

	GENERAL ORDER	Effective: 03-07-2022	# 09-11
	Section: Operations	Replaces or Modifies: New Policy	
	Title: Selective Traffic Enforcement Initiatives		
Issued by: Chief Deputy Mattie Provost			

I. Purpose:

The purpose of this directive is to outline the criteria and guidelines for management of selective traffic enforcement initiatives to include designing and implementing enforcement activities, documenting traffic stops and arrests, reporting performance measures, and developing public safety education initiatives as part of the grant application, acceptance and reporting policy of the Texas Department of Transportation.

II. Policy Statement:

It is the policy of the FBCSO to participate with the Traffic Initiative Grant program as a means to reduce traffic crashes and roadway fatalities through public education and a strategically devised enforcement program.

III. Details and Procedures:

A. Program Funding

Selective Traffic Enforcement Program efforts may include specialized, comprehensive and/or commercial motor vehicle enforcement initiatives that are designed as part of FBCSO funded traffic enforcement activities or initiatives submitted as proposals for programs offered by the Texas Department of Transportation (TXDOT) and/or the National Highway Traffic Safety Administration (NHTSA).

B. Grant Coordinator Responsibilities

Grant coordinators receive information from the Sheriff’s Office executive command that prioritizes projects, programs, and initiatives for both immediate and strategic purposes. Traffic safety programs that fit with the priorities of the Sheriff’s Office shall be written as grant proposals relative to specific Requests for Proposals (RFPs). Grant coordinators shall

1. Determine the scope of the problem, the program goals and objectives, and performance measures that reflect the intended outputs and outcomes
2. Design a budget that includes technology and equipment costs, personnel costs (salaries, overtime, fringe benefits, etc.), travel, training, conference and registration fees and related costs.
3. Submit the proposal to the county attorney’s office for review, author the Court resolution, place the item on the Court’s agenda, and ensure the proposal is timely submitted and authorized by the county judge.
4. Meet with grant funding authorities and the project director to affirm and comport to grant

requirements relating to documentation, reporting, performance measurement, and program goals and objectives.

5. Take all necessary measures to bring closure to dedicated traffic enforcement initiatives, including those funded by federal and/or state grant awards.

For TXDOT grant awards, the grant coordinator shall serve as the Sheriff's Office liaison to TXDOT and shall ensure program guidelines are followed and performance reports are submitted in a timely manner.

C. Project Director Responsibilities

The Enforcement captain will be responsible for project director responsibilities, including the following:

1. Development of Tiburon RMS programming to capture traffic stop information, including zone enforcement area, stop location, stop reason, type of enforcement action, citation number, and information relative to traffic stop data collection per Texas Occupation code 1701.164 regarding incident based data and in accordance with Code of Criminal Procedure Art. 2.131-2.138 (racial profiling).
2. Review and approval of monthly supervisor reports on traffic stop activities and timesheets to capture monthly expenses.
 - a. The Enforcement captain shall ensure that personnel are properly trained on the program goals and objectives and that County Policy 404, Pay Procedures is followed.
 - b. In accordance with Sect. 151.903 (d) of the Texas Local Government code, the County Auditor and County Treasurer have designated that an automated timekeeping system will be used by all non-exempt employees to report any and all hours worked, and that County employees who work on grant-funded task forces, such as the High Intensity Drug Traffic Area task force, Organized Crime Drug Enforcement Task Force, the Selective Traffic Enforcement Program, and other current or future task force initiatives, may be eligible for overtime pay at time and one half after 8 hours worked in a day, regardless of the total number of hours worked in the week.
 - c. Overtime worked must be authorized and documented by a supervisor, and is subject to review by the County Auditor to confirm grant compliance.
 - d. Notwithstanding b., above, FBCSO personnel may work the above grant-funded task forces on a regular day off with supervisor approval. Pay shall be provided at the rate of time and one half for the hours worked.
3. Ensure the Auditor's Office reconciles requests for reimbursement and submits documentation timely.
4. Provide monthly performance data to the grant coordinator so that performance reports are submitted via e-Grants in timely fashion
5. Prepare correspondence to TXDOT in response to program questions or issues.

The Enforcement captain shall be responsible for program management and the design of the STEP program. The Enforcement captain shall ensure all efforts meet with the funding guidelines.

D. Enforcement Lieutenant Responsibilities

As shift I commander, the day shift lieutenant shall be responsible for program activities related to the traffic enforcement initiatives for the Enforcement Division. The day shift lieutenant shall

1. Keep the Enforcement captain informed of the program operations, including expenses, enforcement activities, status of goals and objectives, public service and educational announcements, media events, and other enforcement related community events.
2. Ensure that program information is gathered and that reports are produced monthly for the purpose of reporting program performance.
3. Addressing program deficiencies, issues, problems, and concerns
4. Review and approve supervisor reports related to the enforcement initiatives
5. Document any effect of program activities through analysis of comparative reports
6. Ensure policies and procedures related to the enforcement program are followed and correct any deficiencies.

E. Enforcement Sergeant Responsibilities

The Enforcement sergeant is responsible for the daily operations of all program initiatives related to traffic enforcement. Specific duties and responsibilities include

1. Ensure personnel who are assigned to work special enforcement initiatives are briefed on the program goals and objectives and that enforcement zones are clearly identified.
2. Ensure that personnel are educated on the initiative's documentation requirements and that all daily reporting is accomplished by the end of each officer's shift.
3. Ensure that all overtime opportunities are announced at least 3 weeks prior to the assignment dates and that all personnel are provided equal opportunity to compete for open positions.
4. Mediate program conflict.
5. Make adjustments to zone enforcement and activities to accomplish program goals and objectives.
6. Provide direct supervision of personnel assigned to the enforcement initiative and remain available for scene response.
7. Ensure that personnel who are selected for the open positions are in good standing and that all program guidelines are followed, to include restricting work hours to no more than 16 hours of work per 24 hour period.
8. Review and approve time sheets, daily work activities, incident/offense reports, and department protocols, such as use of force, response to resistance, pursuits, and complaints and grievances.
9. Supervise public education campaigns, review news releases, and supervise distribution of enforcement initiative announcements.
10. Ensure that the traffic program deputy prepares monthly spreadsheets regarding STEP and non-STEP violations, to include arrests for DUI/DWI, number of traffic safety presentations made, news conferences or releases, number of printed literature distributed, and hours dedicated toward supervising the initiative or program.
11. Ensure that by the 15th of each month, the activity reports are provided to the grant coordinator and Enforcement captain for reporting purposes.
12. Take measures to ensure all minimum initiative requirements are met, to include performance measures and reporting requirements.