


RAPID CITY POLICE DEPARTMENT
MEMORANDUM

July 21, 2006

MEMO TO: Chief Tieszen 
FROM: Sergeant Brad Booth
SUBJECT: Traffic Overtime Enforcement Grant

I would like permission from you and the City Council to apply for a grant for Traffic Overtime Reimbursement. The grant allows for overtime paid for specific events such as sobriety checkpoints, saturation patrols, and high visibility patrols for special events. The Office of Highway Safety administers this grant, and it is a 100% reimbursement for overtime wages with no requirement of matching funds from the City.

Thank you for your consideration in this matter.

Brad Booth
Traffic Sergeant

Task Grant Application Procedures

Introduction

After data is utilized from the State Accident Records System and/or local traffic crash and injury data to determine the problem, a feasible solution has been developed, a budget proposed, and received necessary approval/authorization, the next step is to submit your documentation in the form of a Task Grant Application.

Instructions for Completion of Highway Safety Grant Application

This Highway Safety Task Grant Application is used by the Task Director to document the request for Highway Safety funds. The following guidelines are presented to assist in its completion.

I. GENERAL INFORMATION

Section I. is to be completed by the applicant.

- A. **Task Title and Date Submitted** - include a short title descriptive of the task.
- B. **Operating Agency** - the state or local government agency with primary responsibility for the task.
- C. **Task Director** - the individual with overall responsibility for the operation and management of the task.
- D. **Authorizing Agency** - the individual in the operating agency who is authorized to commit the agency to proceed with the task, (i.e., city commission or council, county commission, etc.).

II. TASK INFORMATION

Section II. is to be completed by the applicant.

Summary -- the summary appears at the beginning of the proposal but do not prepare it until you have completed the proposal. It should be clear, concise, and specific. It should describe who you are, the goals and objectives of your project, specific activities planned to meet your goals and objectives, and the projected cost of your program.

Problem Statement or Needs Assessment -

- 1. **Problem or Need Statement** - should consist of a concise but informative statement expressing the existing problem or need. The Office of Highway Safety (OHS) will provide data and technical assistance to help identify specific problems and target audiences.
- 2. **Analysis of the Problem or Need** - why is this particular situation undesirable?
 - a. **Document the Problem** - should include an analysis of the problem supported with statistics or data. Use charts, tables, or graphs to document what the

existing conditions are. Other supporting evidence can be drawn by the agency's own experience and testimony of persons and organizations knowledgeable about the problem or need.

- b. Show that the problem is one you can deal with realistically and relates to the mission of your organization.
- c. Summarize past history and current experience pertinent to this proposal.

Task Objectives

A problem or needs statement develops a logical flow to prepare your objectives. An objective is a specific, measurable outcome or result of your program. It should specify an evaluation component to measure the effectiveness of your program and distinguish between objectives and tasks. Tasks are activities implemented to reach your objectives. Objectives should be described as:

1. **Impact (Crash Reduction) Objectives** - the effect you will have in reducing traffic crashes/injuries. Whenever possible, describe the reduction in terms of either number of crashes, a percentage reduction in crashes or a change in the existing rates.
2. **Administrative Objectives** - the tasks that will be implemented through this program. Administrative objectives tell who is going to do what and when. They may also answer how much and how you will measure it. For example, if the task concerns training, how many people will be trained and what knowledge will they gain, or if the task concerns law enforcement, how many more citations or how much patrol time will result because of the task.
3. Identify a timeline of activities to be accomplished. The fiscal year of the Highway Safety Plan Task Grant begins October 1 and ends September 30. If you need help in establishing objectives, the Office of Highway Safety (OHS) will provide technical assistance and/or information.

Methods (Methodology)

Methodology is the activities you will conduct to accomplish your objectives. Specify the actions you believe are necessary to help resolve the problem described. The methods should be clear and understandable and should be accompanied by an explanation stating the reasons for the activities. Examine your methods to make sure they deal with your objectives and explain how the activities contribute to highway safety in South Dakota.

Evaluation Procedures

Describe how the expected results will be measured to determine the effectiveness in reaching your established objectives. Evaluation measures should be used to provide the basis for future decision making and revisions. Examples, if your objective is increasing the number of speeding citations, describe the method used to accumulate this information. If an impact objective expected is a decrease of traffic crashes, describe how you will identify a baseline and how the decrease will be measured.

Task Budget

Please include in this section the estimated amount of funding required to perform the task. Break down the funding by object of expense and show the source under state or local funds, as applicable, that will be used to match federal dollars. The numbers used in preparing your budget should be as specific as possible. Examples of each type of expense are as follows:

1. **Personal Services** -- Salaries, fringe benefits, annual/sick leave, workmen's compensation, unemployment benefits;
2. **Travel and Subsistence** -- mileage, air travel, lodging, per diem;
3. **Contractual Services** -- contracts for professional services;
4. **Equipment** -- asset items;
5. **Other Direct Costs** -- telephone, postage, freight, utilities, gas, oil, tires, expendable supplies;
6. **Indirect Costs** -- overhead charges (not to exceed 10% of direct labor costs or not to exceed the rate specified in an approved cost allocation plan for indirect costs). Copies of the approved cost allocation plan must be included with your grant application.

The application should include information to provide a full understanding of the expenditure. For example, if Personal Services dollars are included, describe how many employees of what particular skills and pay grade will be included in the program. If equipment is included, describe the type of equipment to be purchased. If a contractual arrangement is involved, an indication of the scope of work to be contracted should be included. **A "detailed" line item budget is extremely important and will help expedite your application's processing.** Additionally, there is a "Budget Summary" which, like the proposal summary, is written after the budget is completed and is presented in **Section III. BUDGET SUMMARY.**

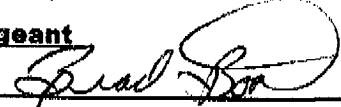
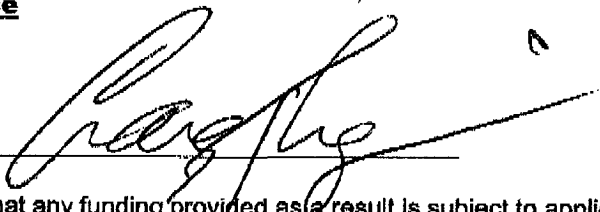
Subsequent Years Needs

If the task will involve more than one year's financing with Federal funds, please include the estimated amount of funding anticipated for subsequent fiscal years, broken down by state, local, or federal funds. Your ability to complete this section depends on how thoroughly you have considered the grant's relationship to your overall organizational planning. Any descriptive information which would help the Office of Highway Safety understand funding needs should be enclosed. When completed, sign and submit your application.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY
HIGHWAY SAFETY TASK GRANT APPLICATION

FEDERAL FISCAL YEAR 2007

SECTION I. GENERAL INFORMATION

- A. Task Title **Traffic Overtime Enforcement Project** Date Submitted **April 23, 2006**
- B. Operating Agency
Name **Rapid City Police Department**
Address **300 Kansas City Street**
Rapid City, SD 57701
- C. Task Director (Responsible Operating Official)
Name **Brad Booth** Title **Traffic Sergeant**
Telephone **605-394-4130** Signature 
- D. Authorizing Official (Person having budget approval authority)
Name **Craig Tieszen** Title **Chief of Police**
Address **300 Kansas City Street**
Rapid City, SD 57701
Telephone **(605)394-4133** Signature 

This application is submitted with the understanding that any funding provided as a result is subject to applicable State and Federal laws, rules and regulations, which are available upon request.

SECTION II. TASK INFORMATION

Summary -- clearly and concisely summarizes the request:

- A. Problem Statement or Needs Assessment -- documents the needs to be met or problems to be addressed by the proposed task;

Rapid City is the largest City in western South Dakota, and the second largest City in the State. The City hosts a number of large events that draw thousands of people to the community. When these events happen, the Police Department needs to bring in additional Officers to handle the influx of Traffic. Additionally, the Police Department is committed to supporting the Office of Highway Safety with their enforcement programs and therefore dedicates manpower to support the Click It or Ticket campaign,

the Drink and Drive you lose Campaign, Operation ABC Mobilization, and Operation Safe.

The Police Department also targets high crash and areas of continuous traffic violations and conducts Saturation Patrols and Sobriety Checkpoints in those areas.

Following is a list of events which the Rapid City Police Department uses Highway Safety Overtime funds for additional traffic enforcement:

- **New Year's Eve Holiday**
- **Black Hills Stock Show and Rodeo**
- **State Sponsored Sporting Events**
- **High School Proms, Homecomings, and Graduations**
- **Click-it or Ticket and Drink and Drive you lose Campaigns**
- **Memorial Day Holiday Travel**
- **Black Hills Car Show and Cruiser Night Activities**
- **Fourth of July Travel and Celebrations**
- **Sturgis Motorcycle Rally**
- **Labor Day Holiday Travel**
- **October 31st related events**
- **Thanksgiving Holiday Travel**
- **December Christmas Events**
- **Concerts, Rodeos, and other events drawing large numbers of visitors**

To Staff these extra events, the Rapid City Police Department pays Overtime to Patrol and Traffic Officers in order to have an adequate number of staff available for calls and enforcement.

B. Task Objectives -- establishes the benefits of the task in measurable terms;

1. Provide 225 hours of high visibility traffic enforcement activities to include saturation patrols and sobriety checkpoints.
2. Continue to staff events that significantly increase traffic volumes with additional Officers.
3. Coordinate traffic enforcement efforts, such as saturation patrols and sobriety checkpoints, with the Office of Highway Safety, the South Dakota Highway Patrol, and the Pennington County Sheriff's Office.

C. Methods -- describes the activities to be utilized to achieve the desired results;

1. Saturation Patrols, which allow a large number of Officers to concentrate on a specific enforcement task to include DUI Enforcement, Speed Enforcement, and aggressive driving.
2. Sobriety Checkpoints, which allow high numbers of drivers to be screened for impairment during selected times when the likelihood of an increased number of drivers will be consuming alcohol or drugs and be driving.

- D. Evaluation -- presents a plan for determining the degree to which objectives are met and methods are followed;

Maintain the high levels of enforcement by comparing 2007 to calendar years 2004 and 2005 in area of speeding citations and DWI arrests. In 2004 the Rapid City Police Department made 1,104 arrests for DWI and issued 7,009 Speeding Citations and in 2005 1,075 arrests for DWI and 5,920 Speeding Citations.

- E. Budget Detail -- clearly delineates costs to be incurred by the source of funding;

The entire amount requested will be used to pay for Enforcement during the periods identified in this application. This year we have asked for 225 hours of funds for enforcement to be at an overtime rate of \$33.33 per hour (average).

- F. Subsequent Year's Needs -- describes a plan for continuation of the project beyond the grant period.

In FFY 2008, FFY2009, FFY2010 the Rapid City Police Department will be asking for an additional 125 hours at \$35.00 per hour for a total of 350 hours, making the Overtime request \$12,250 per year.

In FFY2008 and FFY2009 the Rapid City Police Department would like to add/replace 10 Preliminary Breath Testing machines each year at a cost of \$600.00 per unit for a total of \$6,000.00 per year.

In FFY2010 the Rapid City Police Department would like to begin adding/replacing RADAR Units to support our Saturation Patrols with 3 Units at a cost of \$4,000 per unit for a total of \$12,000.00 for RADAR purchases.

SECTION III. BUDGET SUMMARY

AMOUNT(S) PROPOSED

OBJECT OF EXPENSE	TOTAL	STATE	LOCAL	FEDERAL	DESCRIPTION
Personal Services	\$7,500.00			\$7,500.00	Overtime Enforcement
Travel & Subsistence					
Contractual Services					
Equipment					
Other Direct Costs					
Indirect Costs					
TOTAL					

SECTION IV. SUBSEQUENT YEARS NEEDS

AMOUNT(S) PROPOSED

FEDERAL FISCAL YEAR	TOTAL	STATE	LOCAL	FEDERAL	DESCRIPTION
2008	18,250.00			18,250.00	Overtime Enforcement and PBT's
2009	\$18,250.00			\$18,250.00	Overtime Enforcement and PBT's
2010	\$24,250.00			\$24,250.00	Overtime Enforcement and RADAR Units