



POLICE



BLAINE POLICE DEPARTMENT DWI ENFORCEMENT OFFICER





APPLICATION REQUIREMENTS

- Minnesota Law Enforcement agency has to currently have a TZD Enforcement grant ✓
- 20 or more sworn officers ✓
- Must be located in Anoka County ✓
- Deadline Wednesday, May 23, 2018 at 4pm via the Department of Public Safety's E-grants system. ✓
- Before a grant may be executed, the agency listed in the application process must provide OTS with a resolution from the appropriate City Council or authorizing board. A sample will be provided. ✓



2019 DWI OFFICER GRANT HIGHLIGHTS

- The grant is federally funded by NHTSA with impaired driving funds. Because of this, both the officer and the majority of the equipment can only be funded for the enforcement of laws prohibiting driving while impaired.

Eligible agencies with more than 20 sworn officers – Anoka County

The total length of a DWI Officer grant is expected to be two years. Grants will be written for *one federal fiscal year at a time*, so applications will need to be submitted each year.

Agencies will develop a work plan and budget which are subject to approval by the OTS (Office of Traffic Safety). The award will cover one full-time sworn officer and fringe benefits (grant will be written for top patrol pay scale). The grant funding covers personnel only, equipment will *not* be included with the 2019 DWI Officer Grant.

The OTS anticipates awarding up to fifteen grants.



TIME ALLOCATION

- **15 Minute Rule** – If an officer responds to an incident or assists an officer during a call for service that exceeds **15 minutes** the officer must close their ROAR log. A new log must be created when the officer returns to their DWI shift. When the time exceeds the fifteen minute rule, it an *unallowable grant expense*.
- **Straight Time** – Shift time the DWI Officer spends working dedicated to DWI enforcement. This does not include time (beyond 15 minutes) to assist another officer.
- **Overtime** – Will be included if it was required to complete a DWI Officer shift (if the officer needs additional time to complete the arrest and paper work).
- **Court Time** – Is an acceptable use of funds for the agency's acting DWI Officer to attend court outside their normal work schedule, as long as it pertains to an arrest where they were the arresting officer and that took place during their tenure as DWI Officer.
- **Recurrent Training** – Time for the DWI Officer is to take training required by all officers of the agency.
- **Leave Time** – Sick leave and vacation earned prior to the beginning of this project cannot be paid for with grant funds. Sick leave and vacation earned by the officer while paid for with grant funds are eligible for reimbursement.



TIME ALLOCATION (CONT'D)

- **Compensatory time (comp time)** – will not be reimbursed with grand funds. The amount incurred at the time earned, could potentially be expensed at a different rate. Also, there is no way of knowing when the assigned DWI Officer will use comp time earned. Because of these reasons, comp time is a non-reimbursable expense.
- **Community Education Outreach** – Up to three hours (per community event) each quarter for community outreach, with written pre-approval. This opportunity must be used to decrease impaired driving, in part by educating the community about their DWI Officer and enforcement.
- **OTS Required Meetings** – Time for the DWI Officer to attend OTS meetings requested by the State Authorized Representative.



GENERAL FUNDING AND REIMBURSEMENT RULES

- The grant fiscal year starts on October 1st, 2018 and finishes on September 30th, 2019.
- The grant funds are to be used for DWI enforcement and are available on a cost reimbursement basis.



ENFORCEMENT DIRECTIVES

The Office of Traffic Safety expects the assigned DWI officer will not change more than twice a year. The DWI officer rate includes salaries and fringe benefits, which must be in accordance with common practice for the classification level.

DWI OFFICER QUALIFICATIONS

The agency will provide a qualified officer who has a minimum of two years experience with the agency.



ADMINISTRATION OF GRANT

Administration time can be charged *only* if the grant administrator works overtime hours to complete the work.

Match

Matching funds are *not required* for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Appropriate matching funds must be reported on the invoice documentation for them to be included with the invoice. Agencies claiming matching funds as any real costs that are not included in the grant-reimbursed budget. The Blaine PD already does this for the 2018 TZD grant.



MATCH (CONT'D)

- Squad car mileage costs (the number of miles driven are required to be reported) and operating expenses.
- DWI Officer and supervisor/administration time that is not covered by the grant including any DWI Officer leave time not covered by the grant.



APPLICATION EVALUATION PROCESS

Each application will be reviewed by a coordination team at the OTS. The criteria that will be used to evaluate applications may include, but are not limited to the following:

- Performance history for both the proposed DWI Officer and their agency (required statistics plan) **in process**
- Budget completeness and reasonableness **in process**
- Performance measures (in the work plan) **in process**
- OTS past experience with applying agency **Excellent relationship**
- If all essential information and attachments have been completed and uploaded as required **in process**
- Media plan (optional) **We will have a comprehensive media plan included with our application**



ADDITIONAL REQUIREMENTS

- Real Time Officer Reporting (ROAR) ✓
- DWI eCharging ✓
- DWI Dashboard ✓
- The Blaine Police Department already does all of these.



APPLICATION REQUIREMENTS

- Minnesota Law Enforcement agency has to currently have a TZD Enforcement grant ✓
- 20 or more sworn officers ✓
- Must be located in Anoka County ✓
- Deadline Wednesday, May 23, 2018 at 4pm via the Department of Public Safety's E-grants system. ✓
- Before a grant may be executed, the agency listed in the application process must provide OTS with a resolution from the appropriate City Council or authorizing board. A sample will be provided. ✓



Questions?