



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

prevention – protection – enforcement

Federal Fiscal Year 2011
Highway Safety Grant Application Form
Department of Public Safety
Office of Highway Safety
118 W Capitol Ave
Pierre, SD 57501

Postmark Due Date: May 28, 2010

**PART 1
Applicant Contact Information**

Agency/Organization: Rapid City Police Department

Project Title: DUI Officer Grant

Project Director: Lt. James Johns

Street Address: 300 Kansas City Street

City, State, Zip: Rapid City SD 57701

Phone: 605-394-4133

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Authorizing official for the Agency/Organization (person with contracting authority)

Printed Name: Chief Steve Allender

(Signature required at end of application)

Phone: 605-394-4133

Email: steve.allender@rcgov.org

For information on completing this application:

This application (in Word format), the project director's manual, and other project information are available on the South Dakota Office of Highway Safety website www.state.sd.us/dps/hs, by phone at 605 773-4949, or by email request to highwaysafetyinfo@state.sd.us.

PART 2
Description of Project

Describe the following topics in narrative form. The narrative for all topics may not exceed three single-sided, single spaced pages. Hand-written applications will not be accepted.

1) Problem Identification *Describe the problem; use available local data relevant to the area you will be providing service to. Include the source of the data.*

Intoxicated drivers still present a major health hazard to the citizens of Rapid City. During the past three years, with an aggressive DUI enforcement campaign, the number of alcohol related crashes in comparison to the overall number of crashes had been going down, with only a slight rise in the percentage as compared to the overall number of crashes.

	TOTAL	ALCOHOL RELATED	PERCENTAGE	DUI ARRESTS
2006-	1360	116	8.5%	1632
2007-	1357	99	7.2%	1516
2008-	1441	101	7.0	1550
2009-	1198	94	7.8%	1107

Additionally, during the past three years, the number of injuries has gone as well:

2006-	72 people injured	2 fatalities
2007-	62 people injured	0 fatalities
2008-	53 people injured	1 fatality
2009-	42 people injured	1 fatality

The evidence appears to show that our aggressive DUI enforcement has been having an impact on the number of people injured in crashes. With a continued increase in the commitment of personnel, we can expect to see even greater decreases in these numbers.

2) Objectives and Performance Measures *Describe measurable objectives for your project using numbers or percentage of increase or decrease and from what time period to the next time period. Samples of objectives can be found in the Project Director's Manual.*

Our goal is to decrease the number of alcohol related crashes, in comparison with the overall number of crashes in Rapid City. Our goal is to reduce the number overall by 1%. If this percentage increases, as it did in 2009, we will examine the number of alcohol related crashes in comparison to other years.

Additionally we will strive to reduce the number of people injured in alcohol related crashes. We will not set a bench mark, instead we will rely on the assumption that a reduction of overall alcohol related crashes will result in fewer injuries and fatalities.

3) Activities *In a logical sequence, describe planned activities that will accomplish your objectives. Sample activities can be found in the Project Director's Manual.*

The Rapid City Police Department will assign a total of four officers to the DUI Task Force. Two of these officers will be paid for by this Highway Safety grant, and the other two will be supplied by the PD as a match for funding. Additionally, this commitment of two additional officers should show the dedication the RCPD has in the overall commitment to saving lives on our roads. We will have a total of four officers working directly on DUI enforcement.

With these officers we will participate in major DUI checkpoints throughout the year. These checkpoints will be:

May Mobilization, Memorial Day weekend
August, Sturgis Motorcycle Rally
October, Halloween Night
December, Holiday Week

Additionally, all officers will participate in any other checkpoint activity that is occurring in and around Rapid City. Including assisting the Highway Patrol with any checkpoint occurring in the Rapid City area.

4) Evaluation *Describe how you will measure what was accomplished by the project.*

The evaluation of our efforts will be measured by comparing the ratio of alcohol related crashes with the overall number of crashes in Rapid City. We will gather numbers from the State Records, along with our own numbers from our records management system to document this number.

5) Equipment *What equipment, if any, will be purchased to meet the needs of this project?*

**Note: items previously purchased with federal funds are not eligible for replacement with federal funds.*

We will be requesting funding for four digital camera systems, to insure each of the DUI officers is working with the proper digital camera system.

3 L3 Digital Camera Systems	Cost of each, \$4995	(\$2,396/State \$2,599/Dept)
Total Cost	\$14,985	(\$7,188/State \$7797/Dept)

6) Agency Qualifications *Eligible applicants are: South Dakota State Agencies, federally recognized tribal governments, county and city agencies, non-profit agencies with 501 c (3 or 4) IRS status, public schools, and private schools with non-profit status.*

The Rapid City Police Department is a city agency, serving the citizens of Rapid City and Pennington County.

PART 3
Budget Detail
 (Use space as needed)

1. Describe Federal Share Requested for Personal Services and Local Match:

- a. Salaries (describe each position title, quantity of time to be spent on the project, base pay, benefits).

The goal of this grant is to provide for two full time sworn officers, to work on the task of DUI enforcement and education. Regular salary and overtime expenses will be matched by the Rapid City Police Department with impaired driving enforcement expenses.

The request for this grant is to provide 4160 man hours to DUI enforcement. This equates to two full time officers.

Wages	4160 hours @ \$22.50.hour	\$93,600
Social Security		\$5,600*
Retirement		\$7,200*
Medicare		\$1,400*
Health Insurance		\$22,000*
Workers Comp		\$240*
Unemployment Ins		\$400*
TOTAL		\$130,440

*Estimates based on grant submission from previous year

Local Match for this grant will be in the form of two like officers assigned to DUI enforcement. Additionally, the RCPD will be providing the maintenance and fuel for the vehicles used. We will also provide the needed supervision and clerical support for this assignment.

- b. Overtime (describe the purpose, when, where, over-time rate, number of hours, and any benefits that would be included in overtime) Law enforcement agencies must include a current overtime policy with their application.

Additionally, 300 hours of overtime is being requested to allow these full time officers to attend court, and work special assignments toward DUI enforcement.

OVERTIME	300 hours@ \$34/Hour	\$10,200
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2. Describe Federal Share Requested for Travel Expenses and Local Match: see allowable expenses in Highway Safety Project Director's Manual.

- a. In-state Travel (reason, mileage calculation, per diem, other expenses)

NONE

- b. Out-of-state Travel (reason, transportation, per diem, other expenses)

NONE

3. Describe Federal Share Requested for Operating Expenses and Local Match:

(rent, utilities, insurance, and maintenance expenses; with documentation, can be shown as local match)

Local match for the grant will be documented through the assignment of two additional DUI officers to the DUI task force. Additional local match funds will be shown through the supervision of the DUI officers by existing PD supervisors. Patrol cars, and fuel will be provided by the department.

- 4. Describe Federal Share Requested for Contractual Expenses and Local Match:** *(describe proposed contractual agreements, purpose, start and end dates, and cost).*

None

- 5. Describe Federal Share Requested for Equipment and Local Match:** *(describe equipment needed directly related to project activities)*

The equipment money requested for this grant will be for three digital camera systems. This will be on the required equipment match as outlined in the grant requirements.

\$7,188 of grant funding will be matched by the RCPD \$7,797 to purchase the camera systems.

- 6. Describe Federal Share Requested for Other Direct Costs and Local Match:** *(describe costs directly related to project activities that do not fit in the other categories such as paid media, resource materials, etc.).*

None

- 7. Describe Federal Share Requested for Indirect Costs and Local Match:** *(indirect or administrative costs are limited to a maximum of 10% and require a copy of your Indirect Cost Rate Agreement or written justification as described in the Project Director's Manual.)*

None

- 8. Total Federal Requested and Local Match**

Budget Summary Table
(summarize Budget Detail above)

	Budget Category	Federal Share Requested	Local Match	Total Project Cost
1.	Personal Services	\$140,640	\$140,640	\$281,280
2.	Travel	\$0.00	\$0.00	\$0.00
3.	Operating	\$0.00	\$0.00	\$0.00
4.	Contractual	\$0.00	\$0.00	\$0.00
5.	Equipment	\$7,188	\$7,797	\$14,985
6.	Other Direct Costs	\$0.00	\$0.00	\$0.00
7.	Indirect	\$0.00	\$0.00	\$0.00
8.	Total	\$147,828	\$148,437	\$296,268

PART 4
Certifications and Assurances

By signing this application, the Authorizing Official for the agency applying for funding agrees to follow the federal certifications and assurances printed in the Project Director's Manual; in addition, the certifications and assurances are available at the following link:
http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/StateCertifications_8-05.pdf

These certifications and assurances are included in all project agreements.

PART 5
Reporting Requirements

Progress reports and/or Special reports are required for project agreement recipients as described in the Project Director's Manual.

1. Quarterly progress reports are due on the following schedule, within fifteen (15) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	October 1 – December 31	Report due January 15
Second Quarter:	January 1 – March 31	Report due April 15
Third Quarter:	April 1 – June 30	Report due July 15
Fourth Quarter:	July 1 – September 30	Report due October 15

2. Special reports:
- a. Law enforcement agencies must submit monthly traffic citation and crash data through the online monthly Traffic Safety Report system and provide data on activities during the three national mobilizations.
 - b. Department of Justice EUDL funded projects are required to submit a data report for EUDL specific activities each quarter.

PART 6
Authorizing Official Signature

I understand that approved expenses can be reimbursed must be incurred during the period of the project agreement and reimbursement requests must be received by the Office of Highway Safety no later than November 15. Requests for reimbursement received after the above cutoff date will not be reimbursed.

I declare under penalty of perjury in the second degree, and any of the applicable state or federal laws, that the statements made and contained under the title Certification and Assurances herein are true and complete to the best of my knowledge.

I attest that the information presented in this application is true. I have read and understand the above requirements and will comply with these requirements.



Authorized Official Signature

5-26-2010
Date

POLICY NO: 321-01	SUBJECT: Salary Program	PAGE NO. 2 OF 2
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**Non-Union Employee Information Guide
Union Contract (Fraternal Order of Police) -- Article XXXII; Article XXXV, Article XXXVI.**

D. EMPLOYEE TIME ACCOUNTING POLICY

1. The Rapid City Police Department's policy is the number of hours worked by each employee, both regular and overtime, be accurately recorded on the daily time sheet.
2. Time sheets must be completed on a daily basis for full compensation and submitted to the Accounting Clerk as required.
3. The supervisor must sign the daily time sheet before submittal to the Accounting Clerk.
4. All hours worked but not recorded will not be compensated.
5. The supervisor is responsible for the accurate completion and timely submission of the daily time sheet to the Accounting Clerk.

E. RECORDING OVERTIME

1. Overtime must be recorded on the daily time sheet, either to be paid or to be taken as compensatory time in accordance with City and Personnel regulations.
2. All recorded overtime must be accompanied with a brief description of the reason for the overtime, e.g., Crime Report number, or overtime verification slips.
3. Overtime pay/compensatory time for court/administrative hearing appearances:
 - a. An employee receiving a subpoena, notice of trial, notice of hearing, or any other similar notice directing him to appear at an official hearing or trial will complete a court time verification slip and will include the name of the attorney, hearing officer or court clerk.
 - b. If a subpoena or other notification is not received by the employee, but the employee appears at court or a hearing, a court time verification slip shall be completed by the employee, including the name of the attorney, hearing officer or court clerk responsible for the hearing.
 - c. When submitting a daily time sheet, all corresponding documentation referred to above must be attached when any overtime pay or compensatory time is requested.
 - d. No trial or hearing overtime will be authorized unless required and the employee actually appears at the scheduled trial, hearing, or actually appears at the Police Department to prepare for the hearing. If the employee only appears at the Police Department, a supervisor shall sign the court time verification slip.
 - e. Failure to comply with this procedure will result in the pay or compensatory time being denied.
 - f. The responsibility of the subpoenaed employee is to contact the Prosecuting Attorney's office on the day of the scheduled appearance to verify that the trial/hearing is still scheduled. Failure to comply with this provision may result in loss of compensation for the appearance.

ARTICLE XXXV
OVERTIME AND PREMIUM PAY

35.01 One and one-half (1 1/2) times the employee's regular hourly rate of pay shall be paid for work under any of the following conditions;

- A. All work performed in excess of eight (8) hours or ten (10) hours in any one day, except:
 - 1. Where time is lost during the workweek by reason of unexcused absence;
 - 2. Where the excess hours result from employees trading shifts or hours.
- B. All work performed in excess of forty (40) hours in any workweek. Holidays not worked shall count toward computation of overtime unless falling on a regularly scheduled day off.
- C. Holidays, annual leave, and sick leave falling within the normal workweek shall count towards the computation of daily and/or weekly overtime. The City agrees that it will not schedule employees off for the purpose of avoiding overtime;
- D. For all work performed on Sunday, except those employees engaged in continuous operations. Continuous operations shall mean where regular schedules require shifts of two or more consecutive shifts;
- E. Work performed on the seventh (7th) day in the scheduled workweek for those employees engaged in continuous operations;
- F. Notwithstanding the above, sworn officers assigned to the Detective and Administration Divisions shall have the option of taking the time off in lieu of receiving pay for said hours, provided that the hours are taken off within those employees' work cycle.

35.02 Two (2) times the regular hourly rate of pay shall be paid for work under the following situation: Work performed after sixteen (16) consecutive hours, except where this is occasioned by an employee trading shifts or hours of work. No employee shall be required to change from one regular shift to another regular shift without at least eight (8) hours off, except in case of emergency, and then overtime will be paid.

35.03 Overtime shall not be paid twice for the same hours, nor shall there be a duplication or pyramiding of premium pay. There shall be no payments of overtime for hours not worked.

35.04 Overtime will not be allowed without the approval of the Chief of Police, and where overtime is allowed, it shall be distributed as equitably as practical among employees in the same job classification within a specific work unit.

35.05 The policy of the City with respect to the distribution of overtime is:

- A. City Responsibility. It shall be the responsibility of the City to determine in each instance if overtime work is required and, if so, how many employees will be required to perform the work;
- B. Division of Overtime Work. Overtime work will be distributed as equitably as is reasonably practical among employees normally engaged in the classification involved. It is understood that this Section does not assume that each employee sharing overtime with a particular classification will at any given time have received the same number of overtime hours, but merely expresses the fundamental policy of the City to keep such overtime as nearly in balance from time to time as is practical under the circumstances;
- C. Maintenance of Balance of Overtime. If a balance of the overtime hours worked among a classification which normally shares overtime work is not properly maintained because of improper allocation and a grievance is filed, and as a result an employee is found not to have had his fair share of overtime, the off-balance condition shall be identified and preference given to the aggrieved employee over the other employees involved on further similar jobs until a fair balance in the overtime distribution is re-established;
- D. Assignment of Overtime. Employees who request to be excused and are excused from working overtime on a particular day shall be charged with the overtime hours which they would otherwise have worked on that day for the purpose of balancing.