

# **Sustained Traffic Enforcement Program Grant (STEP)**

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**Project Specifications  
FFY 2013**

## Sustained Traffic Enforcement Program (STEP)

### I. INTRODUCTION

In recent years, Illinois has experienced significant reductions in motor vehicle crash fatalities. While this is great news, there is much work left to be done to make Illinois roads as safe as they can be.

In the Division of Traffic Safety's (DTS) ongoing effort to do just that, the Sustained Traffic Enforcement Program (STEP) will help Illinois maximize the effect of sustained, stepped-up, year-long traffic enforcement. To accomplish this, 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. Paired with a strong media effort during each enforcement period, the combined impaired driving and safety belt enforcement will make further positive impact on reducing serious injuries and fatalities on our state's roads.

Another intended outcome of STEP is to bring impaired driving and safety belt enforcement closer together because of the connection between late-night alcohol-involved fatalities, late-night unbuckled fatalities and lower late-night safety belt usage rates. As such, your agency can choose to do either impaired driving enforcement or safety belt enforcement or a combination of both while participating in these mobilizations.

For the reasons stated above, **STEP requires participation in the Thanksgiving, Christmas/New Years', St. Patrick's Day, Memorial Day, July 4<sup>th</sup> and Labor Day Campaigns.** This creates a sustained, year-long emphasis on DTS' highest enforcement priorities: impaired driving and nighttime safety belt usage. While each mandatory campaign has the following enforcement emphasis, **Thanksgiving (Safety Belts), Christmas/New Years' (Impaired Driving), St. Patrick's Day (Impaired Driving), Memorial Day (Safety Belts), July 4<sup>th</sup> (Impaired Driving) and Labor Day (Impaired Driving), agencies are encouraged to undertake a combination of both enforcement types.**

IDOT crash data explains the reasons DTS has begun to place an even greater emphasis on nighttime enforcement, especially regarding safety belt use in relation to alcohol-involved crashes. Looking at the 9 pm to 6 am timeframe, more people die in motor vehicle crashes during this time than any other time of day, and more people die during this time in alcohol-involved and un-belted crashes as well. Therefore, to create more traffic law enforcement presence at times when alcohol-involved crashes are highest and safety belt use is lowest, **STEP grants require ALL holiday campaigns have a minimum of 50 percent of their patrol hours conducted between 11pm and 6am. Safety belt patrol hours for all optional campaigns must be 100 percent between 11 pm and 6 am. And, all impaired driving patrol hours (RSC's, Flexible RSC's and Roving Saturation Patrols) must occur between 11 pm and 6 am.**

With the STEP program, agencies are also given the opportunity to receive funding for additional Roadside Safety Checks (RSCs); Safety Belt Enforcement Zones (SBEZs); impaired driving roving saturation patrols; or safety belt roving saturation patrols equal to a maximum of the number of hours they utilize for the Labor Day Campaign or Memorial Day Campaign, whichever is greater. Schedules for these additional RSC's/Saturation Patrols shall be provided to the assigned Law Enforcement Liaison (LEL) as soon as possible. **These additional enforcement details are subject to the following timeframe requirements: Safety belt patrols must be conducted between 11 pm and 6 am; all impaired driving patrols (RSC's, Flexible RSC's and Roving Saturation Patrols) must occur between 11 pm and 6 am.**

STEP grantees enforcement efforts must be accompanied by an earned media effort (explained in the Project Objectives section).

Detailed Campaign Dates are listed on the FFY 2013 Campaign Dates attached to this application.

**The Super Bowl Campaign is optional; agencies are not required to participate in this campaign.**

**The Cinco de Mayo is optional; agencies are not required to participate in this campaign.** The Cinco de Mayo mobilization also requires specific information documenting a significant Hispanic population, a special celebration or event in or near your jurisdiction, or last year's holiday statistics demonstrating a need for extra patrols. This information will be reviewed by the Division of Traffic Safety before funding will be granted for Cinco de Mayo.

## **II. APPLICANT AGENCY REQUIREMENTS**

### **A. Applying for a grant**

1. Complete Application online at [www.trafficsafetygrantsillinois.org](http://www.trafficsafetygrantsillinois.org)

**Once the application is completed, the following must be done:**

a) A completed (original) application is to be mailed to:

Grants Process Coordinator  
Illinois Department of Transportation  
Division of Traffic Safety  
1340 North 9<sup>th</sup> Street  
Springfield, IL 62702

b) An electronic copy (in Microsoft Word) of the application emailed to: [DOT.trafficsafetyreports@illinois.gov](mailto:DOT.trafficsafetyreports@illinois.gov)

2. Applications will not be evaluated and considered for funding without the above steps a & b completed.
3. Start date is October 1, 2012 continuing through September 30, 2013. Have the Project Director and Authorizing Representative both sign the grant form.
4. Grant Applications must be received at the Division of Traffic Safety by **February 17, 2012.**

### **B. Reporting**

1. A **progress report** 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.
2. The **final report** is due no later than **November 1** and should be accompanied by the final claim for reimbursement. The final report should include:
  - a) **County-wide or city-wide** fatal crash data for the project year.
  - b) **County-wide or city-wide** injury crash data for the project year.

**The reported crash data MUST be separated into two periods:**  
**6:01 a.m. – 10:59 p.m. and 11 p.m. – 6:00 a.m.**

## **III. IDOT REQUIREMENTS**

### **A. Project Objectives**

The purpose of the Sustained Traffic Enforcement Program (STEP) is to reduce the incidence of motor vehicle crashes, and the resulting injuries and fatalities, through **increased highly visible enforcement of occupant restraint, impaired driving, speed, pedestrian safety and motorcycle licensing and registration laws during the national and state enforcement campaigns.**

In order to achieve this purpose, the following goals have been defined:

1. To reduce the number of Type "A" severe injury and fatal traffic crashes.
2. To increase enforcement of occupant restraint, impaired driving, speed laws and motorcycle safety laws.
3. To achieve a higher use of safety belts, child safety seats, booster seats and motorcycle helmets.
4. To achieve a lower incidence of impaired driving involved injuries and fatalities.
5. To reduce the number of statewide motorcycle fatalities.

**Enforcement performance objectives which will assist with meeting the program goals are as follows:**

Day (6 am – 11 pm) Occupant Protection Only	Night (11 pm – 6 am)
<ol style="list-style-type: none"> <li>1. A minimum of one (1) motorist contact (<u>citations only</u>) for every 60 minutes of patrol.</li> <li>2. Thirty (30) percent of all citations must be for occupant protection violations.</li> <li>3. One (1) percent of all citations must be for violations of the Child Passenger Protection Act.</li> </ol>	<ol style="list-style-type: none"> <li>1. A minimum of one (1) motorist contact (<u>citations only</u>) for every 90 minutes of patrol.</li> <li>2. Thirty (30) percent of all citations must be for occupant protection violations.</li> <li>3. A minimum of one DUI arrest for every ten (10) hours of actual patrol.</li> <li>4. A DUI processing rate of no more than two (2) hours per arrest.</li> </ol>

**B. Methods of Procedure**

Conduct at least six and up to ten enforcement campaigns with special emphasis on increased enforcement of impaired driving, and secondary enforcement of speed and occupant protection laws for the RSC's and impaired driving saturation patrols, and special emphasis on increased enforcement of occupant restraint for the SBEZ's and safety belt saturation patrols. Additional RSC's and SBEZ's and all saturation patrols allowed should follow the same guidelines. The increased activity conducted by the local agency will coincide with the established timetable.

1. The enforcement campaigns must follow a five-step schedule that consists of the following:

<b>Steps</b>	<b>Activity</b>
1	Begin press releases to promote enforcement activity.
2	Begin Pre-enforcement activities. Examples: letters to editors, local newspapers, TV interviews, media event, community education, etc.
3	Begin campaign activities. Conduct the <b>enforcement</b> campaign for a minimum of specified overtime hours. Patrols must be <b>spread out</b> over the enforcement campaign period during the times of high crash incidence (i.e. weekends, holidays from 11:00 pm – 6:00 am).
4	Begin Post-enforcement media releases to highlight campaign effectiveness. Examples: number of citations written, hours patrolled, etc.

5	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. For additional campaigns the report is due by the 10 <sup>th</sup> day following the enforcement.
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2. 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.
3. Daily instructions shall be given at roll call outlining program goals.
4. 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.
5. **All personnel participating in alcohol-related grant activities must be trained in the Standardized Field Sobriety Tests. Approved training in this area consists of the 24-hour NHTSA, DWI Detection and Standardized Field Sobriety Testing course or the IDOT-DTS created 8-hour refresher. Those personnel attending an ILETSB accredited academy; a 24-hour course or an 8 hour SFST refresher course provided by one of the MTUs within two years of the start of the grant year (October 1<sup>st</sup>) have satisfied this requirement. These courses must be taught by certified SFST instructors.**
6. Conduct a **minimum of four (4) nights** of enforcement on **four (4) separate dates** of the **National Enforcement Crackdown** associated with the **Labor Day Holiday Campaign**.
7. Provide overtime traffic enforcement for the **specified hours spread throughout the enforcement period** with an emphasis on impaired driving and occupant restraint laws.
8. Officers will be permitted, and encouraged, to issue **multiple citations** to drivers who have committed several violations; such as, **DUI, other alcohol-related offenses, and failure to wear safety belt**.
9. IDOT will reimburse expenditures for personal services and operation of automotive equipment by hire-back officers conducting overtime enforcement.
10. IDOT will provide, upon request, materials to assist the local agency in preparing public information campaigns and media releases.
11. The applicant agency must be prepared to participate in Public Hearings and promotional events at the request of DTS.
12. 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.
13. Complete all DTS required forms and submit in a timely manner.

#### **C. Incentive Programs**

FY 2013 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, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas/New Years.

Requirements of this program are simple: Conduct alcohol and/or safety belt enforcement during specified holiday timeframes AND return your completed TS 205 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 drawing.

#### **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 form TS 500, Highway Safety Project Claim for Reimbursement SEP, IMaGE, MAP and Mobilizations. This form is available on IDOT's website at <http://www.dot.il.gov.trafficsafety/tsforms.html>. 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, Mileage and Equipment. Funding for equipment is severely limited and 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. Failure to submit the final claim and reports by the **November 1<sup>st</sup>** 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 may 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 **a written response** from the Division is received.

**FFY 2013 Campaign Consolidation Dates**

<b>Campaign</b>	<b>Paid Advertising Campaign</b>	<b>Potential Kickoff Press Release Dates</b>	<b>Enforcement</b>	<b>Post Enforcement Media Release</b>	<b>Grant Data Collection Form Due</b>	<b>Incentive Program Form Due (Required for Incentive Equipment Program)</b>
<b>2012</b>						
Thanksgiving	<b>Yes</b>	November 12-21, 2012	November 12-25, 2012	November 26 – December 3, 2012	December 10, 2012	December 3, 2012
Christmas & New Year's	<b>Yes</b>	December 17-24, 2012	December 17, 2012 – January 1, 2013	January 2 – 7, 2013	January 15, 2013	January 7, 2013
<b>2013</b>						
Super Bowl	<b>No</b>	February 1-3, 2013	January 28 – February 3, 2013	February 4-11, 2013	February 18, 2013	No Incentive Program
St. Patrick's Day	<b>No</b>	March 14-15, 2013	March 14-17, 2013	March 18-25, 2013	April 1, 2013	No Incentive Program
Cinco de Mayo	<b>No</b>	May 1-2, 2013	May 1-5, 2013	May 6-13, 2013	May 20, 2013	No Incentive Program
Memorial Day	<b>Yes</b>	May 10-17, 2013	May 10-27, 2013	May 28-June 3, 2013	June 10, 2013	June 4, 2013
July 4 <sup>th</sup>	<b>Yes</b>	June 28-July 1, 2013	June 28-July 7, 2013	July 8-15, 2013	July 22, 2013	July 15, 2013
Labor Day Holiday	<b>Yes</b>	August 16-23, 2013	August 16 – September 2, 2013	September 3-9, 2013	September 16, 2013	September 10, 2013
Additional Roadside Safety Checks (Optional)	<b>No</b>	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
Additional Safety Belt Enforcement Zones (Optional)	<b>No</b>	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