

**Utah Department of Public Safety
Highway Safety Office
Speed Enforcement Overtime Guidelines**

This document provides guidance to law enforcement on working speed enforcement shifts offered by the Utah Highway Safety Office.
Please refer to guidelines before working enforcement shifts.

Guidelines:

- **Overtime Shifts** are 5-hour shifts and must be worked during the planned enforcement dates.
- **Time of Day:** Use discretion on time of day and location to ensure an adequate number of contacts. (2 per hour).
- **Educating the Public:** The purpose of these shifts is to educate the public of the dangers of speeding. If available, educational cards will be given to the public during the traffic stop. If not available, officers will inform the public on stats or any pertinent information verbally.
- **Media:** Media announcements are encouraged if shifts are used as a saturation blitz.

Reporting:

- **Stats** must be filled out for each officer working a shift; if there are less than 2 contacts per hour, an explanation will be given in the comments section.
- **All Activity Reports** should be submitted to the UHSO within 30 days of enforcement period.
- **Overtime stat forms** must be kept for 4 years per federal rules. It is recommended that they are stored electronically in GEARS as this would allow easy access during audits or monitoring. Agencies may scan and upload them into the Activity Reports as the shifts are worked.
- **When completing the enforcement overtime report**, ensure the employee Time Start and Time End match the number of hours being claimed.