the Commission to conduct an intensive evaluation, must prepare and submit an evaluation work-plan. Generally, this work-plan will include such items as: the data to be collected and recorded, the factors to be measured, the method of analysis to be used, the timing of evaluation tasks, who will be responsible for carrying out the activities, etc.

This evaluation work-plan is reviewed by the planning specialist and the evaluation and monitoring staff. The evaluation plan is then presented, with a staff recommendation, to the Evaluation Committee of the Commission. The Evaluation Committee will then decide: (a) if an impact evaluation should

be conducted, (b) if the evaluation work-plan is acceptable and, (c) if the person, agency, or contractor selected to conduct the evaluation is acceptable.

4.3 THE IMPLEMENTATION OF MONITORING AND EVALUATION ACTIVITIES

A. Procedure:

Once a project has been approved by the Commission, the evaluation should be carried out in accordance with the established procedures and LEAA guidelines. When completed, the evaluation findings should be handled in accordance with the established review procedures, and utilized in agency planning and programming decisions.

B. Comment and Observations:

When this evaluation project began, there was no organized approach for carrying out evaluation activities. There were a limited number of third-party contract evaluations being performed, yet the criteria for selecting the projects for evaluation had not been established, nor had procedures for selecting an evaluator, managing the evaluation, or reviewing evaluation findings.

There was a great deal of confusion regarding the role and responsibilities of the SPA, the District Offices, the project director, and contractual assistance in evaluation activities. A number of policy questions relating to

and evaluation strategy for the State had not been addressed. For example: What should be evaluated? By whom? How should the results be utilized? When should evaluations occur? What role should the Commission play in the evaluation process? How should evaluations be financed? What role should the District Planning Offices have in evaluation matters? How should evaluation findings be handled? What evaluation training and technical assistance is needed?

Likewise, the procedures for monitoring were also unclear. Should the District Planning Offices monitor their own projects? Was this the same type of monitoring that the SPA was conducting? How were the monitoring results to be used? How were the findings to be handled? What was the relationship between monitoring and evaluation. In short, there was no organized plan or strategy for carrying out evaluation and monitoring activities.

C. Recommendation:

There has also been a great deal of activity in this area to develop an overall monitoring and evaluation strategy. The chairman of the Commission appointed an Evaluation Committee of five Commission members who were given the responsibility to: (1) Develop policy and procedures for SPA monitoring and evaluation, and (2) Review evaluation findings. The Evaluation Committee was assisted in their task by the staff of The Center for Governmental Studies, Loyola University. The evaluation plan, which was produced as a result of this effort, was approved by the District Program Directors and the Evaluation Committee, and was adopted by the full Commission at their December, 1975 meeting.

The basic strategy outlined in The State Evaluation Plan for the Louisiana Commission on Law Enforcement and Administration of Criminal Justice, Fiscal Year 1976, calls for a classification system to group the projects for evaluation purposes. The placement in one of four groups is based on an analysis of the project's goals, objectives, and internal organization. The rationale for the grouping is that there are certain specific evaluation needs associated with each of the project groups. For example, the information needs for a research and demonstration project will be much greater than for a routine, personnel acquisition grant. Through this grouping process, it is possible to separate those projects which are most complex and innovative from the routine and tested, to determine evaluation priorities, and then to allocate evaluation resources accordingly. This grouping process was also a recognition of the fact that it was not necessary or cost beneficial to evaluate all projects, or to evaluate all projects in the same level of detail.

The plan defines each of the four groups with identifying characteristics and project examples, and then proposes a level of evaluation treatment appropriate for that project -- monitoring, process evaluation, or impact evaluation (i.e., the routine, personnel and equipment acquisition projects would be subjected to monitoring, the more complex projects would be subjected to impact evaluation). The responsibility for carrying out the different levels of evaluation is assigned. Staff and resource allocations are made, and the utilization of evaluation and monitoring material is explained. The procedures for the review, verification, and presentation of evaluation results are graphically depicted and explained in the narrative. The procedures for

conducting the monitoring, process evaluation, and intensive evaluation are also included with a timetable for implementation of the work tasks.

Basically, the plan goes on to address all the major components of an evaluation system: What should be evaluated; by whom, when the evaluations should take place; how evaluation activities should be organized, managed, and financed; how the findings will be handled; and when the plan will be implemented.

The scheduled implementation of this plan is continuing. Projects are now being converted to the new reporting procedures. The grouping and review of the projects are now being done by the monitoring and evaluation staff. The Evaluation Committee is now reviewing requests for intensive evaluation and determining the final selection of an evaluator. Evaluation findings are now brought before the Evaluation Committee for review and resolution. The monitoring staff is making field visits to explain the work program format and is reviewing project reports. Some initial training sessions have been held with the monitoring and evaluation staff on the new evaluation procedures.

E. SUMMARY OF RECOMMENDATIONS

SUMMARY OF RECOMMENDATIONS

1.1 The Development of Work-plans

- (a) The SPA should provide intensive specialized training and technical assistance in the development, preparation, and review of work-plans.
- (b) The SPA should continue the subgrantee seminars for potential applicants and project directors.

1.2 The Preparation of the Application -

- (a) The operating director of a project should be responsible for the preparation of the application and work-plan.
- (b) The Commission and the SPA should clarify the role of the District Program Directors in the preparation and development of project applications.

1.3 The Review of Project Applications -

- (a) The Commission should encourage and support the planning specialists adherence to review standards for applications.
- (b) The SPA should assign definite project responsibility among the planning specialists.
- (c) The District Planning Offices should examine their application review procedures.

2.1 Non-supplanting of Funds -

- (a) Maintain Certificate of non-supplanting of funds and terminate funding support for projects when instances of supplanting are identified.

2.2 Funding Priorities of the Commission -

- (a) The Commission should consider the establishment of funding incentives to encourage the development of additional demonstration-type projects.

- (b) The Priorities Committee should consider funding limitations on certain categories of projects.

2.3 Limitation on Length of Support -

- (a) The review process should be improved to detect violations of the Commission's policy on this subject.

2.4 Diminished Federal Funding Support -

- (a) The review process should be improved to detect violations of the Commission's policy on this subject.

2.5 Pre-determined Amount of Project Cost -

- (a) The SPA should be given greater flexibility in making plan amendments.

3.1 Grant Management Duties and Responsibilities -

- (a) The Commission and SPA should clarify the role and responsibility of the District Planning Offices in grant management functions.
- (b) The application form should identify the actual operating director of a project.

3.2 Grant Management Requirements -

- (a). The SPA should consider the feasibility of consolidating small grants within an agency or placing a minimum limit on grant size.
- (b) The SPA should consider the expansion of the Law Enforcement personnel acquisition program area to include correctional and court personnel as well.

4.1 Project Reporting Requirements

- (a) The SPA should continue the implementation of newly established reporting procedures in lieu of narrative progress reports.

4.2 The Development of Evaluation Plans -

- (a) The Evaluation Committee should continue to review the evaluation work-plans for all projects seeking funds to conduct intensive evaluations.

4.3 The Implementation of Monitoring and Evaluation Activities -

- (a) Continue the development of an evaluation capability for the SPA in accordance with the State Evaluation Plan.

SECTION II.

INDIVIDUAL PROJECT REPORTS

- A. DEFINITION OF PROCESS EVALUATION
- B. SELECTION OF PROJECTS
- C. PROCESS DESCRIPTION
- D. INDIVIDUAL PROJECT REPORTS
- E. GENERAL SUMMARY

A. DEFINITION OF PROCESS EVALUATION

As noted in the first section, a large number of the grants included in this review effort were routine, personnel acquisition projects. It has also been suggested that monitoring or "process" evaluation is the most detailed review effort that would ordinarily be required for projects of this type. Before discussing the individual projects, it may be helpful to draw a brief distinction between the two types of evaluation which have already been mentioned in this report. That distinction is between "process" evaluation, which was the level of the review used for these fifteen projects, and "impact" evaluation.

Process evaluation is most concerned with an assessment of the extent to which project activity reflects the description presented in the work-plan and focuses on the question, "Did the project achieve the objectives set out in the work-plan?" This is a non-judgmental evaluation in that it does not question the soundness of the concept behind the project, or even the necessity for the project. Nor does this type of evaluation determine whether a project has made a "difference". For example, in a project to educate the public on measures that could be taken to prevent house burglaries, a process evaluation will document the activity -- Who made the contact with citizens? In what way? How many? How were they selected? What follow-up was made? etc. -- and whether this activity conformed to the project work-plan. This type of evaluation would not, however, determine if these project activities were responsible if there had been a reduction in house burglaries.

An impact evaluation, on the other hand, has its basis in empirical research, and its implementation in statistical analysis and social research techniques. This type of evaluation is most concerned with project effects and an assessment of whether the project had an impact on the problem to be addressed.

It focuses on two questions: "Did the project make a difference?" and, "If a change did occur, was this as a result of project activity?" Such evaluations, according to LEAA guidelines, are, "...to incorporate sound evaluation methodologies including, as appropriate, experimental designs developed prior to project implementation, control groups, independent data collection analysis, and in-depth case studies."

The rationale for the selection of process evaluation as the level of treatment for these 15 projects was based on several factors:

1. An intensive evaluation should be conducted only if there is an approach or technique to be tested or demonstrated. It was obvious that an impact evaluation would not be an effective use of resources since most of the 15 projects were routine in nature and hence, would not warrant the expenditure of time and resources required to conduct an impact evaluation.
2. Only one of the projects had established good historical records of project activities. Generally, project activities had proceeded in unplanned and unrecorded ways. Goals and objectives had been generally stated; the dimension of the

problem to be addressed was unknown. Attempts to intensively evaluate such projects would have been inconclusive. An evaluator would have gained nothing if he was not able to document how a project had achieved its goals. Therefore, a process evaluation could facilitate an intensive evaluation by determining, documenting, and recording project operations. It would insure that the necessary evaluation data would be collected continuously so that if an impact evaluation were conducted in the future, the project staff would not find themselves with major gaps in data.

3. It was also thought that a process evaluation would provide information that could be more readily utilized by the agency in improving project operations and establishing basic project accountability. For example, a process evaluation could provide the SPA with information relative to subgrantee activity (both individually and in the aggregate) on the number and type of project funded, the performance of the project in relation to established standards and goals, the ability of a subgrantee to implement and carry out a project, and the immediate results of project activity. The results of an impact evaluation are more geared to specialized research needs and would not have been as useful in meeting these basic agency informational needs.
4. Process evaluations could also help detect operational problems at an early stage, thereby allowing a project

every opportunity to achieve its stated objectives through the provision of technical assistance or the modification of project activities. Process evaluations could also guide the future design of similar projects and provide a documented record of the projects' operation for funding decisions.

B. SELECTION OF PROJECTS

As noted in the introduction to this report, it would have been impossible to evaluate all active LCLE grants. Therefore, a sample of projects were selected by the SPA staff that: (1) were of special interest to planning specialists, and (2) would provide a cross-section of projects that are funded through LCLE.

Obviously, the most important goal of this project was to evaluate the projects. Yet, it was thought that it would also be beneficial for the SPA to better understand how the nine Planning Districts handle the monitoring, reporting, and grant management functions as they relate to evaluation. The best way to accomplish this secondary goal was to select projects of a similar nature in each of the districts.* Hence, all district projects selected were from the program areas of burglary incidence reduction, narcotics incidence reduction, or prosecutorial support service.

*The project originally selected from the Northwest District, Narcotics Incidence Reduction, not included because it was a one-person grant and not suitable for this type of project. An additional project from the Capital District was substituted.

The other five projects were selected because at that time they were considered to be more demonstration-type projects and innovative in nature. These projects also represented sizeable expenditures of LEAA funds and were of particular interest to criminal justice practitioners.

C. PROCESS DESCRIPTION

The basic premise underlying this evaluation process was one of seeking agreement with the Project Director at the commencement of the evaluation on what was to be evaluated, the criteria to be used, the data items to be collected, the definition of terms, etc. If there was to be an objective comparison of what was achieved with what was planned, then the anticipated achievement levels had to be negotiated before the review process began.

The specific steps involved in the review process are listed below:

1. An initial field visit was scheduled with each of the project directors to develop a work program for their project and to explain the evaluation project. The work program was intended to expand on the general information contained in the grant application and form the basis for the evaluation effort. The work program requested operational information on: how the project was to be carried out; what resources would be used; what were the specific goals of the project; what techniques or approaches would be utilized to achieve the goal; what results the project hoped to produce; what work-load

measures would be kept to indicate project activity; and what was the timetable for accomplishment of project activities.

(See Appendix B for the work program format that was utilized for these projects).

2. The work program for the project was completed by the Project Director and forwarded to the evaluator for review. The work program was carefully critiqued and a response was sent to the Project Director indicating the adequacy of the work program or need for additional information or clarification. (See Appendix C for an example of a work program critique). In some cases, another field visit was required to clarify the material contained in the work-plan and to establish a mutual understanding of the terms and definitions used in the report.
3. After the work program was reviewed and accepted, the Project Director began filing project reports on a monthly basis. These reports were based on the information contained in the work program and were in lieu of the regular narrative progress reports. These monthly reports were carefully reviewed and a response was sent to the Project Director indicating any report deficiencies, and instructions for re-submittal of the report, if necessary. After the first quarter, if the reports were in order and complete, Project Directors were instructed to revert to a quarterly time frame for reporting. (See Appendix D for a copy of the

report format that was utilized for monthly and quarterly reports).

4. During the last quarter, another site visit was made to the project. The work program and the project reports served as the basis for this monitoring visit. The document utilized for the final site-visit dealt with the same content and was in the same format as the work program and monthly reports. The final site-visit allowed for a discussion of the programmatic accomplishments of the project and was also used to solicit the Project Director's comments and conclusions on the project. (See Appendix E for a copy of the site survey document that was utilized for these projects).
5. A final report was prepared on the project after the final visit.

In addition to the steps outlined above, there were several other activities which were considered as part of the total review process. For example, telephone contact was maintained with each project on almost a weekly basis. The Center staff also met with the District Program Directors at their monthly meetings to discuss the evaluation project, and to answer any questions regarding their project under review. The District Program Directors were also invited to attend all field visits and were given copies of the review critiques of reports.

All projects were operational at the time of commencement of this project. Therefore, historical information on project development has generally not been included. This initial evaluation effort was a 12-month

project. Therefore, projects were considered as being on a calendar year basis from February 1, 1975 to December 31, 1975. This is true even though some of the projects went through re-funding or expired during the review period. Because of this, the number of projects included in this review effort was actually more than 15, since several of the projects were renewed during this period.

This evaluation effort emphasized the programmatic aspects of the project. There was no attempt made to do a fiscal audit or to review the bookkeeping procedures, personnel policies, etc. of the projects.

D. INDIVIDUAL PROJECT REPORTS

PROCESS EVALUATION REPORT

PROJECT: Juvenile Detention and Rehabilitation Center
(Renaissance House)

SUBGRANTEE: Rapides Parish Police Jury
P. O. Box 1150
Alexandria, Louisiana

Subcontracted to: The Community Receiving Home, Inc.
Route 1, Box 190
Alexandria, Louisiana 71301

GRANT NUMBER: 75-C3-9.1-0170

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	3-72-0403,	from 6-1-72 to 5-31-73 extended to 1-31-74	SLEPA	\$40,000
	3-72-0702,	from 1-1-73 to 12-31-73 extended to 1-31-74	SLEPA	\$38,240
Second Year:	3-74-0105,	from 1-31-74 to 1-31-75	SLEPA	\$50,000
	3-74-0106,	from 1-31-74 to 1-31-75	SLEPA	\$50,000
Third Year:	75-C3-9.1-0170,	from 1-31-75 to 12-31-75	SLEPA	\$100,000

PROJECT DIRECTOR: Robert J. Tillie

PROJECT PERIOD COVERED BY THIS REPORT: February 1 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-10	Revisions Requested
Due: 4-15	Received: 4-14	Acceptable
Due: 5-10	Received: 5-12	Revisions Requested
Due: 6-10	Received: 6-9	Acceptable

Due: 7-10	Received: 7-10	Acceptable
Due: 10-10	Received: 11-4	Acceptable
Due: 1-10	Received: 1-9	Acceptable

FIELD VISITS CONDUCTED: February 17, 1975; May 7, 1975; and December 4, 1975.

PROJECT PLAN:

The project completed its final year of LEAA funding on 12-31-75. The project was initially approved by LCLE on March 26, 1973 under Grant Number 3-72-0702 in the C.5 functional category, and on July 17, 1972, in the C.3 program area. Extenuating circumstances developed which delayed the project's commencement. The proposed facility to be used did not materialize, and the one finally secured required a great deal of renovation. The project got under way with full staff on 3-01-73, and the grant period was extended to 12-31-73.

The project was initially operated by the Salvation Army. However, on November 13, 1973, the Rapides Parish Policy Jury designated the Community Receiving Home, Inc., a local non-profit corporation, to direct and operate the project and the Salvation Army was relieved of all duties, responsibilities, and authority with regard to project operations.

During the second year of funding, the two components on the project -- detention and rehabilitation -- were also supported under separate grants. For this final year of funding, all project operations were funded under program area 9.1, Non-Institutional Differential Treatment Services, in the State's Comprehensive Criminal Justice Plan. The two originally distinct projects -- the Regional Detention Home and the Regional Community Correctional Center -- are known as Renaissance Home.

PROJECT GOALS AND OBJECTIVES:

The goal of this project is to provide short-term detention and rehabilitative treatment services to youth (boys and girls) between the ages of 11 and 17,

in a non-incarcerative, residential community-based rehabilitation and receiving house. The facility is licensed by the State to handle five (5) females and twenty (20) males.

In reference to the detention component, Renaissance provides detention service for juveniles who have legitimate detention needs within an eight-parish area designated as the Kisatchie-Delta region. (Legitimate detention as defined in L.R.S. 13:1577.)

In reference to the rehabilitation component, Renaissance provides residential care to youth (boys only) referred by the Court. There are no standardized criteria for acceptance into the program. The rehabilitation component emphasizes a flexible total client approach including crisis intervention, behavior modification, individual/group counseling and family therapy.

The specific techniques and treatment modalities employed in the provision of either detention or rehabilitation services are identical. According to the project's work-plan, the primary treatment methodology is behavior modification patterned after Phillips and Phillips Achievement Place model. Based on a 24-hour period, each client would receive: one hour of group therapy, one hour of study period, six hours of community-school attendance (for clients enrolled in school), three hours of supervised meals with clients and staff, individual counseling sessions, and three hours of free time and recreation (dependent upon privileges). Intake interviews were to be conducted within 72 hours on all new clients.

On a weekly basis, there was to be one hour of family counseling per client and two days of client home time. The staff of Renaissance was to spend approximately three (3) hours of staffing each week to review client progress and assess individual client needs, and two (2) hours each week in consultant staffing and training. The staff would also participate in juvenile court hearings to provide recommendations for detention clients on possible placement in the Renaissance rehabilitation program. The staff was also responsible for conducting post-discharge follow-up on clients on a monthly basis.

There were no changes reported in goals or objectives during the reporting period. This was true even though additional personnel were employed (from non-LEAA sources) to supplement client care in both components of the program. (See Personnel Section for a description of changes as a result of personnel acquisition.)

PERSONNEL:

There were a total of seventeen (17) persons who were paid out of LEAA grant funds. Those personnel, their job classifications, job requirements, and job descriptions are listed below:

1. Mr. Robert Tillie, Director. Requirements: Master's degree in Sociology, Psychology, Criminology, Penology, or related fields. Knowledge and experience in normal and adolescent psychology, behavior modification and token economy system. Management ability and experience. Mature, sound mental and moral religious characters.

Description: Responsible for overall management and administration of both detention and rehabilitation programs of Renaissance.

Supervision of all staff and client personnel, liaison with all public and private agencies, and public relations.

2. Mr. William Bates, Assistant Director. Requirements: B.A. or B.S. degree in Sociology, Psychology, Criminology, Penology or related fields. Knowledge and experience in normal and adolescent psychology, behavior modification, and token economy system. Management ability and experience.

Job Description: Responsible for assisting the Director in the overall management and administration of both components of the Renaissance Program.

3. Mary Rollins, Secretary-Bookkeeper. Requirements: H.S. education with business and secretarial knowledge. Business college recommended. Proficiency in bookkeeping and skills in typing, filing, record keeping and dictation.

Job Description: Responsible for all secretarial, reception, and bookkeeping duties at Renaissance.

4. Mitzie Akins, Social Work Coordinator. Requirements: B.A. degree in Social Work plus 15 semester hours toward M.A. or M.S.W. degrees. One year's experience in social case work and/or public welfare. Knowledge of adolescent psychology and behavior modification. Maturity and sound moral character.

Job Description: Coordination of all social work activities in both program components. Evaluation of the family environment of Renaissance clients. Family counseling, and recommendations to the Juvenile Court.

5. Lula Vorise, Food Service Supervisor. Requirements: H.S. education (B.A. degree preferred) with emphasis on home economics and nutrition. Experience in food management, meal planning, food purchasing, sanitation and accounting.

Job Description: Responsible for all food management at Renaissance.

6. John Guinn, Randy Hughey, James Sweat, Ronald Wilkinson, Charles Devlin, Cassandra Lucas, Counselors. Requirements: Two years of college with coursework in Sociology, Psychology, Penology, Criminology, and related fields. Demonstrates potential to major in same. Experience in working with delinquents and/or adolescents. Knowledge of behavior modification. Maturity and good moral character.

Job Description: Responsible for one eight-hour shift per day. Counselors work in both detention and rehabilitation components of the program. Responsible for conducting counseling activities and applying behavior modification techniques.

7. Charles Robertson, David Brammer, Isaac Mitchell, Barbara Davis, Arlene Phillips, Wanda Chicola, Relief Counselors. Requirements: (identical qualifications as Staff Counselors).

Job Description: Part-time position for night and weekend relief for staff counselors.

All grant personnel met the qualifications as outlined above.

During the review period, the following personnel changes were reported:

1. Cassandra Lucas resigned as girls' detention counselor in 3/75 and was replaced by Nancy Broussard.
2. Charles Devlin resigned as boy's rehabilitation counselor in 4/75.
3. Wanda Chicola was hired as a full-time girls' counselor in 8/75.
4. Under the Manpower Program, several staff persons were added to the project. Charles Davis was hired as a counselor in 5/75 and resigned in 8/75. Mr. Charles Thompson was hired as a boys' night counselor in 9/75 and was terminated in the same month. Mr. David Carlton was hired as a maintenance man, Patricia Sibley as a girls' counselor, and Thelma Moses as a relief cook, all in September, 1975. Mr. F. Gremillion was hired as a night counselor in October, 1975.
5. Mr. Jack Blakeman was hired in 9/75 as a family therapist under a Drug Abuse Treatment Grant and Mr. James Richardson was hired in 10/75 as a counselor, also under the Drug Abuse grant.

In addition to the personnel employed under the LEAA, Manpower, and Drug Abuse programs, volunteer services were provided for such activities as client counseling and tutoring. Recreation services were provided by the Parish government.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE:

Consultants were utilized to provide staff training. Dr. Wayne Greenleaf, Ph.D., Psychology, had two four-hour sessions per month, for a total of eight (8) hours. The consultation focused on behavior modification therapy and related treatment modalities. Dr. Greenleaf was paid \$67.50 for each staff training session. This consultation was in accordance with the work-plan projection.

The only other training reported during the review period was that Mr. James Sweat attended the National Drug Education Center and Human Resources Development Institute in Norman, Oklahoma for three days. No LEAA funds were utilized for this training.

There was no technical assistance requested or utilized during the reporting period.

EQUIPMENT AND FACILITIES:

Renaissance Home is located in Rapides Parish, approximately six miles from Alexandria, Louisiana in a rural setting adjacent to a military base. The "rehabilitation" and "detention" facilities at Renaissance are in separate wings with separate bath facilities. There are five sleeping rooms for residents in the rehabilitation section. In addition to the resident sleeping rooms, there are two rooms for live-in counselors and an office. Between the rehabilitation section and the detention section, there are two baths, a recreation room, a dining room, and a kitchen. The detention facility has five sleeping rooms, two rooms for live-in counselors, and a library. The girls'

detention cottage has two bedrooms, a kitchen, and bath. The Director's office and other staff offices are located in another cottage on the grounds. There is space available for outdoor play. A gymnasium is in the process of being constructed, and the Parish has plans to build a baseball field nearby.

Equipment: The only equipment that was to be purchased during the grant period was one 12-passenger paneled van. According to the reports, the van was never purchased. (The van was to be purchased out of local matching funds.) According to the Project Director, even though the van was not purchased, an equivalent amount of money (\$4,120) was spent for other project items in fulfillment of their "match" requirements. According to the reports, three lawnmowers, a film projector and screen, new living room furniture, and dinette furniture were purchased. A water fountain was installed in dormitory and a fire alarm system was installed. A hot water tank was installed in the dormitory and a chalkboard was ordered.

There was no grant adjustment filed to reflect the fact that the van was not purchased or that other equipment had been substituted.

PROJECT RESULTS AND WORKLOAD STATISTICS:

Please see the following tables for project results and workload statistics:

NUMBER OF CLIENTS SERVED FROM FEBRUARY 1 - DECEMBER 31, 1975(a) Rehabilitation Component

MONTH	NUMBER OF CLIENTS ENTERING PROGRAM	NUMBER OF CLIENTS RELEASED	CENSUS AT END OF MONTH
February	1	0	3
March	5	2	6
April	3	2	7
May	0	2	5
June	3	0	8
July	1	4	5
August	0	1	4
September	1	0	5
October	7	2	10
November	3	2	11
December	2	3	10

NUMBER OF CLIENTS SERVED FROM FEBRUARY 1 - DECEMBER 31, 1975(b) Detention Component

MONTH	NUMBER OF CLIENTS ENTERING PROGRAM	NUMBER OF CLIENTS RELEASED	CENSUS AT END OF MONTH
February	27	12	15
March	14	8	8
April	13	13	8
May	18	20	6
June	12	6	12
July	16	20	8
August	11	14	5
September	17	12	10
October	12	15	7
November	9	14	2
December	12	12	2

AVERAGE LENGTH OF STAY FOR RENAISSANCE RESIDENTS

(A) DETENTION		(B) REHABILITATION
May	9.4 days*	56 days
June	6.8 days	(No Releases)
July	17.8 days	127 days
August	31.6 days	146 days
September	13.3 days	(No Releases)
October	17.7 days	98 days
November	19.0 days	94 days
December	13.5 days	92 days
AVERAGE: 16.1 days		AVERAGE: 102 days

*Average length of stay in days for those clients who were released during the month.

Disposition of Renaissance Clients:(A) Rehabilitation:

Of the 14 clients who have been released from the program from May to December, 1975, seven (7) returned home, four (4) were returned to LTI, two (2) were placed in Central Louisiana State Hospital, and one (1) was returned to a relative.

(B) Detention:

Of the clients who have been released from May to December, 1975, fifty-four (54) returned home, nine (9) were accepted into the Renaissance Rehabilitation Program, six (6) ran away, seven (7) were placed in LTI, five (5) were returned to jail, four (4) were placed in foster care, three (3) were placed in Leesville, two (2) in Rutherford House, four (4) were returned to relatives, one (1) was placed in the Sellers Home, and one (1) in Karitas Community.

Referral Source for Renaissance Clients:(A) Rehabilitation:

Virtually 100% of clients in the rehabilitation program were referred by the Juvenile Court.

(B) Detention:

The Alexandria Police Department and the Rapides Parish Sheriff's Department were responsible for approximately 90% of the referrals to the detention program. The remaining referrals were from the Probation Department,

the Pineville Police Department, and the Winn Parish Sheriff's Department.

Nature of Police Complaint for Renaissance Clients Who Were Admitted to the Program:

(A) REHABILITATION CLIENTS:

Burglary	13	(52%)
Incorrigible	5	(20%)
Theft	2	(8%)
Robbery	2	(8%)
Parole Violation	2	(8%)
Destroy Property	1	(4%)
	—	
	25	(Size of Sample)

(B) DETENTION CLIENTS:

Runaway	43	(38%)
Incorrigible	18	(16%)
Burglary	18	(16%)
Theft	14	(12%)
Child Protection	5	(5%)
Possession	3	(3%)
Parole Violation	2	(1%)
Disturbing the Peace	2	(1%)
Other *	8	(8%)
	—	
	113	(Size of Sample)

*Includes criminal mischief, child abuse, wreckless driving, truancy, sale of drugs, assault, and battery.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

According to the reports, the workload measures were generally in line with project objectives. That is, based on a 24-hour day, the staff provided: on-going behavior modification therapy, one hour of group therapy, one hour of study period with volunteer tutors, six hours of community school attendance for clients enrolled in school, three hours of supervised meals/rap sessions, variable individual counseling sessions, and one hour of recreation.

On a seven-day basis, the reports indicated the staff had three hours of staffing to review client progress, and two hours of consultant staffing. The staff provided one hour of family counseling per client (on a rotational basis), and participated in Juvenile Court hearings. (Approximately 30 hours per month in hearings.)

Intake interviews were conducted on all clients within 72 hours. Approximately two Guidance Center evaluations were conducted each month. The Parental Counseling sessions varied, but averaged about 50 per month.

SUMMARY AND CONCLUSIONS:

The Renaissance Home project completed its third and final year of LEAA funding on 12-31-75. The project will be continued, however, as the voters of Rapides Parish approved a 2.0 mill tax for the continued operation of Renaissance for a ten-year period.

The basic operation will continue to operate in much the same manner. One important change is that the Board of Directors has voted to construct

(renovate) a limited 5-bed incarcerative detention facility within the present dormitory structure. According to the Project Director, the incarcerative facility was largely the result of juvenile runaways (about 10% of the population left without permission). This new addition will mean that Renaissance will have detention, shelter care, and long-term residential rehabilitation, all at one facility. According to the Project Director, "There are advantages to having all components (detention, shelter care, rehabilitation) 'under one roof.' These advantages basically involve greater potential for personal evaluation as the child moves through the system. This advantage is perhaps out-weighed by the disadvantage of becoming 'all things to all people.' A sensible and workable alternative to status offenders is needed. It makes little sense to incarcerate (pre- or post-hearing) status offenders."

According to the Project Director, one example that best represented the value of the project involved a 16-year old who was placed at Renaissance for burglary. They were able to get the person back in school and after successfully completing the program, he obtained his high school diploma. He now has a part-time job and has not been involved in any subsequent delinquent activity.

The value of this project is reflected in the fact that there would be no facility (besides Renaissance) in Central Louisiana for the detention, shelter care, or rehabilitation of juveniles which is directly accessible to judges or law enforcement agencies. Juveniles would either be placed on probation, sent home, jailed (if the child is fifteen years old or older), or sent to LTI.

While the Project Director would welcome an impact evaluation, he cautions that comparable data on clients not referred to Renaissance for use as a control group would be difficult to obtain. The evaluator would also raise the lack of availability on follow-up data on program participants and the relatively small number of clients involved in the rehabilitation program (14 clients in an 8-month period) as possible problems to be considered in any impact evaluation. Furthermore, the results obtained are less than encouraging. Of the 14 clients who have been released from the program since May, nine were unsuccessful graduates, and five were successful. ("Success" was determined by completion of the entire behavior modification program.) Again, there was no attempt made to measure the project's impact, or to determine the project's success or failure in reducing recidivist rates. The record of unsuccessful graduates was merely pointed out to indicate the lack of encouraging results as a basis for conducting an impact evaluation.

According to the Project Director, the project had two results which were somewhat unanticipated: (1) "The runaway rate of 10% which eventually created the 'need' for incarcerative detention"; and (2) "It has been found that problems among staff are more acute than problems related to client therapy and management. Staff morale, staff communication, management techniques, etc. are extremely crucial and have a profound affect on the clients. Open communication among staff is essential. I would recommend professional consultants be recruited to help staff deal with these problems."

The costs involved in operating a 24-hour day, seven-day week project, are very high. The total cost involved is somewhere over \$154,000 per year. (This figure includes the \$100,000 LEAA grant and \$10,000 local matching funds,

\$17,000 Drug Abuse grant, and \$26,000 from the Division of Youth Services. (The \$154,000 does not include the Manpower program personnel costs, recreational services provided by the Parish, volunteer services in counseling and tutoring, nor some of the educational costs.)

In summary, the project provided detention and rehabilitation services for juveniles in accordance with the project's work-plan. There were no unusual features or techniques employed in the utilization of the behavior modification treatment methodology. The project appeared to be successful in generating good community support as evidenced by the voter passage of the mill increase to support the facility.

PROCESS EVALUATION REPORT

PROJECT: Burglary Interceptor Unit

SUBGRANTEEL: City of Baton Rouge Police
P. O. Box 2406
Baton Rouge, Louisiana 70821

GRANT NUMBER: 75-C5-5.3-0247

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	5-73-0131	From 5-01-73 to 4-30-74	SLEPA	\$89,405
Second Year:	5-74-0145	From 5-01-74 to 4-30-75	SLEPA	\$60,821
Third Year:	74-C5-5.3-0247	From 5-01-75 to 4-30-76	SLEPA	\$47,682

PROJECT DIRECTOR: Chief Howard Kidder
City of Baton Rouge Police Department
Baton Rouge, Louisiana

OPERATING DIRECTOR: Sgt. E. O. Burns
City of Baton Rouge Police Department
Baton Rouge, Louisiana

PROJECT PERIOD COVERED BY THIS REPORT: January 1, 1975 to November 30, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due:	3-10	Received:	4-23	Revisions Requested
Due:	4-10	Received:	4-23	Acceptable
Due:	5-10	Received:	5-15	Acceptable
Due:	6-10	Received:	6-19	Acceptable
Due:	9-10	Received:	9-11	Acceptable
Due:	12-10	Received:	12-11	Acceptable

FIELD VISITS CONDUCTED: February 24, 1975 and December 11, 1975

PROJECT PLAN:

This project began operations on May 1, 1973, and will complete its final year of LEAA funding on April 30, 1976. It has been funded under Program Area 5.3, Specialized Enforcement Units, in the State's Comprehensive Criminal Justice Plan.

PROJECT GOALS AND OBJECTIVES:

The goal of the Burglary Interceptor Unit (B.I.U.) of the Baton Rouge Police Department is the suppression of residential and commercial burglary and burglary-related crimes in the City of Baton Rouge and the recovery of stolen property. (The term burglary is defined as unauthorized entry into any dwelling, structure, water craft, or any other moveable with the intent to commit a felony or a theft therein). The B.I.U. is also intended to concentrate on the identification and arrest of persons buying and selling stolen goods (fences).

The specific techniques employed by the B.I.U. are as follows:

A. Anti-Burglary Patrol - One or two-man units, employing semi-undercover tactics, patrol areas where burglaries have been frequent. Assignment of units as to location, time of day, and day of week is determined through the use of a computerized information system which has information on the incidence of burglaries and burglary related crimes.

B. Stake-outs - Project personnel will utilize surveillance tactics to keep under observation those establishments or residences which are suspected burglary targets.

C. Investigation - All burglary reports are monitored by project personnel and selected reports are chosen for further investigation. This includes the investigation of the crime scene, the questioning of victims, checking of witnesses, contacting informants, etc.

D. Crime Prevention - Project personnel will educate the general public on prevention measures which can be taken to reduce the likelihood of burglary. Presentations are made in cooperation with the Women's Crime Prevention Program and the Baton Rouge Safety Council.

The crime prevention technique also includes Building Security Checks. Project personnel, while on patrol, check buildings for unlocked doors, broken windows, etc. and notify owners of any burglary hazards.

E. Training - The B.I.U. will provide information to the uniform patrolmen on such subjects as the proper techniques of anti-burglary patrol and burglary prevention techniques.

. There were no changes in either goals or objectives reported during the review period (January 1 - November 30, 1975).

PROJECT PERSONNEL

The entire B.I.U. is composed of fourteen people; four are paid out of grant funds and ten out of the police operating budget. The number and title of positions are as follows:

1	Sergeant (Director of the Unit)	- non-grant
9	Patrolmen	- non-grant
3	Patrolmen	grant
1	Secretary	grant

The personnel changes made during the review period are as follows:

1. A secretary's position was added to the third-year grant.

This position was filled in June, 1975.

2. During the period from June - August, those transferring from the Burglary Interceptor Unit for various personal reasons and returning to the uniformed patrol division were officers Rogers, Gwins, and Williams. They were replaced by Officer Ballard on June 23, 1975, and Officer Martin on August 18, 1975. All of the above changes were non-grant personnel.

3. During the period from September - November, Sergeant Cantu transferred out of the B.I.U. to assume command of the Planning and Research Division of the Police Department. Officers Fuentes and Barth transferred back to the Uniformed Patrol Division, effective November 1, 1975. Officer Larry Rogers and Gary Stroughter transferred to the B.I.U. on October 1, 1975. Officer Thomas Cody transferred to the B.I.U. on October 15, 1975. All of the above transactions were non-grant personnel.

4. Mrs. Fontenot, secretary, resigned on October 20, 1975, and was replaced by Mrs. Deanna Currington on October 20, 1975. This position is paid out of grant funds.

5. In September, 1975, Mr. W. R. Ashford was replaced by Mr. Howard Kidder as Project Director.

The qualifications for employment as a police officer were that an individual must be 21 years of age, and meet the health and education requirements as determined by Civil Service and set forth in the Police Training Academy Regulations. For assignment to the B.I.U., the Chief of Police and the grant coordinator limited their selection to persons who had a keen interest in this type of specialized unit, were adaptable, flexible, observant, and had a thorough knowledge of criminal law and departmental procedures.

The personnel assigned to the Burglary Interceptor Unit averaged 30 years old, had been with the Police Department for 6.3 years and had completed some college course work, and had attended various specialized law enforcement schools. All had graduated from the Police Academy. Ten of the officers were white males, four were black males.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE

The training provided during the review period was as follows:

1. Four officers (Stewart, Ballard, Morell, and Fuentes) attended the two-week, 80-hour inservice training course at the Baton Rouge Police Academy. The training covered such subjects as first aid, crime scene search, follow-up investigation, finger printing, recent court decisions, etc.
2. The Commander of the Unit, Sgt. Burns, attended the Scientific Crime Investigation Institute at LSU, a two-week

course from July 21 - August 1; the Security Seminar in Baton Rouge on September 25, and the Bi-monthly Burglary and Robbery Conference in Lake Charles.

3. Officer Morrell attended the Institute of Burglary Investigation at the Case Western Reserve University in Cleveland, Ohio from September 15 - 18, 1975.

4. Officers Causey and Stewart attended the Riot-Squad Training at the Baton Rouge Police Academy on September 17, 1975.

5. All officers attended a one-day firearms-training course at the Baton Rouge City Police Department pistol range.

Approximately two (2) hours per week were spent in internal training sessions. This time was spent in reviewing procedures, discussing burglary patterns, methods of patrol, etc.

No grant funds were used to support any of the training activities listed above.

There were no consultants projected in the work-plan or utilized during the review period.

Mr. John Caskey, legal advisor for the Baton Rouge City Police Department, provided technical assistance to B.I.U. personnel on search and arrest warrants, evidence procedures, and new court rulings. His services were used on an average of 2-3 hours per month, and he was not paid with grant funds.

EQUIPMENT AND FACILITIES

The only equipment to be purchased out of the third-year grant was a typewriter, desk, chair, carpet protector, miscellaneous clerical aids, and two file cabinets. This equipment was ordered and received during the review period.

Funds were also included in the third-year grant to pay for the gas, oil, and maintenance on the surveillance vehicles which were purchased in a previous grant year. In addition, funds were used for confidential expenditures (\$1,800), photography and tape recording equipment (\$100), deputy commissions (\$500), clothing allowance (\$2,925), and telephone (\$500).

The B.I.U. office (approximately 20 x 30 ft.) is located at 201 Government Street, a building which also houses the Detective Division, the Juvenile Division, and the Auto Theft Bureau.

PROJECT RESULTS AND WORKLOAD STATISTICS

The following table indicates the results and workload statistics for all B.I.U. personnel from January 1 - November 30, 1975.

PROJECT WORKLOAD STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
TOTAL COMPLAINTS INVESTIGATED	60	64	67	70	65	45	85	52	44	73	52
TOTAL ARRESTS	48	49	74	43	50	35	60	10	44	40	39
BURGLARY CASES COMPLETED	26	14	17	40	52	22	26	12	48	40	34
OTHER CASES COMPLETED	51	58	74	15	27	29	60	8	13	24	33
BURGLARY PATROL # OF HOURS	846	926	999	1489	1096	918	1397	666	943	922	799
TOTAL STAKE-OUTS & NUMBER OF HOURS	(38) 270	(35) 181	(16) 143	(30) 191	(20) 113	(15) 100	(26) 258	(31) 106	(39) 173	(79) 317	83 (254)
BUILDINGS CHECKED	452	846	1333	670	1585	1533	1356	1383	1157	612	944
VALUE OF PROPERTY RECOVERED	61,045	6,032	17,660	19,862	29,889	7,121	51,082	9,654	88,439	7,420	14,897
HOURS OF OVERTIME	500	257	185	191	172	51	237	27	153	128	99
HOURS ON CALL	442	283	287	159	179	157	133	78	116	170	123
SPECIAL ASSIGNMENT	558	324	199	473	257	240	268	159	346	325	361

DEFINITIONS OF WORKLOAD STATISTICS:

1. Complaints Investigated - Most burglary complaints are answered by the uniform patrol division of the department. If, upon review of the burglary report, the B.I.U. feels this burglary is one that warrants further intensive investigation, the B.I.U. will establish a file number for the "complaint investigated". The B.I.U. also reviews all theft, burglary, armed robbery, and rape reports.
2. Total Arrests - Refers to individuals for all types of burglary and other crimes. This figure also includes juvenile arrests.
3. Burglary and Other Cases Completed - for a case to be completed, it is either determined that the burglary was unfounded and there was no criminal activity or the case has been "cleared" by arrest. A case was not considered cleared by arrest unless all the stolen property was recovered.
4. Overtime Hours - were spent on only B.I.U. matters either in stake-outs, surveillance, investigation, etc.
5. Hours on Call - Time spent in taking in a prisoner, questioning suspects, preparing reports, etc.
6. Special Assignment - This is the category which includes follow-ups and investigative work by B.I.U. personnel.

CRIME STATISTICS

For the first nine months of 1975, there were 4,154 cases of burglary which was a seventeen (17) percent increase over the same period in 1974. Of the total burglary offenses, 440 were cleared for 11% of the total.

For the first nine months of 1975, there were 8,063 cases of theft which was a 14% increase over the 7,060 reported during this same period in 1974. Of the total theft offenses reported, 1,993 were cleared or 25% of the total.

According to National Crime Statistics, the rise in burglary nationwide during this period was 22%.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES

The project succeeded in carrying out all its objectives. The anti-burglary patrol, the stake-outs, the investigation, the crime prevention efforts, and the training were all conducted in accordance with the project's work-plan.

SUMMARY AND CONCLUSIONS

This project will have completed its third year of LEAA funding on April 30, 1976. A grant to expand the B.I.U. with three (3) additional men and related support equipment has been approved by the City-Parish government and the local advisory council. This grant would become effective on April 1, 1976 if approved by the Commission. The grant is for \$50,000, and would be the first year of an anticipated three-year grant.

According to the operating director, the original techniques and methods utilized by the Burglary Interceptor Unit in the suppression and prevention of burglary, will not change.

In the opinion of the Operating Director, some specific examples that best represent the value of the project were: (1) the arrest of one black male while in the commission of a burglary and the recovery of approximately ten thousand dollars (\$10,000) in stolen property from the suspect's home, which included property stolen from twelve residences in the city. (2) the arrest of one white female and one white male and the recovery of \$30,000 in stolen property which was taken from thirty-one residences over a three-month time span. The total stolen property recovered in 1975, through the efforts of the B.I.U, amounted to \$330,031.03.

This project appears to have been well-operated and managed. All reports were complete and detailed and no unusual problems were noted. The daily reports which are filled out by each B.I.U. member over the past three years would provide good process data for an impact evaluation. (See attached format for daily report). Information on incidence, arrest, and clearance rates for burglary and related crimes has also been collected. Nevertheless, an impact evaluation may be limited to determining if this type of specialization is a more efficient way to handle burglary investigation.

PROCESS EVALUATION REPORT

PROJECT: Consumer Protection

SUBGRANTEE: District Attorney's Office
Jefferson Parish
New Gretna Courthouse Annex
Gretna, Louisiana 70053

GRANT NUMBER: 75-C7-7.1-0237

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	7-73-0041, from 3-01-73 to 2-28-74 extended to 4-30-74	SLEPA \$36,800
Second Year:	7-74-0123, from 5-01-74 to 4-30-75	SLEPA \$30,000
Third Year:	75-C7-7.1-0237, from 5-01-75 to 4-30-76	SLEPA \$25,000

PROJECT DIRECTOR: John M. Mamoulides, District Attorney
Jefferson Parish

OPERATING DIRECTOR: Mr. Harry Hardin, III
District Attorney's Office

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 4-18	Revisions Requested
Due: 4-30	Received: 6-02	Revisions Requested
Due: 6-10	Received: 6-23	Revisions Requested
Due: 7-10	Received: 7-14	Acceptable
Due: 10-10	Received: 10-06	Acceptable
Due: 1-10	Received: 1-21	Acceptable

FIELD VISITS CONDUCTED: February 12, 1975; May 15, 1975; July 2, 1975; and
January 12, 1976

PROJECT PLAN:

The Consumer Protection project is in the third and final year of LEAA funding. With no grant extensions anticipated, the grant period will expire on April 30, 1975. The project has been funded under program area 7.1, Prosecutorial Support, in the State's Comprehensive Plan.

PROJECT GOALS AND OBJECTIVES:

The goal of the Consumer Protection and Commercial Fraud Unit of the District Attorney's office is to provide for the investigation and prosecution of consumer and commercial fraud crimes and activities, and thus prevent and suppress unfair trade practices. The limits of this office specifically restrict themselves to the investigation and prosecution of Deceptive and Unfair Trade Acts, as identified by Louisiana Revised Statutes, Title 14:67, 202 and other criminal violations contained in the Revised Statutes such as Title 32:1705, Failure to Deliver Title, Title 6:37, Fraudulent Banking Transactions, etc.

The fraudulent and deceptive schemes are the target of this unit. Some examples are: pyramid sales schemes, debt consolidation schemes, merchandise swindles, charitable and religious frauds, and real estate fraud.

The specific techniques utilized to achieve the goals as mentioned above involve:

- (1) The receipt, review, and screening of consumer complaints received by letter, telephone, or persons coming to the office.
- (2) The investigation and disposition of complaints through (a) referral

to an appropriate consumer agency, (b) mediation of the complaint between the consumer and the merchant, (c) the preparation of cases for court litigation.

(3) The unit also seeks to develop information on systematic fraud operations on businesses that border on fraudulent and/or deceptive business practices, through investigations into specific areas. (T.V. and automotive repair).

(4) The unit also provides consumer information to the general community on those areas which appear to be of most interest to consumers.

(5) The unit also maintains liaison with other local, state, and federal consumer protection/prosecution agencies for the purpose of exchanging information and cooperating on certain investigations or prosecutions.

There were no changes reported in the project goals and objectives during the review period. (February 1 to December 31, 1975).

PROJECT PERSONNEL:

The Consumer Unit has a total of nine persons who occupy the positions listed below:

GRANT

1 Director
1 Investigator
2 Law Clerks

NON-GRANT

1 Steno-clerk
1 Investigator
1 Field Interviewer
2 Interviewers

The employee requirements for project personnel as listed in the work program are:

Director: An attorney, sufficient administrative experience to enable him to direct the operations of the office, capable of directing Consumer education projects.

Law Clerks: A knowledge of State, Parish, and Federal consumer laws, ability to conduct research into legal questions, precedents, and cases.

Interviewers: Completion of high school or business school, ability to type, knowledge of modern office practices and procedures.

Secretary: Knowledge of modern office practices, typing and dictation ability, ability to supervise activities of subordinate employees.

Investigators: Knowledge of Federal, State, and Parish consumer laws.

Mr. John Mamoulides, District Attorney, is officially listed as the project director. The operating director is Mr. Harry J. Hardin, III, who is 30 years old, has received his J.D. degree, and has had one year of experience with the District Attorney's Office.

The investigators are Mr. Elie P. Lyons and Mr. Craig Taffaro. The interviewers are Douglas Allen, Linda Babineaux, and Deborah Babineaux. The secretary is Debra Bear. The law clerks are Paul Zimmering and Larry Samuel.

The only personnel changes which were reported during the review period were: Effective May 1, 1975, Mr. Hardin was appointed Director of Consumer Protection Unit. He replaced Mr. Ernest E. Barrow, II, who resigned to work in another capacity with the District Attorney's Office. Effective June 1, 1975, Mr. Larry Samuel replaced Ron Fried as one of the law clerks.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE:

According to the work plan, there was to be a one-hour training session each week for each personnel category. These training sessions were to be conducted by the director and were to concentrate on the para-legal skills and knowledge necessary to aid each position with a continuing review and re-assessment of their skills.

The reports indicate that the training was provided to the employees as projected in the work plan.

In addition to this internal, ongoing training, Mr. Hardin attended a 3-day Consumer Fraud Conference in Nashville, Tennessee in September, 1975. This conference was sponsored by the National College of District Attorneys.

The project's work plan indicated that consultants would be utilized to carry out project activities. More specifically, consultants were needed to assist in T.V. and automotive repair investigations contemplated by the project staff. Electronic consultants and mechanical engineers were to provide technical assistance for 30 days at the rate of \$135/day.

According to the reports, there was no consultant utilization or technical assistance provided during the review period. The project director said that the consultants were not utilized as the T.V. and auto repair investigations had to be postponed because of an increase in the number of complaints to be handled by their office.

EQUIPMENT AND FACILITIES:

There was no equipment to be purchased out of this year's grant.

The Consumer Protection Office is housed in an office and retail complex, centrally located in Gretna, Louisiana. The office has approximately 1500 sq.ft. of space.

PROJECT RESULTS AND WORKLOAD STATISTICS:

The project's results and statistics on the following pages are reflective of the entire unit's output and are not limited to the grant personnel only. The statistics are for the period from March 1 - Dec. 31, 1975.

TABLE I
CONSUMER PROTECTION

MONTH	NUMBER OF COMPLAINTS RECEIVED	NUMBER OF INQUIRIES RECEIVED	CATEGORY WITH GREATEST NUMBER OF COMPLAINTS
March	150	78	Housing
April	180	54	Business and Financing
May	203	84	Business and Financing and Housing and Real Estate
June	227	107	Transportation and Business and Financing
July	260	40	Transportation and Housing and Real Estate
August	181	17	Transportation
September	193	28	Transportation
October	213	108	Transportation
November	167	63	Transportation and Business and Financing
December	168	56	Transportation

CONTINUED

1 OF 3

TABLE II
DISTRIBUTION AND
HANDLING OF COMPLAINTS
CONSUMER PROTECTION OFFICE

MONTH	LEGAL MEDIATION	FORM MEDIATION	BBB REFERRAL	OTHER REFERRAL	DIRECTOR
MARCH	46	88	43	24	N.R.
APRIL	84	79	46	40	N.R.
MAY	84	79	50	47	N.R.
JUNE	84	61	33	30	N.R.
JULY	114	93	18	28	N.R.
AUGUST	73	83	22	19	N.R.
SEPTEMBER	70	85	29	20	N.R.
OCTOBER	65	75	15	14	8
NOVEMBER	76	71	7	11	6
DECEMBER	73	108	17	14	1

TABLE III

STATUS OF COMPLAINTS

MONTH	CLOSED*	HOLD FOR MORE INFO. AND PENDING	PROSECUTION FILES	UNDER LITIGATION
March	70	61	10	9
April	92	63	31	6
May	95	107	29	0
June	121	88	21	6
July	198	45	15	2
August	134	35	10	2
September	82	120	5	0
October	163	31	22	1
November	117	52	8	0
December	85	73	7	2

* "closed" categories include cases which were mediated cases, disposed of through the courts, and cases where there was no apparent violation of law.

The following is a listing of cases under litigation and the status of those cases as of December 31, 1975.

1. Julia Ellzey and the Western Surety Company - Consent judgment entered into.
2. Concept Design & Forever Yours - Services on Defendants attempted.

3. Model's Guild - attorney for defendants is making restitution.
4. Gene's Quality Meats - Service on defendant attempted.
5. Tiny Tots Studio (2) - Services on defendants attempted.
6. Delta American T.V. Rental - Consent judgment entered into.
7. Bills Auto Sales - Defendant pled nolo contendere.
8. Southern Sewing - investigation, complaints, and statements continuing.
9. Westbank Dodge - Complaint mediation, investigation, restitution ongoing.
10. Frankie Kay Auto Sales - investigation continuing.
11. Wego Mobile Homes - injunction drafted, signatures awaited from Attorney General and Governor's Office of Consumer Protection.
12. Tomeny Sales, Inc. - affidavits taken.
13. Gerald MacGregor - defendant arrested.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

The project reports and field visits indicate the project was carried out in accordance with the work plan. The project staff received, reviewed, screened, and processed over 2,000 consumer complaints over the ten-month period from March - December, 1975.

Approximately 76 complaints per month were handled through legal mediation, and approximately 82 complaints were handled through form mediation. The project staff also prepared 27 cases for litigation over the same ten-month period.

The operating director also conducted various informational activities such as speaking before clubs or school classes on subjects related to consumer protection. Informational brochures on consumer subjects were also prepared and distributed.

The project maintained liaison with other federal, state, and local consumer protection agencies.

According to the project director, approximately 90 to 95% of the staff time was devoted to the processing, investigation, and disposition of consumer complaints. The remaining time was spent on educational and coordinative activities. These time percentages are in accordance with the projections made in the work plan.

The only objective which the project did not accomplish during the review period was the investigation of several specific areas of Commercial Fraud. The work plan had indicated they planned to conduct an investigation of consumer frauds in the television repair and automotive repair businesses.

However, it became apparent to the project director that: (a) the investigation would take more time than originally anticipated, (b) it was difficult to find repair "experts" who were able to participate in the project, and (c) the processing, investigation, and disposition of consumer complaints was requiring all available staff time.

Therefore, the director decided to postpone the special investigations until he would have additional time or manpower to conduct the investigative activities.

SUMMARY AND CONCLUSIONS:

The LEAA grant for the Consumer Protection and Commercial Fraud Unit will expire on April 30, 1976. The director anticipates the project will be continued and probably expanded to include additional educational activities.

According to the director, "During the past three years, this office has been instrumental in filling a need that Jefferson Parish has had for years

in the area of prosecution of white collar crime and commercial fraud. At the present time, in Jefferson Parish, there is no other organization that is equipped or designed to prosecute such actions as well as investigate consumer complaints."

The project appeared to be well administered and evidenced no major operational problems. Their operating methods were well established and recorded in a procedural manual. The project complied with all evaluation requirements in the review procedure and will be a good candidate for impact evaluation.

PROCESS EVALUATION REPORT

PROJECT: Special Enforcement Unit - Narcotics

SUBGRANTEE: Lafayette Parish Sheriff's Department
P. O. Box 3864
Lafayette, Louisiana

GRANT NUMBER: 75-C4-5.3-0224

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	3-73-0183	from 6-01-73 to 5-31-74	SLEPA	\$23,310
Second Year:	4-74-0150	from 6-01-74 to 5-31-75	SLEPA	\$18,688
Third Year:	75-C4-5.3-0224	from 6-01-75 to 5-31-76	SLEPA	\$12,489

PROJECT DIRECTOR: Major Ronald W. Goins
Lafayette Parish Sheriff's Department

OPERATING DIRECTOR: Captain Nick Lane
Lafayette Parish Sheriff's Department

PROJECT PERIOD COVERED BY THIS REPORT: March 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 4-03	Revisions Requested
Due: 4-21	Received: 5-15	Additional Information Requested
Due: 6-10	Received: 7-22	Acceptable
Due: 7-10	Received: 7-08	Acceptable
Due: 10-10	Received: 1-12	Acceptable
Due: 1-10	Received: 1-12	Acceptable

FIELD VISITS CONDUCTED: February 25, May 22, and December 18, 1975.

PROJECT PLAN:

The project began on 6/01/73 and is scheduled to terminate federal funding assistance on 5/31/76. The project has been funded under Program Area 5.3, Specialized Enforcement Units, in the State's Comprehensive Criminal Justice Plan.

PROJECT GOALS AND OBJECTIVES:

The goal of this project was to suppress illicit drug traffic in Lafayette Parish through the arrest of major drug suppliers. Drug suppliers are defined as those individuals who distribute any type of illegal drug substance for personal gain. Suppliers were also defined to include the people who are responsible for the organization and financing of drug distribution activities.

The techniques utilized to achieve this goal were as follows: three plainclothes detectives were assigned to narcotics investigations in the Sheriff's Department. The detectives acted in a semi-undercover capacity with unmarked vehicles. Their major effort was to focus on investigative procedures such as interviewing informants, interviewing residents of an area, maintaining records of phone numbers, license plates, automobiles, and known associates of suspected narcotic traffickers. This information was also to be made available to the burglary and theft division of the department for related investigative work.

According to the work program, it was projected that the detectives would spend approximately 25% of their time in surveillance; 12.5% in informant

contact; 12.5% in interviews; 37.5% in patrol; and 12.5% in arrest and booking. In addition, the detectives were to spend time in court providing testimony and assisting other law enforcement agencies in the apprehension and development of narcotics cases. Generally, the uniform patrol division would handle routine possession cases and the detectives were to work on "distribution" cases. The Sheriff's Department had jurisdiction in the entire Parish but they were to concentrate their activities in the City of Lafayette.

PROJECT PERSONNEL:

The qualifications for employment as an investigator were that the individual had to have a minimum of a high school education. Some college coursework, while not mandatory, was preferred. To become a narcotics investigator, an individual was required to have a minimum of two years' experience in the Sheriff's Uniform Patrol, and preferably a minimum of one year in investigative work.

All the grant personnel had at least a high school education, had attended the Lafayette Police Academy, had received two weeks of specialized training with the New Orleans Police Department, and had attended numerous schools relating to general police procedures and narcotics identification and investigation.

At the beginning of the review period (March 1, 1975), there were six (6) investigators assigned to the Narcotics Division; three were paid out of grant funds, and three were paid out of agency operating funds. On May 1, 1975, two of the non-grant investigators were taken out of the Narcotics

Division and moved to the burglary and theft division because of an increased workload in that division.

From May 1 to July 15, 1975, the Narcotics Division maintained the level of four (4) detectives. On July 15, 1975, one of the grant personnel resigned and was not replaced by the end of the review period (December 31, 1975).

All narcotics detectives came on duty at 4:00 p.m. One of the detectives was designated as officer-in-charge, and all were under the general supervision of the Chief of the Detective Division. All worked a minimum of 40 hours per week.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE:

The training provided during the review period (March 1 through December 31, 1975) included: two officers attended a one-week course in fingerprint identification sponsored by the FBI. Two officers attended a one-week general law enforcement school given by the FBI, and a one-week specialized course in the use of a Mark IV Voice Analyzer (polygraph).

There was no consultant utilization projected in the work program for project activities. One local physician did assist in the patient care of a prisoner, and a psychiatrist assisted in the evaluation of a suspect. There were no fees paid for either service.

Technical assistance was utilized in the area of electronic surveillance and photography: a local radio and television shop assisted in

electronic surveillance techniques, and a photo lab assisted in the use of infrared and night photography. Again, both services were provided without charge.

EQUIPMENT AND FACILITIES:

There was no equipment to be ordered under this grant. The Narcotics Division works out of an office located in the Detective Bureau in the Lafayette Parish Courthouse.

PROJECT RESULTS AND WORKLOAD STATISTICS:

The following workload statistics were reported for project activities for the grant personnel for the period from March 1 - December 31, 1975:

March: workload statistics not collected or reported.

April: Project personnel devoted approximately 277 hours to surveillance, 138 hours to informant contact, 138 hours to interviews, 416 hours to patrol and 138 hours to arrest and booking.

During the month, project personnel arrested 12 people on felony charges for distribution or possession with intent to distribute; 8 people were charged, 6 pled guilty in court. Six new cases were initiated during the month, and six cases were cleared during the month. In addition, there were approximately 23 arrests made in cooperation with the Louisiana State Police.

May: Project personnel devoted approximately 244 hours to surveillance, 110 hours to informant contact, 110 hours to interviews, 330 hours to patrol and 110 hours to arrest and booking.

During the month, six cases were initiated and cleared by the arrest of 13 individuals. Twelve cases were initiated and remain active (4 cocaine, 2 CNSD, 1 LSD, and 5 marijuana). Four cases were cleared with no arrest made and ruled unfounded. One case was declared inactive. Project personnel assisted the Louisiana State Police with the arrest of 7 persons (4 for distribution of cocaine and 3 for possession of 300 pounds of marijuana.) Also assisted Sheriff's Office Vice Squad with the arrest of two persons for prostitution.

June: Project personnel devoted approximately 188 hours to surveillance, 94 hours to informant contact, 94 hours to interviews, 282 hours to patrol and 94 hours to arrest and bookings.

During the month, 3 cases (2 marijuana and 1 cocaine) were initiated and cleared by the arrest of seven persons. Three cases were declared inactive. Three cases were initiated and are still active. Two other cases were cleared with no arrests.

July, August, September: During this reporting period, project personnel devoted approximately 308 hours to surveillance, 154 hours to informant contact, 154 hours to interviews, 402 hours to patrol, and 231 hours to arrest and booking.

During this reporting period, 12 cases were initiated (6 marijuana, 6 LSD-type cases) and cleared by the arrest of 14 persons; 3 cases were initiated and remain active; 5 cases were cleared with no arrest made; 12 cases were declared inactive but subject to re-instatement. Assisted the burglary division with the investigation of a drug store burglary.

October, November, December: During this reporting period, approximately 464 hours were spent in patrol, 231 hours in informant contact, 231 hours in interviews, 694 hours in patrol, and 231 hours in arrest and booking.

During this period, 6 cases (3 marijuana, 3 CNSD), were initiated and cleared by arrest of 14 persons; 1 case was initiated with no arrest; 5 cases cleared with no arrest and ruled unfounded; 3 cases were declared inactive and are subject to reinstatement. Assisted the Intelligence and Major Crime Section of the Sheriff's Office with the investigation of one murder and one rape. Assisted the Louisiana State Police with the investigation and arrest in one marijuana case.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

The project was successful in achieving the objectives set out in the work-plan in that the hours devoted to each major task (surveillance, informant contact, etc.) conformed exactly to the percentage time projections made in the work-plan. (It was highly unusual that there was absolutely no fluctuation in percentage of time applied to each technique over the course of this review period. It was unusual because the results of the employment of their tech-

niques varied, i.e., in some months, they assisted the Louisiana State Police in a great number of cases, while in other months, none. Yet, there was no variation reflected in the level of techniques utilized.)

SUMMARY AND CONCLUSIONS:

Based on the reports, it appeared that project activities were carried out in accordance with the work plan, and hence, the project was successful in meeting its stated objectives.

It also appeared that this project was basically a personnel acquisition grant for the Sheriff's Office which supplanted local funding. According to the operating Director, the Sheriff's Department had narcotics investigators before the receipt of federal funds. The Detective Division had always been staffed with 3 to 5 detectives for narcotics investigations. While the number assigned to narcotics investigations varied, it was generally the same during grant funding. The techniques and approaches utilized in narcotics investigative work were also established prior to the receipt of federal funds and they did not change as a result of grant funding.

PROCESS EVALUATION REPORT

PROJECT: Armed Robbery and Burglary Prevention Detail
SUBGRANTEE: Ouachita Parish Sheriff's Department
300 St. John Street
P. O. Box 1803
Monroe, Louisiana 71201
GRANT NUMBER: 75-C2-5.3-0259

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	2-73-0081, from 3-01-73 to 2-28-74,	SLEPA	\$38,568
Second Year:	2-74-0199, from 3-01-74 to 2-28-75	SLEPA	\$28,926
Third Year:	75-C2-5.3-0259, from 3-01-75 to 2-29-76	SLEPA	\$19,284

PROJECT DIRECTOR: Mr. Carl Gregory
Ouachita Parish Sheriff's Department

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - November 30, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-10	Revisions Requested
Due: 4-15	Received: 4-11	Accepted
Due: 5-20	Received: 5-22	Accepted
Due: 6-20	Received: 6-27	Accepted
Due: 9-10	Received: 9-22	Accepted
Due: 12-10	Received: 12-12	Accepted

FIELD VISITS CONDUCTED: February 19, 1975 and December 3, 1975

PROJECT PLAN:

The project began on March 1, 1973 and is now in its third and final year of funding. The project is funded under Program Area 5.3, Specialized Enforcement Unit in the States' Comprehensive Criminal Justice Plan.

PROJECT GOALS AND OBJECTIVES:

The goal of this project was to suppress armed robbery and burglary in Ouachita Parish through the provision of five additional patrol deputies, and to perfect new patrol techniques in identifying possible armed robbery and burglary targets.

The specific techniques applied to achieve this goal were as follows:

(A) To utilize the "leap-frogging" technique of patrol with three men in one unit, one man each in single units, dropping off a marked unit at a conspicuous location (parking lot of bank, shopping center, etc.), and the officer was to establish a foot patrol from that location with a walkie-talkie. The other units were to be dropped off in like manner, with uniform personnel establishing foot patrol, and picked up by the 3-man unit, which would also be dropping off patrols at different locations for short periods of time, thus the "leap-frogging" technique.

(B) To conduct "Neighborhood Watch" programs for businessmen and citizen groups to make them aware of residence and business burglary incidences and possible prevention techniques.

(C) To conduct a "Security Check" program of identifying businesses that might be vulnerable to burglary, notifying the business owners and tabulating the results over a 6-month period. The Security Check program was to be expanded to include residences based on the results of "Security Check" on businesses.

PROJECT PERSONNEL:

The qualifications for employment as a deputy are that he/she must have been a high school graduate. According to the departmental selection qualifications, "Law enforcement education is considered, but not deemed absolutely necessary. Personal traits of the individual, i.e., ability to converse with all types of individuals, ability to learn and retain formal education in the many aspects of law enforcement, mental stability, and possession of concern for fellow man, are as of as great, if not greater importance."

The five full-time positions under this grant were Deputy IV and V classifications and were all assigned to the Uniform Patrol Division. All had completed the law enforcement basic training at the Ouachita Parish Sheriff Department Training Academy and each had completed a one month temporary assignment with the plain clothes Investigative Division for extensive training in: interrogation and interview techniques, surveillance undercover techniques, crime scene searching, latent fingerprint identification, photography, and, follow-up investigative techniques.

TRAINING, CONSULTANTS AND TECHNICAL ASSISTANCE:

During this review period, the project personnel received individual, firearms training and police-community relations seminars through the Dale Carnegie Program. Neither of these training programs were supported with grant funds.

The project personnel also attended daily roll-call training where specialized subjects such as search and seizure, PRC, interviews and interrogation techniques were covered.

There were no consultants or technical assistance resources utilized during the review period, which was in accordance with the work-plan.

EQUIPMENT AND FACILITIES:

There was no equipment purchased under this grant and no special facilities were required for project activities.

PROJECT RESULTS AND WORKLOAD STATISTICS:

The combined workload of the deputies for the review period from February 1 - November 30, 1975 is listed below:

February:	(a) Neighborhood Watch - 2 presentations for a total of 70 people.
	(b) 168 spots in leap-frogging and 168 foot patrols.
	(c) Security Check not established.

March: (a) No Neighborhood Watch presentations.
 (b) 62 spots and 120 foot patrol in leap-frogging.
 (c) 1 Security Check report.

April: (a) Neighborhood Watch - 3 presentations for a total of
 95 people.
 (b) 70 spots and 140 foot patrol (20 unmarked vehicle spots).
 (c) No Security Checks reported.

May: (a) No Neighborhood Watch activities.
 (b) 47 spots and 94 foot patrol (15 unmarked vehicle spots).
 (c) No Security Checks reported.

June, July, (a) No Neighborhood Watch activities.
& August: (b) 52 spots and 52 foot patrols.
 (c) No Security Checks reported.

Sept., Oct., (a) No Neighborhood Watch activities.
& Nov.: (b) 136 spots and 217 foot patrols.
 (c) Security Check program terminated.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

In the initial work program, it was projected that there would be an average of 3 spots per shift for 2 shifts, with one foot patrol per spot for each day of the month. This would mean that in a 30-day month, they would have had 180 foot patrols and 180 spots in the "leap-frogging" method of patrol.

As the work load statistics indicated, the leap-frogging patrol was utilized much less than projected. In fact, during June, July, and August, there was an average of only 17 foot patrols and 17 spots per month. The project director provided this explanation for the difference between the projected and actual figures: "In the beginning of the project we anticipated through errors in communication between this department and the research team that there would be approximately three times as many spots and foot patrols of the ARBP units than actually exist, the reason being that the ARBP unit is only effective during the night time hours instead of three shifts per day. For obvious reasons the program is not as effective during the daytime hours."

In some months, however, the actual figures on patrol did not even approach 1/3 of the projected figure. In those months, the project director explained that vehicles were in the shop for repairs and that several of the men were on vacation leave. Consequently, all available manpower was needed to respond to calls, answer complaints and perform other required functions, rather than conducting the "leap-frogging" patrol.

In reference to the "Security Check" component of the project, the original work plan called for establishing a report of vulnerable businesses

located on patrol. The deputies were then to tabulate these results and notify the business owners of burglary potential. The Security Check program was to be expanded to residences after a six-month period if it appeared as the results were worthwhile.

As the work load statistics indicate, this component of the project was never carried out. The project director explained the failure of this technique as follows: "We have determined that the attempt at the security check report that was initiated during the second report period was not a valid effort. Problem appears to be an overload of paperwork in the security check reporting. In actuality the security checks are made and the follow-ups have been made, but the added paperwork is creating a burden on the patrol officers and has reached a point of diminishing returns."

In reference to the third technique employed by this project, that of the "Neighborhood Watch" Crime Prevention effort, the actual output of the project activity was also less than expected in the work plan. In 8 out of the 10 months covered in this review period, there were no "Neighborhood Watch" programs for businessmen and citizen groups. The project director explained that these presentations are made by the Department only when invited. During these months, there were no requests made for this presentation by either business or citizen groups. The project director expected there would probably be more requests during the winter months when more civic groups met.

PROJECT SUMMARY AND CONCLUSIONS:

This project provided funds to add 5 deputies to the 33-man uniform patrol division. These 5 deputies, as well as the other men in the division, were

responsible for routine law enforcement and patrol activities. In addition to their routine law enforcement activities, the deputies utilized the "leap-frogging" technique of patrol. Again, however, the utilization of this technique was not limited to these five men, but was integrated into the procedures of the entire uniform patrol division. Hence, the project was not a specialized enforcement unit.

The project director also agreed that this was no longer a special unit and would more appropriately be called an "Additional Patrol Personnel and Equipment" grant since the activity was not confined to the five men hired under the grant. He explained that when the project began, it was a true specialized unit which was clearly identifiable and was developed to test new patrol techniques. When the technique appeared to be successful to the project director, the patrol technique was integrated into the entire patrol division and the 5-man unit lost its special identity.

The five personnel hired with grant funds will be transferred to the regular agency operating budget after the termination of the grant period on 2/29/76. The project director indicated that he would continue to use the same techniques and approaches, as he feels that the defensive patrol has prevented some burglaries and robberies.

PROCESS EVALUATION REPORT

PROJECT: Narcotics Strike Force
 SUBGRANTEE: City of Bossier City Police Department
 Bossier City, Louisiana
 GRANT NUMBER: 75-CO-5.3-0144

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year: 1-74-0134, from 1-01-74 to 12-31-74 SLEPA \$35,730
 Second Year: 75-CO-5.3-0144, from 1-01-75 to 12-31-75 SLEPA \$25,056

PROJECT DIRECTOR: Mr. C. E. Troegel
 Bossier City Police Department

OPERATIONS DIRECTOR: Major O. G. Bolton
 Bossier City Police Department

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - December 31, 1975

PROJECT REPORTD SUE AND RECEIVED:

Due: 3-10	Received: 3-07	Revisions Requested
Due: 4-15	Received: 4-24	Revisions Requested
Due: 5-10	Received: 5-13	Revisions Requested
Due: 6-10	Received: 6-16	Acceptable
Due: 9-10	Received: 9-11	Revisions Requested
Due: 12-10	Received: 12-15	Acceptable
Due: 1-10	Received: 1-29	Acceptable

FIELD VISITS CONDUCTED: February 25, May 22, and December 18, 1975

PROJECT PLAN

The project began operation on January 1, 1974, and completed its second year of funding on December 31, 1975. The project has been funded under Program Area 5.3, Specialized Enforcement Units, of the State's Comprehensive Plan.

PROJECT GOALS AND OBJECTIVES

The goal of this project is to suppress illicit drug traffic in Bossier City. Highest priority will be placed on cases which involve distribution and possession with intent to distribute, followed by simple possession. The priority ranking according to the type of drug, is heroin, cocaine, amphetamines, barbiturates, L.S.D., and marijuana.

The specific techniques employed to achieve the goal are as follows:

Education - (Approximately 20% of total staff resources over the next 12 months will be devoted to the accomplishment of the education objectives).

- A. To provide counseling to young people involved in illegal drug usage. This counseling is done on an informal basis, usually at the request of parents, before the arrest stages, and concentrates on the problems involved when a person is involved in illegal drug usage. All members of the staff engage in this counseling effort.
- B. To provide educational information on drug usage to schools, colleges, civic clubs, and organizations in Bossier City.

These educational lectures and presentations will be given, on request, by the commanding officer of the Narcotics Division.

- C. To provide other members of the Bossier City Police Department with information on the identification of illegal drugs, proper search procedures, etc.

Enforcement - (Approximately 60% of total staff resources over the next 12 months will be devoted to the accomplishment of the objectives A & B listed below).

- A. The major technique employed by the four officers in the Narcotics Division is: To develop cases for prosecution by securing information relating to drug distribution and drug usage. Informant information on possible illegal drug activity is supplemented through undercover surveillance, checking intelligence reports, citizen complaints, and coordination with other drug enforcement agencies.
- B. To provide intelligence information to other law enforcement agencies within the 10-parish area on illegal drug activities within Bossier City and/or the surrounding area. This information is to assist these surrounding agencies in their drug enforcement activities.
- C. To prepare cases for prosecution by preparing written reports, taking evidence to laboratory for examination, appearing in court to testify, etc. (Approximately 20% of total staff resources over

the next 12 months will be devoted to the accomplishment of this objective).

PERSONNEL

The qualifications for employment in the Bossier City Police Department are based on the following civil service requirements: 21-35 years of age, high school graduate or in possession of a certificate of equivalency, at least 5'8" in height and not less than 155 lbs, and must successfully pass a medical examination.

For work with the Narcotics Division, some experience with the uniform division is preferred. The Director also seek officers who have the willingness to work long hours and the ability to relate well to people.

The Narcotics Division is staffed by a total of five people: The Commander of the Narcotics Unit, three narcotics investigators, and one secretary. Two of the investigators and the secretary are paid out of grant funds.

The two investigators paid out of grant funds are Sgt. Henderson and Detective Speir, both white males, have both completed high school and two years of college. Sgt. Henderson has 3 1/2 years of experience with the Police Department and approximately 200 hours of Narcotic schools. Detective Speir, investigator, has 1 3/4 years of experience with the Police Department and approximately 40 hours of Narcotics schools and conferences.

The head of the Narcotics Unit, Major Bolton, has two years of college, 16 years experience with the Police Department, and 240 hours of Narcotic

School. The other non-grant investigator, Detective Deaver, has completed one year of college, has 1 3/4 years of police experience, and has completed approximately 40 hours of Narcotic School.

The only personnel change reported during the review period (Feb. 1 - Dec. 31, 1975), was as follows: Effective June 1, 1975, one of the investigators Sgt. Henderson, was paid out of grant number 75-CO-B1.2-0357 although he was still involved in working with this project through Narcotics intelligence. His previous grant position was filled on August 20, 1975, with the hiring of an additional investigator for the Narcotics Division.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE

The training provided during the review period was: the Commander of the Unit attended a two-day Drug Enforcement Administration School in New Orleans in June, and two investigators attended a one-week DEA School in Akron, Ohio in July. One investigator attended an 11-day DEA School in New Orleans in September. Three investigators and the secretary attended a two-day Drug Seminar in Bossier City, also in September. This training was in accordance with the work-plan and no grant funds were utilized to finance these training activities. There was no consultant utilization projected as part of project activities and none was used.

Technical assistance on the identification of drugs was provided by the Northwest Louisiana Crime Lab, and the District Attorney's Office provided assistance in the interpretation of court rulings on narcotics enforcement.

Technical assistance on the identification of drugs was provided by the Northwest Louisiana Crime Lab, and the District Attorney's Office provided assistance in the interpretation of court rulings on narcotics enforcement.

EQUIPMENT AND FACILITIES:

The project office is located in the Bossier City Police Department Annex and has approximately 991 sq. ft. of space. The automobile to be purchased under this grant was received. The radio for the car was ordered on November 4, 1975, but had not been received as of December 31, 1975.

WORK LOAD STATISTICS AND RESULTS

The Narcotics Division personnel were responsible for the following project activities:

February: 23 youths were counselled , 13 arrests were made for possession marijuana, 1 arrest for obtaining drugs through false pretense, 8 arrests for possession with intent to distribute, 1 arrest for possession with intent to distribute barbituates. Eight drug talks were given to civic groups and schools and were attended by approximately 320 adults and juveniles.

March: Eleven drug arrests were made by Narcotics Unit personnel during the month. Six drug talks were given to schools and local civic groups. Approximately 35 youths and 10 parents were involved in the informal counseling sessions.

April: Fifteen arrests were made during the month for: possession of marijuana (10), possession with intent to distribute heroin (2), obtaining drugs through false pretense (2), and possession of CDS (1). Two ounces of heroin (street value, \$9,000), and six ounces of marijuana (street value, \$60), was confiscated. Approximately 20% of staff time was utilized in counseling youths, parents, and giving presentations at the local colleges. Approximately 80% of staff time was spent in law enforcement activities, including intelligence and surveillance, arrests, and court testimony.

May: Twenty-four arrests were made during the month of May for: possession of marijuana (14), cultivation of marijuana (2), obtaining drugs through false pretense (2), possession with intent to distribute marijuana (2), distribution of methamphetamine, distribution of heroin (1), possession of heroin (2). The drugs confiscated were heroin (street value of \$75.00), and marijuana (street value of \$50.00). Approximately 20% of staff effort was directed toward the counseling of 30 youths and 10 adults, and two drug talks were given at a church and a Junior High School. Approximately 80% of staff effort was devoted to narcotics enforcement activities including, surveillance and intelligence, arrests, case preparation, and court testimony.

June, July & August: During this three-month period, 22 arrests were made for: possession of marijuana (14), possession with intent to distribute marijuana (1), possession of CDS (2), possession of amphetamines (2), possession with intent to distribute amphetamines (1), material witness (1), and distribution of methamphetamines (1). Drugs confiscated were marijuana (street value \$800) and amphetamines (street value of \$350). Approximately 30% of project staff time was devoted to the counseling of 185 youths and 120 adults over the

three-month period. Five drug talks were given. Approximately 80% of staff time was spent in narcotics enforcement work, including surveillance and intelligence, arrests, case preparations, and court testimony.

September, October, November: During this period a total of 72 arrests were made for: possession of marijuana (32), possession of CDS (4), possession with intent to distribute marijuana (5), possession with intent to distribute CDS (1), forged prescription (1), distribution of CDS (12), distribution of marijuana (17) Drugs confiscated: Marijuana (street value of \$2,200) and CDS (street value of \$1,500). Approximately 20% of staff time was spent in counselling. Approximately 80% of staff time was spent in Narcotics enforcement work, including surveillance and intelligence, case preparation, arrests, and court testimony.

December: Twenty-four arrests were made in December for: possession of marijuana (11), possession with intent to distribute marijuana (4), distribution of CDS (4), distribution of marijuana (2), and material witness (3). Drugs confiscated: Marijuana at a street value of \$1,000. Approximately 60 juveniles and 38 adults were counseled during the month and one drug talk presentation was made. Approximately 80% of staff time was devoted to surveillance and intelligence, case preparation, arrests, and court testimony.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

The project appears to have accomplished all the programmatic objectives outlined in the work program. Approximately 20% of staff resources were devoted to counseling and education activities as outlined in the work project.

The project staff also met the projected amount of time which was to be devoted to Narcotics enforcement techniques. The utilization of techniques remained at a consistent level throughout the review period and no changes in project goals or objectives were reported. There were no specific workload statistics relating to the objective on the provision of intelligence information to other law enforcement agencies within the area on illegal drug activities. Several reports did point out, however, that they were working with the Louisiana State Police, the Bossier Parish Sheriff's Office, the Shreveport Police Department, the Caddo Parish Sheriff's Office, the Drug Enforcement Administration, the U.S. Postal Inspectors Office and U.S. Customs in cooperative investigative efforts.

SUMMARY AND CONCLUSIONS

This project was a good example of a specialized enforcement unit in that it was a distinct, clearly identifiable, and self-contained unit. The activities undertaken by the unit were substantially supported by grant funds and were for a legally required agency function. Through the accomplishment of their objectives, the project was responsible for making 191 arrests for illicit drug activity over an 11-month period. The project employed standard, law enforcement narcotics investigation methods. The one unique feature was the large percentage of time devoted to counseling and educational activities by a law enforcement agency. The project director feels these techniques have been very successful and said that he will utilize the same approach when federal funding support for this project terminates. He also felt that the most valuable knowledge gained as a result of the project had been the value of specializing police in narcotics enforcement.

PROCESS EVALUATION REPORT

PROJECT: Prosecutorial Support Project
SUBGRANTEE: City of New Orleans for District Attorney's Office
2700 Tulane Avenue
New Orleans, Louisiana
GRANT NUMBER: 76-C9-7.1-0049

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	9-74-0244, from 4-01-74 to 9-30-74, extended to 2-28-75	SLEPA	\$19,610
Second Year:	75-C9-7.1-0199, from 3-01-75 to 8-31-75,	SLEPA	\$14,004
Third Year:	76-C9-7.1-0049, from 9-01-75 to 2-29-76,	SLEPA	\$11,766

PROJECT DIRECTOR: Mr. Harry Connick
District Attorney

PROJECT ADMINISTRATOR: Mr. Rivers Trussell
District Attorney's Office

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-19	Revisions Requested, Incomplete
Due: 4-10	Received: 7-06	Accepted
Due: 5-10	Received: 7-06	Accepted
Due: 6-10	Received: 9-09	Accepted
Due: 9-10	Received: 9-09	Incomplete
Due: 12-10	Received: 1-06	Accepted

FIELD VISITS CONDUCTED: February 6, 1975; May 16, 1975; and January 9, 1976

PROJECT PLAN:

The project was scheduled to begin on April 1, 1974, but the grant was extended and operations began on September 30, 1974. The effective dates of the current grant are from September 1, 1975, to February 29, 1976. The project is funded under program area 7.1, Prosecutorial Support Services. The objective of this program area in the State Plan is to upgrade the efficiency of prosecutorial services in state and local agencies.

PROJECT GOALS AND OBJECTIVES:

The goals of this project are to supplement the Orleans Parish District Attorney's staff capabilities to investigate and prosecute cases of commercial fraud and to represent the D.A.'s Office in Appellate Court proceedings.

The techniques to be employed in the prosecution of commercial fraud and consumer violation cases are as follows:

1. To receive and investigate all complaints of consumer fraud cases received by the District Attorney's Office.
2. To mediate complaints between consumers and businesses.
3. To handle insufficient fraud checks given to merchants or consumers.
4. To conduct investigation and prosecutions of those consumer fraud cases involving a violation of statutes.
5. To refer cases to other consumer agencies for resolution.

6. To cooperate with other units in the Screening Division of the District Attorney's Office in their investigation of embezzlement cases.

In reference to the second goal, the approach to be taken was that an Assistant District Attorney was assigned to represent the D.A. in Federal District Court in writs of Habeas Corpus, and to handle suits filed against the District Attorney or his staff.

PROJECT PERSONNEL:

The Economic Crime Unit of the District Attorney's Office was composed of four full-time individuals:

- 1 Chief Investigator - Mr. William Gurvich
- 1 Attorney/Investigator - Ms. Pauline Hardin
- 2 Clerk/Investigators - Mr. Robert Caluda and Mr. James Cobb

The only position in the Economic Crimes Unit which was paid out of grant funds was the Chief Investigator. All other personnel were paid out of the operating budget of the District Attorney's Office.

The personnel changes reported during the review period include: In June 1975, one of the investigators resigned and was replaced that same month. In August 1975, the other investigator resigned to go to Law School and an interviewer was hired. In October 1975, one full-time investigator and two part-time law clerks were added to the staff. All of the above changes were non-grant personnel.

The Chief Investigator hired under the grant met the job specifications as outlined in the work program. For Chief Investigator, the required qualifications were: A college degree in Social Studies, Political Science, or some related field, plus at least three years experience in investigation with either a private firm or governmental agency; or at least seven years experience in a position of responsibility with a criminal justice agency, acting as an administrator for at least two years; knowledge of local police procedures and administration, a special interest in the area of consumer protection, and an ability to meet with and instruct groups of people.

The other grant position, that of an assistant district attorney, was organizationally and functionally separate from the Economic Crimes Unit. The assistant D.A., hired under the qualifications established by the Legislature, was Mr. Joseph Tosterud. He was housed in the library of the District Attorney's office and was under the general supervision of the District Attorney.

TRAINING, TECHNICAL ASSISTANCE, AND CONSULTANTS:

There were no funds included in the project's work plan for training, technical assistance, or consultants. There was, however, on-the-job and departmental training provided to the staff of the Economic Crimes Unit. The Chief Investigator conducted the informal on-the-job training sessions, and the District Attorney was responsible for conducting the weekly departmental training sessions.

EQUIPMENT AND FACILITIES:

The Economic Crimes Unit was located in the Criminal District Court Building at 2700 Tulane Avenue. There was no equipment to be purchased out of this year's grant. The only other expenditure besides personnel and fringe benefit costs was for office supplies.

PROJECT RESULTS AND WORKLOAD STATISTICS:

The following workload statistics are for the entire Economic Crimes Unit. (i.e., not limited to grant personnel only). The workload measures for the Assistant District Attorney handling appeals, are listed separately at the end of this section. All workload statistics are for the period from February 1 - December 31, 1975.

ORLEANS PARISH DISTRICT ATTORNEY
ECONOMIC CRIME UNIT: PROJECT INTAKE

	TOTAL COMPLAINTS RECEIVED AND REVIEWED	COMPLAINTS REFERRED TO OTHER AGENCIES	NUMBER AND DOLLAR VALUE OF COMPLAINTS INVESTIGATED
FEBRUARY	283	252	31 (\$34,576)
MARCH	233	198	35 (\$162,576)
APRIL	324	297	27 (\$9,196)
MAY	351	321	30 (\$15,422)
JUNE	357	327	30 (\$65,188)
JULY	320	267	53 (\$37,169)
AUGUST	312	265	47 (\$15,094)
SEPTEMBER	422	377	45 (\$35,657)
OCTOBER	490	431	59 (\$142,413)
NOVEMBER	475	434	41 (\$20,224)
DECEMBER	402	378	24 (\$48,287)
TOTAL	3,969	3,547	422 (\$585,802)

ORLEANS PARISH DISTRICT ATTORNEY

ECONOMIC CRIME UNIT

PROJECT DISPOSITION: MEDIATION

	COMPLAINTS INVESTIGATED	NO. OF CASES MEDIATED	RESTITUTION MADE IN MED. CASES	NO. OF CASES CLOSED W/O RESTITUTION	VALUE OF CASES CLOSED W/O RESTITUTION
FEBRUARY	31	29	\$ 18,419	36	\$25,918
MARCH	35	13	7,130	22	25,918
APRIL	27	25	6,651	3	1,107
MAY	30	20	7,456	19	15,628
JUNE	30	14	5,190	5	670
JULY	53	32	10,024	2	990
AUGUST	46	23	11,251	14	11,612
SEPTEMBER	45	25	29,705	24	22,828
OCTOBER	59	18	4,787	23	14,588
NOVEMBER	41	24	13,235	12	42,287
DECEMBER	24	20	106,913	20	95,632
TOTAL	422	243	\$220,761	180	\$257,178

ORLEANS PARISH DISTRICT ATTORNEY

ECONOMIC CRIME UNIT

PROJECT DISPOSITION: PROSECUTION

	NO. OF CASES PROSECUTED	VALUE OF CASES PROSECUTED	GUILTY	NOT GUILTY	NOLLE PROSSE	QUASHED	DIVERTED
FEBRUARY	1	\$ 900	1	0	0	0	0
MARCH	6	31,177	6	0	0	0	0
APRIL	2	116	2	0	0	0	0
MAY	3	972	2	0	1	0	0
JUNE	3	4,645	3	0	0	0	0
JULY	5	19,052	3	0	2	0	0
AUGUST	9	15,379	7	0	1	0	1
SEPTEMBER	12	8,842	10	0	1	1	0
OCTOBER	2	300	1	0	0	1	0
NOVEMBER	6	21,457	5	1	0	0	0
DECEMBER	12	\$164,349	7	1	3	1	0
TOTAL	61	\$267,189	47	2	8	3	1

WORKLOAD MEASURES - (ASSISTANT DISTRICT ATTORNEY):

The Assistant District Attorney handled pre-trial conferences, filing of briefs and memoranda, evidentiary hearings, motions, and arguments before the U.S. District Court and the Fifth Circuit Court of Appeals. Approximately 20 cases were handled over this 11-month period.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

The project was successful in accomplishing all objectives in accordance with the techniques outlined in the work-plan. For example, the work-plan had called for conducting approximately 450 investigations over a 12-month period. The actual figures for an 11-month period was 422, which is in accord with the projected figure. The work-plan had projected approximately 10 prosecutions over a 12-month period. The actual figures for an 11-month period was 61, well over the projected figure. The actual amount of money recovered was also over the projected figure.

SUMMARY AND CONCLUSIONS:

This project was a personnel acquisition grant to supplement the District Attorney's staff capability in two areas -- investigation of consumer fraud cases, and the handling of D.A.'s appeals before the U.S. District Court. The focus of the process evaluation was centered on the Economic Crimes Unit even though only one person in this Unit was paid out of federal funds. The project results and workload statistics indicated that the project was carried out in the manner prescribed in the work-plan.

According to project staff, the most valuable knowledge gained as a result of this project was, "...the detection of various methods of defrauding, the identity of persons engaged in fraudulent schemes, and determining the best way to prosecute the perpetrator or resolve the matter."

The Economic Crimes Unit will be continued after the termination of federal funds through the operating budget of the District Attorney's Office. There are no plans to change the operating methods or procedures of this project. Again, according to project staff, the volume of the complaints and the large amount of money recovered in restitutions were two unanticipated results of the project.

The lack of additional personnel and office space were cited as problems of this project throughout the review period. The addition of the law clerks and the investigator helped to address the manpower shortage, but additional attorneys are still needed, according to the project director:

PROCESS EVALUATION REPORT

PROJECT: Louisiana District Attorney's Association
 (A) Office of the Executive Director; and
 (B) Police-Prosecutor Coordinator

SUBGRANTEE: District Attorney's Office for Louisiana District
 25th Judicial District Attorney Association
 P. O. Box 1295 5643 Corporate Blvd.
 Chalmette, Louisiana 70043 Baton Rouge, La. 70808

GRANT NUMBER: (A) 75-C8-7.1-0008
 (B) 75-C8-7.1-0251

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year: Discretionary Grant No. 72-DF-06-0057 and
 Block Grant No. 8-74-0069 SLEPA \$34,650

Second Year: (A) 75-C8-7.1-0008, from 7-1-74 to 6-30-75 SLEPA \$123,950
 extended to 7-31-75
 (B) 75-C8-7.1-0251, from 10-1-74 to 10-30-75, SLEPA \$69,300
 extended to 11-30-75

PROJECT DIRECTOR: Jack E. Yelverton, Executive Director
 Louisiana District Attorney's Association

ADMINISTRATOR: John Carpenter

PROJECT PERIOD COVERED BY THIS REPORT: March 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 5-13	Revisions Requested
Due: 4-10	Received: 7-14	Acceptable
Due: 5-10	Received: 7-14	Acceptable

Due: 6-10	Received: 8-7	Acceptable
Due: 7-10	Received: 9-11	Acceptable
Due: 10-10	Received: 12-17	Acceptable
Due: 1-10	Received: 3-18	Acceptable

FIELD VISITS CONDUCTED: February 13, 1975; May 6, 1975; and January 6, 1976

PROJECT PLAN:

The two Louisiana District Attorney Association projects (Office of the Executive Director and Police/Prosecutor Coordinator) were both funded under program area 7.1, Prosecutorial Support, in the State's Comprehensive Criminal Justice Plan.

State Bloc funds were used to support the activities of the LDAA even though the official subgrantee was a local judicial district. This funding arrangement was necessitated by the fact that the LDAA is not classified as a state agency and thus, was not able to apply directly for LEAA funding under the Bloc grant program.

PROJECT GOALS AND OBJECTIVES:

The goal of the Louisiana District Attorney's Association (LDAA), is to strive to improve the administration of criminal justice in Louisiana and throughout the United States. More specifically, the goal of LDAA is to improve and upgrade the prosecutorial services in the State of Louisiana.

The techniques and approaches which are utilized to achieve this goal are:

1. To conduct training conferences, seminars, and workshops for prosecutors, their staff and other members of the criminal justice system. While the training effort is primarily geared toward the prosecutorial function, other members of the criminal justice system such as judges, police chiefs, sheriffs, and investigators, also participate in LDAA training activities.

2. To provide continuing education to prosecutors, other members of the system and the general public through the preparation and dissemination of various handbooks, manuals, newsletters, and other publications concerning criminal law, trial tactics, procedure and investigations, and recent court decisions and their possible impact on the prosecutor's office, etc. These publications are both on a regular basis (Newsletter, Bulletin, Legislative Report, Mini-brief, and Hotline) and on a specialized subject area (DWI Manual, Juvenile Justice Handbook, Trial Tactics, and a District Attorney's Deskbook). The preparation of training conferences and publications are the techniques where the most staff time is required.

3. To assist the prosecutors offices in the institution of modern management techniques through the provision of technical assistance. This assistance is provided on request to members of the Association and generally relates to such areas as: case screening systems, information systems, office managerial procedures, etc.

4. To provide research assistance to prosecutors offices as needed. This research assistance is generally related to the preparation of briefs or checking on legal questions.

5. To assist the District Attorneys in the preparation of legislation designed to improve the criminal justice system.

6. To act as liaison between the District Attorneys and such groups as: the Louisiana Sheriff's Association, the Louisiana Commission on

Law Enforcement, the National District Attorneys Association, the Department of Justice, the Department of Public Safety, the State legislature and the general public.

The goals and objectives listed above are for the entire LDAA. There was no differentiation made between the Office of Executive Director grant activities and Police - Prosecutor Coordinator grant activities. In other words, both projects were combined for reporting purposes, (by the agreement of the evaluator and project director) and there is not a separate process evaluation for each LDAA grant.

The scope of the review effort did not specifically include other LDAA grants which were also active during the review period. (March 1 to December 31, 1975). For example, the LDAA received two grants to purchase video-taping equipment. The activities supported by these grants were not isolated as distinct projects but were considered as part of the entire LDAA program.

PROJECT PERSONNEL:

The number, title, grant program, and section for all grant personnel is listed below:

<u>POS. NO.</u>	<u>TITLE</u>	<u>GRANT PROGRAM</u> (1)	<u>SECTION</u>
1	Executive Director	OED	Executive Staff
2	Fiscal Management Specialist	OED	Executive Staff
3	Administrative Assistant	OED	Executive Staff
4	Training Specialist	OED	Training
5	Student Intern	OED	Training
6	Student Intern	OED	Training
7	Student Intern	OED	Training
8	Student Intern	P/P(2)	Training
9	Student Intern	P/P	Training
10	Staff Attorney	OED	Prosecution Management
11	Police/Prosecutor Coordinator	P/P	Police Liaison
12	Secretary	OED	Secretarial Pool
13	Secretary	P/P	Secretarial Pool
14	Receptionist/Typist	OED	Secretarial Pool

(1) Office of the Executive Director Grant

(2) Police - Prosecutor Coordinator Grant

The name, employee qualifications, and job descriptions for grant personnel, as established in the work program, are listed below:

Executive Director - Mr. Jack Yelverton

The Executive Director of the Louisiana District Attorneys Association will be responsible for the administration of all programs. As chief administrative officer he should be familiar with all aspects of management including general management, personnel, budgeting, and grantsmanship. He should have experience in similar positions.

The Executive Director must be a licensed attorney in the State of Louisiana. He should have had five years or more experience and must have a background in prosecutive and legislative matters.

He will develop relationships with the National District Attorneys Association, Louisiana Dept. of Justice, legislature, local prosecutors and law enforcement officials, various other state and federal agencies, and the public.

The Executive Director will be responsible for organizing and conducting training seminars and conferences sponsored by the Office. He will supervise publication and distribution of handbooks, manuals, bulletins, and newsletters to be published by the Office.

Fiscal Management Specialist - Mr. John Carpenter

The Fiscal Management Specialist should be a graduate accountant or must have experience in a similar position. He should have a good working knowledge and

background of the following areas: General management, governmental accounting, budgeting, purchasing, personnel management, and grantsmanship.

The applicant should have experience in most of the areas mentioned above. He should also be familiar with the peculiarities of governmental management in those areas. Familiarity with the workings of prosecutor offices is helpful but not required.

Administrative Assistant - Ms. Nova J. Webb

Acts as private confidential secretary to the Executive Director, where assignments call for the exercise of independent judgment and performance of duties under own initiative. Performs all phases of secretarial work, such as taking and transcribing dictation, drafting letters, maintaining office files, telephoning, keeping appointment calendar, receiving office visitors, making travel arrangements, etc., for the Executive Director.

Training Specialist - Ronald L. Briggs

Primary responsibilities will be to develop statewide and regional training workshops, seminars, and conferences for Louisiana prosecutors; design, assemble, publish, and disseminate manuals, handbooks, bulletins, and journals to prosecutors and others in the criminal justice system; develop and produce training films and video-tapes; determine training needs and evaluate training efforts; supervise all in-house printing and publication efforts.

Person with prosecutor background essential. One familiar with the state-of-the-art in training methods preferred. Salary commensurate with experience.

Staff Attorney - Mr. Ellis P. Adams, Jr.

The applicant for this position must be a graduate of an accredited school of law and must be admitted to practice in the State of Louisiana. He should also have a good knowledge and background in criminal law and must have experience in the management of prosecutor offices.

This staff position will supplement the training and publication efforts by providing greater research capabilities. The position will also provide needed assistance in the prosecutorial management area. In addition to the above areas, this position will provide assistance in the legislative research and liaison area.

Police - Prosecutor Coordinator - Mr. George W. LeBlanc

The Police-Prosecutor shall be an individual with experience both in the police profession as well as in the office of the prosecutor. He shall be responsible for the coordination of activities between the police and prosecutor elements of the criminal justice system and for the preparation of programs for the contemplated police/prosecutor relations seminars. He shall additionally be responsible for the research and preparation of various police assistance manuals.

as well as other informational publications distributed to various law enforcement agencies. He shall participate with the consultant staff as well as the other staff members of the Office of the Executive Director in the preparation of the monthly newsletter. He shall be responsible for establishing liaison between the various state District Attorney's offices and other law enforcement agencies and shall attempt to promote cooperation between these agencies. He shall additionally have the responsibility of coordinating the state-wide study of standardized forms and procedures and participating with the consultant staff in recommendations for the implementation of the results of this study.

Secretary - Ms. Jocelyn Martinez; Ms. Gayle McDaniel

Secretaries must be high school graduates or must have sufficient work background to substitute for high school education. Applicants must have at least one year of general clerical experience.

The position involves the performance of complex and important clerical and stenographic operations. Applicants must be able to transcribe dictation and type from rough drafts and other sources.

Receptionist/Typist - Ms. Jane M. Bordelon

The Receptionist/Typist must be a high school graduate or must have sufficient work background to substitute. Applicants must have a pleasing appearance and pleasant telephone voice and manner.

The position will also involve light use of all secretarial skills, including typing and the use of various other office machines.

Law Clerks

Law Clerks must be junior or senior law students in good standing at an accredited law school. They should have a good scholastic background and an interest in criminal law.

All of the employees meet the job requirements for their position.

The only personnel change which was reported during the review period was that three student intern positions were converted to a full-time attorney position. This change was made effective August 1, 1975, and the attorney's position was filled by Mr. John Fontenot.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE:

According to the work plan, the LDAA does not have a formal training program for their employees. Employees are encouraged to attend training conferences and seminars in their respective areas of expertise where possible. (The National District Attorney's Association and the National College of District Attorneys offer a wide variety of such training programs.) In addition, employees are encouraged to attend all training functions sponsored by the Louisiana District Attorneys Association.

According to the reports, Mr. Jack E. Yelverton, Executive Director, attended a training conference sponsored by the National Association of Prosecutor Coordinators in May, 1975, and a Prosecutor Education Institute seminar conducted by the National College of District Attorneys in November, 1975. No other training was reported for grant personnel for the period from March 1 - December 31, 1975.

The work-plan indicated that consultants would be utilized to assist in various project activities. Legal consultants were to be used in preparing publications. Two attorneys were to work a total of 15 mandays over a 12 month period.

Legal consultants were also to be used in the role of conference faculty at various training conferences and seminars conducted by the LDAA. Attorneys or other members of the criminal justice system were to provide a total of 26 mandays over a 12 month period.

The third task to be performed by legal consultants was to assist in the preparation of legislation. A total of five mandays were allocated for this activity.

In general, legal consultants were to be paid at the rate of \$135 per day. According to the work-plan, however, exceptions to this rule would exist as many members of LDAA donate their time to the activities of the Association. In some instances, higher fees would be paid, depending upon such factors as individual expertise, time factors, length of the job, etc.

Non-legal consultants were also to be used in the printing of LDAA publications. The publication and reproduction capability of the Louisiana District Attorneys Association was to be handled on a consultant basis. Printing and reproduction specialists would be used for a total of 286 man-days over a 12 month period.

The printing consultants were to be paid on a basis not to exceed \$56.00 per day.

According to the reports, the consultant utilization for the period from March 1 - December 31, 1975, was as follows:

1. Legal consultants worked a total of 11.25 days in preparing LDAA publications. This assistance consisted of case analysis of recent U.S. and Louisiana Supreme Court cases for distribution via the Newsletter. The consultants were paid at the rate of \$30.00 per hour.
2. Legal consultants were utilized as faculty for the LDAA Second Annual Conference. A total of 13 man-days @ \$135 per day were expended

for this activity.

3. A total of 228.65 man-days were expended for the preparation and printing of all LDAA publications. The design specialist was paid at the rate of \$6.25 per hour, the printer was paid at the rate of \$4.00 per hour while an assistant was paid at the rate of \$2.50 per hour.

The work-plan did not foresee any need for technical assistance and none was provided during the review period.

EQUIPMENT AND FACILITIES:

The Louisiana District Attorneys Association currently occupies space in the Corporate Three Building, 5643 Corporate Boulevard, Suite 2A, in Baton Rouge, Louisiana. According to the work-plan, four thousand two hundred (4200) square feet of space is available and all of the space is in use. The space was designed with the aid of professional design personnel from the Corporate Development Group essentially to accomplish three purposes: (1) To provide ample office space for LDAA employees designed in such a way to promote employee job satisfaction and work production; (2) To provide a library/conference area large enough to handle meetings of 15-25 people; and (3) To provide a well designed area to house the printing and reproduction section of the LDAA. All of these goals were met and the space has been chosen by the National District Attorneys Association as a model office.

The grants funds provided for office rental amounted to \$19,085 for the past 12 months.

The equipment to be purchased under the current two major grants is listed below. According to the reports, all the equipment has been received and is on hand. This listing does not include the equipment which was purchased out of the first years' grants or the equipment which was purchased out of the video tape training grants.

Office of the Executive Director

Grant Number: 75-C8-7.1-0008

<u>Item</u>	<u>Qty.</u>	<u>On Hand</u>	<u>Description</u>	
1 (1)	1	X	1974 Ford Station Wagon	\$5,200
2	1	X	Executive Desk.	700
3	1	X	Executive Credenza.	513
4	2	X	Guest Chairs	440
5	1	X	Executive Secretary Desk.	806
6	1	X	Two Drawer File	169
7	4	X	Guest Chairs	435
8	1	X	Lamp Table	70
9	3	X	Guest Chairs	221
10	1	X	Lamp Table	70
11	1	X	Swivel Chair	165
12	1	X	Desk with Ell Unit.	585
13	3	X	Student Desks	589
14	3	X	Student Swivel Chairs	335
15	1	X	Conference Table (144 inch)	1,200
16	12	X	Conference Chairs	2,164
17	2	X	Lamp Tables	123
18	5	X	Library Shelves	500
19	1	X	Dictation Unit.	555
20	1	X	Transcriber	555
21	1	X	Typewriter	660
22	1	X	Electronic Printing Calculator.	425
23	1	X	Portable Electronic Calculator.	75
24	-	X	Library	5,000

Total: \$21,555

(1) The Executive Director currently is using his personal swivel chair and couch in his office. The Louisiana District Attorneys Association also purchased with non-grant monies for his office two chairs, two bunching tables, two lamp tables, and two lamps.

Police - Prosecutor Coordinator

Grant Number: 75-C8-7.1-0251

<u>Item</u>	<u>Qty.</u>	<u>On Hand</u>	<u>Description</u>	
1	1	X	Desk with E11 Unit	\$ 585
2	1	X	Swivel Chair	165
3	2	X	Student Desks	400
4	2	X	Student Swivel Chairs.	224
5	2	X	Tables	150
6	3	X	Guest Chairs	225
7	2	X	Storage Cabinets	260
8	1	X	Bookcase (30 inch)	100
9	1	X	GBC Spiral Binder.	1,000
10	-	-	Library Reference Materials.	<u>1,000</u>

Total: \$4,109

In addition to the equipment listed above, the LDDA has available the following equipment:

<u>Item</u>	<u>Contract Arrangement</u>	<u>Description</u>	
1	Rental	Xerox 3100 Copier	\$3,600
2	Lease-Purchase	Pitney Bowes Mailing Equipment	1,200
3	Lease-Purchase	AM Collator	
4	Lease-Purchase	AM Electrostatic Master Maker	
5	Rental	IBM Mag Card II	3,600

The operating expenses for the three project automobiles were also paid out of grant funds. This amounted to \$3,600 for the past year. (three autos @ \$100/month X 12 months = \$3,600.00)

PROJECT RESULTS AND WORKLOAD STATISTICS:

The following project results and workload statistics are for the entire LDAA operation for the period from March 1 - December 31, 1975. Again, no attempt was made to isolate the separate project activities for the Office Of Executive Director grant and the Police - Prosecutor Coordinator grant.

Both grants expired during the review period. (The Office of Executive Director on 7/31/75 and the Police - Prosecutor Coordinator on 11/30/75) Nevertheless, LDAA activities continued even though the grant period had expired. Therefore, workload statistics are also presented for the entire review period even though the grants had expired during this period.

1. Publications (Regular)

The Louisiana District Attorneys Association has a series of basic publications and several other non-recurring publications. The basic package consists of the Bulletin, Hotline, Legislative Report, Mini-Brief, and the Newsletter.

A. Bulletin

The Bulletin is used to inform particular elements of the system of matters of immediate importance, e.g. far reaching decisions of the U.S. Supreme Court such as Taylor v. Louisiana. Any subject requiring immediate dissemination and attention is distributed through this medium. The LDAA has established several categories within its master mailing list for such dissemination; the total list is approximately 1800. There are sub-categories for LDAA's members, judges, legislators, sheriffs, news media, etc.

During the review period, six Bulletin were distributed. The content of these Bulletins discussed such subjects as: the Parole Board Procedure, the Indigent Defender Program, an ordinance on

possession of dangerous weapons in places where alcoholic beverages are sold and consumed.

B. Hotline

The Hotline is the Louisiana District Attorneys Association "newspaper." It is printed and distributed to all Louisiana District Attorneys Association's members on the 15th of each month. It keeps the membership current on LDAA activities and other items of interest throughout the State.

During the review period, the Hotline was prepared and distributed eight times. Each issue was distributed to LDAA membership and various other persons for a total of 450 copies per issue.

C. Legislative Report

This publication is a current synopsis and status report on all legislation pertinent to the LDAA and its members. It is utilized in anticipation of and during all legislative sessions. (This report is not prepared by the training section, but is printed and distributed by it.)

During the review period, the Legislative Report was distributed once a week while the State Legislature was in session. It was distributed to all LDAA members, judges, and sheriffs, or approximately 600 persons. A final legislative summary report was prepared and distributed at the 1975 Summer Training Conference.

D. Mini-Brief

From time to time there are decisions rendered in Louisiana or from other jurisdictions which are of peculiar interest to Louisiana prosecutors. As these opinions are issued, the training staff looks at their probable consequences for Louisiana prosecutors. The first dealt with People v. Hitch from California, which held it was unconstitutional to destroy a test ampoule in a "DWI breath test." The Mini-Brief does not have a regular publication date, but relies upon current cases to dictate the distribution date and dissemination.

During this review period, there were two Mini-Briefs which were prepared and distributed. One of the Mini-Briefs dealt with the widening scope of discovery in criminal cases. More particularly, the discussion centered on the case of Barnard v. Henderson.

The other Mini-Brief dealt with the Oregon v. Haas case, a

discussion of the Miranda decision and its erosion over the past several years.

E. Newsletter

The Newsletter digests the Louisiana Supreme Court's current opinions on criminal law, digests the latest Attorney General opinions affecting the criminal justice system, and notes items of general interest in the Police Beat column. This publication also includes, when requested, an "in-the-marketplace" column whereby agencies seeking to fill positions or persons seeking employment can include a paragraph giving details. The Newsletter is distributed to LDAA's members, judges, sheriffs, state police troops, chiefs of police, and other persons when requested.

During the review period, nine issues of the Newsletter were prepared and distributed. The mailing list for this publication was 1,931 copies per issue at the end of December, 1975. Quarterly reports on both a Title-Topic Index and the Case Index were also prepared and distributed.

2. Special Publications

A. The District Attorney Deskbook

The Deskbook will be a comprehensive work considering every aspect of the District Attorney's Office and function.

According to the project reports, research was completed for two chapters of the Deskbook in March, 1975. The initial chapter dealt with, "The District Attorney and his Office." In May, work on this project was terminated and had not been resumed as of December 31, 1975.

B. DWI Manual and Juvenile Justice Manual

The first publication will consider all phases of the law concerning driving while intoxicated, while the second is to be a manual of juvenile law and procedure.

According to the project reports, research work was begun for these two special projects in April, 1975. In May, 1975, work on the DWI publication was terminated and the work had not been resumed as of December 31, 1975.

The Juvenile Justice Manual was postponed indefinitely in May, 1975. While work had not resumed on the Juvenile Justice Manual as of December 31, 1975, a compilation of laws relating to juvenile justice was made.

C. Prosecutor's Trial Manual

This publication will focus on trial tactics, case preparation, and evidentiary problems and issues.

According to the project reports, work on this project began in March, 1975. A rough draft was completed in November, 1975. The publication is entitled, Louisiana Trial Tactics Seminar Workbook.

D. Pamphlet Series

The pamphlet series is designed to inform the public on some aspect of crime or the criminal justice system.

According to the reports, six pamphlets had been completed by September 30, 1975. The title of these pamphlets were:
(1) Jury Service in a Criminal Case; (2) Worthless Checks;
(3) You are a Witness; (4) Rape; (5) Burglary; (6) Shop-Lifting.
The pamphlets were distributed through the individual District Attorney's Offices to the general public. Preliminary work on the second series was begun in October - December, 1975.

3. Training Conferences and Seminars

According to the project reports, the following conferences and seminars were held during the review period. (March 1 - December 31, 1975)

- A. The Second Annual Conference of the Louisiana District Attorney's Association was held on March 20-22, 1975 in New Orleans. The conference was a joint training session and business meeting and 159 persons were in attendance. Faculty members included: Ralph Salerno, Chief Rackets Investigator, Queens County District Attorney's Office; Maurice Nadjari, Special Prosecutor for the State of New York; and Len Chesler, former Chief Deputy District Attorney in Denver, Colorado. Another significant segment of the program was "Automated Management Systems for Prosecutors" which demonstrated several systems. This program was put together by the National District Attorneys Association.

- B. The Tri-State Prosecutor's Conference was held on April 17-19, 1975, in Biloxi, Mississippi. The LDAA worked with the Associations of Alabama and Mississippi to put on this conference. All printing and publicity was handled by the LDAA. The conference was attended by approximately 100 prosecutors from the three state area.
- C. The Second Annual LDAA/LSA Conference was held at Hodges Gardens on May 11-13, 1975, and was attended by over 60 representatives of the District Attorneys and Sheriff's Associations. The conference centered on joint legislative activity of the two associations.
- D. The National Association of Prosecutor Coordinators, General Association meeting, was held on May 14-16, 1975, in New Orleans. While the LDAA did not conduct this conference, members of the staff did participate in site selection, pre-conference planning, and registration.
- E. The 1975 Summer Training Conference was held on August 15-16, 1975 in Lafayette, Louisiana. This program was sponsored by the Louisiana District Attorneys Association's Assistant District Attorneys Section. The conference was attended by 78 persons.
- F. The District Attorneys Secretaries Conference was held in Baton Rouge on October 10-11, 1975. The conference was designed to increase the skills of secretaries in DA offices. Sixty-two secretaries attended the conference.
- G. The Criminal Investigators Training Seminar was held in Lafayette on October 22-24, 1975. Approximately 90 persons from DA offices and law enforcement agencies attended the conference.
- H. The prototype of the Regional Trial Tactics Seminars was completed and presented to 37 prosecutors in Baton Rouge in November, 1975. As of December 31, 1975, the program was being revised for production at the Regional Seminars.

4. Legislation

According to the project reports, project activity in the legislative area has become a year round effort. During the review period, the LDAA

project staff conducted the following legislative activities.

- A. During March, 1975, members of the LDAA staff together with the Association's Legislative Committee began work on the legislative package for 1975. The initial recommendations were submitted to the membership prior to annual business meeting.
- B. The proposed package was discussed at the annual business meeting. A tentative package of 13 bills was adopted together with 15 other bills endorsed by the Association.
- C. The legislative session began in April, 1975. During the session, the LDAA staff prepared and disseminated a weekly Legislative Report.
- D. In addition to watching all legislation pertinent to the interests of the criminal justice community, the Association actively pushed its package of thirteen bills and endorsed six other bills. Where time was important, all District Attorneys were contacted by telephone on critical matters. The entire LDAA staff was involved, at one time or another, in legislative work.
- E. In June, 1975, the District Attorney Investigator Section had a meeting of its Legislative Committee at the Association offices. At the Board of Directors meeting in June, legislation was the primary item on the agenda. Liaison efforts with other agencies and individuals were also continued as was the weekly legislative report.
- F. The legislative efforts of the LDAA continued until the legislature adjourned in mid-July. A summary of all LDAA and other pertinent legislation was prepared and distributed to all District Attorneys.
- G. The initial recommendations for 1976 State Legislative session were received by the LDAA office on December 1, 1975. A meeting was held with the Legislative Committee on December 11 to review the proposals. After this meeting, the LDAA staff began preparing its legislative package for the upcoming year.

5. Management

There was no management activity reported during March, April, May or June. Management activity in the period from July - September related to meetings which were held on a proposed mini-computer based information system and the D.A.'s disposition reporting system.

Management activities in the period from October - December centered on assisting District Attorneys in preparing to implement the Federal IV-D program within their offices and also in continuing work with the Louisiana Criminal Justice Information System.

6. Research

The project reports indicated the following research activities had been conducted by the LDAA staff during the review period.

- A. In March, 1975, work was completed on one Amicus Curiae brief and was filed with the State Supreme Court. In addition, five research requests were handled for District Attorneys Offices.
- B. With the exception of research done in connection with publications or legislation, no research activity was conducted in April, June, July, August, and September. In May, 1975, one brief was prepared and submitted to the State Supreme Court.
- C. During the period from October - December, 1975, three Amicus Curiae Briefs were completed. In addition, research on tax bonds was completed at the request of a District Attorney.

7. Special Liaison and Coordination

According to the reports, the LDAA staff participated on various Committees and Boards in an effort to maintain an active relationship with other members of the criminal justice system. The Executive Director served

with the following organizations and Committees:

1. Louisiana Commission on Law Enforcement
2. Louisiana State Law Institute, Continuous Revision Committee for Criminal Code and Code of Criminal Procedure
3. Louisiana Criminal Justice Information System Advisory Council
4. Supreme Court Special Advisory Committee to Create and Implement State Court Information Sytem
5. Facilitator - Criminal Justice Alternatives in Alcoholism and Drug Abuse
6. Executive Committee - The Association of State Executive Directors and Training Coordinators for Prosecuting Attorneys
7. Resource Materials Committee (Chairman), National District Attorneys Association
8. State Legislative Committee (Vice Chairman), National District Attorneys Association
9. American Bar Association, Criminal Justice Section, Membership Committee
10. American Bar Association - Subcommittee for Prosecution Recruitment - Criminal Justice Section (Chairman)
11. NDAA/ABA Task Force Committee on Criminal Justice Standards - Prosecution Function and Defense Matters
12. Curriculum Committee, National College of District Attorneys

PROGRAMMATIC ACCOMPLISHMENTS:

1. Publications-- The preparation and dissemination of regular LDAA publications were conducted in accordance with the work plan.
2. Special Publications-- The work plan indicated the District Attorneys' Deskbook was to be completed and distributed by June, 1975. As of December 31, 1975, work on this project had not been completed.

The work plan indicated that the target date for release of the DWI Manual was July 1, 1975, and for the Juvenile Justice Manual, August, 1975. Work on both of these projects was postponed and as of December 31, 1975, neither publication had been completed. The focus of the Juvenile Justice Manual was changed from one of being a comprehensive juvenile justice handbook to one of being a compilation of juvenile laws. Bids were being solicited for distribution of the compilation of juvenile laws in December, 1975, and distribution is now set for May or June, 1976.

The completion of the pamphlet series was also approximately two months behind schedule. The first pamphlets were scheduled for distribution by August 1, 1975. The actual distribution did not occur, according to the reports, until September 30, 1975.

According to the grant administrator, the delays in completing the special publications and the change in focus in the content matter of one of the publications, were caused by a shortage of staff. All staff manpower was devoted to completing required LDAA activities, such as the regular publications or training conferences, and completion of the special publications became a lower priority. Although the work on some of these publications was postponed or terminated, the grant administrator said that they still plan to complete all planned publications in the next year.

3. Training Conferences and Seminars-- The work plan indicated that the LDAA staff would conduct or assist in the implementation of seven conferences. Six of the seven conferences were held in accordance with the work program. The Homicide Seminar, scheduled for late May or early June, 1975, was not held. The tentative plans had been made to conduct an intensive two-day seminar on homicide for members of the law enforcement community.

The work plan indicated that Trial Tactics Seminars would be held on a regional basis so as to be able to give more personalized attention to prosecutors than is possible at a state-wide conference. The reports indicated that the prototype for these regional seminars was developed and presented in November, 1975. As of December 31, 1975, none of the regional seminars had been held.

The LDAA staff also conducted two conferences which were not definitely scheduled in the work plan. The conference for District Attorneys' Secretaries and the Conference for Criminal Investigators were the two extra conferences which were added to the LDAA training program.

4. Legislation-- The legislative activities were in accordance with those outlined in the work plan.
5. Management, Research, and Coordination-- The project activities in the above categories were carried out in accordance with the work plan.

SUMMARY AND CONCLUSIONS:

In summary, the project was generally very successful in carrying out the activities in accordance with their work plan and the project reports did not indicate any unusual operating problems.

According to the project administrator, the LDAA will file applications with LCLE to continue the Office of Executive Director and Police - Prosecutor Coordinator grants. Even though the OED grant expired on 7/31/75 and the PPC grant expired on 11/30/75, the LDAA had not filed continuation applications as of December 31, 1975. There was no explanation given for the delay in completing and filing these continuation grants.

The LDAA was able to continue operating without grant funds during this period because they receive funding from other sources. According to

the project administrator, the LDAA has a total operating budget of \$250,000 - \$300,000. Approximately \$110,000 per year is received from the District Attorneys in membership fees. (The dues are \$100 for each D. A. and \$50 for each assistant D. A. The District Attorneys also have 6% of the fines and forfeitures collected by their offices to use as they see fit. Generally, 33 1/3 % of the 6% collected in fines and forfeitures goes to support the LDAA.)

The project administrator, when asked whether the project would be continued after the termination of federal funding, replied,

"The Louisiana District Attorneys Association will continue to exist in perpetuity. The level of services to be provided, or in other words the size of the staff, etc., will be dependent upon the will of the District Attorneys themselves as they ultimately will be the ones who have to finance the operations of the office or find alternative funding once the federal grants cease. Since the beginning of the Office of Executive Director in 1973 the contributions in the way of assessments from the various Judicial Districts have increased from \$8,500 per year to approximately \$110,000 for fiscal year 1976. . . . While less than three years ago, no one had even heard of the Louisiana District Attorneys Association, this office has now reached a point of leadership in Louisiana and is considered to be one of the best offices of its type in the nation."

There are no major changes anticipated in the type of services provided by LDAA. The project administrator noted, however, that, ". . . this office, by way of the guidance received from the LDAA members and LDAA Board of Directors, is responsive to the needs of the prosecutors and other members of the criminal justice system. As these needs change, the Association must respond to these changes."

When asked to cite an example that best represents the value of this project, the administrator listed the following:

1. Although membership in this Association takes away from their operating budgets, 33 out of Louisiana's 34 District Attorneys Offices are active members in the Association.
2. The LDAA Annual Conference has become a model training conference for prosecutor associations and is attended each year by an unprecedented percentage of Louisiana prosecutors. The attendance increased by 30% from 1974 to 1975 as an example.
3. The LDAA Newsletter is probably the best example. Its distribution is now over 1,900 with requests coming in daily. This publication is relied upon by prosecutors, judges, and law enforcement officers alike.
4. The LDAA was successful in obtaining passage in 1975 of virtually all of the major legislation which was in its legislative package.

According to the project administrator, there is considerable data available to allow this project to be intensely evaluated. Data exists on virtually all activities conducted by the office since its beginnings in September, 1973. The LDAA would welcome such an evaluation if it could be done in a manner which would not overburden their staff.

The project would be classified, based on its goals and objectives, as a Group III project. Based on this classification, the fact that the project represents a sizeable expenditure of LEAA funds, the fact that the project results are encouraging, and that the project has been carried out in accordance with a work program, the Commission may, indeed, want to consider this project for further evaluation.

PROCESS EVALUATION REPORT

PROJECT: Narcotics Incidence Reduction
SUBGRANTEE: Department of Public Safety
P. O. Box 1791
Baton Rouge, Louisiana 70821
GRANT NUMBER: 76-C8-5.3-0004

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	Discretionary No. 73-DF-06-0016 and 8-74-0109 from 3-01-74 to 10-31-74,	SLEPA \$83,006
Second Year:	75-C8-5.3-0034, from 11-01-74 to 6-30-75,	SLEPA \$325,380
Third Year:	76-C8-5.3-0004, from 7-01-75 to 6-30-76,	SLEPA \$405,725

PROJECT DIRECTOR: Lt. Alfred Gonzales

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-9	Incomplete
Due: 4-15	Received: 4-15	Revisions needed
Due: 4-20	Received: 5-16	Acceptable
Due: 6-10	Received: 6-10	Acceptable
Due: 7-10	Received: 7-10	Acceptable
Due: 10-10	Received: 10-9	Acceptable
Due: 1-10	Received: 1-12	Additional Information Requested

FIELD VISITS CONDUCTED: February 5, 1975; May 8, 1975; January 6, 1976;
January 27, 1976

PROJECT PLAN:

The project was originally funded through a combination of discretionary funds and Part C Action funds. It was funded for eight (8) months out of FY 75 funds and is now receiving FY 76 funds for the grant period from July 1, 1975 to June 30, 1976. The project is presently funded under Program Area 5.3, Specialized Enforcement Units, in the State's Comprehensive Plan.

PROJECT GOALS AND OBJECTIVES:

The Narcotics Incidence Reduction project of the Louisiana State Police was directed toward the suppression of illicit drug traffic in the State of Louisiana. More specifically, the project was intended to concentrate on the illicit drug traffic at the wholesale level. The "wholesale" level was defined as those persons who manufacture, distribute, or finance the distribution of controlled dangerous substances, as defined under the law, to individuals who sell by unit to the drug user.

The specific techniques employed to achieve their goal were as follows: The entire Narcotics Division of the State Police was composed of 48 Narcotics agents who were assigned to one of three State Police Regions. Region I was head-quartered in Baton Rouge, Region II in Lafayette, and Region III in Alexandria. All Regions had a total complement of 16 narcotics agents. (see attached map of State Police Regions)

Each of the Regional Narcotic Units was directed by a Lieutenant who determined the specific strategies and tactics to be utilized in that particular district. (The Region I Lieutenant also served as the official project director

although he directed only the project activities in that Region). Within this decentralized framework for project operations, there were several general approaches which were utilized in each of the Regions. These included: (a) surveillance, (b) undercover work, and (c) general drug enforcement investigative procedures such as contact with informants, questioning witnesses, etc.

According to the work plan, approximately 40% of the project personnel manhours were to be spent in surveillance techniques, 20% in undercover duties, and 40% in general investigative procedures.

In addition to the above mentioned activities, the Narcotics Enforcement personnel were to cooperate with, and assist other drug enforcement agencies. They were to assist local law enforcement officials in drug investigations and making arrests. They were to assist federal drug enforcement agencies, such as DEA and U.S. Customs by exchanging information on illicit drug traffic, and by assisting in investigations and arrests.

There were no changes in project goals or objectives reported during the review period. (Feb. 1 to Dec. 31, 1975)

PROJECT PERSONNEL:

All project personnel were to be selected from the ranks of the Louisiana State Police. They must have been graduated from the Louisiana State Police Training Academy, and have had a minimum of one year's experience in the uniform division. (Qualifications for Louisiana State Police include a high school diploma or its equivalent and 21 years of age).

The names of the Narcotic agents are withheld for security purposes. However, information on the agent's race, sex, age, education, and experience in general law enforcement and narcotics enforcement is listed on the following pages. All employees met the qualifications established in the work plan.

The project director was changed in Sept., 1975. Lt. Bonnie Fussell was replaced by Lt. Alfred Gonzales.

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE:

According to the work plan, the narcotics agents would be eligible to attend the various in-service schools conducted by Louisiana State University Continuing Education Division, Law Enforcement Section, and other schools conducted by the Department of Justice, Drug Enforcement Administration.

According to the reports, the project director attended a two-week management training course in May, 1975. One of the agents attended a Drug Enforcement Administration school in New Orleans for 80 hours of classroom instructions in the narcotics field. No other training was reported.

There was no consultant utilization anticipated in the work plan and the reports indicated that no consultant services were provided.

Likewise, no technical assistance needs from outside the agency were anticipated in the work plan. From within the agency, assistance was provided by: the Intelligence Section, (provided intelligence data concerning narcotics traffic and narcotics related crimes; the Technical Assistance Section (aided in surveillance techniques and electronic tracking equipment; the Communication

Grant personnel:

Region I				Experience	
Race	Sex	Age	Education	Law Enf.	Narcotics
1. W	M	26	56 hours college 2 weeks DEA School	3 yrs.	2 yrs.
2. W	M	27	21 hours college	5 yrs.	1 yrs.
3. W	M	24	95 hours college	2 yrs.	1 1/2 yrs.
4. W	M	26	2 week DEA School	4 yrs.	1 1/2 yrs.
5. W	M	26	70 hours college	3 yrs.	1 1/2 yrs.
6. W	M	42	18 hours college LSU Institute	8 1/2 yrs.	1 1/2 yrs.
7. W	M	23	20 hours college LSP Nar. Sch. (1 week)	2 1/2 yrs.	1 1/2 yrs.
8. W	M	27	24 hours college	3 yrs.	2 months
9. W	M	29	40 hours	3 yrs.	1 1/2 yrs.
10. W	M	24	85 hours college	3 yrs.	2 months
11. W	M	32	30 hours college	5 1/2 yrs.	1 1/2 yrs.
12. W	M	37	20 hours college 2 wk. DEA School	9 years	2 years
13. W	M	27	30 hours college	4 years	1 year
<u>Region II</u>					
1. W	M	27	LSP Narcotics 40 hrs. college	3 1/2 yrs.	1 year
2. W	M	30	2 wk. DEA School 18 hrs. college	9 years	5 years
3. W	M	30		8 1/2 years	1 year
4. W	M	29	LSP Nar. School	7 years	1 1/2 year
5. W	M	30	40 hrs. college	8 years	1 year
6. W	M	27	LSU In-Ser. 45 hrs.	3 1/2 years	1 1/2 year
7. W	M	27		2 years	6 months
8. W	M	23	36 hours college	2 years	6 months
9. W	M	24	20 hours college	1 year	3 months
10. W	M	28	LSP Narc. School 40 hrs.	4 years	1 year
11. W	M	26	DEA School (80 hrs)	6 years	2 years
12. W	M	24	B.N.D.D. Basic Sch. (80 hrs) LSP Narcotics (40 hrs.)	4 years	2 years
13. W	M	29	LSP Narcotics Sch. (40 hrs)	3 1/2 years	1 1/2 year
<u>Region III</u>					
1. W	M	31	100 hours college	8 years	2 1/2 year
2. W	M	34	46 hours college	13 years	3 years
3. W	M	33	60 hours college	12 years	2 years
4. N	M	37	80 hrs. DEA 130 hours college	5 years	2 1/2 year
5. W	M	22	B.S. degree - Law Enforcement	2 years	6 months
6. W	M	25	33 hours college	3 1/2 years	9 months
7. W	M	31	B. S. degree Criminal Justice	3 years	8 months
8. W	M	22	B. S. Degree Law Enforcement	8 months	4 months
9. W	M	39	30 hours college	8 years	1 year
10. W	M	31	50 hours college	5 years	2 1/2 year
11. W	M	37	30 hours college	8 years	2 1/2 year
12. W	M	24	110 hours college	2 1/2 years	1 year

Grant Personnel (continued)

Region I (Clerical)

Name	Race	Sex	Age	Education	Exp.
1. Lou Cavarette	W	F	29	High School	5 years
2. Margaret Martinez	W	F	37	3 years college	14 years
3. Cindy Spiller	W	F	22	High School	4 years

Region II

Ellen R. Taylor	W	F	27	3 yrs. college	5 years
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Region III

Margaret Eyre	W	F	24	High School	5 years
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ATTACHMENT A:

Non-Grant Personnel

Region I

Race	Sex	Age	Education	Experience	Narcotics
1. W	M	38	30 hrs. college LSU Institute 2-wk. DEA School	Law Enf. 11 yrs.	2 yrs.
2. W	M	28	2 wk. DEA	8 yrs.	2 yrs.
3. W	M	35	2 wk. DEA 2 wk. DEA Management BS Degree	14 yrs.	12 yrs.

Region II

1. W	M	38	LSU Institute Supervision LSU-40 hrs. DEA School - 40 hrs. DEA ADvance - 40 hrs.	10 years	7 years
2. W	M	33	DEA School - 80 hrs.	8 1/2 years	5 years
3. W	M	33	LSP Narcotics - 40 hrs. DEA School - 40 hrs.	8 1/2 years	5 years

Region III

W	M	39	DEA School 40 hrs. DEA School 80 hrs. Management Sch. 5 wks.	17 years	5 1/2 years
W	M	35	60 hours college	11 years	6 1/2 years

Section, (assisted by retrieving data from NCIC and State Police Criminal Record and Motor Vehicle data files); the State Police Aircraft Section, (provided air support for surveillance activities); and the Traffic Division (assisted with personnel during narcotics raids).

EQUIPMENT AND FACILITIES:

There was no equipment to be purchased during this grant year and project did not require any special facilities.

PROJECT RESULTS AND WORKLOAD STATISTICS:

The following tables indicate the project results and workload statistics for the entire Narcotics Division during the review period. No attempt was made to separate or isolate the results and workload of the 37 grant-funded agents out of the total 48-person Division.

According to the reports, the project personnel devoted approximately 20% to undercover duties, approximately 40% to general investigative procedures, and approximately 40% to surveillance activities. These percentages remained constant throughout the review period.

TABLE I

LOUISIANA STATE POLICE
NARCOTICS SECTION, PROJECT
RESULTS AND WORK-LOAD STATISTICS

Assisted local law enforcement officials in drug enforcement investigation,
 resulting in the following arrests: (Individuals).

MONTH	REGION I	REGION II	REGION III	TOTAL
February	(a)* 6 (b)** 3	(a) 10 (b) 3	(a) 1 (b) 2	(a) 17 (b) 8
March	(a) 0 (b) 0	(a) 13 (b) 11	(a) 21 (b) 3	(a) 34 (b) 14
April	(a) 34 (b) 14	(a) 26 (b) 14	(a) 28 (b) 6	(a) 88 (b) 34
May	(a) 24 (b) 3	(a) 39 (b) 10	(a) 49 (b) 23	(a) 112 (b) 36
June	(a) 6 (b) 5	(a) 5 (b) 0	(a) 21 (b) 8	(a) 32 (b) 14
July, August September	(a) 12 (b) 5	(a) 50 (b) 9	(a) 76 (b) 17	(a) 138 (b) 31
October, Nov. December	(a) 18 (b) 3	(a) 21 (b) 3	(a) 84 (b) 20	(a) 123 (b) 26

*(a) Denotes individuals arrested in marijuana cases

** (b) Denotes individuals arrested in all other types of drug cases

TABLE IILOUISIANA STATE POLICENARCOTICS SECTION

State Police Initiated Drug Investigations, resulting in the following arrests:

MONTH	REGION I	REGION II	REGION III	TOTAL
February	(a)* 59 (b)** 9	(a) 22 (b) 7	(a) 21 (b) 4	(a) 102 (b) 20
March	(a) 7 (b) 0	(a) 33 (b) 6	(a) 15 (b) 1	(a) 55 (b) 7
April	(a) 20 (b) 2	(a) 50 (b) 17	(a) 25 (b) 5	(a) 95 (b) 24
May	(a) 7 (b) 5	(a) 103 (b) 20	(a) 13 (b) 4	(a) 123 (b) 29
June	(a) 15 (b) 3	(a) 27 (b) 11	(a) 4 (b) 1	(a) 46 (b) 15
July, August September	(a) 43 (b) 17	(a) 100 (b) 26	(a) 49 (b) 15	(a) 192 (b) 58
October, November December	(a) 20 (b) 38	(a) 91 (b) 25	(a) 44 (b) 17	(a) 155 (b) 70

*(a) marijuana

** (b) all other drugs

TABLE III

LOUISIANA STATE POLICE

NARCOTICS SECTION

Number of cases developed with arrests pending:

MONTH	REGION I	REGION II	REGION III	TOTAL
February	(a)* 4 (b)** 7	(a) 10 (b) 15	(a) 25 (b) 14	(a) 39 (b) 36
March	(a) 3 (b) 1	(a) 73 (b) 17	(a) 68 (b) 20	(a) 144 (b) 38
April	(a) 6 (b) 0	(a) 150 (b) 20	(a) 103 (b) 5	(a) 259 (b) 5
May	(a) 18 (b) 3	(a) 26 (b) 4	(a) 200 (b) 31	(a) 244 (b) 38
June	(a) 10 (b) 5	(a) 15 (b) 5	(a) 153 (b) 31	(a) 178 (b) 41
July, August September	(a) 8 (b) 27	(a) 114 (b) 25	(a) 221 (b) 81	(a) 343 (b) 133
October, Nov. December	(a) 10 (b) 10	(a) 104 (b) 22	(a) 87 (b) 52	(a) 201 (b) 84

*(a) marijuana

**(b) all other drugs

NARCOTICS INCIDENCE REDUCTION PROJECT
LOUISIANA STATE POLICE

Exceptional cases reported during the review period (Feb. 1 - Dec. 31, 1975):

February

Operation Bouchon, a Road Block type check point established on Hwy. I-10 in Region I. Resulted in thirty (30) drug related arrests and the seizure of some 500 lbs. of marijuana plus quantities of hashish, cocaine, barbiturates and synthetic narcotics.

March

A surveillance type operation in Region I resulted in the seizure of some 300 lbs. of marijuana, a quantity of cocaine and approximately 1 gram of heroin. This prompted five drug arrests. This was a Louisiana State Police initiated case.

April

Region I: Information received from confidential informant after 18 hrs. of surveillance, 43 lbs. 12 oz of marijuana was seized and two subjects arrested, one of which Intelligence had identified as wholesale (see goals in progress report) dealer and marijuana and cocaine smuggler.

Region II: Information received from confidential informant in reference to a large quantity of Schedule IV controlled dangerous substances, approximately 18 manhours of surveillance coupled with this information resulted in the recovery of 8,400 units of Scheduled IV drugs and the arrest of three persons charged with Possession of Controlled Dangerous Substance with Intent to Distribute and Burglary of a drug store.

May

Region II: Undercover cocaine buy set up leading to the arrest of four people including USL Professor, Lawyer and two lab technicians. Resulted in the seizure of a bulk of 4.5 oz. of cocaine valued at \$10,000 and assorted drugs valued at \$400.

Region III: Seized sixteen lbs. of marijuana and seventeen plants totalling \$9,000. Resulted in 2 arrests.

June

Region I: Surveillance following information from paid informant resulting in seizure of 327 lbs. of marijuana and 2 arrests. One of the defendants would be classified as a wholesaler.

Region II: Narcotics agents were responsible for surveillance of major marijuana dealers in the Lafayette area leading to the arrest of four men and the confiscation of 247 lbs. of marijuana and \$23,000.

July, Aug.
Sept.

Region I: Two subjects were arrested and some twenty pounds of marijuana was seized. Exceptional about this case is that the subjects arrested although for a relatively small amount, were upper echelon members of the same organization involved in the 327 pound marijuana case reported in June, 1975. One defendant could be classified as a major wholesaler and was awaiting trial for possession of heroin with intent to distribute.

Region III: A clandestine laboratory manufacturing methamphetamines was "busted" resulting in two arrests for distribution of methamphetamines and two arrests for conspiracy to distribute methamphetamines. Approximately 4.5 lbs. of "crystal meth" with an estimated value of \$828,000 was seized. Most of the chemicals manufactured in this laboratory were shipped to the Northeast and Midwest area of the U.S.

One subject was arrested for conspiracy to distribute heroin. Although no heroin was seized, IRS seized \$22,000 in cash and over \$100,000. in various properties. This case involved importation of heroin from California into Central Louisiana.

October
November &
December

Region. III: Two parallel investigations resulted in the arrest of seventeen subjects for distribution of heroin and the seizure of heroin worth approximately \$114,495. This heroin was 11.4% pure and was being imported directly from Thailand into Central Louisiana. The source in Thailand was also arrested while enroute back to the U.S.

DRUGS CONFISCATED:

During the review period, (February 1 to December 31, 1975) the reports indicated that approximately 13,000 of marijuana was confiscated; approximately 87 grams of cocaine and 54 grams of heroin were also confiscated. Large amounts of hallucinogenics, hashish, methanpetamines, barbiturates and amphetamines were also seized.

PROGRAMMATIC ASSESSMENT OF ACCOMPLISHMENT OF OBJECTIVES:

The project activities were in conformance with those indicated in the work plan. The personnel time spent on surveillance, undercover, and general investigative activities was also in agreement with the projections made in the work plan.

Workload statistics indicate that the project did provide assistance to local law enforcement officials in all three regions in drug enforcement investigations and arrests. No workload statistics were requested or collected to indicate the amount of time spent in assisting Federal drug enforcement agencies in the investigation of cases. According to the project director, this objective was accomplished as there was a regular exchange of information on illicit drug activity, and there was joint cooperation on several large narcotic investigations and arrests.

The objectives were not stated in the number of arrests to be made or the amount of drugs to be confiscated, as the evaluator and project director agreed that these would not be fair measures of project accomplishment. The arrest figures were, however, included for information purposes in the "Results and Workload" section.

Finally, the exceptional cases which were reported listed the arrest of several persons who were involved in the "wholesale" trafficking of drugs. This would indicate that some emphasis was placed on this level of drug traffic. The degree to which this was emphasized is difficult to determine as the reports also indicated a large number of marijuana arrests.

SUMMARY AND CONCLUSIONS:

This project was intended to supplement the Louisiana State Police's capability to suppress illegal narcotics traffic through the acquisition of additional manpower. According to the project director, the State Police had an 18-person Narcotics Division before LEAA funding support was provided. With the grant funds, the Narcotics Division was increased to 48 agents. There were no unique narcotics enforcement approaches to be tested or demonstrated through the acquisition of these additional personnel.

It was, of course, beyond the scope of this review effort to determine whether the additional manpower had any impact on illicit drug traffic in Louisiana. It is the project director's opinion that an impact evaluation of this project would be virtually impossible. He stated that, "... an increase or decrease (in drug traffic) could be the result of more or less efficient law enforcement measures aimed at this particular drug, or an almost infinite number of other immeasurable variables. The drug problem approaches, if not exceeds in complexity the society that has spawned it. As society is in a constantly, dynamic state with shifting mores and norms, so is the drug problem dynamic, with shifting preferences, demands, and supplies. Changes in the status of either cannot be directly attributed to any one, or even any group of the variables affecting it with any degree of accuracy." The evaluator would agree with this assessment on the difficulty of conducting an impact evaluation of this project.

The costs involved in this project were high. (\$405,725 for this fiscal year). It is one of the largest single grants which is funded through the Commission. This cost figure is pointed out to indicate again, the amount of

money which was used for basic, personnel acquisition purposes.

The project is now in its third year of LEAA funding. (It is apparently eligible for one more year of funding as the first year funds were a combination of discretionary and bloc funds). According to the project director, "Services will continue in the same manner as in the past. Emphasis will be placed on refining those techniques proven to be most successful, along with developing new techniques as new problem situations arise."

PROCESS EVALUATION REPORT

PROJECT: Juvenile Drug Abuse Treatment
and Research Program

SUBGRANTEE: Juvenile Reception and
Diagnostic Center
Department of Corrections
Post Office Box 116
Baker, Louisiana 70714

GRANT NUMBER: 75-E8-8.1-0089
75-C8-8.1-0088

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	8-73-1124, from 1-01-73 to 12-31-73	SLEPA	\$108,000
Second Year:	8-74-0078, from 1-01-74 to 12-31-74	SLEPA	\$144,187
Third Year:	75-C8-8.1-0088 from 1-01-75 to 12-31-75	SLEPA	\$50,000
	75-E8-8.1-0089 from 1-01-75 to 12-31-75	SLEPA	\$96,176

PROJECT DIRECTOR: Mr. Benny G. Harris

PROJECT ADMINISTRATOR: Mr. Zed S. Van Buren

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 to December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due:	3-10	Received	1-13	Revisions Requested
Due:	4-21	Received	4-18	Acceptable
Due:	5-10	Received	5-8	Acceptable
Due:	6-10	Received	6-6	Acceptable
Due:	9-10	Received	9-11	Acceptable

Due: 12-10 Received 12-10 Acceptable

Due: 1-10 Received 1-12 Acceptable

FIELD VISITS CONDUCTED:

February 3, 1975 and November 24, 1975.

PROJECT PLAN

The Juvenile Drug Abuse Treatment and Research Program began operations on December 12, 1972. The third and final year of LEAA funding assistance ended on December 31, 1975.

The project was funded under Program Area 8.1 Institutional Differential Treatment Services, in the State's Comprehensive Criminal Justice Plan.

This process evaluation report is limited to the activities of the Juvenile Drug Abuse Treatment and Research Program. It does not include the Community Placement Component of the project, which although a completely separate activity, was also funded under this grant.

PROJECT GOALS AND OBJECTIVES

The goal of the Juvenile Drug Abuse Treatment and Research Program was to provide a drug treatment project for 60 juvenile adolescents. The treatment program was intended to reduce drug usage among program participants, improve family functioning, and return the program participants to an active productive, and realistic role in the community.

The Research goals of the project were: to help overcome the current knowledge deficiency about drug abuse treatment programs, and to assist all LTI's within the Department of Corrections, in establishing treatment and rehabilitation programs for juveniles who are abusing drugs.

The specific objectives related to the treatment goal were as follows:

- (1) To provide a minimum of (3) hours of individual counseling per youth each week.
- (2) To provide ten (10) hours of group therapy per week for all participants.
- (3) To provide a minimum of (1) one family counseling session per month for each youth.
- (4) To provide (8) eight hours of social awareness classes per month for each participant.
- (5) To utilize the basic principles of behavioral modification treatment techniques.
- (6) To formulate individualized post-release plans for each program participant.
- (7) To perform follow-up on each youth after release.

The specific objectives related to the research goal were as follows:

- (1) To identify significant psychological, physiological and sociological variables related to the drug abuse problem.
- (2) To compare recidivist rates among program participants to juveniles who are drug abusers that have been assigned to other juvenile institutions.

The criteria for consideration for program participation were that the youth was determined to be without an integrative defect (i.e., non-psychotic), scored at least 80 I.Q. points on some assessment instrument, and was between ages of 13 and 17. If a youngster met all three of the above conditions and anyone of the following five criteria, he could be referred to the Drug Unit for consideration:

- (1) Had O.D'd and required medical attention at any time in his life.

- (2) Had at anytime been unable to remain in school because of drug taking behavior.
- (3) Had at anytime been unable to remain employed because of drug taking behavior.
- (4) Had at the time of any arrest by police or juvenile authorities been determined to be in a drug-induced state requiring medical attention.
- (5) If the youngster, regardless of documentation or substantiation, indicated his concern regarding his drug taking behavior and requested help for that behavior.

Regardless of the referring person or agency, the Drug Unit personnel always made the final decision regarding the referred candidate's acceptance or rejection for admittance.

Each resident admitted into the program was administered a complete battery of psychological and educational tests, and was also given a complete medical examination by the hospital at the Louisiana Training Institute.

Upon acceptance into the Drug Unit, the new resident began to participate in all aspects of the treatment program. In addition to the treatment objectives listed above, each resident received value clarification. According to the Project Director, "Value clarification's major emphasis is on helping the resident learn basic social skills such as developing meaningful interpersonal relationships, learning etiquette, learning how to apply for employment, learning and developing more effective problem solving skills or techniques".

In preparation for the residents release, a rehabilitation and placement plan was prepared for each youth. The release plan was designed according to the identifiable needs, capabilities, and opportunities of each individual. (The results of the psychological, educational, and vocational tests were considered in the development of the Plan).

The staff of the Drug Unit also had a post-release and follow-up phase which consisted of weekly contacts with those students who were conditionally reduced from the drug Unit.

There were no changes in project goals or objectives during the review period.

PROJECT PERSONNEL

The number and title of positions included in this project were:

- (1) Drug Unit Administrator
- (1) Drug Unit Manager
- (1) Education Specialist
- (3) Drug Unit Counselors
- (4) Drug Unit Assistant Counselors
- (1) Stenographer

The qualifications for these positions were as follows:

- a) Drug Unit Administrator - A minimum of a Master's degree with some work having been completed in a Doctoral program in the behavioral sciences and/or educational fields. This person will be the chief administrative officer responsible for co-ordinating the various components and phases of the program as well as executing the overall administrative machinery.
- b) Drug Unit Manager - Masters in any discipline in the Social Sciences and/or B.A. degree with previous experience in working with juveniles. This person is responsible, in collaborating with the Administrator, for planning, co-ordinating, and operationalizing the institutional treatment modalities. In addition, he is responsible for the overall custodial and security aspects of the Unit, and he is to be in daily contact with the counseling and assistant counseling staff and the residents.

- c) Educational Specialist - Masters of Education required. This person is responsible for analyzing the student's exact educational status and developing plans for the youth's return to school or otherwise develop meaningful pursuits in training for jobs after release. In addition, this person is responsible for doing home surveys and follow-up work on program participants that have been released.
- d) Drug Unit Counselors - B.S. Degree in a discipline in the Social Sciences or Education and/or 2 years college with experience in working with juveniles. These persons will provide social custodial care and perform counseling duties. In addition, they are to be specially trained to relate to normal activity in a child's life to the more formal treatment provided in the institutional environment.
- e) Drugs Unit Assistant Counselors - High School graduate with experience in working with juveniles and/or college student majoring in any discipline. These persons are responsible for custodial care of the residents.
- f) Stenographer - General secretarial skills and abilities. This person keeps records, prepares correspondence, and performs other secretarial duties as assigned.

Those persons who were employed in this project and their job qualifications are listed below:

1. Mr. Zed S. Van Buren, Drug Unit Administrator, 38 w/m, Doctoral candidate at LSU in Clinical Psychology. Five years experience as director of a mental health Unit and a private practice in clinical psychology since 1970.
2. Mr. J. K. Peto, Drug Unit Manager, 28 w/m, B.A. Sociology, and attending Graduate School. Worked as a tutor at the Illinois Training School for Girls for five months and was Assistant Director of a Youth Service Bureau for 1 year.
3. Mr. Jack R. Cole, Educational Specialist, 29, w/w, B.S., Elementary Education, M. Ed., Special Education. Four years of experience as a special education teacher.
4. Mr. Mark Falcon, Drug Unit Counselor, 21 w/m, Junior at LSU, no previous experience.
5. Ms. Cynthia Andres, 25, Drug Unit Counselor w/f, B.S. in General Studies. Experience as an Eligibility Worker I and a volunteer with "The Phone" at LSU.

6. Mr. Richard Clark, Drug Unit Counselor, 24, b/m, B.S. in Social Studies and teaching experience.
7. John Winn, Drug Unit Assistant Counselor 21, w/m, Junior year in college. Has been involved in volunteer work for social agencies and clubs.
8. Walker Williams, Drug Unit Assistant Counselor, 28, b/m, enrolled at Southern University. Experience with Department of Corrections in California as Supervisor of Dormitory Living.
9. Willie Armstrong, Drug Unit Assistant Counselor, 20 b/m, Senior at LSU. No previous experience.
10. Howard S. Brown, Drug Unit Assistant Counselor, 44 b/m. Has attended various universities on a part-time basis. Currently enrolled at Southern University.
11. Ms. Shirley Rae Murray, Stenographer, 29, w/f. High School graduate and secretarial experience.

The personnel changes which were reported during the review period were as follows:

- a. Secretary terminated on May 7; replaced on May 8.
- b. Assistant Counselor terminated on May 1; replaced on June 12.
- c. Teacher added to project on August 14 (non-grant personnel).
- d. Assistant Counselor terminated on July 2; replaced on July 7.
- e. Counselor resigned on August 22; not re-filled.
- f. Secretary was terminated on October 27. (A part-time secretary bookkeeper was employed on October 28).
- g. The project director was changed from Mr. Archie Parker to Mr. Benny G. Harris.

TRAINING, TECHNICAL ASSISTANCE, AND CONSULTANTS

According to the work-plan, the only training to be provided for grant personnel was in-staff training by the Administrator and the Unit Manager. The reports indicated that this type of training was presented on an

informal basis as a deficiency presented itself, and/or as individual staff needs were determined. Specific areas concerned with are: technique and methods in individual, group, and family counseling, intra-unit procedures and regulations, and training in the various treatment modalities.

There were no technical assistance needs anticipated in the work-plan and no T.A. was provided during the review period.

The work-plan did indicate that consultants would be used for psychological testing and evaluation. It was anticipated that a psychologist would be required for 13 man-days, and that a Social Worker, M.S.W., would be required for 10 man-days. The psychologist was to be paid at the rate of \$135 per man-day, and the social worker at \$100 per man-day.

The reports indicated that the only consultant used during the review period was an M.S.W. Social Worker for 1/2 day. He was paid \$50 for his work. According to the administrator, the other consultant services were not needed as the regular staff was able to provide the services.

EQUIPMENT AND FACILITIES

The Juvenile Drug Abuse Treatment project was located in a dormitory on the grounds of the Juvenile Reception and Diagnostic Center of the Department of Corrections. The floor space of the building is 4,968 square feet.

The only equipment purchased under this grant was an electric calculator at a total cost of \$280.00.

PROJECT RESULTS AND WORK-LOAD STATISTICS

The following project results and work-load statistics are for the period February 1, - December 31, 1975.

JUVENILE DRUG ABUSE TREATMENT PROGRAM
WORK-LOAD STATISTICS RELATED
TO TREATMENT OBJECTIVES

MONTH	HOURS OF INDVDL. COUNSELING (PER CLIENT)*	HRS. OF GROUP THERAPY (PER. CLIENT*)	NUMBER OF FAMILY COUNSELING SESSIONS (TOTAL)	POST-RELEASE PLANS PREPARED
February	9	30	N/A	4
March	9	36	20	4
April	4.8	26.2	15	3
May	5.2	35.2	12	6
June	7.1	29.6	15	2
July	6.9	16.1	16	3
August	5.0	17	10	6
September	2.5	5	5	7
October	(one program participant on extended furlough)			
November	(one program participant on extended furlough)			
December	(one program participant on extended furlough)			

*Figures for individual counseling and group therapy are averages for all youth during that month.

JUVENILE DRUG ABUSE TREATMENT PROGRAM
NUMBER OF CLIENTS SERVED AND RELEASED

MONTH	NUMBER IN PROGRAM	NUMBER ACCEPTED DURING MONTH	NUMBER SCREENED	NUMBER RELEASED	TRANSFERS
February	23	9	41	4	None
March	27	4	40	4	None
April	26	9	37	3	None
May	31	(Stopped accepting referrals May 21, 1975) 2			1 - LTI Monroe
June	24	-	-	2	None
July	22	-	-	3	1 - Mandeville
August	18	-	-	6	None
September	12	-	-	7	3-LTI Monroe 1-Southeast La. St. Hosptl.
October	1	-	-	0	None
November	1	-	-	0	None
December	0	-	-	1	None

JUVENILE DRUG ABUSE TREATMENT PROGRAM
WORK-LOAD STATISTICS RELATED
TO FOLLOW-UP ACTIVITIES

MONTH	NUMBER OF HOME VISITS MADE	TELEPHONE CONTACTS WITH CLIENTS	NUMBER OF RE-ARRESTS REPORTED
February	N/A	N/A	0
March	15	285	0
April	25	250	0
May	7	300	1
June	11	225	1
July	9	300	1
August	9	200	0
September	15	150	0
October	7	125	0
November	-	-	0
December	-	-	0

WORK-LOAD STATISTICS RELATED TO RESEARCH GOALS:

According to the reports, the final two months of the grant period (November and December, 1975) were used for the analysis of their data and the preparation of their final report. (All youths were released from the program by October 15, 1975)

There were no contacts reported with other LTI's regarding the establishment of drug treatment programs in those institutions.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES

The project activities did conform to the workplan in the accomplishment of treatment objectives. The number of clients served, the level of individual and group counseling, and the number of family counseling sessions, all were in accordance with the projected work-load. Individualized release plans were prepared for each program participant, and follow-up activities were conducted to check on participants after release from the project. The project staff utilized the behavior modification techniques as established in the work-plan.

. In reference to the research objectives, the final two months of the grant period were utilized for the preparation of the project's final report. This final report contains information on: the clients served during the three-year grant period; the racial composition of the clients; the residents age range; the distribution of I.Q. scores of residents at the time of admission; the reading, spelling, and arithmetic grade placement scores of residents at time of admission; the school drop-out rates for black and white residents;

CONTINUED

2 OF 3

the technical reason for the residents commitments; the geographic representation of the residents.

Information was also included in this report on: the present activities of the former residents; the current legal status of the former residents; the current residence of participants; the recidivist rates of program participants.

The other research objective was to contact all LTI's within the Department of Corrections and assist them in establishing treatment and rehabilitation programs for juveniles who are abusing drugs. According to the project administrator, even though no formal contacts were reported, this objective was accomplished. Contacts were made through informal meetings with LTI personnel and offers of assistance were extended. In addition, LTI personnel also toured the project facility.

SUMMARY AND CONCLUSIONS

This project was carried out in conformance to the work-plan, was well administered, produced some encouraging results, and would be a good candidate for impact evaluation.

According to the project's final report, a total of 113 residents participated in this project over a three-year period. Table X, from their final report, indicates what the former residents are presently doing.

TABLE X*

<u>Youth Presently:</u>	<u>Number of Youths</u>
Working	61
Attending Academic School	12
Attending Trade School	22
Idle (doing nothing)	6
Other Institution	15
Military Service	3
Job Corps	3
Attending College	1
Deceased	2

"The total of 144 appearing in this table exceeds the 113 total of participants because some youngsters are presently engaged in more than one activity. For instance, some former residents are working and going to school. Indeed one youth attends academic school, trade school, and also works.

Two youngsters have died since leaving the D.U. One youth died by accidental drowning and the second death was the result of an accidental shotgun blast. Of the six youths presently idle, four (4) appear to be heading for more trouble with the legal authorities as they seem quite unconcerned about their idleness, prefer to roam the streets, and are apparently without desire or motivation to do other than what they are presently doing. Two of the 6 idle youths had been working until recently when they were terminated because of economy moves by their employers, and through no fault of their own. They are presently seeking new employment.

Five former D.U. residents are presently in Louisiana Training Institutes, all having violated their parole by committing criminal acts. Six former residents are presently serving time in adult institutions after having committed offenses for which they were tried and convicted as adults. Of the four remaining ex-residents in other institutions, three are in boys homes where they are living and attending academic school, and the fourth is in a state mental hospital where he was committed for emotional problems. The whereabouts of 17 ex-D.U. participants are unknown. All attempts to locate them have proven unsuccessful."

*From final project report of Juvenile Drug Abuse Treatment and Research Program. p.11

Table XIII from the final report presents information on the recidivism rates of drug unit participants.

TABLE XIII*

	(N=76) White	(N=37) Black	Total	%
As Juveniles	8 (10.5%)	5 (13.5%)	13	11.5
As Adults	6 (7.9%)	2 (5.4%)	8	7.1
Total	14 (18.4%)	7 (18.9%)	21	18.6

"Table XIII bears some noting. The recidivism rate for all D.U. participants is 18.6%. This figure however, includes those participants who were later arrested and charged as adults. This fact is noteworthy since programs generally report only recidivism rates for juveniles. That is, they do not take into account former participants who, because of age, are treated as adults and not juveniles. Even considering the D.U. adult recidivists, however, the rate of recidivism for the D.U. is considerably less than that for other institutions and programs whose recidivism rate (considering juveniles alone) is typically reported to be between 25 and 50 percent. If we consider only juvenile recidivism rate, the D.U. rate is only 11.5% - far superior to rates generally reported".

*From final project report of the Juvenile Drug Abuse Treatment and Research Program, p. 12.

These encouraging results, the excellent follow-up conducted by the project staff, the historical records maintained by the project, and the demonstrative nature of the project are all factors which would tend to favor this project as a likely candidate for impact evaluation. According to the project administrator, a pool of control youths is available for a comparison of project results with a control group. The project staff did not follow up on the control group because of lack of time and project funds. The Commission may want to consider the further evaluation of this project even though it is no longer funded through LCLE.

The project completed its third and final year of LEAA funding support on December, 1975. The Department of Corrections plans to continue the Drug

Treatment Unit and operate the Unit in basically the same way as they did during the grant period. The project administrator did however, suggest a few modifications in project operations.

"First, a greater emphasis should be placed on the release and placement component. In our experience we found that one person (the Educational Specialist) was not enough to handle release planning as well as follow-up of released youths, yet it is felt that this aspect of the program contributed immensely to its success. Released youngsters were found to be quite positively disposed to having .D.U. staff members contact them periodically to check on their well being. Secondly, it would be far superior in a future program to build into the budget, a small money allowance for each resident. When one attempts to utilize reinforcers, those reinforcers should as closely as possible, approximate reinforcers of the "real world" and very few things approximate the reinforcement value of money, especially when dealing with a group of youths whose economic status run the gamut from Public Assistance families to affluent families of the upper middle class".

*From final report of the Juvenile Drug Abuse Treatment and Research Program, pps. 12-13.

PROCESS EVALUATION REPORT

PROJECT: Literacy Education of Offenders II

SUBGRANTEE: Dept. of Corrections
Correctional Services Division
P. O. Box 44304, Capitol Station
Baton Rouge, Louisiana 70804

GRANT NUMBER: 75-C8-8.1-0108

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year: 8-73-0529, from 1-1-74 to 6-30-74 SLEPA \$58,989
extended to 1975

Second Year: 75-C8-8.1-0108, 12-1-74 to 11-30-75 SLEPA \$100,000
extended to 6-30-76

PROJECT DIRECTOR: John W. Nipper, Supervisor of Correctional Services
Department of Corrections

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-5	Revisions Requested
Due: 4-21	Received: 4-22	Acceptable
Due: 5-10	Received: 5-16	Acceptable
Due: 6-10	Received: 6-10	Additional information requested
Due: 7-10	Received: 7-28	Revisions Requested
Due: 8-10	Received: 8-7	Acceptable
Due: 11-10	Received: 11-11	Acceptable
Due: 1-10	Received: 1-16	Acceptable

FIELD VISITS CONDUCTED: February 27, 1975 and January 7, 1976

PROJECT PLAN:

This is the second year of funding for the Literacy Education of Offenders Project. The first year's grant provided funds to purchase four reading laboratories for education programs at Louisiana State Penitentiary, (Camp H), Louisiana State Penitentiary (Classification), Jackson Barracks, and Camp Beauregard.

The second year's funding of this project began on December 1, 1974, and was scheduled to be completed by November 30, 1975. The project expiration date has been extended to June 30, 1976. The project was funded under Program Area 8.1, Institutional Differential Treatment Services, in the State's Comprehensive Criminal Justice Plan.

The amount of LEAA project funds increased from \$58,989 in the first year to \$100,000 in the second year.

PROJECT GOALS AND OBJECTIVES:

The goal of the first year of this project was to develop a delivery system for providing academic educational opportunities for adult offenders at the Louisiana State Penitentiary. The delivery system was composed of EDL System 100 Reading Laboratories which were installed at various locations in the Department of Corrections.

The goal of the second year's project was to provide teaching personnel to utilize the reading laboratories in the Adult Basic Education Program. However, this original goal was broadened to include a number of other objectives

designed to improve the educational program of the Department of Corrections.

The objectives of the second year of this project were:

- (1) To improve the classroom environment and maximize the use of available learning materials by remodeling of existing classrooms at Louisiana State Penitentiary.
- (2) To increase the number of students participating in the Adult Education program within the Department of Corrections by 120 students by acquiring four additional instructors.
- (3) To utilize the reading laboratories and additional instructors in an attempt to raise the reading level of participants by one grade level per every one hundred and fifty hours of instruction.
- (4) To update the existing law libraries at Louisiana State Penitentiary and Louisiana Correctional and Industrial School as an adjunct to the total educational process, and to satisfy a court ruling against the Department of Corrections.
- (5) To establish a law library at Louisiana Correctional Institute for Women.
- (6) To provide a full-time counselor for the Louisiana Correctional and Industrial School.

The two full-time teachers were to instruct in the Adult Education Program at the Louisiana State Penitentiary. The two part-time teachers were to instruct in the Adult Education Program at the work-release centers at

Jackson Barracks and Camp Beauregard.

Upon completion of the remodeling and renovation at Louisiana State Penitentiary, an additional 120 inmates were to be scheduled for the Adult Education Program.

Upon completion of the installation of the reading labs at Jackson Barracks and Camp Beauregard, the classification officer at these centers were to schedule 15 inmates per class.

All instructors were to utilize the EDL System 100 Reading and Math Labs for instructional purposes. The inmates scheduled with the school program were to be tested at the beginning of instruction with the California Achievement Test and, thereafter, every three months.

There were no changes reported in project goals or objectives during the review period. (February 1 to December 31, 1975).

PERSONNEL:

The number and title of the positions to be filled under this grant were as follows:

- a. 2 full-time teachers
- b. 2 part-time teachers
- c. 1 full-time counselor

The teachers were to be certified by the State as qualified instructors.

The grant personnel were to supplement the Dept. of Corrections' Adult

Education Program. In addition to the five persons employed by this grant, the Dept. of Corrections had fourteen (14) other adult education personnel. The entire complement of Adult Education personnel and the source of funding is indicated below:

	<u>STATE</u>	<u>HEW</u>	<u>LEAA</u>
LSP	1 Director of Education 1 Education Supervisor 3 Instructors	1 Guidance Counselor	2 Teachers
LCIS	2 Teachers 1 Principal	2 Teachers	1 Guidance Counselor
LCIW	2 Teachers (part-time)	1 Teacher	
JACKSON BARRACKS			1 Teacher (part-time)
CAMP BEAUREGARD			1 Teacher (part-time)

The following is a listing of those grant positions which were filled and those which were vacant during the review period:

	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>FEB.</u>	1 part-time teacher at Jackson	2 full-time teachers at LSP, 1 full-time counselor, and 1 part-time teacher
<u>MARCH</u>	1 part-time teacher at Jackson and 1 full-time teacher (LSP)	1 full-time teacher at LSP, 1 part-time teacher and 1 full-time counselor

	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>APRIL</u>	1 part-time teacher at Jackson and 1 full-time teacher at LSP (resigned 4/18/75)	1 full-time teacher 1 part-time teacher 1 full-time counselor
<u>MAY</u>	1 part-time teacher at Jackson	2 full-time teachers 1 part-time counselor 1 full-time counselor
<u>JUNE</u>	1 part-time teacher at Jackson 1 full-time teacher at LSP	1 full-time teacher 1 part-time teacher 1 full-time counselor
<u>JULY</u>	1 part-time teacher at Jackson 1 full-time teacher at LSP 1 full-time counselor at LSP (originally a teacher position) 1 full-time teacher at LCIW 1 redesignated from counselor at LCIS to teacher at LCIW	1 part-time teacher
<u>AUG.</u>	same as previous month	
<u>SEPT.</u>	same as previous month	
<u>OCT.</u>	all positions filled	
<u>NOV.</u>	all positions filled	
<u>DEC.</u>	all positions filled except the one full-time counselor's position	

The qualifications of the grant personnel were as follows:

Mr. Harold Lagarde - part-time teacher at Jackson Barracks, Age 24,

W/W, B.A. Certified in English and Social Studies.

Mr. Mason Green - Teacher at LSP, Age 33, W/W, Masters degree, 6 years
teaching experience.

Mr. Rodney Lemoine - Teacher at LSP, Age 23, W/W, B.S., 1 year experience.

Mrs. Mae Brown - Counselor at LCIW, B.A. degree, 3 years experience.

Ms. Anne Lachney - part-time teacher at Camp Beauregard. (qualifications
not reported.)

TRAINING, CONSULTANTS, AND TECHNICAL ASSISTANCE:

According to the work-plan, training for teachers was to consist of instruction on the use of the EDL equipment and periodic training meetings called by the Dept. of Education, Adult Basic Education Division. Topics to be covered were methods of teaching adult basic education.

The training which was provided during the review period included the following:

- (a) A two-day workshop in August on the use of the reading laboratory was presented by Delta-Visual of New Orleans.
- (b) A one-day workshop on individualized instruction and adult basic education was presented by the Clearinghouse for Offenders Literacy Programs.
- (c) An educational consultant from McGraw Hill spent two days with reading and math teachers on various reading methods.

There were no grant funds used to support any of these training activities.

The work-plan indicated that an educational consultant would be utilized to assist in project activities. Mr. Snyder Caldwell, an educational consultant, was assigned to LSP to assist in the development of their educational program. Mr. Caldwell provided 74 man-days of consultant services in the period from May - December, 1975. No LEAA funds were utilized to pay for Mr. Caldwell's consultant services.

No technical assistance was anticipated in the work-plan or provided during the review period.

EQUIPMENT AND FACILITIES:

The grant application provided funds for: materials for remodeling the classroom area at LSP; typewriters, desks, chairs, and shelving; law books, academic library books and educational materials. The project reports indicated that:

1. The materials for remodeling the classroom area at LSP have been received and work was completed (\$4,965 total cost of equipment).
2. Law libraries have been received and were put into use as of 7/10/75. (\$25,565 total cost of libraries)
3. The library books, periodicals, audio-visuals, and classroom supplies for LSP, LCIW, Jackson Barracks, and Camp Beauregard have been received and were in place as of 10/31/75.
4. The office equipment, tables, chairs, and shelving for the law libraries and classroom area have been received and were in place. (\$5,250 total cost)

The space available and utilized for educational purposes was as follows:

Camp Beauregard Classroom	504 sq.ft.
Jackson Barracks Classrooms	325 sq.ft.
Headquarters Law Library	252 sq.ft.
LCIS Classroom and Law Library	1,333 sq.ft.
LCIW Law Library	400 sq.ft.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

The project was successful in accomplishing the project objectives. The task accomplishment, however, was not in accordance with the timetable projections made in the work-plan. Many of the work tasks were as much as 6-7 months behind the projected date of completion. For example, the remodeling of the existing classrooms was scheduled to be completed by the end of March. (See attached timetable). The remodeling was not completed until September. The hiring of the staff was to have been completed by the middle of February. The project did not have a full staff until October. The installation of equipment was to be completed by the first week in April. It was not completed until August. Because of the late start-up time in hiring, the testing of offenders and reports on their progress did not begin until September 15, and had not been completed by December 31, 1975.

According to the project director, "Every effort was made to comply with the timetable but many problems in dealing with State contracts and bidding along with problems in construction and teachers turnover delayed the project." All tasks now appear to be on schedule. The project director reports that he has requested a grant extension to utilize the rest of the grant funds.

SUMMARY AND CONCLUSIONS:

This was basically a personnel and equipment acquisition grant which was intended to address several department needs: lack of adequate classroom facilities, shortage of teachers, outdated or non-existent law libraries, a lack of regular library materials, a need for additional instructional materials.

LEAA - LEO II

DEPARTMENT OF CORRECTIONS TASK ANALYSIS

1/75

1975

TASKS

- Order equipment
- Begin sight preparation
- Secure staff
- Install equipment
- Begin staff training
- Test offender
- Schedule offender
- Begin classes
- Begin monthly progress reports on offenders

Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.
○ →											
	○ →		→								
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The project director thought the adult education component of the project was very worthwhile and cited the fact that since July, 1975, forty inmates have received their high school diplomas, as an indication of the value of the project. He went on to say that, "Through this grant, we were able to provide an educational opportunity to inmates in such a way (not like public schools) that they accepted it and experienced success. The program's individualized approach has inspired desire and effort on their part."

When asked whether he would like to see the education component of the project intensively evaluated, the project director responded, "Yes eventually, but not as of this report (time)." He felt that the delays in their time-table had slowed the collection of data which would be required for an impact evaluation.

The project director plans to apply for third-year funding in May, 1976.

PROCESS EVALUATION REPORT

PROJECT: Robbery Incidence Reduction
(Armed Robbery and Burglary)

SUBGRANTEE: East Baton Rouge Parish Sheriff's Department
Baton Rouge, Louisiana

GRANT NUMBER: 75-C5-5.3-0202

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	5-73-0069, from 5-01-73 to 4-30-74	SLEPA	\$89,405
Second Year:	5-74-0144, from 5-01-74 to 4-30-75	SLEPA	\$55,890
Third Year:	75-C5-5.3-0202, from 5-01-75 to 4-30-75	SLEPA	\$47,210

PROJECT DIRECTOR: Capt. Patrick Bonanno, Chief of Detectives
East Baton Rouge Parish Sheriff's Dept.

OPERATIONS DIRECTOR: Lt. R. M. Tycer
East Baton Rouge Parish Sheriff's Dept.

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - December 31, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-11	Revisions Requested
Due: 4-15	Received: 4-15	Acceptable
Due: 5-10	Received: 5-10	Acceptable
Due: 6-20	Received: 6-20	Acceptable
Due: 9-10	Received: 9-10	Acceptable
Due: 12-10	Received: 12-11	Acceptable
Due: 1-10	Received: 1-16	Acceptable

FIELD VISITS CONDUCTED: February 24, 1975 and January 7, 1976

PROJECT PLAN:

The project is in its third year of operation and federal funding support is due to expire on 4/30/76. The project has been funded under Program Area 5.3 - Specialized Enforcement Units, in the State's Comprehensive Plan.

GOALS AND OBJECTIVES:

The goal of the Armed Robbery and Burglary Unit of the East Baton Rouge Parish Sheriff's Office is the suppression of armed robberies and burglaries in East Baton Rouge Parish. The priority is placed primarily on the solution and deterrance of armed robberies; secondly, on daytime residential burglary, and thirdly, on nighttime commercial burglary.

The specific techniques employed to achieve the project goal is described as follows: The Armed Robbery and Burglary Unit (ARAB) consists of nine full-time regular deputies who are assisted by reserve deputies in the specialized duties of investigating the offenses of armed robbery and burglary on a continuing basis. One plainclothes detective is teamed with a reserve deputy for investigative purposes.

The specific duties handled by the investigative teams include stake-outs and surveillance of areas or buildings suspected to be a target for robbery or burglary; the contact and questioning of informants; the investigation of crime scenes and the questioning of witnesses, victims, neighbors; making arrests and providing court testimony, etc.

While conducting investigations into armed robberies and burglaries, members of the ARAB Unit frequently encounter evidence leading to the arrest of suspects for other crimes, particularly receiving stolen things, narcotics violations, murder, fugitives from justice. While the Unit does not aim toward solution of these crimes, arrests are made when the situation is presented.

There were no changes reported in project goals or objectives during the review period.

PERSONNEL:

According to the work plan, the only written job requirements for admission to the Unit were the same as those for employment by the Sheriff's Office: high school graduate and 18 years of age.

The project director had a great deal of latitude in choosing men for this squad. Of primary concern was the willingness to meet the work schedule as hours of overtime were often required. After this qualification was met, the director considered the applicants on the basis of their experience, age, level of maturation, and ability to deal with other people. (The project director did not consider females for the Unit as there was occasionally a necessity for physical contact with an adversary or heavy physical labor.)

There were a total of ten full-time persons employed in the ARAB Unit. The name and position for the grant and non-grant personnel are listed below.

Grant: 6 investigators - Sgt. Gerald, Sgt. Callender, Sgt. Russell,

Deputy Littlefield, Deputy Thomas, and Sgt. Savignol.

Non-Grant: Squad Leader - Lt. Tyce; Administrative Sergeant - Sgt. Turner; Secretary - Sgt. Triche; and Investigator - Sgt. Knight.

The project director is Capt. Patrick Bonanno, Chief of Detectives for the Sheriff's Office.

The investigators averaged 30.3 years of age, had 7.7 years of experience with the East Baton Rouge Sheriff's Office, had completed their high school education, had attended the L.S.U. Law Enforcement Institute and various police schools and seminars.

The squad leader was 39 years of age, had 20 years of experience in law enforcement work, had completed four years of university study, and had attended numerous seminars and schools on various phases of law enforcement including the LSU Law Enforcement Institute.

The changes in personnel reported during the review period are listed below:

1. February, 1975: Lt. Robertson was replaced by Sgt. L. H. Russell.
2. March, 1975: Sgt. Gilcrease was relieved of his duties with the Unit and was replaced by Deputy Savignol.
3. September, 1975: Sgt. Callender resigned and was replaced by Deputy Randy Barrow.
4. December, 1975: Deputy Savignol resigned from the Sheriff's Office and was replaced by Deputy Duane Jones.

Background information on the 7-10 reserve deputies who worked in this

Unit was not collected. Personnel changes among reserve deputies was also not recorded. According to the project director, an attempt was made to utilize the same reserve officers in the Unit rather than rotating them throughout the Sheriff's Department. When a reserve deputy was not available, two of the full-time deputies would form the investigative team. The reserve officers were volunteers and were not paid for their services.

TRAINING, TECHNICAL ASSISTANCE, AND CONSULTANTS:

The training for investigators in the ARAB Unit is on-the-job training by the more experienced officers. This is supplemented by sending the officers to available law enforcement schools and seminars, particularly in the areas of armed robbery and burglary. During the review period, none of the officers attended any of these law enforcement schools or seminars.

There was no consultant utilization anticipated in the work program and none was reported. Likewise, the project director did not anticipate the utilization of any technical assistance resources, and none was reported during the review period.

EQUIPMENT AND FACILITIES:

The only equipment to be purchased with this year's grant funds was an equipped window van. The van was ordered in May, 1975, and was delivered in June, 1975, and has been utilized for project surveillance activities.

All the equipment to be purchased with FY74 funds was received prior to the beginning of the review period (February 1, 1975) with the exception of the

MIMIC identification compositor (received in August, 1975) and two Sony, TC-55 cassette recorders (received in April, 1975).

The office facilities for the ARAB Unit was located in the basement of the East Baton Rouge Parish Sheriff's Office.

PROJECT RESULTS AND WORKLOAD STATISTICS:

Please see the attached table for project results and workload statistics of the ARAB Unit for the period from February 1, 1975 - December 31, 1975. There was no attempt made to separate or isolate the workload statistics of the grant personnel as opposed to the non-grant personnel.

ARAB UNIT - WORK LOAD

Month	Calls Answered By Unit	Follow-up Investigations Handled	Assists- Number of Cases	Hours of Over-time	Hours worked by Reserve Officers
Feb.	44	68	16	210	N.R.*
March	54	49	18	74	N.R.
April	47	44	21	155	N.R.
May	50	34	12	47	N.R.
June, July & August	144	123	36	96	N.R.
Sept., Oct. & Nov.	98	81	10	191	976
Dec.	77	46	0	30	125

* Not Recorded

Definitions:

1. Calls answered by Unit - This is the initial response and investigation of a burglary or robbery incidence report. The unit would answer almost all armed robbery calls and about 50% of the burglary calls. The remaining calls would be answered by the Uniform Patrol Division.
2. Follow-up Investigations - These are burglary or burglary-related cases which were initially handled by the Uniform Division. The ARAB Unit will follow-up on cases where there may be a lead for other cases, intelligence reports, etc.
3. Assists - This is where the ARAB Unit assists other divisions of the Sheriff's Office in investigating cases.

ARAB UNIT - WORK-LOAD & CRIME STATISTICS (Burglary)

Month	No. of Burglaries Reported	No. of Burglaries Confirmed	No. of Burglaries Cleared	No. of Burglary Arrests Made	% Clearance Rate
Feb.	--	--	--	--	--
March	502*	480*	98*	107*	20.4%
April	118	114	21	30	18.4%
May	177	156	19	21	12%
June, July, August	542	518	72	61	13.9%
Sept., Oct., Nov.	576	563	85	77	15.1%
Dec.	191	186	19	23	12.7%

* Figures are for the period from Jan. 1 - March 31, 1975

ARAB UNIT - WORK-LOAD & CRIME STATISTICS (Robbery)

Month	No. of Robberies Reported	No. of Robberies Confirmed	No. of Robberies Cleared	No. of Robbery Arrests	% Clearance Ratio	Total Arrests
Feb.	--	--	--	--	--	--
March	40*	39*	22*	23*	58.9*	130*
April	6	5	4	3	80%	40
May	9	8	5	4	62.5%	31
June, July, Aug.	30	28	7	6	25%	77
Sept., Oct., Nov.	29	29	13	15	44.7%	31
Dec.	4	4	0	0	0	34

* Figures are for the period from Jan. 1 - Mar. 31, 1975.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

The ARAB Unit adhered to the techniques as established in the work-plan for the investigation of robbery and burglary cases.

SUMMARY AND CONCLUSIONS:

Before the commencement of this grant, the Sheriff's Office did not have a specialized unit to conduct armed robbery and burglary investigations. According to the project director, "We recognize the desirability of specialization in this area of investigation." Accordingly, the Sheriff's Office plans to continue the operation of the ARAB Squad as a distinct, specialized investigative unit after the termination of federal funds. The operating procedures and methods will be basically the same as those employed under the grant.

The project director believes that the value of the project is best represented in the fact that armed robberies and burglaries have decreased in number, while the clearance rate for these offenses has increased.

PROCESS EVALUATION REPORT

PROJECT: Patrol Intensification
SUBGRANTEE: Rapides Parish Sheriff's Department
Rapides Parish Courthouse
Alexandria, Louisiana 71301

GRANT NUMBER: 75-C3-5.3-0260

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	3-73-0056, from 8-01-73 to 7-31-74,	SLEPA \$41,287
Second Year:	3-74-0234, from 8-01-74 to 7-31-75,	SLEPA \$33,030
Third Year:	75-C3-5.3-0260, from 8-01-75 to 7-31-76,	SLEPA \$20,020

PROJECT DIRECTOR: M. T. Cappel, Sheriff
Rapides Parish Sheriff's Department

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - November 30, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-09	Revisions Requested
Due: 4-15	Received: 4-15	Accepted
Due: 5-10	Received: 5-10	Accepted
Due: 6-10	Received: 6-10	Accepted
Due: 9-10	Received: 9-12	Accepted
Due: 12-10	Received: 12-10	Accepted

FIELD VISITS CONDUCTED: February 17, 1975 and December 4, 1975.

PROJECT PLAN:

The Patrol Intensification project has been in operation since March 1, 1973, and is now in its third and final year of funding. The project is funded as a Special Enforcement Unit under program area 5.3 in the State's Comprehensive Criminal Justice Plan.

GOALS AND OBJECTIVES:

The goal of this project was to supplement the detection, apprehension, and prevention capabilities of the line patrol staff of the Rapides Parish Sheriff's Office, particularly in the rural areas of the Parish.

The techniques employed by this project are described as follows: to employ (5) five full-time Sheriff's deputies to patrol on a rotating shift basis a total of between 800 and 1,000 hours each month in the outlying areas of the parish, and to provide routine law enforcement duties. These routine duties included: investigation of complaints, making arrests, serving criminal warrants and civil summonses, checking buildings for security purposes, answering family disturbance complaints, transporting prisoners, providing funeral and bank escorts, stake-outs for burglaries, and special assignments as needed. The deputies were to be on call at all times. In addition, the deputies were to emphasize burglary prevention techniques such as stake-outs and patrol.

There were no changes in project goals or objectives during the review period.

PROJECT PERSONNEL:

The qualifications for employment as a deputy were that he/she must be between the ages of 21-45; must be a registered voter of the parish; must have a high school education or a certificate of equivalency. Prior experience in law enforcement or prior training in this field, while not required, is also recommended.

The five (5) persons employed with grant funds were all white males, with an average age of 36 years. All five were high school graduates and had attended the L.S.U. Basic Training Academy. One of the deputies was attending night classes in the LEEP Program during the review period. The average of their years' of related experience in the law enforcement field is 9.5 years.

There were no personnel changes during the entire review period.

TRAINING, CONSULTANTS AND TECHNICAL ASSISTANCE:

The personnel did not receive any special training during the review period. The 5 deputies did attend weekly roll-call training and special briefings by the legal advisor of the Sheriff's Department. This is the same training that was provided for all 58 line patrol personnel.

There were no consultants utilized or technical assistance provided during the review period. There was no equipment to be purchased for this project, and there were no special facilities required for project activities.

PROJECT RESULTS AND WORKLOAD STATISTICS:

The combined workload of the five deputies is listed below:

February, 1975: 65 criminal warrants served; 32 calls on family disturbance; 18 investigations in theft/burglary cases; 3 investigations in cases of animal mutilation; 134 summonses served; 11 arrests for disturbing the peace; 5 investigations of vandalism.

March, 1975: 101 investigations of complaints; 99 warrants and civil papers served; 826 buildings and residences checked for security purposes; 14 theft and burglary investigations completed; 26 cases of vandalism investigated; 34 complaints of family disturbance; 22 arrests were made; 7 prowler class answered and investigated.

In addition, the deputies provided escorts for banks upon request and escorts for funerals. The personnel also transported persons for coroner's examinations to various hospitals and institutions in the State.

April, 1975: 120 complaints answered and investigated; 33 arrests were made; 48 warrants, summonses, and civil services were served; 3 jail searches were completed; 672 houses and buildings were checked for security; 15 family disturbance complaints were answered; 23 field interviews were conducted; 4 cases of vandalism; 1 aggravated battery investigation was completed; 16 hours devoted to stake-out of rural areas.

In addition, all deputies on this grant assisted in the search and rescue and clean-up operations throughout the rural areas as a result of tornadoes.

May, 1975: 66 complaints answered and investigated; 10 burglaries/ theft were investigated; 1,034 residences and businesses were checked for

security; 13 cases of family disturbance and/or disturbing the peace; 3 investigations of worthless checks; 36 arrests were made; 63 civil papers and 21 criminal warrants were served; 32 hours were spent on stake-out; 42 hours of special patrol were devoted to recreational areas; 12 hours were spent in court; and 41 prisoners were transported to hospitals and institutions.

June, July, August, 1975: 231 complaints were answered and investigated; 165 civil papers were served, and 128 criminal warrants served; 1,296 building and residence checks were made; 71 cases of theft and/or burglary were investigated; 312 hours were devoted to special patrol of recreational areas in rural areas; 154 arrests were made; 26 investigations of prowlers were made; 99 cases of domestic disturbances and/or disturbing the peace were worked; 13 cases of simple drunk were worked; a total of 49 hours were spent in court; and 63 prisoners were transported to hospitals and other institutions.

September, October, November, 1975: 269 complaints answered; 141 arrests were made; 290 hours spent in special patrol of recreational areas; 50 burglaries/thefts investigated; 62 domestic disturbances investigated; 37 cases of disturbing the peace; 12 cases of DWI were worked; 92 criminal warrants and 181 civil papers were served; 1,979 residences and building checks were made; and 64 hours were spent on stake-outs.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES:

This project did accomplish the objectives set out in their work program. The deputies under this grant provided routine law enforcement duties and concentrated their efforts in the rural areas of the Parish. The emphasis on burglary was accomplished through the residence and business security checks

and the special stake-outs. The number of hours in patrol each month (800-1,000 hrs.) was in accordance with the projection made in the work program. The deputies also provided the supplemental law enforcement duties, such as transporting prisoners, providing escorts for banks and funerals, and serving papers as indicated in the work program.

PROJECT SUMMARY AND CONCLUSIONS:

This was a routine personnel acquisition project to supplement the line patrol of the Sheriff's Office. There were no special law enforcement techniques employed by the personnel under this grant, nor were there any unique enforcement features to be tested through this project. This grant made it possible to supplement the fifty-eight persons who constituted the line patrol section of the Sheriff's Department with the acquisition of five additional patrol deputies.

According to the project director, there were no unanticipated results or new knowledge gained as a result of this project. The salaries of the 5 deputies, presently paid out of grant funds, will be absorbed by the regular operating budget in August, 1976, when federal funding terminates. The project director plans to provide the services in the same way when project funds expire.

The value of this project, according to the project director, was the additional services they were able to provide to the rural areas of the parish through this additional manpower.

It is questionable whether this project should have been classified as a Special Enforcement Unit. As noted above, the project did not employ any special techniques or approaches and the personnel were not considered as a separate or distinct unit. It would probably be more appropriately classified as a personnel acquisition grant. This suggested change in program area should not be interpreted as a downgrading of the value of this project. Rather, the intent would be to have the program area more accurately reflect the project activities.

There were no unusual administrative problems encountered as a result of monitoring this project. All reports were submitted on time and with detailed project information.

PROCESS EVALUATION REPORT

PROJECT: Narcotics Incidence Reduction

SUBGRANTEE: Calcasieu Parish Sheriff's Department
Lake Charles, Louisiana

GRANT NUMBER: 76-C6-5.3-0012

PRIOR FUNDING PERIODS, GRANT NUMBERS, AMOUNT OF FUNDS:

First Year:	6-73-0049	From 3-01-73 to 2-28-74	SLEPA	\$23,700
Second Year:	6-74-0113	From 3-01-74 to 2-28-75	SLEPA	\$17,775
Third Year:	75-C6-5.3-0194	From 3-01-75 to 6-30-75	SLEPA	\$ 4,700
	76-C6-5.3-0012	From 7-01-75 to 2-19-76	SLEPA	\$ 9,520

PROJECT DIRECTOR: Deputy Jack Hebert
Calcasieu Parish Sheriff's Department

PROJECT PERIOD COVERED BY THIS REPORT: February 1, 1975 - November 30, 1975

PROJECT REPORTS DUE AND RECEIVED:

Due: 3-10	Received: 3-05	Revisions Requested
Due: 4-10	Received: 4-11	Acceptable
Due: 4-15	Received: 5-07	Revisions Requested
Due: 6-10	Received: 6-10	Acceptable
Due: 9-10	Received: 10-10	Acceptable
Due: 12-10	Received: 12-10	Acceptable

FIELD VISITS CONDUCTED: February 26, May 21, and December 18, 1975

PROJECT PLAN

This project began on March 1, 1973 and has been funded for three years. (The federal funding ended on February 19, 1976). The project was funded under Program Area 5.3, Specialized Enforcement Units, in the State's Comprehensive Criminal Justice Plan.

PROJECT GOALS AND OBJECTIVES

The goal of this project was to suppress illicit drug traffic in Calcasieu Parish. More specifically, the project was intended to gather intelligence information about all types of drug traffic in Calcasieu Parish and the surrounding area, for the development of cases and subsequent arrests. This intelligence information was also to be utilized by schools, parents, other law enforcement agencies and public agencies involved in drug abuse education or enforcement.

The techniques utilized to achieve the project goal were to have two undercover agents infiltrate the drug community, identify users and providers of drugs, to make suspect contact, to locate areas of concentrated drug abuse, and to make controlled drug purchases. The information gathered from the undercover activities of the agents were to be incorporated into a computer system which had retrieval capabilities.

The agents were also to provide intelligence information on other criminal activity, such as burglaries and thefts, to the appropriate division of the Sheriff's Office. The undercover agents were to be supervised by deputies from the Narcotics Division.

PERSONNEL

The undercover agents employed by this project were subjected to the same Departmental qualifications for work. These included graduation from high school or certificate of equivalency, between 18 and 35 years of age, a resident of Calcasieu Parish and a registered voter of Louisiana. In addition to these agency requirements, an undercover agent had to be able to ad-lib the part of a drug dealer and be able to undergo the narcotics training. It was preferred that the agents have no prior police experience.

The undercover agents were given on-the-job training by members of the Narcotics Division. This training included such subjects as: evidence handling, identification of drugs, surveillance techniques, legal considerations of undercover work, etc.

All the persons hired under this grant met the qualifications as established by the Department. During the review period (February 1 - November 30, 1975) several personnel changes were recorded. A total of seven individuals filled the two undercover positions during this ten-month period. This high turnover rate was explained by the director as attributable to the fact that the agents' effectiveness was diminished as they became known in the community.

TRAINING, TECHNICAL ASSISTANCE AND CONSULTANTS

The undercover agents did not attend any specialized drug enforcement schools or conferences during the review period.

There were no consultants utilized during the reporting period. The

14th Judicial District Attorney's Office did provide assistance to the agents in the interpretation of court rulings and their impact on narcotics investigation. This assistance was provided on an "on call" basis and no grant funds were expended for this assistance.

EQUIPMENT AND FACILITIES

There were no funds for equipment included in the grant application. Funds were budgeted for insurance, maintenance, and the operating costs of two vehicles which were purchased for this project in a prior funding period.

PROJECT RESULTS AND WORKLOAD STATISTICS

The following information relates to the undercover activity of the two agents hired under grant funds:

<u>February:</u>	Statistics not collected.
<u>March:</u>	Agents made twelve investigative purchases.
<u>April:</u>	Agents made 10 investigative purchases and provided information on 16 suspected drug dealers.
<u>May:</u>	No investigative purchases were made; information provided on 4 suspected dealers.
<u>June, July, and August :</u>	Five (5) controlled purchases were made and information provided on 15 suspected dealers.
<u>September, October & November:</u>	Twenty-two (22) controlled purchases were made and information on 15 suspected dealers.

Some of the exceptional cases cited were: During the month of May,

the agents were responsible for providing information on a semi-organized drug ring composed mainly of juveniles, and information on traffickers in West Calcasieu Parish. In April, the agents recovered over sixty-six pounds of marijuana brought into Calcasieu Parish by wholesale dealers.

PROGRAMMATIC ACCOMPLISHMENT OF OBJECTIVES

It was difficult to quantify the techniques utilized by the agents (i.e., number of contacts with suspected dealers, hours of surveillance, the number of informants contacted, etc.) as the project director stated that each agent uses his/her own approach to information gathering and narcotics undercover work. Therefore, information on the number of drug cases and the number of controlled purchases were the major workload statistics reported.

The agents did provide the Narcotics Division of the Sheriff's Office with information on illicit drug traffic and usage in Calcasieu Parish. They were also able to complete several controlled purchases of illegal drugs which were used in the development of cases. It went beyond the scope of this review effort to determine how valuable this information was to the suppression of drug traffic, or the casual relationship between the information provided and the arrests which were made as a result of that information.

There were no workload statistics collected relative to the development of a library on drug abuse which could be utilized by schools, drug treatment agencies, etc. The development of this library was primarily the responsibility of other personnel in the Narcotics Division and not the undercover agents. Therefore, while this was one of the original objectives of the work-plan, no assessment of the accomplishment of this component of the project

has been attempted since it fell beyond the scope of the agent's activity.

PROJECT SUMMARY AND CONCLUSION

This project would more appropriately be called a personnel acquisition grant. The grant provided funds for two undercover agents. According to project personnel, the Department employs four to five undercover agents and has employed at least that number for several years. Therefore, this grant supplemented or supplanted the undercover section of the Narcotics Division. There were no special narcotic enforcement techniques to be tested or demonstrated.

The project personnel will be carried with agency operating funds after February 19, 1976 when federal funding expires. The project will continue to utilize the same techniques and approaches that were utilized in the grant period.

E. GENERAL SUMMARY

GENERAL SUMMARY

In the preceding project reports, there were no judgments made on (a) the merits of the project as originally conceived, or, (b) the impact of the project results. Rather, the remarks were confined to whether the project accomplished its planned objectives as outlined in the work-plan. In other words, Did the project do what it said it was going to do?

As has been noted, generally the projects did adhere to their work-plans and were successful in accomplishing the planned objectives. This high proportion of projects which did achieve their planned objectives is probably due, in large measure, to the fact that the project objectives were defined (and re-defined) at the outset of this evaluation project. In most cases, the projects were in their second or third year of operation and consequently, had a good basis upon which to base their projections of task accomplishment. Furthermore, project directors were instructed that they need not adhere to the objectives as listed in the original grant application. Some of the project directors were encouraged to revise their original objectives, based on the experience gained in operating the project, to reflect a more realistic projection of project activity. In other words, there would have been a much lower correlation between planned objectives and actual project activity if the original application had been used as the basis for determining whether the project had achieved its objectives. Again, this low correlation serves to underscore the need for more precise work-plans as mentioned in Section I of this report.

A high correlation of planned objectives to actual project performance

should be expected in process evaluations. This is true because intensive monitoring, by definition, is principally an administrative and management control which is designed to detect project deficiencies or problems as they first appear. Intensive monitoring is not designed to produce an "after-the-fact" evaluation on project activities.

Although the process reports did not contain judgments on the merits of the individual projects, it is possible to convey some notion on the relative importance of the fifteen projects included in the survey. This can be done on the basis of how these projects would be grouped if current evaluation criteria were used.

According to the definitions established for the projects groupings, six of the fifteen projects would be classified as Group I Projects -- Personnel and Equipment Acquisitions. The six projects are;

1. Narcotics Incidence Reduction
Calcasieu Parish Sheriff's Department
2. Personnel Acquisition - Narcotics
Lafayette Parish Sheriff's Department
3. Patrol Intensification
Rapides Parish Sheriff's Department
4. Armed Robbery - Burglary Prevention
Quachita Parish Sheriff's Department
5. Prosecutorial Support Project
Orleans Parish District Attorney

6. Literacy Education of Offenders

Department of Corrections

These six were basic, routine, supplemental projects. They were intended to provide additional manpower and equipment for agencies to carry out required functions. The type of work performed by the additional manpower was no different than that performed by other departmental personnel. For example, the Rapides Parish Sheriff's Department had 58 deputies in their line patrol section. The Patrol Intensification grant provided funds to add five (5) deputies to their line patrol section. The five additional deputies performed routine law enforcement duties, which were no different than those performed by the other 58 deputies in the line patrol section. The project was not intended to demonstrate any new techniques in law enforcement. Rather, the Sheriff's Office simply needed five extra deputies to cover the rural areas of the parish.

This project example is similar to the other five projects included in this category and to several hundred projects which have been funded through the Commission.

Four of the fifteen (15) projects would be classified as Group II projects -- Special Units. These are:

1. Armed Robbery and Burglary Unit
East Baton Rouge Parish Sheriff's Office
2. Burglary Interceptor Unit
City of Baton Rouge Police Department
3. Narcotics Division
Bossier City Police Department

4. Narcotics Incidence Reduction

Department of Public Safety

These four were all specialized enforcement units.. The work accomplished by these units was distinct and clearly identifiable as opposed to Group I projects where the work product was not separated from the total agency effort.

In all four of these projects, their value has been demonstrated, at least to the satisfaction of the respective agencies, as all will be continued as separate units after the termination of federal funds.

Two of these projects (the Burglary Interceptor Unit and the Armed Robbery and Burglary Unit) could have been recommended for impact evaluation if their goals were developed in a more specific manner. For example, it is quite possible that an impact evaluation could show a relationship between the activities of the Burglary Interceptor Unit and the burglary rate in a small area of downtown Baton Rouge. Yet the original project goals were stated in terms of reducing the incidence of burglary in the entire City of Baton Rouge because the unit operated city-wide. It would be unrealistic to expect that this small, specialized unit would be able to impact the burglary rate in the City of Baton Rouge.

It would have been unfair to hold this project or others like it, to the accomplishment of their original crime reduction goals; i.e., to reduce X crime by X percentage over X period of time. In most cases, this type of unrealistic goal setting was encouraged by a LEAA crime-specific planning model which required all projects to adopt such goals if they wanted to be funded.

While not held accountable for the accomplishment of these crime specific goals, the projects in Group II were held responsible for the performance of specific project activities outlined in the work-plan. Judged in this context, the projects performed fairly well and did accomplish most of their planned objectives.

There were three projects which would be classified as Group III - Secondary Projects. These are:

1. Consumer Protection Unit
Jefferson Parish District Attorney
2. Regional Detention and Correctional Center
Rapides Parish Police Jury
3. Louisiana District Attorney's Association. (The office of Executive Director and the Police - Prosecutor Coordinator were considered as one project).

The projects in this category all provided a service or supported an activity which was not directly related and/or essential to the apprehension, adjudication, or correction of an individual. These projects were also more complex and innovative in nature than Group I or II projects.

Two of the projects in this group (the Consumer Protection Project and the Louisiana District Attorneys Association) were recommended for impact evaluation as (1) we have collected good process data on which to base an impact evaluation, (2) we know the projects were carried out in accordance with their work-plan, and (3) the results produced by the projects appeared to be encouraging.

The third project, Renaissance House, was not recommended for impact evaluation for the reasons cited in the process report. (These reasons related to the lack of available youths for a control group, the small number of clients served, and the lack of definite acceptance criteria for program clients).

There was one project which would be classified as a Group IV - Research and Demonstration Project. This was the Juvenile Drug Abuse Treatment and Research Program. This project appears to have been very successful in terms of achieving a low recidivism rate among program participants. The project will continue under the auspices of the Department of Corrections. Further evaluation of this project has also been recommended as this project may provide valuable lessons on the establishment of successful drug treatment programs for juvenile delinquents.

APPENDICES

- A. GLOSSARY OF TERMS AND ABBREVIATIONS
- B. WORK-PLAN REPORT FORMAT
- C. EXAMPLE OF A WORK-PLAN REVIEW CRITIQUE
- D. REGULAR MONTHLY REPORT FORMAT
- E. SITE-VISIT SURVEY DOCUMENT

A. GLOSSARY OF TERMS AND ABBREVIATIONS

APPENDIX A.DEFINITIONS AND ABBREVIATIONS

- ACT - Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Crime Control Act of 1973 - the legislative authorization for the Law Enforcement Assistance Administration Program.
- CGS - The Center for Governmental Studies, Loyola University.
- CJCC - Criminal Justice Coordinating Council - the designation of a type of local planning district. In Louisiana, the two CJCC's are the Caddo-Bossier and New Orleans Criminal Justice Coordinating Councils.
- COMMISSION - The Supervisory Board of the State Planning Agency.
- LCLE - Louisiana Commission on Law Enforcement and Administration of Criminal Justice - the State Law Enforcement Planning Agency as defined under the Act.
- LEAA - The Law Enforcement Assistance Administration, a branch of the U.S. Department of Justice - the Federal Agency empowered to carry out the Omnibus Crime Control and Safe Streets Act of 1968 as amended.
- LEAC - Law Enforcement Advisory Council - the supervisory Board over district planning office operations.

continued

APPENDIX A.

- LEPD - Law Enforcement Planning District - the planning districts operational under LCLE. The purpose and governing structure of the nine planning districts parallels the organization and operating procedures found at the State LCLE level.
- NILE - The National Institute of Law Enforcement and Criminal Justice - the research center of the Law Enforcement Assistance Administration.
- NCJRS - National Criminal Justice Reference Service - a clearing-house on evaluation activities and literature.
- SUBGRANTEE - The recipient of LEAA funds for the purpose of conducting a project.

B. WORK-PLAN REPORT FORMAT

APPENDIX B

PROGRESS REPORT

FIRST MONTHLY REPORT--WORK PROGRAM

A. PROJECT IDENTIFICATION

1. Project Title:
2. Name & Address of sub-grantee agency:
3. Project Director:
4. Report completed by:
5. Report for Period _____ to _____.
6. Grant Number:
7. Program Area:

B. PERSONNEL

1. Number and type of grant positions filled: Include name, age, sex, race, education, and years of related experience for those persons paid out of grant funds. Indicate whether person is full or part time.
2. Number and type of non-grant positions filled. (If there are other personnel not listed in the grant application who are principally engaged in the accomplishment of project objectives, please list these personnel as well and include above information.)

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3. Reasons for vacancies, if any. (Indicate what positions are vacant and reason.)
4. What employee qualifications for grant personnel have been established and adopted by your department? (Please list, or include as an attachment those employee qualifications whether civil service, agency, or both, for employment in your department. If there are special qualifications for work in your project or specialized unit, please list these as well.)
5. What training will be made available to project personnel? (What training, either routine departmental training or specialized conferences and schools, do you anticipate for project personnel? Indicate what personnel will be involved, type of training, and subject matter, number of hours, name of course, and when training will be given.)

1. Will consultants be used in carrying out activities under this grant? (What consultants will be utilized? Please indicate the number employed, man days to be worked, tasks to be performed, fee to be paid per man day.)
2. Will technical assistance be needed? Indicate source, from whom, nature of assistance, and duration required. (Describe any technical assistance from outside your agency which will be required to complete the actual work of this project.)

1. Describe facilities, space available, space in use.
2. What equipment to be purchased under this grant is on hand?
3. What equipment is on order?

1. State Project Goal(s): (The goal statement should clearly communicate the intended result of the project. The goal(s) statement should identify, before the project starts, what must happen or be achieved in order for the project to be considered a success. The goal(s) statement should be precise enough so that a person could, on the basis of a review of project results, determine if the project goal has been achieved.)

2. **State Project Objectives:** (Project objectives should list those specific techniques or approaches that will be utilized to achieve the goal(s). Each project objective should include, whenever possible, some measurable specification that can be related to work out-put measures. For example, how many hours will be spent in applying or using each technique; how many people do you intend to reach through this technique, etc.)

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F. PROJECT RESULTS AND WORK-LOAD MEASURES

1. Please list the project results for the period _____ to _____.
(What results have been achieved through the use of the techniques or approaches? These results should relate to the goal(s).)
2. Please list the work measures of the project personnel for the same period as listed above. (What activities or tasks have the project personnel been engaged in? How many hours, percentage of effort, etc. have been spent in carrying out these activities or tasks. These work-load measures should relate to the specific techniques listed in project objectives.)

G. PROJECT ADMINISTRATION AND MANAGEMENT

1. What is the project's timetable for accomplishment of planned managerial work tasks?

APPENDIX B
Page 6

2. What work tasks have been initiated?

3. What work tasks have been completed?

H. GENERAL COMMENTS

Please discuss any problem areas not already identified; general comments:

Signature, Project Director: _____

C. EXAMPLE OF A WORK-PLAN REVIEW CRITIQUE

EXAMPLE OF A WORK-PLAN REVIEW CRITIQUE

SECTION A: PERSONNEL

1. This section is adequate as submitted. We assume that all personnel listed are working 100% of their time for the Narcotics Division. If this is not the case, please correct. You were correct in listing all personnel of the Narcotics Unit as we agreed that goals, objectives, workload measures, etc. be stated in terms of the Division as a whole rather than trying to isolate these items for the three individuals paid out of grant funds.

2. No questions.

3. Please list what those civil service requirements are. We also ask that, if you have any special qualifications that you have for becoming a member of the Narcotics Division, that you list these as well.

4. Only training from February 1, 1975 on should be listed. This would include any training that you would anticipate for any of your personnel, either routine, departmental training or special conferences or schools. If you anticipate any training, we ask that you also include information on the subject matter to be covered, number of hours, etc. (see instructions on reporting format). This item may have been misleading since we said "grant period" in this question. For purposes of this evaluation effort, we are using February 1, 1975 as the beginning date of the grant period so that we can synchronize our reporting requirements for all 15 statewide projects we are working with. We are able to do this because our primary interest is "programmatic" evaluation rather than "fiscal" or "grant" reviews.

SECTION B: CONSULTANTS AND TECHNICAL ASSISTANCE

No questions.

SECTION C: EQUIPMENT AND FACILITIES

1. In addition to a listing of square feet, it would be helpful if you could give a brief description of the facilities (where located, adequacy for project purposes, etc.).

2. and 3. No questions

EXAMPLE OF A WORK-PLAN REVIEW CRITIQUE

Narcotics Incidence Reduction
Page 2

SECTION D: PROJECT GOALS AND OBJECTIVES

As we mentioned in the cover letter, we expected there would be problems in reaching mutual understanding on the key terms we are using. There are several, equally acceptable ways to define goals and objectives. Yet, since we are attempting to achieve some consistency in project reporting, we ask that, for the purposes of this evaluation effort, you work with our definitions. We have attempted to be more definitive in the type of goals and objectives we are stressing through additional instructions on the reporting format. Hopefully, these comments will also help to clarify the type of information requested.

In reference to project goals, we are asking for a statement of what is to be accomplished by this project? What must happen for this project to be considered successful? The goals you have listed fit more closely with our definition of objectives. (i.e. What techniques or approaches will be utilized to achieve project goals?) Well, how then should your project goal(s) be defined: To suppress the usage and distribution of all types of illegal drug substances in through education and enforcement efforts. This example goal statement answers our first question, (what is to be accomplished by this project) but doesn't answer the second (what must happen, "how much" must be accomplished for you to consider this project a success?). Unfortunately, this example goal statement may be the best we can come up with. As we said, tying project success to a certain percentage reduction or increase in arrests is really not very useful for a project of this type. Nevertheless, this type project result, number of arrests by type, number and type of drug confiscated should still be reported as project results. I just wanted to re-emphasize the limitations involved in using this information to "measure" project success.

We can, however, be more specific in the statement of project objectives. According to our definition, we are asking for those techniques or approaches that you will utilize to achieve your project goals. How many hours, etc. will be used in applying each technique. You actually have two types of techniques: enforcement and education. An example enforcement objective might be: to spend x hours by x number of staff members per month in under-cover investigation; To make at least x contacts with known drug informants per month, etc. You have correctly listed and quantified an education technique: To give at least 3 drug talks a month in each of the 11 schools in the area. Another one might be: To spend x hours per month in individual counseling with youth who are abusing drugs and their family, etc. The important thing is that these objectives be as specific as possible and try to include an answer to what the technique is, who will be utilizing it, how many hours, percentage of effort, etc, will be utilized in applying this technique.

EXAMPLE OF A WORK-PLAN REVIEW CRITIQUE

Narcotics Incidence Reduction

Page 3

SECTION F: PROJECT RESULTS AND WORK-LOAD MEASURES

As we said, the goals and objectives should be related to the project results and work-load measures. We have changed the terminology in this section and clarified the instructions to emphasize this relationship. Under the first question in Section F, we are asking for project results. What has been accomplished this month toward meeting your project goal(s). In your case this would refer to such items as the number of drug arrests made by Narcotics Division personnel, amount and type of drugs confiscated, etc.

The second question in this section asks for work-load statistics related to the techniques or approaches used to accomplish the above results. For example, number of hours spent in undercover work, number of informant contacts, number of hours in counseling, presentations given to schools, etc. In other words, this section should tell us what your staff has been doing this month. What activities or tasks have they been engaged in.

SECTION E: PROJECT ADMINISTRATION

This section is optional for you. It is really intended to be a manager's guide for implementing a project. In other words, laying out, in time sequence, those tasks which must be undertaken to implement a project (i.e. hire staff, secure office space, develop operational procedures, complete staff training, order equipment, etc). Since your program is already operational, this type of timetable may be of limited value to you. Where it would be important is if you were going to implement new procedures or develop a new component of your project and you wanted to organize your efforts according to the work tasks which would have to be accomplished.

D. REGULAR MONTHLY REPORT FORMAT

APPENDIX D
PROGRESS REPORT

A. PROJECT IDENTIFICATION

1. Project Title:
2. Name & Address of sub-grantee agency:
3. Project Director:
4. Report completed by:
5. Report for period _____ to _____.
6. Grant Number:
7. Program Area:

B. PERSONNEL

1. Have there been any changes in number and type of positions filled under the grant? If "yes", explain those additions, revisions, etc.
2. Have there been any changes in number and type of non-grant positions? If "yes", explain those additions, revisions, etc.

- ### C. CONSULTANTS AND TECHNICAL ASSISTANCE

1. Have consultants been utilized during this reporting period. If "yes", please indicate the number employed, man days to be worked, tasks to be performed, fee to be paid per man day.
2. Was technical assistance rendered during this reporting period. If "yes", indicate source, nature of assistance and duration required.

D. EQUIPMENT AND FACILITIES

1. What equipment has been received during this reporting period?
2. What equipment has been ordered during this reporting period?

E. PROJECT GOALS AND OBJECTIVES

Have there been any changes in project objectives? (Those techniques or approaches utilized to achieve project goals.) If so, please explain those changes.

F. PROJECT RESULTS AND WORK-LOAD STATISTICS

1. Please list the project results for this reporting period. (What results have been achieved through the use of the techniques or approaches utilized?)

2. Please list work-load statistics of project personnel for this reporting period. (What activities or tasks have the project personnel been engaged in? How many hours, percentage of effort, etc. have been spent in carrying out these activities?)

G. PROJECT ADMINISTRATION

Adherence to work program schedule and timetable. Which work program tasks are on schedule? Which are behind schedule?

H. GENERAL COMMENTS

What problems exist? General comments.

Signature, Project Director: _____

E. SITE-VISIT SURVEY DOCUMENT

APPENDIX E

SITE-VISIT SUMMARY DOCUMENT

A. PROJECT IDENTIFICATION:

1. Subgrantee:
2. Title of Project:
3. Grant Number:
4. Project Funding Periods, Grant Numbers, Amounts and Type of Funds:
 - a. First Year:
 - b. Second Year:
 - c. Third Year:
 - d. Remarks, if any:
5. Project Director:
6. Project Time Frame and Period covered in this report:
7. Project Reports Due and Received during this time:

B. PERSONNEL: (Note any agreements between project director and evaluator on how the project was to be defined and reviewed.)

1. Number of Employees:

2. Number and Title of Positions:

3. Personnel Changes:

4. Training:

C. CONSULTANTS:

1. Consultant Utilization:

D. TECHNICAL ASSISTANCE:

1. Technical Assistance Utilization:

E. EQUIPMENT AND FACILITIES:

F. PROJECT GOALS AND OBJECTIVES:

1. Project Goal(s):

2. Project Objectives;

3. Changes in Project Goals and Objectives;

G. PROJECT RESULTS AND WORK-LOAD STATISTICS:

1. Project Results and Work-Load Statistics:

2. Additions, Qualifications, Revisions, etc.:

H. PROJECT ADMINISTRATION:

1. Adherence to Special Conditions:

2. Adherence to Timetable:

3. Comments, Additions, Revisions:

I. SUMMARY AND CONCLUSIONS:

1. Do you anticipate the project will be continued? Why?

2. If the project is (or could be) continued, would you provide the services in the same way as you have under this grant?
3. If the project is not continued, what will happen to the population you would be serving?
4. What is the most valuable knowledge gained as a result of this project?
5. What unanticipated results occurred in this project?
6. What is an example that best represents the value of this project?
7. What data or information has been collected that would permit this project to be intensively evaluated?
8. Would you like to see this project intensively evaluated? Why?

END