



MEMORANDUM OF UNDERSTANDING
WASHINGTON TRAFFIC SAFETY COMMISSION

THIS AGREEMENT, pursuant to Chapter 39.34 RCW, is made and entered into by and between the **Kittitas County Sheriff's Office** and the **Washington Traffic Safety Commission (WTSC)**.

IT IS THE PURPOSE OF THIS AGREEMENT to provide overtime funding to law enforcement agencies to conduct high visibility enforcement (HVE) traffic safety emphasis patrols, in support of Target Zero priorities and in accordance with the scope of work as outlined below,

TERM: October 1, 2010 - September 30, 2011.

AMOUNTS

Impaired Driving: \$6000.00
CFDA# 20.601

Speeding: \$ 3000.00
CFDA#: 20.600

Seat Belts: \$ 0.0
CFDA # 20.602

These funds shall not be commingled and are only to be utilized for the specific emphasis area.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. **GOAL:** To continue reducing traffic related deaths and serious injuries by engaging in HVE patrols in the areas of impaired driving, speeding and occupant protection
2. **SCOPE OF WORK:**

Impaired Driving:

Kittitas County Sheriff's Office will engage in HVE patrols for all or part of the following:

Holiday DUI Patrols; November 25, 2010 – January 2, 2011
St. Patrick's Day DUI Patrols; March 11, 2011 – March 20, 2011
Summer Kick-Off DUI Patrols; June 24, 2011 – July 5, 2011
Drive Hammered Get Nailed (DHGN) Labor Day DUI Crackdown;
August 19, 2011 – September 5, 2011.

These patrols shall occur in locations where the highest rate of fatality and serious injury collisions caused by impaired driving occur in your geographic area of the state and will not begin before 4:00 pm. Patrols will occur Friday-Sunday, with the exception of:

Thursday, March 17, to cover the St. Patrick's Day holiday
Thursday, November 25, to cover Thanksgiving, and
Monday, July 4, to cover the 4th of July Holiday.

Speeding:

Kittitas County Sheriff's Office will engage in HVE patrols for all or part of the following:

July 15, 2011 – August 7, 2011; these shall occur on the days, times and locations where the highest rate of fatality and serious injury collisions caused by speeding occur in your geographic area of the state.

Seat Belts:

Kittitas County Sheriff's Office will engage in HVE seat belt-focused patrols on some or all of the following dates:

May 23, 2011 - June 5, 2011; these shall occur where the lowest rates of occupant protection use occur in your geographic area of the state. These patrols will not begin before 4:00 pm. **Kittitas County Sheriff's Office** agrees to take a zero tolerance approach to seat belt and child car seat violations.

3. CONDITIONS:

For each of the emphasis patrols listed above, multi-jurisdictional, HVE protocols, as outlined in Addendum A of this document will be followed. These protocols are incorporated in their entirety to this document by reference. Exceptions to these protocols may only be provided by the WTSC Program Director.

These are enforcement activities intended to apprehend impaired drivers, speeding drivers and unbuckled vehicle occupants. It is expected that Notices of Infraction/Citation (NOI/C's) will be issued at contact unless circumstances dictate otherwise.

Impaired Driving:

Kittitas County Sheriff's Office shall ensure that officers participating in these patrols are trained in Standardized Field Sobriety Test (SFST) protocols and that officers assigned to the HVE campaigns are qualified to enforce the impaired driving laws. This means that officers are qualified to use "Standardized Field Sobriety Tests" specified by NHTSA/ IACP standard, and are qualified to use the state's

breath testing instruments. This requirement has been expanded, effective October 1, 2010, to include all enforcement activities funded by the WTSC.

Speeding:

Law enforcement officers will complete the Emphasis Patrol Activity Logs and forward to their Target Zero Manager within 48 hours of the completion of the patrol.

The Target Zero Manager will email the completed forms to juliefurlong@comcast.net.

Seat Belts:

Law enforcement officers will complete the Emphasis Patrol Activity Logs and forward to their Target Zero Manager within 48 hours of the completion of the patrol.

The Target Zero Manager will email the completed forms to juliefurlong@comcast.net

All of these patrols are conducted as part of highly publicized efforts. As such, publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. Therefore, **Kittitas County Sheriff's Office** must provide the names of at least two agency officers who can be available for media requests and questions. ***At least one of the individuals listed below must be available for weekend media contacts, beginning at noon on Fridays before mobilizations:**

Steve Panattoni Sergeant
Name/Title

Clay Myers Undersheriff
Name/Title

509 933-8218
Office Phone & e-mail

509 933-8202
Office Phone & e-mail

Cell Phone

Cell Phone

☐ Available weekends per above?*

☐ Available weekends per above?*

4. PAYMENT FOR LAW ENFORCEMENT: **Kittitas County Sheriff's Office** will provide commissioned law enforcement with appropriate equipment (vehicle, radar, etc.) and on an overtime basis (not to exceed 1.5 times their normal salary and benefits) to participate in these emphasis patrols.
5. RESERVE OFFICERS: **Kittitas County Sheriff's Office** certifies that any reserve officer for whom reimbursement is claimed has exceeded his/her normal monthly working hours when participating in this emphasis patrol and is authorized to be paid

the amount requested. **Kittitas County Sheriff's Office** understands that reserve officers are not eligible for overtime for this project.

6. DISPATCH: **WTSC** will reimburse communications officers/dispatch personnel for work on this project providing **Kittitas County Sheriff's Office** has received prior approval from the **WTSC** Program Manager.
7. GRANT AMOUNT: **WTSC** will reimburse **Kittitas County Sheriff's Office** for overtime salary and benefits. The total cost of overtime and benefits shall not be exceeded in any one campaign area and funds may not be commingled between campaign areas.

This allocation may be increased by your Target Zero Manager during these campaigns, without amending this agreement PROVIDED THAT the increase in the allocation does not exceed 50% of the original agreed amount. Any increase in allocation exceeding 50% will require an amendment to this document.

Impaired Driving Campaign: \$ 6,000.00

Speeding Campaign: \$ 3,000.00

Seat Belt: \$ _____

These funds shall not be commingled and are only to be utilized for the specific emphasis area.

8. PERFORMANCE STANDARDS:

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

9. REIMBURSEMENT OF CLAIMS: Claims for reimbursement must include:

a. Invoice Voucher (A19-1A Form).

- 1) **Kittitas County Sheriff's Office** identified as the "Claimant";
- 2) A Federal Tax ID #; and,
- 3) Original signature of the agency head, command officer or contracting officer.

b. Payroll support documents (signed overtime slips, payroll documents, etc.).

c. Emphasis Patrol Activity Logs showing 3 or more self-initiated contacts per hour.

Emphasis Patrol Activity Logs cannot be modified.

Payment cannot be made unless these activity logs are included.

The Invoice Voucher (A19-1A Form), payroll supporting documents, and Emphasis Patrol Activity Logs shall be submitted to your Target Zero Manager for review. The Target Zero Manager will forward these documents to WTSC for processing and payment.

10. DEADLINES FOR CLAIMS:

- a. **First Deadline:** All claims for reimbursement for emphasis conducted from October 1, to June 30, must be received by **WTSC** no later than August 15.
- b. **Second Deadline:** All claims for reimbursement for emphasis conducted between July 1 and September 30 must be received by **WTSC** no later than November 15.

Requests for reimbursement received after these dates **will not** be honored by the WTSC.

WTSC will **NOT** accept or pay faxed copies of any claims.

11. **DISPUTES:** Disputes arising under this Memorandum shall be resolved by a panel consisting of one representative of the **WTSC**, one representative from **Kittitas County Sheriff's Office**, and a mutually agreed upon third party. The dispute panel shall decide the dispute by majority vote.

12. **TERMINATION:** Either party may terminate this agreement upon 30 days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination.

13. **SUPPLANTING DISCLAIMER:** I certify that none of the funds for this project supplant the normally budgeted funds of this agency nor do these funds pay for routine traffic enforcement normally provided by this agency.

IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.

KITTITAS COUNTY SHERIFF'S OFFICE
307 W. LUMPTANUM RD.
ELLENBURG, WA 98926

(Agency)

(Washington Traffic Safety
Commission)

(Date)

11-08-10

(Date)

Please return this signed MOU to your Target Zero Manager by November 3, 2010.

**Sgt. Steve Panattoni
Kittitas County Sheriff's Office
307 W. Umptanum Rd.
Ellensburg, WA 98926
509-933-8218
Steve.panattoni@co.kittitas.wa.us**

The Target Zero Manager will forward the signed document to WTSC by November 8, 2010.

**WTSC
621 – 8th Avenue SW, Suite 409
PO Box 40944
Olympia, WA 98504-0944
360.725.9860
bjones@wtsc.wa.gov**