

## OCJP Administrative Manual Printing Notes:

The manual has been designed as an “on-line” tool. It is best used in that format. If you wish to print a copy then proceed with the following instructions.

To print a complete copy of the manual you will need to print ALL the sections that your agency is funded for.

**PLEASE NOTE:** Throughout the Administrative Manual there are embedded website links that will not be available in the printed version. You will have to locate the website link in the online manual, then copy the information from the website or copy the website address down in the printed manual. All information is the same in the printed version as in the online version, however, it will not be as "user friendly" as it was not designed with printing in mind. EXAMPLE: You will not be able to view the changes identified online by "red" font unless you use a color printer. This will require you viewing the manual online and highlighting the changes in your printed version.

**The manual is divided into two unique sections.**

### **Section I: Generic Manual (Introduction-Chapter 22 and Generic Appendices)**

The Office of Criminal Justice Programs Manual-Generic contains the information consistent to all OCJP grants regardless of funding source. IF you have decided to print a copy of the manual you will need this section.

### **Section II: Fund Source Chapters**

The Office of Criminal Justice Programs Manual-Grant Specific contains the grant fund specific information. It is further sub-divided into Byrne/JAG, Coverdell, FVPSA, METH, NCHIP, RSAT, SASP, STOP, and VOCA. Each of these sections contains the information that is SPECIFIC and unique to the grants funded by that specific source. .

## **Directions to print a paper copy of the manual:**

- 1) Go to: <http://www.tn.gov/finance/article/fa-ocjp-submanual>
- 2) Click on the OCJP Administrative Manual **link**
- 3) The online PDF version of the Manual will open
- 4) Click on **File** in the toolbar at the top of your screen, Then click **Print**
- 5) In the Print box (graphic at right), choose the **Pages** button and **type in the page range** you want to print

To print Generic sections only ---Pages 2 - 93  
JAG chapter only ----- Pages 94 - 112  
Coverdell chapter only ---Pages 113 - 121  
ICAC chapter only----- Pages 122 - 128  
NCHIP chapter only ----- Pages 129 - 136  
RSAT chapter only -----Pages 137 - 150  
FVPSA chapter only -----Pages 151 - 171  
METH chapter only ----- Pages 172 - 187  
SASP chapter only -----Pages 188 - 205  
STOP chapter only -----Pages 206 - 229  
VOCA chapter only ----- Pages 230 - 257

- 6) After typing in the page range, choose **OK** to print To print a copy of the Grant fund specific section(s) please click the appropriate grant/fund name.

**If you need technical assistance in printing a copy of the administrative manual then please contact your OCJP Program Manager.**