

# High Visibility Enforcement (HVE) Guide

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## 1.0 Overview

### 1.1 Purpose

This guide is intended to assist Target Zero Managers, Law Enforcement Liaisons, and law enforcement agencies in coordinating multi-jurisdictional high visibility enforcement (HVE) mobilizations to address impaired driving, distracted driving, speeding and seat belt use. These mobilizations are funded by federal highway safety grants.

### 1.2 Goal

The goal of multi-jurisdictional High Visibility Enforcement is to reduce fatal and serious injury collisions through the coordination of:

- Publicity addressing increased enforcement, and
- Increased contacts and arrests of violators

### 1.3 Method

Funding from the Washington Traffic Safety Commission (WTSC) will support multi-jurisdictional HVE patrol activities to increase the number of officers working on impaired driving, distracted driving, speeding, and occupant protection enforcement. Public education and media will be coordinated by the Target Zero Manager and Law Enforcement Liaison. The law enforcement activity will support the media effort by demonstrating to the public that the media messages are true; i.e., that “extra enforcement patrols (with a particular focus) are going on now” so that the public takes the media messages seriously.

The media work will support the police effort by encouraging voluntary compliance with the law. The objective of multi-jurisdictional HVE patrol activities is to change driver behavior by raising the awareness of increased enforcement.

Definitions:

- HVE is enforcement of the law in conjunction with publicity that draws the attention of the public to the enforcement activity.
- Multi-jurisdictional enforcement is defined as a minimum of three law enforcement agencies (LEAs) or patrol units participating at a designated date and time, enforcing a specific activity, in a location determined by the local Target Zero Task Force.

## 2.0 Participation Requirements

Each emphasis patrol will be conducted within the following parameters. Exceptions may only be provided by the WTSC Program Manager.

### 2.1 Training Requirements

All officers participating in traffic safety emphasis patrols must be SFST trained. To meet this requirement:

- Officers must be BAC certified and have passed the SFST refresher training within the prior three years, or
- Officers must have successfully completed Advanced Roadside Impaired Driving Enforcement (ARIDE), or
- Officers must be a certified Drug Recognition Expert.

### 2.2 Shift Length

Officers will not be scheduled for overtime shifts lasting longer than eight hours. (WTSC understands there may be instances when more than eight hours are billed because of DUI processing, etc.)

### 2.3 Dispatch

WTSC will reimburse communications officers/dispatch personnel for work on this project providing Agency has received prior approval from the designated TZM.

### 2.4 Allowable Costs

Each law enforcement agency will provide commissioned law enforcement with appropriate equipment (vehicle, radar, PBTs etc.) to participate in the emphasis patrols. WTSC will reimburse for overtime at 1.5 times officer's normal rate plus the agency's contributions to employee benefits including FICA, Medicare, Worker's Compensation and unemployment. The total cost of salary and benefits shall not be exceeded in any one funding category and funds may not be commingled between campaign areas.

## 3.0 Performance Standard

Participating law enforcement officers are required to make a minimum of 3 self-initiated contacts per hour of enforcement. Some violator contacts may result in related, time-consuming activity. This activity is reimbursable. Other activities, such as collision investigation or emergency response that are not initiated through emphasis patrol contact WILL NOT be reimbursed.

## 4.0 Billing Procedure

The law enforcement agency shall submit invoices for reimbursement with supporting documentation to WTSC monthly. All invoices for reimbursement shall be submitted using the A-19 downloadable at: [thewisedrive.com/hve/](http://thewisedrive.com/hve/). Payment to the law enforcement agency for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt

of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, **must be received by WTSC no later than July 31**. All invoices for goods or services performed on or prior to September 30, **must be received by WTSC no later than November 15**.

Claims for reimbursement must include:

a. [Invoice Voucher \(A19 Form\)](#).

- 1) Agency identified as the "Claimant"
- 2) Statewide Vendor Number
- 3) Federal Tax ID #
- 4) Original signature of the agency head, command officer or contracting officer, and
- 5) Other information denoted by arrows on the form

b. Payroll support documents (WTSC Proof Of Overtime Form, signed overtime slips, or other agreed upon payroll documentation.)

c. [Emphasis Patrol Activity Logs](#) showing 3 or more self-initiated contacts per hour.

**The Invoice Voucher (A19 Form), payroll supporting documents, and Emphasis Patrol Activity Logs shall be submitted to the appropriate TZM or LEL for review and approval. The TZM will forward these documents to WTSC for processing and payment.**

## 5.0 Overtime Reporting

The law enforcement agency agrees to have all personnel who work HVE patrols complete officer Emphasis Patrol Activity Logs (Downloadable at: [thewisedrive.com/hve/](http://thewisedrive.com/hve/)) and submit to the local TZM or LEL within 48 hours of the end of all shifts worked. These same logs will also be part of the required back-up attached to reimbursement requests as outlined above (detailed above.)

## 6.0 HVE Location Selection

Locations for HVE patrols will be chosen in support of the stated goal to reduce traffic related deaths and serious injuries. Target Zero multi-jurisdictional HVE patrols will be conducted, as part of the national effort, during the dates listed for each HVE category. These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

### 6.1 Impaired Driving

**Holiday DUI Patrols; November 25, 2015 - January 1, 2016**

**Drive Sober or Get Pulled Over Labor Day DUI Crackdown; August 19 - September 5, 2016**

Whenever possible statewide mobilization patrols shall begin after 4:00 p.m. and will occur Friday-Sunday.

### 6.2 Seat Belts

### Click it or Ticket - May 23 - June 5, 2016

Whenever possible these patrols shall occur in areas with the lowest seat belt use. Ideally, these patrols will not begin before 4:00 pm.

### 6.3 Distracted Driving

#### U Drive. U Text. U Pay. - April 1 - 14, 2016

Wherever possible these patrols shall occur in areas with the highest number of distracted driving violations.

### 6.4 Local HVE Emphasis

Funds permitting, the local Task Force may coordinate local HVE patrols during the contract period. Dates may not coincide with any national/statewide or other local flex patrols. Dates of local patrols will be reported in advance to the WTSC on a quarterly basis by the county Target Zero Manager. Only work done on Task Force/TZM pre-approved dates will be considered for reimbursement. Local HVE patrols may focus on impaired driving, seatbelt enforcement, distracted driving or speeding.

### 7.0 Media

The WTSC will be responsible for the following media related activities:

- Provide state/local traffic fatality and serious injury data
- Coordinate paid media at the state level for statewide and local mobilizations (when possible)
- Lead news media efforts for:
  - Holiday DUI
  - Click It or Ticket
  - U Drive. U Text. U Pay.
  - Drive Sober or Get Pulled Over
- Summarize statewide enforcement activity
- Report results to the National Highway Traffic Safety Administration

The TZM will be responsible for local reinforcement of WTSC media efforts.

All statewide patrols are conducted as part of a highly publicized, statewide effort. As such, publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. Therefore, each law enforcement agency must provide the names of at least two agency officers who can be available for media requests and questions.

## 8.0 HVE Timeline

The following timeline provides an overview of activities involved in successfully conducting HVE patrols.

### 8.1 Lead-up

#### Three months prior

##### Target Zero Manager and Law Enforcement Liaison:

- Lead the development of Multi-jurisdictional High Visibility Enforcement Mobilization Plans
- Submit local patrol plans for local DUI, seat belt, speeding, and distracted mobilizations to the WTSC on quarterly basis:

Plans Due:	For local patrols planned from:
August 31, 2015	October 1 - December 31, 2015
October 31, 2015	January - March, 2016
January 30, 2016	April - June, 2016
April 30, 2016	July - September, 2016

\*One yearly plan for local mobilizations may be submitted in lieu of four quarterly plans.

##### Law Enforcement Agencies:

- Ensure availability of agency media contact prior to and during all mobilization dates
- Send a representative to local task force meetings to plan mobilization locations and exact dates

#### 3 weeks prior

##### Target Zero Manager:

- Send each law enforcement agency a request to post the overtime opportunity for HVE patrols

#### 1-2 weeks prior

##### Target Zero Manager:

- Leads news media and community outreach efforts for local mobilizations
- Coordinates mobilization briefings
- Sends out HVE Guide, along with links to the [Operations Plan Template, Emphasis Patrol Activity Log and HVE A-19](#)

### 8.2 Patrol Briefing

##### Hosting Agency - Supervising Officer:

- Prepare Operations Plan for HVE patrol using the Operations Plan Template (Downloadable

at: [thewisedrive.com/hve/](http://thewisedrive.com/hve/)) or other operations plan format.

- Verify that all participating officers understand the goal and scope of the HVE patrol

#### Law Enforcement Agencies:

- Require all officers participating in multijurisdictional HVE patrols to attend mobilization briefings

#### Participating Officers:

- Submit Participation Form
- Download Activity Log
- Review the following expectations for HVE Patrols
  - Officers working the overtime conduct a minimum of three (3) self-initiated contacts per hour. One stop can result in more than one contact if the officer cites multiple occupants in the vehicle.
  - This is an enforcement activity that is intended to apprehend violators. It is expected that a Notice of Infraction/Citation (NOI/C) will be issued at contact unless circumstances dictate otherwise.
  - It is understood that violator contacts may result in related, time-consuming activity. This activity is reimbursable. Other activities, such as collision investigation or emergency response that are not initiated through emphasis patrol contact WILL NOT be reimbursed.

### 8.3 Post-Patrol

#### Participating Officers:

- Complete and submit multi-jurisdictional HVE patrol productivity on WTSC [Emphasis Patrol Activity Log](#)
- Email completed activity log to [ddahl@wtsc.wa.gov](mailto:ddahl@wtsc.wa.gov) within 48 hours of end of shift

#### Target Zero Manager

- Review and approve all MOUs, invoices, and other documentation before submission to WTSC. This includes follow-up on incomplete invoicing paperwork and Emphasis Patrol Activity Logs with unexplained low contacts.
- Submit statewide mobilization enforcement total sheet (by county) to WTSC within 72 hours of mobilization end date ([hvetotals@wtsc.wa.gov](mailto:hvetotals@wtsc.wa.gov))
- Submit local mobilization enforcement total sheet (by agency and task force) to WTSC within two weeks of patrol end date ([hvetotals@wtsc.wa.gov](mailto:hvetotals@wtsc.wa.gov))
- Provide local media outlets with results of emphasis patrols