

	ROSENBERG POLICE DEPARTMENT	
	General Order 7.46 Traffic Safety Initiative Grant	
	Effective Date: 11-06-2019	Replaces: N/A
	Approved:  Chief of Police	
	Reference:	

I. POLICY

It is the policy of the Rosenberg Police Department to participate with Traffic Initiative Grant program(s) to assist in the education and enforcement of traffic statues to reduce traffic related incidents.

II. PURPOSE

The purpose of the Traffic Grant Operating Procedures is to provide appropriate criteria and guidelines for the handling and reporting of all traffic safety grants to ensure compliance with the Grant Application, Acceptance and Reporting Policy (AC-104).

III. PROCEDURES

A. Project Director

1. The Patrol Lieutenant, or his designee, will serve as the Selective Traffic Enforcement Program (STEP) project director on all STEP grants.
2. Responsibilities of the STEP Project Director
 - a. Evaluate grant funding
 - b. Develop grant operational plan based on locations with speed-related fatalities or low percentage of compliance with posted speed limit.
 - c. Schedule grant overtime hours to properly utilize funds.
 - d. Coordinate public information and education activities, including distribution of printed literature.
 - e. Coordinate press releases.

- f. Regularly review citation and crash locations; making adjustments to enforcement locations and times as needed.
 - g. Oversee the department's performance towards meeting grant measures and goals
 - h. Collecting STEP daily activity sheets, overtime forms, and any other police reports
 - i. Report grant information to city payroll, e-grants, TXDOT, and police administration
 - j. Notify affected personnel by email of hours available
 - k. Compare date/time worked with sick leave/vacation usage to determine if the STEP work was compensated at the overtime or straight time rate. Officers will be compensated at the straight time rate if sick/vacation leave is utilized in the same pay period the officer worked a STEP grant.
 - l. Arrange for a police supervisor to approve all daily activity sheets and overtime.
 - m. Complete monthly Performance Reports and submit to TXDOT via e-grants.
 - n. Address any correspondence from TXDOT.
3. To fulfill the goals and parameters of the STEP grant, the project director may authorize specific officers, times, and locations of enforcement.

B. Officers working STEP grants

- 1. Responsibilities of officers
 - a. The officer working will be under supervision of the on duty supervisors
 - b. The officer working STEP overtime hours will help document their time on duty by announcing themselves working STEP overtime hours on the police radio and by signing on the police unit MDT when they go in-service.
 - c. The officer working STEP overtime hours are responsible for completing the STEP daily activity sheet, and overtime form, citations, and any other police reports made during the shift.

- d. The officer working STEP overtime hours will comply with police department policies regarding restrictions on working excessive overtime hours.
- e. Officers may work overtime hours for time paid by the STEP grant in excess of their normal 40-hour workweek. STEP hours are not to be substituted in place of an officer's regular work hours.

2. Expectations When Working STEP

- a. Officers are expected to be productive and visible throughout the entirety of their STEP shift. They are expected to actively enforce state laws as appropriate for the STEP grant for which they are working. A failure to maintain the average productivity standards may be cause for removal from the STEP program.

3. Calls for Service

- a. Officers working STEP will not respond to routine calls for service or become involved in non-STEP activities, except in the case of emergency.
 - i. Should an officer working STEP come upon a situation requiring police intervention, the officer should take the necessary law enforcement action, but should contact an on-duty officer to take over the call as soon as possible.
 - ii. If the STEP officer becomes involved in a non-STEP incident for more than fifteen (15) minutes, the officer will be considered to be on regular, police department overtime, rather than STEP and will file the appropriate paperwork for that time period. At the conclusion of the call, the officer may go back on STEP overtime to complete the shift.

4. Breaks

- a. Other than restroom breaks, officers working STEP shifts are not entitled to take breaks for meals or other reasons. If an officer must take a meal or other break, they shall terminate STEP overtime during the period of non-STEP activity.

5. Inclement Weather

- a. For reasons of safety for both the officer and the public, STEP will not be worked during periods of inclement weather.
 - i. At the discretion of the on-duty supervisor, it may be necessary for an officer to cancel their STEP shift if weather

conditions deteriorate to the point that enforcement cannot be effectively performed or the safety of the officer or the public is jeopardized. STEP shifts canceled due to weather may be rescheduled at a later date in the same month with the approval of the Project Director.