

1978 TECHNICAL ASSISTANCE PLAN

UTAH COUNCIL ON CRIMINAL JUSTICE ADMINISTRATION

255 South 300 East
Salt Lake City, Utah 84111

Robert B. Andersen, Director

November, 1977

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Utah Council on Criminal Justice Administration

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January 23, 1978

MEMORANDUM

TO: District and State Planners
FROM: Leslie A. Goodloe *LAG*
SUBJECT: 1978 Technical Assistance Plan

I have forwarded 25 copies of the 1978 Technical Assistance Plan to each district planner. Please distribute the Plan to district council members and any local agency that may have an interest in technical assistance. The purpose of this Plan is to provide Washington with information to award 1978 technical assistance consultant contract awards and to provide the state planning agency with information concerning proposed 1978 technical assistance requests.

The Technical Assistance Plan is a compilation of "proposed technical assistance requests". Priorities listed in the Plan will not be acted upon by UCCJA or the Washington office. Please refer to pages 2 and 3 for procedures required for requesting technical assistance. Any district or state planner wishing to further pursue a technical assistance priority mentioned in the Plan should submit a formal, written technical assistance request to the Executive Director of UCCJA and signed by the Chief Administrative officer of the agency making the request. The request shall describe the nature of the technical assistance requested, the date desired for technical assistance delivery, the name of delivery resources, if possible, and a definition of the problems the technical assistance is intended to alleviate.

A work statement identical to the needs assessment format (Attachment A, page 33 1978 T/A Plan), shall also be enclosed with all technical assistance requests. Any agency or organization receiving technical assistance through LEAA will be required to complete an evaluation questionnaire. A copy of the evaluation questionnaire is located in the 1978 Technical Assistance Plan, (Attachment B, pages 34 and 35). The evaluation questionnaire should be submitted to the UCCJA technical assistance coordinator.

I would like to thank all of you for your help in preparing the T/A Plan. If you have any questions, please contact me.

LAG:1cm

- GILBERT D. ATHAY • Attorney
- GERALD BONSER • Moab City Councilman
- MELVIN J. BURKE • Comm. Uintah Co.
- BARBARA BURNETT • Citizen Representative
- GEORGE BUZIANIS • Comm. Tooele Co.
- DONALD E. CHASE • Comm. Box Elder Co.
- BRYANT H. CROFT • Judge, Third District Court
- EDGAR M. DENNY • Adm. Dept. of Employ. Sec.
- RICHARD DIAMOND • Wasatch Front Regional Co.
- ROSCOE GARRETT • Comm. Juab County
- GLEN GREENER • Comm. Salt Lake City
- ROBERT B. HANSEN • Attorney General
- N. "PETE" HAYWARD • Capt. S. L. Co. Sheriff
- MARION HAZLETON • Citizen Representative
- REX HUNTSMAN, Sheriff • Sevier County
- JOSEPH HUTCHINGS • Chief, St. George Police Dept.
- S. MARK JOHNSON • Judge, Bountiful City Court
- PAUL C. KELLER • Judge, Utah Juvenile Court
- REV. JERALD H. MERRILL • Citizen Representative
- ANTHONY W. MITCHELL • Dept. of Social Services
- DR. STERLING R. PROVOST • U. of St. Sys. of Higher Ed.
- WALTER D. TALBOT, State Super. of Public Instruction
- R. PAUL VAN DAM • S. L. Co. Attorney
- ERNEST D. WRIGHT, Dir. Division of Corrections
- JAMES F. YARDLEY • Comm. Garfield Co.

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I. 1978 Technical Assistance Planning Process

Data Collection Methodology. At the present time, Utah lacks the personnel resources needed to carry out the rather sophisticated technical assistance planning model encouraged by LEAA. Utah has instead elected to utilize a simple approach to TA planning, wherein basic needs are identified, prioritized and matched with delivery resources where possible. Because such a model precludes the extensive collection and analysis of data, very little data was, in fact, utilized in preparing the 1978 TA plan.

Participation in the Planning Process. For purposes of identifying technical assistance needs, in lieu of extensive data collection and analysis, the regional planners and the UCCJA staff were requested to identify TA needs. The regional planners and their advisory boards identified TA needs encompassing the entire criminal justice system at the local level while the UCCJA staff identified only those TA needs within their areas for both local and state criminal justice agencies*

For each TA need identified, the regional planners and the staff were requested to provide the following information:

1. Name of recipient organization
2. Problem to be addressed
3. Goal or Objective
4. Type of Assistance Needed
5. Skills and Expertise Needed
6. Level of Effort
7. Coordination
8. Products
9. Recommended TA Provider
10. Recipient Agency Contact
11. Source of TA Request

Attachment A of this Plan includes the instrument used by the regional planners and the UCCJA staff to provide this information.

It is the position of UCCJA that TA planning and comprehensive planning should be interrelated, but should occur separately. The same planning areas are used in the TA plan as in comprehensive planning. The planning categories are:

1. Police
2. Judicial Systems
3. Information Systems
4. Community Crime Prevention
5. Corrections
6. Management

*See Attachment C for a District map

II. The Technical Assistance Delivery System

Procedures for Requesting TA. All TA requests must originate from the agencies requesting the TA. In no instance will TA be "imposed" on an agency.

All TA requests shall be formal, (in writing) addressed to the Executive Director of UCCJA and shall be signed by the chief administrative officer of the agency making the request. The request shall describe the nature of the TA requested, the date desired for TA delivery; shall name the delivery resources if possible, and shall define the problems the TA is intended to alleviate.

Procedures for TA Workplan Preparation. It is anticipated that during the year many "reactive" TA needs not identified in the 1978 TA plan will arise and will require immediate attention. Therefore, all TA requests received by UCCJA will be processed in the same manner regardless of whether or not the TA requested is contemplated by the TA plan.

Upon receiving a TA request, the UCCJA Executive Director will forward the request to the TA coordinator who is responsible for overall planning and coordination of TA delivery. In cooperation with the appropriate staff specialist, the TA coordinator shall:

1. Secure all necessary information from the requesting agency;
2. If necessary, identify the potential delivery resource(s) and make final selection;
3. Contact the selected resource with regard to providing the TA. (In the case of out-of-state resources, the TA coordinator shall notify LEAA of the request and shall coordinate the TA delivery with LEAA to the extent necessary);
4. Provide a statement of work and any other information needed by the delivery resource for effective TA delivery. This work statement will include:
 - a. Recipient agency's name, address and telephone number;
 - b. Contact person's name, address and telephone number;
 - c. A brief description of the TA need;
 - d. Specific objectives that the requested TA is intended to accomplish;
 - e. Preferred dates of delivery;
 - f. Manner and method of delivery; and
 - g. Special conditions or requirements related to the delivery.

Where appropriate, especially in the case of out-of-state delivery resources, the work statement will also include the name, address and telephone number of both the SPA staff contact person, and the LEAA contact person; and

5. Coordinate scheduling and logistics for TA delivery.

Procedures for Monitoring and Evaluating TA. The UCCJA TA Coordinator shall maintain an up to date, on-going file of all technical assistance requests received by the UCCJA. For each formal TA request received, a separate file will be opened. At a minimum each file will include:

1. A copy of the formal TA request;
2. Copies of any correspondence between the UCCJA and the requesting agency;
3. A copy of the work statement;
4. Copies of any correspondence between the UCCJA and the delivery resource or between the delivery resource and the requesting agency;
5. Written progress reports on TA delivered; and
6. A copy of the recipient agency's final evaluation of TA delivery provided.

The TA coordinator is responsible for periodically reviewing the TA request files to assure that progress is being made to honor all requests. Any delays or other obstacles discovered by such periodic reviews will be resolved by the TA coordinator in cooperation with the appropriate staff specialist.

Upon completion of TA delivery, each recipient agency will be requested to evaluate the technical assistance delivered. For such evaluations, the UCCJA will use the form in attachment B, "Recipient's Evaluation of TA".

Once the recipient agency has completed and returned the evaluation, the TA file for that particular request will be closed, unless the recipient agency requests follow-up TA.

Forms and Instruments to be Used in Support of TA Delivery. It is anticipated that the only form to be used in TA delivery will be the evaluation questionnaire to be completed by the recipient agency. Otherwise, all other appropriate documentation will be expedited in letter or memorandum form. In the event that this practice becomes too cumbersome, appropriate forms may be developed at a later date. For example, it is possible that a TA work statement form may have to be developed to assure that all items needed for the work statement are addressed.

Time Requirements of TA Delivery System. As a general rule, the UCCJA will make every effort to assure that TA delivery occurs as closely as possible to the delivery date preferred by the requesting agency. Extenuating circumstances such as availability of delivery resources, prior LEAA approval of TA delivery, scheduling conflicts, etc., will determine, to a large extent, the actual time factors involved.

It should be emphasized that because each TA need is in itself unique, no general timeframes for TA delivery can be imposed. The nature of each TA request along with various unforeseen extenuating circumstances will greatly affect the length of time between request and actual delivery and between delivery and final documentation and followup.

III. 1978 Technical Assistance Needs Assessment

Definition of Technical Assistance. For purposes of the 1978 TA plan, technical assistance is defined to include those techniques or activities directed toward assisting state and local operating agencies in developing, implementing, and/or providing comprehensive planning and management techniques; in identifying the most effective techniques of controlling specific crime problems; implementing new programs and techniques for the improvement of the criminal justice systems, and assisting citizens and other groups in developing projects to participate in crime reduction and criminal justice improvements.

Introduction

Many of the needs originally identified for the 1978 TA plan were not, in fact, technical assistance needs. Rather, they were needs which could be met by conventional strategies and methods other than technical assistance. Such needs were subsequently eliminated from inclusion in this TA plan.

This component of Utah's 1978 TA Plan contains only those technical assistance needs identified by the UCCJA specialists and the RPU's which correspond to the above definition of technical assistance. Furthermore, this component contains only those technical assistance needs which the UCCJA can play an active role in fulfilling. In other words, the needs listed are limited to those technical assistance needs which the UCCJA can facilitate meeting; either by providing direct assistance or by arranging for provision of direct assistance. Technical assistance needs which can be completely fulfilled by RPU's or local resources are not included in this plan.

The technical assistance needs identified in this component of the plan are grouped according to six major categories used by the UCCJA in its comprehensive planning process. Within each category the needs are prioritized according to specific program priority placed upon them by the staff specialists identifying the needs. The priorities should be considered ranked within specific program areas only. No overall state priority is given to any of the TA needs identified because doing so would tend to diminish the importance or significance of those needs receiving relatively lower priority. RPU needs identified in this plan component are ranked according to the priority given to each need statement prepared by the respective RPU's.*

A. Police

1. POLICE PRIORITY #1 (State): TRAINING CONFERENCES

Recipient Organization: Specialized groups of police officers, e.g., patrolmen, chiefs.

*District XII has prioritized TA requests in each area. Whereas, other districts have only one list of priorities which crosses all planning areas.

Problem to be Addressed: LEAA, both nationally and locally, is continually developing new techniques and successful programs applicable to police departments. This technology needs to be transferred to all of the relevant agencies in the state.

Goal or Objective Supported: To improve the operations of police officers and agencies through introducing them to new technologies and programs.

Type of Assistance:

- a. training
- b. conferences
- c. publications

Skills and Expertise Needed: Varies.

Level of Effort: I anticipate about three conferences with 30-60 participants costing \$1,000 to 3,000 each. Each would require 1 to 5 out-of-state experts for an average of 3 days each.

Coordination: POST and Utah Chief's Association

Products: Changes in agency operations.

Recommended TA Provider: National Institute

Recipient Agency Contact: State Police Planner (UCCJA)

Source of TA Request: State Police Planner (UCCJA)

2. State Police Priority #2: Contract Law Enforcement

Recipient Organization: UCCJA, local police or sheriff's departments.

Problem: Assistance will be needed in (a) implementing and (b) replicating the contract law enforcement discretionary grant program.

Goal or Objective Supported: To develop models of contract law enforcement applicable to small, rural Utah departments.

Type of Assistance: On-site consultations.

Skills and Expertise Needed: Familiarity with the actual workings of contract law enforcement, its problems, and how to overcome them.

Level of Effort: One to three people for an average of 10 days each spread out over a year.

Coordination: Regional Planners, project director, applicant agencies, local elected officials.

Products: Several actual working models of contract law enforcement.

Recommended TA Provider: Unknown

Recipient Agency Contact: UCCJA Police Planner

Source of TA Request: UCCJA Police Planner

3. Police Priority #3: Hostage Situations

Recipient Organizations: State Department of Public Safety.

Problems to be Addressed: Utah is potentially a target for political terrorists or religious or racial extremists. Armed robberies, bank holdups, and violent family disputes involving weapons occur in Utah. Therefore, the possibility of a hostage negotiation situation is very real. The law enforcement agencies in the state, particularly in rural areas, are ill equipped to handle such a situation.

Goal or Objective: To develop a well-trained, well-armed cadre of hostage negotiation specialists from local law enforcement agencies available to respond to a hostage situation anywhere in the state.

Type of Assistance: Training

Skills Needed: Familiarity with hostage situations.

Level of Effort: Training, in-state or out of state for 20 officers for 1 to 4 weeks each.

Coordination: Commissioner of Public Safety, POST.

Products: A cadre of specialists

Recommended TA Provider: Unknown

Recipient Agency Contact: Commissioner of Public Safety.

Source of TA Request: Commissioner of Public Safety.

4. Police - Districts I and II Priority #1: Development of a Police Record System Handbook

Name of Recipient Organization: Northern Utah Crime Data Center on behalf of Police agencies in Districts I and II.

Problem to be Addressed: Police agencies in Northern Utah need the availability of handbook outlining the step-by-step process of setting up a police records

system, which would also serve agencies with existing systems by providing standardized suggestions for improvement.

Goal or Objective Supported: The objective is to provide a plan for generating a police record system from scratch, or for improving an existing system, with the ultimate goal of standardization and uniformity in police records throughout the Northern Utah.

Type of Assistance Needed: Publications if available, or expert advice on the development of such a publication.

Skills and Expertise Needed: It is desirable that we have access, either through a published document or personal contact, to knowledge of the procedures and techniques of small, medium and large capacity records systems.

Level of Effort: The cost would be limited to the expenses of publication and postage.

Coordination: Northern Utah Crime Data Center, 603 Ben Lomond Hotel, Ogden, Utah 84401, 399-8439

Products: The availability of such a handbook would aid area police administrators currently working toward uniformity and consequently, expanded efficiency, with respect to police records keeping.

Technical Assistance Provider: National Criminal Justice Reference Service.

Recipient Agency Contact: Craig Heniger, NUCDC

Source of Technical Assistance Request: NUCDC

5. Police District #4 Priorities

Name of Recipient Organization: Juab County Sheriff's Office

Problem to be Addressed: Each year on Easter weekend (and sometimes on other holidays) a crowd of from 10,000 to 30,000 people congregate at the Little Sahara Sand Dunes in western Juab County. The crowd is extremely hard to predict and control, and the situation severely overburdens local law enforcement and emergency services systems.

Goal or Objective Supported: The goal for this technical assistance project is to develop a plan for organizing local and regional agencies to meet this over-taxing of resources.

Type of Assistance Needed: A study linked with on-site consultation is needed to develop this plan.

Skills and Expertise Needed: A familiarity with local law enforcement, local

government, and emergency services systems. Familiarity with outdoor recreation and behavior of holiday celebrants.

Level of Effort: Approximately five person days will be required for the study and preparation of the plan. Total cost will be approximately \$550. Assistance will be needed by February 1, 1978.

Coordination: This technical assistance should be coordinated with the Juab County Sheriff, Juab County Commission, Juab County Hospital, Millard County Commission, Payson City Hospital, and Utah Valley Hospital.

Products: The expected result of this technical assistance is a plan for coordinating law enforcement and emergency service efforts at the Little Sahara Sand Dunes on peak visitor weekends. The plan will impact agencies in at least three counties.

Technical Assistance Provider: This technical assistance would be provided by the Utah State Department of Public Safety or by a private consultant.

Recipient Agency Contact: The contact for this technical assistance project is Robert Painter, Juab County Sheriff.

Source of Technical Assistance Request: This request originated with the Juab County Commission.

District IV Priority #3

Recipient Organization: Millard County Sheriff's Office

Problem to be Addressed: West Millard County, largely a desert area dotted with dry lake beds, has been the site of many illegal drug transportation operations involving aircraft and four-wheel drive vehicles. Millard county has not been prepared to deal with these operations in terms of manpower, equipment and expertise.

Goal or Objective Supported: The goals of this project are to prepare a plan for the Millard County Sheriff's Office for dealing with the drug transportation problem and to provide training called for in the plan.

Type of Assistance Needed: The assistance will include a study performed on-site and training provided at the most appropriate location.

Skills and Expertise Needed: The provider of assistance should have considerable expertise in the area of illegal drug traffic enforcement and should be familiar with the resources available to counties for law enforcement efforts.

Level of Effort: The technical assistance effort will cost approximately \$2,000 and will require approximately 21 person days of effort. The assistance is

needed by January 31, 1978.

Coordination: The technical assistance should be coordinated with all appropriate state and federal agencies involved in drug traffic enforcement.

Products: The expected result of the assistance is a plan to prepare the Millard County Sheriff's Office to deal with the drug traffic problem. It will also include the training called for in the plan that can be provided in the state of Utah. The assistance could well impact several western states, as drugs transported through Millard County are believed to have very wide distribution.

Technical Assistance Provider: The recommended provider of the technical assistance is the Drug Enforcement Administration.

Recipient Agency Contact: The contact for the recipient agency is Bryant Crosland, Millard County Sheriff.

Source of Technical Assistance Request: This request originated with Sheriff Crosland.

District IV Priority #4

Name of Recipient Organization: Fairview City

Problem to be Addressed: Fairview is a small town in northern Sanpete County. It has a town marshal to provide law enforcement services, but has difficulty keeping a marshal because of low pay and long hours. The town's tax base is extremely limited, and increased expenditures for law enforcement do not seem possible. The town is in a dilemma; it wants improved law enforcement but does not know what to do about it.

Goal or Objective Supported: The goal of technical assistance is to analyze the problems involved with law enforcement, the resources available, and possible alternatives available to Fairview city and to recommend one of the alternatives.

Type of Assistance Needed: A study conducted on-site will be needed.

Skills and Expertise Needed: Familiarity with rural law enforcement and small community resources is desired.

Level of Effort: The technical assistance will cost approximately \$250 and will require approximately 2.5 person days. Will need by 12/31/77.

Coordination: The technical assistance should be coordinated with the Sanpete County Sheriff's Office and with Randy McKnight of the District 4 Law Enforcement Council.

Products: It is expected that the assistance will result in improved law enforcement for Fairview City based on good decisions made after considering accurate information and recommendations made after careful study.

Technical Assistance Provider: The provider of assistance could be the Institute of Government Service at Brigham Young University or the Department of Law Enforcement at the same school.

Recipient Agency Contact: The contact for this assistance is Henry V. Wheeler, Mayor of Fairview.

Source of Technical Assistance Request: The source of this request is Mayor Wheeler.

6. Police District XII Priority #1

Agency: Tooele County Sheriff's Department

Problem: The lack of expertise and basic knowledge in evidence identification and intelligence gathering, fingerprint analysis and photography within the department hinders the investigation of crimes and accounts for incomplete evidence for court presentation, thereby inactivating many cases.

Goals: Technical assistance which addresses these problems will allow the Tooele County Sheriff's Department to have analyzed the most appropriate and effective way of streamlining evidence identification and intelligence gathering.

Request: Technical assistance in the form of study, consultation, and basic training are needed.

Coordination: Other small agencies may very well benefit from this kind of expertise, namely, Midvale, Sandy, and Tooele city police departments.

Cost: Consultation - 3 days, \$650 - \$1,000.

Contact: Sheriff Bill Pitt.

Police District XII Priority #2

Agency: Tooele County Sheriff's Department

Problem: Administration and finances, formulating budgets, and budget presentation to the local government needs improvement.

Goals: Upgrading the level of competency and efficiency in these areas will expedite financial matters within the agency. This will relieve the department head of perceived strained responsibilities, enable him to negotiate for additional monies, and provide him with more time to attend to other police matters.

Request: On-site consultation.

Cost: Consultation - 2-3 days, \$600 approximately.

Contact: Sheriff Bill Pitt.

Priority #3

Agency: Sandy City Police Department

Problem: There is a need to upgrade agency management capabilities, record keeping, crime analysis (currently being developed), and crime scene investigation.

Goals: Technical assistance in these areas will upgrade the agency's capabilities of using crime statistics for manpower deployment and crime prevention, analyzing collected evidence for proper analysis and court collected evidence for proper analysis and court presentation, and utilizing a more efficient record keeping system for quick referral and service delivery.

Request: On-site consultation, skills required - law enforcement background, well-versed in each of the four areas (1) management, (2) record keeping, (3) crime analysis (4) crime scene investigation.

Coordination: Some of the smaller agencies could benefit from this kind of technical assistance in particular Tooele Sheriff's Department and Midvale.

Cost: \$650 - \$800 per 3 day period.

Contact: Chief Gary Lancaster

Priority #4

Agency: Salt Lake City Police Department

Problem: The Salt Lake City Police Department has no person or persons expert in the area of arson investigation. In addition, the police department is currently establishing a crime analysis unit and anticipates the need for additional expertise in this area. Crime scene investigation and forensics is not adequate for an agency of this size. Finally, new approaches to crime prevention to bolster current efforts to solicit community support.

Goals: Technical assistance in these areas would greatly enhance the Salt Lake City Police Department's operational capabilities. Crime investigation and analysis would improve the department's knowledge of the criminal; effective manpower deployment and crime prevention activities would then be designed accordingly.

Request: On-site consultation to address each of the four areas (1) arson investigation, (2) crime analysis, (3) crime scene investigation, and (4) crime prevention.

Coordination: The Salt Lake City Police Department is amenable to exploring the means of program success and achievement received through technical assistance with other police and sheriff's departments in the area.

Cost: \$650 - \$1,000 per 3 day period.

Contact: Chief E. L. (Bud) Willoughby.

Priority #5

Agency: Salt Lake County Sheriff's Department.

Problem: The Sheriff's department identifies several areas of concern. The first one deals with the method whereby officers are given promotions based upon a merit system rating. Officers must be evaluated in terms of job descriptions and a set of performance standards. These standards, however, do not exist, causing ambiguity in making promotion decisions.

Goals: The Sheriff's Department wishes to establish a set of performance standards based on evaluations conducted on the various positions within the sheriff's department. This would facilitate more realistic, consistent decisions in issuing promotions in line with the current merit system.

Request: Technical assistance is requested for an individual to study and consult for the sheriff's department for a period of 6 months to 1 year to establish performance standards as they relate to merit system job descriptions. Suggested TA's are:

Marvin Johnson - Utah State Intergovernmental Relations Unit
Dr. Bill Timmins - Public Personnel Administration

Cost: Approximately \$8,000 - \$12,000, 6 months - 1 year.

Contact: Sheriff Delmar Larson, Mike Riordan.

Problem: The Sheriff's Department lacks the capability of evaluating police programs and the effectiveness of the department's organization and operations.

Goal: The department would have the capability of establishing an evaluation component into their various programs to determine effectiveness and impact.

Request: On-site consultation, study and training will be required in developing an approximate method of evaluation for the sheriff's department.

Cost: \$5,000 - \$10,000, 2-3 months.

Contact: Sheriff Delmar Larson, Mike Riordan.

Problem: The Sheriff's department is unable to fully utilize their computer services as a management tool.

Goal: Technical assistance in analyzing computer data and making it applicable to management decisions will help absorb a lot of the current data that remains unused.

Request: Technical assistance in the form of consultation is required. Background needed in computer analysis and new data analysis skills. Length of time approximately one month.

Cost: \$5,000 - \$6,000.

Contact: Mike Riordan, Salt Lake County Sheriff's Department.

Problem: Inconsistent filing systems create an unnecessary flow of paperwork and hinders delivery of services.

Goal: Devise an efficient way of filing all necessary reports, and develop schemes for quick document retrieval throughout the sheriff's department.

Request: Technical assistance requiring approximately two months study and recommendation to the department regarding record keeping systems.

Cost: \$5,000, 2 months approximately.

Contact: Mike Riordan, Salt Lake County Sheriff's Department.

Priority #6

Agency: Salt Lake County Sheriff's Department; Salt Lake City Police Department

Problem: The Salt Lake City court system is to vacate the Metropolitan Hall of Justice. The Third District Court will inherit some of the space. It is felt that if the Third District Court has a space utilization study done for the third floor, it could be just as economical to do an entire building study in order that planning for space utilization will be consistent with the needs of the Salt Lake City Police Department and the Salt Lake County Sheriff's Office. A total facility study would identify where any future space problems would occur for law enforcement in the current building and would insure uniformity in planning for remodeling and space utilization needs.

Goal: Provide a space utilization study and projection of future needs of the Salt Lake City Police Department and the Salt Lake County Sheriff's Department.

Request: A space utilization study. Suggested TA: F. Michael Wong and

Associates currently being considered by the Third District Court.

Contact: Chief E. L. "Bud" Willoughby; Sheriff Delmar Larsen

Priority #7

Agency: City of Riverton

Goal: Riverton currently has a police force of one full-time officer, three part-time deputies, and six volunteer reserves. They serve a population of approximately 5,500 persons. The problem of how to best utilize a force of this size arises, along with any future planning of how to further develop a police agency.

Request: Study and consultation, knowledge in law enforcement management operations.

Cost: 2 weeks - 1 month, \$3,000 - \$5,000.

Contact: Chief Leonard Smock; Mayor Paul Mortenson.

Priority #8

Agency: Midvale City Police Department

problem: The lack of expertise and basic knowledge in evidence identification and intelligence gathering, fingerprint analysis and photography within the department hinders the investigation of crimes and accounts for incomplete evidence for court presentation, thereby inactivating many cases.

Goal: Technical assistance which addressed these problems will allow the Midvale City Police Department to develop an effective system of evidence identification and intelligence gathering.

Request: Technical assistance in the form of study, consultation, and basic training is needed.

Coordination: Other agencies who would benefit from this kind of expertise are Sandy, Tooele County Sheriff's Department, and Tooele City Police Department.

Cost: Consultation - 3 days, \$650 - \$1,000.

Contact: Chief Lewis Smith

B. Judicial Systems

1. State Priorities not available.

2. District Priorities: District XII

Priority #1

Agency: Circuit Court Administrator, Third District Court Administrator

Need: There is a need for technical assistance in analyzing case flow in the Third District Court, and the Circuit Court systems.

Goals: To identify bottlenecks in the scheduling of cases and to identify case flow in civil cases and the impact of civil case filing and processing on criminal cases.

Request: Studies and on-site consultation of case flow in the clerk's office.

Skills Required: Computer analyses and new data analyses skills.

Projected Cost of Study: \$10,000 - \$30,000.

Priority #2

Agency: Circuit Court Administrator, present city court administrator, Third District Court Administrator.

Need: There is a need for technical assistance to advise and assist in the implementation of Circuit Court Act in July, 1978.

Goals: To provide for the smooth transition from the present city court system to the Circuit Court System, and to make recommendations on paper flow, job description and advisability of facilities use in Salt Lake County.

Request: Studies and on-site evaluation of implementation.

Skills Required: Experience in new court system implementation and court management.

Projected Costs: \$15,000 - \$40,000.

Priority #3

Agency: Third District Court Administrator, Circuit Court Administrator, Adult Probation and Parole.

Need: There is a need for technical assistance to analyze the effect of restitution and sentencing in criminal cases.

Goals: Determine the deterrent effect of restitution, and determine the effect of alternatives to sentencing to the Utah State Prison or Salt Lake County Jail.

Request: Studies and consultation.

Skills Required: Data Analyses

Projected Costs: \$20,000 - \$40,000.

Priority #4

Agency: Salt Lake County Attorney, Salt Lake City Prosecutors.

Need: There is a need to study and analyze plea bargaining and case flow in the Salt Lake County Attorney's office and in the Salt Lake Prosecutor's office.

Goals: Provide a study of plea bargaining - the impact of refusal to plea bargain, any disparity of justice in plea bargaining.

Request: Study conducted and on-site consultation.

Skills Required: Case flow analyses.

Projected Costs: \$10,000 - \$20,000.

Priority #5

Agency: Circuit Court Administrator, State Court Administrator, Salt Lake City Clerk.

Need: Salt Lake City Corporation has authorized expenditures for the development of a Courts building to serve Salt Lake City. Justices serving Salt Lake County and Salt Lake City will use the facilities. The Salt Lake City Clerk's office will also undergo changes that will require study.

Goals: Provide a study of court facilities for Salt Lake City and project needs for the next 10 years, and Provide a study of the Salt Lake City Clerk's office, its process, procedures and facilities.

Request: Study conducted, architecture review, facilities use and development study.

Skills Required: Architecture, engineering, facilities use and design and populations and crime projection future studies.

Projected Costs: \$50,000 - \$150,000.

Priority #6

Agency: Third District Court Administrator - State Court Administrator.

Need: When the Salt Lake City court system vacates the Metropolitan Hall of Justice, the Third District Court for Salt Lake County will inherit in all probability an entire third floor as well as other vacated space. A space

utilization study for future use will help improve security and mis-spent money on remodeling.

Goals: Provide a space utilization study and projection of future needs for the Third District Court, and provide suggestions for any remodeling or security needs..

Request: Space utilization study, future needs projection on-site. The above request to be fulfilled by F. Michael Wong and associates.

Skills Required: Space utilization study.

Projected Costs: \$15,000 to \$25,000.

C. Information Systems

1. State priorities not available.
2. District Priorities, District XII
Priority #1.

Agency: All law enforcement agencies - Courts, Corrections, Police, in Salt Lake and Tooele Counties.

Need: There is a need for technical assistance in analyzing and suggesting standardization of statistical data gathering in the entire criminal justice system.

Goals: To contact all criminal justice agencies and study the impact they have on one another, and to suggest means of standardizing statistical reporting and the sharing of information.

Request: Studies, consultation, conferences, and seminars.

Skills Needed: Data analyses, paper flow and information system knowledge and teaching skills for seminars.

Projected Costs: \$75,000 - \$150,000.

Priority #2

Agency: Justices of the peace for Salt Lake and Tooele Counties.

Need: There is no uniform record keeping system for the Justice of the Peace Courts.

Goals: Provide a study on Justice of the Peace case flow and recording - dispositional procedures.

Request: Study conducted and on-site consultation.

Skills Required: Court System analysis.

Projected Costs: \$20,000 - \$30,000.

District Priorities, Districts I and II

Priority #2: Analysis of Crime Data

Agency: Northern Utah Crime Data Center on behalf of all police agencies in Districts I and II.

Needs: Area police administrators collectively need to identify, by means of interpreting area crime data, particular crime problems, needed police services, special project needs, etc.

Goal: To add focus and direction to police agencies in their efforts to provide better police service.

Request: On-site consultation.

Skills Required: Experience in police work and police administration combined with expertise in statistical and analytical techniques and procedures.

Level of Effort: Consultation, travel and lodging expenses for an individual or team of evaluators for at least three person days to include follow-up reports.

Coordination: The assistance should be coordinated with the Northern Utah Crime Data Center, 603 Ben Lomond Hotel, Ogden, Utah 84401, 399-8439.

Products: A unique combination of police experience and statistical expertise would provide area administrators with the knowledge required to deal with crime problems particular to this area, to implement more successful police service and to witness the benefits of good police planning.

Recommended Technical Assistance Provider: Unknown

Recipient Agency Contact: Craig Heniger, NUCDC

Source of Technical Assistance Request: NUCDC

D. Community Crime Prevention and Community Relations

1. State Priority #1

Name of Recipient Organization: Any law enforcement agency or community group wishing to participate in Utah Crime Check.

Problem: In 1976, UCCJA launched its statewide crime prevention program, Utah Crime Check. To date, approximately 56 local law enforcement agencies have begun participation in this program. Those local law enforcement agencies wishing to participate in Utah Crime Check should receive TA in establishing portions of their community crime prevention programs.

Goal: To educate Utah residents in crime prevention strategies.

Type of Assistance Needed: On-site consultations, training, materials preparation.

Skills Needed: Familiarity with crime prevention techniques.

Level of Effort: No cost to recipient. Delivery of TA will be designed for the unique needs of recipient agency.

Coordination: District planners, chief of respective departments and District I and II crime prevention programs.

Products: Local crime prevention programs.

Recommended TA Provider: Utah Crime Check Coordinator, crime prevention personnel from Roy City Police Department, and Salt Lake County Sheriff's Office.

Recipient Agency Contact: Crime Prevention Coordinator, UCCJA.

Source of TA: Crime Prevention Coordinator, UCCJA.

2. State Priority #2

Recipient Organization: UCCJA.

Problem: Management organizational and program development for the Utah Crime Check Program. Particularly assistance in involving citizens and small law enforcement agencies in crime prevention; also developing police crime prevention training programs.

Goal: Educate Utah public in crime prevention and police crime prevention training.

Type of Assistance: On-site consultations.

Skills and Expertise Needed: Previous experience in running a state crime prevention program.

Level of Effort: One person for three days. Cost of travel and lodging approx. \$600.

Coordination: Director, UCCJA, Utah Crime Check Coordinator.

Products: Report

Recommended TA Provider: Other state program director, preferably Florida, Minnesota, or Kentucky.

Recipient Agency Contact: Leslie Goodloe, Crime Prevention Coordinator, UCCJA.

Source of TA: UCCJA Crime Prevention Coordinator.

3. State Priority #3

Recipient Organization: Any requesting law enforcement or governmental agency, civic group or association.

Problem: To develop and conduct crime prevention training programs.

Goal or Objective: Improved delivery of crime prevention services by officers and public information.

Type of Assistance: Speaking/Training seminars, on-site consultation.

Skills Needed: Knowledge of crime prevention theory and practice.

Level of Effort: No cost to recipient.

Coordination: UCCJA Crime Prevention Coordinator.

District I and II Crime Prevention Projects:

Products: Training Seminars.

Recommended TA Provider: Utah Crime Check.

Recipient Agency Contact: Chief

Source of TA Request: UCCJA Crime Prevention Coordinator.

4. District Priorities, District XII

Priority #1

Agency: Tooele City Police Department.

Problem: The Tooele City Police Department has identified two areas that would warrant technical assistance.:

- a. Crime prevention - there is no full-time officer working in this area. Officers need orientation and training in crime prevention as well.

b. Community attitudes need to be assessed to facilitate better management.

Goals: Technical assistance in crime prevention would assist the Tooele City Police Department in adopting a program or programs suitable for the Tooele community. A community attitudinal survey would aid in police management and operations and community relations.

Request: Consultation and survey, possibly contracting this to the University of Utah.

Cost: Consultation: 3 days - \$650 - \$800; Survey: \$3,000 - \$5,000

Contact: Chief Jesse Peterson

Priority #2

Agency: All public affairs departments of law enforcement agencies.

Need: To improve the public's understanding of the criminal justice system - Police, Courts, Corrections.

Request: Studies, consultation and public conferences.

Skills Required: Conducting of public conferences and seminars, public opinion poll background to determine public opinion.

Projected Costs: \$50,000 - \$150,000.

E. Corrections

1. State Priority #1

Name of Recipient Organization: Roosevelt City Police Department.

Problem: Roosevelt City desires to remodel their old building and add to it for the purpose of obtaining adequate courtroom space, basic police headquarters, a jail and a juvenile holding facility. The problem in the words of Chief Stockwell, is: "Whenever we attempt to find funding for this building, we find we need a set of plans before we may begin."

Goal: The technical assistance Roosevelt desires will enable them to seek funding for the above mentioned criminal justice facilities.

Type of Assistance: The assistance needed will be on-site consultations, studies, and access to various construction publications.

Skills Needed: Architectural expertise will be needed also familiarity with institutional settings, security requirements, and inmate rights.

Level of Effort: It is estimated that it will take two consultants 2 - 3 weeks to gather data and draw up plans for the remodeling of the existing facility. Roosevelt city would like the most comprehensive effort possible.

Coordination: This effort should be coordinated with the Utah Council on Criminal Justice Administration and the Roosevelt City Police Department.

Products: The product of this technical assistance will be a document to be used by the Roosevelt City Police Department to obtain the facilities they need to operate. This will include costs, need, and actual plans for building the facility.

Recipient Agency Contact: University of Illinois, Department of Architecture, College of Fine and Applied Arts, Urbana, Illinois (Fred A. Moyer, Architect).

Recipient Agency contact: At this point, any contact addressing technical assistance should be called to the attention of Robert Stockwell, Chief of Roosevelt City Police Department.

Source of TA Request: This request for technical assistance originated with the Roosevelt City Chief of Police and the city council.

2. State Priority #2

Name of Recipient Organization: Utah Council on Criminal Justice Administration.

Problems: Utah is being hit with litigation from jail inmates claiming a multitude of their rights are being violated while they are incarcerated in the various city and county jails in the state.

Goal: The technical assistance we are requesting would be to work up a set of guidelines that could be used by the rural jails in Utah to help them avoid litigation by inmates. This would be used by rural jails and to be useful could not be very complex.

Type of Assistance: A publication dealing with inmates in very rural jail settings and/or someone who could come out to deliver this knowledge after viewing our situation.

Skills Needed: A publication or person who is familiar with prisoner's rights and can adapt this knowledge to a very rural setting.

Level of Effort: Perhaps this could be coordinated with the Adult Corrections Specialist, Utah Council on Criminal Justice Administration.

Product: A brief, easy-to-read document to be used by the over forty (40) jails in Utah showing them how to protect themselves from inmate litigation.

Recommended TA Provider: Universities Research Corporation, They are under Contract to LEAA.

Recipient Agency Contact: Haze Locke, Utah Council on Criminal Justice Administration.

Source of TA Request: This request originated with the Utah Council on Criminal Justice Administration after various calls from locals requesting information.

3. State Priority #3

Name of Recipient Organization: The Utah Council on Criminal Justice Administration.

Problem: Utah has no minimum standards for jail operation.

Goal: To help Utah develop legislation that will outline minimum standards for jail operation.

Type of Assistance: A series of workshops for rural jail administrators.

Skills Needed: The provider will need a knowledge of how jail standards can be used to help and protect rural and medium sized jails. The provider will also need to be persuasive and a member of a very credible organization.

Level of Effort: This will require a team who can put on approximately five (5) required workshops, with an attendance of about ten (10) jail administrators-- each workshop to be one full day. This assistance would be useful during the spring-summer of 1978.

Coordination: This should be coordinated with the Adult Corrections Specialist, Utah Council on Criminal Justice Administration.

Products: The product resulting from this technical assistance will be support for a bill providing for minimum jail standards. (Without support from local law enforcement, this proposal will fail.)

Recommended TA Provider: University Research Corporation.

Recipient Agency Contact: Hazen Locke, Utah Council on Criminal Justice Administration.

Source of TA Request: This request originates with the Utah Council on Criminal Justice Administration after requests from various members of the State legislature.

4. State Priority #4

Name of Recipient Organization: Utah State Department of Social Services,
Division of Family Services (DFS).

Problem: Youth service bureaus which practice a family crisis intervention model have been developed by DFS to divert status offenders from detention and Juvenile Court. Youth service bureau personnel lack the expertise needed to adequately handle problems arising in family crisis intervention counseling.

Goals: Diversion of juveniles from the Juvenile Court, deinstitutionalization of status offenders, implementation of Utah H. B. 340 which changes jurisdiction of status offenders from Juvenile Court to DFS.

Type of Assistance: Training of youth service bureau personnel in family crisis intervention techniques, and needs assessment to determine: who needs training, a relevant curriculum, and how and when it is to be taught.

Skills Needed: Someone with experience and expertise in family crisis intervention techniques and effective training skills.

Level of Effort: At least 70 individuals have been identified who are in need of training. The number of days required for the training have as of yet not been determined.

Coordination: Agencies coordinating on this effort are the Utah Council on Criminal Justice Administration, the Division of Family Services, and the Division of Family Services Office of Manpower and Planning.

Products: Desired results of this request are as follows: A plan outlining training for youth service bureau workers, and training in family crisis intervention techniques for youth service bureau workers.

Recommended TA Provider: Robert Baron or someone with his level of experience and expertise in family crisis intervention and training.

Recipient Agency Contact: Mr. Roger Jordan, Training Specialist, Division of Family Services Manpower and Planning, 150 West North Temple, Salt Lake City, Utah 84103. (801) 533-5031

Source of TA Request: Utah Division of Family Services.

5. State Priority #5

Name of Recipient Organization: Primary Recipient: Division of Family Services.
Secondary recipients: Cache County Detention Center, MOWEDA youth Home, Salt Lake County Detention Center, Utah County Detention Center, Iron County Holding Facility, Washington County Holding Facility, and Carbon County Holding Facility.

Problem: There are three detention center and four detention holdover facilities in Utah. All seven facilities have been licensed by the Division of Family Services (DFS). The size of the staff in each of these detention facilities varies. In one detention/holding facility, they contract with a couple to stay at the facility and provide services while a child is held. Last year, that detention facility had less than 100 bed days. The largest detention center had 26 full-time and 26 part-time personnel in 1976. In 1976, there was a total of 48 full-time and 57 part-time personnel staffing the detention centers and holdover facilities. The level of training for these people varies from almost none to relatively sophisticated orientation training programs. Most of the training available is on-the-job training.

There is a high staff turnover. It is higher in the detention holdover facilities than in the detention centers. For example, one detention holdover facility hires college couples to cover the detention center during the time a child is held. Generally, these couples stay one or two years and then leave after graduating from college. At the present time, there appears to be five types of training available to detention staff:

1. On-the-job training: All of the detention centers and holdover facilities use on-the-job training. Some on-the-job training is carefully supervised in the detention centers. In the detention holdover facilities, there is very little--if any--supervision.
2. Orientation: In the three detention centers, there is a more organized and planned orientation training for new staff. A copy of Salt Lake County's Detention orientation planning is enclosed. The other two detention centers have similar, although less sophisticated, training of this type.
3. Local workshops and conferences: Depending upon available money, the detention centers send staff to workshops and conferences in nearby towns.
4. Division of Family Services training: Basically, this is a copy of the DFS "minimum Standards of Care for the Detention of Children." The staff of detention holding facilities are provided with copies of this document for their review. The DFS licensing specialist will review and discuss it with the staff during the visit to relicense their facility or during a monitoring visit to review the facility's operations. However, this is not an organized training effort.
5. Some detention center staff--mainly top management--have visited other detention centers in other states on their own time; however, this has not been organized.

Goal: DFS, in their publication "Minimum Standards of Care for the Detention of Children," have listed the following standards for training:

Inservice Training (1) An organized program of inservice training shall be maintained in every detention facility under the direction of the administrator

or his designated representative. All staff shall be provided guidance as to appropriate techniques of care, record keeping responsibilities, and effective courses for action in emergencies, as well as instruction in the causes of treatment of juvenile delinquency and in child development and behavior. A minimum of 50 hours per year by each staff member in a Detention Center and 25 hours per year by each staff member in a Detention Holdover Facility shall be spent in inservice programs. The Division will provide consultation and assistance for such programs. Volunteer should receive an initial orientation prior to contact with children.

(2) Schedules shall be arranged so that children will not be left unsupervised during staff meetings and inservice training sessions. Staff members shall be paid or be given compensatory time for attending meetings held outside the time of their regular employment. There shall be budgeted training time of 16 hours per year for each staff member to attend professional institutes and meetings.

Type of Assistance: Three types of assistance are needed: (1) Help in developing and putting on at least one statewide workshop using people outside the state for those working in detention centers and facilities or interested in the detention of youth. (2) Help in developing training plans, especially in the area of inservice training. This will primarily be for the benefit of the three detention centers, and (3) Someone who could develop a training manual which the detention personnel can use on their own. This is especially important for the detention holdover facility personnel, who may not receive any other training. With a little modification, it could be use with the detention center personnel.

Skills Needed: Treatment personnel from detention centers outside the state of Utah, persons skilled in the development of training plans and someone skilled in the development of self-study handbooks or manuals.

Level of Effort: Estimated 15 - 20 man days.

Coordination: Juvenile detention services in Utah are provided by a combination of State and local responsibilities. By state law, DFS may pay for up to 50 percent of operation and capital costs of licensed detention centers and detention holdover facilities. The counties have the responsibility to operate the detention centers and holdover facilities. Each detention center and holdover facility serves more than one county. The definitions of a detention center and a detention holdover facility are shown below. They are taken from the "Minimum Standards of Care for the Detention of Children" from DFS.

Detention Center. A detention center shall provide full detention services including social work services and an educational program.

Detention Holdover Facility. A detention holdover facility shall normally provide up to 48-hour holdover services for both male and female children unless the child is held for a longer period of time by order of the court.

This type of facility shall allow the court a reasonable time to dispose of the case, transfer the child to a full service detention center, or to make other arrangements for the child. It shall serve small counties located at a distance from the regional detention center where it would be impractical to transport a child needing detention to the regional facility immediately upon apprehension.

Products: There are three items we would like to have at the end of the technical assistance: (1) A training plan for all of the detention centers and detention holding facilities completed. This may be for the detention centers a development of teaching them how to conduct their own needs assessment and training plan. (2) A self-study manual or course which could be used by future detention holdover and detention center staff. This might be a programmed course or some type of self-study course. (3) At least one statewide training conference for all detention center and detention holdover facility personnel. This would include both management and line staff. This may be divided into two conferences, if necessary. Estimated number of participants would be 40 to 80 personnel.

Recommended TA Provider: Although we do not know of a specific agency which would be able to provide this type of training assistance, there is the National Juvenile Detention Association which may be able to help.

Recipient Agency Contact: Lonno Dunn, Division of Family Services, 150 West North Temple, Salt Lake City, Utah 84103.

Source of TA Request: Utah Council on Criminal Justice Administration, 255 South 300 East, Salt Lake City, Utah 84111. Contact person: Kathleen Hardy, Juvenile Program Specialist.

6. District Priorities, Districts I and II

Priority #3: Evaluation of Youth Bureaus

Name of Recipient Organization: Northern Utah Crime Data Center on behalf of 13 youth bureaus in Districts I and II: Bountiful City Youth Bureau, Box Elder County Sheriff's Office Youth Bureau (proposed), Brigham City Police Youth Bureau, Clearfield City Police Youth Bureau, Kaysville City Police Youth Bureau (proposed), Layton City Police Youth Bureau, Logan City Police Youth Bureau, Ogden City Police Youth Bureau, Pleasant View-North-Ogden-Harrisville Police Youth Bureau, Roy City Police Youth Bureau, South Ogden City Police Youth Bureau, Washington Terrace Police Youth Bureau.

Problem: Evaluations to be conducted of youth bureaus in Districts I and II.

Goal: To examine operations and procedures of existing youth bureaus to assess efficiency, possible areas for improvement, special programs, development for the future, etc.

Type of Assistance: On-site evaluations, consultations, recommendations and reports.

Skills Needed: Experience and expertise with juvenile crime problems, youth police relations, and police-juvenile service.

Level of Effort: Consultation, travel and lodging expenses for an individual or team of evaluators for approximately 7 person days, to include evaluations, consultations and follow-up reports.

Coordination: Northern Utah Crime Data Center.

Products: Youth Bureaus in Northern Utah to function more efficiently, satisfy community needs more adequately and thereafter to be able to plan for their future development.

Recommended TA Provider: Unknown

Recipient Agency Contact: Craig Heniger, NUCDC

Source of TA Request: NUCDC

6. District Priorities, Districts I and II

Priority #4: Evaluation of Jails

Name of Recipient Organization: Northern Utah Crime Data Center on behalf of 10 jails in Districts I and II: Box Elder County Jail, Cache County Jail, Rich County Jail, Lewiston Jail, Tremonton Jail, Davis County Jail, Morgan County Jail, Weber County Jail, Bountiful Jail, Layton Jail.

Problems: Evaluation of jail facilities in Districts I and II.

Goal: To maintain adequate and efficient jail operations in all District I and II facilities.

Type of Assistance: On-site evaluations, consultations, recommendations and reports.

Skills Needed: Experience and expertise with institutional/correctional settings, security requirements and jail administration.

Level of Effort: Consultation, travel and lodging expenses for an individual or team of evaluators for approximately 5 person days to include evaluations, consultations and follow-up reports.

Coordination: Coordinate efforts with the Northern Utah Crime Data Center, 603 Ben Lomond Hotel, Ogden, Utah 84401, 399-8439.

Products: Jail facilities in Northern Utah to function more efficiently, satisfying detentional and correctional needs more adequately and thereafter, to be

able to plan for future development.

Recommended TA Provider: Unknown.

Recipient Agency Contact: Randall Gardner, NUCDC

Source of TA Assistance Requests: NUCDC

6. District Priorities, Districts I and II

Priority #5: Evaluation of Detention Centers

Name of Recipient Organization: The Northern Utah Crime Data Center on behalf of 2 detention centers in Districts I and II: Cache County Detention Center, MOWEDA Youth Home.

Problem: Evaluations of detention facilities in Districts I and II.

Goal: To maintain and/or implement adequate and efficient juvenile detention operations in both District I and II facilities.

Type of Assistance: On-site evaluation, consultation, recommendations and reports.

Skills Needed: Experience and expertise with juvenile crime problems, theories and practical applications of youth-oriented treatment modes and institutional settings.

Level of Effort: Consultation, travel and lodging expenses for an individual or team of evaluators for approximately 2 person days to include evaluations, consultations and follow-up reports.

Coordination: Northern Utah Crime Data Center, 603 Ben Lomond Motor Hotel, Ogden, Utah 84401, 399-8439.

Products: Detention facilities to function more efficiently, satisfying detentional and treatment needs of communities and detainees and the development of planning capabilities.

Recommended TA Provider: Unknown

Recipient Agency Contact: Craig Heniger, NUCDC

Source of Technical Assistance Request: NUCDC.

6. District Priorities, District III

Recipient Organization: Summit County Sheriff.

Problem: The Summit County Jail has long been recognized as being inadequate in terms of the treatment and security of prisoners. The Sheriff has thus proposed construction of an up-to-date facility and his proposal is being presented to the electorate in November as a referendum. If the referendum is approved, the county will still lack adequate technical expertise in the design of the new jail.

Goal: Provide the sheriff and county commissioners with technical backup in the review and approval of architectural design.

Type of Assistance: Visit Summit County and review pertinent data and preliminary drawings. Provide Comments. Follow each step of the architectural phase to its completion, providing periodic comments to the sheriff and commissioners.

Skills Needed: Knowledge of jail architecture.

Level of Effort: Estimated 10 man days.

Coordination: District III Planner, State TA coordinator, State corrections planner

Products: Report

Recommended TA Provider: LEAA

Recipient Agency Contact: Ronald R. Robinson Summit County Sheriff.

Source of TA Request: District III Planner.

6. District Priorities, District IV

Priority #1

Name of Organization: Social Services Coordinating Council for the District IV area.

Problem: There is currently no juvenile detention facility in the six-county area. Juveniles are often detained in adult facilities. Transportation of juveniles to out of area facilities frequently involves expensive, all-day trips by car.

Goal: The technical assistance is intended to document the need for such a facility and to research possible sources of funding.

Type of Assistance: Two studies are anticipated; one on the need for a facility and one on sources of financing. On-site work will be required to accurately assess the need.

Skills Needed: the provider of assistance should have considerable knowledge of laws related to juvenile justice, especially the detention of juveniles, and knowledge of local, state and federal funding sources.

Level of Effort: The technical assistance will cost approximately \$500 and will require approximately 5 person days. The assistance is needed immediately.

Coordination: The assistance should be coordinated with the Department of Social Services Office in Richfield, Clair Cowley, Director.

Products: The assistance will result in a report documenting the need for a juvenile detention facility and detailing possible funding sources. It will enable the council to pursue this objective if the need can be established and means identified.

Recommended TA Provider: The recommended provider of assistance is the Utah Council on Criminal Justice Administration or a private consultant.

Recipient Agency Contact: The contact is Randy McKnight, member of the Social Services Coordinating Council.

Source of TA Request: The request originated with the Social Services Coordinating Council on the District IV area.

F. Management

1. State Priority #1

Name of Organization: All local units of government within the State.

Problem: Poor procurement practices at the local level of government result in waste and unsatisfactory equipment and/or service. Many cities do not have a procurement procedure.

Goal: Technical assistance is needed to assist local units of government in the preparation of a procurement program (operating procedure) and to acquaint them with the requirements of the new Uniform Procurement Code.

Type of Assistance: Conduct a statewide procurement workshop. The purpose of the workshop is to: (1) Improve procurement practices of units of local governments. (2) Encourage local governments to take advantage of the savings offered by good procurement practices. (3) Introduce the Uniform Procurement Code and a Procurement Certification Program.

Skills Needed: The provider of the technical assistance should be highly qualified in procurement procedure and laws. Must be familiar with state government and local government operation and must be qualified as an instructor. Must be able to provide workshop materials.

Level of Effort: Approximately 100 persons would attend the workshop. Several instructor personnel would be required. Provider must furnish textbooks, and other student supplies. Approximate cost would be \$5,000.00

Coordination: Technical assistance should be coordinated with the Grants Manager, Utah SPA.

Products: Cities and counties will have a better understanding of the procurement process and should be able to initiate their own procurement program.

Recommended TA Provider: The Law Enforcement Assistance Administration.

Recipient Agency: The Utah SPA.

Source of TA Request: Utah SPA.

2. State Priority #2

Name of Recipient Organization: UCCJA and RPU's

Problem: Improvement of planning, management, and writing skills.

Goal: To improve 1979 Statewide Plan.

Type of Assistance: Workshops, seminars, on-site consultations.

Skills Needed: Planning, management, and writing expertise.

Level of Effort: \$38,000

Coordination: UCCJA Manager of Planning and Evaluation and TA Coordinator.

Products: 1979 Plan, improved management and planning expertise.

Recommended TA Provider: UCCJA.

Recipient Agency Contact: UCCJA or district planners.

Source of TA Request: UCCJA manager of Planning and Evaluation.

ATTACHMENT A

NEEDS ASSESSMENT FORMAT

Priority # _____

1. Name of Recipient Organization: Name the agency which has the need for which technical assistance is to be delivered.
2. Problem to be Addressed: This should be a brief statement describing the specific technical assistance need as identified by yourself or a criminal justice agency.
3. Goal or Objective Supported: Briefly explain what the technical assistance to be provided is intended to accomplish. For example: to improve record keeping and record management ...etc.; to develop and institute new procedures which will improve..., etc.
4. Type of Assistance Needed: For example, training, publications, studies, conferences, on-site consultation, etc.
5. Skills and Expertise Needed: Briefly describe the type of knowledge required by the provider of technical assistance. For example, familiarity with institutional settings, security requirements, and inmate subcultures.
6. Level of Effort: Briefly explain how much the technical assistance will cost, how many people are involved (person days required), and when the assistance will be needed.
7. Coordination: Briefly explain with whom the technical assistance should be coordinated; for example, with the Salt Lake City Police Department, director of the Rape Crisis Center, or the Youth Service Bureau.
8. Products: Briefly explain what expected products, results, and impact will come of the technical assistance. For example, plan for expanded resident capacity, new short-term resident program, training seminars, etc.
9. Recommended Technical Assistance Provider: State who you feel should provide the technical assistance; for example, the University of Utah School of Social Work.
10. Recipient Agency Contact: Explain who the contact for technical assistance is for the recipient agency.
11. Source of Technical Assistance Request: Describe where the technical assistance request originated.

ATTACHMENT B
RECIPIENT'S EVALUATION OF TA

RECIPIENT'S NAME: _____ DATE _____

ADDRESS: _____

NAME OF INDIVIDUAL COMPLETING FORM: _____

TITLE: _____

1. WHO PROVIDED YOU WITH TA?

NAME: _____

ORGANIZATION: _____

DATES OF TA: _____

NATURE OF TA (Training, On-site Assistance, etc.): _____

2. WHAT WERE THE OBJECTIVES OF TA?

a)

b)

c)

d)

3. DID THE TA PROVIDER MEET THESE OBJECTIVES?

YES _____ NO _____ EXPLAIN:

4. WERE THE OBJECTIVES RELATED TO YOUR NEEDS AND/OR PROBLEMS?

YES _____ NO _____ EXPLAIN:

5. HAS YOUR ORGANIZATION'S PERFORMANCE IMPROVED AS A RESULT OF THE TA?

YES _____ NO _____ EXPLAIN:

6. WHAT WOULD HAVE IMPROVED THE TA?

7. PLEASE RATE THE TA IN THE FOLLOWING CATEGORIES

■ COORDINATION OF TA

■ APPROPRIATENESS OF TIMING

■ TA PROVIDER'S KNOWLEDGE AND SKILLS

■ TA PROVIDER'S ABILITY TO TRANSFER KNOWLEDGE AND SKILLS

■ RELEVANCE OF TA

	EXCELLENT	GOOD	FAIR	POOR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. DO YOU WANT FOLLOW-UP TA?

YES _____ NO _____ EXPLAIN:

9. PLEASE RATE THE TA OVERALL:

EXCELLENT

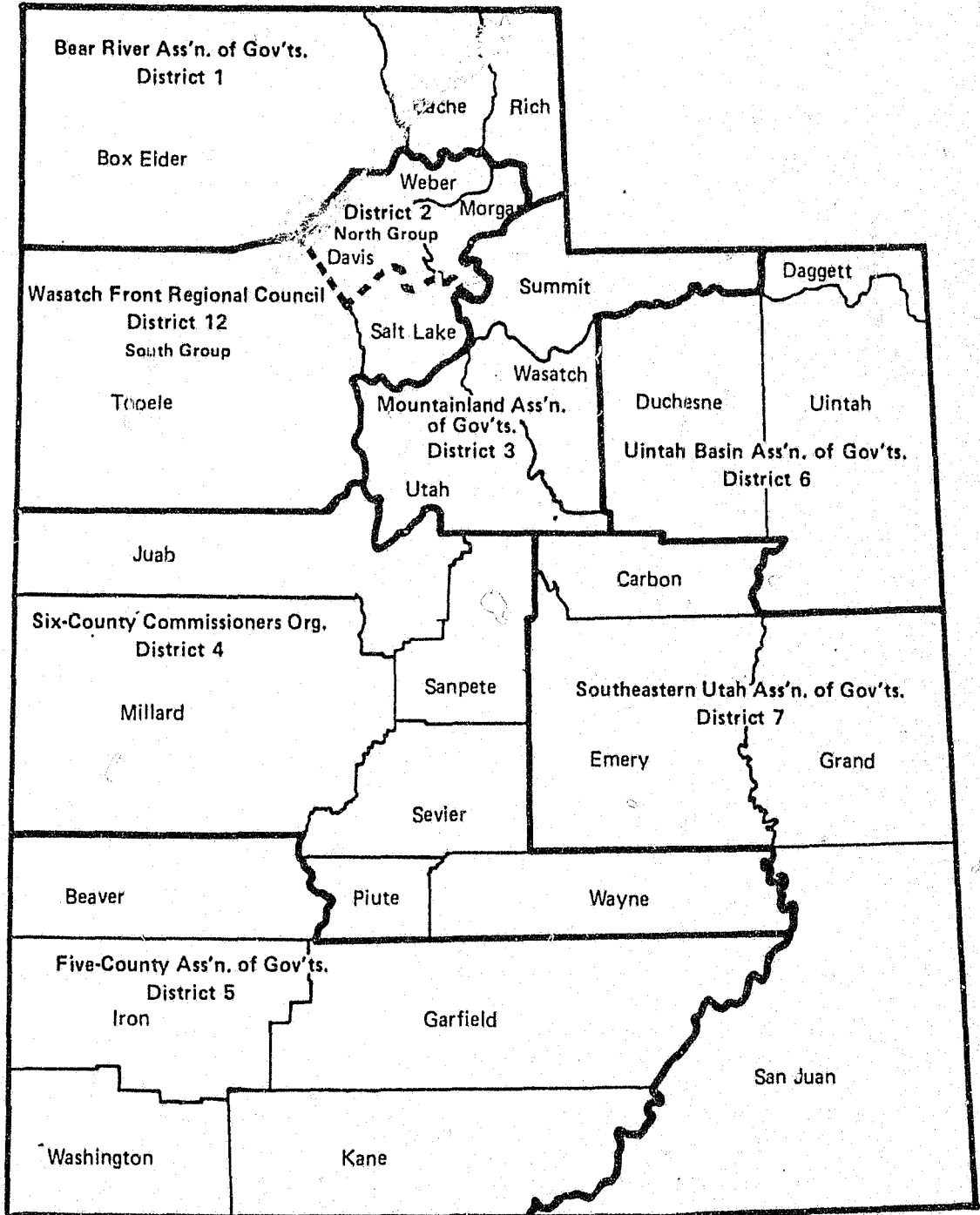
GOOD

FAIR

POOR

Signed _____

ATTACHMENT C
UTAH COUNCIL ON CRIMINAL JUSTICE ADMINISTRATION
 District Planning Areas



October 1975

Note: Wasatch Front Regional Council is made up of District II and District XII



END