

# **Policies and Procedures for DUI Enforcement Grants**

## **General Information**

The Comprehensive DUI Enforcement program has been modified. The National Highway Traffic Safety Administrations' (NHTSA) mobilization campaigns (Holiday enforcement periods) and the Expanded DUI enforcement program are now combined into one application. The following information is designed to inform you of the revised policies and procedures relating to the DUI Enforcement Program.

- Do not alter the application.
- This application is intended to SUPPLEMENT your municipalities existing DUI activities based on a well documented identified problem in your municipality.
- You must have received a letter from the Department of Transportation stating that your project has been approved before you can conduct any enforcement activity that you will be claiming for reimbursement. Under no circumstances will any enforcement activities, prior to the approval date indicated in the approval letter from the Connecticut Department of Transportation, be eligible for reimbursement.
- The DUI Enforcement Program is data driven.
- Municipalities should not assume that they will be funded based on previous years awards.
- This application includes the NHTSA mobilization periods of; Thanksgiving/Christmas/New Years, Memorial Day/July 4<sup>th</sup>, Labor Day and includes Expanded DUI activity.

## **Data (Previous 3 Years' Data)**

- Your local municipality's alcohol-related impaired driving problem statistics must be included in your application.
- Include your alcohol-related crashes, fatalities and injuries in your problem ID statement. Also include your DUI arrests data.
- Only data that occurs on your local roads will be admissible as sufficient problem ID.
- Crash data included in applications from interstate highways will not be taken into consideration when reviewing your application.

## Operations

- Submit *specific days* that you wish to conduct DUI enforcement (i.e. do not list “the week of May 1-7”).
- You must notify the impaired driving program coordinator once per month of any changes to scheduled enforcement.
- Defined core hours for enforcement are 5:00 p.m. Thursday to 4:00 a.m. Sunday.
- Shifts are a maximum of 8 hours per shift.
- You may select any 8 hour time frame within the program parameters to conduct your daily enforcement.
- Calls for service/assistance that are not DUI-related **cannot** be billed to the project.

## Checkpoints

- You may utilize a maximum of **8** personnel *including* supervision.
- The checkpoint may be no longer than 8 hours.
- A checkpoint is defined as an operation in a fixed location where motor vehicle operators (including motorcyclists) are stopped and interviewed to establish if they are operating while impaired.
- Saturation/roaming patrols are not considered checkpoints – they are considered to be patrols and must be reported as such.

## Reporting

- You must submit project data to the impaired driving initiates coordinator for each of the following **3** periods:
  - 1) Project inception date through January 1
  - 2) January 2 though July 4
  - 3) July 5 through project end date
- You may report your data on a monthly basis, however at a minimum you must report according to the above schedule.

## Claims Submission

- Claims must be submitted three times a year. Claims against your project must be submitted 30 days after each mobilization according to the following schedule:
  - 1) Project inception date through January 1
  - 2) January 2 through July 4
  - 3) July 5 through project end date
- Claims must have the required support documentation in order to be processed.
- Completed and signed “Highway Safety Time Sheets and Activity Reports” and “Sobriety Check Point Sheets and Activity Sheets” MUST accompany these claims.
- All time sheets must be original signed sheets. Signature stamps are not acceptable and will be returned to the grantee.
- Under no circumstances may an employee sign their own time sheet as employee and as the supervisor. It is suggested that time sheets be signed in blue ink to be easily identified as original signatures.

## Communications

Questions regarding your projects administration should be directed to:

Kathryn Barnabei  
Connecticut Department of Transportation  
Transportation Safety Section  
2800 Berlin Turnpike  
P.O. Box 317546  
Newington, CT 06131-7546  
[Kathryn.Barnabei@ct.gov](mailto:Kathryn.Barnabei@ct.gov)  
(860) 594-2364 (phone)  
(860) 594-2374 (fax)

Questions regarding your projects billing and reimbursement should be directed to:

Lorna Zirolli  
Connecticut Department of Transportation  
Fiscal Administration  
2800 Berlin Turnpike  
P.O. Box 317546  
Newington, CT 06131-7546  
[Lorna.Zirolli@ct.gov](mailto:Lorna.Zirolli@ct.gov)  
(860) 594-2366 (phone)  
(860) 594-2913 (fax)