

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

AGENDA

July 20, 2020, 4:30 PM

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: June 15, 2020

3. APPROVAL OF AGENDA

4. REPORTS

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION

6.1 Emergency Management

Resolution to Approve the FY 2019-2020 Hazardous Materials Emergency Preparedness Grant Program Award Agreement

6.2 Central Dispatch

Resolution Authorizing Livingston County 911 to Conduct an Emergency Repair to the Deerfield Tower VHF Paging System

6.3 Jail

Resolution Authorizing a Contract Agreement with Keefe Group for Inmate Commissary and Inmate Banking

7. ANNUAL REPORTS

7.1 Sheriff

8. CALL TO THE PUBLIC

9. ADJOURNMENT

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

MEETING MINUTES

June 15, 2020, 4:30 PM

Zoom Virtual Meeting Room, Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present: Robert Bezotte, Douglas Helzerman, Gary Childs

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Bezotte at 4:30 p.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: May 18, 2020

Minutes approved as presented.

Motion to approve the minutes as presented.

Moved By D. Helzerman

Seconded By G. Childs

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By G. Childs

Seconded By D. Helzerman

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

None.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Building Department

Resolution Authorizing an Intergovernmental Agreement to Provide Building Department Services to the City of Williamston

Jim Rowell, Building Inspector presented the resolution.

Recommend Motion to the Finance Committee.

Moved By D. Helzerman

Seconded By G. Childs

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

6.2 Central Dispatch

Resolution to Adopt the Revised Final E911 Service Plan – 911 Central Dispatch

Chad Chewning, Central Dispatch Department Director, presented the resolution.

Recommend Motion to the Finance Committee.

Moved By G. Childs

Seconded By D. Helzerman

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

6.3 Drain Commissioner

Resolution Authorizing Contract with Huron River Watershed Council for Watershed Planning Services Associated with Phase II Storm Water Permit Regulations

Brian Jonckheere and Mitch Dempsey, Drain Commissioner's Office, presented the resolution.

Recommend Motion to the Finance Committee.

Moved By G. Childs

Seconded By D. Helzerman

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

6.4 Sheriff - Animal Control

Resolution to Amend the Animal Control Ordinance

Sgt. Sell presented the resolution

Recommend Motion to the Finance Committee.

Moved By D. Helzerman

Seconded By G. Childs

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

6.5 Sheriff - Jail

Resolution Authorizing Additional Fencing at Rear of Jail to Secure Building and Protect Inmates

Lt. Sanborn presented the resolution.

Recommend Motion to the Finance Committee.

Moved By D. Helzerman

Seconded By G. Childs

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

6.6 Sheriff

Resolution Authorizing Purchase of Upgraded Recording System and Equipment for Sheriff's Office Interview Rooms

Lt. Sanborn presented the resolution.

Recommend Motion to the Finance Committee.

Moved By G. Childs

Seconded By D. Helzerman

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

6.7 Sheriff

Resolution Authorizing the Replacement of Radios for Sheriff's Office Vehicles

Lt. Sanborn presented the resolution.

Recommend Motion to the Finance Committee.

Moved By G. Childs

Seconded By D. Helzerman

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)

7. CALL TO THE PUBLIC

Bob Potocki, Brighton Township, experienced technical difficulties and meeting attendees could not hear his statement. A written statement was emailed to Commissioners on Monday, June 15, 2020 regarding the Woodland Lake Dam.

8. ADJOURNMENT

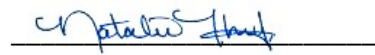
Motion to adjourn the meeting at 5:09 p.m.

Moved By G. Childs

Seconded By D. Helzerman

Yes (3): R. Bezotte, D. Helzerman, and G. Childs

Motion Carried (3 to 0)



Natalie Hunt, Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: July 27, 2020

Resolution to Approve the FY 2019-2020 Hazardous Materials Emergency Preparedness Grant Program Award Agreement - Emergency Management

WHEREAS, Livingston County Emergency Management Department has applied for and received a federal grant award for the FY 2019-2020 Hazardous Materials Emergency Preparedness Grant Program (HMEP) for Livingston County to support the Local Emergency Planning Committee (LEPC); and

WHEREAS, the amount of that federal grant award is \$3,950 with a required 25% match by Livingston Co. in the amount of \$988 dollars and that match can be covered through an “in-kind match” such as documented cost of office space to meet the needs of the Local Emergency Planning Committee (LEPC); and

WHEREAS, the LEPC will be utilizing the funding to identify hazardous material sites and enhance hazardous materials response planning within Livingston County.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution to approve the FY 2019-2020 Hazardous Materials Emergency Preparedness Grant Program Award Agreement

BE IT FURTHER RESOLVED , that the Chair of the Livingston County Board of Commissioners is authorized to sign the FY 2019-2020 Hazardous Materials Emergency Preparedness Grant Program (HMEP) Agreement after review by legal counsel,

BE IT FURTHER RESOLVED, that the Chair of the County Board of Commissioners, the County Administrator, the Finance Officer, and the Emergency Management Director are authorized to sign all forms, assurances, supporting documents and contracts/agreements related to the grant application and subsequent award or future amendments after review of legal counsel.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby designates the Emergency Management Program Director as the primary applicant agent.

BE IT FURTHER RESOLVED the Livingston County Board authorizes allowable program expenditures as needed by the Emergency Management Department and the Livingston County Local Emergency Planning Committee up to the \$3,950 FY 2019-2020 Hazardous Materials Emergency Preparedness (HMEP) Grant award.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments or transfers to effectuate the above.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd, Howell, MI 48855
Phone 517-540-7926 Fax 517-564-6788
Web Site: EmergencyManagement@livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Management
Date: 6/19/2020
Re: RESOLUTION TO APPROVE THE FY 2019-2020
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS
GRANT PROGRAM AWARD AGREEMENT

This resolution is for the approval of the FY 2019-2020 Hazardous Material Emergency Preparedness Grant program award agreement.

The award is for \$3,950.00 dollars that would require a 25% match by Livingston County of \$988.00 that can be covered through an “in-kind match” such as documented cost of office space to meet the needs of the Local Emergency Planning Committee (LEPC)

Further, this grant affords funding towards the completion of new and updated SARA Title III, Section 302 site plans.

The complete grant agreement and instructions are attached to this resolution for review and signature.

If you have any questions regarding this matter please contact me.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

COL. JOSEPH M. GASPER
DIRECTOR

June 18, 2020

Ms. Therese Cremonte
Emergency Management Coordinator
Livingston County
1911 Tooley Rd.
Howell, Michigan 48855

Dear Ms. Cremonte:

Enclosed is the Fiscal Year 2019-20 Hazardous Materials Emergency Preparedness (HMEP) Planning Program Grant Agreement package for Livingston County. Please return the required grant documentation listed on the enclosed *Subrecipient Checklist* to our office via email:

Attention: Mr. Paul Lounsberry
Emergency Management and Homeland Security Division
Michigan Department of State Police
LounsberryP@michigan.gov

Additional information on the FY 2019-20 HMEP Grant Program can be found at www.phmsa.dot.gov/hazmat/grants.

This grant agreement and all required documentation must be completed, signed, and returned **no later than August 17, 2020**. If this requirement is not met, this grant agreement will be invalid after **August 17, 2020** unless a prior written exception is provided by the Michigan Department of State Police, Emergency Management and Homeland Security Division.

If you have any questions regarding this correspondence or the FY 2019-20 HMEP Planning Grant Program, please contact Ms. Brenna Roos at RoosB@michigan.gov or 517-284-3727.

Sincerely,

Capt. Kevin Sweeney, Commander
Emergency Management and Homeland Security Division

Enclosures (12)
cc:
Lt. Jeffery Yonker

SUBRECIPIENT CHECKLIST

FY 2019-20 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) PLANNING PROGRAM GRANT AGREEMENT

CFDA No: 20.703

Email the following items to: LounsberryP@michigan.gov

SUBRECIPIENT WILL NOT BE REIMBURSED FOR FUNDS UNTIL ALL REQUIRED SIGNED DOCUMENTS ARE RECEIVED

- ☐ 1. Grant Agreement. Please print and sign the grant agreement. Retain the signed document for your records and email a scanned copy.
- ☐ 2. Subrecipient Risk Assessment Certification
- ☐ 3. HMEP Planning Grant Agreement In-Kind Match form
- ☐ 4. Standard Assurances
- ☐ 5. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ☐ 6. Audit Certification (EMD-053)
- ☐ 7. Request for Taxpayer Identification Number and Certification (W-9)
- ☐ 8. FY 2019-20 SARA Title III Hazardous Materials, Off-site Emergency Response, Plan Update List

NOTE: The Plan Update List does not need to be completed and returned with your FY 2019-20 HMEP Planning Program grant agreement. This form is to be used if and when a list of updated plans is submitted for your grant. The Plan Update List form can be submitted directly to the SARA Title III Planner at the MSP/EMHSD when you have completed all plan updates for the grant year.

POST REIMBURSEMENT REQUIREMENTS

Participate with Recipient in an on-site monitoring of financial documents. Also retain financial records, supporting documents, and all other records pertinent to the grant for at least three years after the grant is closed by the awarding federal agency. Be sure to comply with Single Audit requirements of Subpart F of 2 CFR 200. **If required, the Subrecipient submits audit copy to: Michigan Department of State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.**

**For GRANT QUESTIONS, PLEASE CONTACT Ms. Brenna Roos
AT ROOSB@MICHIGAN.GOV OR (517) 284-3727.**

Michigan State Police

Emergency Management and
Homeland Security Division



Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Livingston	Hazardous Materials Emergency Preparedness Grant Program	20.703
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
38-6005819	HM-HMP-0558-16-01-00	09/30/2019
SUBRECIPIENT DUNS NUMBER	SUBAWARD PERFORMANCE PERIOD	FROM TO
44797926		09/30/2019 09/29/2020
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$3,950.00
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$3,950.00
None on file	Total Amount of Federal Award	\$293,920.00
FEDERAL AWARD PROJECT DESCRIPTION		
FY 2019-20 Hazardous Materials Emergency Preparedness Planning Program Grant		
DETAILS		
The Subrecipient must be prepared to match all funds received through this grant agreement (which equates to 25% of any federal funds received), as noted in Section III, D of the <i>Hazardous Materials Emergency Preparedness Planning Grant Instructions</i> that are included with this grant agreement. The match amount is located in part III.A of this grant agreement.		
FEDERAL AWARDOING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME	
U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration 1200 New Jersey Avenue, SE, E21-316 Washington DC 20590-0001	Michigan State Police Emergency Management & Homeland Security Division P.O. Box 30634 Lansing, MI 48909	

State of Michigan Fiscal Year 2019-20 Hazardous Materials Emergency Preparedness Planning Program Grant Agreement

September 30, 2019 to September 29, 2020

CFDA Number: 20.703 Grant Number: HM-HMP-0558-16-01-00

This Fiscal Year (FY) 2019-20 Hazardous Materials Emergency Preparedness (HMEP) Planning Program grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and the

COUNTY OF LIVINGSTON (hereinafter called the Subrecipient)

I. Purpose

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development of new Superfund Amendments and Reauthorization Act (SARA), Title III, Section 302, hazardous materials emergency response plans. This grant agreement provides financial assistance to first responders (fire, law enforcement, emergency medical services, etc.) for allowable costs in the following areas:

- A. Provision of assistance to public sector employees through planning grants to states, territories, and Native American tribes for emergency response.
- B. Increased state, territorial, tribal, and local effectiveness in implementation of the Federal Emergency Planning and Community Right-to-Know Act of 1986.
- C. Encouragement of a comprehensive approach to emergency planning by incorporating the unique challenges of response to transportation situations.

II. Statutory Authority

Funding for the FY 2019-20 HMEP is authorized by the U.S. Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) and the Federal Hazardous Materials Transportation Law (49 U.S.C. Section 5101 et. seq.).

The Subrecipient agrees to comply with all FY 2019-20 HMEP program requirements and the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. 49 CFR, Part 110 *Hazardous Materials Public Sector Training and Planning Grants* located at <http://www.ecfr.gov>.
- C. 49 U.S.C. 5116 et seq. located at <https://www.gpo.gov/fdsys>.
- D. Any other applicable Federal statutes and regulations, including those listed within this grant agreement elsewhere.

III. Award Amount and Restrictions

- A. The county of **Livingston** is awarded up to **\$3,950** under the FY 2019-20 HMEP Planning Program Grant Agreement. This funding will be awarded as described in *Hazardous Materials Emergency Preparedness Planning Grant Instructions* enclosed within this grant agreement packet and is based on information provided in the HMEP grant application submitted for the FY 2019-20 grant year by **Livingston County**. This allocation is dependent upon the level of federal funding and may be reduced if available federal funding is reduced or if fewer plans are submitted based on the FY 2019-20 application for **Livingston County**. Any unused grant funds remaining at the end of the grant year will be used to increase the reimbursement for accepted new SARA Title III plans submitted by participating Local Emergency Planning Committees (LEPCs). The Subrecipient's payment per new plan will be recalculated using these funds and the award to the Subrecipient for the number of new plans submitted will be adjusted. This may affect the match amount required for this grant.

Based on the Subrecipient's application, a match amount of **\$988** is required. However, the Subrecipient must be prepared to match all funds received through this grant agreement (which equates to 25% of any federal funds received), as noted in Section III, D of the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are enclosed within this grant agreement.

- B. The PHMSA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes:
1. The copyright in any work developed under this grant, sub-award, or contract under a grant or sub-award; and
 2. Any rights of copyright to which the Recipient, Subrecipient, or a contractor purchases ownership with grant support.

IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. The subrecipient shall not use FY 19-20 HMEP funds to generate program income.
- C. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
1. Subrecipient Risk Assessment Certification
 2. HMEP Planning Grant Agreement In-Kind Match form (EMD-063)
 3. Standard Assurances
 4. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
 5. Audit Certification (EMD-053)
 6. Request for Taxpayer Identification Number and Certification (W-9)
 7. SARA Title III Hazardous Materials, Off-site Emergency Response Plan Update List (EMD 064). This form is located on the MSP/EMHSD website at <http://www.michigan.gov/emhsd> and click on Hazardous Materials in the column on the left. Then click on Plan Review List Form (DOC) under the Planning section. This form does not need to be completed and returned with the FY 2019-20 HMEP Planning Program grant agreement. This form is to be used if and when a list of updated plans is submitted for your grant. The Plan Review List form can be submitted directly to the SARA Title III Planner at the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) and must be submitted no later than September 15, 2020.
 8. Other documents that may be required by federal or state officials

- D. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:
1. Meet the LEPC eligibility requirements, as stated in the *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section II.
 2. Submit new SARA Title III (Section 302) community hazardous materials emergency response plans to the MSP/EMHSD District Coordinator no later than September 15, 2020.
 3. Submit a list of updated SARA Title III (Section 302) community hazardous materials emergency response plans to MSP/EMHSD no later than September 15, 2020. The form for submitting these updates is available on the MSP/EMHSD website located at <http://www.michigan.gov/emhsd>.
 4. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. NIMS information is available at <http://www.fema.gov/national-incident-management-system>. More information on complying with NIMS is available from the State NIMS Coordinator at www.michigan.gov/emhsd under Response and Recovery.
 5. In accordance with 2 CFR 200.331, the subrecipient permits the recipient to have access to the subrecipient's records and financial statements as necessary for the recipient to meet the requirements of 2 CFR 200.331.
 6. Integrate individuals with disabilities into emergency planning in compliance with Executive Order 13347 and the *Rehabilitation Act of 1973*.
 7. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
 - a. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
 - b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
 - c. Non-federal organizations which expend \$750,000 or more in federal funds from all sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.501.
 8. Comply with the Department of Transportation's policy for contracting with small, women-owned, minority disadvantaged businesses, veteran, and HubZone business firms.
 9. Complete federally-mandated reporting requirements, including, but not limited to, requirements related to the *Federal Funding Accountability and Transparency Act of 2006* (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252) and program specific reporting requirements.

V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

VI. Reporting Procedures

Submit new and updated SARA Title III (Section 302) community hazardous materials emergency response plans and identify which facility plans were updated on the attached *Plan Update List* form as stated in the FY 2019-20 application to MSP/EMHSD, no later than September 15, 2020. Complete instructions on how and where to submit required reports can be found in the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are included with this grant agreement package. If a support grant was requested, the LEPC must meet the requirements stated in the attached *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section IV.B., or forfeit that portion of the grant award.

VII. Payment Procedures

Upon receipt, review, and acceptance of all work products and other requirements, as referenced in this grant agreement, the Recipient will calculate the payment to be made to the Subrecipient and will forward this information to the Subrecipient. See the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* document attached within this grant agreement packet for further information.

All Subrecipients in the HMEP grant program must submit documentation on the associated costs being charged to the \$1,500 HMEP support grant. The eligible expenses are laid out in the HMEP \$1,500 Support Grant Certification Form, which will be sent to each LEPC at the close of the federal fiscal year. When a LEPC enters information into this form, the cost will need to be supported by a receipt, time sheet (reflecting hours worked on SARA related planning issues), purchase order or a paid invoice. The support grant form and attachments must be returned to MSP/EMHSD by the assigned due date.

VIII. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every contract or subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient must comply with 2 CFR, Part 1200, *Nonprocurement Suspension and Debarment*, located at <http://www.ecfr.gov>. The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Active Exclusions list on the System for Award Management (SAM) website located at <http://www.sam.gov> (previously this search was performed in the Excluded Parties List System – EPLS).

The Subrecipient must comply with regulation 49 CFR, Part 21, *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964* (see related certification form contained in this grant agreement package).

The Subrecipient must comply with regulation 49 CFR, Part 20, *New Restrictions on Lobbying* (see related certification form contained in this grant agreement package).

IX. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this grant agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

This is not to be construed as a waiver of governmental immunity for either party.

X. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

XI. Grant Agreement Period

This grant agreement is in full force and effect from September 29, 2019 to September 29, 2020. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement package consists of two identical grant agreements, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

XII. Entire Grant Agreement

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to follow grant agreement requirements or special conditions.
- D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other report or document.

XIII. Business Integrity Clause

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

XIV. Freedom of Information Act (FOIA)

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XV. Official Certification

For the Subrecipient

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

Subrecipient Name

Subrecipient's DUNS Number

Printed Name

Title

Signature

Date

For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)

Capt. Kevin Sweeney, Commander

Printed Name

Deputy State Director, Emergency
Management and Homeland Security Division

Title



6/16/20

Signature

Date



SUBRECIPIENT RISK ASSESSMENT CERTIFICATION

As required by 2 CFR §200.331(b), the purpose of this assessment is to evaluate subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of a subaward, and to determine appropriate subrecipient monitoring during the grant performance period. Limited program experience, results of previous audits and site monitoring visits, new personnel or new or substantially changed systems, may increase a subrecipient's degree of risk.

Subrecipient:	County:	DUNS #:
Questions		
<p>1. How many federal grant awards has your organization managed in the past 5 years regardless of awarding agency?</p> <p> <input type="checkbox"/> No grants <input type="checkbox"/> 1-3 grants <input type="checkbox"/> 4-5 grants <input type="checkbox"/> 6+ grants </p> <p>2. What percentage of your grant management staff has fewer than 2 years of grant experience?</p> <p> <input type="checkbox"/> 0-25% of staff <input type="checkbox"/> 26-50% of staff <input type="checkbox"/> 51-75% of staff <input type="checkbox"/> 76-100% of staff </p> <p>3. Has your organization had a new or substantially changed financial/accounting system(s) in the past 2 years?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>4. What types of findings (audit, site monitoring, etc.) has your organization received within the past 5 years? (Attach a separate sheet explaining any findings resulting in questioned costs or a return of funds.)</p> <p> <input type="checkbox"/> Never Audited or No <input type="checkbox"/> Unsupported costs (lack of documentation) <input type="checkbox"/> Unreasonable use of funds <input type="checkbox"/> Questioned costs or required to return funds </p> <p>5. Does your agency have staff primarily dedicated (>50%) to grants management activities?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
Certification		
<p><i>I certify the information provided in this assessment is true and accurate, and that all occurrences of prior grant non-compliance have been disclosed.</i></p>		
Authorized Representative Signature:	Date:	
Authorized Representative Printed Name:	Title:	
Point of Contact Printed Name:	Title:	Email:

HMEP PLANNING GRANT AGREEMENT IN-KIND MATCH

The Livingston County Local Emergency Planning Committee (LEPC) has been allocated the funding amount specified in the attached grant agreement. Therefore, a local fund match of \$988 is required.

The LEPC agrees to use the following as its in-kind match (This can be any non-federal money from a government jurisdiction, industry, or other organization represented on the LEPC. Staff paid with federal funds, and funds used as a match for other federal grants CANNOT be used for the HMEP match.):

☐ **PLANNING PERSONNEL:** (Full Name of Employee) ,
whose salary and fringe benefits cost \$ per hour, will work approximately hours on LEPC planning.

☐ **SECRETARIAL:** (Full Name of Employee or Secretarial Service) ,
whose salary and fringe benefits cost \$ per hour, will work approximately hours on LEPC business.

☒ **OFFICE SPACE:** (Government Jurisdiction or Other Entity) ,
will provide a 169 square foot office located at (Address) to the LEPC at a cost of \$20.00 per square foot.

☐ **MAILING:** (Government Jurisdiction or Other Entity) ,
will provide \$ toward LEPC related mailings.

☐ **PRINTING:** (Government Jurisdiction or Other Entity) ,
will provide \$ toward LEPC related printing.

☐ **OTHER (Describe):**



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

AUDIT CERTIFICATION

Federal Audit Requirements

Non-federal organizations, which expend \$750,000 or more in federal funds during their current fiscal year, are required to have an audit performed in accordance with 2 CFR Part 200, Subpart F.

Subrecipients **MUST** submit a copy of their audit report for each year they meet the funding threshold to: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.

I. Program Information			
Program Name		CFDA Number	
II. Subrecipient Information			
Subrecipient Name			
Street Address		City	State ZIP Code
III. Certification for Fiscal Year			
Subrecipient Fiscal Year Period: _____ to _____.			
<input type="checkbox"/> I certify that the subrecipient shown above does NOT expect it will be required to have an audit performed under 2 CFR Part 200, Subpart F, for the above listed program.			
<input type="checkbox"/> I certify that the subrecipient shown above expects it will be required to have an audit performed under 2 CFR Part 200, Subpart F, during at least one fiscal year funds are received for the above listed program. A copy of the audit report will be submitted to: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.			
Signature of Subrecipient's Authorized Representative			Date

Submit audit report to:

Michigan State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, Michigan 48909

Submit this completed audit certification form and return with your grant agreement to:

Michigan State Police
Emergency Management and Homeland Security Division
P.O. Box 30634
Lansing, Michigan 48909

SARA TITLE III HAZARDOUS MATERIALS, OFF-SITE EMERGENCY RESPONSE PLAN UPDATE LIST

AUTHORITY: 1976 PA 390, MCL 30.407a; 42 USC 11002-11003

COMPLIANCE: Required PENALTY: Civil penalty of not more than \$25,000 for each day such violation occurs

This form is used for the recording of updated emergency contact information for sites required under 42 USC 11002 (SARA Title III, Section 302). **DO NOT list new plans on this sheet.** Please note that the Michigan State Police, Emergency Management and Homeland Security Division may contact facilities to verify the plan review.

Local Emergency Planning Committee (LEPC) Name:

Date:

MI SARA ID Number	Facility Name	Facility Emergency Contact	Emergency Contact Phone Number	Date Original Plan Submitted

SIGNATURE

Hazardous Materials Emergency Preparedness Planning Grant Instructions

I. Grant Program Description

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) has been designated by the Governor's office to administer the Hazardous Materials Emergency Preparedness (HMEP) planning grant program. HMEP planning grants are being made available to Local Emergency Planning Committees (LEPCs) for enhancing hazardous material response planning.

II. Eligibility Requirements

To be eligible to receive funding through the HMEP planning grant, LEPCs must:

- A.** Be formally appointed by the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC);
- B.** Have an appointed chairperson;
- C.** Have an appointed information coordinator;
- D.** Have an appointed emergency management coordinator;
- E.** Meet at least quarterly and have an established meeting schedule;
- F.** Assure that a 20% in-kind match will be available for all funding received through this grant. In-kind match includes non-federally funded LEPC member time, office space, secretarial support, LEPC office and administrative expenses, etc. (See item III.D);
- G.** Assure county or municipal compliance with Title VI of the Civil Rights Act of 1964;
- H.** Assure county or municipal compliance with lobbying, debarment, suspension, and other responsibility matters certifications, as well as drug-free workplace requirements.

If individuals holding these positions change, please update the LEPC Roster and submit to the MSP/EMHSD. The forms are available by contacting Ms. Brenna Roos at 517-284-3727, Roosb@Michigan.gov.

III. Application Process

- A. Deadline:** All applications and 2019–2020 LEPC meeting schedules must be received by the MSP/EMHSD no later than **February 7, 2020**.
- B. Application Mailing Address:** If you are submitting via mail please address the package to:

Attention: Ms. Brenna Roos
SARA Title III Program
Michigan State Police, Emergency Management and Homeland Security Division
P.O. Box 30634
Lansing, MI 48909

- C. Agreement Finalized:** The MSP/EMHSD will review all applications for completeness and accuracy. Local Emergency Management programs with approved applications will be sent two HMEP Grant Agreements, along with multiple attachments which must be submitted to the MSP/EMHSD to receive HMEP funding. Funding levels stated in the agreement are subject to the availability of federal funds. The Local Emergency Management Coordinator must sign the agreements, return one to the MSP/EMHSD, and retain one copy for their LEPC files by the date specified in grant agreements.
- D. Matching Funds Identified:** When the LEPC receives the HMEP Grant Agreement, it will also receive a form to document its matching funds. Federal grants require matching funds to be calculated against **TOTAL** program costs. For grant purposes, total program costs are calculated by dividing the proposed reimbursements from the HMEP planning grant by .80. The resulting amount (total program cost) is then multiplied by .20 to calculate the match required. The "Hazardous Materials Emergency Preparedness (HMEP) Planning Grant Agreement In-Kind Match" form must be returned to the MSP/EMHSD with the HMEP Grant Agreement packet. This form is used to estimate matching funds based on the proposed agreement amount (see Item II.F). However, the subrecipient must be prepared to match funds based on the amount of grant funding actually received for the contract period, including additional funding received in excess of the agreement amount.

Note: *Staff positions and/or programs supported by other federal funds cannot be used as match for this grant.*

IV. Allocation Formula

- A. New Plan and Plan Update Payments:** The MSP/EMHSD will reimburse LEPCs for new off-site emergency response plans. The reimbursement rate for 2019 - 2020 is \$350. Updated plans will not receive reimbursement. Facilities must be on the SARA Title III, Section 302 site list or added to the 302 site list by September 15, 2020. Plans that are added to the 302 site list after September 15, 2020, may not receive reimbursement from the 2019 – 2020 HMEP planning grant. To receive this funding, items B and/or C on the bottom of the "Local Emergency Planning Committee Application for Hazardous Material Emergency Preparedness Grant" form must be completed. This form is included in the application package.
- B. Support Grant Payments:** Each LEPC is eligible for a \$1,500 support grant. To qualify for the support grant, a LEPC must:
- Meet at least quarterly and verify that meetings have been held by sending the MSP/EMHSD a copy of the meeting schedule, or other verification if requested.
 - Annually update the LEPCs officer/membership list and submit the completed form to the MSP/EMHSD.
 - Incorporate completed off-site response plans into the city/county Emergency Operations Plan (EOP) or Emergency Action Guidelines (EAG).
 - Review the city/county EOP/Emergency Action Plan (EAP) annually to make sure the hazmat response section is current.
 - Complete all updates for existing 302 sites.

Verification of the above items, via a form signed by the LEPC Chair and/or Local Emergency Management Coordinator, will be requested by the MSP/EMHSD prior to the end of the grant year.

V. Proof of Purchase and Associated Work

All subrecipients in the HMEP planning grant program must submit documentation on the associated costs being reimbursed by the \$1,500 HMEP Support Grant. The eligible expenses are laid out in the “HMEP \$1,500 Support Grant Certification Form,” which will be sent to each LEPC at the close of the fiscal year. Costs entered on this form need to be supported by a receipt, time sheet (reflecting hours worked on SARA (Superfund Amendment and Reauthorization Act) related planning issues), purchase order, or a paid invoice. The “HMEP \$1,500 Support Grant Certification Form” and attachments must be returned to the MSP/EMHSD by the assigned due date.

VI. Planning Grant Requirements

- A. Products:** The intent of the planning grant is to encourage the development of new off-site hazardous material response plans and complete updates to previously-submitted off-site response plans for each SARA Title III Section 302 site in Michigan. Plans must be submitted to the appropriate MSP/EMHSD District Coordinator by the date specified in each LEPC's Grant Agreement. A list of updated plans for sites on the current 302 site list must also be submitted by that date. A plan update includes verification and updating of a facility's emergency contact information, on-site extremely hazardous substances (EHS) and their quantities, storage locations, and any other items which may have an impact on employee or community life, health, and safety. The list must include the site name, the department of Environment, Great Lakes, and Energy (EGLE) SARA identification number, and name of facility contact that assisted with the review. The “Plan Review List Form” for submittal is located on the MSP/EMHSD website and can be submitted directly to the address noted in Item III.B.
- B. Eligible Expenses:** HMEP planning grant funds are to be utilized for expenses that support and facilitate the development and/or updating of required SARA Title III off-site plans. Expenses can include, but are not limited to:
- Training for LEPC members, as long as it relates to the LEPC's planning mission.
 - Development, improvement, and implementation of emergency plans required under SARA Title III.
 - Exercises that test LEPC plans.
 - Enhancement of LEPC plans, e.g., improving the hazard analysis or transportation of hazardous materials (including radioactive materials) response procedures.
 - Commodity flow studies.
 - Needs analysis for establishing regional response teams.
 - Technical staff to support the planning effort.
 - Assessment of local response capabilities.
 - Subscription cost for EGLE's Tier II Manager.

Types of eligible costs that must be directly related to SARA Title III planning activities include:

- Meeting room rental.
- Per Diem for LEPC members.
- Public notices.
- Printing costs.
- Office administrative expenses.
- LEPC staff costs.
- Tier II Manager subscription.

Note: Computer hardware or software is not an allowable purchase.

C. Off-Site Response Plans:

- New off-site emergency response plans must be submitted to the appropriate MSP/EMHSD District Coordinator for review by September 15, 2020.
- A list of completed updates must be submitted to the MSP/EMHSD at the address noted in Item III.B or electronically to Roosb@michigan.gov by September 15, 2020.
- If the LEPC completes fewer updates and/or new off-site response plans than it proposes, their award will be prorated according to the number of plans/updates accepted by the MSP/EMHSD.

Note: Upon request, LEPCs may be required to make updated plans available to the MSP/EMHSD for verification purposes.

D. MSP/EMHSD Information Requests: Upon request, the LEPC must provide the MSP/EMHSD with information on how HMEP funds were spent and what was accomplished. Other information requests related to LEPC operations may also be sent to LEPCs.

E. Federal Reporting of Sub-awards and Executive Compensation: Upon request, the Subrecipient shall supply information to the MSP/EMHSD to address federal reporting requirements relevant to the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252).

F. Reporting of Data Universal Numbering System (DUNS) Number: To comply with federal government reporting requirements, the MSP/EMHSD is required to collect a DUNS number from any recipient of sub-awards provided through the state of Michigan. A DUNS number must be submitted before reimbursement of funds can be made.

G. Other Requirements: The Subrecipient must comply with the requirements of 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; 2 CFR 1200, *Nonprocurement Suspension and Debarment*, 49 CFR Part 20, *New Restrictions on Lobbying*; and 49 CFR Part 21, *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964*, which can be found at www.ecfr.gov.

VII. Reimbursement Process

Reimbursement to LEPCs (or a prorated portion) will be processed by the MSP/EMHSD upon acceptance of the LEPC's products, as specified in its contract.

VIII. Items to Include with Application

A. HMEP Planning Grant Application Form: Appropriate boxes for the type of grant requested must be checked on the application, and Officer/Emergency Manager information must be included.

B. LEPC Officer/Member Record.

C. LEPC Meeting Schedule for 2019 – 2020.

Questions concerning the HMEP planning grant should be directed to Ms. Brenna Roos at 517-284-3727, or email at Roosb@michigan.gov.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Livingston County 911 to Conduct an Emergency Repair to the Deerfield Tower VHF Paging System – Central Dispatch

WHEREAS, the Deerfield tower VHF fire paging system is one of the main fire paging mechanisms in the Northeast portion of the county. It was destroyed when an A/C waterline ruptured, causing the paging system to fail, and it destroyed the radio components in their entirety inside the tower shelter; and

WHEREAS, it is essential to the life safety and property preservation of the residents of Livingston County that the fire paging system be fully operational and functioning appropriately; and

WHEREAS, a quote was provided by the county's current radio maintenance company, ComSource, to complete the rebuild and repair to the VHF equipment and shelter at the Deerfield Township tower site; and

WHEREAS, the total quote for the rebuild/repair to the paging system is \$138,493 which will be funded as follows: 100% will be covered by the insurance funds issued from the claim except for the \$1,000 deductible.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners approves for the purchase of the items necessary to conduct the repairs to the VHF paging system at the Deerfield Township tower site in an amount not to exceed \$138,493.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners hereby authorize Livingston County 911 Central Dispatch to contract ComSource to conduct the repairs to the VHF paging system at the Deerfield Township tower site.

BE IT FURTHER RESOLVED the Chairman of the Board of Commissioners be authorized to sign all forms, assurances, supporting documents and contracts/agreements related to project and future amendments, upon review by Civil Counsel as necessary.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize any budget amendment(s) to effectuate the above.

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#

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
**911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517.546.4620 Fax 517.546.5008
Web Site: livgov.com

Memorandum

To: Public Safety Committee
Board of Commissioners

From: Chad Chewning, Deputy Director

Date: July 14, 2020

Re: Repair for Deerfield VHF Paging Tower

The Deerfield VHF paging tower is located in the Northeast corner of the county proving paging of the fire departments in the area of Deerfield and Hartland Township. In June it was discovered that an A/C line ruptured inside the radio shelter spraying water on to the radio equipment causing a major failure by destroying it.

Using our current radio repair company that installed this original equipment has provided a quote of \$138,493.00 dollars which covers the install of new equipment, and purchasing the new radio equipment, and a new shelter.

Livingston County 911 is requesting to complete this repair with the insurance check issued by claim made funding it 100%.

Livingston County Central Dispatch 911

June, 24, 2020

Attn: Chad Chewning

Director of Operations

300 High Street

Howell, MI 48843

Subject: Deerfield Site VHF Paging Replacement

Dear Chad,

Pursuant to our recent conversations and on-site visits ComSource, Inc. is pleased to present this proposal to "replace" the Deerfield Cabinet and all associated VHF paging electronics contained therein.

This submission will restore the functionality of the Deerfield Paging Site that has been critically damaged.

Our solution provides the necessary componentry, system installation, optimization, project management, and system integration along with first year 24 X 7 on-site post deployment service response.

Our ComSource, Inc. Team truly appreciates the time that you and your Associates have given us in the development of this solution.

In closing, we look forward to your favorable consideration of this submission and remain available for any questions that you may have throughout your scrutiny processes.

Respectfully submitted,

Ed Horvath

ComSource, Inc.

Ed Horvath

Sr. Account Executive/

Government Markets Sales Manager



MOTOROLA
SOLUTIONS
PLATINUM CHANNEL PARTNER

Corporate Office: 41271 Concept Drive, Plymouth, MI 48170 | 734.738.0800
Service Center: 1919 Birchwood Drive, Troy, MI 48083 | 248.853.5430

www.comsourcemi.com



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Service Center: 1919 Birchwood Drive, Troy, MI 48083 | 248.853.5430

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Service Elite Specialist

SCOPE OF WORK AND RESPONSIBILITIES

LIVINGSTON COUNTY CENTRAL DISPATCH 911

COMSOURCE, INC. RESPONSIBILITIES

1. Supply, and install one (1) PEPRO Cabinet with an “exact” replacement.
2. Remove the existing damaged cabinet and place it to the side of the site’s pad.
3. Utilize as many of the existing Livingston County “spares” kit as possible for system restoration.
4. Supply and deliver replacements for ALL utilized spares. (marked in red on the BOM list)
5. Provide Motorola System Technologist (ST) services for network optimization and integration.
6. Test all provided products and services for functional restoration.
7. All required work to be performed during normal working hours.
8. All installation activity will adhere to Motorola’s R-56 standards.
9. Provide all contracted products and services within 60-75 days ARO.

CUSTOMER RESPONSIBILITIES

1. Arrange normal working hours, M-F 8AM-5PM, facility access for required work.
2. Identify a single point of contact for overall logistics and general instructions.
3. Agree to the payment schedule listed on the associated BOM & Pricing list.



MOTOROLA
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PLATINUM CHANNEL PARTNER

Corporate Office: 41271 Concept Drive, Plymouth, MI 48170 | 734.738.0800
Service Center: 1919 Birchwood Drive, Troy, MI 48083 | 248.853.5430

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RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Contract Agreement with Keefe Group for Inmate Commissary and Inmate Banking - Jail

WHEREAS, the jail has a need for Inmate Commissary and Inmate Banking with with our current contract expiring August 31, 2020; and

WHEREAS, in accordance with the County's Purchasing Policy, a competitive bid process was performed and three (3) proposals were received and evaluated in response to RFP-LC-20-09; and

WHEREAS, services outlined in the RFP necessary to meet minium requirements includes electronic grievances, inmate emails, inmate law library, inmate securepaks and inmate trust fund accounting with electronic deposits; and

WHEREAS, Keefe Group is offering a five (5) year contract and met all requirements with a \$25,000 signing bonus for the first year and a 39% commission rate; and

WHEREAS, Keefe Group will also provide 1,100 indigent kits per year at no cost to the County which is a \$3,400 per year savings; and

WHEREAS, Keefe Group offers the lowest pricing to the inmate with a much broader variety of product.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Keefe Group for inmate commissary and inmate banking for a (5) year period.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

#

#

#

MOVED:
SECONDED:
CARRIED:



**Bid Recap
For
Inmate Commissary Services**

**Lead Public Agency: Livingston County
Solicitation: RFP-LC-20-09**

**RFP Issued & Publicly Posted: 5/22/20
Public Posting: Livingston County Fiscal
Services Website & BidNet
Proposals Received: 3**

RFP Due Date: 6/22/20

Livingston County received three (3) proposals in response to the Request for Proposal referenced above. Below is a recap of the bid evaluation.

Four (4) companies provided a response within the timeframe outlined in the RFP. One of the four companies, Canteen Services, declined to submit a proposal in response to the RFP:

- Keefe Group – Keefe Commissary Network (KCN)
- Stellar Services, LLC
- Summit Food Service, LLC
- Canteen Services

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work, and the Attachment A price submissions. A review of the minimum requirements revealed that the three (3) bidders met the minimum mandatory requirements (Section 1.2), and the bidders confirmed their understanding of the Scope of Services (Section 1.3) and Technical Proposal (Section 1.4). The bidders were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of five (5) members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 50 points)
- Company Profile (up to 25 points)
- References (up to 25 points)

Based on this scoring criteria, the points awarded to each vendor were averaged with the following results:



	Vendors		
	Keefe Group	Stellar Services	Summit Food Service
Proposal Responses	44.3	40.4	34
Company Profile	22.7	20.2	16
References	23.6	18.6	16.8
Total	90.6	79.2	66.8

The pricing proposal was then reviewed for each bidder. The prices submitted by each bidder were in a competitive range for Inmate Commissary Services. Below are the commission rates and signing bonuses and/or incentives being offered by each vendor:

	Vendors		
	Keefe	Stellar Services	Summit Food Service
Commission Rate	39%	46.5%	41%
Signing Bonus	\$25,000 – Year 1		

The pricing proposals submitted by each vendor were ranked in the following order from lowest to highest:

- Keefe Group
- Summit Food Service
- Stellar Services

Based on the evaluation of the technical and pricing proposals, it is recommended that a five-year contract be offered to Keefe Group – Keefe Commissary Network (KCN). Keefe received the highest evaluation score and offered the lowest pricing for inmate commissary services.



150 S. Highlander Way, Howell, MI 48843
Phone (517) 540-7626 Fax (517) 546-1800

Memorandum

To: Livingston County Board of Commissioners
From: Lieutenant Tarneseia Pringle
Date: July 14, 2020
Re: Resolution Authorizing an Agreement with Keefe to Provide Commissary and Banking for the jail – PUBLIC SAFETY/ FINANCE / BOARD

The Livingston County Sheriff's Office has a need for inmate commissary and inmate banking. Per the County Procurement Policy, a competitive bid process was performed by CoPro Plus. Livingston County received three (3) proposals in response to the Request for Proposal **RFP-LC-20-09**.

The RFP outlined the services necessary to meet the minimum requirements for inmate commissary and banking which includes, the electronic grievances, inmate emails, inmate law library, inmate secure paks and inmate trust fund accounting with electronic deposits.

The Evaluation Committee consisted of 5 members. After careful consideration the Evaluation Committee selected Keefe Commissary Group with a score of 90.6%. Keefe Commissary Group is offering the County a five (5) year contract. Keefe Commissary group is offering a 39% commission rate with a \$25,000 signing bonus the first year. Keefe Commissary Group is also offering 1100 indigent kits a year at no cost to the county. The indigent kits is a \$3400 a year savings. The Keefe Commissary Group offers the lowest pricing to inmates and a much broader variety.

Based on the recommendation of the Evaluation Committee's award recommendation, I am requesting the attached resolution be approved and to award a contract with Keefe Group to provide commissary and inmate banking.

If you have any questions please contact Lt. Pringle or Lt. Adas.

Respectfully Submitted

Lt. Pringle

Livingston County Sheriff's Office

2019 Annual Report



Sheriff Michael J. Murphy



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A Message From Your Sheriff...



On behalf of the Livingston County Sheriff's Office, it is my honor to present our 2019 Annual Report. This annual report highlights many of our accomplishments and serves as a demonstration of our commitment to providing the best possible service to the citizens we serve.

Thanks to the dedication of all employees at the Sheriff's Office, I am proud to report, we were able to accomplish the goals we had established for 2019 while operating within our allocated 2019 budget.

I would like to thank the Livingston County Board of Commissioners for your continued support of the Sheriff's Office. Your partnership allows us to provide exceptional service.

Sincerely,

A handwritten signature in blue ink that reads "Michael J. Murphy".

Michael J. Murphy
Sheriff

Mission Statement

“The Livingston County Sheriff’s Office is dedicated to providing public safety excellence.

In partnership with the community, we are committed to reducing crime, enforcing laws and ensuring a safe and secure jail while protecting the constitutional rights of all who live in, work in and visit the county of Livingston.”

Core Values

- **Integrity**– We shall serve with a strong sense of honesty, morality and ethical character; as we are sworn to do.
- **Respect**– We shall treat people with courtesy, compassion and dignity.
- **Accountability**– We shall be responsible for our actions; personally, and professionally

SHERIFF: 30100**Fund: 101 General Fund****PERSONNEL**

Position Name	2016	2017	2018	2019
SHERIFF	1.00	1.00	1.00	1.00
UNDERSHIFT	1.00	1.00	1.00	1.00
LIEUTENANT - ROAD	3.00	3.00	3.00	3.00
SERGEANTS - ROAD	6.00	6.00	6.00	7.00
DETECTIVES	6.00	6.00	6.00	6.00
DEPUTIES	33.00	33.00	33.00	32.00
FINC'L ANALYST	1.00	1.00	1.00	1.00
ADMIN SPECIALIST	3.00	3.00	3.00	3.00
ADMIN AIDE	1.00	1.00	1.00	1.00
OFFICE ASSISTANT	5.00	5.00	5.00	5.00
OFFICE ASST/RECORDS	1.00	1.00	1.00	1.00
CRIME ANALYST		0.50	0.50	0.50
DATA ANALYST		0.50	0.50	0.70
PROPERTY RM. OFF.	1.00	1.00	1.00	1.00
SPECIAL DEPUTY	0.35	0.60	0.55	0.55
Total	62.35	63.60	63.55	63.75

FUNDING

Revenue	2016	2017	2018	2019
FINES & FORFEITURES	\$297	\$1,839	\$4,724	\$5,715
CHARGES FOR SERVICES	\$318,682	\$506,467	\$465,943	\$384,707
OTHER REVENUE	\$40,721	\$39,195	\$49,829	\$27,607
CAPITAL GRNTS/CONTRB	\$2,250			\$108,478
GAIN ON SALE OF FIXED	\$7,600		\$3,203	
FEDERAL SOURCES			\$26,360	\$24,947
Total Revenue:	\$369,550	\$547,500	\$550,059	\$551,453

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES	\$4,114,396	\$4,385,696	\$4,432,738	\$4,461,098
TEMPORARY SALARIES				
HEALTHCARE	\$574,392	\$633,772	\$687,269	\$786,292
PENSION	\$771,490	\$876,989	\$885,876	\$900,843
OTHER BENEFITS	\$445,527	\$467,772	\$474,481	\$474,290
OTHER EMPLOYEE COMP	\$116,182	\$69,031	\$46,853	\$47,924
OFFICE SUPPLIES	\$12,890	\$14,424	\$13,273	\$13,776
OPERATNG SUPPLIES & EQUIP	\$101,347	\$116,807	\$165,093	\$233,490
CONTRACT SERVICES	\$37,308	\$36,025	\$39,908	\$62,746
PROFESSIONAL SERV	\$0	\$0	\$3,915	\$2,075
OTHER EXPEND & CHARGES	\$7,498	\$10,355	\$11,956	\$47,214
COMPUTERS & PHONES	\$278,253	\$282,400	\$306,886	\$443,573
UTILITIES				\$48,374
FACILITIES MGMT	\$87,453	\$94,311	\$98,184	\$71,001
VEHICLES	\$654,233	\$687,633	\$696,209	\$671,811
EQUIP MAINT. & REPR.	\$6,181	\$18,633	\$9,293	\$11,323
TRAVEL	\$7,958	\$11,827	\$11,083	\$15,662
TRAINING	\$26,994	\$21,265	\$32,455	\$23,921
CAPITAL EQUIPMENT			\$33,785	
Total Expenditures:	\$7,242,102	\$7,726,940	\$7,949,257	\$8,315,413

SHERIFF: 35100 Jail

Fund: 101 General Fund

PERSONNEL

Position Name	2016	2017	2018	2019
LIEUTENANT - JAIL	3.00	3.00	3.00	3.00
SERGEANTS - JAIL	10.00	10.00	10.00	10.00
CORRECTIONS OFFICER	57.00	57.00	57.00	57.00
JAIL BILLING SPECIALIST	1.00	1.00	1.00	1.00
JAIL INTAKE SPECIALIST	4.00	4.00	4.00	4.00
INMATE SVC CLERK		0.50	0.00	0.00
JAIL POPULATION MONITOR	1.00			
SWAP OFFICER (2)	1.00	1.00	1.00	1.00
Total	77.00	76.50	76.00	76.00

FUNDING

Revenue	2016	2017	2018	2019
CHARGES FOR SERVICES	\$97,866	\$43,882	\$13,916	\$7,242
RENTAL INCOME	\$1,617,438	\$1,649,377	\$1,806,257	\$1,949,034
OTHER REVENUE	\$565,217	\$771,731	\$684,262	\$920,537
FEDERAL SOURCES	\$18,412	\$13,400	\$17,376	\$26,554
STATE SOURCES	\$28,312	\$34,125	\$43,642	\$49,987
CAPITAL GRNTS/CONTRB	\$2,250			\$28,500
Total Revenue:	\$2,329,495	\$2,512,515	\$2,565,453	\$2,981,854

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES	\$4,226,223	\$4,330,154	\$4,533,659	\$4,825,927
HEALTHCARE	\$806,797	\$879,438	\$941,456	\$1,096,942
PENSION	\$852,526	\$933,827	\$973,638	\$1,038,742
OTHER BENEFITS	\$460,884	\$471,413	\$491,161	\$517,459
OTHER EMPLOYEE COMP	\$82,826	\$59,732	\$55,193	\$48,657
OFFICE SUPPLIES	\$13,955	\$10,184	\$8,439	\$8,041
OPERATNG SUPPLIES & EQUIP	\$140,748	\$174,840	\$146,519	\$136,969
CONTRACT SERVICES	\$1,548,524	\$1,799,987	\$1,910,503	\$1,909,833
OTHER EXPEND & CHARGES	\$19,069	\$22,895	\$17,884	\$64,391
COMPUTERS & PHONES	\$112,236	\$155,449	\$224,069	\$266,471
UTILITIES				\$203,078
FACILITIES MGMT	\$503,894	\$648,028	\$601,402	\$570,609
VEHICLES	\$64,512	\$84,868	\$95,959	\$89,112
EQUIP MAINT. & REPR.	\$10,728	\$111,521	\$42,858	\$56,794
TRAVEL	\$6,407	\$11,592	\$15,336	\$15,308
TRAINING	\$12,890	\$12,993	\$15,962	\$22,479
CAPITAL EQUIPMENT			\$21,932	
Total Expenditures:	\$8,862,219	\$9,706,921	\$10,095,970	\$10,870,813

SHERIFF: 30143
Animal Control

Fund: 101 General Fund

PERSONNEL

Position Name	2018	2019
ANIMAL CONTROL OFFICER	0.00	2.00
Total	0.00	2.00

FUNDING

Expenditures	2018	2019
PERMANENT SALARIES	\$58,934	\$90,833
HEALTHCARE	\$16,691	\$28,423
PENSION	\$11,308	\$17,680
OTHER BENEFITS	\$5,831	\$9,735
OPERATNG SUPPLIES & EQUIP	\$4,795	\$710
CONTRACT SERVICES	\$250	\$70
COMPUTERS & PHONES	\$13,919	\$19,592
VEHICLES	\$16,567	\$24,134
TRAVEL	\$202	\$657
TRAINING	\$425	\$600
Total Expenditures:	\$128,922	\$192,434

SHERIFF: 30500
Court Security

Fund: 101 General Fund

PERSONNEL

Position Name	2016	2017	2018	2019
COURT SVCS UNIT DEPUTY	10.00	11.00	6.00	6.00
Total	10.00	11.00	6.00	6.00

FUNDING

Revenue	2016	2017	2018	2019
REIMBURSEMENTS				\$10,166
Total Revenue:	\$0	\$0	\$0	\$10,166

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES	\$307,727	\$354,281	\$270,653	\$249,226
OTHER BENEFITS	\$33,582	\$38,386	\$29,455	\$27,375
OPERATNG SUPPLIES & EQUIP	\$7,450	\$556	\$755	\$13,204
CONTRACT SERVICES	\$2,355	\$344	\$338	\$500
Total Expenditures:	\$351,114	\$393,567	\$301,201	\$290,305

SHERIFF**Fund: 238 Federal - Grant
Marine Safetey****FUNDING**

Revenue	2016	2017	2018	2019
FEDERAL SOURCES	\$8,600	\$7,600		\$6,600
Total Revenue:	\$8,600	\$7,600	\$0	\$6,600

Expenditures				
PERMANENT SALARIES	\$7,628	\$5,808	\$5,027	\$5,029
PENSION	\$388	\$1,173	\$1,020	\$1,018
OTHER BENEFITS	\$583	\$619	\$553	\$553
OPERATNG SUPPLIES & EQUIP				
COMPUTERS & PHONES				
TRAINING				
Total Expenditures:	\$8,599	\$7,600	\$6,600	\$6,600

SHERIFF**Fund: 238 Federal - Grant
Hwy Safety****FUNDING**

Revenue	2017	2018	2019
FEDERAL SOURCES	\$1,353	\$15,149	\$20,826
Total Revenue:	\$1,353	\$15,149	\$20,826

Expenditures			
PERMANENT SALARIES	\$1,031	\$13,577	\$9,743
PENSION	\$208	\$2,745	\$1,918
OTHER BENEFITS	\$113	\$1,470	\$996
CONTRACT SERVICES		\$5,449	\$7,777
COMPUTERS & PHONES			
TRAINING			
Total Expenditures:	\$1,352	\$23,241	\$20,434

SHERIFF**Fund: 238 Federal - Grant
JAG****FUNDING**

Revenue	2017	2018	2019
FEDERAL SOURCES			\$244,641
Total Revenue:	\$0	\$0	\$244,641

SHERIFF

Fund: 239 State - Grant
302 Funds
plus MMOG*

FUNDING

Revenue	2016	2017	2018	2019
STATE SOURCES	\$16,230	\$48,165	\$52,811	\$15,058
Total Revenue:	\$16,230	\$48,165	\$52,811	\$15,058

Expenditures

PERMANENT SALARIES				
PENSION				
OTHER BENEFITS				
OPERATING SUPPLIES & EQUIP		\$26,023	\$8,691	
COMPUTERS & PHONES		\$11,768		
TRAINING	\$11,993	\$11,711	\$14,883	\$12,223
CAPITAL EQUIPMENT			\$29,766	
Total Expenditures:	\$11,993	\$49,502	\$53,340	\$12,223

* MMOG (Michigan Medical Marijuana Oversight Grant) began in 2017

SHERIFF

Fund: 239 - State Grant
Traffic Safety

PERSONNEL

Position Name	2016	2017	2018	2019
DEPUTY	2.00	2.00	2.00	2.00
Total	2.00	2.00	2.00	2.00

FUNDING

Revenue	2016	2017	2018	2019
STATE SOURCES	\$95,976	\$95,976	\$85,656	\$98,040
TRANSFERS IN	\$148,551	\$163,264	\$178,005	\$174,037
Total Revenue:	\$244,527	\$259,240	\$263,661	\$272,077

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES	\$140,584	\$149,333	\$141,757	\$132,461
HEALTHCARE	\$17,886	\$19,962	\$21,094	\$24,882
PENSION	\$28,488	\$30,251	\$28,172	\$25,601
OTHER BENEFITS	\$14,761	\$16,000	\$15,291	\$14,241
CONTRACT SERVICES	\$420	\$420	\$350	\$312
OTHER EXPEND & CHARGES	\$50	\$80	\$80	\$80
COMPUTERS & PHONES	\$4,594	\$7,452	\$7,820	\$8,426
FACILITIES MGMT	\$3,425	\$1,464	\$185	\$1,505
VEHICLES	\$37,510	\$33,878	\$48,692	\$32,367
TRAVEL	\$0	\$0	\$0	\$0
TRAINING	\$0	\$400	\$220	\$190
CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0
Total Expenditures:	\$247,718	\$259,240	\$263,661	\$240,065

SHERIFF: 35100**Fund: 263 - CO Training****FUNDING**

Revenue	2016	2017	2018	2019
CHARGES FOR SERVICES	\$26,604	\$25,947	\$22,684	\$15,575
Total Revenue:	\$26,604	\$25,947	\$22,684	\$15,575

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES				
PENSION				
OTHER BENEFITS				
OTHER EMPLOYEE COMP				
TRAINING	\$7,545	\$12,000	\$6,190	\$5,448
Total Expenditures:	\$7,545	\$12,000	\$6,190	\$5,448

SHERIFF**Fund: 265 Drug Forfeiture****FUNDING**

Revenue	2016	2017	2018	2019
FINES & FORFEITURES	\$1,582	\$4,167	\$2,987	\$0
Total Revenue:	\$1,582	\$4,167	\$2,987	\$0

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES	\$13,431			
PENSION	\$3,485			
OTHER BENEFITS	\$1,649			
OPERATNG SUPPLIES & EQUIP	\$0	\$13,007		
OTHER EXPEND & CHARGES	\$1,101			
TRAINING				
CAPITAL EQUIPMENT				
Total Expenditures:	\$19,666	\$13,007	\$0	\$0

SHERIFF**Fund: 266 - Fedl Eq Shrg (DEA)****FUNDING**

Revenue	2016	2017	2018	2019
CHARGES FOR SERVICES		\$1,105		
INTEREST	\$350	\$200	\$142	\$86
OTHER REVENUE				
FEDERAL SOURCES	\$57,764	\$9,477	\$5,742	
Total Revenue:	\$58,114	\$10,782	\$5,884	\$86

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES		\$30,515	\$22,717	
PENSION		\$6,357	\$4,560	
OTHER BENEFITS		\$3,276	\$2,457	\$30
OFFICE SUPPLIES	\$1,332			
OPERATNG SUPPLIES & EQUIP	\$128,233	\$15,645	\$5,000	
CONTRACT SERVICES	\$6,400			
OTHER EXPEND & CHARGES				
VEHICLES				
TRAVEL		\$1,131		
TRAINING		\$1,790		
Total Expenditures:	\$135,965	\$58,714	\$34,734	\$30

SHERIFF

Fund: Commissary Fund

PERSONNEL

Position Name	2016	2017	2018	2019
JAIL ED TEACHER	0.00	0.00	0.50	1.00
Total	0.00	0.00	0.50	1.00

FUNDING

Revenue	2016	2017	2018	2019
INTEREST		\$1,163	\$4,744	\$5,965
OTHER REVENUE		\$369,565	\$142,990	\$116,948
Total Revenue:	\$0	\$370,728	\$147,734	\$122,913

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES		\$2,360	\$23,329	\$42,726
PENSION				\$6,954
OTHER BENEFITS		\$185	\$1,849	\$3,601
OFFICE SUPPLIES		\$345	\$3,286	\$820
OPERATNG SUPPLIES & EQUIP		\$6,931	\$96,662	\$74,597
CONTRACT SERVICES		\$6,418	\$11,202	\$12,225
OTHER EXPEND & CHARGES		\$830	\$200	\$786
COMPUTERS & PHONES		\$496	\$1,495	\$54
EQUIP MAINT. & REPR.		\$212	\$25,408	\$1,906
CAPITAL EQUIPMENT				
Total Expenditures:	\$0	\$17,777	\$163,431	\$143,670

SHERIFF

Fund: Victim Services Unit

FUNDING

Revenue	2016	2017	2018	2019
OTHER REVENUE		\$1,000	\$57	\$5
STATE SOURCES		\$400	\$1,300	\$420
Total Revenue:	\$0	\$1,400	\$1,357	\$425

Expenditures	2016	2017	2018	2019
PERMANENT SALARIES		\$0		
PENSION		\$0		
OTHER BENEFITS		\$0		
OFFICE SUPPLIES		\$0		
OPERATNG SUPPLIES & EQUIP		\$0	\$450	\$886
CONTRACT SERVICES		\$0	\$0	
OTHER EXPEND & CHARGES		\$0		
TRAVEL		\$0	\$300	
TRAINING		\$0	\$200	
Total Expenditures:	\$0	\$0	\$950	\$886

SHERIFF

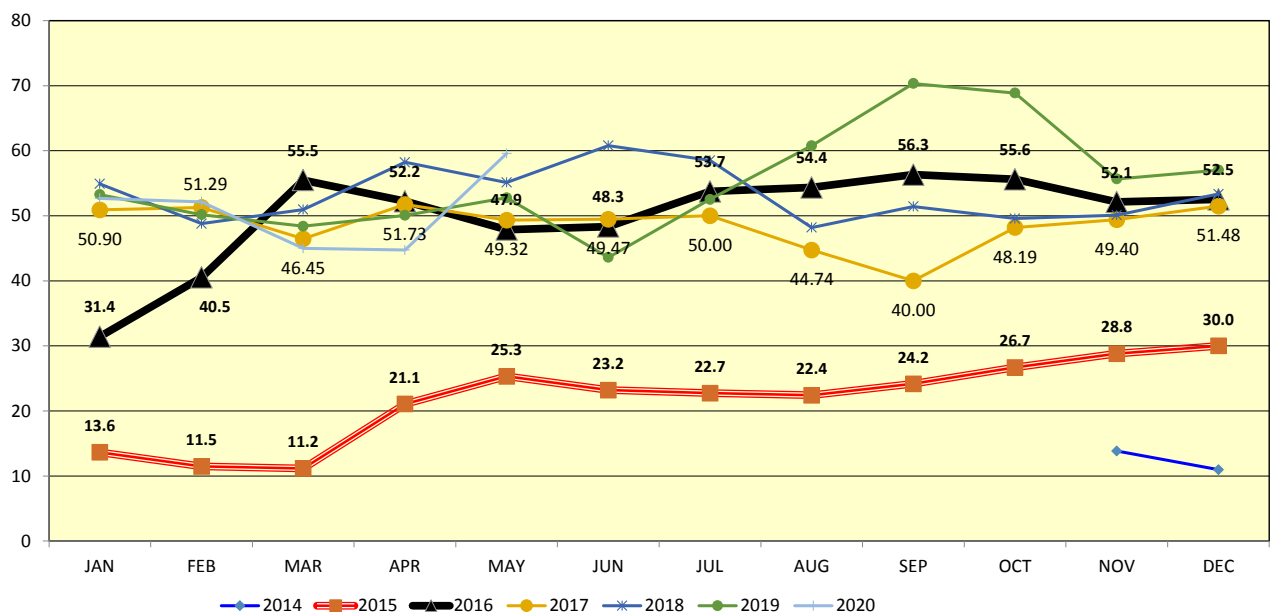
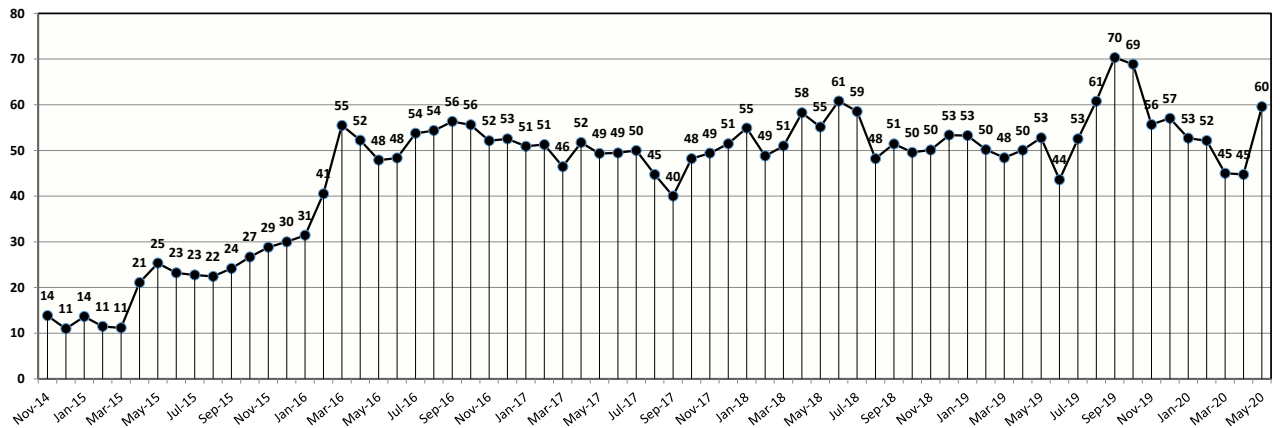
Fund: Donation Fund

FUNDING

Revenue	2017	2018	2019
OTHER REVENUE	\$0	\$0	\$11,821
Total Revenue:	\$0	\$0	\$11,821

Expenditures	2017	2018	2019
OFFICE SUPPLIES	\$0	\$0	\$0
OPERATING SUPPLIES & EQUIP	\$0	\$0	\$770
Total Expenditures:	\$0	\$0	\$770

MONTHLY ADP for FEDERAL INMATES (Rounded to nearest whole number)



2019 Budget & Financial Accomplishments

- Submitted a 2020 and 2021 budget (The 2021 budget was informative and not meant to be adopted)
- Redirected vacancy savings to various other needs
- Paid \$2,577 to employees for tuition reimbursement

2020 Budget & Financial Goals

- Submit a 2021 and a 2022 budget that will properly reflect the financial needs of the Sheriff's Office
- Increase revenue generated by increasing the number of federal inmates housed at the Livingston County Jail
- Project, as accurately as possible, the 2021 and 2022 general fund revenue to be generated by the Sheriff's Office
- Continue to improve our budget forecasting in order to maximize allocated funding for expenditures

FIELD SERVICES DIVISION

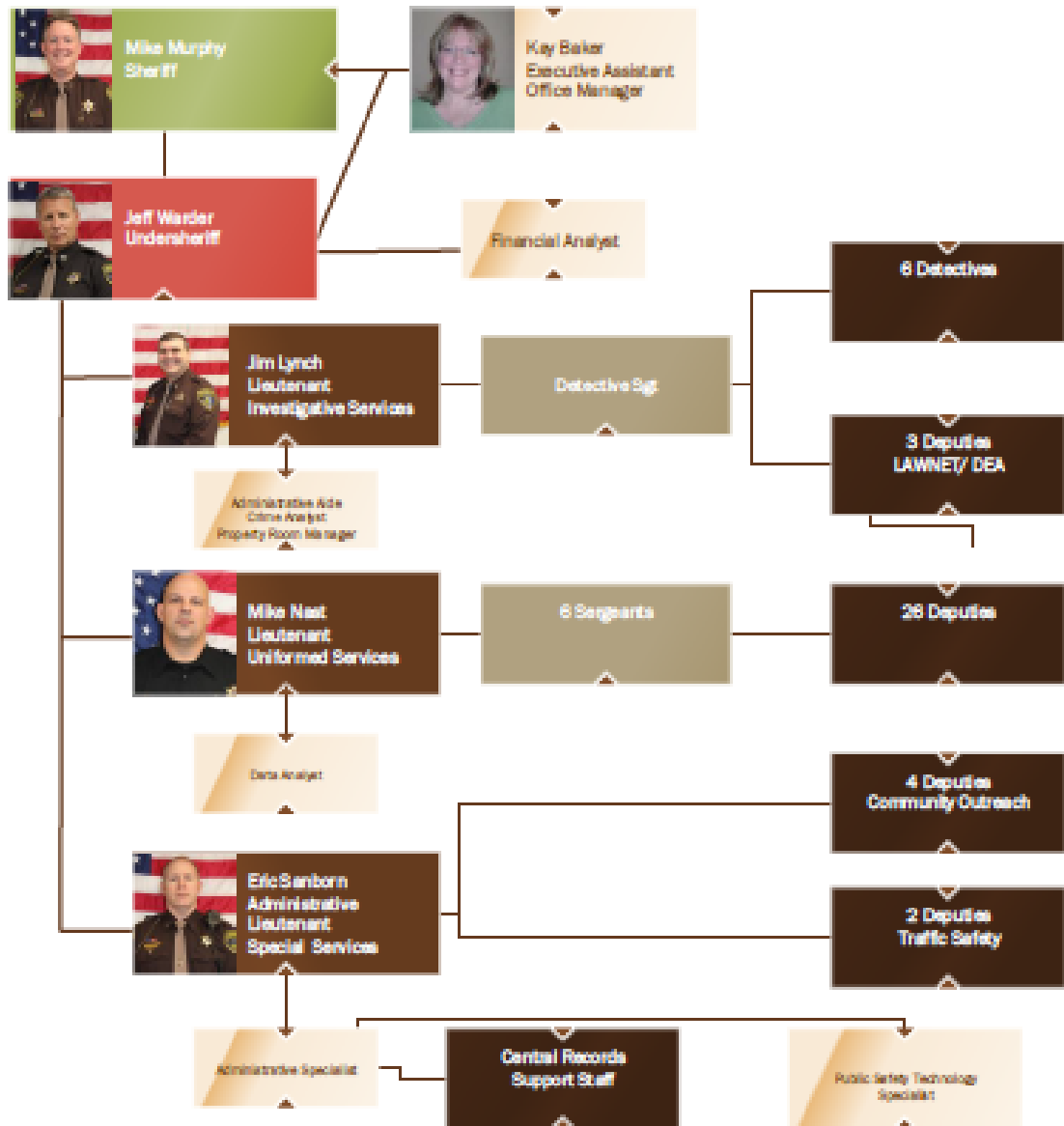


There are 63 employees assigned to the Field Services Division including 3 Lieutenants, 7 Sergeants, 34 deputies, 6 detectives and 13 civilian employees. Staff assigned to the Field Services Division are responsible for police services within Livingston County. With-in Field Services are Uniformed Services, Investigative Services, and Special Services.

There are three units within our Field Services Division:

- Uniformed Services Unit
- Investigative Services Unit
- Special Services Unit

Field Services Organizational Structure



Uniformed Services Unit

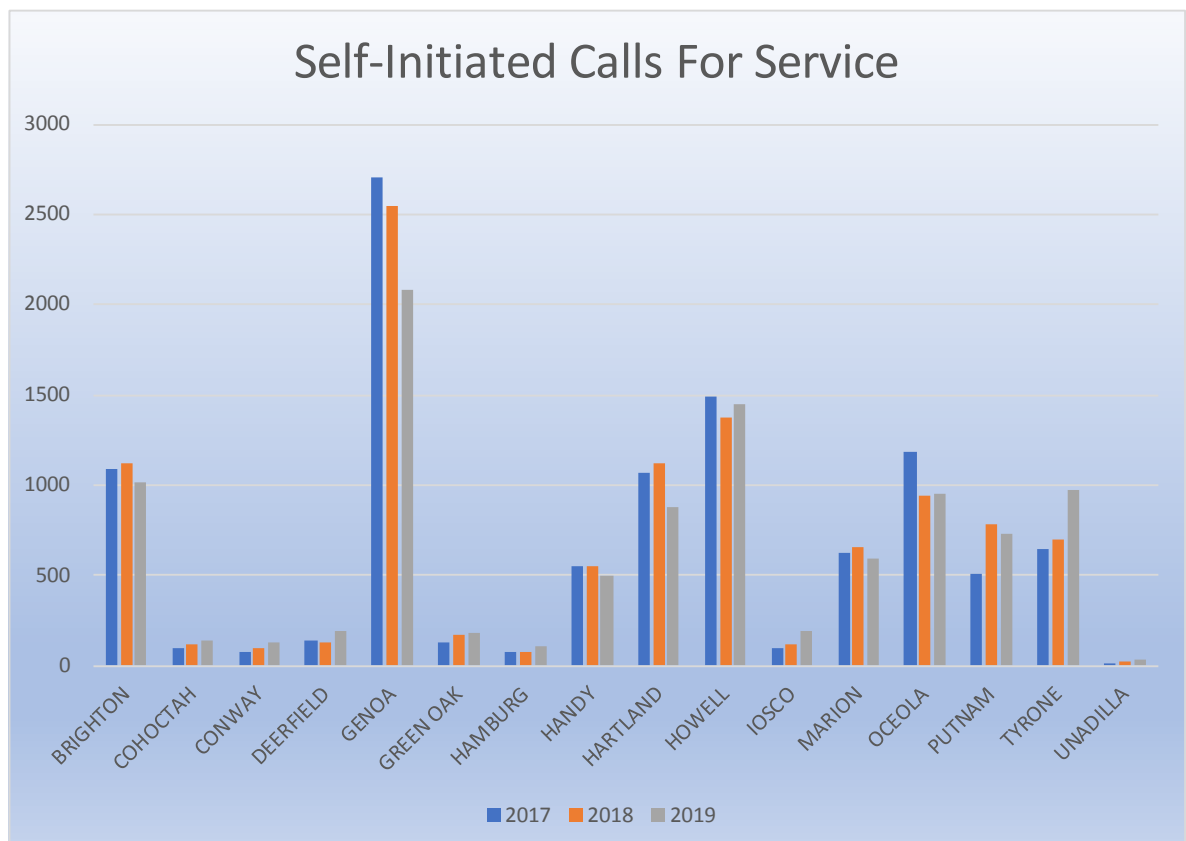
The Uniformed Services Unit is comprised of 27 Deputies, 6 Sergeants, 1 Lieutenant, and 1 civilian. Deputies respond to emergency and non-emergency calls for service, i.e.; crimes in progress, criminal and civil complaints, traffic collisions, traffic enforcement and citizen assistance. In addition to calls for service, the Uniformed Services Unit is responsible for crime detection, reduction and deterrence by encouraging and fostering strong community relations.

Uniformed Services provides contractual services for Tyrone and Putnam Township, special events and security details. In 2019, these events included the Fowlerville Family Fair, Easy Rider Motorcycle Rodeo, Perkins Mud Fest, Tanger Outlet Mall, Freedom Is Never Free Memorial, and Pinckney and Hartland community school activities

The Sheriff's Office is dedicated to having a highly trained staff. Employees receive training in emergency vehicle operation, firearms, tactical safety, narcotics detection and enforcement, fair and impartial policing, and cultural diversity, to name a few of the focus areas. Uniformed Services Division employees received over 3,500 hours of in-service training in 2019.

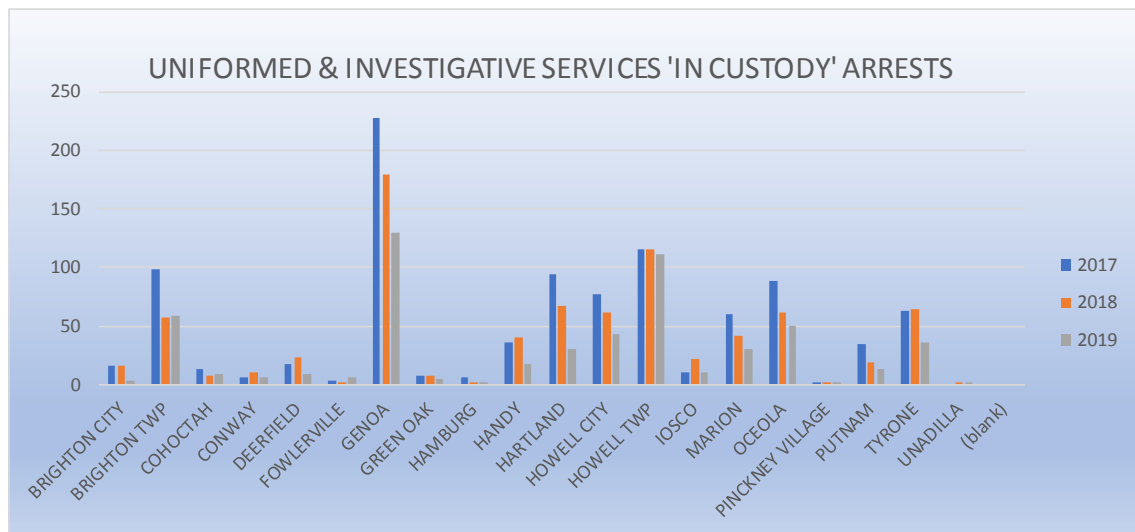
Several deputies receive specialized training and are responsible for tasks including Traffic Crash Investigation and Reconstruction, Crisis Negotiations, K-9 handler, Tactical Response, Marine Patrol, Dive Team, and our Honor Guard.

In 2019, the Sheriff's Office responded to 29,106 calls for service. This included self-initiated activity by our deputies as well as dispatches from 911 Central Dispatch..

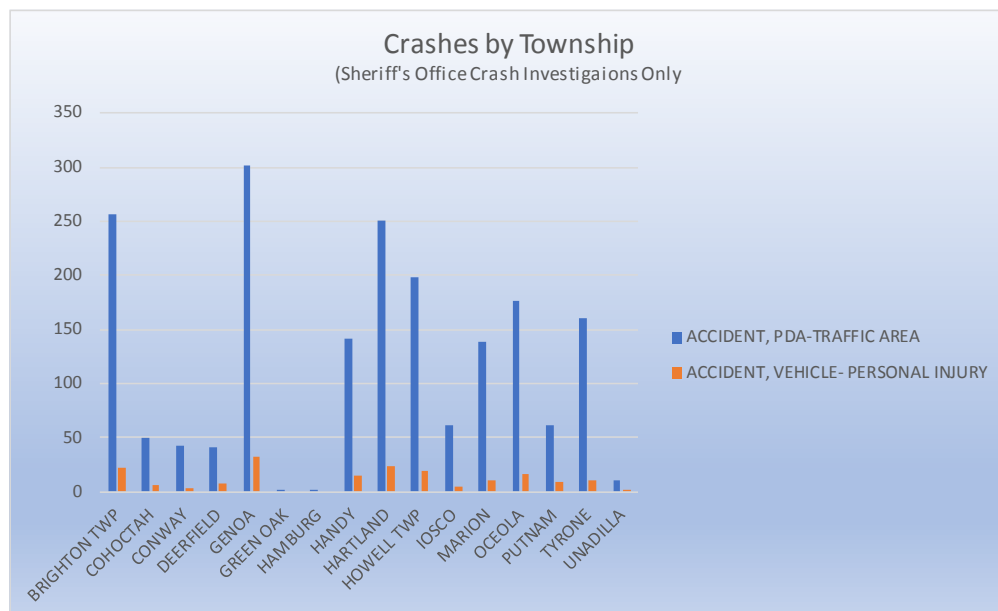


In addition to the charted 'in-custody' arrests, the Uniformed Services and Detective Bureau made an additional 449 in-custody arrests where the Township or other Municipality location was not listed.

There were 877 Adult Warrant Requests submitted with 632 cases being authorized (245 Felonies & 387 Misdemeanors) resulting in 72% of all cases being charged. There were an additional 72 Juvenile Petitions submitted with 45 being authorized resulting in 62% of all juvenile cases being charged.



One of the most frequent incidents that deputies respond to are traffic crashes. In 2019, Deputies policed a total of 2,154 crashes on public roads. Traffic crashes are separated into three categories: property damage, personal injury and fatal crashes. In 2019, Deputies investigated 1901 Property Damage Crashes, 245 Personal Injury Crashes, and 12 Fatal crashes.



K-9 Unit

The K-9 Unit consists of a Deputy K-9 handler and our K-9, Flex. Assigned to a shift, they are responsible for answering calls for service, providing support in narcotics detection, tracking individuals and locating articles of evidence. In 2019 Deputy Krysan & Flex responded to 86 K9 requests for service. Below is a summary for our K-9 Teams 2019 activity:

- 19 suspect tracks
- 10 narcotics searches
- 7 criminal apprehensions
- 4 missing juveniles located
- 2 building/area searches
- 5 public relations demonstrations
- 20 miscellaneous K-9 runs
- 4 school searches



Livingston Regional S.W.A.T.

The Livingston Regional Swat Team is comprised of officers from the Sheriff's Office, Hamburg Township Police Department, Brighton Police Department, Green Oak Township Police Department, and the Howell Police Department.

The Sheriff's Office contributes nine-members to the team that is made up of one Lieutenant, two Sergeants and six Deputies who utilize specialized training, tactics, and equipment. The mission of the Team is to ensure the safety of victims, civilians, law enforcement personnel, and perpetrators during critical incidents including high-risk arrest warrants, barricade situations, suicidal individuals and hostage situations. This is not a full-time team as members are assigned to different units within the Sheriff's Office, and when warranted the team is activated. The team responds to a variety of situations 24-hours a day, 365 days a year.

There were 6 team activations in 2019:

- Felonious assault / domestic involving a firearm
- Suicidal subject involving a firearm
- CSC suspect who had weapons & was wanted on 2 new felonies
- Felonious Assault / armed suspect who threatened to shoot an officer
- Kidnapping / Assault with intent to commit great bodily harm
- Domestic Violence / Strangulation suspect who was armed inside a residence.



Marine Patrol

The Marine Patrol is responsible for enforcement on several of the lakes in Livingston County. They recorded over 243 hours of service consisting of a presence on the lakes, boating related investigations, and marine safety checks. The primary focus was concentrated on our five largest bodies of water, which include Thompson Lake, Lake Chemung, Woodland Lake, Bennett Lake, and Crooked Lake both East and West; which resulted in over 150 contacts. In addition we logged over 190 hours in special events, livery inspections and Boaters Safety classes



Dive Team

The Dive Team consists of nine deputies trained in SCUBA diving as well as underwater search and recovery techniques. The dive team trains on a monthly basis year round including an ice dive in February. The Marine Safety grant from the Michigan DNR provides partial funding to offset the cost of this unit.

The Sheriff's dive members are part of the Livingston County Special Response Dive Team (SRT), which consists of personnel from local fire and police departments. The SRT trains and works together to provide underwater search and rescue as well as recovery services within Livingston County.



Honor Guard

The Livingston County Sheriff's Office Honor Guard is a ceremonial guard unit utilized to honor fallen Police and Corrections Officers at funeral services. The Honor Guard also provides Color Guard and posting of colors at various community ceremonies and events. The Livingston County Honor Guard Unit is a highly disciplined and dedicated group that takes pride in their mission. The Sheriff's Office Honor Guard Team consists of six deputies and one sergeant from both the Field Services Division and Jail Services Division.



Uniform Services Unit Accomplishments– 2019

- Conducted countywide law enforcement training in the area of basic tactical medicine and patrol tactics.
- Outfitted all Field Services personnel with active violence armor kits (vest and helmet), and IFAK kits (Individual First Aid Kit).
- Added two Uniform Services Evidence Technicians, who are now participating in a regional Incident Response Unit
- Regionalized the Crisis Resolution Team, as an element of Livingston Regional SWAT
- Expanded the drone program by procuring additional equipment, and by having additional pilots trained and certified
- Added a Field Services supervisor and developed a new staffing model to provide better supervisor coverage
- Continued a 2018 program in providing a two day leadership training program for all supervisors, managers, and administrators; to continue to develop them as leaders
- Purchased an ICOR Mini-Caliber robot with grant funds. The robot will assist in clearing scenes faster while improving officer safety.

Uniform Services Goals 2020

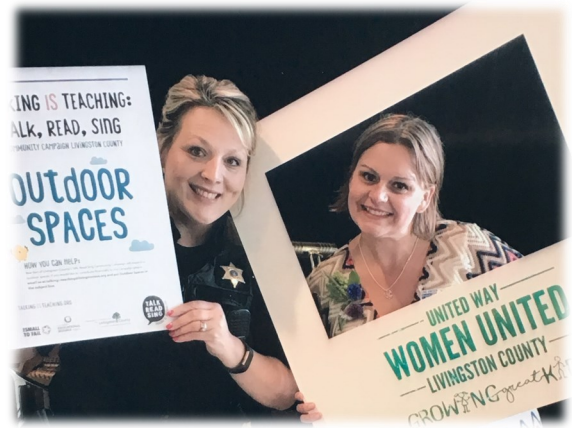
- Continue to establish a relationship with Livingston County Road Commission to procure property for an outdoor training area
- Continue to work with a private company and the Livingston County Board of Commissioners to develop a plan to reconstruct the Field Services workspaces
- Further develop the K9 program and enhance the capabilities of the Office through the addition of one deputy and one canine to the program
- Develop a county wide law enforcement training consortium with our law enforcement partners
- Expand scenario based training with a new MILO system (Use of force simulator), purchased with grant funds. Train and equip an additional two Uniform Service Deputies as a Crime Scene Technicians.

Special Services Unit

Special Services is comprised of 1 Lieutenant, 5 Deputies, and 11 civilian employees. Within Special Services is the Community Outreach Unit, the Traffic Safety Unit, the Mounted Unit and the Explorers Unit.

Community Outreach

Our Community Outreach Unit participates in a wide variety of activities and community events. In addition to acting as a liaison to the schools that we serve, they are also responsible for community engagement and interaction with the local businesses. They build partnerships and relationships with many community stakeholders. They serve as mentors and intervene with our youth.



The Community Outreach Unit participated in the following events and worked with the following Agencies / Organizations in 2019:

- Teamed with DHS to create the Handle With Care program, including several presentations to many school districts.
- Weekly neighborhood visits on the Highlander Express Reading bus, during June- August.
- Participation in the Challenger Elementary Reading night
- Participated in the Stuff the Bus event at Walmart, in August, to procure school supplies for the LESA backpack event.
- Backpack committee and LESA backpack drive, giving away almost 1000 backpacks.
- Livingston County Health Expo booth
- Participation on the Livingston County Truancy Taskforce
- Special Ministries basketball and softball games
- “Talking is Teaching” booth at the Women's United kickoff meeting, the Fowlerville Fair Kid's Day, the Fowlerville Family Fall Festival, and the LESA backpack drive.
- Booth at the Novi Suburban Showcase for the High School Career Day, with over 20k students participating.
- Peace Officer Memorial Week Blood Drive
- Wake Up Livingston

- Livingston Leadership Council on Aging
- Recovery Allies In Livingston
- Hoarding Task Force meeting
- Youth Mental Health Workgroup and Presentations
- Facility Risk Assessments
- Community Connect
- Child Passenger Safety Seat checks
- Girl Scout / Daisy presentations
- Active Violence table top exercise meetings
- School Response Committee
- Child Abuse Prevention Council
- PCHS School Improvement Team
- Bike Rodeo
- Howell Senior Ctr Doughnuts with Deputies
- National Night Out
- Elder Abuse Coalition
- Senior Scam Awareness presentations
- LACASA Light up the Night
- Shop with a Hero



Traffic Safety

Our Traffic Safety unit consists of two Deputies certified in Collision Reconstruction. Their primary objective is to reduce fatalities, personal injuries and property damage collisions within Livingston County, through both education and enforcement. This unit received \$98,040 in grant funding in 2019 thru the Office of Highway Safety and Planning (OHSP).

In 2019, the Traffic Safety Unit responded to 25 serious injury collisions, 12 of which were fatal accidents (14 total fatalities). The unit logged approximately 259 hours for investigation and reconstruction of these tragic events. 4 of the 25 call outs were to assist other agencies.



Court Services

Comprised of 22 deputies, this unit is responsible for the safety and security of the Judicial Center, Brighton District Court, and the Law Center. They monitor metal detectors and x-ray machines to ensure contraband does not enter the facilities. In addition to these duties, they are responsible for courtroom security, and security of jurors and court staff in conjunction with the court bailiffs.

Explorers

The Explorer program consists 20 young adults between the ages of 14 and 20 who have a strong interest in learning about a career in Law Enforcement. The Explorers have competed in four different police scenarios, Domestic Violence Investigations, High Risk Traffic Stops, Traffic Crash Investigations, and Firearms. We have seen several of our Explorers attend the Michigan Law Enforcement Youth Training Academy. This is a weeklong boot camp style academy with drill, marching, and classroom instruction. The Explorers provide several hundred hours of community service annually. Some of the events include Fingerprint Details, Liquor Control Commission controlled alcohol buys, Memorial Day Parade, 4th of July Parade the Fowlerville Fair and the Livingston County Deputy Sheriff Benevolent Society Golf Outing. The Explorer Post meets on Sundays regularly throughout the year. Meetings consist of topics related to law enforcement such as K-9 and Bomb squad Demonstrations, Sitting with 911 operators, tours of the Michigan State Police crime lab and training facility as well as the Livingston County Jail. Explorers must be between 14 and 20 years of age, maintain a minimum grade point average of 2.00 and have appropriate school attendance and behavior.

Central Records

Our Central Records unit has a Records Coordinator who is responsible for processing and coordinating all FOIA requests. It is the responsibility of Central Records to maintain all files and documents containing classified and sensitive information including incident reports, crash reports, jail inmate files and official departmental documents.

Financial Services

Our Financial Analyst is responsible for the preparation of annual budget and forecasting budget shortfalls for the Field Service and Jail Divisions. In addition, this individual processes all accounts receivable and payable functions.

Public Safety Technology Specialist

A Public Safety Technology Specialist is assigned to the Sheriff's Office to provide technology support. One of the primary functions is the maintenance of all computer systems within the facility. They are also responsible for problem solving issues with the Records Management System (RMS), Mobile Computer Terminals (MCT's), and all Livingston County Sheriff's Office social media accesses. They also provide support for Jail Management System (JMS), video visitation and video arraignment. This position also maintains the Public Safety servers for all of Livingston County which are utilized by the Police departments, Fire Departments, and EMS.

Reception Staff

One Administrative Specialist and six part-time Office Assistants staff the reception area. They are responsible for issuing purchase permits, registering guns, registering and verifying sex offenders, conducting background checks for employment, adoption, or military service, court-ordered DNA collection, submission of court ordered and applicant fingerprints, to name a few of their responsibilities.

	2017	2018	2019
PURCHASE PERMITS ISSUED	754	857	715
PURCHASE PERMITS DENIED	7	27	14
GUNS REGISTERED TO INDIVIDUALS	8034	7729	7258
GUNS REGISTERED TO DEALERS	609	798	694
SEX OFFENDERS REGISTERED/VERIFIED	1016	1088	1109
CPL FINGERPRINTS	1273	397	1
ALL OTHER FINGERPRINTS	2391	2544	2391
FREEDOM OF INFORMATION ACT REQUEST PROCESSED	275	347	314

Special Services Accomplishments 2019:

- Established Partnership with LESA for Truancy Officer and early literacy outreach for school aged youth

- Trained All Jail Services personnel in Crisis intervention

- Deployed mobile fingerprint scanners in the field

- Complete and issued LEXIPOL policies to the entire department

- Completed first LCSO citizens police academy

- Collected and distribute over 2,000 pounds of food and \$2,000 in cash during our annual “Cram the Cruiser” food drive

Special Services Goals 2020:

- Institute ‘Handle with Care’ procedure for the county between Law Enforcement and the school systems to deal with trauma

- Form community feedback mechanisms, such as surveys and forums , to address community needs and expectations

- Facilitate training county wide for educators, parents and professionals to address the growing drug issues in the community

INVESTIGATIVE SERVICES UNIT

The Investigative Services Unit is supervised by Detective Lieutenant Jim Lynch. The Investigative Services Unit consists of a Detective Sergeant, 6 Detectives, and 2 Deputies assigned to the Drug Enforcement Administration (DEA) Task Force, 1 Deputy assigned to the Livingston and Washtenaw Narcotics Enforcement Team (LAWNET), 4 Volunteer Cold Case Investigators, Property Room Officer, a Crime Analyst, and an Administrative Aide. Within Investigative Services, are the following specialized units:



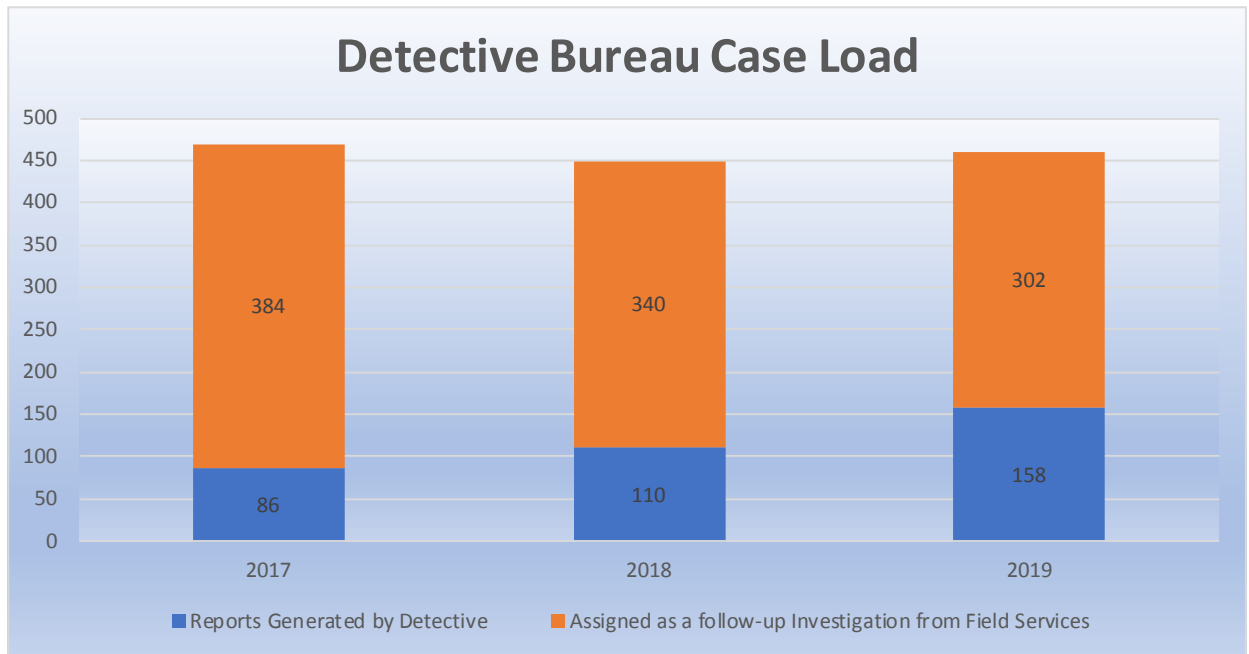
Detective Bureau

The Livingston County Sheriff's Office Detective Bureau is a specialized investigative unit, which works closely with Uniform Services and other public safety partners on unsolved crimes and complex investigations. Members of the Detective Bureau receive extensive training in various aspects of criminal investigation. This training includes processing of crime scenes, evidence collection, interviewing, crimes against children and the elderly, financial and technology crimes, sex crimes and death investigations.

Sheriff's Office Detectives investigate a wide array of crimes from thefts and financial crimes to sexual assaults and homicides. In addition to being assigned 'follow up' investigations, Detectives frequently generate their own 'original' reports.



The Livingston County Sheriff's Detectives are responsible for investigating all equivocal deaths that are not motor vehicle related. In 2019, the Detective Bureau investigated 45 equivocal deaths. The most prevalent investigations for the Detective Bureau are "Larcenies" and Frauds/ Financial Crimes. The "Investigations—Other" category include crimes such as arsons, narcotics violations, investigations into school related threats and other incidents.

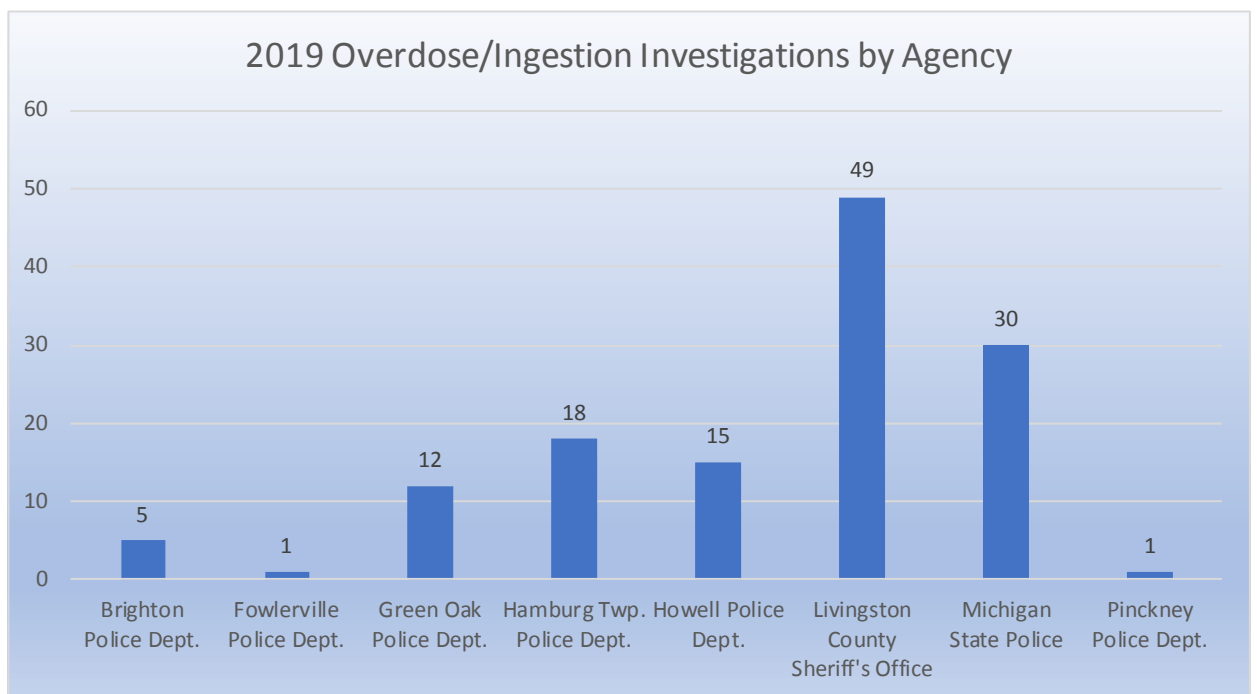


2019 Detective Bureau Highlights	
Assaultive Crimes	15
Burglary	25
Death Investigations	45
Fraud / Financial Crimes	56
Intimidation / Stalking	5
Investigations - Other	173
Larceny	55
Motor Vehicle Theft Related Crimes	7
Retail Fraud	31
Robbery	4
Sex Offences	44
Grand Total	460

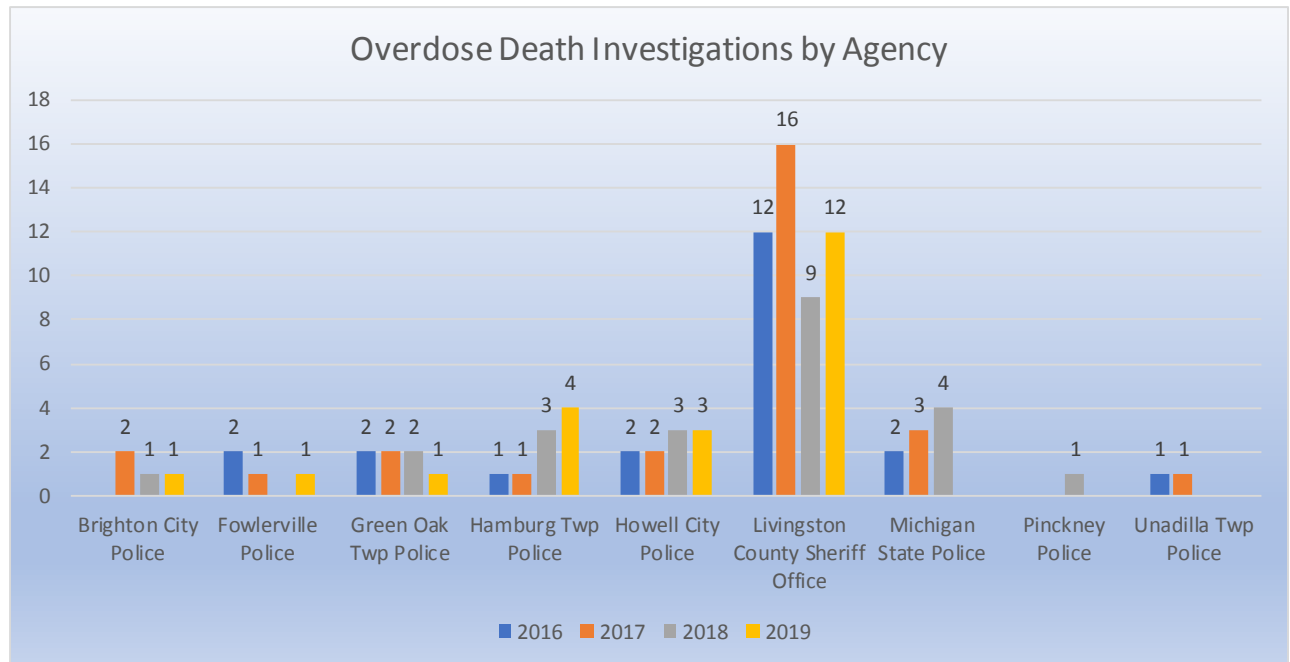
LAWNET

The Livingston and Washtenaw Narcotics Enforcement Team is a regional multi-jurisdictional narcotics enforcement unit. The goal of LAWNET is to collaborate with local law enforcement agencies in response to the manufacturing, sale, possession, and use of drugs in the community. By combining resources, LAWNET focuses specifically on investigating, enforcing and prosecuting criminals involved in illegal drug activity. The Livingston County LAWNET Team consists of members from the Michigan State Police, the Howell Police Department, the Hamburg Township Police Department and the Livingston County Sheriff's Office.

LAWNET and the Detective Bureau work in collaboration on investigating crimes related to the opioid epidemic. In 2019, Livingston County Law Enforcement responded to 131 overdose/ingestion incidents as reported by Central Dispatch Cad Status Monitor. The Sheriff's Office responded to 49 of those incidents.



Livingston county Law Enforcement responded to 22 fatal overdoses in 2019. The Sheriff's Office investigated 12 deaths that were narcotics overdose related as reported by the designated Medical Examiner's Office.



Crime Analyst

The Crime Analyst evaluates crime trends and patterns using modern police technology in the effort to prevent crime or assist in a criminal investigation. As time permits, the Crime Analyst also contributes to the maintenance of the Sheriff's social media accounts and maintains the informational monitors in both the Uniformed Services and Correction Services lobby's.

Property Room

The Property Room Specialist is responsible for maintaining the chain of custody for all evidence and property obtained. This individual is also responsible for the transport of evidence that may require forensic crime lab testing.

Additional responsibilities include the destruction or release of all property while adhering to legal requirements for storage, handling, and disposition. The destruction and disposal of drugs, contraband, hazardous materials, and confiscated weapons and firearms are the responsibility of the property room specialist.

2019 Items processed:

- 967 items involved in 470 separate cases
- 76 Firearms
- 26 Cases & 42 total items submitted to AFIS
- 67 items processed for latent fingerprints through AFIS
- 2253 pounds of narcotics and prescription drugs were collected and destroyed thanks to our partnership with the Livingston County Community Alliance (LCCA) Big Red Barrel program. This is a 710 pound increase compared to last year.

Investigative Services Specialty Assignments

Cold Case

There are four volunteer investigators and a Detective Liaison currently assigned to the Livingston County Cold Case Unit. The purpose of the Cold Case Unit is to investigate unsolved homicide and missing person cases. The goal of the unit is to provide closure for the victim's families on unsolved cases.

Juvenile Investigations

Two detectives are responsible for investigating crimes against children as well as crimes involving juvenile offenders. These Detectives work closely with the Michigan Department of Health and Human Services Child Protective Services Division, LACASA and the Livingston County Prosecutors Office. This position requires specialized training in the forensic interviewing protocol for child abuse investigations. In 2019, the detectives assigned to this position conducted 58 Care Project Forensic Interviews of juvenile victims.

Major Crimes Task Force

A Detective Sergeant chairs a multi-jurisdictional response team responsible for investigating violent crimes. The Task Force can be activated at the request of any Police Chief within the County.

Forensic Examiner of Digital Evidence

A detective responsible for forensic examination of digital evidence. This includes the examination of data obtained from cellular phones and personal computers. This individual also provides assistance to all law enforcement agencies throughout Livingston County by conducting forensic exams of digital evidence.

In 2019, the Detective Bureau provided forensic examinations for of 49 Mobile Devices , 3 mass storage devices and 2 CPU's. The Sheriff's Office provided forensic services to Village of Pinckney Police Department, Fowlerville Police Department, Green Oak Township Police Department, City of Howell Police Department, and Unadilla Township Police Department.

Crisis Resolution Team

Working in coordination with the Tactical Team, the Sheriff's Office has six highly trained crisis negotiators. The Investigative Services Lieutenant supervises the Crisis Resolution Team. Negotiators have received training provided by The Federal Bureau of Investigations and are certified in Crisis Resolution and attend in-service training monthly. The Crisis Resolution Team is often the first level of response in a critical incident with the ultimate goal to resolve the conflict without injury to all involved parties whenever possible.

Goals for 2020

- The Livingston County Sheriff's Office will update the current interview room recording system to improve video quality and ensure compliance with Michigan Law. The system will also help provide a solution for digital evidence storage through a cloud based solution.
- The Livingston County Sheriff's Office will explore new and alternative work solutions to improve operational efficiency while making the best use of existing space including having plain clothed investigators work virtually when possible.
- The Livingston County Sheriff's Office will utilize existing and explore new social media platforms to stay connected with and to keep our community informed. LCSO will partner with Ring through the Neighbors App to both provide real-time information to subscribers and to utilize the app as a voluntary investigative tool where community members can submit videos from home camera devices to LCSO of suspected criminal activity.

Accomplishments for 2019

- The Investigative Services Unit implemented several new investigative tools to help solve technology based crimes. Programs include investigative tools such as Callyo for cellular phone investigations, access to Carfax for Law Enforcement to assist with both auto theft and accident investigations and ERAD Group for frauds and financial crimes.
- The Detective Bureau expanded the Juvenile Investigations Unit by re-assigning an existing Detective position to the Juvenile Unit.
- LCSO reviewed and improved the physical security levels at the Livingston County Sheriff's Office by updating and adding closed circuit security cameras for the Field Services portion of the building. The building security was also addressed by adding a security door to limit access within the building.
- The Sheriff's Office partnered with several local police agencies including the City of Brighton Police Department, the Hamburg Township Police Department and the Green Oak Township Police Department to form a multi-agencies Investigative Resource Unit (IRU). The IRU utilizes personnel and equipment from the participating agencies to assist with crime scene processing for large scale incidents.
- The Livingston County Sheriff's Office noted communication issues between area schools and law enforcement due to different interpretations of laws and student investigations. LCSO worked with the area school districts, the Prosecutor's Office, other law enforcement agencies and LACASA to facilitate training on Title IX Investigations. LCSO hosted a workshop for all of the disciplines and brought in a subject matter expert to provide guidance on the issue. Following the workshop LCSO partnered with the other disciplines to form a committee that reviews policy pertaining to both criminal and Title IX investigations.

Field Services Significant Events

- LCSO located and arrested a subject that had committed an armed robbery the TCF Bank in Genoa Township and attempted to rob the Lake Trust Credit Union in Howell Township. The subject was arrested after fleeing the scene from Lake Trust and the money was recovered.
- LCSO arrested a subject that had committed an armed robbery at the Walmart in Genoa Township. The subject was involved in a retail fraud and threatened employees with a gun after being confronted about the theft. The subject fled the scene and then led law enforcement on a high speed pursuit before being arrested.
- LCSO investigated a fatal vehicle accident involving the death of a 40 year old female in Oceola Township. LCSO was able to identify the driver of the accident and obtain charges after the surviving parties lied to responding deputies about who was driving the vehicle.
- LCSO assisted the Garriot County Sheriff's Office with the arrest of a homicide suspect. LCSO became aware of a vehicle pursuit involving a suspect wanted in connection with a homicide entering into Livingston County. LCSO was able to get the vehicle stopped and took the suspect into custody without injury to any of the parties involved

Jail Services Division

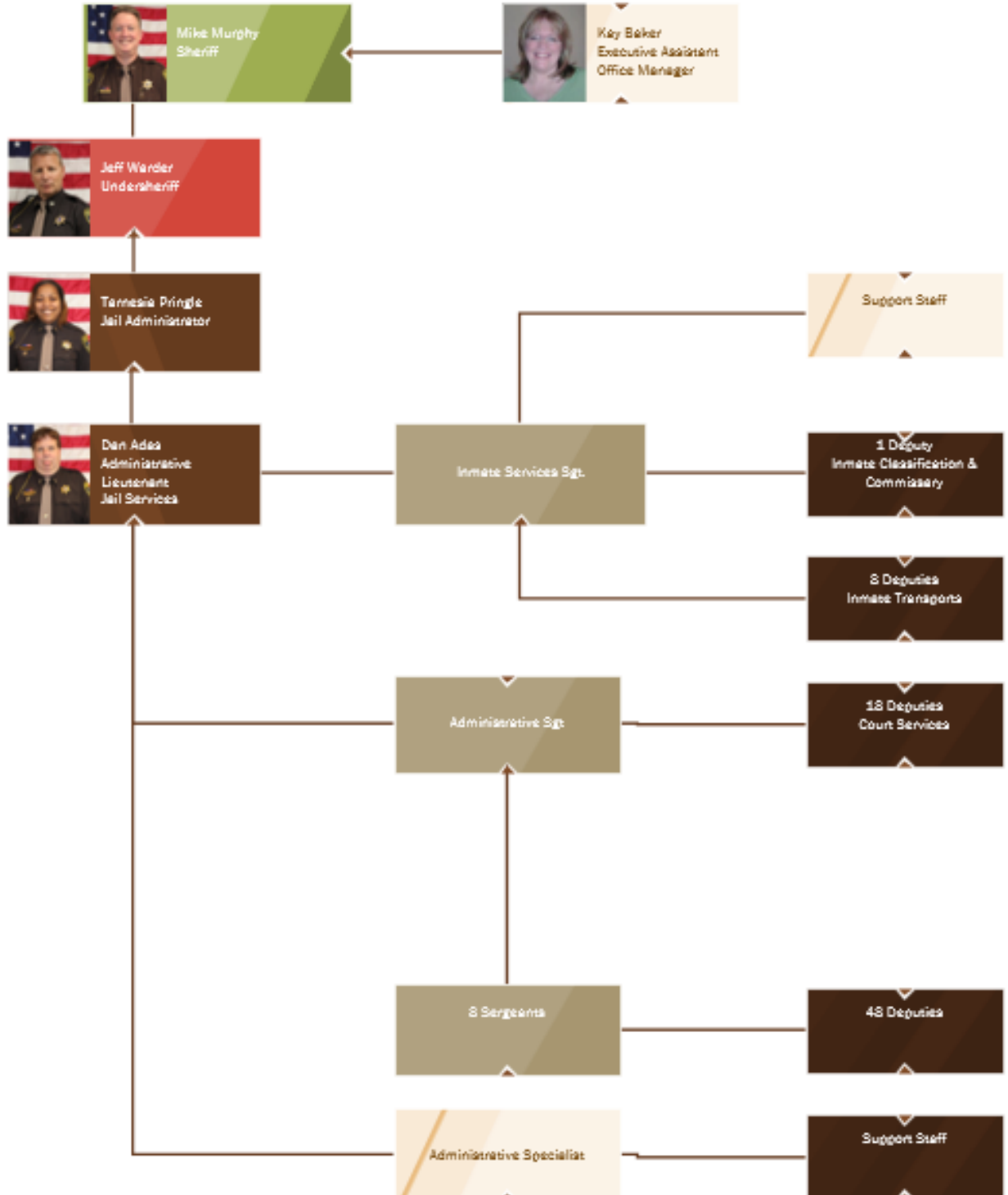


The Jail Services Division consists of 82 members, which includes; 1 Lieutenant assigned as the Jail Administrator, 1 Operations Lieutenant, 1 Support Services Lieutenant, 10 Sergeants, 57 full-time Deputies and 12 non-union support personnel. This Division is responsible for the operation, safety and security of the Livingston County Sheriff's Office 411 bed facility. There are three units within our Jail Services Division:

- **Operational Services** – Uniformed supervisors and deputies responsible for the security and safety of the inmates and staff, 24 hours a day.
- **Transport Services** – Uniformed supervisors and deputies whose primary responsibility is the safe and secure transportation of inmates.
- **Support Services** – This unit's primary responsibility is to provide services to the inmates and programs designed to encourage personal growth and reduce recidivism.

In 2019, we contracted with the US Marshal Service to house federal inmates. The average daily population of Federal Inmates is 53. This revenue helps offset operational costs of the Jail.

Jail Services Organizational Structure



Operational Services

Within the Operational Services Unit, there are two sections, Housing and Intake. The unit consists of four teams that work 12-hour shifts, 24 hours a day, 365 days a year. They are responsible for operating four control centers. Control deputies monitor inmates through direct line of sight and camera. The control deputies operate touch screen computers to open doors, answer intercoms, and facilitate the movement of staff and inmates within the jail.

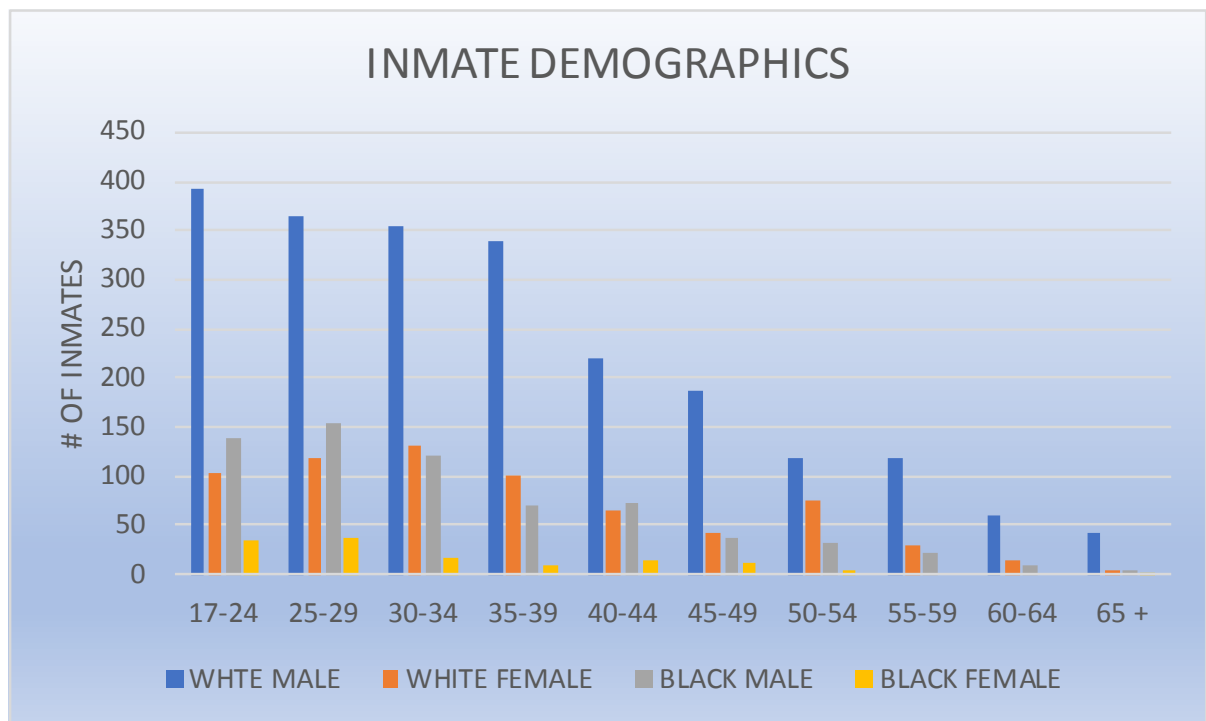
In our Housing Section, we have Roving Corrections Officers (RCO's) who move about the facility performing cell checks, security rounds, pass meals, and mail. They also do searches of inmates and cells for contraband and weapons. These rovers also provide security during inmate medical clinics and medication pass.

Intake Section responsibilities include receiving and booking of inmates from law enforcement agencies as well as individuals who have been sentenced to jail as ordered by a judge. They are also responsible for the daily release of inmates who have posted bond and individuals that have fulfilled their sentencing obligation.

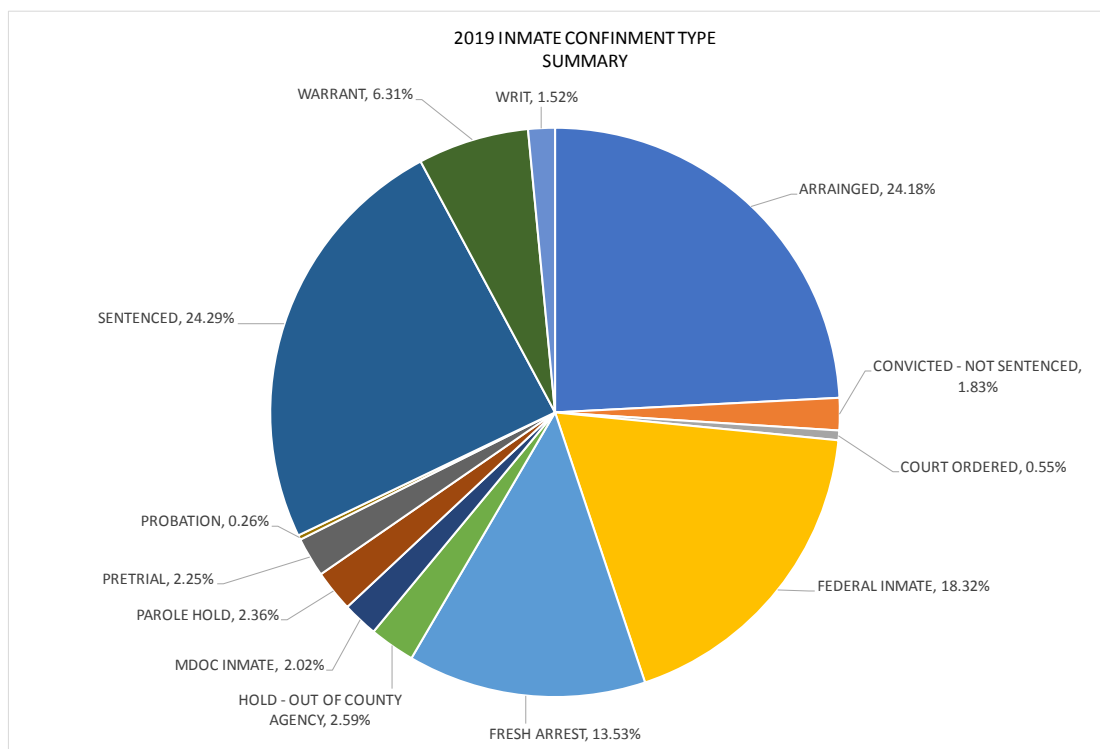


AVERAGE DAILY POPULATION			
YEAR	INMATE DAYS	ADP	FEDERAL INMATE ADP
2017	100691	280	48
2018	100507	275	53
2019	88846	243	55

INMATES BOOKED & RELEASED			
	2017	2018	2019
Booked	4989	4403	4127
Released	4945	4408	4119
TOTAL	9934	8811	8246



LCJ Incident Summary				
	2017	2018	2019	Grand Total
Adimistrative Lockdown	11	27	62	100
Cell Shakedown			65	65
Court Transport	1	4		5
Criminal Code Violation		4	1	5
General Incident Report	650	536	416	1602
Hospital Transport	62	73	55	190
Inmates Fighting	38	36	33	107
MDOC Transport		1		1
Medical Report		43	65	108
Medical Transport	16	11	14	41
Minor Disturbance	25	17	15	57
Misconduct Report	267	269	122	658
Restraint Chair / Wrap			4	4
Riot or Mass Disturbance			1	1
Sexual Assault / PREA Viol	1		1	2
Sexual Misconduct	2	2	1	5
SRT Activation			1	1
Strip Search			10	10
Suicide Attempt/Completed	7	11	7	25
Suicide Watch	105	161	291	557
USMS Transport	1			1
Warrant Pick Up	1	1		2
Writ Pick Up/Deliver	1			1
Assault on Staff or Attempt	8	2	8	18
Major Misconduct			65	65
Minor Misconduct			45	45
Grand Total	1196	1198	1282	3676



Transport Services

Transport Services consists of one Sergeant and seven Deputies. Their primary responsibility is the safe and secure transport of inmates. Inmates require transport to our local courts and to off-site medical appointments. In addition, federal inmates require transport to the federal courts, which are located in Detroit, Ann Arbor, Port Huron, and Flint.

Support Services

Deputies, civilian staff, contract employees and volunteers make up this unit. These individuals are responsible for inmate classification, inmate commissary, inmate programs, life skills and spiritual programming. There are four part-time employees assigned to Jail Reception whose duties include sorting mail, coordinating and monitoring inmate visitation, and providing customer care to the public. There are also four civilian Intake Specialists to assist deputies with the booking process.

Inmate Services

A Sergeant, one Deputy, Billing Specialist, and a Jail Educator are responsible for inmate classification, educational programming, and the overall care and custody of the inmates in our charge. Their responsibilities include:

- **Inmate Classification** - The process of classifying inmates in certain housing areas based on the seriousness of their offense and their behavior while incarcerated.
- **Programs** - GED completion, Life Skills, Alcoholics and Narcotics Anonymous, Thinking Matters and Opiate Awareness are some of the programs available for inmates to help them develop skills to reduce recidivism. Mental Health professionals offer a Coping Skills class as well.
- **Spiritual Programming** - Forgotten Man Ministries provides non-denominational religious services and one-on-one counseling for inmates at the Livingston County Jail. Fifty-nine dedicated volunteers donated approximately 10,056 hours of their own time for this ministry in 2019. The volunteers came in to the jail on 1,285 occasions for bible study, one-on-one visits, worship services and celebrate recovery.
- **Inmate Commissary** - Commissary allows an inmate to place weekly orders to purchase hygiene items, clothing (socks and underwear), coffee, candy and snacks using funds available in their inmate account. The jail receives sales commission; deposited and allocated to the Commissary Fund. The Commissary Fund pays for items and services benefiting the inmates, such as teachers, cable TV, and recreational equipment.

2019 Commissary Sales			
MONTH	SALES	INV COSTS	GAIN
JAN	24098.00	14779.89	9318.11
FEB	23502.55	14419.61	9082.94
MAR	24700.12	15160.84	9539.28
APR	27010.29	16564.40	10445.89
MAY	21100.01	12940.76	11114.95
JUN	17680.56	10859.19	6821.37
JUL	21678.95	13316.11	8362.84
AUG	21724.51	13372.79	8351.72
SEP	28463.11	17492.72	10970.39
OCT	23583.92	14497.53	9086.39
NOV	18516.64	11399.83	7116.81
DEC	21763.45	13386.51	8376.94
TOTAL	273822.11	168190.18	108587.63

Jail Reception - Staff duties include assisting the public with visitor check-in, coordinating and monitoring the inmate video visitation system, receiving bond money from the public for the release of inmates, and monitoring communications to the inmates from outside sources.

Jail Intake Specialists – Specialists whose primary responsibility is to process incoming inmates by entering them into the Jail Management System. They enter personal demographic information, medical history, and arrest charges. They also document the personal property an inmate has when they arrive. Jail Intake Specialists process and release inmates as well.

Jail Administrative Sergeant – Responsible for facilitating training of all jail personnel. Jail staff received over 7,200 hours of training in 2019. In addition, this individual is responsible for ordering inmates supplies, as well as quartermaster (uniforms and equipment) for the Sheriff's Office staff.

Jail Billing Specialist - Responsible for managing the Commissary Fund, which includes purchasing, receivables, payables and reconciliation. In addition, this individual tracks and invoices MDOC as well as the US Marshal Service for the housing and transport of state and federal inmates. They serve as a liaison for housing, booking, and medical fees with several vendors.

The U.S. Marshall Service generated 20,197 billable housing days that generated \$1,757,139 in fees.

Inmate Medical Services - Advanced Correctional Healthcare (ACH) is the inmate medical services provider. The medical section consists of a Health Services Administrator, Registered Nurses, and Licensed Practical Nurses who provide medical care to the inmates while incarcerated. ACH contracts with a local physician to provide physician services twice weekly. They also provide a Mental Health professional to assist with the mental health needs of the inmates.

Inmate Food Services - Canteen Services is the meal provider for the inmates. Over 286,000 meals were prepared in 2019. The Jail Kitchen staff consists of individuals who supervise a crew of Jail Inmate Workers (JIW's) responsible for meal preparation. The JIW's receive time off their sentence in exchange for working in the kitchen.

Jail Educator -Responsible for managing the education program within the jail. Prepares and tests students for GED and high school completion while incarcerated. The educator also offers a book club, life skills and parenting classes that provide lessons and activities with a focus on proper mindset, habits, nutrition, employment skills, and goal setting.

Jail Services division Accomplishments-2019

- Make the Jail Educator a full time position
- Add a resume workshop class for the inmates
- Establish K-9 capability in the jail
- Guardian Radio Frequency Identification (RFID)- Implement security software for staff efficiency



Jail Services Division Goals-2020

- Jail IPads for Zoom meetings
- Jail IPads for mental health services
- UVC lamp
- New Transport Van
- Extend existing fencing to secure Intake & Release areas in order to enhance staff safety.

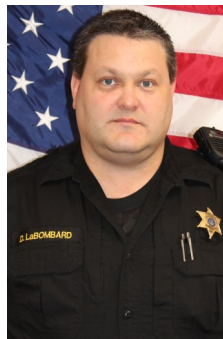
Significant Event:

While doing routine cell checks, a Deputy noticed an inmate had tied her pants around her neck and was hanging from behind the half wall in intake. Deputies entered the cell, picked the inmate up to remove the pressure while the other Deputy untied the noose. Subject was unresponsive, medical was notified to bring oxygen tank to intake. She was transported to the hospital by ambulance. She survived the suicide attempt.

LCSO Staff Achievements –2019



2019 Deputy of the Year– Jail Services
Deputy Chris Diehl



2019 Deputy of the Year– Field Services
Deputy Dale LaBombard



2019 Civilian Employee of the Year
Lynn Green

* Nominated and selected by a committee of their supervisors and peers



2019 Leader of the Year
Sgt.. Brad Fetner

2019 saw two of our employees get promotions! Deputy Jim Steinaway was promoted to Sergeant in Uniformed Services and Deputy Dan Pengelly was promoted to Sergeant in Jail Services.



Sergeant Jim Steinaway

* Nominated and selected by a committee of their supervisors and peers



Sergeant Dan Pengelly

Welcome Aboard!

We would like to welcome the following people who joined the Sheriff's Office family in 2020:



Deputy Dan Hillier



Deputy Tom Rueter



Darcy MacMillan



Diane Helferich



Deputy Garret Pace



Deputy Tom Wever