


### **STEP Operating Policies and Procedures**

All STEP agencies must either have established written STEP operating policies and procedures, or will develop written policies and procedures before STEP grants can be executed. Each STEP agency will certify that it has, or will develop such procedures during the proposal process in eGrants. If an agency is selected for a grant award, a copy of the agency's written policies and procedures must be submitted with the executed grant. Local policies and procedures must include at a minimum:

- ◆ Which position serves as the STEP project director and what would be their main responsibilities?
- ◆ How the agency selects individuals to work a STEP shift?
- ◆ How prior approval is authorized for an individual to work a STEP shift?
- ◆ Are any restrictions imposed on working STEP, such as an officer cannot work more than x hours per shift, etc.?
- ◆ How the agency determines an individual's over time status before working STEP?
- ◆ The agency's supervision of officer's working STEP?
- ◆ How is an individual's time worked on a STEP shift documented?
- ◆ What paperwork is required after the STEP shift ends (i.e., time sheets, overtime cards, STEP daily activity reports, citations, etc.) and how does the supervisor approve and document the hours worked?
- ◆ How the agency oversees the agency's performance toward meeting the grant's performance measures/target numbers?

	<b>WILLIAMSON COUNTY SHERIFF'S OFFICE</b>	
	<b>Policy: 4.9 STEP Grant or Selective Traffic Enforcement Program</b>	
	<b>Effective Date: 01.01.2017</b>	<b>Replaces:</b>
	<b>Approved: <u>Robert Chody</u></b> Sheriff	
	<b>Reference:</b>	

## I. POLICY

The purpose of the STEP Grant Policy is to outline how a Selective Traffic Enforcement Program Grant will be managed, supervised, operated and recorded. This policy will also outline the duties and expectations of the grant supervisors, and Deputies assigned to work the program. The policy will also outline the selection process for Deputies assigned to the grant as well as delineate how their overtime pay will be organized and recorded.

## II. PURPOSE

The STEP Grant or Selective Traffic Enforcement Program is a state funded grant program that allows Deputies of the Sheriff's Office to use grant funds to organize specific traffic details. These details target specific traffic offenses that pertain directly to the safety of the driving public and to offenses that the office has deemed especially problematic.

## III. CHAIN OF COMMAND AND RESPONSIBILITIES

### 1. STEP Project Director

- a. The Special Operations Section Lieutenant of the Patrol Division will be assigned as the STEP project director unless otherwise assigned by the Assistant Chief of the Law Enforcement Bureau.
- b. Responsibilities of the STEP Project Director
  - i. Organization and maintenance of the actual Grant
  - ii. Oversee the program in its entirety to assure that STEP Grant standards are maintained
  - iii. Scheduling Deputies to work the specific STEP details
  - iv. Maintenance of reported statistics and goal statements
  - v. Creation and maintenance of spreadsheets (or any other record keeping documentation) that document the Deputies working the detail, number of hours the STEP detail has been worked, as well as the total number of citations and arrests made by those working the detail. This document will be used to evaluate the performance of the STEP Grant and to evaluate its effectiveness.
  - vi. Submission of Grant Performance and Evaluation Reports

### 2. Supervisors

- a. While Deputies are assigned to the STEP detail, the on-duty Supervisors will oversee the actions of those Deputies.



- b. Supervisors will ensure that STEP Deputies are assigned an available patrol unit to utilize while working the detail.
  - c. Supervisors will also assure that these assigned Deputies are not only meeting the current standards and policies of the Williamson County Sheriff's Office, but will also ensure that the Deputies are meeting the requirements of the STEP program while they are assigned to the detail.
3. STEP Detail Officers
- a. Deputies assigned to the STEP program will report directly to the on-duty Supervisor and advise them that they will be working the detail.
  - b. Assigned Deputies will report to their assigned areas of responsibility and will enforce the specific offenses deemed necessary by the Sheriff's Office and detailed in the Grant.
  - c. At the conclusion of the detail, Deputies will complete a Daily Activity Report, detailing their enforcement actions while working the detail. Said activity report will then be sent to the STEP Program Director.
  - d. Deputies will also ensure that their worked hours for the detail are entered into KRONOS (the Sheriff Office's standard timekeeping software) before securing from the detail.

#### **IV. SELECTION OF STEP GRANT OFFICERS**

- 1. Upon award of the STEP Grant, the STEP Project Director will notify the office body of the dates and times the traffic details are available.
- 2. Deputies wishing to work the details will submit their requests directly to the STEP Project Director indicating the dates and times that they are available to work.
- 3. Deputies requesting to work the detail must meet the following requirements:
  - a. Must be off of Probation status
  - b. If working a detail targeting a "Speeding" offense; Deputies requesting to work must be radar certified
  - c. If working a detail targeting offenses dealing with a drivers level of "intoxication", Deputies requesting to work must be certified in Standard Field Sobriety Testing (SFST)
- 4. Deputies selected to work the detail will be notified by the STEP Project Director of the dates and times that they will be working.
- 5. STEP Deputies will be expected to be on time and to work throughout the detail hours. Deputies who are unable to work their scheduled hours for any reason will notify the STEP Project Director as soon as possible.

#### **V. STEP GRANT TIME MAINTENANCE**

- 1. STEP Deputies will work the selective traffic details outside of their normal duty hours.
- 2. STEP Deputies will be paid their standard overtime rate for the STEP Grant detail if, in conjunction with their normal scheduled duty hours, they work over eighty (80) hours at the end of two weeks.
- 3. Deputies will have time restrictions placed on the number of hours they may work the detail in conjunction with their normally scheduled hours.
- 4. STEP Deputies will ensure that all of their STEP detail hours are entered into the KRONOS timekeeping software under the correct time code and are all accounted for.