

**DEPARTMENT TRAFFIC COORDINATOR
TRANSIT SERVICES BUREAU**

August 12, 2020

NOTICE

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TO: All Geographic Areas

FROM: Department Traffic Coordinator, Transit Services Bureau

SUBJECT: SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT – OVERTIME GUIDELINES

PURPOSE

The purpose of this Notice is to advise Department personnel of guidelines for assignment to Selective Traffic Enforcement Program (STEP) Grant overtime details.

BACKGROUND

The STEP Grant funds are allotted by the California Office of Traffic Safety. The STEP Grant Agreement has terms and conditions, performance measures, objectives, and a method of evaluation.

PROCEDURE

As a result, guidelines are necessary to ensure efficacy and to further the traffic safety goals of the Department. The Department has implemented the following STEP Grant:

- Employees may not work any STEP Grant overtime during any period they are on leave, with or without pay (e.g., family leave, bonding leave, sick leave, military leave). Employees on leave, regardless of duration, must return to work at least one regularly scheduled shift of their primary duty assignment before being eligible to work any STEP Grant or VZ overtime detail.
- An employee cannot use accumulated overtime and earn overtime simultaneously. Therefore, employees may not work a STEP Grant on an overtime basis during hours when they are off using accumulated overtime (such as "TO" or "TS" time). Officers shall not work STEP Grant overtime while on a vacation day.
- If an employee is ineligible to work a scheduled STEP Grant overtime shift for any of the above reasons, they shall contact the coordinating unit to advise of the inability to work.
- Employees who work STEP Grant overtime have the same obligation to appear for a scheduled overtime detail as they would for a regular shift.

- To be eligible to work STEP grant overtime details, employees cannot have medical or administrative restrictions that prevent them from working uniformed patrol details.
- Best practices developed over the years have allowed an employee with a subpoena to work a STEP Grant overtime detail, attend court and then return to detail. The employee will document the break in enforcement activities in their log and will submit multiple Overtime Reports to accurately depict their status if absent from the detail for any amount of time.
- Employees shall not substitute or swap details. If an employee is unable to work a STEP Grant, the employee shall contact the coordinating unit to advise of the inability to work. The coordinating unit will be responsible for filling the vacancy.
- Any employee who fails to give proper notification of the inability to work a STEP Grant, fails to bring proper equipment or uniform to the detail, or fails to perform duties at the detail is subject to being restricted from working details from one month to a year. Restrictions are imposed by the Commanding Officer, Traffic Group (TRFG).
- Probationary Officers are not eligible to work STEP Grant overtime details.
- All personnel working STEP Grant overtime do so at the discretion of the Commanding Officers of each Traffic Division and the Commanding Officer of TRFG.

If you have any questions, contact Lieutenant David Ferry, Traffic Coordination Section, TRFG, at (213) 486-0680.



BLAKE H. CHOW, Deputy Chief
Department Traffic Coordinator
Transit Services Bureau

APPROVED:



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "D"

A. Bassett E 9183

Date 7.13.20

OFFICIAL CORRESPONDENCE REVIEW FORM

INITIATED BY: (NAME, BUREAU OR DIVISION, ETC.)

Commander Marc R. Reina
Commanding Officer, Traffic Group

DATE:

July 1, 2020

STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC)

 COPY

Subject: SELECTIVE TRAFFIC ENFORCEMENT PROGRAM AND VISION ZERO
OVERTIME GUIDELINES

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	OPERATIONS-SOUTH BUREAU		COUNTER TERRORISM AND SPECIAL OPERATIONS BUREAU
	OPERATIONS-VALLEY BUREAU		POLICIES AND PROCEDURES DIVISION
	OPERATIONS-WEST BUREAU		CHAIR OF THE USE OF FORCE REVIEW BOARD
	OFFICE OF OPERATIONS		ADMINISTRATIVE SERVICES BUREAU
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Chief of Staff