

Maryland Highway Safety Office Grant Funding

Index Code: 1902.1

Effective Date: 12/5/2016

I. Purpose

The Queen Anne's County Office of the Sheriff receives yearly funding through the National Highway Traffic Safety Administration (NHTSA), through the Maryland Highway Safety Office (MHSO) grant program. The grant funding supplements the overtime budget through reimbursements. The funds are utilized to staff traffic safety enforcement details in Queen Anne's County, Maryland. This directive describes the process of administering and complying with the terms of the grant to ensure continued funding.

II. Policy

It is the policy of the Office of the Sheriff to participate in the NHTSA / MHSO Traffic Safety Grant Funding program if and when funds are available.

III. Grant Management

A. Authorizing Official

The Sheriff or his/ her designee shall act as the Authorizing Official. The Authorizing Official provides the authorization for the agency to participate in the grant program.

B. Project Director

The project director oversees the project coordinator, reviews quarterly statistical reports, and reviews the grant application process. The Project Director is typically the Commander of the Patrol Division, but may be filled by any designee selected by the Sheriff. The Project Director may fill the Project Coordinator position simultaneously.

C. Project Coordinator

The project coordinator oversees the daily management of the grant. The project coordinator is responsible for:

- **Grant Application**
- **Grant Management**
- **Quarterly Statistics Reports**

- **Attend MHSO Meetings**
- **Assign MHSO Overtime Shifts**
- **Coordinate Traffic Details funded by MHSO Grant money**
- **Other Applicable Duties**

The project coordinator also acts as the agency liaison between the agency and the Maryland Highway Safety Office. This includes attending quarterly meetings, and other events as scheduled. The Project Coordinator answers directly to the Project Director.

D. Financial Administrator

The Financial Administrator is the financial representative for the grant through Queen Anne's County Government finance office.

IV. Management of Grant

A. Grant Application

1. The MHSO grant program follows the State of Maryland operating calendar. The fiscal year commences on October 1st and end on September 30th. The grant application process is open from January 1st to February 28th of the current fiscal year for the upcoming fiscal year. The Project Director shall submit the grant application to MHSO for review by January 31st of the current fiscal year for the upcoming fiscal year.

2. The Project Coordinator shall utilize the most current grant management program provided by MHSO. The current system, as of January 1st, 2017 is the Grants & Projects for Safety E-Grants Management System (GPS System). The GPS System shall be used for all grant management for fiscal year 2018 and on. The application shall be submitted through the GPS System.

B. Grant Management

1. MHSO Quarterly Reports

The project coordinator shall maintain the required quarterly reports for the grants management system. The quarterly reports shall be submitted by the last day of the month, or the last business day of the month after the quarter ends.

The first quarter includes October, November, and December. The quarterly report shall be submitted prior to January 31st or the last business day of January, whichever is applicable.

The second quarter includes January, February, and March. The quarterly report shall be submitted prior to April 30th or the last business day of April, whichever is applicable.

The third quarter includes April, May, and June. The quarterly report shall be submitted prior to July 31st or the last business day of July, whichever is applicable.

The fourth quarter includes July, August, and September. The quarterly report shall be submitted prior to October 31st or the last business day of October, whichever is applicable.

2. MHSO Reporting Sheets

The project coordinator shall maintain the MHSO reporting sheets used by deputies to capture statistical data from the traffic details. The sheets shall be available for inspection at any time. All records shall be maintained for a minimum of seven (7) years.

V. Traffic Details

Traffic details shall be offered to all eligible Deputies who have completed field training. The Deputy working the traffic detail shall be compensated at the 1 ½ hourly overtime rate of their regular hourly rate. Compensatory time is not available in lieu of overtime.

A. Traffic Detail Assignments

Traffic details shall be posted in accordance with the NHTSA and MHSO calendar High Visibility Enforcement Waves. The details shall be posted as soon as practical for the current enforcement wave. Deputies will be selected based on a first come first serve basis for traffic details. The project coordinator will follow the NHTSA and MHSO calendar High Visibility enforcement Waves unless there is statistical data available that warrants traffic details outside of the High Visibility Enforcement Waves. Such proposals and data shall be submitted to the

Project Coordinator for review and then to MHSO for approval.

B. Traffic Detail Forms

Deputies staffing a traffic detail must complete an approved MHSO reporting form capturing statistical data. The MHSO reporting form shall be submitted with the corresponding time sheet for the pay period in which the detail was worked. MHSO provides two forms to capture statistical data.

1. MHSO Detailed Reporting Form

The MHSO Detailed Reporting Form shall be used for all traffic details **except** any traffic detail labeled Smooth Operator.

2. MHSO Smooth Operator Form

The MHSO Smooth Operator Form shall only be used for traffic details labeled Smooth Operator.

MHSO Reporting Forms not properly submitted shall be rejected for corrections. Any form not submitted with the corresponding time sheet will result in the hours being denied for reimbursement at the overtime rate. If the form is not submitted with the corresponding time sheet a detailed explanation shall be submitted to the Project Director explaining the circumstances that caused the delay of the form being submitted. Each case shall be reviewed on a case by case basis.

C. Performance

Deputies staffing a traffic detail are expected to perform. The agency DOES NOT employ or authorize "quotas" while working these details. However, these details are designed to enforce traffic safety laws and violations in Queen Anne's County (See Index Code 1902).

Deputies who submit an MHSO Reporting Form with statistics that do not meet the desired effect of the traffic detail shall receive a verbal warning from the Project Director advising the statistics provided do not meet the goal of the program.

Deputies who submit a subsequent MHSO Reporting Form with statistics that do not meet the desired effect of the traffic detail shall receive a negative job observation report from the Project Director, and be ineligible to staff any MHSO traffic details for the remainder of the quarter.

Deputies who submit a third or more MHSO

Reporting Form with statistics that do not meet the desired effect of the traffic detail shall receive a negative job observation report, and be ineligible to staff any MHSO traffic details for the remainder of the fiscal year.

Statistics that meet the desired effects of the traffic detail include impaired driving arrests, traffic arrests, criminal arrests, citations for the violations specific to the detail, and a proper balance between warnings and traffic citations issued.

D. Calls For Service / Assisting Other Units / K9 Scans

Deputies are being compensated by MHSO grant funds to staff traffic details. Deputies shall remain available to staff the traffic detail as much as practical. Deputies may provide assistance as an additional unit if they are in close proximity to a call for service, a deputy asks for assistance, or they are directed by the Shift Supervisor to assist.

Deputies working a MHSO traffic detail shall monitor the amount of time they are assisting patrol. A minimal time, less than 30 minutes, shall be applied to the MHSO overtime. Any time over 30 minutes shall be deducted from the MHSO overtime and logged as either Sheriff's Office overtime or compensatory time on the corresponding time sheet. An explanation of all activity other than traffic enforcement shall be noted on the MHSO Reporting Form in the space provided.

Deputies assigned to the K9 unit who are assigned to a traffic detail shall remain available to staff the traffic detail as much as practical. In the event a K9 unit is requested for a scan, track, or assist patrol for K9 functions, they shall follow the current policy related to K9 (See Index Code 1609). The Deputy shall follow this policy regarding minimal times, 30 minutes or less, and extended times, 30 minutes or more, and submit accordingly on the corresponding time sheet. An explanation of all activity other than traffic enforcement shall be noted on the MHSO Reporting Form in the space provided.

VI. Grant Regulations

The Project Coordinator shall follow all rules and regulations set forth in the Executed Grant through NHTSA and MHSO.

VII. CALEA Reference: None

VIII. Proponent Unit: Patrol Division

VII. Cancellation: None


Sheriff Gary Hofmann