

**MEMORANDUM OF UNDERSTANDING**

**GRANT AGREEMENT NUMBER:** 2025-405b-502

**PROGRAM AREA:** 405b

**PROJECT DIRECTOR:** J.M. "Jesse" Torrez, Director

**GOHS – CIOT Enforcement Wave**

As part of the National Click It or Ticket Campaign, Arizona has developed and promoted the "Buckle Up It's the Law!" program, which has been an effective enforcement message in a secondary law state.

This program unites statewide law enforcement agencies to engage in aggressive traffic enforcement with a "zero tolerance" approach to seat belt and child safety seat violations. The goal is to sustain and increase seatbelt usage rates in the designated geographical areas of the participating agencies.

The mobilizations begin with earned media generated at the State and local level followed by a high visibility enforcement campaign lasting two weeks. Paid media phases in approximately one week later followed by high-visibility enforcement lasting for two weeks. Additional earned media conducted through the GOHS has been paramount in enhancing occupant protection message.

The purpose of the campaign is for the El Mirage Police Department to engage in Occupant Protection traffic enforcement with a "zero tolerance" approach to seat belt and child safety seat violations. The goal is to sustain seatbelt usage rates in the designated geographical areas of the participating agencies.

The campaign will be supported by earned media to reinforce the occupant protection message. The agency will participate in other educational and public awareness activities to support the enforcement component.

**GOALS/OBJECTIVES:**

The El Mirage Police Department is required to complete the following goals and objectives under the guidelines of the contract:

- Provide intensive traffic enforcement during designated period with zero tolerance for safety belt/child restraint laws

- Heighten enforcement visibility through news media contacts, safety belt/child seat inspections, and other public awareness and educational activities
- The Agency shall provide a written press release announcing the enforcement program to the local media affecting their respective areas (a copy of this press release shall be sent to the GOHS Director prior to the initiation of the enforcement campaign)
- The Agency is additionally encouraged to invite media representatives for live interviews and ride-a-longs during the enforcement activities
- The Agency shall develop and participate in some form of enforcement activity, such as saturation patrols, multi-agency enforcement task forces etc. related to respective areas with low restraint usage.
- The Agency shall submit a Final Enforcement Summary Report to GOHS no later than June 6, 2025.
- The Agency shall a Final Statement of Accomplishments Report including press releases, news stories, educational/public awareness activities, enforcement statistics and quality photographs by June 13, 2025.
- The Agency shall provide the names of top enforcement performers for possible future recognition by GOHS and their respective agency.

**METHOD OF PROCEDURE:**

The El Mirage Police Department will make expenditures as follows to meet the outlined Program Goals/Objectives:

Personnel Services – To support Overtime for two-week Click It or Ticket (Buckle Up) Enforcement Campaign from May 19, 2025 through June 1, 2025

Employee Related Expenses – To support Employee Related Expenses for Agency Overtime

**PROFESSIONAL AND TECHNICAL PERSONNEL:**

**Paul Marzocca, Chief, El Mirage Police Department, shall serve as Project Director.**

**Miles McLane, Officer, El Mirage Police Department, shall serve as Project Administrator.**

**Gabriela Gallegos, Occupant Protection Coordinator, Governor’s Office of Highway Safety, shall serve as Project Coordinator.**

**REPORT OF COSTS INCURRED (RCI):**

The Project Director shall submit a Report of Costs Incurred (RCI) with supporting documentation attached, to the Governor’s Office of Highway Safety within thirty (30) days of the enforcement period in correlation with the required report.

RCIs shall be typed and submitted with appropriate supporting documentation to the Governor’s Office of Highway Safety. **Electronically submitted RCIs will be accepted.**

The RCI template and instructions are available on the Governor’s Office of Highway Safety website at <http://www.azgohs.gov/grant-opportunities/>. Failure to meet the reporting requirements may be cause to terminate the project.

**FINAL ENFORCEMENT SUMMARY REPORT:**

All participating agencies shall complete and submit total enforcement statistical data implementing the attached form no later than June 6, 2025, to the Governor’s Office of Highway Safety.

**FINAL STATEMENT OF ACCOMPLISHMENTS:**

The Project Director shall complete and submit the attached Final Statement of Accomplishments Report no later than June 13, 2025, to the Governor’s Office of Highway Safety. All agencies receiving funding are required to submit a Final Statement of Accomplishments Report. The report is a summary overview of the contracted project and is reviewed by the Governor’s Office of Highway Safety project coordinator to determine the effectiveness of the project.

**ESTIMATED COSTS:**

I.	Personnel Services (overtime)	\$3,000.00
II.	Employee Related Expenses (33.33%)	\$1,000.00
	<b>Total Award:</b>	<b>\$4,000.00</b>

*Signature of Project Director:*

Paul Marzocca , Chief  
El Mirage Police Department

*Signature of Authorized Official of  
Governmental Unit:*

J. Crystal Dyches, City Manager  
City of El Mirage

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**AUTHORITY & FUNDS**

1. This Project is authorized by 23 U.S.C. **§405** and regulations promulgated there under, more particularly Volume 102, and if State funds are involved, this project is authorized by ARS § 28-602.

The funds authorized for this Project have been appropriated and budgeted by the U.S. Department of Transportation. The expenses are reimbursable under Arizona's Highway Safety Plan Program Area **405b**, as approved for by the National Highway Traffic Safety Administration.

2. **A. EFFECTIVE DATE:** **B. FEDERAL FUNDS:**

Authorization to Proceed Date

**\$4,000.00**

3. **AGREEMENT AND AUTHORIZATION TO PROCEED**  
by State Official responsible to Governor for the  
administration of the State Highway Safety Agency

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J.M. "Jesse" Torrez, Director  
Governor's Office of Highway Safety

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Approval Date