

South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

Justice Assistance Grant (JAG) Program

LiveScan

APPLICATION TOOL

**Preface**

*This document is intended to provide guidance to the applicant on the content expected in select programmatic sections of the grant application. Information provided by the applicant on each subject area should be applicable to their particular jurisdiction and should be tailored to meet the needs of the community in which the program would be implemented. However, the applicant is invited to utilize the “Standard Examples” provided in this document when applicable.*

**Problem Statement**

* Specific and current information from your jurisdiction must be included in this section.

The Problem Statement presents the reason that you are applying for the grant. (It ***should not*** include what you will do with the grant funds).

1) Discuss the ***actual problem that exists*** in your department.

Talk about the nature of the problem and include any background information that helps to explain the difficulties.

* Population and economic level of jurisdiction, unemployment rate, etc.
* Crime rates of jurisdiction requesting funding
* Discuss the exact process for fingerprinting currently and the associated issues
	+ Is your agency ink-printing or is there an existing LiveScan?
	+ Describe how those prints are submitted to SLED
	+ Discuss the average time to complete fingerprints
	+ Is the agency collecting and submitting palm prints and mug shots?
	+ List the law enforcement agencies for which your department conducts fingerprinting
	+ Discuss if your agency uses a Jail Management System (JMS) and whether or not it is currently interfaced with an existing LiveScan.
* Include any data/statistics that support your statements (from past 2-3 yrs.)
	+ Number of individuals fingerprinted by department – criminal and civil
	+ Number of rejections by SLED, and average response time from SLED on rejections
	+ If currently using a LiveScan, discuss amount of down-time experienced by the agency, and/or specific incidents in which this has occurred (software/hardware issues, etc.).

2) The second part will discuss the current resources and existing efforts being made to address the problem.

* Explain what resources (personnel/equipment/other agencies) your agency is currently using to address the problems and why they are insufficient.
* If you are a municipal agency you will need to coordinate with the county detention facility. It should be stated in the application whether or not the county detention facility has a LiveScan and if they house/book your arrestees.
* Provide information on whether or not funding has been requested from your municipal/county government and results (i.e. partial funding received, funds not available in current budget or request denied)

**Project Purpose – Standard Example**

Broad Goals

To improve the quality of fingerprints in the SLED AFIS database by transmitting fingerprints electronically to SLED.

Specific Plan

The first step is to contact SLED to determine what specific connectivity requirements will be needed to establish a secure LiveScan connection to SLED. Required paperwork will be completed and submitted to SLED within 30 days of the grant award. A site survey will be conducted for the location of the LiveScan device to be sure security and space needs are adequate. If deficiencies are found, they will be corrected by the agency prior to installation of the equipment. The LiveScan device will be bid out and purchased upon receiving written approval from the state funding agency. The LiveScan device will be capable of collecting palm prints as well as mug shots of each arrestee. The LiveScan device will interface with the computerized SLED fingerprint files in order to electronically transmit the completed fingerprint card. The vendor will conduct initial setup of the LiveScan according to the purchase agreement. The vendor will also provide training for use of the system per the purchase agreement. ***(The next sentence is optional – use only if you have a jail management system and plan to interface the JMS and LiveScan.)*** *The LIVE SCAN Device will be interfaced with the current jail management system so that the entire booking process can become automated.*

* This will be accomplished through the following:
	1. Contact SLED to determine what specific requirements are needed to establish a Livescan connection to SLED
	2. Submit required paperwork to SLED within 30 days of grant award
	3. Conduct site survey and complete necessary forms
	4. Bid the equipment
	5. Request permission to purchase equipment from the grants office
	6. Purchase the equipment
	7. Install the equipment
	8. Train users on the equipment
	9. Utilize the equipment
	10. Complete grant programmatic and financial reports

**Project Objectives – Standard Example**

1. Reduce the rejection rate of fingerprint cards.
2. Produce AFIS quality fingerprints to be sent electronically to SLED and the FBI to be entered into the criminal history records and AFIS system.
3. Decrease the average time to fingerprint an arrestee.

**Performance Indicators – Standard Example**

1. Maintain a log/file of rejected prints while using the manual system and compare to the rejections using the LiveScan over a similar period, which should show a reduction in rejections.
2. Maintain a record of the number of successful transmissions of fingerprint data to SLED using the new LiveScan system.

3. Maintain a log of the average amount of time it takes to fingerprint an arrestee prior to receiving the LiveScan and one using the LiveScan. Compare the logs to show the reduction in time.

**Project Evaluation – Standard Example**

The Project Director will be responsible for the final evaluation of the project’s effectiveness. The evaluation will address the achievement of the objectives and performance indicators, as well as the overall impact the project has made on the department.

**Implementation Plan – Standard Example**

* The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the “Implementation Proposed Time Frame” section. Please use an “X” to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the “Implementation Actual Time Frame” section when the grant project is monitored.

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| --- | --- | --- | --- |
| **Implementation Tasks** | **Person Responsible** | **Implementation Proposed Time Frame (Proposed Quarters)** | **Implementation Actual Time Frame (Actual Dates)** |
|  |  | **1st Qtr.** | **2nd Qtr.** | **3rd Qtr.** | **4th Qtr.** | **1st Qtr.** | **2nd Qtr.** | **3rd Qtr.** | **4th Qtr.** |
| Bid equipment | Project Director | **X** |  |  |  |  |  |  |  |
| Conduct site survey & complete forms | Project Director | **X** |  |  |  |  |  |  |  |
| Correct problems resulting from site survey | Project Director | **X** |  |  |  |  |  |  |  |
| Request permission to purchase | Project Director | **X** |  |  |  |  |  |  |  |
| Order equipment | Project Director | **X** |  |  |  |  |  |  |  |
| Install telephone line | Project Director | **X** |  |  |  |  |  |  |  |
| Install LiveScan equipment | Vendor |  | **X** |  |  |  |  |  |  |
| Train equipment users | Vendor |  | **X** | **X** |  |  |  |  |  |
| Use equipment | Project Director/Officers |  |  | **X** | **X** |  |  |  |  |
| Compare/Collect Data | Project Director | **X** | **X** | **X** | **X** |  |  |  |  |
| Complete submit Progress Reports | Project Director |  | **X** |  | **X** |  |  |  |  |
| Complete/submit Quarterly Requests for Payment | Project Director | **X** | **X** | **X** | **X** |  |  |  |  |
| Complete/submit annual evaluation report | Project Director |  |  |  | **X** |  |  |  |  |
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