

BOROUGH OF CLAYTON

RESOLUTION 147-17

**AUTHORIZING APPROVAL TO SUBMIT A GRANT APPLICATION WITH
THE NEW JERSEY OFFICE OF THE ATTORNEY GENERAL
FOR THE CLAYTON POLICE DEPARTMENT
NUNC PRO TUNC**

NOW, THEREFORE, BE IT RESOLVED that Mayor and Borough Council of the Borough of Clayton formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Clayton and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

BOROUGH OF CLAYTON



TOM BIANCO, Mayor

Certified as a true copy of the Resolution adopted by Borough Council
On this 13th day of July, 2017



CHRISTINE NEWCOMB, Borough Clerk

**STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL**

**DETECTIVE MATTHEW L. TARENTINO
COMMUNITY POLICING GRANT**



**APPLICATION DOCUMENTS
TO BE COMPLETED
AND RETURNED**

June 2017

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL**

DETECTIVE MATTHEW L. TARENTINO COMMUNITY POLICING GRANT

APPLICATION CHECK LIST

APPLICANT: Borough of Clayton - Clayton Police Department

INSTRUCTIONS: The Application Checklist is a guide to file a complete application. The original (with original signatures) must be scanned and submitted via email by July 10, 2017 to: CommunityPolicingGrant@njoag.gov

APPLICATION:

- ☒ Applicant Information Form
- ☒ Budget with Budget Narratives
- ☒ Budget Summary
- ☒ Application Authorization
- ☒ Program Narrative

NOTE: **ONLY COMPLETE APPLICATIONS CAN BE PROCESSED. ALL OF THE ABOVE ITEMS MUST BE SUBMITTED WITH THE APPLICATION.**

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL**

DETECTIVE MATTHEW L. TARENTINO COMMUNITY POLICING GRANT

APPLICANT INFORMATION FORM

Applicant: Borough of Clayton - Clayton Police Department			
Address: 125 N. Delsea Dr.			
City: Clayton	State: NJ	Zip Code: 08312	

Name and Title of Chief Law Enforcement Officer: Chief Andrew Davis			
Street Address, City, State, Zip Code (if different from above): s/a			
Telephone: (856) 881-2301	Ext. ---	Email: adavis@claytonnj.com	Fax: (856) 881-5859

Name and Title of Mayor/Freeholder/Trustee: Mayor Thomas Bianco			
Street Address, City, State, Zip Code (if different from above): s/a			
Telephone: (856) 881-2882	Ext. ---	Email: tbianco@claytonnj.com	Fax:

Name and Title of Contact Person: <i>(Person directly responsible for project operations)</i> Chief Andrew Davis			
Street Address, City, State, Zip Code (if different from above): s/a			
Telephone: (856)881-2301	Ext. ---	Email: adavis@claytonnj.com	Fax:

Name and Title of Chief Financial Officer: <i>(Person who signs financial reports)</i> C.F.O. Donna Nestore			
Street Address, City, State, Zip Code (if different from above): s/a			
Telephone: 856-881-2882	Ext.	Email: dnestore@claytonnj.com	Fax:

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

DETECTIVE MATTHEW L. TARENTINO COMMUNITY POLICING GRANT

BUDGET and BUDGET NARRATIVES

Applicant: Borough of Clayton - Clayton Police Department

Directions: Please itemize all costs. Costs must be specific and tied to the proposed program objectives. Allowable and unallowable costs are listed above. In the space provided, please complete a detailed Budget Narrative for each budget category that justifies, explains, and describes all requested costs.

A. Overtime- List each position by title and name of employee, if available. Show the overtime rate and the number of hours to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. **Overtime and fringe benefits costs cannot exceed more than 25% of your requested award (i.e. if you request \$10,000, only \$2,500 can be used for overtime and fringe costs)).**

Name/Position	Overtime Rate Per Hour	# of Hours	Overtime Amount Requested
Sgt. Mark Konnick	\$66.30	4.00	\$265.20
Sgt. Lauren Franklin	\$67.62	4.00	\$270.48
Sgt. John Dick	\$66.30	4.00	\$265.20
Ptln. Nicholas Carr	\$64.21	4.00	\$256.84
			\$0.00
			\$0.00
			\$0.00
			\$0.00
A. Overtime Total			\$1,057.72

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed above in category (A) and only for the percentage of time devoted to the project. Provide your agency fringe rate and rate breakdown. **When populating the table below, fringe rates must be entered in as a decimal. For example, 7.4% should be entered in as .074. If the officers do not receive any fringe benefits on overtime, enter a fringe rate of 0.**

Name/Position	Overtime Amount Requested (as listed in category A on page 3)	Fringe Rate	Fringe Amount Requested
Sgt. Mark Konnick	\$265.20	0.00000	\$0.00
Sgt. Lauren Franklin	\$270.48	0.00000	\$0.00
Sgt. John Dick	\$265.20	0.00000	\$0.00
Ptltm. Nicholas Carr	\$256.84	0.00000	\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
B. Fringe Benefits Total			\$0.00

B. Overtime and Fringe Benefits Budget Narrative (explain your fringe rate calculation):

The above listed officers will help set up and break down all materials needed for Clayton Night Out. The officers will escort citizens on a foot patrol around the Borough of Clayton. During the foot patrol officers will answer questions and share experiences with the citizens participating. At the conclusion of the foot patrol the officers will meet back at a town park in which officers will help to hand out prizes and giveaways.

The requested overtime and fringe costs are less than 25% of the requested award amount.

C. Purchase of Services/Speakers' Fees – List each contracted for or purchased service (including speakers and professional services such as caterers, food services and vendors, rental fees, permit fees, advertising fees, and entertainment). Show the name of the provider (if known), the service to be provided, the provider's unit rate or hourly rate (*i.e.* how your agency will be billed) and the number of units to be provided or hours to be worked on the program.

Name of Provider (or TBD)	Service to be Provided	Unit Rate / Hourly Rate	# of Units / Hours on Program	Amount Requested
The Police Chaplain Program	Police Chaplain Basic Training	2-Day Training \$195.00	12	\$2,340.00
C. Purchase of Services/ Speakers' Fees Total				\$2,340.00

C. Purchase of Services/Speakers' Fees Budget Narrative:

All Chaplains who wish to participate in the Clayton Chaplain's Program will have to be trained through the Police Chaplain Program. In addition the Police Officer who is to be the liaison to the program will also attend the training. The training will consist of Introduction to Law Enforcement Chaplaincy, Domestic Violence, Officer Injury, Death and Ceremonies, Managing Stress and Critical Incidents, Law Enforcement Family, Confidentiality and Ethics, Starting a Chaplain Program, Sensitivity and Diversity, Suicide, and Death Notifications. Additional Information can be found at www.the-police-chaplain-program.org. Instructors are Chaplain Gary W. Holden, Chaplain Perry Messick, and Chaplain Jason Scalzi.

D. Consumable Supplies - Supplies are tangible personal property other than equipment. List the items by type (office supplies, postage, food, non-alcoholic beverages, training materials, copying paper, and other expendable items such as books, pamphlets, t-shirts, hats, paint *et seq.*), include a quantity, and show the cost of each unit. Generally, supplies include any materials that are expendable or consumed during the course of the program.

Item	# of Units (i.e. number of t-shirts)	Cost Per Unit	Amount requested
Coffee with a Cop T-Shirts (sm - xl)	160	\$8.60	\$1,376.00
Coffee with a Cop T-Shirts (XXL)	20	\$10.35	\$207.00
Coffee with a Cop T-Shirts (XXL)	20	\$11.35	\$227.00
Police Chaplain Uniform Polo Shirt	24	\$49.00	\$1,176.00
Police Chaplain Uniform Jacket	12	\$170.00	\$2,040.00

Police Trading Cards	4000	32.5c	\$1,300.00
D. Consumable Supplies Total			\$6,326.00

D. Consumable Supplies Budget Narrative:

We will purchase the Coffee with a Cop T-shirts for the attendees of the event. The Coffee will be provided by the business establishment and the off duty police will donate there time. The event will take place during the grant period exact date to be determined.

The Clayton Police Department will purchase and supply the police chaplain uniform to eligible Chaplains. The uniform will consist of a polo shirt with reflective lettering on back "Clayton Police Chaplain", a small Clayton police triangle patch over the left breast and name embroidered on front. The Chaplain Jacket will be similarly designed. The uniform not only will be used during the grant period but will extend for many years past depending on individual wear and tear of the uniform. The uniforms are a necessity to help identify chaplains during a critical incident.

The Clayton Police Department will purchase Police Trading Cards. 250 Trading Cards will be given to each full time officer to distribute during various community events and during their normal tour of duty.

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL**

DETECTIVE MATTHEW L. TARENTINO COMMUNITY POLICING GRANT

BUDGET SUMMARY

<u>Budget Category</u>	<u>Total</u>
A. Overtime	\$1,057.72
B. Fringe Benefits	\$0.00
C. Purchase of Services/ Speakers' Fees	\$2,340.00
D. Consumable Supplies	\$6,326.00
Total Amount Requested:	\$9,723.72

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL**

DETECTIVE MATTHEW L. TARENTINO COMMUNITY POLICING GRANT

APPLICATION AUTHORIZATION

Authorization of the Applicant Borough of Clayton - Clayton Police Department
to submit an application to and enter into an agreement with the Department of Law and Public Safety,
to receive an allocation of State funds to purchase or reimburse allowable costs associated with
community policing activities and programs under the Detective Matthew L. Tarentino Community
Policing Grant in the amount of \$9,723.72.

On behalf of the Unit of Government, the undersigned certifies and agrees that:

1. The Applicant believes that a legitimate need exists for community policing efforts within the Applicant's jurisdiction. The Applicant believes that the proposed community policing activities would enhance the overall law enforcement efforts within the Applicant's jurisdiction.
2. A duly Authorized Official of the Applicant has reviewed the contents of the application, and certifies that the factual statements and data set forth in the application and attachments are true to the best of his or her knowledge and belief.
3. A duly Authorized Official of the Applicant has reviewed and is familiar with all statutory and regulatory requirements regarding the use of the funds provided to purchase or reimburse allowable costs associated with community policing activities and programs under the Detective Matthew L. Tarentino Community Policing Grant; has sought and obtained legal advice from legal counsel as considered appropriate or necessary, and will be responsible for undertaking the activities described in the application.
4. A duly Authorized Official of the Applicant will ensure the Applicant will use these funds to carry out the activities specifically described in the application.
5. A duly Authorized Official of the Applicant is responsible for authorizing expenditures and disbursements of these funds.
6. A duly Authorized Official of the Applicant will ensure that the Applicant complies with any and all federal, state and municipal, statutes, regulations, circulars, policies, codes, Attorney General Guideline(s), Attorney General Directive(s), and Standard Operating Procedure(s) (SOPs) regarding the use of these funds.

8. A duly Authorized Official of the Applicant will ensure the Applicant pays all expenses and costs in excess of the State funds provided under this Detective Matthew L. Tarentino Community Policing Grant.
9. Upon request by the Department of Law and Public Safety, Office of the Attorney General, the Applicant shall provide reports relating to disbursements of State funds under this Detective Matthew L. Tarentino Community Policing Grant.
10. The Department of Law and Public Safety, Office of the Attorney General, may conduct or have a review or audit conducted of the Applicant's receipt or expenditure of disbursed funds. The Applicant agrees to cooperate with any such review or audit.
11. This Agreement is neither intended to nor does it create any rights, privileges or benefits to any third-party.


This application consists of the following additional attachments:

- Applicant Information Form,
- Program Narrative,
- Budget Detail and Budget Narratives,
- Budget Summary

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Thomas Bianco

Printed Name of Authorized Official


Signature

Mayor

Title (County Executive, County Manager, County Supervisor, County Board President; Mayor, Chief Executive or Village President; President, Chairperson of the Board, Chief Executive)

7/10/17

Date

Andrew A. Davis

Printed Name of Chief Law Enforcement Officer

CHIEF Andrew Davis
Signature

Chief

Title

07/03/17

Date

PROGRAM NARRATIVE

PROGRAM TITLE: Clayton Night Out / Police Chaplain / Coffee with A Cop

APPLICANT AGENCY: Borough of Clayton - Clayton Police Department

a. Identified Need (25 Points). *Please identify and describe the specific need for the proposed community policing program in your community, the target population to be served, the number of citizens who will receive or participate in services, and the geographic area that your proposed program will impact.*

Clayton Night Out: The citizens of the Borough of Clayton want and need to get to know the men and women who serve in their community as police officers. They wish to know what the issues are that are facing their community and what the police department is doing to address these problems. It also gives the citizens a chance to meet like minded neighbors and learn how to empower themselves through community organizations such as the Clayton Crime Watch which helps enhance police services. The event is family friendly and helps open a dialogue between citizens and police. This event targets all of the citizens of Clayton, approximately 8,500. We are expecting about 100 - 200 participants this year.

Police Chaplain Program: The Clayton Police Chaplain Program is in the process of being created. In today's age a Chaplain Program is essential for a community. The program will encompass any citizen that comes into contact with a Clayton Police Officer and agrees to a chaplain's aid. Police are very good at handling highly stressful critical incidents, and are also very empathic towards citizens. The problem occurs in time management because police officers duties do not afford them the time to comfort a grieving family member, or to combat the underlying debilitating effects of alcoholism, drug dependency, domestic violence, etc... In steps the Police Chaplain who will be especially trained to show compassion and to help address these debilitating factors. The Chaplains have access to many resources that address these problems. They may be able to provide assistance to get them back on track to being happy, healthy, law abiding citizens. In addition, Chaplains are also respected pillars of the community. In the event that any civil disturbance arises the police chaplains can be called on to quell any riotous behavior. In a press conference their mere presence supporting the police department could swing public opinion to a positive for police. The Chaplains would also be an asset to the rank and file officers. They would be afforded the opportunity to speak / have ride-alongs / meet with chaplains where they could discuss managing their stress.

Coffee with A Cop: This Program targets anyone that visits the coffee establishment chosen for the event. The Clayton Police have conducted previous coffee with a cop events where hundreds of citizens were able to speak with police in a non threatening environment. The need for these type of events are essential in keeping an open dialogue with the members of the public.

Police Trading Card Program: The Police Trading Card Program can be used during any police/citizen contact specifically geared towards younger citizens and collectors of all ages. The cards will help introduce officers and give a brief biography of who they are.

b. Program Design and Implementation (55 Points). *Please explain your proposed community policing program in detail and indicate how it will address the identified need. Explain how the program will be implemented, how the program will have substantial law enforcement involvement, and how the program will improve or enhance police/community trust and relationships. Please provide proposed activity dates.*

Clayton Night Out Event: The Clayton Police Department will hold a "National Night Out Event" on Tuesday August 1st, 2017. The event is open to all citizens in the area (Clayton Population is 8,500 citizens) We meet with citizens in a town park where we discuss recent crime trends, what the police department has done to address these problems. We then break the citizens into smaller groups to perform a 30 minute foot patrol with a uniformed police officer. It is at this time that citizens can discuss ideas, concerns, and just get the opportunity to talk with a police officer on a personal level. The police officer will share past work experiences with the citizens so they learn a little about what we do day in and day out. This is a highly visible community policing tool that shows that there is "Unity in the Community". After the crime walk is complete all participants meet back at the park where they are treated to refreshment provided by local business. There are also numerous prizes raffled off as well as free giveaways (T-Shirts, pens, coffee mugs, beach balls, etc...) We expect approximately 100 participants in this years event. This event also incorporates the Clayton Crime Watch Meeting for the Month of August. The Grant Money requested will pay for 4 police officers to work the event.

Clayton Police Chaplain Program: This program will target the entire Borough of Clayton (8,500 citizens). This program is just being initiated. The Clayton Chief of Police has spoken to various houses of faith leaders, citizens, politicians, and members of the police force. All members of the community have been in huge support of the program. The largest obstacle has been finding the funding to initiate the program. I am estimating that approximately 10 - 12 faith leaders will wish to become Police Chaplain. The Chaplain will be used in various roles. They can assist both citizens and police officers in managing stress and critical incidents. They can assist in Death Notifications, Suicide Incidents, Domestic Violence, Station House Adjustments for Juvenile Offenders, and anytime a citizen or officer requests a Chaplain. In addition they would be a priceless asset to have in a time of civil disorder or to stand with the police department during a press conference in which Sensitivity or Diversity has become an issue. The Chief of Police hopes to have this program's first meeting in August/September 2017. The money from the grant would be used to purchase Chaplain's Uniform and Training.

Coffee With A Cop Program: This is an ongoing community policing program that would touch any citizens who visits the Coffee Establishment where the event is occurring. It gives the citizens an opportunity to meet with a police officer on a personal level and discuss what ever is on his mind. In past events we have spoken to hundreds of people. If kids and parents speak with the police we wish to be able to give them a T-shirt that has already been designed with a cool logo and states "I had Coffee with a Clayton Cop Today". We have not been able to obtain funding for the shirts but hope to do so through this grant. The Clayton Police Department has conducted these events periodically usually 2-3 times a year. The grant would be used to purchase T-Shirts to be given to citizens who participate to foster good will among the community. Note: Off Duty Police Officers donate their time for this program.

Police Trading Card Program: Will be used as a fun way to introduce officers to citizens can be used as an "Ice Breaker" when initiating conversations with citizens. Will be distributed during the grant period. All full time officers will be given 250 Cards to hand out during community events and during normal patrol functions.

c. Partnership, Collaboration, and Coordination (15 Points). *Partnerships, collaborations, and coordination with community members and groups are strongly encouraged. Describe what community organizations, groups, or individuals were consulted and/or will be involved with the proposed program and their level of involvement. If you have not, or do not intend to collaborate or partner with any community organizations, please explain why this will not be necessary for program success.*

Clayton Night Out: Clayton Night Out is truly a community wide event that encompasses partnerships, collaboration and coordination from multiple organizations. The Clayton Police Department is obviously the primary organization represented. All of our food (Pizza) Soda, Water, Paper Products, Desserts, raffle items, etc... are donated from local business. The businesses are recognized during the event for their donations. In addition, the Clayton Fire Department, Gloucester County Prosecutors Office, and Gloucester County EMS send representatives. The 3rd legislative district along with Borough Mayor and Council attend the event. The Clayton Crime Watch August meeting is replaced with participation in the event. Clayton Special Events Committee post notices to the public. Many houses of worship attend the event along with the Boy Scouts of America.

Chaplain Program: The Chaplain Program foundation is a partnership/collaboration between the specific house of worship and the police department. The Chief of Police estimate that all houses of worship in the Borough of Clayton will have at least some involvement with the program whether it be simply receiving emails or attending periodic meetings. The Chief estimates that approximately 10 - 12 Chaplains will volunteer their service to the program.

Coffee with A Cop: The police department partners with local business that sell coffee (may expand to ice cream with a cop during summer months). The business usually gives coffee for free or at discounted price to all participants. The event not only strengthens ties between police and citizens but also local business.

Police Trading Card Program: The Trading Card Program can be used to enhance any community event. They can be left and displayed in local businesses, houses of worship, municipal building, etc...

d. Background, Experience, and Capability; Project Management and Staff (5 Points). *Please describe your police department's background and experience (if any) with police community programs, and your department's knowledge and capability to carry out the proposed program. If your department has no prior experience with police community programs, please explain why. Please also identify all program management and staff.*

The Clayton Police Department is community policing oriented. We currently support a Town Crime Watch Program which meets monthly where we educate citizens of crime trends and what they can do to protect themselves and work with the police. We participate in National Night Out which is described in Section B of this Grant. We conduct Coffee with a Cop details of which can be reviewed in Section B of this Grant. Clayton Police joined Law Enforcement Officers Against Drugs (L.E.A.D.) in which we are teaching school age children skills to succeed in life in many different areas including drug resistance, violence education, bullying, peer pressure, etc.. We also supported Hidden in Plain Sight, a program where family members of school age children can be educated in what to look for to see if children are involved with drug abuse. Clayton Police, in conjunction with an Emergency Room Doctor, and County Freeholder Dan Christy spoke to students about dangerous of making bad decisions (focusing on drugs and alcohol) in a Pre-Prom assembly, a mock accident scene was recreated in which the school drama club acted out the part of an intoxicated student driver which killed classmates and was subsequently arrested. The Clayton Police also has a role in many community events such as "Movie in the Park", "Clayton Day", Borough Parades, School Graduation, Sporting Events, participation in local charity events which benefit local kids with financial needs to pay for medical bills, Toys for Tots Program during Christmas, just to name a few.

Chief Andrew Davis is the police department head and was the Community Policing Officer before being promoted to his current position. Chief Davis has expanded on a number of community policing programs already in existence and is currently in the process of implementing the Police Chaplain Program. Ptlm. Edward Hyder has taken over the role of Community Policing Officer and has improved many existing programs with fresh idea which has made them even more successful. As part of each and everyone of Clayton Police Officers job description they are expected and have in some capacity participated in community policing almost everyday.

The Clayton Police Department has the experience, knowledge and desire to improve on the above listed community events, it is the hope that this grant be awarded to the Clayton Police Department so that we have the financial means to create the Chaplain Program, improve on the Coffee with a Cop Program, and help to alleviate the financial burden that arises from paying for the Clayton Night Out Program. The Police Trading Card Program will allow for a fun way to start conversations with citizens and will be able to have a name, face, and brief background of the officers that work in their town. We thank you for your consideration in the award of this grant.