

**DUI Anytime Impaired Driving Enforcement.
Grant Procedures
AMENDED 12/05/2022**

PREREQUISITES:

1. **MUST** have a valid Type III permit.
2. Required to have worked at least 3 wolfpacks in the past 12 months.
3. Required to perform an SFST proficiency examination with a member of the DUI Section with satisfactory results. *In the event a member does not perform satisfactorily, the member will have the option to sign up for a refresher SFST course with a member of the DUI Section and retest at an agreed upon date.
4. Members cannot be a PPO (Probationary Police Officer).
5. **MUST** Follow your elements procedures for checking out a vehicle to work this grant.
6. Radar/Laser Certification is encouraged but not required.
7. Must have signed a Federal Award Verification Form for KCPD Employees in the past 12 months.

REQUIREMENTS:

1. Go 10-41 in the zone you are conducting enforcement (CPD, EPD, SCPD, etc.).
2. Use Radio # 787 or #788. If you have an assigned radio number from a specialized unit then use it.
3. Grant overtime may be worked between the hours of 1800-0600, **any day** of the week.
4. Must be on an **R day** or working **before / after** your assigned shift. You cannot work this grant while on exception time (V, O, E, Y, S, FMLA, X, etc.).
5. Members must work a minimum of 2 consecutive hours in any one shift but no more than 6 hours in any one shift unless extenuating circumstances occur. **(Document in detail on activity sheet)**
6. Must use the designated "DUI Wolfpack / YA Grant Enforcement Statistics" Activity sheet in the I:Drive "DUI Processing Folder" / "Grant Activity Sheet."
7. Overtime Form 55 **MUST** be coded and entered as: **"TL"**. **(PAID OVERTIME ONLY)**
8. An on-duty sergeant must sign your Grant Activity Log at the beginning and end of your shift with name, serial number and time. (Signatures can be in the Description of Activity on the Activity Sheet). (See example #2)
9. Members will email the date, time, and location of beginning and ending roll calls to kcpdgrants@kcpd.org and corey.carlisle@kcpd.org. The email notification shall be made no less than 2 hours prior to the beginning of the shift. **(Members will be cognizant of weather and cancel if inclement weather is uncondusive to a productive operation).**
10. If a member must cancel a shift, (s)he will email that information no less than 2 hours prior to the beginning of the shift unless emergency circumstances arise. **The Director of Grant operations may cancel shifts due to inclement weather or budgetary related concerns.**
11. No members shall work in a law enforcement capacity (Combined on-duty and grant overtime) for more than 16 hours in any 24 hour period. The 24 hour period is defined as 0001 hrs. to 2400 hrs.
12. No members shall work any one grant for more than 40 hours in a two week pay period.
13. No members shall work the anytime grant during a scheduled wolfpack/saturation patrol.

Initial Here:

Date

PRODUCTIVITY EXPECTATIONS:

14. Primary Goal is to detect and arrest Impaired Drivers.
15. Members **MUST** process their own DUI's. Members may be assisted by the DUI Unit if a DRE or Search Warrant is required.
16. Members will conduct an average of 3 stops per hour. Warning tickets are acceptable and are defined as those issued in the E ticket program. If due to unforeseen events a sergeant/officer is unable to complete the required number of stops (s)he shall make a detailed explanation of the circumstances on the Grant Activity Log. Time commitment for processing a DUI is implied in this expectation.
17. Members must write at least one E Ticket in the first 30 minutes of overtime and at least one E Ticket in the last 30 minutes of their shift. Time commitment for a DUI is implied in this expectation.
18. Members are encouraged to answer up for calls for ASAP. Remember to call ASAP per policy for criminal history record checks.
19. Members will ensure stop reports and in car/ body camera video classifications are completed.
20. Ensure the TBL Administration tab is changed to "Grant".

END OF GRANT PROCEDURES

21. Members will print out the grid from the E Ticket program that applies to their grant shift and attach it to the Grant Activity Log. (See example #3)
22. When completing the Overtime Form 55, the specific grant DUI Grant code; "**TL**" will be included at the top of the form and in the "Reason for Overtime" section. (See example #4)
23. The on duty Sergeant will review and sign the Grant Activity Log and Overtime Form 55, indicating that both have met the grant requirements. The on duty Sergeant will then enter the overtime into the timekeeping system. These must be entered within 48 hours after the end of the grant shift.
24. The Grant Activity Log, Ticket Grid, one copy of the Form 55 and the printed **ALERT** entry showing the correct code was entered, will be emailed or Interdepartment mailed to the DUI Sergeant for review and approval within 48 hours. (See example #1-2-3-4-5)
25. The Sergeant will maintain the original Form 55 for their timekeeping records.

ADMINISTRATIVE PROCEDURES

26. Depending on funding, it may be dictated by the Grant Project Director to restrict grant activity.
27. MoDOT requires quarterly mobilizations. Coordinated mobilizations and restricted usage of specific grants may be directed by the Grant Project Director.
28. **Failure to abide by the grant rules or productivity expectations may result in revocation of privileges to work the grants.**
29. The Grant Project Director and/or the Fiscal Administrator from the Accounting Section will make periodic, unannounced field inspections of personnel working the grants. The Accounting Section will also conduct periodic audits to ensure Grant guidelines are met.

**I hereby acknowledge and will adhere to the guidelines set forth in this agreement as outlined. I understand any questions or clarification should be addressed with the DUI Section Supervisor prior to making any assumptions about or contrary to the guidelines in this agreement.

Signature (Member)

Date

Signature (DUI Unit Supervisor)

Date

DUI Wolfpack / YA Grant Enforcement Statistics

*updated 03/25/2020

Example #1

Date: 10/14/22 Sgt./P.O. PO Wade Robinson #5785

O.T. Hours 7.8

Radio #: 783 Sgt./P.O. Sgt. Blake Brownlee #5221

O.T. Hours 7.8

Enforcement Activity:	<u>Citations</u>	<u>State</u>	<u>Warnings</u>
Hazardous Moving Violations			
DWI Alcohol Arrests	<u>3</u>	_____	
DUI Drug Arrest	_____	_____	
Following too close	_____		_____
Stop sign violation	_____		_____
Signal light violation	_____		_____
Fail to yield	_____		_____
Careless Driving	_____	_____	_____
Speeding	_____		_____
Other HMV	<u>1</u>	_____	<u>2</u>

Total HMV Violations:	<u>4</u>	<u>0</u>	<u>2</u>
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Non-Hazardous Moving Violations

Seatbelt	_____		_____
Child Restraint	_____	_____	_____
MIP Violations	_____		_____
Open Container	_____		_____
Zero Tolerance	_____	_____	_____
Fake Identification	_____		_____
Other Liquor Laws	_____		_____
Suspended/Revoked	<u>1</u>	_____	_____
No Operator's License	_____		_____
Uninsured Motorist	<u>1</u>		_____
Other Non-HMV	<u>1</u>	_____	_____

Total Non-HMV Violations	<u>3</u>	<u>0</u>	<u>0</u>
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Total HMV & Non-HMV Violations	<u>7</u>	<u>0</u>	<u>2</u>
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Other Charges and Enforcement Activities

Number of Vehicle Stops	<u>3</u>	DRE Evaluations	_____
DUI CFS	<u>5</u>	Search Warrants	_____
Youth Alcohol Only		Blood Draws	_____
Party Calls	_____	B.A.C.s Given	<u>2</u>
Disturbances	_____	Refusals	<u>1</u>
Compliance Checks	_____	S.F.S.T.s Administered	<u>3</u>
Number of Contacts	_____	Total Warrants	_____

DUI Arrest Information

Age: 16-20 _____ 21-29 1 30-39 2 40-49 _____ 50+ _____

Sex: Male 2 Female 1

DUI Arrest Zone: CPD: _____ MPD: 1 EPD: _____ NPD: 1 SPD: 1 SCPD: _____

Example #3

Citation #	Date Created	Offense Date	Offense Time	First Name	Last Name	Plate #	Statute	Street Name	Charge Description	Officer	Status
200307380	10-16-2022	10/16/2022	00:07	BREANNA	BARBER	D033078	70-832	TRUMAN RD	NO HEADLIGHTS ON	Robinson	GRANT
200307381	10-16-2022	10/16/2022	00:07	BREANNA	BARBER	D033078	70-137	TRUMAN RD	STATE LIC PLATE REQUIRED	Robinson	GRANT
200307382	10-16-2022	10/16/2022	00:07	BREANNA	BARBER	D033078	70-132(2)	TRUMAN RD	OPER MV W O PROPER LIC	Robinson	GRANT
200307383	10-16-2022	10/16/2022	01:06	DARLYNG	CACERES-ZELAYA	JH5S9L	70-363(C)	I 29 HWY	EXCEED POSTED SPEED LMT	Robinson	GRANT
200307384	10-16-2022	10/16/2022	01:06	DARLYNG	CACERES-ZELAYA	JH5S9L	70-132(2)	I 29 HWY	OPER MV W O PROPER LIC	Robinson	GRANT
4000000152542	10-15-2022	10/15/2022	21:49	GREGORY	MAIN	ZG0R4P	70-953(a)	BARRY RD	FAIL OBEY TRAF CNTRL DEV	Robinson	GRANT
4000000152543	10-15-2022	10/15/2022	22:14	KYAWWIN	PALSUK	VH3P2U	70-398(1)	US 169 HWY	IMPROPER LANE USE	Robinson	GRANT
4000000152545	10-16-2022	10/16/2022	00:22	HENSE	TODD	87AKZD	70-832	TRUMAN RD	NO HEADLIGHTS ON	Robinson	GRANT
4000000152546	10-16-2022	10/16/2022	00:33	ALBERTO	HERNANDEZ PATRICIO	D140436	70-832	TRUMAN RD	NO HEADLIGHTS ON	Robinson	GRANT
4000000152547	10-16-2022	10/16/2022	01:06	DARLYNG	CACERES-ZELAYA	JH5S9L	70-398(1)	I 29 HWY	IMPROPER LANE USE	Robinson	GRANT
4000000152548	10-16-2022	10/16/2022	1:25	ANDREW	WISE	121606	70-402(a)(1)	I29	APP EMER VEH WO-CHNG LANE	Robinson	GRANT

TL

KANSAS CITY, MISSOURI POLICE DEPARTMENT
OVERTIME VOUCHER - OTHER THAN COURT TIME

Date of Occurrence 10/14/2022 Occurrence # 1
Name Wade Robinson Serial No. 5785
Assignment DUI Rank PO

Regular Hours of Assignment From: 2100 To: 0500

Scheduled Work Day Holiday
 Day Off V-Day

Special Assignment Hours From: 1300 To: 2100

Reason for Overtime: DUI Anytime Waiver "TL"

Prior to Duty Extension of Duty Call Back

Actual Overtime Worked From: 2100 To: 0446

Paid Overtime

[Signature] 5785 / 10-15-22
Member's Signature / Current Date

Compensatory Time [Signature]
Immediate Supervisor's Signature

TIMEKEEPERS USE ONLY

Hours Submitted for Compensation (Refer to Computer Screen) Hours 7 Tenths 8

TIME KEEPER'S INITIALS WAR

DATE ENTERED 10/16/22

Example #5

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10/25/22

TIMEKEEPING SYSTEM

TK86D

22:39:20

OVERTIME

DISPLAY

WADE A. ROBINSON

D.U.I. SECTION

POLICE OFFICER 05785

DATE 10/15/22 OCCURRENCE 1 SPECIAL OVERTIME CODE TL

HOURS OF ASSIGNMENT FROM 1300 TO 2100

OVERTIME HOURS WORKED FROM 2100 TO 0520

OVERTIME NATURE EXTENSION OF DUTY

REASON FOR OVERTIME DUI ANYTIME WP CODE "TL"

PAID TIME 8.3 HOURS

PF2=HOLD PF4=END HOLD

UPDATE

ADD OVERTIME

MENU

POWER ENTRY

Print

**Federal Award Verification Form
For KCPD Employees**

Print Name: _____
Serial Number: _____
Assignment: _____

I hereby certify that I am not suspended or debarred from receiving pay for salary, fringe benefits, overtime or any other reimbursable cost derived from federal and/or state funding. Furthermore, I agree to immediately notify the Project Director with any change of status as related to suspension or debarment.

Signature Date

Print Name and Title