

The background of the page features a faded, grayscale 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 bands in red and white, reminiscent of the American flag.

Wisconsin Office of Justice Assistance
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Madison, WI 53702

Jim Doyle
Governor

David Steingraber
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Justice System Improvement
***Digital Recording of Custodial
Interrogations - 2009***

Grant Announcement

**(Expanded Application Period)
Applications must be submitted through
Egrants on or before January 5, 2009**



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
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Egrants Assistance: Weekdays, 8am – 4:30pm
Email: 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

Grant Announcement Summary

Program Area: Justice System Improvement

Grant Title: Digital Recording of Custodial Interrogations (DRCI) 2009

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:

- Jan. 5, 2009: All applications must be received by OJA through Egrants on or before this date.
- Dec. 18, 2008: Applications must be received by OJA through Egrants on or before this date.
- Jan. 21, 2009: Grant Awards Announced
- April 15, 2009 All grant Funds Must be expended and reimbursement requests submitted

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.

Justice System Improvement

Digital Recording of Custodial Interrogations 2009

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. In 2008, 79 grants were awarded.

Based on the results of a questionnaire provided to all law enforcement agencies and the recommendations of the DRCI Advisory Group, **the following priorities for funding have been established for this round of funding.**

1. Support the purchase of basic equipment necessary to permit an agency to record interviews in a digital format – audio or audio video with a continuing emphasis on equipment with video capacity.
2. Upgrade existing digital recording equipment to move from audio only to audio/video.
3. Purchase equipment that would facilitate the storage, management, retrieval and transmission of digital case materials to DA, PD private bar, Court.

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 fewer 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

In addition and in response to recommendations from an ad hoc group representing the Circuit Court Automation Project, the Department of Justice, the State Public Defender, and the District Attorney Information Technology Project, the following condition has been established:

Any video recording software and/or hardware purchased must be able to export files in one of the following formats using widely available Compression/Decompression (CODEC) methods associated with these formats:

DED – Video
WMV – Windows Media Video
MPEG – 2 or 4

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 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 OJAgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 any weekday between 8am and 4:30pm.

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

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.

1. Main Summary

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

2. 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. Details should include make, model, unit cost, and quantity.

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.

3. Approval Checklists

Answer the questions provided in the application materials.

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.

5. Project Narrative

Describe how your agency proposes to use the grant funds.

6. Compliance Plan

Describe the 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.

7. Methods and Activities

Describe the procedures for storing recordings of custodial interrogations, including storage format, storage location, and indexing of recordings for retrieval.

8. Implementation

Describe the measures that will be implemented to prevent or detect tampering with recordings or custodial interrogations.

Application Review and Award Criteria

Applicants will be notified of any award and the amount of that award by January 21, 2009

Additional Resources

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Apply for a Grant page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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