

**City of Austin Byrne Criminal Justice Innovation Program
Project Timeline and Position Descriptions**

Proposed Project Period: October 1, 2012 – September 30, 2015

Goal	Objective	Activity	Completion Date & Responsible Person/Org
<p>To improve public safety</p> <p>To address social impacts including physical disorder, social economic status and resources, and collective efficacy</p> <p>To ensure the long-term planning and implementation of revitalization strategies within the Rundberg neighborhood</p>	Identify a neighborhood with a concentration of crime hot spots which have for a period of time composed a significant proportion of crime or types of crime	Review, confirm, and expand upon the data for the selected area.	Months 1 - 8, University of Texas
		Analyze crime and calls for service data from surrounding neighborhoods for potential inclusion in enforcement and programming.	Months 3-8, City of Austin and University of Texas
	Identify new and build upon existing planning efforts to revitalize the neighborhood and address issues that relate to the crime issues identified	Document all known revitalization projects, conduct research to identified unknown efforts, and identify any overlap.	Months 2-8, Rundberg Revitalization Team
		Engage the individuals/entities involved with revitalization with the larger Rundberg Revitalization Team, or workgroup thereof.	Ongoing beginning Month 2, Rundberg Revitalization Team
	Enhance the Rundberg Revitalization Team with the presence of criminal justice, social service, and neighborhood revitalization partners	Document the capacities under neighborhood control, the resources within the community but outside of neighborhood control, and potential building blocks not located in the neighborhood and controlled by people outside of the community.	Ongoing beginning Month 3, Rundberg Revitalization Team

Goal	Objective	Activity	Completion Date & Responsible Person/Org
		Determine where those in control stand on Rundberg crime and social issues, identify stakeholders, and determine the best means to recruit each.	
	Offer ongoing community engagement and leadership building support and ensure the community is engaged in the process	<p>Identify the knowledge and skills needed to complete program activities, identify partners' knowledge and skills, identify gaps and provide corresponding training and technical assistance, and ensure that facilitation skills are present.</p> <p>Pool language resources among project partners.</p> <p>Identify, engage and train bilingual team members.</p> <p>Provide ongoing and varied opportunities for community engagement.</p>	Ongoing beginning Month 1, Rundberg Revitalization Team
	Facilitate collaboration between the Austin Police Department, project partners, and the University of Texas to conduct an analysis of crime drivers and an assessment of needs and available resources	<p>Use Compstat to assist with data needs, the analysis of crime drivers, and the identification of available police resources.</p> <p>Conduct a baseline survey of the neighborhood and in addition to community members consider including street level officers, probation and parole, and vice/narcotics detectives.</p> <p>Create a list and layered mapping to track known offenders of the targeted crimes.</p>	Ongoing (continually updated) beginning Month 1, University of Texas and Austin Police Department (in cooperation with the Rundberg Revitalization Team)

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		Review reports, intelligence and organize information.	
	Develop a strategy that offers a continuum of approaches to address the drivers of crime, including potentially, enforcement, prevention, intervention, and revitalization strategies	Receive training and technical support from BJA.	TBD (following acceptance of funds), Austin Police Department
		Submit the final implementation plan to BJA for review, make requested changes and revisions and resubmit (as needed).	Month 11, University of Texas and Austin Police Department
		Implement the approved strategies with ongoing TTA support.	Ongoing beginning Month 14, Austin Police Department
	Establish effective partnerships both to provide solutions along the continuum and commit resources to sustain what works	Maintain existing and establish new partnerships\to address identified crime problems and potential solutions.	Ongoing beginning Month 2, Rundberg Revitalization Team
		Contract with or secure in-kind services from local social service, code enforcement, and public safety providers.	Contractual matters: Months 12 – 14, Austin Police Department In-kind services: Ongoing beginning month 2, Rundberg Revitalization Team
	Implement a comprehensive and coordinated strategy with support from the BCJI TTA provider	Convene local and federal prosecutors.	Ongoing beginning Month 14, APD
		Select high-impact targets within “standout” violent groups and take initial enforcement action.	
		Identify probationers and parolees from each group.	

Goal	Objective	Activity	Completion Date & Responsible Person/Org
		Identify and organize appropriate social services and engage providers to immediately assist those who want to improve their situation.	
		Identify and build cases on call-in candidates.	Ongoing beginning Month 16, APD and the Rundberg Revitalization Team
		Mobilize the community and make contact with each offender’s family to explain the goals of the call-in and extend invitation to assist.	
		Contact each call-in candidate with event details and have services available that comprise the continuum of care each offender needs.	Ongoing beginning Month 17, APD and the Rundberg Revitalization Team
		Explore follow up interventions, including newsletters, community meetings, and assigning mentors.	Months 2-8, University of Texas
	Assess program implementation in collaboration with the University of Texas and outside consultant, and plan for sustainment of effective strategies with private and public funding	Conduct ongoing data analysis and evaluation.	TBD (following implementation)
		Compare follow up survey answers to baseline	TBD (last few months of the grant period)
		Create a long-term plan for ensuring the viability of the coalition.	Ongoing “working document” beginning Month 14, Austin Police Department and University of Texas
		Ensure that community members are ready to respond to a changing environment.	Ongoing beginning Month 2, Rundberg Revitalization Team

Goal	Objective	Activity	Completion Date & Responsible Person/Org
		Update policies and procedures and train sustainability workgroup members to properly leverage resources and funding.	Periodically beginning Month 4, Austin Police Department

Quarterly PMT Reporting	Due Dates	Responsible Person
October – December	January	APD Grants Coordinator in cooperation with University of Texas
January – March	April	
April – June	July	
July – September	October	
Semi-Annual GMS Reporting	Due Dates	
January – June	July	
July – December	January	
Financial Reporting	Due Dates	Responsible Person
October – December	January	APD Financial Consultant
January – March	April	
April – June	July	
July – September	October	

Position Descriptions

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Research and Planning Position Descriptions – University of Texas (Dr. Kirk and research assistant)

Dr. David Kirk will be primarily responsible for leading the evaluation of the City of Austin Byrne Criminal Justice Innovation Program, as well as assisting in the analysis of crime drivers in the research site. He will also lead the development of baseline and follow-up surveys of neighborhood residents and institutions, and provide oversight over survey administration. For the evaluation component, Kirk will conduct all statistical analyses, including the selection of comparison sites. He will also be responsible for analyzing survey data. He will be responsible for developing all project reports based on the evaluation. Given his expertise in neighborhood crime prevention, Kirk will also assist in all phases of project planning. A PhD level graduate research assistant (to be named) will assist with the analysis of crime drivers in Rundberg, and with the development of the project surveys. S/he will also be responsible for coordinating data requests, and cleaning all data files to be used for the evaluation. S/he will be responsible for cleaning the survey data, and developing measures from individual survey items.

Research and Planning Position Descriptions – Dr. Andrew Papachristos

Dr. Andrew Papachristos is Associate Professor of Sociology at Yale University (effective July 2012), and is an expert in planning and conducting evaluations of neighborhood crime interventions. Since 2002, Papachristos has been involved in the Department of Justice funded evaluation of Project Safe Neighborhoods (PSN) in Chicago. For PSN, the U.S. Attorney brought together local, state, and federal law enforcement with community based organizations and a research partner to plan, implement, and evaluate strategies to reduce violence in select Chicago neighborhoods. For this project, Papachristos and colleagues used a quasi-experimental design to conduct evaluations of the program. Given his expertise, Dr. Papachristos will consult with the City of Austin in both the planning and evaluation phases of the project.

Law Enforcement Position Descriptions – Austin Police Department

The Austin Police Department will use patrol, support and career criminal units for law enforcement strategy implementation. The most comprehensive description of standard operating procedures for this type of work is found in the 2012 Organized Crime SOP included below.

**Austin Police Department
Organized Crime-Career Criminal Unit
Standard Operating Procedures - 2012**

.06 Personnel Duties, Authority and Responsibilities:

- A. Career Criminal Unit Sergeant
 1. Directly supervises and manages the deployment of unit detectives and officers.
 2. Reports directly to the Lieutenant of the Offender Apprehension Section, Strategic Command Division.
 3. Inform subordinates of current activities and information pertinent to their section.
 4. Reviews records and reports to ensure they are properly prepared and submitted.
 5. Inspects and inventories equipment assigned to or used by their section to ensure that it is properly accounted for, maintained, available, and in good working order.
 6. Makes or appoints someone to present educational or public relation's presentations to civic or citizen groups when requested.

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7. Ensures that personnel executing raids or search and arrest warrants are properly briefed, equipped, and supervised.
8. Reviews and approves all search warrants prepared by personnel under their command.
9. Directs personnel according to workload, assignments, and prioritize investigations. Assigns cases in an equitable manner.
10. Approves requests for use of personnel by other units.
11. Responsible for the conduct, performance, and safety of personnel.
12. Accounts for and reviews disbursements of any and all funds utilized by section personnel.
13. Approves and documents persons used as informants.
14. Establishes work hours for assigned personnel.
15. Authorizes any work to be done after normal working hours.
16. Monitors development and progress to include discipline, counseling, performance and training of unit personnel.
17. Conducts yearly employee performance evaluations.
 - a. Ensures that each employee will have a performance evaluation,
 - b. Ensures that each employee will be counseled regarding their performance evaluation,
 - c. Ensures that a copy of the performance evaluation will be provided to each employee,
 - d. Ensures that copies of each employee's performance evaluation will be maintained.
18. Complies with and monitors subordinate's compliance with departmental policies and procedures.
19. Briefs the Section Lieutenant on extraordinary cases.
19. Represents the unit and department at meetings with other law enforcement agencies, social service organizations, committees, and the community.
20. Accomplishes projects, tasks, and duties within guidelines, instructions, and timelines as established by the Section Lieutenant.
21. Assists the Public Information Office with the release of information to the media.
22. Ensures that detectives and officers qualify with duty weapon(s) and attend in-service training and other mandatory training assignments.
23. Qualifies with duty weapon(s) and attends in-service training and other mandatory training assignments.
24. Approves or denies leave requests and overtime based on the unit's needs.
25. Recognizes information of a confidential nature and maintains that confidentiality.
26. Responsible for information and procedures outlined in the Organized Crime Operations Manual
27. Ensures Unit Detectives and officers enter Prime Investigative suspects in the de-conflicting Database.
28. Will notify the Section Lieutenant on the following type of incidents:
 - a. The injury or death of Police Officers during the course of any action taken by the unit.
 - b. The injury or death of a suspect or third party during the course of any action taken by the unit.

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- c. Any incident that might be investigated due to the actions of Unit Personnel.
 - d. Large seizures or any arrest(s) that would cause the news media or Command Staff to take an interest.
 - e. Any sensitive cases which division personnel are investigating or taking an active part in.
 - f. Any incident in which unit personnel violated any laws or departmental policy.
 - g. Any operation(s) with outside agencies (excluding those agencies temporarily or permanently assigned to work on a regular basis with the CCU)
 - h. Any time unit personnel leave Austin Police Department jurisdiction to affect an arrest, assist another agency, or conduct a criminal investigation.
 - i. Any other incident that a supervisor feels warrants the Unit Lieutenants notification
- B. Career Criminal Unit Detective:
- 1. Reports to their office in person before going on or off duty, unless otherwise approved by a supervisor.
 - 2. Reports directly to the Career Criminal Unit Sergeant.
 - 3. Accomplishes projects, tasks, and duties within guidelines, instructions, and timeliness as established by the unit sergeant.
 - 4. Complies with departmental policies and procedures.
 - 5. Responsible for information and procedures outlined in the Organized Crime Division Operations Manual.
 - 6. Initiates incident reports, completes supplements or additional paperwork for incidents or assignments.
 - 7. Briefs sergeant on activity or assignments of extraordinary nature.
 - 8. Updates sergeant on activity or assignments.
 - 9. Completes assigned tasks to include, but not limited to:
 - a. Creating case jackets
 - b. Checking available computer systems and other law enforcement agencies for the criminal history of persons involved in the investigation
 - c. Interviewing victims, witnesses, and suspects
 - d. Photographing and recording criminal information
 - e. Determining the identity and whereabouts of witnesses and suspects
 - f. Preparing probable cause affidavits for direct file cases
 - g. Assist and update units on cases the Career Criminal Unit is assisting with
 - h. Documenting closure of tasks in the appropriate manner
 - i. Making arrests when appropriate
 - 10. Discusses cases with Assistant County or Assistant District Attorney as warranted.
 - 11. Includes or assists other law enforcement agencies.
 - 12. Supports patrol, criminal investigative units, and OCD units in cases and activities as the need arises when approved by a Career Criminal Unit supervisor.
 - 13. Collects and analyzes crime data relevant to the Career Criminal Unit.

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14. Documents statistical and other relevant Career Criminal Unit information in the appropriate place and manner.
 15. Recognizes information of a confidential nature and maintains that confidentiality
 16. Obtains the approval of a unit supervisor prior to working overtime, compensatory or flextime.
 17. Seeks solutions to problems and methods to improve efficiency.
 18. Qualifies with all authorized duty weapon(s) and attends in-service training and other mandatory training assignments.
 19. Coordinates and briefs officers prior to search or arrest warrants, special assignments, surveillance, or other unit enforcement activities.
 20. When in the field, shall remain in contact with their office by radio, pager, or mobile phone.
 21. Make proper disposition of seized property, monies, contraband, controlled substances, and any other evidence as per Departmental Policies.
 22. Documents and accounts for any expenses incurred while working on assigned and approved cases.
 23. Keeps all equipment assigned to them clean, repaired, and in its proper place when not in use.
 24. Enters required information into the operational de-confliction database, South Texas HIDTA intelligence Center, San Antonio.
 25. Utilizes accepted and approved methods for conducting undercover operations as outlined in the Organized Crime Division Operations Manual.
 26. Consults with a unit sergeant on complex or controversial cases and regularly updates the supervisor on the status of these cases.
 27. Routes self-initiated reports to report review.
 28. Prepares intelligence reports.
 29. Initiates investigations.
 30. Assists sergeants with activities and duties of the unit.
 31. Assists patrol officers or other detectives of the unit with cases, information, planning or briefings.
 32. Prepares and submits search warrant probable cause affidavits to a unit supervisor for review and approval.
 33. Processes arrested persons for violations of local, state, and federal laws as applicable.
 34. Reviews all assigned cases for sizeable assets and refer to the forfeiture section.
 35. Writes and obtains search and/or arrest warrants as needed.
 36. Obtains the approval of a unit supervisor before presenting a search warrant affidavit to a judge.
 37. Coordinates long term investigations and serves as case agent.
 38. Assists in the taking of statements and confessions as needed.
 39. Assists Firearms Review Unit detective with the filing of Federal Firearm cases if needed.
- C. Career Criminal Unit Police Officer:
1. Reports to their office in person before going on or off duty, unless otherwise approved by a supervisor.

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3. Complies with departmental policies and procedures.
4. Reports directly to the Career Criminal Unit Sergeant.
5. Responsible for information and procedures outlined in the Organized Crime Division Operations Manual.
6. Initiates incident reports, completes supplements or additional paperwork for incidents or assignments.
7. Briefs sergeant on activity or assignments of extraordinary nature.
8. Updates sergeant on activity or assignments.
9. Completes assigned tasks to include, but not limited to:
 - a. Creating case jackets
 - b. Checking available computer systems and other law enforcement agencies for the criminal history of persons involved in the investigation.
 - c. Interviewing victims, witnesses, and suspects.
 - d. Photographing and recording criminal information.
 - e. Determining the identity and whereabouts of witnesses and suspects.
 - f. Preparing probable cause affidavits for direct file cases.
 - g. Assist and update units on cases the Career Criminal Unit is assisting with.
 - h. Documenting closure of tasks in the appropriate manner.
 - i. Making arrests when appropriate.
10. Discusses cases with Assistant County or Assistant District Attorney as warranted.
11. Includes or assists other law enforcement agencies.
12. Supports patrol, criminal investigative units, and OCD units in cases and activities as the need arises when approved by a Career Criminal Unit supervisor.
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26. Consults with a unit sergeant on complex or controversial cases and regularly updates the supervisor on the status of these cases.
27. Routes self-initiated reports to report review.
28. Prepares intelligence reports.
29. Initiates investigations.
30. Assists sergeants and/or detectives with activities and duties of the unit.
31. Assists detectives of the unit with cases, information, planning or briefings.
32. Prepares and submits probable cause information to a unit detective for search warrant affidavits.