

Special Traffic Enforcement Program (STEP)



Missouri Department of Transportation

Highway Safety and Traffic Division

Special Traffic Enforcement Program - Overview

The Special Traffic Enforcement Program (STEP) grant is a vital part of the MoDOT Highway Safety and Traffic Division's efforts to increase safety on the state's roadways and help reduce the number of fatalities and serious injuries. The STEP Grant program provides overtime funding for agencies to increase their high visibility traffic enforcement during State and National campaigns.

Funding for the STEP Grant Program is provided through federal grant awards from the National Highway Traffic Safety Administration (NHTSA) for overtime enforcement only. These funds cannot be used for equipment and must be used to assign officers to work additional traffic enforcement activities beyond their normal schedule to concentrate on traffic issues.

The grants are administered by the Missouri Safety Center in Warrensburg Missouri and to ensure the process is as easy as possible, most of the correspondence/reporting is handled electronically.

Currently, the following grants are available, but these focus areas may change as new or modified campaigns may be added or replaced:

Alcohol Campaigns:

Nov. 22, 2023—Jan. 1, 2024: Holiday Impaired Driving Campaign

March 15, 2024 —Apr. 19, 2024: Spring Impaired Driving Campaign

Aug. 16 2024—Sept. 2, 2024: Drive Sober or Get Pulled Over DWI Enforcement

Occupant Protection Enforcement Campaigns:

April 1-15, 2024: Youth Seat Belt Enforcement Campaign

May 20, 2024—June 2, 2024: Click It or Ticket

Agencies can elect to participate in both the Alcohol and Occupant Protection Campaigns, or they can elect to focus on only one of the areas. Grant awards can range from around \$250.00 to over \$2,000.00 depending on the agency size, length of the enforcement period, and the agency need which is based on traffic/crash data.

The process of applying for the STEP Grant program is simple, requiring the completion of an application as well as providing a copy of the department schedule, agency seatbelt and agency overtime policy to ensure compliance with current NHTSA and MoDOT guidelines. A hard copy of the application is attached, and an electronic fillable copy of the application can be provided upon request. Please note that the STEP Grant Program. is a REIMBURSEMENT program and the agency must first incur the payroll expense, then submit the required documentation for reimbursement.

Once the application has been reviewed, the Highway Safety and Traffic Division will inform the agency if they have been approved. If the agency is approved, an electronic contract for each campaign will be forwarded to the participating agency via email from the Missouri Safety Center. The contract requires two (2) signatures and can be transmitted electronically to make the process as easy as possible for participating agencies. Once the contract is received by the Missouri Safety Center reporting documents and, if available, electronic copies of sample press releases will be forwarded to the participating agency.

Reporting activity for reimbursement is also very easy, requiring the completion of a single page "Overtime Enforcement Manpower Report" and returning some additional documentation including payroll reports to verify payment to the officer or officers.

Also required for reimbursement is at the conclusion of each campaign, the participating agency will need to compile their enforcement data and report their enforcement statistics on the campaign mobilization site which can be found at <https://mobilization.rejis.org/>

Each year several participating agencies will be monitored by the Highway Safety and Traffic Division, and agencies who receive funding may be asked to meet with a representative to review the grant files. Grant documentation should be kept in a file or folder for each campaign for a minimum of three (3) years after the grant fiscal year has ended. Forms that should be kept with the file include, but are not limited to:

- Signed Contract for the individual Campaign
- Overtime Enforcement Manpower Report
- Overtime Request Form with Witness Signature
- Payroll Report confirming payment to the individual officer(s)
- Individual log sheets/dispatch logs of officer activity during the campaign
- Campaign Mobilization Report
- Copy of Regular schedule
- Copy of at least one summons/ Racial Profile form

Special Traffic Enforcement Program (STEP) Fact Sheet

- All enforcement must be done on overtime and cannot be conducted as part of normal police duties or conducted during normally scheduled patrol shifts. If your agency currently pays a salary or set hourly rate you can contact the Highway Safety Office to discuss the best way to compensate officers using the STEP grant funds.
- An officer working a STEP grant who is called to respond to non-grant related activities during the shift must move off the grant time and onto regular department payroll time. These disruptions to the planned grant time will not be reimbursable.
- Grants are awarded on a reimbursement basis and are limited to overtime personnel costs; fuel, equipment, and maintenance costs are not reimbursable.
- Participating agencies must be up to date with their MIBRS/NIBRS reporting, they must currently submit traffic crash data to the state STARS system (electronically preferred, but hard copies are acceptable) and each agency must have a current Seatbelt Usage policy and Overtime policy. Overtime policies vary across departments, and reimbursement will be made in compliance with your current agency or jurisdictional overtime policy. Copies of the agencies existing Overtime and Seatbelt policies will be requested at the time of the initial application for grant funding. Agencies are encouraged to also have a Cell Phone/Hands Free driving policy and a Video Retention policy if car cameras or body cameras are currently being used. Sample policies are included in this booklet and are also available from a variety of other sources.
- Salaried and Part Time/Paid Reserve officers may participate in the program, if their pay rate and means of calculation are outlined in your current department overtime policy. Anything other than straight time or 1.5 times the hourly rate must be approved through the MoDOT Highway Safety Office prior to any shifts being worked and overtime compensation must be paid; compensatory time is not allowed under this grant program.
- Enforcement tactics commonly include saturation patrols, stationary/moving radar enforcement and observing known high Hazardous Moving Violation and High Crash locations within the agency jurisdiction. Enforcement locations should be chosen based on current crash/traffic volume data designed to lower the number of serious crashes, injuries, and fatalities whenever possible. ****NOTE**** Checkpoints of any kind cannot be reimbursed.
- Participating officers are strongly encouraged to make three (3) enforcement contacts per hour during enforcement activities unless an arrest is made during the designated shift. Officer activity will be tracked via electronic log sheets and/or handwritten log sheets. All citations and warnings shall be recorded on the log sheet and included in the mobilization reporting at the end of the campaign. A sample log sheet is provided with this booklet. Dispatch or electronic logs may also be used, but they must include the time of the contact, total number of contacts during the designated shift, beginning and ending time of the shift, and the total number of citations/warnings issued during the contact.

- Shift lengths may vary, but the suggested shift length is two (2) to six (6) hours. A means to advertise the enforcement shifts to all available officers is required to allow the most participation by officers within the agency. Electronic messaging (Email, pass on log, etc.) or a sign-up sheet (Calendar, list, etc.) shall be used and a copy shall be maintained with the campaign documentation at the completion of each campaign or easily retrievable during a monitoring visit.
- For Reimbursement, upon completion of the campaign, enforcement data will be entered into the REJIS electronic Mobilization Reporting Site. Sample forms are included in this booklet and electronic forms can be provided upon request. The link to the mobilization site is <https://mobilization.rejis.org/>
- To receive reimbursement, the Overtime Enforcement Manpower Report will be returned prior to the reporting deadline for each campaign worked along with the required supporting documents such as payroll verification report(s) and/or copies of payroll checks to the individuals who worked the shift.
- Annually, each of the Law Enforcement Liaisons (LEL's) will be randomly assigned five (5) agencies to visit and monitor documentation from one or more of the campaigns worked in the prior year. In addition, each LEL will be randomly assigned one (1) agency to contact and conduct a "desktop" monitoring for each campaign conducted during the current calendar year. These visits are designed to ensure that proper documentation is maintained in compliance with current guidelines, as well as to provide recommendations on how to improve the program for the agency. Additionally, the LEL's will be asking for recommendations from the agency on how the program can be improved to assist each of the participating agencies.

Agencies selected for monitoring will be notified in advance and will have time to prepare for the visits. A form outlining what information and documents will be requested to be reviewed along with a questionnaire will be provided in advance of the visit as well. A report outlining the visit will be prepared and a copy will be forwarded to the participating agency for review and comment. A copy of the current agency questionnaire is included in this booklet.

For additional information you can contact:

MoDOT Highway Safety Office: 800-800-2358

Program Managers: Mike Stapp, Tara VanLoo, Scott Wilson

For specific information about the grant documentation, you can contact:

Missouri Safety Center: 660-543-4392

Enforcement Coordinator: Debbie Busker

**DOCUMENTS, DESCRIPTIONS
&
SAMPLES**

Contract Documents

- **Grant Application**
- **Agency Payroll Report**
- **Mobilization Reporting Page**

A sample **grant application** is attached. An electronic fillable copy of the application is available and once your agency has been approved for a STEP Grant, the contract and manpower report will be forwarded to you via email from the Missouri Safety Center.

Agency Payroll Report - A report either from the agency payroll department, or copies of individual payroll checks will have to be included with the Manpower Report at the completion of the campaign. A sample of an agency payroll report is attached.

Upon completion of the campaign, a **Mobilization Report** must be completed online, providing stop data, warning/citation data and other crucial information. A copy of a blank report is attached.

Missouri Department of Transportation
Patrick K. McKenna, Director

573.751.4161
Fax: 573.634.5977
1.800.800.2358

Mini Grant Application Form

When you finish this application form, you will be required to submit your most recent 28-day work schedule. (Or whatever monthly schedule your agency uses). You may do so via fax, email, or mail. Fax 573-634-5977. Email: Michael.Stapp@modot.mo.gov, or mail 830 MoDOT Drive, Jefferson City, MO 65102

Please complete this form, and upon completion please email to Mike Stapp at Michael.Stapp@modot.mo.gov.

Name of person filling out application:

Email Address:

Agency Name:

Does your agency have an internal seat belt or cell phone policy for all personnel?

YES NO

Does your agency have a written overtime policy? (Please forward with application)

YES NO

Does your agency report to STARS?

YES NO

Does your agency report MIBRS/NIBRS information monthly?

YES NO

How many DWI violations did agency issue in last year?

How many speeding citations issued in the last year?



How many Child Safety/Seat Belt citations issued in last year?

How many crashes have there been in your jurisdiction in the last 3 years?

How many Fatality and Serious injury crashes in the last 3 years?

What is the total number of officers available to work Grant Overtime?

What high crash areas do you plan to concentrate your enforcement at?

Does your agency have 24-hour manpower coverage?

YES NO

Did you submit your most recent 28-day work schedule?

YES NO

What mini grant(s) does your agency want to apply for?

Occupant Protection DWI

Does your jurisdiction have any special circumstances that we should consider when reviewing your mini grant application?

Please leave any notes, comments, clarification to the above questions, or information you feel is necessary for us to have to process your Mini Grant Application Form in the following space:

*****The Highway Safety Office will be spot checking vouchers for hours worked and citations issued. This will include requesting copies of citations, timesheets and other supporting documentation. Officers on "Grant Time" should not be handling routine calls and normally should not be only officer on duty.**

Complete this Mini Grant Application Form and submit your most recent 28-daywork schedule and overtime policy with this form. (Or whatever monthly schedule your agency uses). You may send via fax, email, or mail. Fax: 573-634-5977. Email: Michael.Stapp@modot.mo.gov . Main: 830 MoDOTDrive, Jefferson City, MO 65102

Pay Code Report

Detail By Employee
08/23/2019 - 09/06/2019

Payroll Set: 01-City of Union

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
0409	[REDACTED]	08/23/2019	1228	DWI	RATE 1 OT1	101-5-3300-1002	Overtime		39.870000	12.00	478.44
		08/30/2019	1344	DWI	RATE 1 OT1	101-5-3300-1002	Overtime		39.870000	5.00	199.35
		09/06/2019	1437	DWI	RATE 1 OT1	101-5-3300-1002	Overtime		39.870000	4.00	159.48
								[REDACTED] Total:		21.00	837.27
0240	[REDACTED]	08/23/2019	1231	DWI	RATE 1 OT1	101-5-3300-1002	Overtime		42.420000	9.00	381.78
									[REDACTED] Total:		9.00
0509	[REDACTED]	08/23/2019	1238	DWI	RATE 1 OT1	101-5-3300-1002	Overtime		35.145000	3.00	105.44
		08/30/2019	1354	DWI	RATE 1 OT1	101-5-3300-1002	Overtime		35.145000	6.00	210.87
								[REDACTED] Total:		9.00	316.31
									Report Total:	39.00	1,535.36



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

2020 July 4th DWI Enforcement Campaign

Union Police Dept. Press Calc button often.

*Enforcement Period Start Date <input type="text"/>		*Enforcement Period End Date <input type="text"/>	
Enforcement Activity: <input type="text"/>			
DWI Alcohol Arrests:	<input type="text"/>	Warnings	
DWI Drug Arrests:	<input type="text"/>	Warn Following Too Close:	<input type="text"/>
Following Too Close:	<input type="text"/>	Warn Stop Sign:	<input type="text"/>
Stop Sign Violation:	<input type="text"/>	Warn Signal Light Violation:	<input type="text"/>
Signal Light Violation:	<input type="text"/>	Warn Fail To Yield:	<input type="text"/>
Fail To Yield:	<input type="text"/>	Warn C & I Driving:	<input type="text"/>
C & I Driving:	<input type="text"/>	Warn Speeding:	<input type="text"/>
Speeding:	<input type="text"/>	Warn Other HMV:	<input type="text"/>
Other HMV:	<input type="text"/>	Total HMV Warnings	<input type="text"/>
Total HMV	<input type="text"/>		
<i>Items in italics are not included in totals.</i>			
Seat Belt:	<input type="text"/>	Warn Seat Belt:	<input type="text"/>
Child Restraint:	<input type="text"/>	Warn Child Restraint:	<input type="text"/>
<i>MIP Violations:</i>	<input type="text"/>	<i>Warn MIP Violations:</i>	<input type="text"/>
<i>Open Container:</i>	<input type="text"/>	<i>Warn Open Container:</i>	<input type="text"/>
<i>Zero Tolerance:</i>	<input type="text"/>	<i>Warn Zero Tolerance:</i>	<input type="text"/>
<i>Fake ID:</i>	<input type="text"/>	<i>Warn Fake ID:</i>	<input type="text"/>
<i>Other Liquor Law:</i>	<input type="text"/>	<i>Warn Other Liquor Law:</i>	<input type="text"/>
Suspended/Revoked Licenses:	<input type="text"/>	Warn Suspended/Revoked Licenses:	<input type="text"/>
No Operator's License:	<input type="text"/>	Warn No Operator's License:	<input type="text"/>
Uninsured Motorist:	<input type="text"/>	Warn Uninsured Motorist:	<input type="text"/>
<i>Felony Arrests:</i>	<input type="text"/>	Warn Other Non-HMV Violations:	<input type="text"/>
<i>Drug Arrests:</i>	<input type="text"/>	Total Non-HMV (Warnings)	<input type="text"/>
<i>Stolen Vehicles Recovered:</i>	<input type="text"/>	Total Violations (Warnings)	<input type="text"/>
<i>Fugitives Apprehended:</i>	<input type="text"/>		
Other Non-HMV Violations:	<input type="text"/>		
Total Non-HMV (Citations)	<input type="text"/>		
Total Violations (Citations)	<input type="text"/>		
		Stops / Hours / Costs	
		Number of Vehicle	<input type="text"/>

Stops:

Number of Hours:

Enforcement Cost from Voucher:

Impaired Statistics

Number of Sobriety Checkpoints:

BAC Given: Refused:

SFST Performed:

DRE Evaluations:

Blood Draws:

DWI Arrests Ages:

16-20	21-29	30-39	40-50	50+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Party Calls:

Disturbances:

Compliance Checks:

Number of Contacts:

Performance

Stops Per Hour:

Cost Per Citation/Warning:

Cost Per Stop:

Full Time Grant-Funded Units

Hours on Enforcement:

Hours in Court:

Hours in Training:

Hours on Leave:

Hours in Outreach:

Other Hours:

Total Hours:

Media Coverage:

Radio
 TV
 News Release
 Press Conference
 Web Site
 Print Media

Other:

Location, activity, or comments:

Reporting Officer's Name:

Policies

- **Seat Belt**
- **Overtime**
- **Cell Phone/Hands Free**

All participating agencies are required to have a comprehensive **seatbelt policy** for their officers as well as an **overtime policy** to ensure that officers are compensated appropriately when participating in the STEP Grant program. MoDOT will pay compensation based upon the individual agency or city policy.

A **cell phone/hands free policy** is encouraged to ensure the safety of the officers while operating their patrol vehicles.

Sample policies are attached for your consideration, and others can be obtained from the International Association of Chiefs of Police; Missouri Police Chief's Association; your insurance provider and other sources.

Seat Belt Usage Sample Policy

(Name of Company/Organization) recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45 percent in a car and by as much as 60 percent in a truck or SUV.

We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, all employees of (Name of Company/Organization) must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business.

All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

I, the undersigned, have read and understand and agree to comply with this policy.

EMPLOYEE SIGNATURE: _____ DATE: _____

General Order

Subject: Extra Duty Compensation

Effective Date: _____

I. Purpose:

The purpose of this General Order is to establish a procedure for the compensation of Police (Sheriff) Department personnel assigned to work extra duty assignments.

II. Policy

It is the policy of the _____ to conduct special operations that extend beyond standard patrol operation to enhance the safety of the public. These operations include, but are not limited to, sobriety checkpoints, HMTV patrols, DWI patrols, Task Force operations, directed patrols and other assignments as determined by the Chief of Police (Sheriff).

Personnel assigned to these extra duty assignments shall be compensated at the rate of one and one-half (1 ½) times the employee's regular rate including specialty pay. Assignments not specifically included herein will be reviewed and a determination of compensation rates will be made by the Chief of Police (Sheriff) in compliance with the provisions of the Federal Fair Labor and Standards Act.

IACP National Law Enforcement Policy Center CELLULAR TELEPHONES

Model Policy
December 2003

I. PURPOSE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of cellular phones.

II. POLICY

It is the policy of this law enforcement agency to use cellular telephones in the course of police operations to enhance departmental communication. Cellular phones may be used by officers to conduct official business when the use of radio communication or hard line telephones is inappropriate, unavailable, or inadequate to meet communication needs and when the cellular phone is used in accordance with this policy.

III. DEFINITIONS

Disruptive activity: Any time that cellular phone operations would be considered disruptive, such as in meetings, trainings sessions, court, or public places when their use would reasonably be deemed annoying and intrusive.

Distraction: Any time the use of a cellular phone would unnecessarily or unreasonably divert the attention of an officer from official duties and/or cause a potentially hazardous situation.

IV. PROCEDURES:

A. Department Owned Cellular Phones

1. Cellular phones are authorized for official police business. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available.
2. Cellular phones may be used in off-duty capacities only for the conduct of police-related business or during departmentally managed off-duty law enforcement assignments.
3. Cellular telephones are an augmentation to the department's communication system not a substitute for radio communication designated for transmission through the department's emergency communication center. Approved cellular telephone usage includes but is not limited to the following types of communications:
 - a. Conveyance of sensitive or restricted information
 - b. Undercover operations
 - c. Lengthy communication with supervisors or headquarters personnel
 - d. Communication beyond normal radio range
 - e. Incidents in which direct contact with an officer and the public is critical
 - f. Incidents in which use of a hard line telephone would be appropriate but where one is not available.
4. Cellular phone numbers should not normally be provided to members of the public. Exceptions may be made when immediate future contact between an officer and a victim, witness, or other person may be critical.
5. Personnel may not provide the cellular phone number of any member of this agency to a

- member of the public without the cell phone user's authorization.
6. Officers should not use the department owned phone for car-to-car communication when other means are available and appropriate.
 7. Police reports may not be taken using the cellular phone. The phone may be used to contact the victim or complainant and arrange a meeting time and place but not to expedite service.
 8. Officers may not operate patrol vehicles while using cellular phones unless emergency circumstances exist and other means of communication are not available or suitable. When possible, officers should pull off the highway in a safe location when using cellular phones unless hands-free operational devices are authorized and available.
 9. Any financial charges incurred by cellular phone use should be limited and clearly linked to the necessity to use cellular phones when other alternatives are not available or inappropriate.
 - a. Random and periodic audits of both personal and departmentally issued cellular use may be made at the department's discretion.

A. Personal Cellular Phones

1. Officers electing to carry personally owned cellular telephones while on duty must obtain approval from their immediate supervisor and provide him or her with the telephone number.
2. Use of personal cellular phones either in voice or data transmission while on duty should be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversations unrelated to police business or similar use that interferes with the performance of duty is prohibited.
3. Use of personal cellular telephones is governed by the same safety restrictions as provided for departmentally owned cell phones.
4. Personal or departmentally issued cellular phones should not be used if they may be disruptive to others. Photo messaging capabilities are prohibited unless they can be clearly linked to the conduct of official police business.

© Copyright 2003. Departments are encouraged to use this policy to establish one customized to their agency and jurisdiction. However, copyright is held by the International Association of Chiefs of Police, Alexandria, Virginia U.S.A. All rights reserved under both international and Pan-American copyright conventions. Further dissemination of this material is prohibited without prior written consent of the copyright holder.

This project was supported by Grant No. 2000-DD-VX-0020 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: the Bureau of Justice Assistance, the Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office of Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the U.S. Department of Justice or the International Association of Chiefs of Police.

Every effort has been made by the IACP National Law Enforcement Policy Center staff and advisory board to ensure that this model policy incorporates the most current information and contemporary professional judgment on this issue. However, law enforcement administrators should be cautioned that no "model" policy can meet all the needs of any given law enforcement agency. Each law enforcement agency operates in a unique environment of federal court rulings, state laws, local ordinances, regulations, judicial and administrative decisions and collective bargaining agreements that must be considered. In addition, the formulation of specific agency policies must take into account local political and community perspectives and customs, prerogatives and demands; often divergent law enforcement strategies and philosophies; and the impact of varied agency resource capabilities, among other factors.

Forms

- **Overtime Request Form**
- **Handwritten Log Sheet**
- **Agency Monitoring Questionnaire**

Overtime Request Form - A sample overtime request form is attached; however, you may use your own form if it includes a witness line which attests that the individual observed the officer/deputy working during the time listed.

Log Sheet - A sample log sheet is attached; however, electronic log sheets or dispatch logs may be used as well. The main goal of the log sheet is to track the total number of citations, written warnings and verbal warnings issued. Please ensure that all that data is recorded during the grant shift.

Agency Monitoring Questionnaire - Currently the LEL's conduct five (5) random monitoring visits within their region, and one (1) desktop monitoring for each campaign through the year. During these visits, the goal is to ensure that the proper documentation is maintained by the participating agencies, and to offer suggestions to ensure compliance with MoDOT and NHTSA guidelines. It is also an opportunity for the LEL's to find out what the individual agencies are doing best, and to share those ideas as "Best Practices" with other agencies. The monitoring visits are selected at random, and a report will be completed after the visit for review and comment of the participating agency. The attached questionnaire covers what information will be discussed during the visits.

After each campaign, you should compile and maintain a file or folder with the following documents which will aid in future monitoring visits:

- Signed Contract for the individual Campaign Overtime Enforcement Manpower Report Overtime Request Form with Witness Signature
- Payroll Report confirming payment to the individual officer(s)
- Individual log sheets/dispatch logs of officer activity during the campaign
- Campaign Mobilization Report
- Copy of Regular schedule
- Copy of at least one summons/Racial Profile form

AGENCY NAME HERE

OFFICER OVERTIME REQUEST FORM

Name Art Amato Date May 8, 2018
#of Hrs 4.5
Overtime X
Sickleave _____
Vacation _____ Dates Requested May 8, 2018 4.5 Hours
Holiday _____ Dates Requested _____
Other _____ Day & Shift Requested _____

Reason for Request Worked Click it or Ticket Grant - 4.5 Hours

Employee Signature - DSN

Confirming Signature - DSN

Supervisor's Signature - DSN

Remarks _____

Chief of Police

Approved _____
Not Approved _____

Start Time: _____

Agency Name Here

Officers Grant Log Sheet

End Time: _____

Grant Worked: _____

Date: ___/___/___

Day of Week: _____

Officer: _____

Patrol Unit: _____

Radar Make: _____

Radar Unit#: _____

Confirming Officer: _____

Person Stopped:	Location of Stop:	Time of Stop:	Charge issued (Notate Citation/or Warning)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			
21)			
22)			
23)			
24)			

Moving Violations:	Citations:	Warnings:
DWI - Alcohol Arrests		
DWI - Drug Arrests		
Following To Close		
Stop Sign Violation		
Signal Light Violation		
Fail to Yield		
C&I		
Speed		
Move Over Violations		
Other Hazardous Moving Violations		
Total HMV:		
Non-Moving Violations:	Citations:	Warnings:
Seat Belt		
Child Restraint		
MIP Violations		
Open Container		
Zero Tolerance		
Fake ID		
Other Liquor Law Violations		
Suspended/Revoked License		
No Valid Operator's License		
Uninsured Motorist		
Felony Arrests		
Drug Arrests		
Stolen Vehicles Recovered		
Fugitives Apprehended (Warrant)		
Other Non-Moving Violations		
Total Non-Moving Violations:		
Total All Violations:		

Officer: _____

Date Worked: _____

# of Stops:					
# of Hours Worked:					

of BAC Given
of Refusals
of SFST's Given
of Search Warrants

of DWI Drug Arrests:
of DRE Evaluations Given:

Age of DWI Arrest:	
16-20	
21-29	
30-39	
40-50	
50+	

Daily Grant Activity Log

Date _____ Time _____ to _____ Saturaion Patrol 20-M45HVE-03-013
 _____ Haz. Mov. 20-PT-02-080

Summons Issued

DWI Arrests: _____
 DUI Drug Arrests _____
 Following Too Close: _____
 Stop Sign Violation: _____
 Signal Light Violation: _____
 Fail to Yield: _____
 C & I Driving: _____
 Speeding: _____
 Other HMV: _____
Total HMV: _____

Other # _____

Warnings Issued

Following Too Close: _____
 Stop Sign Violation: _____
 Signal Light Violation: _____
 Fail to Yield: _____
 C & I Driving: _____
 Speeding: _____
 Other HMV: _____
Total HMV Warnings: _____

Seat Belt: _____
 Child Restraint: _____
MIP Violations: _____
Open Container: _____
Zero Tolerance: _____
Fake ID: _____
Other Liquor Law: _____
 Suspended /Revoked Lic: _____
 No Operators Lic: _____
 Uninsured Motorist: _____
Felony Arrests: _____
Drug Arrests: _____
Stolen Vehicles Recovered: _____
Fugitives Apprehended: _____
 Other Non-HMV Violations: _____
Total Non-HMV: _____
Total Violations: _____
 Enforcement Locations: _____

Seat Belt: _____
 Child Restraint: _____
MIP Violations: _____
Open Container: _____
Zero Tolerance: _____
Fake ID: _____
Other Liquor Law: _____
 Susp/Revoked Lic: _____
 No Operators Lic: _____
 Uninsured Motorist: _____
 Other Non-HMV Violations: _____
Total Non-HMV (Warnings): _____
Total Violations (Warnings): _____
of Traffic Stops: _____
of Hours Worked: _____

Reporting Officer _____

DSN _____

STEP Grant Monitor Report

Agency Name: _____ Date: __/__/____ Monitor: _____

Does your agency have an internal cell phone policy for all personnel: Yes: _____ No: _____

Does your agency report to STARS (If so, hard copy or electronic): Yes: _____ No: _____
Type of Submission: _____

Does your agency report UCR information annually: Yes: _____ No: _____

Does your agency utilize an in car video system: Yes: _____ No: _____

Does your agency utilize body cameras for each officer: Yes: _____ No: _____

Are your patrol vehicles outfitted with GPS capability: Yes: _____ No: _____
If Yes - Is it monitored in real time by dispatch: Yes: _____ No: _____

Does your agency utilize mobile ticketing: Yes: _____ No: _____

How many DWI Violations were issued in the prior year: Total#: _____

How many speeding violations were issued in the prior year: Total#: _____

How many Seat Belt citations were issued in the prior year: Total#: _____

How many Child Passenger citations were issued in the prior year: Total#: _____

How many crashes were reported in the past three (3) years in your jurisdiction: Total Prop Damage#: _____
Total Personal Injury#: _____
Total Fatal Injury#: _____

Total Number of officers available to work overtime grants: Total#: _____

What streets/highways are concentrated on with these grants, and how are they selected:

Does your agency have any specific personnel - training issues that need to be addressed to better conduct enforcement activities:

Does your agency have a unique program that would be beneficial to share with other agencies:

In addition, these other items may be requested and/or reviewed during the visit:

- Random citation from one or more of the campaigns
- Officer Log Sheet for individual shifts
- Video Storage capability/access
- Overtime Approval Form
- Copy of schedule if utilized to track overtime activity

Informational Sheets

- **Campaign Calendar**
- **Blueprint Coalition Boundaries**
- **Contacts**

Campaign Calendar - Each year dates are selected for the funded and voluntary campaigns. A copy of the current campaign is attached.

Blueprint Coalition Boundaries -All agencies whether they receive funding or not are encouraged to participate with their regional "Blueprint" Coalitions. Funding for equipment is available through the coalitions, and activities within the region provide traffic safety educational opportunities for all participating agencies. A map with the regional boundaries is attached, along with contact information for the regional LEL's.

Contacts by Regional Coverage Areas

Northwest & Kansas City

Mike Davis - 816-726-7970

Northeast, Southeast & St. Louis

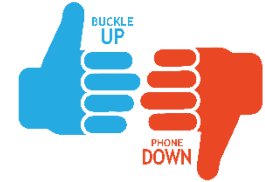
Art Amato - 636-584-1792

Central & Southwest

Brian Phillips - 417-880-0089



MoDOT Highway Safety Office FY2024 Statewide Mobilization Dates



Highway Safety Mobilization Enforcement Activity website <https://mobilization.rejis.org/>

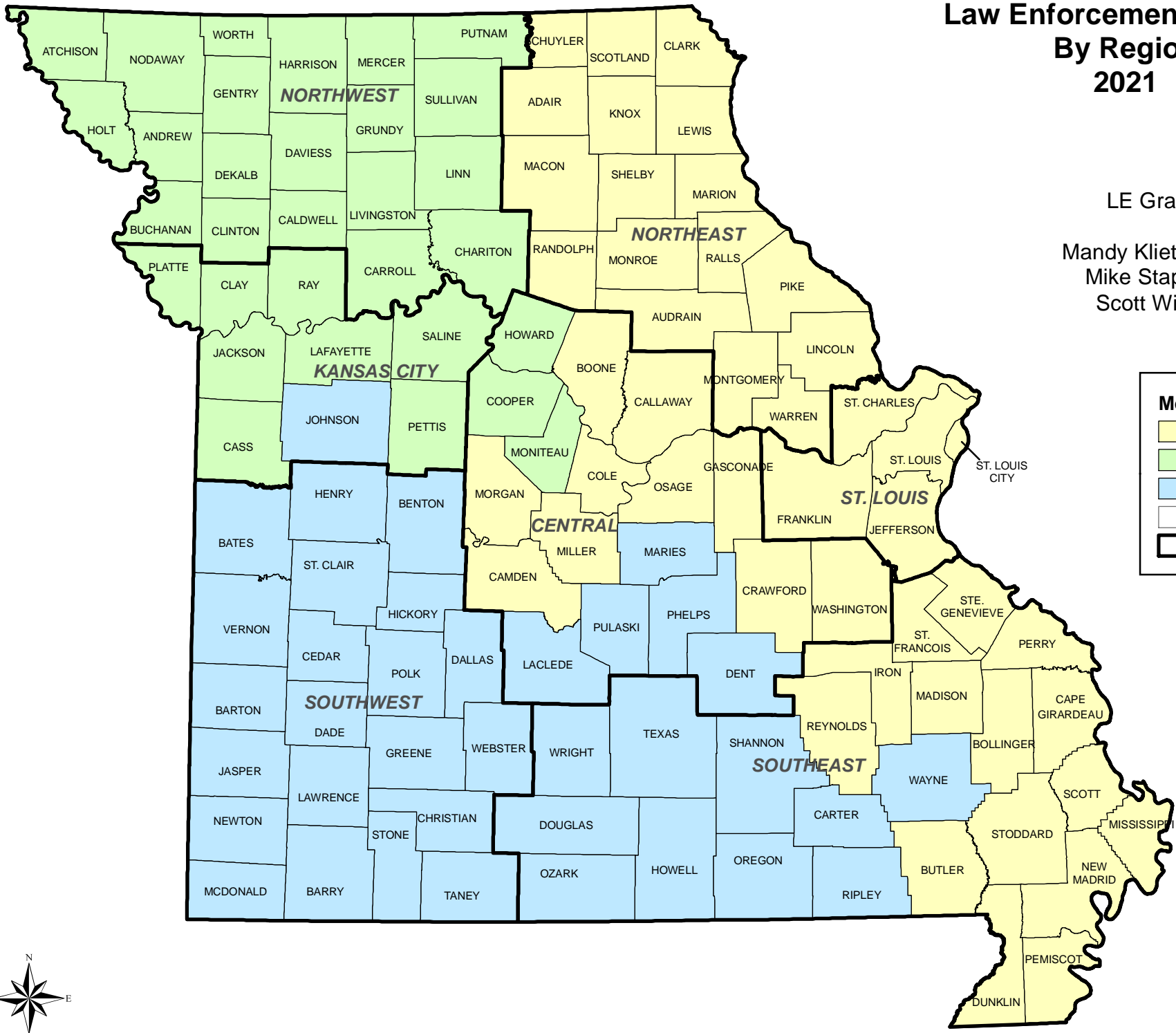
*Denotes Unfunded Campaign

Major Campaigns	Dates
Holiday Impaired Driving	November 22, 2023 – January 1, 2024
Click It or Ticket	May 20 – June 2, 2024
Drive Sober or Get Pulled Over	August 16 – September 2, 2024
Additional Enforcement Campaigns	
Spring Impaired Driving Enforcement	March 15 – April 19, 2024
Youth Seat Belt Enforcement	April 1-15, 2024
*4/20 Impaired Driving Enforcement	April 19-21, 2024
Speed Enforcement Dates	
*October Speed Enforcement	October 8 – 22, 2023
*June Speed Enforcement	June 23 – July 7, 2024

Law Enforcement Liaison By Region 2021

LE Grant Managers

Mandy Kliethermes - CD, SW
Mike Stapp - NE, SL, SE
Scott Wilson - NW, KC



MoDOT Liaison

- ART AMATO
- MIKE DAVIS
- BRIAN PHILLIPS
- Counties
- Districts

