

Sustained Traffic Enforcement Program (STEP)

**Project Specifications
FFY 2017**

SUSTAINED TRAFFIC ENFORCEMENT PROGRAM (STEP)

I. INTRODUCTION

The Sustained Traffic Enforcement Program (STEP) helps Illinois maximize the effect of sustained, stepped-up, year-long traffic enforcement. STEP focuses sharply on specific times of the year and also on specific times of the day when data shows alcohol-involved and unbuckled fatalities are the highest. The increased enforcement details conducted during these times raises the perception of getting caught and deters potential impaired drivers and potential unbuckled drivers and passengers, in both the front and back seats. Paired with a strong media effort during each enforcement period, the combined impaired driving and seat belt enforcement will make a further positive impact on reducing serious injuries and fatalities on our state's roads. The goal of the STEP program is to save lives and reduce injuries resulting from motor vehicle crashes by increasing the safety belt usage rate and reducing the incidence of driving impaired in Illinois.

STEP also brings impaired driving and seat belt enforcement closer together because of the connection between late night alcohol-involved fatalities, late night unbuckled fatalities and lower late night seat belt usage rates. As such, your agency can choose to do either impaired driving enforcement or seat belt enforcement or a combination of both while participating in these mobilizations. Requirements of the STEP Program are:

- Participation in the following campaigns: Thanksgiving, Christmas/New Year's, St. Patrick's Day, Memorial Day, Independence Day and Labor Day. Each campaign has the following emphasis:
 - Thanksgiving (Seat Belts)
 - Christmas/New Year's (Impaired Driving)
 - St. Patrick's Day (Impaired Driving)
 - Memorial Day (Seat Belts)
 - Independence Day (Impaired Driving)
 - Labor Day (Impaired Driving)

However, agencies are encouraged to undertake a combination of both enforcement types.

- All Occupant Protection enforcement requires a minimum of 50 percent of their patrol hours conducted between 9:00 pm and 6:00 am.
- ALL impaired driving patrol hours (RSC's and Saturation Patrols) must occur between 9:00 pm and 6:00 am.
- The participating agencies have the opportunity to receive funding for a maximum of 12 additional weekend impaired driving saturation patrols. Schedules for these additional saturation patrols shall be provided to the assigned Law Enforcement Liaison (LEL) as soon as possible.

Additional weekend impaired driving saturation patrols must occur between 9:00 pm and 6:00 am. All additional patrols must take place on a weekend (Friday 9:00 pm – Monday 6:00

am) unless prior approval is received by the assigned Law Enforcement Liaison (LEL).

- STEP enforcement efforts must be accompanied by an earned media effort (explained in the Reporting section on the following page under B).
- Detailed Campaign Dates are listed on the FY 2017 STEP Enforcement Campaign Dates Calendar (Page 11).

In addition, agencies can conduct enforcement during the Halloween, Super Bowl, and other enforcement activities such as, additional enforcement and Enforcement Local Alcohol Program (eLAP) during weekends beyond the selected campaigns. These activities are optional; agencies are not required to participate in these campaigns. For more information on the eLAP refer to page 7.

II. IDOT REQUIREMENTS

A. Project Objectives

Reduce the incidence of motor vehicle crashes, and the resulting injuries and fatalities through increased highly visible enforcement of occupant restraint, impaired driving, distracted driving, motorcycle operation, speed, pedestrian safety and motorcycle licensing and registration laws during the national and state enforcement campaigns.

Specific Goals:

1. Reduce the number of Type "A" (crashes involving a hospital visit) severe injury and fatal traffic crashes.
2. Increase enforcement of occupant restraint, impaired driving, speed laws, distracted driving laws and motorcycle safety laws.
3. Achieve higher usage of seat belts (in ALL seating positions), car seats, and booster seats.
4. Achieve a lower incidence of impaired driving involved injuries and fatalities.
5. Decrease Illinois' unbuckled fatality rate.
6. Decrease Illinois' impaired driving fatality rate.
7. Reduce Illinois' motorcycle fatalities.

Enforcement Performance Objectives	
Occupant Protection	Impaired Driving
<ul style="list-style-type: none"> • A minimum of one (1) motorist contact (<u>citations only</u>) for every 60 minutes of patrol. • Thirty (30) percent of all citations must be for occupant protection violations. • One (1) percent of all citations must be for violations of the Child Passenger Protection Act. • One (1) percent of all citations must be for backseat occupants. 	<ul style="list-style-type: none"> • A minimum of one (1) motorist contact (<u>citations only</u>) for every 60 minutes of patrol. • A minimum of one DUI arrest for every fifteen (15) hours of actual patrol. • A DUI processing rate of no more than two (2) hours per arrest.

Enforcement performance objectives assist with meeting the program goals.

B. Methods of Procedure

Conduct at least six and up to twenty enforcement campaigns. All impaired driving patrols must have a primary emphasis on increased enforcement of impaired driving and secondary enforcement emphasis on speed, occupant protection and distracted driving laws. All occupant protection patrols must have a primary emphasis on increased enforcement of occupant restraint laws and secondary enforcement emphasis on impaired driving laws, speed and distracted driving laws.

Each enforcement campaign, whether holiday or additional patrols must follow a four-step schedule that consists of the following:

Steps	Activity
1	Begin pre-enforcement activities. Examples: letters to editors, local newspapers, TV interviews, media event, community education, etc.
2	Begin campaign activities. Conduct the enforcement campaign for a minimum of specified overtime hours. Patrols must be spread out over the enforcement campaign period during the times of high crash incidence (i.e. weekends, holidays from 9:00 pm – 6:00 am).
3	Begin Post-enforcement media releases to highlight campaign effectiveness. Examples: number of citations written, hours patrolled, etc.
4	Obtain and collect data from campaign. Report this information on the appropriate form. The forms are due for collection on the date listed for the specific campaign on the attached calendar (page 11). For additional campaigns the report is due by the 10 th day following the enforcement.

- At the beginning of the grant enforcement campaign, information outlining all phases of the program shall be given to police department personnel, news media, and court (prosecutors and judges) personnel.

- Daily instructions shall be given at roll call outlining program goals.
- Local agencies shall utilize only Illinois Law Enforcement Training and Standards Board (ILETSB) certified police officers or deputies for the overtime enforcement. Personnel must also be trained in DUI enforcement techniques and standard field sobriety tests.
- All officers conducting grant funded, alcohol-related enforcement patrols must be trained in the Standardized Field Sobriety Test (SFST). Approved training in this area consists of the 24-hour National Highway Traffic Safety Administration (NHTSA), DWI Detection and Standardized Field Sobriety Testing Course or other NHTSA/Illinois Law Enforcement Training & Standards Board (ILETSB)-approved refresher course. To satisfy this requirement, officers must complete an ILETSB-accredited academy; a 24-hour SFST course or a SFST refresher course every four years from the date of their last completed certified training. These courses must be taught by certified SFST instructors. *Note: A department may provide in-house training for its own officers conducted by officers from the same department, provided the trainer is a certified SFST instructor. Officers may also attend training at an agency other than their own provided the training is conducted by a certified instructor. In these situations, a class roster showing all officers who completed the training must be sent to the ILETSB. Upon request, departments must be able to produce verification of compliance with this requirement.*
- Provide overtime traffic enforcement for the specified hours spread throughout the enforcement period with an emphasis on impaired driving and occupant restraint laws.
- Officers are permitted and encouraged to issue multiple citations to drivers who have committed multiple violations such as: 1. DUI; 2. Other alcohol-related offenses; 3. Failure to wear seat belt; 4. Speeding; 5. Illegal use of electronic device.
- IDOT will reimburse expenditures for personal services by hire-back officers conducting overtime enforcement.
- IDOT will provide, upon request, materials to assist the local agency in preparing public information campaigns and media releases.
- The applicant agency must be prepared to participate in Public Hearings and promotional events at the request of DTS.
- Cost records and accounts pertaining to the work covered by this agreement shall be kept available for inspection for a period of three (3) years following the date of final payment. Copies of such records shall be made available, upon request, to IDOT representatives.
- Complete all DTS required forms and submit in a timely manner.

C. Reporting

- A **TS 205, STEP Mobilization Data Collection Form**, must be submitted to IDOT after each enforcement campaign. The report is due by the date listed for the specific campaign on the attached current year calendar, and shall consist of:
 - a. Completed TS 205 form for all campaigns.
 - b. Copies of public information and education campaign materials, media releases, articles, etc., that were published.

D. Reimbursement

Highway Safety Projects are funded on a reimbursement basis. The law enforcement agency pays the cost for program operation using local funds. The agency then submits, after each enforcement campaign, a TS 500 form, Highway Safety Project Claim for Reimbursement. This form is available on IDOT's website at <http://www.idot.illinois.gov/home/resources/Forms-Folder/t>. Procedures for completing the claim for reimbursement are also available on the website. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

The only line items eligible for reimbursement in the STEP program are hire-back Personal Services and Equipment. Funding for equipment is available only to grantees that participate in eLAP enforcement and is severely limited; therefore, the grant application needs to be accompanied by a separate document justifying the purchase of the equipment.

Claims for Reimbursement will not be processed until required reports have been submitted including quarterly reporting as required by 30 ILCS 705/4(b)(2) (as applicable). Failure to submit the final claim and report by the **November 1st** due date will significantly delay payment as it may need to be processed through the Illinois Court of Claims.

E. Monitoring

IDOT law enforcement liaisons will conduct on-site visits to observe project activities and progress toward completion of stated goals, as well as to provide assistance as needed. Failure to maintain operation of the project at the level agreed upon in the approved Highway Safety Project Agreement may result in the termination of funding.

F. Revisions

No revisions and/or alterations to the approved Highway Safety Project are to be made in the Agreement or Enforcement Plan of Activity **without prior approval by DTS.**

- **Any revision must be requested in writing** as stated in the "Agreement Conditions and Certifications". Typical reasons for a request for revision could be a revised patrol schedule, timetable, operational change or a budget revision. Justification must be furnished at the time of the request.

The Project Director should not implement the alteration until **an e-mail** from the Division is received.

G. Incentive Program

FY 2017 enforcement grantees will automatically be enrolled in the Holiday Mobilizations Enforcement Incentive Productivity Program (this is separate from the Memorial Day incentive productivity program). This program makes agencies eligible for valuable enforcement equipment drawings held after the following major holiday enforcement mobilizations: Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas/New Year's.

Requirements of the incentive program are simple: Conduct alcohol and/or seat belt enforcement during specified holiday timeframes AND return your completed TS 110 form to DTS by the specified date (see chart on page 11). Failure to complete and submit the reporting form by the specified time means your agency will NOT be eligible for the drawing.

ENFORCEMENT LOCAL ALCOHOL PROGRAM (eLAP)

I. INTRODUCTION

The Enforcement Local Alcohol Program (eLAP) is preventive in nature, utilizing Roadside Safety Checks (RSCs) to reduce drunk driving and motor vehicle crashes, injuries and deaths caused by drunk drivers.

eLAP projects operate during a federal fiscal year and on a reimbursement basis. That is, the grantee initially pays the cost for project operation. Approved costs are reimbursed only after expenditures are incurred. Costs eligible for reimbursement are identified at the end of each emphasis area description found in Section II - Program Emphasis Area.

II. PROGRAM EMPHASIS AREA

Although impaired driving fatalities remain well below those of just 10 years ago, in recent years, Illinois has seen an increase in impaired driving deaths.

To combat this, traditional IDOT law enforcement programs focus on specific times of the year and also on specific times of the day when data shows alcohol-involved and unbuckled fatalities are highest. The increased enforcement details conducted during these times raise the perception of getting caught and work to deter potential drunk drivers. Paired with a strong media effort during each enforcement period, the combined impaired driving and seat belt enforcement have had a positive impact on serious injuries and fatalities on our state's roads.

The eLAP program expands this enforcement even more by giving local law enforcement agencies the opportunity to conduct many more Roadside Safety Check (RSC) details each year.

With the eLAP program, law enforcement agencies within specific counties can receive funding to conduct a maximum of two weekend night RSCs (on its own or in conjunction with another agency) during a minimum of 5 up to a maximum of 37 weekends (Friday 9:00 pm – Monday 6:00 am) throughout the year.

III. ENFORCEMENT REQUIREMENTS

- eLAP agencies may only utilize eLAP funds to provide up to time and one-half (1 ½) overtime pay to hire back officers to work RSC details.
- Agencies may conduct RSC details on their own or with other agencies as long as the enforcement takes place only within the specified counties (listed below).
- eLAP agencies must have personnel trained in areas relating to the needs of the enforcement such as crash investigation, DUI enforcement, BAC testing, standard field

sobriety testing, and other traffic matters. The agency must also have a selective enforcement policy and procedure regarding staffing with appropriate supervision.

- Local agencies shall utilize only Illinois Law Enforcement Training and Standards Board (ILETSB) certified police officers or deputies for the overtime enforcement. Personnel must also be trained in DUI enforcement techniques and standard field sobriety tests.
- All officers conducting grant funded, alcohol-related enforcement patrols must be trained in the Standardized Field Sobriety Test (SFST). Approved training in this area consists of the 24-hour National Highway Traffic Safety Administration (NHTSA), DWI Detection and Standardized Field Sobriety Testing Course or other NHTSA/Illinois Law Enforcement Training & Standards Board (ILETSB)-approved refresher course. To satisfy this requirement, officers must complete an ILETSB-accredited academy; a 24-hour SFST course or an SFST refresher course every four years from the date of their last completed certified training. These courses must be taught by certified SFST instructors. *Note: A department may provide in-house training for its own officers conducted by officers from the same department, provided the trainer is a certified SFST instructor. Officers may also attend training at an agency other than their own provided the training is conducted by a certified instructor. In these situations, a class roster showing all officers who completed the training must be sent to the ILETSB. Upon request, departments must be able to produce verification of compliance with this requirement.*
- Accurate and timely data reporting is required. Enforcement results will be reported to IDOT via form TS 205 no later than the 10th day following the month in which RSC enforcement was conducted.
- RSCs may only be conducted within these counties: Cook, DuPage, Will, McHenry, Lake, Kane, Kendall, Grundy, Kankakee, Winnebago, Rock Island, Peoria, Tazewell, Champaign, Adams, Sangamon, Madison, St. Clair, Jackson, Vermilion, Macon, McLean, Kendall, LaSalle, DeKalb and Williamson.
- All enforcement efforts must be accompanied by an extensive earned media effort, including utilization of social media, highly publicizing the results of each enforcement detail.
- Enforcement must take place on specified weekends, between Friday at 9:00 pm and Monday at 6:00 am.
- Agencies may conduct up to two (2) RSCs during each weekend (identified on the attached calendar).
- RSC enforcement must be conducted during a minimum of 5 up to a maximum of 37 weekends during the grant year.
- RSC details must be a minimum of two (2) hours but no longer than five (5) hours in duration.

Enforcement Performance Objectives

- A minimum of one (1) motorist contact (citations only) for **every 90 minutes of the RSC detail.**
- A minimum of one DUI arrest for every 15 hours of the RSC detail.
- A DUI processing rate of no more than two (2) hours.

A. Other Requirements

- a) At the beginning of the grant year, information outlining all phases of the program shall be given to police department personnel, news media, and court (prosecutors and judges) personnel.
- b) IDOT will provide materials to assist the local agency in preparing public information campaigns, media releases and social media marketing.
- c) The applicant agency must be prepared to participate in news conferences and other promotional events at the request of DTS.
- d) Costs eligible for reimbursement are personal services and equipment.
- e) Complete all DTS required forms and submit in a timely manner.

B. Enforcement Incentive Program

FY 2017 enforcement grantees will automatically be enrolled in the Holiday Mobilizations Enforcement Incentive Productivity Program (this is separate from the Memorial Day incentive productivity program). This program makes agencies eligible for valuable enforcement equipment drawings held after the following major holiday enforcement mobilizations: Thanksgiving, Christmas/New Years, Memorial Day, Independence Day, and Labor Day,

Requirements of the incentive program are simple: Conduct alcohol and/or seat belt enforcement during specified holiday timeframes AND return your completed TS 110 form to DTS by the specified date. Failure to complete and submit the reporting form by the specified time means your agency will NOT be eligible for the drawings.

IV. PROGRAM ADMINISTRATION

A. Reimbursement

Highway Safety Projects are funded on a reimbursement basis. The law enforcement agency grantee pays the cost for program operation using local funds. The agency then submits a monthly claim for reimbursement via TS 500A. This form will be available on

IDOT's website at <http://www.idot.illinois.gov/home/resources/Forms-Folder/t>. Procedures for completing the claim for reimbursement are attached to the form.

Claims for Reimbursement will not be processed until required reports have been submitted. The final claim and reports are due by **November 1st** following the grant period. Failure to submit these documents by the required due date will significantly delay payment as it may need to be processed through the Illinois Court of Claims. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

B. Evaluation

The Division of Traffic Safety's overall assessment of the effectiveness of the project will be based upon the successful completion of the required activities and the changes in crashes over a specified period. This data is to be submitted in progress reports and the final report. Based upon this data, the DTS will analyze the effectiveness of the enforcement project.

C. Reporting Requirements

Progress Reports are to be submitted for each month that enforcement is conducted commencing with the beginning of the project. These reports are due two weeks following the enforcement and are sent to dot.tsgrants@illinois.gov and 217-558-0141 (fax). The reports will be submitted on form TS 205 which is available on IDOT's Website at <http://www.idot.illinois.gov/home/resources/Forms-Folder/t>.

D. Project Monitoring

A designated Law Enforcement Liaison will conduct on-site visits to ensure that project activities are on schedule, to provide assistance as needed, and to monitor enforcement activities. Failure to maintain operation of the project at the level agreed upon in the approved Highway Safety Agreement will result in the termination of funding.

E. Revisions

- a) **No revisions and/or alterations** to the approved Highway Safety Project are to be made in the Agreement or Enforcement Plan of Activity **without prior approval by the Division of Traffic Safety.**
- b) **Any revision must be requested by e-mail** as stated in the "Agreement Conditions". Typical reasons for a request for revision could be a revised patrol schedule, timetable, operational change or a budget revision. Justification must be furnished at the time of the request.
- c) The Project Director should not implement the alteration until **an e-mail** from the Division of Traffic Safety is received.

FFY 2017 Enforcement Campaign Dates

Campaign	Paid Advertising Campaign	Potential Kickoff Press Release Dates	Enforcement	Post Enforcement Media Release	Grant Data Collection Form Due	Equipment Incentive Program Form Due
2016						
Halloween	No	October 24-28, 2016	October 28-November 2 (6 a.m.), 2016	November 2-5, 2016	November 16, 2016	No Incentive Program
Thanksgiving	Yes	November 14-21 2016	November 14-28 (6 a.m.), 2016	November 29-December 2, 2016	December 12, 2016	December 5, 2016
Christmas & New Year's	Yes	December 12-21, 2016	December 16, 2016-January 2 (6 a.m.), 2017	January 2-6, 2017	January 17, 2017	January 9, 2017
2017						
Super Bowl	No	February 1-3, 2017	February 3-6 (6 a.m.), 2017	February 6-8, 2017	February 20, 2017	No Incentive Program
St. Patrick's Day	No	March 13-16, 2017	March 17-20 (6 a.m.), 2017	March 20-24, 2017	April 3, 2017	No Incentive Program
Memorial Day	Yes	May 15-25, 2017	May 15-30 (6 a.m.), 2017	May 30-June 2, 2017	June 5, 2017	June 5, 2017
Independence Day	Yes	June 20-30, 2017	June 26-July 9, 2017	July 10-14, 2017	July 24, 2017	July 17, 2017
Labor Day Holiday	Yes	August 21-30, 2017	August 21 – September 5 (6 a.m.), 2017	September 5-8, 2017	September 18, 2017	September 12, 2017
Additional Impaired Driving and/or Occupant Protection Patrols (Optional)	No	Submit to LEL in advance for approval	Submit to LEL in advance for approval	Submit to LEL in advance for approval	Within 14 days of completion of enforcement	No Incentive Program

For information about IDOT's collection and use of confidential information review the department's [Identity Protection Policy](#).