RESOLUTION RATIFYING THE SUBMISSION OF THE BUREAU OF JUSTICE ASSISTANCE (BJA) GRANT FOR THE IMPLEMENTATION OF A LAW ENFORCEMENT MENTAL HEALTH PLANNING COLLABORATIVE

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, A grant application was available to Sarpy County through the Bureau of Justice Assistance (BJA) and,

WHEREAS, the grant application will help the County implement a Law Enforcement Mental Health Planning Collaborative with Region 6 Behavioral Healthcare, all the law enforcement agencies in Sarpy County, and Heartland Family Service, and,

WHEREAS, the grant application was due online through www.grants.gov on May 29, 2018; and,

WHEREAS, the Sarpy County Grant Coordinator submitted the grant online through www.grants.gov on May 29, 2018; and,

WHEREAS, Sarpy County is committed to and supports the grant application, and;

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Bureau of Justice Assistance (BJA) grant for a Law Enforcement Mental Health Planning Collaborative is hereby approved; and,

BE IT FURTHER RESOLVED, By the Sarpy County Board of Commissioners that the Sarpy County Grant Coordinator was hereby authorized to submit the Grant Application referenced above and in the attached memo on behalf of Sarpy County.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 5th day of June, 2018.

ATTEST:

___________________________________  _________________________________
Sarpy County Board Chairman          Sarpy County Clerk
MEMO

To: Sarpy County Board

From: Lisa A. Haire

Re: Bureau of Justice Assistance Grant Application – Mental Health Planning Collaboration

On June 5, 2018 the County Board will be asked to ratify the submission of the Bureau of Justice Assistance Grant Application. The grant application was due May 29, 2018 and was submitted online by the Grant Coordinator on May 29, 2018.

Sarpy County applied for $81,700 in grant funding to implement a Law Enforcement Mental Health Planning Collaboration. If approved, Sarpy County will contract with Heartland Family Service to provide a social worker who will assist law enforcement in Sarpy County with identifying gaps in service and connecting people who are experiencing a mental health crisis with community based services in an effort to divert them from jail. In addition, the grant application also requested funding for two computers, a printer, and travel to an identified Bureau of Justice Assistance site for training.

There is a County match required that will be met with the partial salary and benefits of one Sarpy County Sheriff’s Deputy who will be the Law Enforcement Project Coordinator (LEPC) for the program.

Please contact Stu DeLaCastro if you have any questions.

June 1, 2018

Lisa A. Haire

Lisa A. Haire
lhaire@sarpy.com

cc: Dan Hoins
Brian Hanson
Scott Bovick
Stu DeLaCastro
Greg London
Deb Houghtaling
Sarpy County is the fastest growing county in Nebraska with a population of 179,023. Sarpy County is located south of the City of Omaha, and is third in population after Omaha and Lincoln. There are four law enforcement agencies within Sarpy County. Law enforcement’s perceptions, attitudes, and actions all impact decisions on whether an individual with a mental illness gets the services and supports they need, remains in their current situation or enters the criminal justice system.

The Sarpy County jail is located in Papillion, Nebraska and for several years has consistently been over the maximum capacity of 148 inmates. Screening and assessments results show a growing number of inmates have or are at risk of having a mental illness or co-occurring disorder.

Sarpy County has not been a recipient of JMHCP funds in the past. This proposal requests $81,700 in Category Two funding to create a specialized law enforcement response to provide officers with the specialized training, policies, and procedures and leadership needed to effectively respond to calls involving individuals with a mental illness and to divert these individuals from further involvement with the criminal justice system. This specialized response will be created through the development of a multi-agency collaborative, the Sarpy County Law Enforcement Mental Health Planning Collaborative, comprised of representatives from all law enforcement agencies in Sarpy County, Region 6 Behavioral Healthcare/mental health agency, a person with lived-experience, Corrections, 911 Call Center, and the County Attorney’s Office. Sarpy County will be the lead agency for the Collaborative and will also delegate a Sarpy County employee to serve as the full-time project coordinator.

The Collaborative will develop and oversee the implementation of a Law Enforcement Response Program to provide law enforcement with the specialized training and supports they need to divert individuals to the community-based services and supports needed and prevent future encounters with law enforcement. The Collaborative will attend training, analyze data, research existing model programs, and write and review policies, procedures, and protocols necessary for the successful implementation of the Law Enforcement Response Program.

While opioids are not currently a significant problem in Sarpy County, efforts are underway to educate the community about prevention measures to safeguard against a potential increase in overdoses. Planning for the Law Enforcement Response Program will include the identification of specialized training and best-practice strategies to prevent opioid overdoses including narcan administration.
Project Narrative

Sarpy County Law Enforcement – Mental Health Planning Collaborative

Explanation of the Problem

The Sarpy County jail is located in Papillion, Nebraska and is operated by Sarpy County. The Sarpy County Jail was built in 1989 and designed to house 148 inmates. The county jail is consistently over its maximum capacity. As of May 21, 2018, there were 157 inmates in the Sarpy County Jail with another 30 inmates held outside the county. In addition, as of May 21, 2018, there were 231 people on either house arrest or post-booking pretrial release, and 26 individuals participating in the Mental Health Case Management Program which is run through the Community Corrections Department.

Due to uncoordinated responses to mental health issues throughout the country, law enforcement officers have become first responders during mental health crisis encounters. These encounters require extensive training to deliver a comprehensive and coordinated response in order to de-escalate crisis situations. Individuals who are experiencing mental health crisis create significant challenges to law enforcement and corrections officers posing serious risks not only to themselves and the officers but to their families, the community, and other inmates.

Additionally, county jails have become de facto mental institutions. People with mental illnesses are nine (9) times more likely to be incarcerated than hospitalized, eighteen (18) times more likely to find a bed in the criminal justice system than at a hospital. Annually, two million people with severe and persistent mental illness (SPMI) are arrested. Forty percent (40%) of all people with SPMI will come into contact with the criminal justice system at some point in their life. Substance abuse accounts for a huge part of this problem. Sixty-five percent (65%) of all
inmates in jails and prisons have a diagnosable addiction disorder and eighty-five percent (85%) of all inmates meet criteria for substance abuse (Justice Matters).

In a 2011 Substance Abuse and Mental Health Services Administration (SAMHSA) report, an estimated 14% of men and 24% of women in jails have a serious mental illness (SMI) such as bipolar disorder or schizophrenia. Treatment for SMI in incarcerated settings is both costly and challenging...people with mental illness may remain incarcerated longer than those without mental illness (https://www.samhsa.gov/criminal-juvenile-justice).

Furthermore, a 2015 study from the Urban Institute cautions that mentally ill inmates, who are typically jailed for trivial offenses such as trespassing, disorderly conduct, or drug use, tend to stay in jail longer than non-impaired inmates, recidivate, and return to jail more frequently, and cost local jurisdictions more to incarcerate.

The stress of incarceration can exacerbate symptoms and lead to a need for additional intervention measures. Individuals with untreated mental illness who are then released from custody pose a risk to themselves and the community. They face challenges appearing in court and participating in the judicial process resulting in additional charges, re-arrest, violations of probation, and other court orders.

These problems are apparent locally as Sarpy County continues to experience an increase in the number of people with mental illness coming into contact with the justice system. Data and results from the Brief Jail Mental Health Screen consistently indicate a high number of people booked into the Sarpy County Jail who have, or are at risk of having, a mental health or co-occurring substance use disorder. A large majority of these individuals are charged with non-violent misdemeanor offenses. Data from the Sarpy County Jail shows that during February, 2018, the Jail had an Average Daily Population (ADP) of 160 inmates. Of the 160 inmates, 51
were diagnosed with a Mental Health Disorder (MHD), 81 with a co-occurring disorder (mental health and substance abuse), 101 were prescribed psychotropic medications, and two (2) were placed on suicide watch. In March, 2018, the Sarpy County Jail had an Average Daily Population (ADP) of 172 inmates. Of the 172 inmates, 51 were diagnosed with a mental health disorder (MHD) and 86 were diagnosed with a co-occurring disorder. There were 98 inmates prescribed psychotropic medications and five (5) inmates placed on suicide watch. Of those inmates with either a mental health disorder or co-occurring disorder in February 2018, 32 were booked into jail with misdemeanor charges. In March 2018, 30 inmates were booked into jail with misdemeanor charges.

**Project Design/Implementation**

In order to decrease the likelihood that individuals with a mental illness are arrested and enter into the criminal justice system due to behaviors related to their mental illness, Sarpy County is requesting $81,700 in grant funding to implement the Sarpy County Law Enforcement Mental Health Collaborative. The focus will be on decreasing the number of individuals booked into jail on misdemeanor charges who have mental health and/or co-occurring substance abuse issues by developing training, policies and procedures, and best-practice strategies to divert them at the time of first encounter with law enforcement. The Collaborative will also assist individuals who have been booked in jail with locating community based services upon their release.

The Collaborative will be led by Sarpy County and will include: officers from all law enforcement agencies in Sarpy County, Region 6 Behavioral Healthcare (Mental Health Agency), a Social Worker, Sarpy County Corrections, Sarpy County 911 Communications, and the Sarpy County Attorney’s Office, and a peer with lived experience. The Collaborative will be responsible for planning, developing, and overseeing the implementation of the Law
Enforcement Specialized Response Program. Through technical assistance provided by the Bureau of Justice Assistance, Collaborative members will have the opportunity to learn from a model site in Salt Lake City, Utah, research other model programs, and review national best practices in order to implement the right program for the Sarpy County community.

Sarpy County has identified an individual to serve in the role of Law Enforcement Project Coordinator (LEPC). This individual has positional authority within the Sarpy County Sheriff’s Office, has the rank of Sargent, and has over 14 years of experience. This individual has been a supervisor in the jail for over four (4) years, was a supervisor on road patrol for five (5) years, was on the Search and Rescue Team for twelve (12) years, and has 40 hours of Crisis Intervention Training (CIT), 8 hours Youth CIT, and 13 hours Assisting Individuals in Crisis. In addition, this individual has 224 hours with CIT as an Evaluator/Instructor. The LEPC position will be full-time and will serve as the primary point of contact for this project. The LEPC position will lead the efforts of the Collaborative, identify data collection and analysis processes, develop and review policies and procedures, and monitor program implementation fidelity. The LEPC currently serves as a member of the Crisis Intervention Training (CIT) Committee whose role is to oversee all CIT strategic planning, training, communication and evaluation activities. Collaboration with the Sarpy-Douglas County Training Center will be important to ensure that law enforcement trainees receive the most up to date mental health training available and that that training they receive post-academy is continual. Training will also be an area of learning during the peer to peer site visits.

Sarpy County will contract with Heartland Family Service (HFS) in order to obtain the services of a social worker. In the early stage of the project, the social worker will ride along with law enforcement in order to gather information on the types of mental health crisis calls law
enforcement is responding to on a regular basis, examine current responses utilized by law enforcement when responding to mental health crisis calls, assess resource challenges they face in assisting individuals who are experiencing a mental health crisis (waiting lists, no capacity, ban and bar decisions), analyze additional Crisis Intervention Training (CIT) that may be needed, and identify gaps with services and supports. The social worker will also provide discharge planning in the jail to assist inmates with identifying and connecting to the services and supports they need in order to be successful with community reentry.

While the misuse of prescription opioids and the use of heroin have reached epidemic proportions in other areas of the United States, Nebraska is not experiencing the same crisis that other states are with these drugs, placing Nebraska in a position to focus on prevention and workforce capacity to safeguard against a significant increase in opioid use disorders, opioid overdoses, and opioid-related deaths. “In the state of Nebraska, deaths from opiate overdoses are on the rise. According to Nebraska’s Vital Statistics Department, at least 54 people died from overdosing on opiates in the state during 2015.

Nebraska received a CDC grant for prescription drug overdose prevention. Through the CDC grant, the “Nebraska’s State Targeted Response” (STR) to the opioid crisis grant was created. This program is aimed at substantially reducing the incidence of abuse of prescription and illicit opioid drugs through ongoing collaboration between practitioners, experts, and leaders across the continuum of care. The program will work to mitigate the effects of opioid use disorders (OUD), including both prescription opioids and illicit drugs such as heroin, by identifying statewide needs, increasing access to treatment, including medication assisted treatment, and reducing prescription drug overdose deaths through the provision of prevention, treatment and recovery activities.
The Sarpy County LEPC will be responsible for collaboration with the Senior Manager of Prevention Services at Region 6 Behavioral Healthcare and the Sarpy-Douglas Law Enforcement Academy to develop a plan that ensures for the training of law enforcement on strategies to prevent opioid overdoses including Narcan administration through the use of SAMHSA’s Opioid Overdose Prevention Toolkit Five.

Furthermore, the LEPC and the contracted social worker will work together to conduct focus groups with each of the five (5) law enforcement agencies in order to learn about the local challenges they face when dealing with calls involving individuals abusing opioids, or incidents of opioid overdoses, develop an understanding about local law enforcement training needs specific to opioid abuse, Narcan administration, and will work with Sarpy-Douglas Law Enforcement Academy to identify responses to training needs. The LEPC and a mental health representative will engage with the BJA-established Law Enforcement Mental Health Collaboration learning sites to learn about the different strategies existing sites and teams have utilized in their effort to reduce opioid abuse.

In early fall 2018, Region 6 Behavioral Healthcare, in partnership with Sarpy County, will host a Sequential Intercept Model (SIM) mapping exercise, facilitated by Policy Research Associates (PRA). The SIM will be used as a strategic planning tool to assess available resources, determine gaps in services, and plan for community change. Activities will involve a team of stakeholders that cross over multiple systems. Sarpy County will use the SIM to: 1) Develop a comprehensive picture of how people with mental and substance use disorders flow through the criminal justice system along six distinct intercept points: (a) Community Services, (b) Law Enforcement, (c) Initial Detention and Initial Court Hearings, (d) Jails and Courts, (e) Reentry, and (f) Community Corrections, 2) Identify gaps, resources, and opportunities at each
intercept for adults with mental and substance use disorders, and 3) Develop priorities for action
designed to improve system and service-level responses for adults with mental and substance use

Combining the SIM assessment results with the information that is obtained from law
enforcement and feedback from the social worker will create a comprehensive picture of existing
resources and gaps that will help sharpen Sarpy County’s planning efforts, assist with identifying
priorities for service development, and provide valuable information about what types of training
is needed. This combined community assessment information will also be used to prioritize
requests during the budget planning process.

**Competencies/Capabilities**

Sarpy County is the fastest growing county in Nebraska with a population of 179,023,
Sarpy County is located just south of the City of Omaha and is home of Bellevue, Gretna, La
Vista, Papillion, and Springfield. Sarpy County has the third largest population in the state of
Nebraska behind Omaha and Lincoln.

The powers of the County as a political body are carried out by the County Board of
Commissioners. The Sarpy County Board of Commissioners is an elected panel of five Officials
representing the five districts of the County. The County Board oversees all County funds and
County business, levies and collects taxes, provides suitable courthouse, jail, and other necessary
County buildings, and has the power to sell, convey, exchange, or lease any real or personal
estate owned by the County.

The Sarpy County Vision Statement is to: Improve the quality of life in Sarpy County by
providing responsive, efficient, and high quality public services that promote the self-sufficiency,
well-being, and prosperity of individuals, families, businesses, and communities. The
philosophy of teamwork and collaboration is anchored in the shared values of: Accountability, Professionalism, Responsiveness, Family Values, Integrity, Compassion, Commitment, and Respect for Diversity. **One of the goals in the Sarpy County Comprehensive Plan states the County will:** Enhance the effectiveness of the County’s criminal justice services by a) expanding the use of alternative programs to prevent incarceration in the County Jail and 2) enhance cooperation in the delivery of law enforcement services with other agencies in the county.

The Criminal Justice side of Sarpy County’s services include: County and District Court, County Attorney, Public Defender, Sheriff’s Office, Corrections, Adult and Juvenile Diversion, Community Corrections, Juvenile Justice and Reporting Center, Victim Witness Unit, CASA Program, Community Services, Adult and Juvenile Drug Treatment Courts, and Human Services. Additionally, Sarpy County is the seat for District #2 State Juvenile and Adult Probation. Each Sarpy County Criminal Justice Agency has a member on the Criminal Justice Coordinating Committee (CJCC). The CJCC is group of justice representatives who meet quarterly to discuss and analyze criminal justice trends, future needs, juvenile justice, impacts of new legislation, and funding opportunities.

In 2011, Sarpy County became concerned with an increase in the number of people coming into contact with the criminal justice system who were exhibiting mental health issues. The CJCC began to research ways to appropriately and successfully assist this population. As a result, Sarpy County has accomplished several important milestones in order to better serve individuals with mental health issues and co-occurring substance abuse in the justice system. The CJCC formed a Mental/Behavioral Health Team consisting of several County Justice staff, providers, social workers, and Human Services. Other milestones include: implementing a postbooking Mental Health Case Management Program, implementing Mental Health Diversion,
conducting training events with providers, working with Douglas County and Metro Community College to implement a re-entry program providing educational services and job training to clients in community based programs, started a GED program in the jail, signed the Stepping Up Initiative in June 2015, and conducted a criminal justice system wide evaluation. Additionally, in 2017, members of law enforcement, Community Corrections, County Attorney’s Office, County Commissioners, Region 6, and Corrections traveled to San Antonio, Texas to tour the San Antonio Mental Health response model. Sarpy County plans to conduct the Sequential Intercept Mapping (SIM) in early fall 2018.

**Performance Measures**

Sarpy County is committed to submitting regular performance data to demonstrate forward progress with accomplishing the stated objective and deliverables. Each law enforcement agency collects data using their individual data warehouse. With technical assistance from the BJA, the LEPC and social worker will work with Sarpy County Information Systems to establish an Information Technology Data Subcommittee (ITDS). The ITDS will be comprised of an individual from each of the law enforcement agencies with information technology responsibilities and expertise. Procedures will be implemented in order to document data specific for the grant. The ITDS will meet regularly to identify the process of how performance data will be collected, aggregated, and reported. Performance indicators will include: the number of mental health calls for service, time per response, call dispositions, repeat call-responses, critical incidents involved with these calls, mental health training hours, cite/release data, and arrest/detain data. Data will be shared internally via excel spreadsheets as the team is evaluating the feasibility of utilizing a coordinated, electronic data system for all of the Sarpy County law enforcement agencies to use. The LEPC will be responsible to report to BJA
and provide the Collaboration with regular updates on the data collection process, data reports, and recommendations. Sarpy County has a successful record of reporting data on past BJA Grants such as, JAG, VOCA, and OJJDP.

**Plan for Measuring Success**

Measurement of success for this program will include a study of the cost savings aspect of the program. Data will be tracked internally to evaluate success of all program goals. The data will help create documentation for sustaining the program and to demonstrate that the program is resulting in a cost savings in terms of incarceration, law enforcement, and court costs that will support the redirection of resources into providing more appropriate service delivery for this population. In addition, Sarpy County will work with Bureau of Justice Assistance (BJA) to analyze data and implement more efficient internal case management and planning strategies. Grant funding will be crucial in allowing the time necessary to definitively establish both the program’s positive outcomes and cost savings to create a persuasive case for ongoing and additional funding of the program. Data and information obtained through this program will be used to measure internal success, enhance current efforts, and determine the remaining gaps in service for people experiencing a mental health crises in Sarpy County.
**Budget Narrative**

**Sarpy County Law Enforcement Mental Health Planning Collaborative**

1. **Consultants/Contracts:** Sarpy County will contract with Heartland Family Service to obtain the services of one FTE Social Worker. The Social Worker will ride along with law enforcement in order to gather information on the types of mental health crisis calls law enforcement responds to on a regular basis, examine current responses utilized by law enforcement when responding to mental health crisis calls, assess resources that are available, challenges that are faced and gaps in service. The Social Worker will analyze additional CIT that may be needed and identify additional supports. The Social Worker will provide discharge planning in the jail to assist inmates with identifying and connecting to services they need in order to successfully reenter the community.

   Consultant: One Social Worker x 40 hours per week – Heartland Family Service ($30.00/hour)
   
   $30/hour x 40 hours/week = $1,200/week
   $1,200 x 4 = $4,800/month
   $4,800 x 12 = $57,600
   
   $833.33 x 12 = $10,000 (Fringe Benefits for social worker)

   **TOTAL CONSULTANT FEES:** $67,600

   **Travel for Consultant:** Per grant requirements, members of the Collaborative will travel to Salt Lake City, UT to engage in peer to peer learning with a BJA established Law Enforcement Mental Health Collaboration learning site. The Social Worker will accompany other members of the Collaborative to Salt Lake City, Utah. Members will work with the Salt Lake City team to develop process for implementing, improving, and analyzing data for long term sustainability of the Program.

   **TOTAL CONSULTANT TRAVEL:** $1,291

   **TOTAL CONSULTANTS/CONTRACTS:** $68,891

2. **Travel:** Per grant requirements, members of the Collaborative will travel to Salt Lake City, UT to engage in peer to peer learning with a BJA established Law Enforcement Mental Health Collaboration learning site. One member from each law enforcement agency in Sarpy County will attend along with the social worker, the Law Enforcement Project Coordinator (LEPC), a County Attorney, a member from Region 6 Behavioral Health Agency, and another member from the Collaborative for a total of eight (8) members. Members will work with the Salt Lake City team to develop process for implementing, improving, and analyzing data for long term sustainability of the Program.
Travel: Seven (7) People from Omaha to Salt Lake City, Utah Model Learning Site – per person.

- Airfare per person: $400 x 7 = $2,800 (Rates averaged from Expedia, Travelocity, and Kayak)
- Per Diem: $124 Hotel x 4 nights x 7 = $3,472
  $59 M/I x 5 days x 7 = $2,065
  Rates based on 2018 Per Diem:
- Airport Parking: $50 x 7 = $350 (Rates from airport parking experience)
- Baggage Fee: $50 ($25/way) x 7 = $350 (Rates from airline baggage fee explanations)
- Uber: $200 total for group (Rates averaged from [www.uber.com](http://www.uber.com))

**TOTAL TRAVEL:** $9,237

**3. EQUIPMENT COSTS:** Sarpy County will purchase two computers and a printer to be used by the LEPC and the social worker. Both the LEPC and the social worker will require the use of a computer in order to successfully communicate, enter, store, and analyze data. In addition, they will both need access to a printer/copier/scanner to generate reports and other correspondence.

- **Equipment:**
  - Computers for LEPC and Social Worker
    - Two Computers $1,500 x 2
    - One Printer/copier/scanner $572
    (Costs from Sarpy County past computer purchases)

**TOTAL EQUIPMENT:** $3,572

**CONSULTANT:** $68,891
**TRAVEL:** $9,237
**EQUIPMENT:** $3,572

**TOTAL FEDERAL GRANT REQUEST:** $81,700
MATCH: The match for this grant will be met with the salary and benefits of the Sarpy County Deputy who will take on the role of the LEPC for this program. The LEPC will be a full-time position. This individual is currently a Sarpy County Deputy and a Sergeant in the jail. The individual will make the transition from Sergeant in the jail to this position upon notification of the grant award. The LEPC will lead the efforts of the Collaborative, identify data collection and analysis processes, develop and review policies and procedures, and monitor program implementation fidelity. The LEPC will be responsible to report to BJA and provide the Collaboration with regular updates on the data collection process, data reports, and recommendations.

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**Retirement - 8.75%**

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**Social Security-7.65%**

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**Life & AD&D 5.10/month**

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**GRAND TOTAL**

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**TOTAL COUNTY MATCH:** $20,425
I. **Purpose:**

   The purpose of this policy is to provide a job description for the position of Sergeant (General).

II. **Policy:**

   The sergeant is responsible for supervising the activities of assigned personnel and for taking command of incidents until relieved by a superior officer. The sergeant participates in law enforcement activities in an effort to protect life and property, enforce local, state and federal laws and to prevent, detect and/or investigate criminal activity. The sergeant is also responsible for performing all essential functions, and possessing the knowledge, skills, minimum requirements and abilities required of the rank of deputy.

   In addition to the essential functions outlined below, the sergeant shall also be responsible for specific functions related to his or her assigned division.

A. **SUPERVISION RECEIVED:**

   The sergeant works under the close supervision of a lieutenant, and/or captain.

B. **SUPERVISION EXERCISED:**

   The sergeant supervises the duties of deputies and other assigned personnel.

C. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

   - Responsible for supervising the activities of subordinates under his or her command; takes command of incidents until relieved by a superior officer, gives orders and instructions received from superior officers; and supervises the implementation of orders.
Assigns areas of responsibility to subordinate employees, supervises work performance and evaluates work performance on a regular basis.

Ensures that employees adhere to departmental directives, general orders and the Standard Operating Procedures (SOP) at all times, documents any violations and initiates disciplinary action as needed.

Responsible for assisting in the review, evaluation and development of programs, policies and procedures; when assigned.

Conducts orientation and training of newly assigned personnel according to established procedures; when assigned.

Confers with the lieutenant, and/or captain on daily tactical matters, unusual or difficult problems, the progress of cases, the performance of subordinates and other related issues.

Completes detailed and accurate reports and other official records that document activity or involvement in all incidents; reviews subordinate reports to ensure the content and form are detailed, accurate and complete according to departmental procedures; forwards reports to appropriate personnel.

Composes and responds to correspondence related to assigned division activities, personnel, policies and procedures.

Assists with the adequate staffing of personnel by reviewing, monitoring, approving and/or denying requests for leave, overtime and compensatory time.

Assists with the development and implantation of training programs, as assigned.

Completes findings reports concerning actions of subordinates within the assigned division; or when directed by the Administrative Division.

When required, conducts shift roll call in accordance with directives stipulated by the departmental Standard Operating Procedures (SOP).

Performs inspections of uniforms, vehicles and equipment as needed and ensures that they are adequately maintained and in proper working order.

Assists in the preparation and administration of the department budget; when assigned.

Attends department meetings, answers inquiries and makes recommendations pertaining to the functions of the department.
• Provides information to news media, according to established departmental polices and procedures; when directed by appropriate personnel.

D. MINIMUM QUALIFICATIONS:

• Must possess all qualifications of deputy.

• Must have five (5) years of experience as a Deputy Sheriff with the Sarpy County Sheriff’s Office and have successfully completed the probationary period.

E. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

• Ability to plan, assign, direct and supervise the work of subordinates.

• Ability to enforce departmental policies, federal, state and local regulations with firmness, tact and impartiality.

• Ability to utilize sound independent judgment in stressful and emergency situations; analyze situations quickly and objectively and to adopt quick, effective and reasonable courses of action with due regard to the surrounding hazards and circumstances.

• Ability to make complex, difficult decisions and to develop plans for the safe, efficient, effective and legal accomplishments of tasks required to protect life, safety and property of citizens, to enforce applicable laws and to serve the public.

• Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

F. SELECTION GUIDELINES:

Formal testing through the Merit Commission, which may include a written test, scenarios, panel questioning and/or any other requirements as set forth by the testing authority. Sit before a promotion board; have personnel file and training file reviewed.

G. TOOLS AND EQUIPMENT USED:

See Deputy (General) G-5140

H. WORK ENVIRONMENT/PHYSICAL DEMANDS:

See Deputy (General) G-5140
I. **Purpose:**

The purpose of this policy is to provide a job description for the position of Deputy (General).

II. **Policy:**

The deputy participates in law enforcement activities in an effort to protect life and property, enforce local, state and federal laws and to prevent, detect and/or investigate criminal activity.

In addition to the essential functions outlined below, the deputy shall also be responsible for specific functions related to his or her assigned division.

A. **SUPERVISION RECEIVED:**

The deputy works under the close supervision of a sergeant.

B. **SUPERVISION EXERCISED:**

None.

C. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Adheres to Sheriff’s Office directives, general orders and the Standard Operating Procedures (SOP) at all times, notifies a supervisor regarding any violations.
- Provides training for probationary deputies, when assigned.
• Assists in the review, evaluation, and development of programs, policies and procedures; when assigned.

• Confers with the sergeant on daily tactical matters, unusual or difficult problems, the progress of cases, and other related issues.

• Completes detailed and accurate reports and other official records that document activity or involvement in all incidents;

• Provides testimony in court proceedings as necessary.

• Ensures uniforms, vehicles and equipment are adequately maintained and in proper working order.

• Performs appropriate activity that protects those in immediate danger of injury or death at the hand of another person or persons.

• Responds to incidents of injury or accidents and summons or administers medical or other aid.

• Restores and maintains order in areas of individual, family, or public crisis.

• Attends conferences and meetings to keep abreast of current trends in law enforcement; represents the department in a variety of local, state and other meetings; as assigned.

• Ensures all departmental memos, records, and reports are routed to the appropriate personnel, according to established departmental procedures.

• Answers inquiries from the general public; receives citizen complaints and handles situations and/or refers individuals to appropriate sources of resolution.

• Operates and maintains assigned departmental vehicle and equipment according to established procedures. Equipment includes but is not limited to; two-way radio and other communication devices; cameras, authorized weapons, authorized restraints, etc.

• Utilizes computer programs in the establishment and maintenance of records and reports; to conduct research and obtain information.

• Establishes and maintains effective working relationships with the general public, coworkers, subordinates, other law enforcement and governmental agencies and county officials.
D. MINIMUM QUALIFICATIONS:

- Must possess, or obtain by time of hire, a valid operator's license without record of suspension or revocation in any state;
- Must be at least twenty-one (21) years of age at the time of hire.
- Must be a United States citizen.
- Graduation from high school or GED equivalent.
- Must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more for which a pardon has not been received.
- Must pass a security clearance check conducted on a national and local level, including criminal record and polygraph examination.
- Ability to meet Department's physical standards; and
- Successfully complete basic training at the Nebraska Law Enforcement Training Academy and all portions of the Sarpy County Sheriff’s Office probationary deputy training program.

E. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to apply the technical and operating principles and techniques used in law enforcement and crime prevention, and corrections.
- Knowledge and ability to apply federal, state and local laws pertaining to the duties performed including those with reference to search and seizure, arrest, prosecution of persons and the rules of evidence.
- Knowledge of and ability to enforce and apply departmental Standard Operating Procedures (SOP) and general orders.
- Knowledge of the use of Sheriff’s Office records and their application to the solution of problems/issues.
- Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- Knowledge of Sheriff’s Office responsibilities and ability to use independent judgment in the performance of duties.
• Knowledge of the geography of the county.

• Ability to enforce departmental policies, federal, state and local regulations with firmness, tact and impartiality.

• Ability to maintain and utilize authorized weapons, including firearms, according to established procedures.

• Ability to operate a motor vehicle in all types of weather and traffic conditions.

• Ability to operate standard office equipment and other equipment relating to a comprehensive law enforcement program.

• Ability to utilize sound independent judgment in stressful and emergency situations; analyze situations quickly and objectively and to adopt quick, effective and reasonable courses of action with due regard to the surrounding hazards and circumstances.

• Ability to make complex, difficult decisions and to develop plans for the safe, efficient, effective and legal accomplishments of tasks required to protect life, safety and property of citizens, to enforce applicable laws and to serve the public.

• Ability to prepare clear, accurate and comprehensive forms and reports utilizing correct grammar, spelling and punctuation.

• Ability to perform basic mathematical calculations,

• Ability to maintain the confidentiality of all departmental communications, documents and correspondence.

• Ability to deal with the general public in a courteous and tactful manner.

• Ability to perform job duties efficiently while managing frequent interruptions.

• Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

• Ability to understand and follow both oral and written instructions.

• Ability to communicate effectively, verbally and in writing, in English.

F. SELECTION GUIDELINES:
Formal testing through Merit Commission, which may include a written test, scenarios, panel questioning and/or any other requirements as set forth by the testing authority.

G. TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software, phone, typewriter, calculator, fax machine, copy machine, county vehicle, law enforcement radio, authorized weapons, approved restraints, pager, first aid equipment, and all other assigned equipment.

H. WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Deputies are often placed in a position of physical and mental stress and will be required to perform a variety of duties, which may require the incumbent to walk or run a long distance or sit for extended periods of time.

At times the work is performed indoors in an office setting and requires routine bending, lifting and carrying office supplies: books, files and other materials. Job duties are also performed outdoors with a considerable amount of physical activity including running, walking, standing, kneeling, bending, crouching, reaching, pushing, pulling, stooping, and climbing. While performing the duties, the incumbent is required to talk, hear, use hands to: finger, handle, feel, or operate objects, tools, equipment or controls, and must have the ability to transport himself or herself to and from various locations throughout the county and within the Sheriff’s Office and the County Courthouse. Hand eye coordination is necessary to operate computers and various pieces of equipment and vehicles.

The incumbent is required to work in all climatic conditions from extreme heat to extreme cold including all forms of precipitation. The incumbent occasionally works near moving mechanical parts in precarious places, may be exposed to hazardous material, and is occasionally exposed to bodily fluids, fumes, airborne particles, toxic chemicals, and vibrations. Specific vision abilities, correctable to within normal ranges required by this job include adequate close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges. Work hours may be required after daylight hours. The noise level may be moderate to intense depending on activity performed.
Work requires extensive interaction with the general public and law violators and may be stressful when dealing with criminal incidents, irate citizens, and specific deadlines.
Sergeant Robert Hillabrand  
Sarpy County Sheriff’s Office

- 6/26/2003: Hired by Sarpy County Sheriff’s Office
- 9/2004-11/2007: Court Services, Sarpy County Sheriff’s Office
- 11/9/2007: Promoted to Corporal, Sarpy County Sheriff’s Office
- 11/12/2008: Promoted to Sergeant, Sarpy County Sheriff’s Office
- 11/12/2008-3/5/2010: Supervisor in Sarpy County Jail, Sarpy County Sheriff’s Office
- 3/6/2010-5/1/2015: Supervisor on the Road Patrol, Sarpy County Sheriff’s Office
- 5/2/2015- Current: Supervisor in Sarpy County Jail, Sarpy County Sheriff’s Office
- 9/2004-10/2016: Sarpy County Search and Rescue Team, Sarpy County Sheriff’s Office

Has Completed:
1. 10/1/2012 - 40 hour Crisis Intervention Team Training course
2. 12/4/2013 - 8 hour Youth CIT
3. 4/3/2016 - 13 hour Assisting Individuals In Crisis
4. Approximately 224 hours with CIT as an evaluator / instructing
MEMORANDUM OF UNDERSTANDING
STRATEGIC PARTNERSHIP AGREEMENT FOR
SARPY COUNTY LAW ENFORCEMENT-MENTAL HEALTH PLANNING COLLABORATIVE

This Memorandum of Understanding (MoU) dated May 25, 2018 is made between:

Sarpy County Sheriff’s Office
Sarpy County
City of Bellevue Police Department
City Of Papillion Police Department
City Of LaVista Police Department
Region 6 Behavioral Healthcare - Mental Health Agency
Heartland Family Service

Purpose:

The purpose of this Memorandum of Understanding is to document a voluntary agreement to assist in the planning and implementation activities associated with the Justice and Mental Health Collaboration Program (JMHC P) FY2018 Competitive Grant (BJA-2018-13605). This MoU is not legally binding but rather a statement of intent and can be amended in writing.

Sarpy County, Nebraska intends to make a formal application for the JMHC P grant in order to receive technical assistance and funding to develop a law enforcement specialized response to individuals who are experiencing a mental health crisis.

The Sarpy County Law Enforcement-Mental Health Planning Collaborative will work together to create policies, procedures and protocols needed in order to develop a specialized law enforcement response to individuals who are experiencing a mental health crisis. Law enforcement officers encounter people with mental illness in many realms, responding to calls for service from concerned family members, friends, and neighbors, conducting routine patrol of city and county roads, and serving warrants and eviction notices. Because of the lack of available mental health resources, time constraints and lack of specialized training opportunities, officers frequently must choose between leaving a person in crisis with a short-term resolution or taking the person to jail.

The Sarpy County Law Enforcement-Mental Health Planning Collaborative will include all law enforcement agencies geographically located in Sarpy County (identified above), Region 6 Behavioral Healthcare, Heartland Family Service, Corrections, 911 Communications, the County Attorney’s Office and a consumer of mental health services who has lived recovery experience. The Collaborative will consistently work together to identify the core components of a specialized law enforcement response to individuals they come in to contact with who are experiencing a mental health crisis.

Expectations:

Under the terms of this MoU, the agencies are prepared to:
• Ensure that an individual has been assigned to represent their specific agency and that this individual is provided the time needed to fully engage in the planning process associated with this grant
• Have their assigned representative attend all meetings, trainings, and presentations as identified by the planning collaborative team lead
• Travel to and engage in any requested peer to peer learning opportunities to identified BJA-established Law Enforcement Mental Health Collaboration learning sites as part of the strategic planning process and as identified via the technical assistance associated with the grant
• Fully engage with the planning collaborative to exchange ideas, information and data needed to develop the law enforcement specialized response
• Collect and share data required for evaluation purposes
• Participate in the creation of policies, procedures, protocols and core training components necessary to develop an effective law enforcement specialize response
• Fully participate in all technical assistance delivered as a part of this grant

Management of the Mental Health Support Unit: It is anticipated that an individual representing the Sarpy County Sheriff’s Office will serve as the Planning Collaborative Team Lead.

Signatures:

Signed for and on behalf of Sarpy County Sheriff’s Office by:

Signed
Typed Name and Title Greg London, Chief Deputy
Date 5-25-18

Signed for and on behalf of Sarpy County by:

Signed
Typed Name and Title Greg London, Chief Deputy /Dir, Admin Services
Date 5-25-18

Signed for and on behalf of City of Bellevue Police Department by:

Signed
Typed Name and Title David Stukenholtz, Acting Chief of Police
Date 5-24-18

Signed for and on behalf of City of Papillion Police Department by:

Signed
Typed Name and Title Chief
Date 05/25/2018
Signed for and on behalf of City of La Vista Police Department by:
Signed
Typed Name and Title: Robert S. Lavuen Police Chief
Date: 5-24-18

Signed for and on behalf of Region 6 Mental Health Agency by:
Signed: Patricia E. Jurjevich by (VM)
Typed Name and Title: Patricia E. Jurjevich Regional Administrator
Date: 8/25/18

Signed for and on behalf of Heartland Family Service by:
Signed: Mary O'Neill
Typed Name and Title: Mary O'Neill, Chief Program Officer
Date: 5-24-18
May 29, 2018

Sarpy County supports funding for the Sarpy County Law Enforcement Mental Health Collaborative. There are significant challenges for individuals with mental illness who come into contact with law enforcement. Without interventions during the initial time of the crisis, many people end up incarcerated in the County Jail.

With grant funding provided by the Bureau of Justice Assistance, Sarpy County will implement a Mental Health Support Team to serve people by providing crisis interventions during emergency calls to law enforcement and offer help in locating community services in order to divert them from jail.

Implementation of the Sarpy County Law Enforcement Mental Health Collaborative is an important step in assisting mentally ill persons who come into contact with law enforcement and the criminal justice system in Sarpy County.

Sarpy County fully supports this application and requests positive consideration from the Bureau of Justice Assistance.

Sincerely,

Dan Hoins
Sarpy County Administrator
<table>
<thead>
<tr>
<th>Who</th>
<th>Activity</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarpy County and Mental Health Collaborative, Social Worker, Heartland Family Service</td>
<td>Contract with Heartland Family Service for a FT Social Worker (LMHP or LIMHP).</td>
<td>October 2018</td>
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<tr>
<td>Mental Health Collaborative and Region 6, Sarpy County, Cities in Sarpy County</td>
<td>Conduct the Sequential Intercept Model (SIM) mapping exercise in Sarpy County to identify additional gaps in service</td>
<td>October 2018</td>
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<tr>
<td>Sarpy County</td>
<td>Purchase computers and printer</td>
<td>October 2018</td>
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<tr>
<td>Mental Health Collaborative</td>
<td>Appoint Law Enforcement Project Coordinator (LEPC)</td>
<td>October 2018</td>
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<tr>
<td>Coordinator and Mental Health Collaborative, LE, Social Worker</td>
<td>Embed LMHP with LE to learn about the types of calls they respond to, resource challenges, training needs, and needs of individuals.</td>
<td>November 2018</td>
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<tr>
<td>LEPC, social worker, law enforcement, Sarpy County IT</td>
<td>Form the Information Technology Data Subcommittee (ITDS)</td>
<td>November 2018</td>
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<tr>
<td>Social Worker and LEPC</td>
<td>Organize information on all community based mental health services for law enforcement, corrections, 911, and Coordinator.</td>
<td>November 2018</td>
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<tr>
<td>LEPC, social worker and Mental Health Collaborative</td>
<td>Organize travel arrangements to Salt Lake City Mental Health Learning Site</td>
<td>November 2018</td>
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<tr>
<td>LEPC</td>
<td>Work with BJA to provide technical assistance and timeframe for the assistance.</td>
<td>November/December 2018</td>
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<tr>
<td>Mental Health Collaborative, LEPC, social worker, Law Enforcement Officers</td>
<td>Begin to implement Law Enforcement Response Program with social worker</td>
<td>December 2018</td>
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<tr>
<td>Mental Health Collaborative</td>
<td>Travel to Salt Lake City Learning Site</td>
<td>Approximately January/February 2018</td>
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<tr>
<td>Mental Health Collaborative</td>
<td>Work with BJA Technical Assistance to create policies, protocols, and procedure manuals</td>
<td>February 2018</td>
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<tr>
<td>Mental Health Collaborative</td>
<td>Implement policies, protocols, and procedures from manual written with assistance from BJA</td>
<td>May 2018</td>
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<tr>
<td>LEPC, social worker, and Collaborative</td>
<td>Finalize policies, protocols, and procedures manual.</td>
<td>May 2018</td>
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<tr>
<td>LEPC, social worker, and Mental</td>
<td>Look at 2nd year funding opportunities.</td>
<td>May/June 2018</td>
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<tr>
<td>Health Collaborative</td>
<td>Law Enforcement Response Program up and running with protocols, procedures, and policies in place.</td>
<td>July 2018</td>
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<tr>
<td>Mental Health Collaborative LEPC, social worker, Law Enforcement Officers</td>
<td>Continue to implement policies, procedures, protocols and revise if needed based on feedback from the Team.</td>
<td>June/July/August 2018</td>
</tr>
<tr>
<td>LEPC, social worker, and Mental Health Collaborative</td>
<td>Work with BJA on analyzing data and final report information.</td>
<td>September 2018</td>
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