



BURNET COUNTY SHERIFF'S OFFICE

Calvin Boyd

SHERIFF

P.O. BOX 1249 Burnet, Texas 78611 ** Phone: (512) 756-8080 Fax: (512) 756-4064**

STEP Grant Policies and Procedures

The Administrative captain will serve as the STEP project manager to oversee the project but the Sheriff or his designee will be project director responsible for oversight of compliance with the standards and procedures.

The STEP project manager reports directly to TxDOT project director.

Duties will be that of reporting all necessary information / stats to TxDOT as agreed upon in TxDOT agreement.

Any Officer participating in the TxDOT STEP grant will have been given a background check using the Texas Commission on Law Enforcement system and direct contact with previous law enforcement agencies referenced by the individual prior to being hired. Financial background checks are also done using the Trans Union Risk and Alternative Data Solutions prior to being hired.

Any Officer participating in the TxDOT STEP grant will be required to do so on their scheduled days off to prevent any interference with normal work days / shifts.

Any and ALL Officers that are interested in the participation of the STEP grant will need to obtain approval from their immediate supervisor whom will grant approval or denial.

All Officers working STEP will be required to have a minimum of 8 hour off prior to being eligible to work STEP. Each Officer will work no more than 8 continuous hours at a time when performing STEP.

The Burnet County Sheriff's Office will evaluate each officer's overtime status prior to working STEP with the Counties HR director as well as Treasure's office.

Every Officer will be required to participate in the mandatory annual harassment training by the TAC H.R. Specialist.

Every Officer that is performing the duties of STEP will fall under the same chain of command as already set by this department. You will report and answer to the shift supervisor if the need arises. In the event the shift supervisor is unavailable, Officers will report directly to the Captain.

Each Officer working STEP will be required to maintain a log of the total number of stops / contacts. Those will consist of a breakdown of speeding contact, seatbelt occupancy violations etc. You will be required to also document locations of enforcement and areas worked during your scheduled time frame.

Once you have completed your assigned STEP day, all paperwork will be turned into the project director and checked for accuracy and completeness to maintain the standards set forth by the program.

Every Officer will comply with current racial profiling requirements and will not isolate any particular race / gender during the course of your duties.

This department will also conduct internal audits to determine the compliance and the effectiveness of the program and locate high target areas that might be in need of more enforcement efforts. These audits include verifying logs and timesheets have been approved and signed by supervisor and that the amount of OT that was paid was recorded in the accounting system correctly. Any corrections will be made on the pay period after finding the error. Logs of the stops will be periodically checked with the dispatcher records for that day.

CAPTAIN CHRISTOPHER JETT
BURNET COUNTY SHERIFF'S OFFICE
512-756-8080

A handwritten signature in black ink, appearing to read "C. Jett", written in a cursive style.