

“Attachment A”
Utah Department of Public Safety
Highway Safety Office
Enforcement Overtime Guidelines
Updated 08/29/2024

This document provides guidance to law enforcement agencies and officers working High Visibility Enforcement (HVE) overtime shifts offered by the Utah Highway Safety Office (UHSO). These shifts are to be worked by law enforcement officers who have exceeded their normal working hours during the pay period and are compensated at the appropriate overtime rate. It is a working document and will be updated as laws change and new information becomes available. Please refer to the guidelines regularly and before working enforcement shifts.

Allowed Use:

- Officers should strictly enforce Utah law for drivers who commit violations during all HVE activities, to emphasize the importance of safe driving. However, the decision to issue a citation is always at the officer's discretion. Officers may consider the most effective way to educate each individual and promote long-term compliance.
- Resources for officers are available through the UHSO (traffic code books, education cards).
- Overtime shifts are a maximum of five (5) hours each. Additional hours may be paid if an officer is required to work beyond five hours to complete tasks directly related to the specific enforcement shift. If more than five hours are worked, the comments section must be used to justify additional overtime.
- Prior approval by the program manager is required if an officer works more than two overtime shifts in one 24-hour period. Requests must include data supporting enforcement efforts and effectiveness.
- HVE overtime shifts should be worked during periods when the most crashes and fatalities occur in their area of responsibility and ensure an adequate number of contacts are made. (i.e. DUI, Seat belt, Pedestrian, Speed, or Distracted) It is recommended to have a minimum of 2 contacts per hour. If there are less than 2 contacts per hour, explain in the comments section.
- To maximize the HVE program, officers performing only a supervisory role during overtime shifts should be used sparingly such as DUI checkpoints, saturation patrols or blitzes. UHSO reserves the right to require justification of supervisory officers during HVE.
- When working High Visibility Enforcement overtime shifts the officer should focus on the assigned activity (i.e., DUI, Seat belt, Pedestrian, Speed, or Distracted). If other traffic-related incidents or multiple incidents take an officer away from the targeted enforcement and exceed a cumulative duration of 30 minutes, UHSO will only reimburse for the overtime worked specifically on the assigned HVE activity in accordance with 23 U.S.C § 404.
- Non-traffic-related work cannot be reimbursed.

Reporting:

- A UHSO stat form must be filled out for each officer working a HVE overtime shift. Record information for all contacts during the shift, not just violations of the specific enforcement goal. Documenting the violations cited, case or incident number, and plate number in the comments section is recommended.
- All enforcement activity reports must be submitted to the UHSO within 21 days of the last day of the planned enforcement period. State and Federal fiscal year-end deadlines may reduce this time period. Enforcement activity reports received after 21 calendar days or the shortened period due to end of fiscal year may not be reimbursed.
- Overtime stat forms must be kept by the Agency for 4 years per federal rules. It is recommended that they be 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.

- *Comments must be very clear and describe in plain English the activities that took place during the shift. Comments must be written so that the general public reading them would understand what occurred.*

Program specific HVE activity requirements:

DUI Enforcement Specific Guidelines

- Operational plans are required for DUI checkpoints to include problem ID, location, time, date, agencies involved, etc. This may be a copy of a plan submitted under U.C.A §77-23-104. This plan must be sent to the program manager prior to the activity. Once the plan has been approved by the program manager, the shifts will be assigned.
- For DUI checkpoints, a stat form must be completed for each officer seeking reimbursement. To avoid duplicate vehicle reporting, the primary officer who makes first contact with a vehicle will be the reporting officer, and that vehicle will be recorded on their individual stat form. If there are no stats, explain completely in the comments section.

Pedestrian Enforcement Specific Guidelines:

- An Enforcement/Operation Plan is required. The plan must be sent to the program manager prior to the operation. Once the plan has been approved by the program manager, the shifts will be assigned.

Distracted Enforcement Specific Guidelines:

- The purpose of this enforcement activity is to educate the public of the dangers of Distracted Driving. Distracted Driving educational cards should be given to the public during the traffic stop if available. If UHSO-provided cards are not available, the jurisdiction may use similar documents to inform the public about stats or any pertinent information.

Community Engagement Specific Guidelines:

- An enforcement plan with data is required. This enforcement plan must be sent to the program manager prior to the planned enforcement for approval. Once the plan has been approved by the program manager, the shifts will be assigned.
- Community education stat sheets must be attached in GEARS for community engagement shifts.

Speed and Seat Belt Enforcement: *(refer to general guidelines above)*