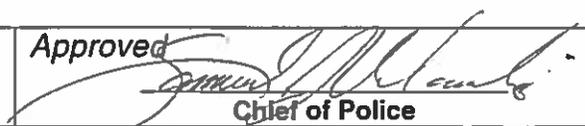


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> August 26, 2015		<i>Amended Date</i>		<i>Directive</i> 7.22.1	
<i>Subject</i> STEP Traffic Grant					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition</i> Program Reference  None		<i>Review Date</i>  December 12, 2017	
				<i>Pages</i>  4	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this directive is to establish the minimum operational guidelines and protocol for fulfilling the requirements of the Selective Traffic Enforcement Program (STEP).

**SECTION 2 POLICY**

It is the policy of the department to abide by all requirements and guidelines established in conjunction with and/or associated with STEP. The STEP grant is administered by a Project Director who is a member of the department. The STEP grant is made possible by the State of Texas and conferred by the Federal Government. The following guidelines will assist the department in achieving the highest standards of service to the grant, the City of Lancaster and the citizens of Lancaster.

**SECTION 3 RELATED TRANSPORTATION CODE SECTIONS**

- A. **Maximum Speed Requirements:** defined in Section 545.351, Texas Transportation Code
- B. **Child Passenger Safety Seat Systems:** defined in Section 545.412, Texas Transportation Code
- C. **Safety Belts:** defined in Section 545.413, Texas Transportation Code
- D. **Intersection:** defined in Section 541.303, Texas Transportation Code
- E. **Driving While Intoxicated:** defined in Section 49.04, Texas Penal Code

**SECTION 4 PROCEDURES**

**A. STEP PROJECT DIRECTOR**

1. The Chief of Police will designate a Division Commander to serve as the Project Director for the department.
2. The Project Director shall be in charge of compiling and maintaining all documentation related to the enforcement of such grants. Statistics shall be compiled and forms maintained for a minimum

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period of four (4) years from the date of completion of the grant. Documentation shall include, but is not limited to:

- a. Officer's Daily Activity Log
  - b. Supervisor's Daily Activity Log
  - c. Completed Schedule for each Wave
  - d. Copies of traffic citations issued during enforcement hours
3. In addition, the Project Director shall compile and maintain any additional documentation deemed necessary by the Texas Department of Transportation or the Lancaster Police Department which will help facilitate the proper documentation of the grant and its enforcement.

**B. SELECTION PROCEDURES**

1. The department realizes productivity is necessary for successful enforcement. Because grants are based on performance evaluations, high productivity is expected from each member of the department participating in enforcement. This expectation of productivity should in no way be misconstrued or interpreted as a quota. The Project Director shall determine the days and hours of each enforcement period. Locations and times of enforcement will be determined in regards to the type of enforcement to be performed.
2. All sworn police officers below the rank of Assistant Chief of Police are allowed to work STEP enforcement, with the exceptions of officers who are currently in the Field Training Program and Reserve Officers.
3. A schedule will be posted on the bulletin board in the Patrol Report Writing Room with the dates and times. The schedule will be posted at least two (2) weeks prior to the start of the STEP Wave enforcement. All eligible officers who wish to work may sign their name in the section next to the date and time.
4. Officers shall not exceed a total of sixteen (16) hours continuous duty. Regular duty hours and enforcement hours may be worked consecutively. The Project Director will continuously monitor hours worked by personnel to ensure compliance.
5. Overtime rates for STEP enforcement will follow the same as overtime rates for regular duty assignments.

**C. SUPERVISION**

1. Officers while working STEP enforcement will be under the supervision of the Project Director. In the event that the Project Director is not on duty during the enforcement shift, the on-duty patrol supervisor. The on-duty patrol supervisor will ensure all necessary paperwork is completed and turned into the Project Director at the end of the enforcement shift.

**D. PERSONNEL WORKING STEP ENFORCEMENT REQUIREMENTS**

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<i>Subject</i> <b>STEP Traffic Grant</b>		

1. All personnel working STEP enforcement will complete the Officer's Daily Activity Report at the end of the enforcement shift. The activity report will include the following:
  - a. officer's name and identification number;
  - b. date worked;
  - c. beginning and ending times worked;
  - d. vehicle unit number driven;
  - e. beginning and ending mileage;
  - f. the total number of each different type of citation issued (speed, seatbelt, etc.);
  - g. the total number of warnings issued (total of all);
  - h. officer's signature;
  - i. supervisor's signature;
  - j. list of all citations issued with the following information:
    - i. time;
    - ii. location;
    - iii. violation;
    - iv. citation number
2. The Officer's Daily Activity Report and a copy of all citations and warnings issued during the STEP enforcement will be completed and submitted to the Project Director if on-duty or the on-duty patrol supervisor if the Project Director is not on-duty. The Project Director or the on-duty patrol supervisor will verify the activity report is completed correctly and the times worked are correct and then sign the activity report.
3. Personnel working STEP enforcement will contact the Communications Division to obtain a radio call number, unless they have a permanently assigned call number, in that instance they will use the permanently assigned call number.
4. Personnel will write "STEP" in the comments section of all handwritten citations and warnings issued when working STEP enforcement. Personnel who use the citation module to issue electronic citations and warnings will complete the "Grant" box when working STEP enforcement.

**E. REPORTING OF STATISTICS**

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1. Upon the conclusion of the enforcement grant, all statistics and documentation shall be compiled and reviewed by the Project Director. The Project Director shall ensure that all necessary paperwork has been correctly completed and submitted by personnel. A finalized report shall be submitted within a timely manner to the grant writer for final disposition and reporting to the Texas Department of Transportation.

**F. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.