

The background of the page is a faded, light blue image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there are decorative wavy red and white stripes, reminiscent of the American flag.

Wisconsin Office of Justice Assistance  
1 S. Pinckney Street, Suite 600  
Madison, WI 53702

Jim Doyle  
*Governor*

David Steingraber  
*Executive Director*

*Digital Recording of Custodial Interrogations*  
***DRCI - 2008***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before April 24, 2008**



Important Contact Information for this Grant Opportunity:

Program Contact: Ray Luick (608) 266-7282 or  
ray.luick@wisconsin.gov

Budget/Fiscal: Katie Hawkins (608) 266-7949 or  
katie.hawkins@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)  
Local calls: (608) 267-9068  
Toll free: (888) 894-6607

Please note that the Egrants System User Guide will give you step by step instruction on how to complete the application. You can find this guide on the Apply for a Grant page of our website: [www.oja.wi.gov](http://www.oja.wi.gov)

## **Grant Announcement Summary**

**Program Area:** Digital Recording of Custodial Interrogations (DRCI)

**Grant Title:** DRCI - 2008

**Description:** The objective of the DRCI program is to assist law enforcement agencies in meeting recent requirements that custodial interrogations of all juvenile and adult suspects in felony crimes be recorded in digital format. Funding is available for agencies to purchase digital audio and/or video recording equipment. Funds may also be used to reimburse previous expenses associated with digital video and/or audio equipment purchases as well as training and installation costs associated with equipment usage.

**Important Dates:**

April 24, 2008: Applications must be received by OJA through Egrants on or before this date.

May 8, 2008: Grant Awards Announced

**Match:** No match required.

**Eligibility:** Funding in this program is limited by statute to law enforcement agencies specifically enumerated in s. 165.073 (1) (a). Applications must be submitted by the tribal, state or local unit of government that supports the recognized law enforcement agency.

**Eligible Expenses:** Funding may be used to purchase digital audio and/or video recording equipment that meet state standards and will be used during custodial interrogations. Funding may also be used for costs associated with training personnel to use such equipment. Grant funds may also be used to reimburse units of government for equipment purchases made after July 7, 2005. Equipment purchased with prior OJA funds is not eligible for reimbursement. Funds may not be used for the remodeling or construction of interrogation rooms.

# *Digital Recording of Custodial Interrogations*

## **DRCI - 2008**

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

### **Program Description**

The DRCI program began following a Supreme Court ruling and subsequent legislation requiring that custodial interrogations of all juveniles and adults be recorded in digital audio and/or video formats. In the 2005 biennial budget, the Wisconsin Legislature allocated nearly \$1 million to fund this new mandate.

During the first round of the DRCI program in 2006, OJA set funding priorities to ensure that each county had video recording capabilities, smaller agencies had, at a minimum, digital audio recording devices and larger agencies had both audio and video recording capabilities. Over 275 law enforcement agencies received funding in 2006.

The current round of funding is available to ensure that no eligible law enforcement agencies were missed in the previous round of funding, to reimburse agencies for allowable past expenses and to make certain that capacity exists for all law enforcement agencies to meet legal interrogation requirements.

Although the program permits funding for audio, it should be noted that both the Supreme Court and the Wisconsin Department of Justice, through an active training initiative, strongly encourages the use of video recording of these interrogations. Since both the Wisconsin Supreme Court and Department of Justice encourage the use of video recordings over audio alone, requests for audio recording devices must be accompanied by a statement justifying the use of this equipment over video.

The costs of training officers on the use of this equipment and enhancing the ability of officers to conduct effective recorded forensic interviews are allowable under this grant.

### **Equipment Standards**

Equipment purchased with grant funding must meet the following minimum standards:

#### Desktop or Portable Handheld Standards

##### Digital Format

Battery operated, record on insertable cards, or internal memory downloadable to a PC, or both

Built in speakers and microphones

Jacks for insertion of external microphones or earphones

USB port, if offering downloadable memory

Display showing time, date, battery strength, recording mode and level, remaining recording time

Minimum of four (4) hour recording time, without interruption, in full fidelity

Indexing for finding specific content

AC adapter, if a desktop unit

## Video Recording

### Camera Standards:

- Color
- A minimum of 40 lines of resolution
- Wide angle capability
- Auto-iris (adjust to light) recommended but not required

### Storage or Recorder Standards:

- Digital
- Video retention/storage at no less than 15 frames/second
- If storage is to hard disk: a minimum of 50 hours capacity
- If storage is direct to media: minimum of 2 hours with reasonable quality
- Two audio channels recommended but not required
- Simple controls (example - 1 touch recording) recommended but not required

### General System Standards

- Time and date stamp (hour/minute/second)
- Audio and video (lip) synchronization
- Power backup (for power failure)
- Ability to “bookmark” recommended but not required

## **Submit Applications via Egrants**

Applications must be submitted through the OJA Egrants online grants management system. If you have never used Egrants before, you will need to register online at [www.oja.wi.gov](http://www.oja.wi.gov) to receive access to the system. This can take several business days so please register at least 3 business days before the application due date.

Once your Egrants account has been approved, you may begin your online grant application. An Egrants Application Guide is posted on the OJA website (Apply for a Grant page). If you have any problems using Egrants, please contact our help desk at [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov) or call us at (608) 267-9068 or toll free at (888) 894-6607 any weekday between 8am and 4:30pm.

## **Application Components**

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Ray Luick at (608) 266-7282 or email at [ray.luick@wi.gov](mailto:ray.luick@wi.gov).

### **1. Main Summary**

You must complete this section before any other sections will be enabled.

Applicants are required to answer the following:

1. How the agency proposes to use the grant funds.
2. Procedures to be followed when recording equipment fails to operate correctly, including procedures for reporting failures, using alternative recording equipment, and repairing or replacing the equipment.

3. Procedures for storing recordings of custodial interrogations, including storage format, storage location, and indexing of recordings for retrieval.
4. Measures to prevent or detect tampering with recordings or custodial interrogations.

The costs of training officers on the use of this equipment and enhancing the ability of officers to conduct effective recorded forensic interviews are allowable under this grant announcement.

## **2. Approval Checklist**

Answer the questions provided in the application materials

## **3. Budget Detail**

Travel/Training: Any travel or training costs associated with the funded project.

Examples: Mileage Reimbursement, Lodging, Airfare, Meals

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Other Operating Expenses: Consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than \$5,000 per unit.

The budget for this application will include an itemized list of equipment and supplies and their cost. Budget details (make, model, cost).

## **4. Performance Measures**

No performance measures are required at the time of application. Please open this section and change the page status to Complete; then save the page.

## **Application Review and Award Criteria**

Applicants will be notified of any award and the amount of that award by May 8, 2008

Office of Justice Assistance website: <http://www.oja.wi.gov>

Help with Egrants: A User Guide is posted on the Apply for a Grant page of our website.