

**UTAH DEPARTMENT OF PUBLIC SAFETY
HIGHWAY SAFETY OFFICE PEDESTRIAN
ENFORCEMENT OVERTIME GUIDELINES**

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

Guidelines

- **Overtime shifts:** Each shift is 5 hours (unless otherwise specified).
- **Time of Day:** Unless specified, shifts should be worked in the day. Use discretion on time of day and location to ensure an adequate amount of contacts can be made during enforcement shifts. It is recommended to have a minimum of 2 contacts per hour.
- **Citations v. Warnings:** The laws about pedestrian safety should be taken seriously. That being said, deciding between a citation and a warning should be made by the officer's discretion and how it will most effectively educate the individual.
- **Operation Plan:** An operation plan is required. This operation plan will be sent to the program manager before shifts are approved. Once the operation plan has been approved by the program manager, the shifts will be authorized.

Reporting:

- Stats must be filled out for each officer working a shift; if there are less than 2 contacts per hour, explain in the comments section.
- All activity reports should be submitted to the UHSO within 3 weeks of the 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, make sure the employee Time Start and Time End match the number of hours being claimed.