

FEDERAL BUREAU OF INVESTIGATION 124

Precedence: ROUTINE

Date: 05/24/2004

To: Director's Office

~~From:~~ ^{mk} CJIS

Resources Management Section,
Multimedia Productions Group, Module B-1

Contact: [REDACTED]

Approved By: [REDACTED] 66F

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Drafted By: [REDACTED] HCH

Case ID #: 188A-HQ-C1243327 - 1122
66F-HQ-A1434857 - 267

Title: COMMUNITY OUTREACH PROGRAM;
FIELD SEMI-ANNUAL BUDGETARY AND
ANNUAL REPORTS REQUIREMENTS

Synopsis: Response to a reminder regarding the semi-annual budget reporting requirements for the field's Community Outreach Program.

Reference: 188A-HQ-C1243327 Serial 1071

Enclosure(s): FY2001, FY2002, and FY2003 Community Outreach Program expenditures included at the end of this document.

Details: The CJIS Division received the referenced communication from the Community Relations Unit, Public Affairs Section, indicating that CJIS is not in compliance with regards to Community Outreach Program (COP) reporting requirements. This communication stated the required CJIS Division COP semi-annual budget reports have not been submitted to FBIHQ for fiscal years (FY) 2002 and FY2003.

Upon researching this matter, the CJIS Division Community Outreach Specialists have determined that the FY 2002 and FY 2003 semi-annual budget reports were submitted as required. These reports were not submitted by electronic communication (EC), therefore, there are no serialized copies of these reports.

The CJIS Division COP will take necessary action to address all future financial reporting requirements via EC to ensure a permanent record is maintained.

GAH

To: Director's Office From: CJIS
Re: 188A-HQ-C12 27, 05/24/2004

LEAD(s):

Set Lead 1: (Info)

DIRECTOR'S OFFICE

AT OPA, DC

Attention: Chief, Public Affairs Section
Information for [redacted] Community
Outreach Unit. Please read and clear.

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To: Director's Office From: CJIS
Re: 188A-HQ-C1243327, 05/24/2004

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

Program Manager [REDACTED]
Community Outreach Specialist: [REDACTED]

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2001 COP Budget

Date	Purpose	Supplies	Conference/Honoraria	Enhancements	Total
01/10/2001	For CJIS ADIC	Scrap Book of COP			\$25.54
05/17/2001	Junior Special Agent Program	Junior Special Agent Credential Cases			\$790.00
05/31/2001	Drug Free America Program	Plaque Board Display			\$15.00
06/20/2001	Lunch Bunch Program	T-shirts			\$296.00
	Total Spent Reporting Period (01/01/2001 - 06/30/2001):			\$1,126.54	
	Total Spent Reporting Period (07/01/2001 - 12/31/2001):			\$0.00	
	Total Spent this Year:				\$1,126.54

**Funds spent in excess of the CJIS Division COP's \$1,000 allotment were taken from the CJIS Division budget.*

To: Director's Office From: CJIS
Re: 188A-HQ-C1243327, 05/24/2004

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

Program Manager: [REDACTED]
Community Outreach Specialist [REDACTED]

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2002 COP Budget

Date	Purpose	Supplies	Conference/Honoraria	Enhancements	Total
01/08/2001	Drug Free America Program	Red ribbons with drug free message			\$237.76
01/30/2002	AFCA Conference	Items for AFCA Conference			\$93.41
03/15/2002	For COPS Trailer	Vinyl lettering/decals			\$1,187.40
03/21/2002	Drug Free America Program	Magnetic Sheets for Drug Free America Magnets			\$25.98
03/25/2002	Various COP Programs	Plastic flyers (quantity 1000)			\$958.21
08/01/2002	Junior Police Academy Program	T-shirts			\$877.50
	Total Spent Reporting Period (01/01/2002 - 06/30/2002):			\$2,502.76	
	Total Spent Reporting Period (07/01/2002 - 12/31/2002):			\$877.50	
	Total Spent this Year:				\$3,380.26

**Funds spent in excess of the CJIS Division COP's \$1,000 allotment were taken from the CJIS Division budget.*

To: Director's Office From: CJIS
Re: 188A-HQ-C1243327, 05/24/2004

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
Program Manager:
Community Outreach Specialist:

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2003 COP Budget

Date	Purpose	Supplies	Conference/Honoraria	Enhancements	Total
02/12/2003	Drug Free America Program	Magnetic Sheets for Drug Free America Magnets			\$59.90
04/09/2003	Junior Special Agent Program	Junior Special Agent Credential Cases			\$835.00
05/02/2003	WV Fallen Officer Memorial Ceremony	Candles			\$370.80
05/12/2003	WV Fallen Officer Memorial Ceremony	Candle Protectors			\$80.45
06/23/2003	Drug Free America Program	Pencils			\$1,263.68
07/22/2003	WV Fallen Officer Memorial Ceremony	Flower Arrangement			\$160.00
09/29/2003	Junior Special Agent Program	T-Shirts			\$229.35
11/17/2003	Community Fingerprinting Program	Canon Printer Cartridges			\$309.80
12/02/2003	Fingerprint Cards				\$159.70
Total Spent Reporting Period (01/01/2003 - 06/30/2003):				\$2,609.83	
Total Spent Reporting Period (07/01/2003 - 12/31/2003):				\$858.85	
Total Spent this Year:					\$3,468.68

**Funds spent in excess of the CJIS Division COP's \$1,000 allotment were taken from the CJIS Division budget.*