**Organizational Structure and Resources**

A **comprehensive** application is one which includes the participation of at least the County Sheriff and Police Department of the largest municipality in *each* county participating in the project. **Please provide the names of all participating jurisdictions**, including the **largest municipality** in each county served by the task force. Please list this information below\*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| County | Sheriff’s Department Participating | | Municipality | Largest Municipality Participating | |
|  |  |  |  |  |  |
|  | Yes | No |  | Yes | No |
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* **Please list all law enforcement agencies actively participating in the Task Force which are not identified above:**
* **Name of the Lead Agency in 2022:**
* **Name of the Lead Agency in 2023:**
* **Name of the Lead Agency in 2024:**
* **Provide the following information regarding individuals directly responsible for:**

Financial Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Telephone | Email |
|  |  | (     ) |  |

Progress Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Telephone | Email |
|  |  | (     ) |  |

Drug Data Reporting

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Telephone | Email |
|  |  | (     ) |  |

* All non-clerical personnel positions funded within this project who will be involved with drug enforcement operations/investigations must have at least 24 hours of training on basic investigative techniques. Such training must be acquired through the specialized training program of the Training and Standards Bureau, Wisconsin Department of Justice; or through an approved certified program. *Prior to the release of funds, the applicant or lead agencies must submit to DOJ a list of all funded non-clerical personnel who are candidates for such training.* **Please list the names of all non-clerical personnel who are candidates for such training, or if there are no candidates, check the box below indicating that all non-clerical personnel funded within this project have met the requisite training requirements.**

|  |
| --- |
| All non-clerical personnel positions funded within this project that will be involved with drug enforcement operations/investigations have received at least 24 hours of training on basic investigative techniques through the specialized training program at the Wisconsin Department of Justice or through another approved certified program. |

**-OR-**

|  |
| --- |
| **Listing of all non-clerical personnel who have not received at least 24 hours in basic investigative training:** |
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**Task Force Structure, Staffing and Resources:** Please provide responses to the inquiries below, and include any additional or clarifying information you deem necessary to assure accuracy in describing the structure, staffing and resources of your Task Force.

* Task Force Oversight Board:
  + Identify the members of the oversight board;

|  |  |  |
| --- | --- | --- |
| Title | Name | Agency |
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* With what frequency does the oversight board meet?

Monthly       Quarterly       Semi-annually

Annually       As needed

Remarks:

* When did the oversight board last review:

The policies and procedures governing task force assigned personnel and/or operations;

and, policies for sharing equipment, staff resources and the distribution of program income (forfeitures) of the task force?

Remarks:

* + - Briefly describe the level of involvement of the local prosecutor(s) in task force operations.
* Task Force Staffing in Calendar Year 2023:
  + Please provide the following information regarding all sworn and non-sworn personnel assigned to the task force on a *full-time* basis in CY 2023:

|  |  |  |
| --- | --- | --- |
| Title/Rank | Name | Employing Agency |
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* + Please provide the following information regarding all sworn and non-sworn personnel assigned to the task force on a *part-time* basis in CY 2023:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title/Rank | Name | Employing Agency | Work Hours Available per Week | Hours Worked in the Task Force per Week (average) |
|  |  |  |  |  |
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* Indicate the total full-time equivalent (FTE)\* employees assigned to the task force during CY 2020 – 2023:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Status | 2020 | 2021 | 2022 | 2023 |
|  |  |  |  |  |
| Full-time Sworn |  |  |  |  |
| Full-time Non-sworn |  |  |  |  |
| FTE Part-time Sworn |  |  |  |  |
| FTE Part-time  Non-sworn |  |  |  |  |
|  |  |  |  |  |
| Total FTE Personnel |  |  |  |  |

\* Full-time equivalent (FTE) personnel are calculated as follows: an employee assigned to the task force on a full-time basis is equal to one (1) FTE. The FTE for part-time assigned employees requires a calculation based upon the number of hours worked for the task force; e.g. an employee works a forty-hour work week, and of those forty hours an average of ten hours per week are committed to the task force. This part-time employee would be considered assigned to the task force on a .25 FTE basis (10/40=.25).