

***THIS DOCUMENT ILLUSTRATES THE TEMPLATED CONTENT OF THE GRANTS MADE EASY (GME) TYPE IDENTIFIED BELOW. PLEASE NOTE THAT THIS DOCUMENT IS NOT A GRANT APPLICATION.***

**Type of Grant:** GME STEP Overtime Only

**Grant Title:** Selective Traffic Enforcement Program

**Grant Description:**

To reduce the number of persons killed and injured in crashes involving alcohol, speed, red light running, and other primary collision factors, “best practice” strategies will be conducted on an overtime basis. The funded strategies may include: DUI saturation patrols to apprehend drunk drivers; warrant service operations targeting DUI violators who failed to appear in court or violate probation; stakeouts, a "HOT Sheet" program and court stings. The program may also concentrate on speed, aggressive driving, seat belt enforcement, intersection operations with disproportionate numbers of traffic crashes and special enforcement operations encouraging motorcycle safety. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

**Grant Information**

**Grant Type:** Grants Made Easy  
**Grant Opportunity:** Traffic Safety Grant - GME  
**Federal Fiscal Year:** FFY 2014  
**Type of Grant:** GME STEP Overtime Only

**Goals**

Goal ID	Goal
5	To reduce the number of persons killed in traffic collisions.
6	To reduce the number of persons injured in traffic collisions.
7	To reduce the number of persons killed in alcohol-involved collisions.
8	To reduce the number of persons injured in alcohol-involved collisions.
52	To reduce the number of persons killed in drug involved collisions.
53	To reduce the number of persons injured in drug involved collisions.
9	To reduce the number of motorcyclists killed in traffic collisions.
10	To reduce the number of motorcyclists injured in traffic collisions.
11	To reduce the number of motorcyclists killed in alcohol-involved collisions.
12	To reduce the number of motorcyclists injured in alcohol-involved collisions.
13	To reduce hit & run fatal collisions.
14	To reduce hit & run injury collisions.
15	To reduce nighttime (2100 - 0259 hours) fatal collisions.
16	To reduce nighttime (2100 - 0259 hours) injury collisions.

Objectives

Objective ID	Objective
25	To issue a press release announcing the kick-off of the grant by November 15. The press releases and media advisories, alerts, and materials should be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
370	To include, when appropriate, that an at fault driver was suspected of or was in fact drug impaired (if possible note the drug involved, e.g., marijuana, prescription drugs, etc.) when reporting to the media the details from a crash or crash investigation.
225	To send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , with a copy to your OTS Coordinator. If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, a draft press release must first be sent to the OTS PIO for approval. Drafts should be sent for approval as early as possible to insure adequate turn-around time. Optimum lead time would be 10-20 days prior to the operation. Media communications reporting the results of grant activities such as checkpoints and saturation patrols are exempt from the advance approval requirement. Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report results.
34	To use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
55	To issue a press release prior to each motorcycle safety enforcement operation to raise awareness about motorcycle safety in general and to draw attention to the motorcycle safety enforcement operations. If you (grantee) choose not to use the OTS template, the press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> and copied to your OTS Coordinator for approval 14 days prior to the issuance date of the release.
226	To email the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copy your OTS Coordinator, at least 30 days in advance a short description of any significant grant related traffic safety event or program so that OTS has enough notice to arrange for attendance and/or participation in the event.
227	To submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copy your OTS Coordinator, for approval 14 days prior to the production or duplication.
228	To include the OTS logo, space permitting, on grant funded print materials; consult your OTS Coordinator for specifics relating to this grant.
39	To develop and maintain a “Hot Sheet” program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a

	result of DUI convictions by December 31 of the first grant year. Updated Hot Sheets will be distributed to patrol and traffic officers every three to four weeks.
371	To participate in the National Distracted Driving Awareness Month in April.
372	To participate in the statewide Click It or Ticket mobilization period in May.
373	To conduct ___ Traffic Enforcement operation(s), including but not limited to, primary collision factor violations.
35	To conduct Standardized Field Sobriety Testing (SFST) training for ___ officers by January 31. Note: At least one sworn officer who has received NHTSA-certified SFST training should participate in each DUI/DL checkpoint conducted under this grant.
44	To send ___ law enforcement personnel to the IACP-certified Drug Recognition Expert (DRE) training program by March 31.
264	To send ___ law enforcement personnel to the NHTSA "Advanced Roadside Impaired Driving Enforcement" (ARIDE) 16 hour, POST- Certified training by January 31.
36	To submit (not required but encouraged by OTS) a California Law Enforcement Challenge application to CHP according to instructions on the CHP website <a href="http://www.chp.ca.gov/features/clec.html">http://www.chp.ca.gov/features/clec.html</a> and submit a copy of the application to CHP and the Office of Traffic Safety by the last Friday of March.
266	To report the procurement status of all equipment planned to be purchased as part of this grant.
6	To conduct ___ DUI Saturation Patrols.
201	To conduct ___ highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or collisions resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning and other primary collision factor violations by motorcyclists and other drivers.
367	To report the number of DUID reports returned to law enforcement where the City or District Attorney's Office declined to issue DUID charges against the suspect.
368	To develop a tracking system that can track DUID report submissions and rejections and includes unique case identifiers and attributes (e.g. report number, suspect name, etc.).
16	To conduct ___ Warrant Service operations targeting multiple DUI offenders who violate probation terms or fail to appear in court.
19	To conduct ___ Court Sting operations to cite individuals driving from court after having their license suspended or revoked.
40	To conduct ___ Stakeout operations that employ police officers to observe the "worst of the worst" repeat DUI offender probationers with suspended or revoked driver licenses.
37	To collaborate with the county's "Avoid Coalition" by: participating in all planning and scheduling meetings and MADD/Avoid DUI Seminars; providing your county Avoid Coordinator (Host) with your agency's schedule of operations that occur during any Avoid operational campaign period; and reporting daily, during holiday Avoid efforts, to the county Avoid Coordinator your agency's DUI arrests & DUI fatality information for the Avoid media campaign.
328	To conduct a minimum of ___ distracted driving enforcement operations.

**EXHIBIT C  
PROBLEM STATEMENT AND METHOD OF PROCEDURE**

**PROBLEM STATEMENT**

Using local data (not OTS Rankings or SWITRS), complete the table below.

Collision Type	2009				2010				2011			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal												
Injury												
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol Involved												
Hit and Run												
Nighttime (2100-0259 hours)												
<b>Primary Collision Factors *</b>	<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>	<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>	<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>
#1-												
#2-												
#3-												

**\*Please insert the local data for your top three Primary Collision Factors, determined using a three year average (2009, 2010, 2011). Include the causal factor (i.e. Speed), the collision information, and the victim information for each year.**

**PROVIDE DETAILED ANSWERS TO THE FOLLOWING QUESTIONS AS PART OF THE PROBLEM STATEMENT:**

1. Describe current traffic unit complement (number of personnel and classifications).
2. Describe how the size of the traffic unit has fluctuated in the past five years and why.
3. What is your agency's Enforcement Index?

**Enforcement Index** - An enforcement agency measure to reach a citation effectiveness threshold in reducing traffic collisions. To determine a department enforcement index, divide total hazardous citations by total fatal and injury collisions. Northwestern University has taught

**EXHIBIT C**  
**PROBLEM STATEMENT AND METHOD OF PROCEDURE**

for years that a minimum traffic enforcement index of 25 is required to reach the citation threshold of effectiveness in reducing traffic collisions. If a city has a large number of out-of-town drivers, a traffic enforcement index in the 25-35 range may be more desirable. Out-of-town drivers are generally not reached through education and voluntary compliance programs. The recommended traffic enforcement index is a guide and not necessarily a rule.

**Moving Citation** – (Hazardous Citation) any moving violation considered Primary Collision Factor i.e. – speed, stop sign, red light, right-a-way, unsafe lane changes. This would not include equipment/mechanical, registration, driver's license, open-container, etc.

4. Has your agency participated in an AVOID DUI Campaign during 2011-2012?  
 Checkpoints    Saturation Patrols    Warrant Services    Court Operations
5. How many sworn personnel are in your department?
6. How many of your personnel are NHTSA Standardized Field Sobriety Test (SFST) trained?
7. How many of your personnel are Advanced Roadside Impaired Driving Enforcement (ARIDE) trained?
8. How many of your personnel are NHTSA/IACP Drug Recognition Evaluator trained, with a current certification?
9. What percent of your DUI arrests between October 1, 2010 and September 30, 2011 were made as a result of a collision?
10. Does your agency participate in the "Click It or Ticket" occupant restraint campaign? How many Occupant Restraint citations (27315 all subsections and 27360 all subsections) were issued from May 21, 2012 to June 3, 2012?
11. Does your agency participate in the statewide Distracted Driving campaign? How many Distracted Driving citations (23123 CVC and 23124 CVC) were issued during April 2012, National Distracted Driving Awareness Month?

**METHOD OF PROCEDURE**

**Phase I: Program Preparation, Training and Implementation (1st Quarter of the Grant Year)**

- The police department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.

**EXHIBIT C**  
**PROBLEM STATEMENT AND METHOD OF PROCEDURE**

- A draft news release will be submitted to OTS to announce the grant program.
- All training needed to implement the program should be conducted this quarter.
- All grant related purchases needed to implement the program should be made this quarter.
- In order to develop the “Hot Sheets”, research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The Hot Sheets may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. Hot Sheets should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP program will be accomplished by deploying personnel at high collision locations.

**Phase II: Community Awareness (Throughout Grant Period)**

- The police department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

**Phase III: Data Collection & Reporting (Throughout Grant Period)**

- The police department will submit a Quarterly Performance Report (QPR) and a separate quarterly data reporting form within 30 days following each calendar quarter.
- The final QPR, Data Form, Claim and Executive Summary are due to OTS 30 days following the end of the grant period.
- Reports shall be completed and submitted in accordance with OTS requirements specified in the Grant Program Manual.

**Method of Evaluation**

Using the data compiled during the grant, the Grant Director will prepare the Executive Summary to accompany the final QPR. The Executive Summary will : (1) briefly state the original problem, (2) specify the most significant goals and objectives, (3) highlight the most significant activities that contributed to the success of the program and the strategies used to accomplish the goals, and (4) describe the program’s accomplishments as they related to the goals and objectives.

**Program Income**

There is no Program Income in this grant.