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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

DATE: 08/21/2014
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
RE: **RESOLUTION** – DOT GRANT – POLICE DEPARTMENT

Attached for your review is a resolution that will allow the City of Danbury Police Department to apply for and accept funding from the State of Connecticut, Department of Transportation through its "Distracted Driving High Visibility Enforcement (DDHVE)" program.

This funding will be used in the departments continued efforts of distracted driving enforcement, with activities anticipated in September 2014.

The projected cost of this program will not exceed \$20,600. The 75% State portion is \$15,450, while the City is responsible for 25% of the cost, or \$5,150. These funds are available in the Police Department FY 14/15 budget.

The City Council is respectfully requested to consider this resolution at its next meeting.

DST/sk

cc: Chief A. Baker



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2014

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Transportation, Division of Highway Safety, has notified the City of Danbury Police Department of a funding opportunity through its "Distracted Driving High Visibility Enforcement" (DDHVE) program; and

WHEREAS, this funding will aid the Danbury Police Department in distracted driving enforcement activities; and

WHEREAS, the City intends to request a total project amount of \$20,600, with a 75% State commitment of \$15,450 and a required 25% City match of \$5,150; and

WHEREAS, the anticipated participation dates are in September 2015.

NOW, THEREFORE BE IT RESOLVED THAT, Mayor Mark D. Boughton, or Chief Alan D. Baker, as his designee, is hereby authorized to accept these grant funds and sign all contracts necessary to effectuate the purposes thereof.



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CITY OF DANBURY
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE
375 MAIN STREET

ALAN D. BAKER, CHIEF
TERENCE M. SHANAHAN, DEPUTY CHIEF
(203) 797-4614

August 20, 2014

MEMORANDUM

To: David St. Hilaire, Director of Finance
From: Chief Alan D. Baker, Chief of Police
Subject: **State of Connecticut – Department of Transportation
2014 Texting Ban Enforcement Program Grant**

This Department requests that the City Council act on and approve the attached State of Connecticut DOT Texting Ban Enforcement Program Grant from September 3-24, 2014, in that the City agrees to share its contribution responsibility (25% = \$5,150.00) of the total \$20,600.00.

Attached is supporting documentation from Sgt. Rory DeRocco, Traffic Unit Supervisor, explaining this grant in greater detail.

Alan D. Baker
Chief of Police

ADB:mrl
Attach.

Cc: Sgt. DeRocco



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CITY OF DANBURY
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE
375 MAIN STREET

ALAN D. BAKER, CHIEF
TERENCE M. SHANAHAN, DEPUTY CHIEF
(203) 797-4614

August 20, 2014

To: Chief Alan Baker
From: Sgt. Rory DeRocco
Subject: State of CT- DOT Texting High Visibility Enforcement

I am requesting that your office and the City Council act on and approve the application to the State of Connecticut Department of Transportation for the Texting Ban Enforcement Program Grant, running September 3-24, 2014. This grant has been offered to the Police Department to aid in the identification and enforcement of operator's texting while driving within our City limits.

As we anticipate a start date to be September 3rd, with an end date of September, 24th, I am requesting placement on the September 2014 City Council agenda.

The funding required by the City would be 25% of the cost per Officer the State will pay 75%. Allotted manpower would be 4 Officers 4 hours a day for 21 days.

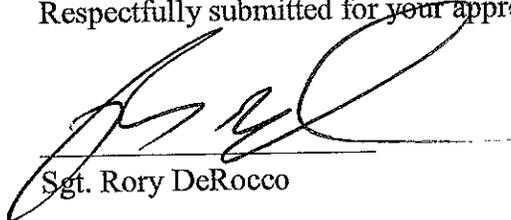
Total Officer Cost = \$20,600.00

Total Cost= \$20,600.00

City Of Danbury Cost = \$5,150.00

State Of Connecticut Cost = \$15,450.00

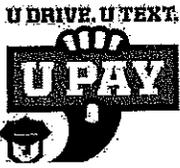
Respectfully submitted for your approval,



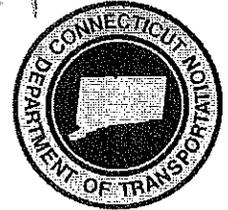
Sgt. Rory DeRocco



RECYCLED
PAPER



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Distracted Driving – High Visibility Enforcement

The purpose of this document is to provide more information about the upcoming Distracted Driving High Visibility Enforcement (DDHVE) Mobilization. As stated in your agency's notification letter this effort will run from September 3, 2014 – September 24, 2014. This mobilization will kick-off with earned media (events, interviews, ride-alongs etc.) notifying the public of the increased law enforcement presence during this time frame, specifically identifying and citing motorists who choose to ignore Connecticut's hand held mobile phone ban. Paid media featuring the national NHTSA message "U Drive. U Text. U Pay." will run in congruence with the mobilization notifying motorists of the increased chance of receiving a citation for violating this statute.

As with other grant programs implemented by the Highway Safety Office (HSO), we will provide your agency with grant parameters, a standard grant application and reimbursement forms. Keeping daily activity statistics is an important part of the project reporting process. NHTSA requires the HSO to keep track of grant funded overtime activity; the reimbursement form will be the vehicle for daily project activity reporting. This form will be provided to your agency at a later date.

Reimbursement is especially important for this project as it falls just prior to the close of the Federal Fiscal Year (FFY). For this reason, timely submission of reimbursement claims will be critical to getting your agency paid for grant funded overtime work. Deadline for submission of reimbursement claims will be Wednesday, October 15.

The goal of the grant application for this project is to remain flexible and simple. The HSO has already identified your municipality to fall within the problem identification for this program area (distracted driving), provided your agency with a maximum dollar amount and timeframes and grant parameters. As such, the application should only require you to pick dates, times, the number of officers working and describe the locations you plan to implement enforcement and why you chose them. The HSO is requesting agencies use spotter type enforcement for this project. If you wish to use another type of enforcement for this project, you must submit a detailed explanation in your application.

Finally, there may be a training component to this program. Grant applications will stipulate participation in any required training programs. These programs could include:

- Enforcement strategies piloted by other Connecticut Law Enforcement Agencies
- Earned media training
- Grant application and reporting training

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The following enforcement parameters will be required of participating municipal law enforcement agencies:

- Spotter-type enforcement strategy – Unless other enforcement strategies are described in HS-1 in detail to plan enforcement schedules and strategies. This must be pre-approved in HS-1 grant application.
- Proposed Enforcement instructions: Spotter type enforcement can be done in teams or individually. If working in teams, identify a spotter and other officers working the shift (non-spotter). If working alone, spotter – self initiated is the correct category. Please note – spotter -self initiated is not roving. Rather, this category involves an officer choosing a strategic, covert location advantageous to the observation of all types of hand held mobile phone use. When this behavior is observed, the officer then “self-initiates” the stop.
- Enforcement Schedule
 - Daytime Enforcement – Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours
 - 7 days per week eligible
 - Minimum of 4 hours shifts/Maximum 8 hour shifts
 - Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays. If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1.
- Enforcement Locations
 - Limited Access Highways prohibited
 - Enforcement areas should include intersections and other areas where traffic naturally slows. Enforcement locations should be included in grant applications with narrative for rationale as to why locations were chosen (for example – CT statute makes manipulating a hand held mobile device at a traffic sign or signal a violation)
- Enforcement Schedule
 - September 3-24, 2014/April, 2015/September 2015
- Personnel
 - Minimum of 2 Officers/Maximum of 8
 - Provide justification for requested personnel based on enforcement plan
- Training
 - Participating Agencies must participate in training programs sponsored by the HSO
 - Anticipated training activities are to include the following

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- Enforcement strategies piloted by other Connecticut Law Enforcement Agencies
 - Earned media training
 - Grant application and reporting training
- Project reporting
 - Hours worked
 - Locations worked
 - Dates worked
 - Citation data
 - Signed Timesheets
 - Activity Report Summary - Narrative