

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- **Office of Criminal Justice Services**
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Office of Criminal Justice Services
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March 14, 2011

Dear Subgrantee:

The Department of Justice and the Bureau of Justice Assistance have changed the required job reporting categories. The categories have been reduced and consolidated from nine (9) to seven (7). Please pay careful attention to the new job categories. Because we are unable to provide further instruction in the online reporting system, this will serve as your primary guidance in the transition from the old categories to the new.

Previous Job Categories	New Job Categories, effective 1/1/2011
Law enforcement	Law enforcement
Courts/prosecution, defense, civil attorneys	Prosecution and court personnel
Detention, probation, parole, and community corrections	Corrections and community corrections personnel
Community/social/victim services	Crime victim and witness personnel
	Prevention and education personnel
	Drug treatment and enforcement personnel
Policy/research/intelligence	Planning, evaluation, and technology improvement personnel
Information technology (IT)	CATEGORY NO LONGER EXISTS
Construction	CATEGORY NO LONGER EXISTS
Administrative/human resources	CATEGORY NO LONGER EXISTS
Training and technical assistance	CATEGORY NO LONGER EXISTS

In some instances it may be difficult to pick an appropriate new category for your staff if they were previously listed in one that no longer exists. For example, if you have an employee who performs training in the domestic violence field and you previously checked the “Training and technical assistance” box for that employee, you should now check the “Prevention and Education” box **or** the “Crime Victim and Witness Personnel” – depending on who the audience of the trainings are. In this situation, if the audience is both, pick the primary attendee for your new category.

In another example, if your staff member performed construction as part of a jail program, you previously picked the “Construction” category. Now you should check the “Corrections and Community Corrections Personnel” box.

Mission Statement

“to save lives, reduce injuries and economic loss, to administer Ohio’s motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available.”

Unfortunately, we do not have any additional guidance from the federal agencies involved as to what these new job categories mean. Please use your best judgment and be consistent from one quarter to the next on your use of these categories.

I understand that a change to the already cumbersome reporting requirements may be difficult, but please know that we sincerely appreciate everyone's assistance in meeting the stimulus reporting requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Karhlton Moore". The signature is written in a cursive, somewhat stylized font.

Karhlton Moore, Executive Director
OCJS