

Crime and Criminals (2)

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IOWA CRIME COMMISSION

~~IOWA'S OFFICE OF LAW ENFORCEMENT AND
CRIMINAL ADMINISTRATION~~

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I. INTRODUCTION

A. Background Information

The following narrative is prepared in response to the President's Message to Congress on Crime, March 9, 1966, and the specific invitation of the United States Attorney General, Nicholas Katzenbach, March 10, 1966, to establish in each state Governor's Planning Committees on Criminal Administration.

As identified by the Attorney General and the established guidelines of the Office of Law Enforcement Assistance, Department of Justice, the over all goals of Planning Committees in each state could include, but are not limited to, assessment of local problems of law enforcement, criminal justice and corrections; collection of data on state needs and potential solutions in cooperation with the National Commission on Law Enforcement and Administration of Justice; and planning for coordinated improvement measures for greater State and local effectiveness in crime control and prevention.

It is recommended that State planning Committees in Criminal Administration share with the National Commission on Law Enforcement and Administration of Justice the responsibility for making a careful examination of criminal justice; including existing methods of crime prevention, law enforcement agencies, prosecutors, defense attorneys, courts, probation officials, correctional institutions and parole officers. From this collective examination throughout the fifty states, in partnership with the National Commission, there will follow recommendations on how to improve the performance of each part of the system and, more importantly how each part can be made an effective component in a coordinated nationwide counterattack on crime.

B. Related Activities.

There is currently a receptive climate to planning in criminal administration in Iowa which is reflected in several on-going related activities:

The Legislative Research Bureau has prepared a tentative report on corrections for the 61st General Assembly. Portions of this report will require completion and updating, however, much of the information is available.

The Legislative Court Study Commission has prepared a report of court structure, court administration, and court redistricting submitted to the 61st General Assembly. This report is presently undergoing revision.

Existing Legislative Study Committees conducting a discussion, review and information gathering within the Committees on Iowa Jails Study and Iowa Motor Vehicle Laws Study.

The Corrections Division of the Iowa Welfare Association in conjunction with the Committee of District Court Judges is preparing a revision of Juvenile Court Legislation.

The Iowa Citizen's Council on Crime and Delinquency has compiled resource information and is currently participating in the collection of selected data for the National Commission on Law Enforcement and Administration of Justice.

The Statistics and Data Processing Departments, Board of Control of State Institutions has available comprehensive data collection on all residents of correctional institutions in the State of Iowa.

The Iowa State Manpower Development Council, an experimental and demonstration project operating on contractual agreement between the U.S. Department of Labor and Governor Hughes of the State of Iowa, has available a Consultant in Corrections and substantial information on corrections, manpower, training and statewide evaluation in human resources development.

Health planning in the State of Iowa, such as Iowa's Comprehensive Plan to Combat Mental Retardation and A Comprehensive Mental Health Plan for Iowa, have included surveys, publications and related task force activities which provide information on the extraordinarily handicapped and criminal administration.

Similar relationship in data collection and information gathering are anticipated in newly established statewide projects such as Statewide Planning for Vocational Rehabilitation Services, and Iowa's State-wide Program to Combat Alcoholism.

Although each of these activities have a bearing on criminal administration in a broad sense, they have occurred, with few exceptions, in isolation and without a comprehensive approach to coordinated interagency, intergroup planning.

Recognizing the difficulties in achieving optimal State and local effectiveness or action programs by one group, independent of the activities of others, it is proposed that an office of Law Enforcement and Criminal Administration assisted by a multi-disciplinary Committee on Planning and Evaluation in Criminal Administration be established in the State of Iowa. Membership of the Committee would be representative not only of professional persons but also citizens groups, associations and individuals who have demonstrated a capability to engage in planning, evaluation and coordination of strategy in all aspects of criminal administration.

The Governor will designate the Board of Control and the Department of Public Safety, as the state agencies in Iowa responsible for certain administrative purposes in carrying out the intent of this program. The Director shall be appointed as a Deputy Commissioner of Public Safety pursuant to subsection 80.8 of the Code for permitting peace officer status and matching contributions.

The Office of the Governor has conducted informal meetings representative of private and public agencies, associations and groups to carry out preliminary planning for proposed Office and Committee development. Following these preliminary planning meetings, the concepts, purposes and philosophies of the Office and a Committee on Planning and evaluation in Criminal Administration was reviewed and the Iowa State Manpower Development Council requested to incorporate review modifications and to formulate a project proposal into an application form.

II. STATEMENT OF GOALS

MAN
The purpose of Iowa's Office of Law Enforcement and Criminal Administration will be consistent with the broadly established aims of the National Commission on Law Enforcement and Administration of Justice, the Office of Law Enforcement Assistance, the Joint Commission on Correctional Manpower and Training, and the existing activities unique to the State of Iowa.

Org. meeting ✓ The specific goals of the Office include:

1. *✓* Inventory the present and projected, State and local resources, ongoing activities, and needs in the preventative, enforcement, judicial and correctional aspects of criminal administration.

A sound factual base clearly identifying the nature, extent and quality of existing activities is needed to justify the utilization of federal, State and local resources and programs. Where data is available,

it should be examined in relationship to emerging state needs, national trends and current legislation. Where data is not available, studies to obtain it may be considered, utilizing the most appropriate national, state or local resource.

2. Identification of the immediate problems and gaps in existing programs, systems and legislative authority in all aspects of criminal administration.

Utilizing the factual base provided by the inventory of existing activities, develop an appraisal of knowledge or resources available within the State either not generally known or not being applied in the interest of criminal administration. Through evaluation and analysis, identify the needs, priorities and procedures for the development of pilot or action-programs to meet urgent needs in detection, prevention or crime control.

3. Develop a plan of coordinated improvement measures for greater State and local effectiveness, including a priority of recommendations on action, service expansion and legislative needs in the preventative, enforcement, judicial and correctional aspects of criminal administration.

Recommendations should not be confined to preconceived or traditional patterns of thought. Emphasis will be placed upon effective and contemporary approaches to criminal administration in Iowa. Recommendations should include proposals for more efficient operational systems in administration and integration of services; exchange of information, data collection and technology; detection and prevention of

of crime and delinquency; research, and its application to new programs; and interagency cooperation and coordination in bringing all resources to bear on the needs in criminal administration in Iowa.

Additional goals considered within the functions of the Office would reflect a relationship to those task force objectives identified by the President's Commission on Law Enforcement and Administration of Justice.

The President's Commission has established task forces and defined them in the following areas:

1. A task force to evaluate the impact of crime in the American society.
2. A task force to evaluate methods to improve the police.
3. A task force to identify ways to raise the quality of the courts, including the prosecutors, judges, and defense attorneys.
4. A task force to recommend how correctional institutions and probation and parole officers can do a better job.
5. A task force to indicate how science and technology can better serve the needs of the entire system of criminal justice.

III. PROPOSED STRUCTURE

- A. Organizational structure: General Administration and Direction.

Iowa's planning in law enforcement, criminal justice and corrections will be developed through the administrative structure of the Office of Law Enforcement and Criminal Administration. A Director will supervise and coordinate the work of that Office.

The Director will be assisted by a Committee on Planning and Evaluation in Criminal Administration. The Committee will make recommendations regarding policy to the Director, will be appointed by the Governor, and broadly representative of agencies, associations, or individuals in the State who are knowledgeable in varied aspects of criminal administration.

The Director will be assisted in planning activities by clerical staff including a secretary and clerk. Additional secretarial support will be provided within agencies participating on the Committee.

✓ The Director with the assistance of the Committee will jointly identify the responsibilities, relationships and functions of various divisions within the Committee structure; develop and recommend areas of study, task analysis, planning design, and evaluation consistent with the goals of the National Commission on Law Enforcement and Administration of Justice, Joint Commission on Correctional Manpower and Training, and the goals of Iowa's Committee on Planning and Evaluation in Criminal Administration.

B. Organizational Structure: Director Function.

The Director will be responsible to the Governor of the State of Iowa, and shall be the spokesman for the Office of Law Enforcement and Criminal Administration.

The Director will be responsible for development, with the assistance of the Committee, the details of comprehensive planning, assessment, recommendations and action.

The Director will be acting Chairman of the Committee on Planning and Evaluation in the absence of an elective chairmanship structure, and ex-officio member of all divisions or sub-divisions established within the Committee.

The Director may request special advisory groups to assist in areas of study, evaluation or communications, such as research, manpower training or public relations. Special Advisory Groups essential to achieving the goals

of the Committee will be appointed by the Governor, such as Legislative Liaison and State Agencies Liaison.

Essential to the success of the Committee will be a close working relationship with the Attorney General's Office of the State of Iowa. The Attorney General and his staff, as chief legal officers of the state, provides a central resource of information on all aspects of criminal administration to which the state is a party. Questions or opinions of law, supervisory relationship with county attorneys, status of the board of law examiners, and close liaison with the Judicial Departments of Iowa all directly relate to the functions of the Committee. A Special Advisory capacity by the Attorney General's Office will be requested by the Governor.

The Director will assist various divisions or sub-divisions in carrying out assignments; consolidate recommendations from the various levels of organization, state and local, and present these recommendations to the total Committee on Planning and Evaluation, or other appropriate offices of State government. Recommendations will include an interpretation of priority needs, action programs, interagency cooperation and the goals to be achieved through proposed action.

The Director with the assistance of the Committee will develop legislative proposals which will enable agencies, or groups, to execute recommended programs. He shall recommend to the appropriate office of State government those legislative needs and proposals for specific appropriations.

C. Organizational Structure: Committee Function.

The Committee on Planning and Evaluation will be composed of individuals, appointed by the Governor, who represent experience, skill or knowledge in criminal administration. Committee structure will include four divisions representing the major aspects of criminal administration:

Prevention
 Law Enforcement
 Criminal Justice
 Corrections

Four members will be appointed by the Governor to function as an Administrative Board for each division. Each Board will select a Chairman, or representative member, to expedite communications with the Director. Collectively the Administrative Boards of the four divisions, described above, will comprise the Iowa Committee on Planning and Evaluation in Criminal Administration.

All Committee members will be selected on the basis of their potential contribution and the applicability of their skills to the preventative, enforcement, judicial or correctional aspects of planning in Criminal Administration. Additional criteria for selection will include an individual's representativeness of State or local government and citizens groups. Members of the Committee on Planning and Evaluation will have a major responsibility for inter-department, inter-agency and inter-group coordination in planning.

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heads*

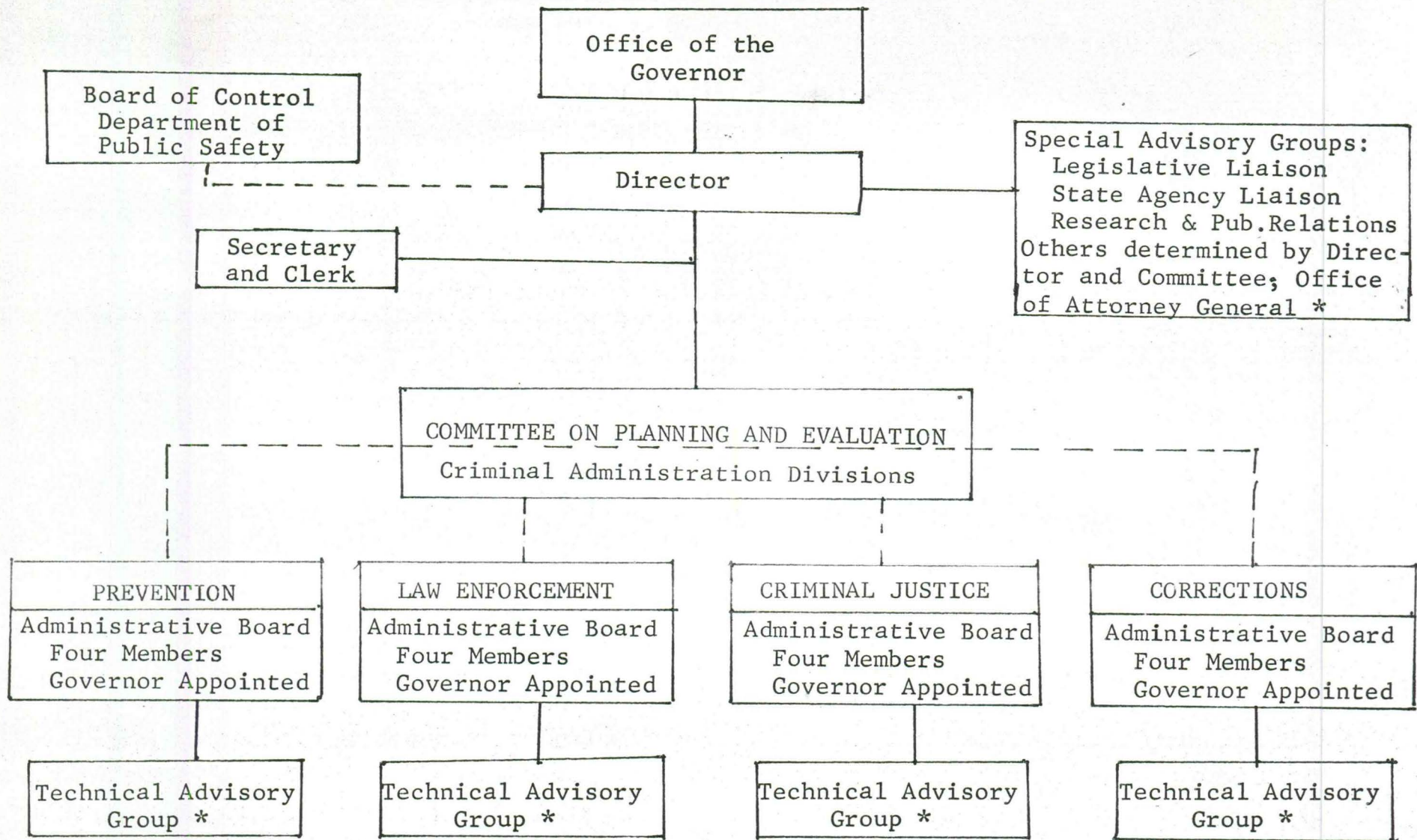
Each Administrative Board will be assisted by a Technical Advisory Group. These groups will represent experienced administrative, professional or community-based personnel within existing agencies or associations.

Each Administrative Board will review recommendations coming from working task groups, technical advisory personnel or other representatives within the divisions, and prepare these in the presentation format and at times determined by the Director.

IV. PROPOSED METHOD OF OPERATION

The Governor will appoint the membership of the Committee; representatives to Technical or Special Advisory Groups; and select the Director.

The Committee on Planning and Evaluation and Divisional Technical Advisory Groups will be introduced to their respective functions through one or more orientation



Note: * Membership on Technical or Special Advisory Groups would include appointments by the Governor in addition to representation determined by the Director and Administrative Boards. Two essential Advisory Groups to be appointed by the Governor are Legislative Liaison and State Agency Liaison. The latter group would include Chairmen or other top level representation of the State Departments of Social Welfare, Public Safety, Public Instruction, Board of Control, Board of Parole, Board of Regents, Employment Securities Commission, and Office of the Attorney-General.

sessions, determined by the Director. Similar sessions will be conducted for Special Advisory Groups. A thorough review of the background, origin and purposes of "Governor's Planning Committees in Criminal Administration," will be presented. Additional meetings will be conducted to explore the goals, organization structure, procedures and proposed methodology of planning, and would include participation of any of the previously mentioned groups.

Committee meetings will be planned and scheduled with sufficient frequency to accomplish the determination of tasks, and make planning assignments, so that goals can be achieved within the funding period. It is vital that the Committee must be a working body capable of meeting regularly.

With identification of broad planning assignments, the Administrative Boards for the divisions of prevention, law enforcement, criminal justice and corrections will meet with their respective Technical Advisory Groups to determine specific procedures for action, the necessity for supplemental groups and the identification of specialized problems or sub-goals.

The contribution which can be made by local or regional resources to the development of state planning is well recognized. The Director will determine the necessity for conducting regional hearings and if indicated establish the appropriate procedures with the assistance of the Committee. Such regional meetings could be utilized to elicit local participation, to clarify areas of difficulty or to interpret to the public the goals and overall objectives of the Office and Committee on Planning and Evaluation.

The Director with the assistance of advisory staff and the Committee will be responsible for the development of periodic status reports indicating the overall progress and activity of the Committee. Such information will alert the various planning divisions, advisory or task groups to the areas under study and the problems encountered. The Director will interpret the work of the Committee on Planning and Evaluation to the public for the purpose of gaining state and local support through effective public relations and communications.

Recommendations from divisions, Technical Advisory Groups, or working task groups will be submitted within a time schedule determined by the Director and the total Committee. This time schedule will reflect the Office of Law Enforcement Assistance policy of requiring a six-month progress report and a final report of activities due, respectively, within 30 days following the first six months of the grant period and 90 days following the close of the grant period.

The Director with the assistance of the Committee will be expected to prepare its recommendations on planning, action, legislation or service expansion within a time schedule which would permit thorough review and a brief, but further, evaluation or negotiation in difficult or unresolved areas of planning.

V. COORDINATION AND LIAISON WITH RELATED GROUPS

The Director will assume liaison responsibilities with those agencies or associations who are administering comprehensive planning, that has any bearing on the work of the Committee on Planning and Evaluation in Criminal Administration, e.g. mental health, mental retardation, vocational rehabilitation, health or educational services.

The Director will also perform liaison duties in relation to existing agencies currently engaged in service to those with varying degrees of anti-social or criminal behavior including all appropriate State, county or local groups. Of importance will be the Director's relationship with resource advisors in the Attorney General's Office, and particular emphasis will be placed on establishing inter-group communication and coordination with participating staff from this Office.

The Director will perform liaison duties in relationship to those professional or voluntary groups who have demonstrated an interest or concern in the presentative, judicial or enforcement aspects of crime control, including, but not limited to, the Iowa State Bar Association; Iowa Municipal Court Judges Association; Iowa State Sheriffs Association; Iowa District Court Judges Association; Iowa Association of Chiefs of Police; Iowa Citizen's Council on Crime and Delinquency; and the Iowa Welfare Association.

VI. BUDGET

A. Narrative Justification.

The grant period for the Office of Law Enforcement and Criminal Administration will be limited to one year duration, as specified by the Office of Law Enforcement Assistance guidelines, projected from the date of funding and selection of the Director.

Personnel employed from grant funds include the Director, secretary, and one part-time clerk. The Director and the secretary will be employed as of the initial funding date, with the clerk to start employment at a later date determined by the Director. It is felt that the collection or correlation of information will be improved if functional operations are established by the Director prior to employing the clerk. The clerk will contribute approximately half-time to Committee function. This may take the form of half-time employment throughout the year, or full-time employment during the last half of the funding period. The primary function of the clerk will be to consolidate and document Committee related data for distribution to the membership, and preparatory to final reports.

Travel and Subsistence items are designed to provide mobility for the Director and his staff, necessary to conduct Office operations within the limited time available. It is anticipated that the Director will be required to travel considerably throughout Iowa to meet with various groups and to coordinate various levels of planning. Because of this requirement and the necessity for close contact with enforcement, Public Safety will furnish an automobile and such other modes of travel readily available for the use of the Director. The automobile shall be equipped with a Police Radio unit. Occasions will arise which will require the Director to travel to meetings out-of-state and would be included in the utilization of these funds. It is expected that out-of-state travel will be kept to a minimum due to the limited amount of available travel monies.

Supplies, Communications and Duplication budget items to be purchased from grant funds include such items as stationery and minor incidental office items not readily available from Board of Control and Public Safety supply. The major portion of materials, such as multilith paper, multilith masters, punch cards and forms, postage and telephone will be furnished by the Board of Control and the Department of Public Safety. Office space for the Director and secretarial staff will be requested and provided by the Board of Control or the Department of Public Safety.

Printing and reproduction funds will be used to publish the recommendations of the Committee, and to make these available within the limits of the funds to those most concerned with the problems and needs in criminal administration. Based on experiences of similar planning committees within the State of Iowa, the amount set aside is modest particularly as it relates to the publication of a final report, however, is appropriate in relationship to the remaining distribution of funds.

Other budget items include equipment and contractual services. Office equipment for the Director and secretarial staff will be requested by the Board of Control. Contractual service funds are to be used to hire secretarial and/or special services for divisional Administrative Boards on a per-meeting basis. It is intended that each Administrative Board holding a meeting which may include Technical Advisory Groups or working task groups have available paid part-time secretarial help to record activities of the meeting. The value of having paid persons responsible for recording and reporting is in the promptness and accuracy of the reports. When Committee secretarial staff is available, including the clerk, it is expected they will fulfill this function.

A substantial State contribution of staff services will be applied as equivalent matching toward the operation of the Office. It is planned to document the time of individuals appointed to provide matching service contributions as follows:

1. Each individual committed to time for matching purposes will record, in the form below, immediately following participation in a meeting at any planning level.
2. Staff time otherwise devoted to planning shall be reported weekly in the format provided.
3. Record and report forms shall become a part of the permanent records and progress reports of the Office.
4. The form for reporting matching time shall show the following:

- a. Name of the individual and title.
- b. Agency represented.
- c. Date and place of the meeting or planning function attended.
- d. Staff time devoted to the meeting, including supplies or travel contributions.

Voucher and claim preparation will be handled by the fiscal officers of the Board of Control and Public Safety in the same manner as is now used for state appropriated funds. The State Comptroller will be responsible for fiscal control and accounting procedures in the same manner as for state appropriated funds. The Fiscal Report will be prepared by an assigned member of the Board of Control Accounting Department in cooperation with the Director of the Office of Law Enforcement and Criminal Administration.

B. BUDGET SUMMARY
Office of Law Enforcement and Criminal

	OLEA	MATCHING
<u>PERSONNEL</u>		
Director	\$12,000.00	
Secretary	4,800.00	
Clerk	3,000.00	
Employers share of FICA & IPERS	3,049.20	
Employers share of Insurance	105.00	
Secretarial Services		\$4,800.00
Matching staff services based on percentages of committed time by selected agency representatives to planning functions:		
Committee Members		7,492.50
Technical Advisory Staff		10,610.00
Special Advisory Staff		2,940.00
<u>TRAVEL AND SUBSISTENCE</u>		
Director and Staff (estimated actual travel \$800.00/ overnight per diem \$400.00)	1,200.00	1,200.00
Committee Members, Division Chairmen, Technical Advisory Staff		1,200.00
<u>SUPPLIES, COMMUNICATIONS, TELEPHONE</u>		
Office supplies, duplication, contractual services, postage, TWIX, telephone services	845.00	1,060.19
<u>EQUIPMENT AND OTHER</u>		
Office space and electricity		1,410.00
Equipment, 1 radio		2,176.68
TOTALS	\$24,999.20	\$32,889.37

All staff listed in the budget will be selected in accordance with the personnel policies of the State Personnel Division.

DETAILED PROPOSED BUDGET:
Office of Law Enforcement and Criminal Administration

	Annual Salary	% of Time to Planning	OLEA	State Agencies and Others
<u>PERSONNEL</u>				
Staff:				
Director	\$12,000.00	100%	\$12,000.00	
Secretary	4,800.00	100%	4,800.00	
Clerk	3,000.00	100%	3,000.00	
Employers share of FICA			1,663.20	
Employers share of IPERS			1,386.00	
Employers share of Insurance @ \$35.00 per employee			105.00	
Secretarial services provided by participating planning agencies, e.g. Board of Control, Dep't Social Welfare, Dep't Public Safety, et al. Equivalent to one full time secretary.				\$4,800.00
Committee, technical advisory and special advisory services provided by appointed members from participating agencies, e.g. Board of Control, Dep't Social Welfare, Dep't Public Safety, Dep't Public Instruction, et al. Equivalent approximately to two full time professional staff.				\$21,042.50

The positions indicated on the following page are committed to at least the percentage of time indicated following the title of the position. It is expected that each of these persons from participating agencies and/or associations will devote considerably more time to Committee planning than is listed. Selection and listing within the Budget has been based on matching and does not comprise the total Committee or Advisory groups.

(Detailed Budget, Continued)

Committee Members:	Annual Salary	% of Match Time	Value of Service Matching State Agencies and Others		
Director, Division of Corrections (Coughlin) ✓	\$18,000.00	10	\$1,800.00		
Clinical Director, Boys Training School & Social Work Training-Recruitment (O'Neil) ✓	11,700.00	10	1,170.00		
Director, Family & Children Services, Dep't Social Welfare (Wilbur) ✓	* 10,825.00	10		\$1,082.50	
Chairman, Board of Parole (Paul) ✓	* 8,000.00	10		800.00	
Assistant Director, Criminal Investigation, Dep't Public Safety (Blair) ✓	* 9,900.00	10		990.00	
Office of Attorney-General (Representative)	* 16,500.00	10		1,650.00	
Technical Advisory Staff:					
Sup't Boys Training School; Juvenile Services and Prevention (Travisono) ✓	12,000.00	10	1,200.00		
Warden, Men's Reformatory (Haugh) ✓	12,300.00	10	1,230.00		
Sup't Security Hospital (Hege) ✓	27,300.00	10	2,730.00		
Ass't Director, Division of Corrections; Chief of Services (Ellandson) ✓	12,700.00	10	1,270.00		
Director, Board of Parole (Bobzin) ✓	* 12,000.00	10		1,200.00	
Director, Division of Mental Health; Board of Control (Cromwell) ✓	29,800.00	10			
			\$2,980.00		
Special Advisory Staff:					
Psychology Consultant, Division of Mental Health (Freiband) ✓	15,600.00	10	1,560.00		
Hospital Administration Consultant, Division Mental Health (Representative)	13,800.00	10	1,380.00		
	TOTALS		\$5,920.00	\$9,400.00	\$5,722.50

* Salary as indicated in State of Iowa, Salary Book, July 1, 1964 to June 30, 1965.

(Detailed Budget, Continued)

	OLEA	IN-KIND MATCHING	
<u>TRAVEL AND SUBSISTENCE</u>			
Automobile and other Travel	\$1,200.00	\$1,200.00	
Estimated Actual Travel Overnight per diem Division Chairmen, Committee members, Technical or Special Advisory Staff		400.00 *200.00	\$600.00
TOTALS	\$1,200.00	\$1,800.00	\$600.00
<u>SUPPLIES, COMMUNICATIONS, TELEPHONE</u>			
Office Supplies	\$ 200.00	136.12 *100.00	68.07
Printing, Copy, Duplication and Reproduction	445.00	387.00	116.00
Contractual Services	200.00		
Postage, TWIX		75.00	75.00
Telephone		135.32	67.68
Two-Way Radio		600.00	
TOTALS	\$ 845.00	\$1,333.44	\$326.75

* Matching travel and supplies resources provided by participating agencies, e.g. Departments of Social Welfare, Public Safety, Public Instruction, et al.

Detailed Budget, Continued

IN-KIND MATCHING

OLEA Board of
Control &
Other

EQUIPMENT AND OTHER

Office Space (Equivalent
of Rental, @ \$3.00 per
square foot per year,
approximately 350 square
feet)

\$1,050.00

Electricity (equivalent of
approximately \$30.00 per
month)

360.00

*GSA ESTIMATE*ISI ESTIMATE

Office Equipment:

1dbl pedestal desk

78.00

\$145.95 ✓

2 typewriter desks -

GSA @ \$87.00/ISI @ \$162.55

174.00

325.10 ✓

2 typewriters (**rental)

420.00

IBM Selectric, 15½" Pica

410.00 ✓

Two type heads, @ \$13.50

27.00

IBM Electric 13" Pica or Elite

355.00

1 Executive chair-swivel

78.00

47.00

2 typist chairs -

GSA @ \$19.10/ISI @ \$28.95

38.20

57.90 ✓

2 side chairs -

GSA @ \$14.00/ISI @ \$11.45

28.00

22.90 ✓

1 file cabinet, 4 drawer
legal size

55.00

58.48 ✓

1 wearing apparel rack

10.25

9.90 ✓

1 office table, 48' x 30"

33.00

43.80 ✓

1 bookcase

35.55

73.65 ✓

Equipment Sub Total

\$00

\$950.00

\$1,576.68

GRAND TOTAL

\$00. \$2,360.00

\$2,986.68

*GSA - General Services Administration

*ISI - Iowa State Industries

Board of Control Matching Contribution for Supplies & Equipment*

(Estimate-Board of Control
 Supplies & Equipment)

	FISCAL YEAR 1967				FISCAL YEAR 1968			Twelve Months Total
	Nov-Dec.	Jan-Feb-March	Apr-May-June	Sub-Total FY '67	July-Aug-Sept.	Oct.	Sub-Total FY '68	
<u>Supplies & Communication</u>								
Bond Paper-2 reem per month, @\$2.25	36.00				18.00			
Stationery, 3,000 sheets	9.71							
Printing-Masthead	7.70							
Envelopes, 3,500	12.78							
Pencils, pens, file folders, carbon, etc. @ \$10.00 per month	80.00				40.00			
				146.19			58.00	\$204.19
Duplication and Reproduction								
Multilith materials and operation, etc. @ \$29.00 per month	58.00	87.00	145.00		58.00			
Printing Final Report 300 copies @ \$2.00 * (\$445.00 from OLEA)					155.00*			
				290.00			213.00	\$ 503.00
Postate - \$7.50 per month average 5 mailings per day.	15.00	22.50	22.50		22.50	7.50		
Six newsletter mailings to 200, @ \$10.00	10.00	15.00	20.00		15.00			
				105.00			45.00	\$ 150.00
Telephone Installation	35.00							
Service charges and long distance \$14.00 per month.	28.00	42.00	42.00		42.00	14.00		
				147.00			56.00	\$203.00
Equipment (ISI estimate see page 18) Initial outlay.	1,059.13		517.55					
				1,576.68				\$1,576.68
				2,264.87			372.00	
	FISCAL YEAR TOTALS							

* This estimate does not include matching contributions of staff time, travel, physical space, electricity or maintenance. GRAND TOTAL \$2,636.87

In addition to those individuals listed under this Personnel section of the Budget, it is expected that the following positions within the Board of Control, and its Divisions, will support and participate in the Committee on Planning and Evaluation: Central office staff including Data Processing Supervisor; Public Information services; Director, Child Welfare Division; and mental health Consultants. Where needed, participation will be requested from the Division of Corrections' institutional staff located at the Men's Reformatory and Penitentiary, Women's Reformatory, or the Training Schools for Boys and Girls.

The Board of Control and/or its Division of Corrections will supply duplicating equipment, the multilith, the multilith operator, and the miscellaneous supplies incidental to preparation of various reports and communications within Committee function. Electronic Data Processing equipment available for use by the Committee, if needed, consists of the following: 101 Electronic Statistical Machine; 402 Accounting Machine; 548 Interpreter; 514 Reproducer; 024 Key Punch; 056 Verifier. This equipment is being used at present by the statistical services branch of the Board of Control.

