

Agency Information

APPLICANT: CRETE POLICE DEPARTMENT DATE: JULY 2, 2024
ADDRESS: 1945 FOREST AVENUE
CITY, STATE, ZIP: CRETE, NE 68333 E-MAIL: dawn.jonas@crete.ne.gov
TELEPHONE # 402-826-4311 Unique Entity Identifier (UEI) #: NSZJX92LS4R3
FEDERAL I.D. #: 47-06006154 Commercial and Government Entity (CAGE) Code: 6VZ55

PROJECT DESCRIPTION:

The purpose of this Special Traffic Enforcement Program (STEP) Grant Contract is to provide funding assistance to law enforcement agencies for selective overtime enforcement and education overtime in the emphasis areas of Occupant Protection, Impaired Driving, Speed, Distracted Driving, or General Traffic. The funding assistance will provide reimbursement for overtime salaries. Regular traffic enforcement activities must remain at the current level and all activities funded by this STEP grant must be above and beyond the current level of enforcement activity.

Please complete items 1 – 5 below using the definitions on the reverse side and submit a copy of your department's current seat belt policy and drug-free workplace policy if not already on-file.

1. Baseline Information:

SEE ATTACHED

2. Selective Overtime Enforcement Objective:

SEE ATTACHED

3. Selective Overtime Enforcement Activity:

SEE ATTACHED

4. Selective Overtime Enforcement Budget:

SEE ATTACHED

5. Impact Evaluation:

SEE ATTACHED

Expectations:

- STEP contractors will make every reasonable effort to participate in at least One safety effort per month following the NHTSA calendar. This will include at least one (1) of the winter holiday campaigns as well as *Make it Click (May)* and *Drive Sober or Get Pulled Over (Aug.)*.
- Over the term of the STEP contract an agency goal will be to average a minimum of two contacts/stops per hour of reimbursed STEP enforcement.
- No STEP expenditures may be incurred prior to the acceptance and receipt of a signed agreement from the HSO.
- The applicant must 1) receive approval of the STEP grant contract from the HSO; 2) incur the expenses (pay the bills); 3) request reimbursement on a STEP/Mini-Grant Contract Claim for Reimbursement (CR) located on the HSO website at <http://dot.nebraska.gov/safety/hso/grants/grant-forms/>; and 4) complete the CR and attach the required supporting documentation as prescribed below.
- The applicant shall perform community collaboration and engagement/outreach to ensure transparency and identify disparities in traffic enforcement, and inform on traffic enforcement policies, procedures, and activities to improve traffic safety.

Reimbursement:

- For non-enforcement expenses:
 - a) Detailed activity, media placement or other expense with paid invoice, proof of payment

Federal Aid Identification Number (FAIN(s)): Revised 06/2024

DEFINITIONS

BASELINE INFORMATION explains the following:

- Who* is being affected by a specific injury problem?
- What* injuries are occurring (type, severity and frequency of fatal and non-fatal injury)?
Include at least 3 years of data.
- When* the injuries are occurring (i.e., time of day, day of week)?
- Where* the injuries are occurring (specific geographic location)?
- Why* the injuries are occurring (contributing factors -- i.e., alcohol, speed, lack of belt use, etc.)?

NOTE: The number of deaths is low in most communities. Non-fatal serious injury crash data may provide a more complete picture.

SELECTIVE OVERTIME ENFORCEMENT OBJECTIVE

Every selective overtime enforcement activity must have an objective to reduce fatal and serious injury crashes as outlined by the baseline information. The objective states exactly how much injury reduction will be achieved in a specific period of time. The contributing factors must also be addressed (i.e., alcohol, speed, etc.). Every objective must be SMART: Specific, Measurable, Action oriented, Realistic, and have a Time frame.

SELECTIVE OVERTIME ENFORCEMENT ACTIVITY

The activity must coincide with the problems outlined in the baseline data and respond to the stated objective. The specific locations, time of day, day of week, number of officers and traffic problem (i.e., alcohol, speed, etc.) must be included.

SELECTIVE OVERTIME ENFORCEMENT BUDGET

The budget must include the total number of officers, total number of hours, officer's hourly rate of pay, and the total amount of funding assistance being requested.

IMPACT EVALUATION answers the question "Did we reduce injuries?"

In the application, explain what you will evaluate. In the project summary (submitted after the completion of the activity) answer the following:

- Question #1: Did the activity reduce the types of injuries that were targeted?
- Question #2: Did the activity reduce those kinds of injuries by as much as predicted?

STEP Overtime Enforcement Mini-Grant Application

Baseline Information:

Three years of injury accident data within the city of Crete shows the following:

- **Who:** Drivers are more likely to be injured in traffic accidents within the city of Crete.
- **What:** Minor injuries are the most likely sustained, with the elderly the most documented for serious injuries within the city of Crete.
- **When:** Data shows injury accidents are most likely to occur on Monday from 0500-1800 and Friday from 0700-2100.
- **Where:** Injury accidents are most likely to occur on Main between 5th and 18th, and at 13th/Boswell.
- **Why:** Data shows that injuries occurring from accidents are most likely to be caused by speed, traffic signal violations, stop sign violations, no seatbelts and alcohol.

Selective Overtime Enforcement Objective:

The objective is to participate in the Special Traffic Enforcement Program (STEP) grant from October 1, 2024 – September 30, 2025. By participating in the grant, the goal of the enforcement is to emphasize enforcement and education in the areas of Occupant Protection, Impaired Driving, Distracted Driving and General Traffic. The department will perform community collaboration and engagement/outreach to educate and improve traffic safety.

Selective Overtime Enforcement Activity:

Enforcement activity will be in the form of traffic enforcement by targeting speeding, traffic signal violations, and stop sign violations with an emphasis on identifying and arresting intoxicated drivers.

Locations, days and times for enforcement include:

- Main/5th to 13th: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- Main/18th to 24th: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- Highway 33/13th to 17th: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- 13th/Hawthorne to Linden: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- 13th/Boswell to Iris: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- 12th and Main, Monday-Sunday, all hours (Stop sign violation, no seatbelts)

Selective Overtime Enforcement Budget:

- 1 officer for 280 hours @ \$68.85 per hour = \$19,278.00
- 1 officer for 75 hours @ \$61.77 per hour = \$4,632.75
- 1 officer for 280 hours @ \$61.77 per hour = \$17,295.60
- 1 officer for 200 hours @ \$61.77 per hour = \$12,354.00
- 1 officer for 150 hours @ \$61.77 per hour = \$9,265.50
- 1 officer for 50 hours @ \$59.41 per hour = \$2,970.50
- 1 officer for 280 hours @ \$57.12 per hour = \$15,993.60
- 1 officer for 150 hours @ \$52.82 per hour = \$7,923.00
- 1 officer for 20 hours @ \$68.85 per hour = \$1,377.00

Grand total of funding assistance being requested = \$91,089.95

The hourly rates are the billable overtime rates which include FICA and Retirement.

Impact Evaluation:

The additional enforcement and education is targeted at reducing the number of impaired and/or distracted drivers as well as increasing the number of occupant protection devices (seatbelts and child restraints) being used. The numbers of citations issued or arrests of motorists for these offenses compared to the number of motorist contacts for traffic infractions during the enforcement period will evaluate motorist compliance with state statutes.

C. Complaints

Persons observing a violation of this policy are responsible to bring it to attention of their supervisor.

Sec. 3.10 DRUG-FREE WORKPLACE

The City of Crete is committed to providing a safe work environment. The City prohibits the distribution, manufacture, possession, sale, use, transfer, transport, or purchase of illegal drugs, or being under the influence of alcohol or drugs at the workplace, on City premises, or in City vehicles. Any violation of this policy is subject to discipline up to and including termination, for the first offense. An exception may be made for Police Officers if transporting and/or storing of evidence.

The substances that are prohibited include but are not limited to the following:

- Alcohol
- Cannabinoids (marijuana, hashish)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, "designer drugs", etc.)
- Narcotics (heroin, morphine, etc.)
- Stimulants (cocaine, methamphetamines, etc.)

Any employee convicted of violating a criminal drug/alcohol statute must inform the City of such a conviction (including pleas of guilty and no contest) within five days of the conviction occurring. Failure to inform the City will subject the employee to disciplinary action, up to and including termination for the first offense. By law, the City will notify the federal grant agency or contracting officer within 10 days of receiving such notice from an employee or otherwise receiving notice of such conviction.

The City reserves the right to offer employees convicted of violating a criminal drug/alcohol statute, the opportunity to participate in a rehabilitation or drug/alcohol abuse assistance program, at the employee's expense, as a form of discipline. If such an opportunity is offered and accepted, the employee must successfully complete the program before returning to their position as a condition of employment.

The City may test all applicants who have been offered a position with the City prior to starting their new job. Job placement is contingent on the results of the drug/alcohol testing. The City may test all new hires for the following substances:

- Amphetamine/Methamphetamine
- Cannabinoids
- Cocaine metabolites
- Opiates
- PCP

The City reserves the right to test any employee that it has reasonable cause to believe is under the influence of alcohol or drugs while in the workplace.

Any employee that is involved in a worker's compensation claim involving an injury or an accident involving an injury requiring medical attention shall be required to submit to a drug/alcohol test for cause. Additionally, if an employee is operating a city vehicle/equipment and is involved in a reportable accident, pursuant to City Policy, while in the operation of said vehicle, there shall be drug/alcohol testing for cause. Any employee involved in any such injury or accident shall immediately notify his or her supervisor and the Human Resources Department so that immediate arrangements can be made for drug/alcohol testing to be promptly carried out.

The City shall also maintain a testing program as is required by the U.S. Department of Transportation (DOT). This program will apply to employees in job classifications that require a Commercial Driver's License (CDL). Employees in this classification will receive additional information in the orientation process from the Human Resources Department.

The City of Crete Drug and Alcohol testing procedures used will follow the City of Crete Drug and Alcohol Testing Procedures Manual as approved and/or amended by the Governing Body.

Sec. 3.11 CORRECTIVE AND DISCIPLINARY ACTIONS

A. Employees are expected to act in a mature and professional manner while performing services for the City of Crete. Below is a non-exclusive partial list of unacceptable behaviors that may result in disciplinary action.

- Failure to observe safety rules and regulations.
- Failure to report to work at the appointed time or place, or for departing prior to the designated time, including abuse of rest periods.
- Solicitation, distribution, or display of non-work-related materials while on City time.
- Operating a personal business while on City time.
- Intimidation or coercion.
- Overuse ("waste") of City equipment, tools, or material beyond what is required to complete a task.
- Using abusive language or making false or malicious statements concerning any employee, the City, or its services.
- Unnecessary physical games (i.e., "horseplay," "roughhousing," etc.), loitering or sleeping on the job.
- Unauthorized posting, removing, or altering of bulletin board notices.
- Violation of City, Department, or Division written or verbal policies or procedures.
- Unauthorized use or release of confidential, sensitive or privileged information.
- Intentional unavailability for or refusal to work over-time or respond to emergency call-out.
- Abuse of medical leave or other paid leave.
- Conduct that negatively impacts the professional appearance/reputation of the City.

B. An employee may be terminated, even for a first offense, for the following violations. This list is representative of dischargeable behaviors but is not all-inclusive.

- Insubordination.
- Theft of public or private property.
- Misappropriation of public property.

Upon the receipt of the recommendation, a determination will be made as to the classifications to be affected by a reduction in force and the number of employees to be laid off. A determination as to whether any employees within a job classification should be exempted from consideration due to the existence of a required federal, state, or local certification, or license will also be made at this time.

RECALL: Employees laid off under this reduction in force policy shall be eligible for recall for the same position for a period of 2 years after layoff. If, within 2 years after layoff, a position is opened within the reduced job classification for the department, the employee shall be recalled in the reverse order of layoff. The Employee shall have their sick leave accrual balance reinstated at the amount accrued at the time of lay off. After 2 years, the employee will have no preference for rehire.

CONSIDERATION GIVEN FOR RELEASE OF ALL CLAIMS AGAINST THE CITY:

Employees with 1 to 4 years of continuous employment with the City whose employment is terminated by a reduction in force will be entitled to consideration equal to 4 week's pay. Employees with 5 or more years of service will receive 4 week's pay plus 1 week for each additional year of service with a maximum payout of 12 weeks.

Employees who retire or are terminated through disciplinary action will not receive this consideration. The Mayor may grant consideration in resignation cases when deemed appropriate. The Mayor may grant consideration greater than 4 week's pay upon a determination that such action is in the best interest of the City.

FURLOUGH: When it is determined necessary to reduce payroll expenses, employees may be required to participate in furloughs or a reduction in hours worked. The employee's health insurance and other benefits will not be affected as long as the furlough is temporary in nature and does not result in the employee's hours dropping below thirty-five hours per week average on an annual basis.

Sec. 3.15 USE OF CITY PROPERTY AND EQUIPMENT

Property and equipment that is provided by the City to carry out the duties of day to day business is to be used in the way that it is intended. Personal use of City property and equipment including computers and City issued personal devices is prohibited. Personal use of City Internet service is prohibited. Equipment that is available for the public to rent may be rented by employees in the same manner.

Employees shall be responsible for proper operation, care, and conservation of city vehicles, equipment, tools and supplies. The following guidelines are provided regarding use of these resources:

- City vehicles, equipment and supplies shall not be used for unauthorized purposes.
- Employees shall promptly report accidents, breakdowns or malfunctions of any unit in order that necessary repairs may be made.

- When safety devices are installed on vehicles and equipment, such devices shall be maintained in good working order and shall be used by all occupants of vehicles or equipment.
- If available, seatbelts shall be worn by all occupants of city vehicles when such vehicles are in operation.
- City employees shall not use city equipment or vehicles to transport unauthorized persons except where such transportation is necessary in the provision of emergency services. Authorized passengers will have a definable business need to be in the vehicle.
- No employee will operate any City vehicle or equipment while under the influence of alcohol or drugs. No illegal drugs or open containers of alcohol are permitted in any city vehicle, except when such materials are transported as evidence by Police Department personnel. Decisions regarding the ability of an employee to operate equipment or vehicles while taking physician prescribed medications shall be made on a case by case basis by the Department Head, and shall be based upon physician recommendation. No employee shall be permitted to operate city vehicles or equipment while under the influence of non-prescription medications unless such operation can be accomplished safely. Decisions regarding non-prescription medications shall be made on a case by case basis by the Department Head.
- City vehicles may be driven to and from work with Mayor and Council approval of policy and usage agreements in each case. IRS compensation guidelines will apply in each case.
- With the permission of the Chief of Police, police officers residing within the City Limits may take patrol vehicles home to permit an immediate response during the current or subsequent shift. This permission does not, however, imply off-duty officers are on-call.

Sec. 3.16 CITY GOVERNMENT COMPUTER NETWORK

A. Overview

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. The City of Crete is committed to protecting all employees, partners, and the City of Crete from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer/City issued personal electronic device(s), software, operating systems, storage media, network accounts providing electronic mail, www browsing, and File Transport Protocol, are the property of the City of Crete. These systems are to be used for business purposes in serving the interests of the City of Crete, and of our clients and customers in the course of normal operations. All internet/intranet activities are continually recorded and logged. All logs are the property of the City of Crete.

Effective security is a team effort involving the participation and support of every City of Crete employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer/City issued personal electronic device user to know these guidelines, and to conduct their activities accordingly.