

Auditor Disclosure: The following passages and interpretation of National Highway Traffic and Safety Association (NHSTA) for Selective Traffic Enforcement Program (STEP) are solely examples and guidance of criteria to assist in developing policies and procedures that are compliant and meet the needs of your entity/agency to conduct, perform, and monitor efforts. There are no guarantees that these examples fully describe your entity/agency processes. It is up to the entity/agency to review and gain an understanding of NHSTA guidance in creating policies and procedures that best describe and are true to your entity/agency's efforts.

Management Controls

Question 1: Do supervisors sign off on completed work?

Example of Answer to question: (For a more accurate description add the frequency of when this sign off is completed.)

Upon completion of a STEP assignment, the officer will complete their DAR and print it. This report will be placed in a designated location and signed by the officer and the Sheriff verifying the officer's activity and that the DAR has been completed correctly.

Question 2: When working on the STEP grant are officers required to check in and out of shifts with a supervisor or dispatch? Please describe this process.

Example of Answer to question:

b. The Deputy working STEP overtime hours will inform dispatch by radio that they will be working STEP. The Deputy will also sign into their MDT when they go in service.

Question 3: Do supervisors conduct reviews and spot checks of officer's STEP records? How often? Please describe this process.

Example of Answer to question:

f. Deputies are required to active their body worn and in car video systems when making a traffic stop. Deputies understand that these videos are randomly reviewed by supervisors.

g. Deputies are required to enter all information from the contact into the CopSync system by the completion of the traffic stop. If a citation is issued it shall be written and turned into the Administrative Secretary prior to the completion of shift. The Administrative Secretary will then ensure that the citation is forwarded to the appropriate judge. Deputies understand that the information entered into CopSync is recorded and could be reviewed at any time by a supervisor.

h. Deputies are required to inform dispatch of the location of their traffic stop along with some type of vehicle identification (license plate, vin number, etc.)

Question 4: Are STEP grant schedules prepared in advance? Please describe this process.

Example of Answer to question:

7. Personnel will be notified of the monthly per-officer allotment. Officers may only work the number of hours indicated. Individual officers' overtime status will be checked before STEP assignments are made.
8. Changes to scheduled hours may only be adjusted or transferred to another officer with the approval of the Sheriff.

Question 5: Do managers have access to GPS records or other location records for patrol vehicles used for the STEP grant?

Example of Answer to question:

Supervisors will randomly review GPS records, body cam, and/or car video to review officer locations while working STEP grant.

Question 6: How does the Sheriff's Office/Police Department ensure the officers do not work dangerously long overtime shifts?

Example of Answer to question:

An officer may not work more than 16 continuous hours, including regular duty hours, STEP hours, or off duty job hours in a calendar day (12:00 A.M. through 11:59 P.M.).

Ticketing System

Question 7: When working on the STEP grant could an officer falsify elements like date, time, and name on a citation? What controls are in place to ensure this does not happen?

Example of Answer to question:

Personnel are required to complete a DAR at the end of each shift. All citations written will be recorded on the DAR and total citations will be entered in the proper category on the front of the DAR. The DAR will be turned into the Sheriff at the end of each shift. Documentation of any problems encountered as well as activity should be listed on the activity sheet.

Question 8: Are records retained for review? If so, for how long?

Example of Answer to question:

Deputies are required to enter all information from the contact into the CopSync system by the completion of the traffic stop. If a paper citation is issued it shall be written and a copy should be submitted to clerk to save copy for retention period of minimum of XXXX years.

Question 9: Are the citations paper or electronic? If they are paper, are there future plans to automate?

Example of Answer to question:

Deputies are required to enter all information electronically from the contact into the CopSync system by the completion of the traffic stop.

or

If a paper citation is issued it shall be written and a copy should be submitted to clerk to save copy for retention period of minimum of XXXX years. Paper citations should include XYZ (any further detail your entity/agency deems important to your operations)

Training Requirements

Question 10: How are officers informed about STEP requirements and expectations?

Example of Answer to question:

Personnel desiring to work STEP must met the requisite training requirements prior to receiving any assignments. The specific training requirements vary from grant to grant; (i.e. SFST certified if DWI Grant or Radar certified if working Speed Enforcement Grant, etc.). Therefore, the employce is responsible for contacting their supervisor to determine the prerequisites for working STEP.

Question 11: Does training include any emphasis on detecting STEP fraud or conducting periodic reviews?

Example of Answer to question:

I understand that this information is being submitted to support a claim against a federally-funded grant program. False statements on this form may be prosecutable under 18 USC 1001. This information on this form is true, correct and complete to the best of my knowledge and ability.

Officer Signature: _____ Supervisor Signature: _____