

PROGRAM OVERVIEW:

Criteria to participate in the law enforcement traffic safety overtime program requires the agency to have an administrator oversee the program. The administrator is responsible for the completeness, accuracy, and timely submission of all documentation. All regular work schedules must be kept on file. Hours worked in the programs must be more than, or in addition to, the officers' regularly scheduled hours. Proof of payroll payment must be maintained or accessible by the agency program administrator.

A short narrative is required to address the challenges the community is having in the specific program area and must include an enforcement plan indicating the priority locations, times, officers, or other strategies utilized to generate the desired performance or results. Supporting data should be used to address the area that needs improvement. Examples of data to be used are the most recent year available for crashes, arrests, citations, behavior surveys, etc.

Verification of enforcement action taken will be conducted by the North Dakota Department of Transportation (NDDOT) Highway Safety Division through the **TRaCS e-citation module**. If an agency is generating electronic citations in a program other than TRaCS, the administrator may be required to submit copies to the Highway Safety Division as requested. Agencies utilizing paper citations will be required to provide a copy of the citations issued while working the federally funded programs.

Officers are required to enter their individual enforcement logs in the Law Enforcement Web Reporting (LEWR) system. Information will not be entered by anyone other than the actual individual that worked the program. Supervisors or program administrators are responsible for verifying the information entered is accurate.

Starting in 2024 FFY, NHTSA implemented a new annual report requirement where community collaboration efforts with contracted law enforcement agencies need to be identified. Community Collaboration helps ensure law enforcement programs are equitable and community-based, encourages effective engagement strategies, and improves traffic safety. Examples of community collaboration efforts are:

- Hosting quarterly community forums on pressing traffic safety issues in the jurisdiction.
- Attend a community event at different locations around your jurisdiction or host booths to positively interact with community members and distribute surveys aimed at capturing community experience and perceptions of traffic safety issues and law enforcement's role.
- Invite community members to task force meetings and if members cannot attend, implementation of comment boxes, in person or electronic placed throughout the jurisdiction.
- Car seat check-ups, Coffee with a Cop, Citizen Academy, etc.
- Community Outreach to help building relationships in underserved population which includes outreach to Refugee/New American Groups, low-income neighborhoods, older drivers, youth drivers, Limited English Proficiency Groups, Elementary/High Schools/Driver Education Schools

Please include any planned or proposed Community Collaboration efforts your agency will be conducting in 2025 FFY on the last page of this proposal.

AGENCY INFORMATION

Agency Name			
Program Administrator		Title	
Address			
City/State/ZIP		Phone #	
Email Address			
Number of Patrol Vehicles		Number of Officers who conduct traffic enforcement	
Number of Radar Units		Age of current radar units	
Number of video cameras		Age of current video cameras	
Number of Agency Sworn Personnel			

As the **Chief/Sheriff**, I support our department’s efforts to reduce motor vehicle crash fatalities and serious injuries on North Dakota roadways and to enforce all restraint, alcohol, drug, and distracted driving laws on a regular basis and have community support through the local council/commission leadership.

Chief/Sheriff Signature:	Date:
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OVERTIME (OT) FUNDING REQUESTS:

Please choose any/all the following five (5) programs:

- Occupant Protection (OP)
- Impaired Driving (ID)
- Speed Enforcement (SP)
- Distracted Driving (DD)
- Underage Drinking (UA)

***When considering a program, make sure you have financial information available (for average hourly overtime wage) and the staffing necessary to complete minimum mandatory hours for each program.**

EQUIPMENT REQUESTS

If available, the maximum amount to be granted for a radar unit is \$1,500 after the 25% match required by the requesting agency. The maximum amount to be granted for a video camera is \$4,000 with any costs exceeding \$4,000 to be paid by the requesting agency. **All equipment fulfillments will be based on statistical enforcement data, and preference will be given to agencies actively participating in any program.**

Number of radar units requested:	Number of cameras requested:
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UNDERAGE DRINKING

The purpose of the underage (UA) drinking program is to prohibit the sale and consumption of alcoholic beverages to those under 21 years of age. Activities under this program may **only include non-saturation events (compliance checks, server training, and educational materials for evidence-based programs ex. D.A.R.E., Lifeskills Training)**. The contract will include two (2) scheduled UA non-saturation enforcement periods selected by your agency.

Please enter your agency's UA plan below.

Salary funding amount requested (hours X average OT wage)	\$		
Educational material funding amount requested	\$		
Underage Alcohol Program Selection			
Estimated hours to be worked		Avg. hourly OT wage earned	\$
Total number of agency arrests under the age of 21 issued for Jan. 1 – Dec. 31, 2023			
<p>Briefly state your community problem, enforcement plan and desired results below. Cite or attach the data used.</p> <p>Problem:</p> <p>Supporting data:</p> <p>Desired results:</p> <p>Non-Saturation Events Plan for 2025 (2 events minimum):</p>			
Total Funding Requested for Underage Drinking:	\$		

COMMUNITY COLLABORATION

Please provide a brief description of Community Collaboration efforts your agency has planned or proposing to conduct during the 2025 FFY.