



Nevada Department of  
**Public Safety**  
DEDICATION PRIDE SERVICE

**Nevada OTS**  
***Traffic Safety***  
***Enforcement Program***  
***(TSEP)***  
**Program Guide**

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## **INTRODUCTION**

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Nevada's TSEP Program is compiled of several enforcement programs. The TSEP Program is designed to enforce traffic laws and regulations; address the prevention of traffic violations, crashes and crash related injuries and fatalities on high-risk roadways. This plan must include, and analysis used to identify these high-risk locations and the key findings, how resources will be deployed based on that analysis, and how the state will monitor the effectiveness of the planned enforcement activities and make necessary adjustments as warranted by ongoing data analysis.

The TSEP Program utilizes High Visibility Enforcement (HVE) which combines enforcement, visibility elements, and a publicity strategy to educate the public and promote voluntary compliance with the law. Checkpoints, saturation patrols and other HVE strategies should include increased publicity and warnings to the public. Although forewarning the public might seem counterproductive to apprehending violators, it increases the deterrent effect.

HVE concept is a departure from traditional law enforcement tactics. HVE incorporates enforcement strategies, such as enhanced patrols using visibility elements (e.g. electronic message boards, road signs, command posts, BAT mobiles, etc.) designed to make enforcement efforts obvious to the public. It is supported by a coordinated communication strategy and publicity. HVE may also be enhanced through multi-jurisdictional efforts and partnerships.

High-visibility activities to increase public awareness and decrease crashes may include checkpoints, saturation patrols, and Selective Traffic Enforcement Programs (STEP). Locations will be selected based upon statistics and safety, ensuring officers have areas to safely pull over numerous vehicles and not cause additional traffic issues. STEP enforcement partners meet with the Office of Traffic Safety STEP Program Manager annually at the beginning of the program year to plan the calendar of enforcement events. Quarterly meetings are held in each region of the state to review procedures, discuss emerging issues, and analyze citation data from enforcement. Interagency coordination is required for each event to maximize visibility and effectiveness. Each agency is also required to submit a press release to local media.

After each enforcement event, LEAs are required to submit a detailed progress report and claims for enforcement reimbursement. The progress report requires they identify enforcement details by selecting and describing the following: 1) local crash data analysis, 2) recent fatal crash locations, 3) public requests or concerns, 4) other/officer discretion (requires explanation). Provided with these progress

reports are officer stats sheets for each officer in the event, documenting their citations and warnings issued during their shift. The coordinator completes a narrative section detailing the negatives and positives of the event they or their officers incurred. Each progress report recaps the overtime hours and the match hours for each day worked during the event period. The enforcement statistics are monitored year-over-year by OTS and reviewed with each participating agency.

Nevada shall implement activities in support of national highway safety goals to reduce motor-vehicle-related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including participation in the national high-visibility law enforcement mobilizations in accordance with 23 U.S.C. 404.

**Impaired Driving Prevention:** Impaired driving program addresses highway safety activities related to impaired driving. Impaired driving means operating a motor vehicle while affected by alcohol and/or other drugs, including prescription drugs, over-the counter medicines, or illicit substances. Impaired driving crashes involve a driver or rider operating a motor vehicle at or above a 0.08% blood alcohol content (BAC) and/or is impaired by marijuana, opioids, methamphetamines, or any other potentially impairing drug. There is currently limited access to drug-impaired driving data due to local lab testing protocols and access to results.

Impaired driving crashes are fatal crashes involving a driver with a BAC of 0.08% or greater and/or tested positive for drugs in their system. The FARS data uses the attribute "person type (PER\_TYP)" in the person data set to determine if the person was the driver, the attribute "alcohol test result (ALC\_RES)" in the person data set to report the BAC test result, and the attribute "drug test result (DRUGRES)" in the person data set to report the type of drug(s) present in a person's system at the time of the crash. For this analysis, the following attribute codes were used for drug involvement: "narcotic," "depressant," "stimulant," "hallucinogen," "cannabinoid," "phencyclidine," "anabolic steroid," and "inhalant." If the driver in a fatal crash had either a BAC greater than or equal to 0.08% and/or had any of the listed drug attribute codes, the crash was deemed a fatal impaired driving crash.

Strategy:

- Implement more HVE activity through the availability of overtime hours.

Goal(s):

1. Remove impaired drivers from Nevada roadways.

What the federal grant funds are used for:

Funding sources – *Impaired Driving* receives federal funds that are sub-granted to participating law enforcement agencies.

- 164 funds can be used for both alcohol- and drug-impaired enforcement.

**Joining Forces:** Law enforcement agencies in Nevada join forces to conduct high visibility enforcement (HVE) of Nevada’s safety belt, impaired driving, distracted driving, speeding, and pedestrian laws. Officers working at *Joining Forces* events are selected for their performance and passion to reduce the number of motor vehicle crash injuries and fatalities through public education, and high visibility enforcement efforts. Nevada has been recognized nationally as having a model coordination effort on a statewide basis for HVE traffic enforcement. The results of this effort have been undeniably successful in reducing roadway fatalities and serious injuries.

Multi-jurisdictional efforts empower agencies to act expeditiously with far more officers and resources than they would have alone. As federal, state, local officials and the public scrutinize the allocation of tax dollars, joint agency projects that identify shared problems, and justify costs have never been more critical.

Purpose of *Joining Forces*:

Education and enforcement work hand in hand. The Office of Traffic Safety (OTS) spends millions of dollars each year for education (billboards, commercials, handouts, community events, training, etc.); for those drivers that don’t get the message, we rely upon law enforcement to take it to the next level by issuing citations in an attempt to change driver behavior.

Goals:

1. Improve safe driving habits.
2. Increase traffic enforcement efforts.
3. Reduce the number of crashes/fatalities.

Performance in the current year is taken into consideration when allocating future year(s) funding.

What the federal grant funds are used for:

Funding sources – *Joining Forces* receives federal funds that are sub-granted to participating law enforcement agencies. The funds are to be used for specific focuses and are determined in the annual *Joining Forces* Event Schedule.

- 164 funds can be used for both alcohol- and drug-impaired enforcement.
- Section 402 funds are flexible, with focus areas defined in the JF Event Schedule
- 405 ( e ) funds for distracted driving enforcement.

**Speed Prevention:** Speed management involves a balanced program effort that includes defining the relationship between speed, speeding, and safety; applying road design and engineering measures to obtain appropriate speeds; setting speed limits that are safe and reasonable; applying enforcement efforts and appropriate technologies that effectively address speeders and deter speeding; marketing communication and educational messages that focus on high-risk drivers; and soliciting the cooperation, support, and leadership of traffic safety stakeholders

A speeding-related crash is defined as a crash in which the responding officer deemed the crash to be related to the vehicle speeding. The FARS data uses the attribute “speeding-related (SPEEDREL)” in the

vehicle file to indicate if a fatal crash was speeding-related. For this analysis, five attribute codes were used: “yes,” “yes, racing,” “yes, exceeded speed limit,” “yes, too fast for conditions,” and “yes, specifics unknown.” If a crash reported any of the attribute codes, the crash was deemed a fatal speeding related crash.

Strategy:

- Implement more HVE activity through the availability of overtime hours.

Goal(s):

What the federal grant funds are used for:

Funding sources – *Speed* receives federal funds that are sub-granted to participating law enforcement agencies.

- 402 funds can be used for speed/racing events.

### **Vulnerable Road Users:**

A pedestrian fatal crash is a motor vehicle crash in which a pedestrian dies. Pedestrian crash fatalities are the total number of pedestrians killed in crashes. The FARS data uses the attribute “person type (PER\_TYP)” in the person data set to determine if the person was a pedestrian and “injury severity (INJ\_SEV)” to determine the level of the person’s injuries. For this analysis, the two attribute codes used were “pedestrian” for the person type, and “fatal injury (K)” for injury severity. If a crash reported both attributes, the crash was deemed a fatal pedestrian crash.

A fatal bicycle crash is a motor vehicle crash in which a bicyclist is killed. Bicycle crash fatalities are the total number of bicyclists who died in a crash. The FARS data uses the attribute “person type (PER\_TYP)” in the person data file to determine if the person was a cyclist, and “injury severity (INJ\_SEV)” to determine the level of the person’s injuries. For this analysis, three attribute codes were used: “bicyclist” and “other cyclist” for person type and “fatal injury (K)” for injury severity. If a crash reported either “bicyclist” or “other cyclist” and a “fatal injury (K),” the crash was deemed a fatal bicycle crash.

Strategy:

- HVE activity aimed at Ped/Bike laws and education
- Outreach and education to pedestrians and drivers

Goal(s):

Reduce Pedestrian/Bicyclist fatalities

Increase outreach and education

What the federal grant funds are used for:

Funding sources- Pedestrian/bicyclist receives federal funds that are sub-granted to participating law enforcement agencies.

- 402 Funds can be used for HVE activities
- 405 Funds can be used for non-motorized/Pedestrian safety

## **AUTHORITY**

*Traffic Safety Enforcement Grants* work under the authority of the following NRS's:

### **NRS 277.035 Implied agreement between law enforcement agencies in absence of interlocal or cooperative agreement.**

1. In the absence of an interlocal or cooperative agreement entered into pursuant to this chapter, if a law enforcement agency requests the assistance of another law enforcement agency which responds to the request, the law enforcement agencies shall be deemed to have entered into an implied agreement whereby:

(a) Both law enforcement agencies shall be deemed, for the limited purpose of the exclusive remedy set forth in [NRS 616A.020](#), to employ jointly a person who:

(1) Is an employee of either law enforcement agency; and

(2) Sustains an injury by accident or motor vehicle crash while participating in the matter for which assistance was requested.

(b) Each law enforcement agency shall defend, hold harmless and indemnify the other law enforcement agency and its employees from any claim or liability arising from an act or omission performed by its own employee while participating in the matter for which assistance was requested, unless such act or omission is a negligent act or omission for which the law enforcement agency who employs that employee is not liable pursuant to [NRS 41.0336](#).

2. As used in this section:

(a) "Employee" includes a person who:

(1) Is paid by a law enforcement agency to serve as a peace officer, as that term is defined in [NRS 169.125](#); or

(2) Is recognized by and serves a law enforcement agency as a volunteer peace officer, as that term is described in [NRS 616A.160](#).

(b) "Law enforcement agency" means an agency, office or bureau of this state or a political subdivision of this state, the primary duty of which is to enforce the law.

(Added to NRS by [1997, 3336](#); A [2015, 1661](#))

### **NRS 277.110 Joint exercise of powers, privileges and authority by public agencies; purchase of prescription drugs, pharmaceutical services, medical supplies or related services; agreements. Except as limited by [NRS 280.105](#) and [711.175](#):**

1. Any power, privilege or authority exercised or capable of exercise by a public agency of this State, including, but not limited to, law enforcement, may be exercised jointly with any other public agency of this State, and jointly with any public agency of any other state or of the United States to the extent that the laws of such other state or of the United States permit such joint exercise. Any agency of this State when acting jointly with any other public agency may exercise all the powers, privileges and authority conferred by [NRS 277.080](#) to [277.180](#), inclusive, upon a public agency.

2. Any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of [NRS 277.080](#) to [277.170](#), inclusive.

3. A public agency may enter into an agreement with any other public agency or private entity in this State, the District of Columbia or any other state or territory of the United States or any agency of the United

States for the purchase of prescription drugs, pharmaceutical services, or medical supplies and related services to the extent that the laws applicable to each participating agency and entity permit such an agreement.

4. If it is reasonably foreseeable that a participating public agency will be required to:

(a) Expend more than \$25,000 to carry out an agreement described in this section, the agreement:

(1) Must be in writing.

(2) Becomes effective only upon ratification by appropriate ordinance, resolution or otherwise pursuant to law on the part of the governing bodies of the participating public agencies.

(b) Expend \$25,000 or less to carry out such an agreement, each participating public agency shall maintain written documentation of the terms of the agreement for at least 3 years after the date on which the agreement was entered into.

(Added to NRS by [1965, 1332](#); A [1973, 1077](#); [1981, 646](#); [2001, 1079](#); [2003, 1231](#); [2007, 498](#); [2021, 1753](#))

**NRS 391.282 Jurisdiction of school police officers; law enforcement agency to respond to request for assistance by school district which does not have school police according to agency protocol.**

1. The jurisdiction of each school police officer of a school district extends to all school property, buildings and facilities within the school district and, if the board of trustees has entered into a contract with a charter school for the provision of school police officers pursuant to [NRS 388A.384](#), all property, buildings and facilities in which the charter school is located, for the purpose of:

(a) Protecting school district personnel, pupils, or real or personal property; or

(b) Cooperating with local law enforcement agencies in matters relating to personnel, pupils or real or personal property of the school district.

2. In addition to the jurisdiction set forth in subsection 1, a school police officer of a school district has jurisdiction:

(a) Beyond the school property, buildings and facilities:

(1) When in hot pursuit of a person believed to have committed a crime; or

(2) While investigating matters that originated within the jurisdiction of the school police officer relating to personnel, pupils or real or personal property of the school district;

(b) At activities or events sponsored by the school district that are in a location other than the school property, buildings or facilities within the school district; and

(c) On the streets that are adjacent to the school property, buildings and facilities within the school district to enforce violations of traffic laws and ordinances.

3. A law enforcement agency that is contacted for assistance by a public school or private school which does not have school police shall respond according to the protocol of the law enforcement agency established for responding to calls for assistance from the general public.

(Added to NRS by [1971, 2078](#); A [1979, 1606](#); [1989, 630](#); [2007, 927](#), [1921](#); [2015, 1739](#); [2019, 3248](#))—  
(Substituted in revision for NRS 391.275)



**NRS 484A.710 Arrest without warrant for certain offenses.**

1. Any peace officer may, without a warrant, arrest a person if the officer has reasonable cause for believing that the person has committed any of the following offenses:

- (a) Homicide by vehicle;
- (b) A violation of [NRS 484C.110](#) or [484C.120](#);
- (c) A violation of [NRS 484C.430](#);
- (d) A violation of [NRS 484C.130](#);
- (e) Failure to stop, give information or render reasonable assistance in the event of a crash resulting in death or personal injuries in violation of [NRS 484E.010](#) or [484E.030](#);
- (f) Failure to stop or give information in the event of a crash resulting in damage to a vehicle or to other property legally upon or adjacent to a highway in violation of [NRS 484E.020](#) or [484E.040](#);
- (g) Reckless driving;
- (h) Driving a motor vehicle on a highway or on premises to which the public has access at a time when the person's driver's license has been cancelled, revoked or suspended; or
- (i) Driving a motor vehicle in any manner in violation of the restrictions imposed in a restricted license issued to the person pursuant to [NRS 483.490](#).

2. Whenever any person is arrested as authorized in this section, the person must be taken without unnecessary delay before the proper magistrate as specified in [NRS 484A.750](#).

(Added to NRS by [1967, 1210](#); A [1969, 1509](#); [1975, 125](#); [1983, 1080](#); [1987, 480](#); [1999, 2461, 3429](#); [2001, 172](#); [2005, 152](#); [2007, 2807](#); [2015, 1635](#); [2021, 3468](#))—(Substituted in revision for NRS 484.791)

**NRS 484B.607 Duties of driver when approaching traffic incident; penalty.**

1. Upon approaching any traffic incident, the driver of the approaching vehicle shall, in the absence of other direction given by a law enforcement officer:

- (a) Decrease the speed of the vehicle to a speed that is reasonable and proper, pursuant to the criteria set forth in subsection 1 of [NRS 484B.600](#);
- (b) Proceed with caution;
- (c) Be prepared to stop; and
- (d) If possible, drive in a lane that is not adjacent to the lane or lanes where the traffic incident is located unless roadway, traffic, weather or other conditions make doing so unsafe or impossible.

2. A person who violates subsection 1 is guilty of a misdemeanor.

3. As used in this section, "traffic incident" means any vehicle, person, condition or other traffic hazard which is located on or near a roadway and which poses a danger to the flow of traffic or to a person involved in, responding to or assisting with the traffic hazard. The term includes, without limitation:

- (a) An authorized emergency vehicle which is stopped and is making use of flashing lights meeting the requirements of subsection 3 of [NRS 484A.480](#);
- (b) A tow car which is stopped and is making use of flashing amber warning lights meeting the requirements of [NRS 484B.748](#) or lamps that emit nonflashing blue light meeting the requirements of [NRS 484D.475](#), or both;
- (c) An authorized vehicle used by the Department of Transportation which is stopped or moving at a speed slower than the normal flow of traffic and which is making use of flashing amber warning lights meeting the requirements of subsection 1 of [NRS 484D.185](#) or lamps that emit nonflashing blue light meeting the requirements of [NRS 484D.200](#);

(d) A vehicle, owned or operated by a person who contracts with the Department of Transportation to provide aid to motorists or to mitigate traffic incidents, which is stopped or moving at a speed slower than the normal flow of traffic and making use of lamps that emit nonflashing blue light meeting the requirements of [NRS 484D.200](#);

(e) A public utility vehicle which is stopped or moving at a speed slower than the normal flow of traffic and is making use of flashing amber warning lights meeting the requirements of [NRS 484D.195](#);

(f) An authorized vehicle of a local governmental agency which is stopped or moving at a speed slower than the normal flow of traffic and is making use of flashing amber warning lights meeting the requirements of [NRS 484D.185](#) or lamps that emit nonflashing blue light meeting the requirements of [NRS 484D.200](#);

(g) A vehicle, owned or operated by a person who contracts with a local governmental agency to provide aid to motorists or to mitigate traffic incidents, which is stopped or moving at a speed slower than the normal flow of traffic and making use of lamps that emit nonflashing blue light meeting the requirements of [NRS 484D.200](#);

(h) Any vehicle which is stopped or moving at a speed slower than the normal flow of traffic and is making use of flashing amber warning lights meeting the requirements of [NRS 484D.185](#);

(i) A crash scene;

(j) A stalled vehicle;

(k) Debris on the roadway; or

(l) A person who is out of his or her vehicle attending to a repair of the vehicle.

(Added to NRS by [2003, 486](#); A [2009, 1096](#); [2017, 104, 1295](#); [2019, 1229](#); [2023, 55](#))—(Substituted in revision for NRS 484.364)

## **Collecting Data:**

Nevada collects its crash and citation data through a single system called Enforcement Level – formerly known as Brazos. While you are required to provide statistics and description of activities in your grant claim, other required state reporting is achieved by using the Enforcement Mobile System.

### **NRS 484B.830 Standardized method to record in electronic traffic citation system: Development and implementation; information to be recorded; training and procedures; report; purpose.**

1. Not later than January 1, 2022, the Department shall develop and implement a standardized method to be used by law enforcement officers to record information concerning traffic stops in an electronic traffic citation system. The standardized method must require the electronic traffic citation system to provide for the following information to be recorded for each stop:

(a) The date and time of the stop;

(b) The location of the stop;

(c) The race, ethnicity, age and sex of the person stopped, based on the observations of the law enforcement officer responsible for reporting the stop;

(d) The nature of, and the statutory citation for, the alleged violation that caused the stop to be made; and

(e) The disposition of the stop, including, without limitation, whether:

(1) A warning, citation or summons was issued;

(2) A search was conducted and, if so:

(I) The type of search conducted; and

(II) Whether anything was found as a result of the search; and

(3) An arrest was made.

2. Not later than January 1, 2022, the Department, in consultation with law enforcement agencies, shall develop and implement training and procedures to facilitate the collection of information concerning traffic stops for which citations are issued through an electronic traffic citation system pursuant to subsection 1.

3. During the period beginning on January 1, 2022, and ending on December 31, 2025, each law enforcement officer that makes a traffic stop for which a citation is issued through an electronic traffic citation system shall record for each stop the information set forth in paragraphs (a) to (e), inclusive, of subsection 1, and each law enforcement agency shall retain such information.

4. Each law enforcement agency that engages in traffic stops for which citations are issued through an electronic traffic citation system shall report to the Department the information recorded for the previous calendar year pursuant to subsection 3 not later than February 1, 2023, and at least annually thereafter until February 1, 2026.

5. Information acquired pursuant to this section must be used by the Department only for statistical purposes and not for any other purpose. Any identifying information of a law enforcement officer who performed a traffic stop or a person who was stopped that is collected or held by the Department is confidential.

(Added to NRS by [2021, 1966](#))

**NRS 484E.110 Police to report to Department of Public Safety; report not confidential; requirements for preparation of report; submission of copy of report to Department of Motor Vehicles.**

1. Every police officer who investigates a vehicle crash of which a report must be made as required in this chapter, or who otherwise prepares a written or electronic report as a result of an investigation either at the time of and at the scene of the crash or thereafter by interviewing the participants or witnesses, shall forward a written or electronic report of the crash to the Department of Public Safety within 10 days after the investigation of the crash. The data collected by the Department of Public Safety pursuant to this subsection must be recorded in a central repository created by the Department of Public Safety to track data electronically concerning vehicle crashes on a statewide basis.

2. The written or electronic reports required to be forwarded by police officers and the information contained therein are not privileged or confidential.

3. Every sheriff, chief of police or office of the Nevada Highway Patrol receiving any report required under [NRS 484E.030](#) to [484E.090](#), inclusive, shall immediately prepare a copy thereof and file the copy with the Department of Public Safety.

4. If a police officer investigates a vehicle crash resulting in bodily injury to or the death of any person or total damage to any vehicle or item of property to an apparent extent of \$750 or more, the police officer shall prepare a written or electronic report of the investigation.

5. As soon as practicable after receiving a report pursuant to this section, the Department of Public Safety shall submit a copy of the report to the Department of Motor Vehicles.

(Added to NRS by [1969, 1485](#); A [1985, 1945](#); [1987, 685](#); [2013, 544](#); [2015, 1645](#))—(Substituted in revision for NRS 484.243)

**NRS 484E.120 Forms for report of crash; duties of Department of Public Safety.**

1. The Department of Public Safety shall prepare forms for crash reports required pursuant to [NRS 484E.110](#), suitable with respect to the persons required to make the reports and the purposes to be served. The forms must be designed to call for sufficiently detailed information to disclose with reference to a crash the cause, conditions then existing, the persons and vehicles involved, the name and address of the insurance company, the number of the policy providing coverage and the dates on which the coverage begins and ends. The Department of Public Safety shall, upon request, supply to a police department, sheriff or other appropriate agency or person, the forms for crash reports prepared by a police officer pursuant to [NRS 484E.110](#).

2. In addition to submitting a copy of a report pursuant to [NRS 484E.110](#), the Department of Public Safety shall provide any information required by this section which is not included in the report to the Department of Motor Vehicles to enable the Department of Motor Vehicles to determine whether the requirements for the deposit of security under [chapter 485](#) of NRS are inapplicable. The Department of Motor Vehicles may rely upon the accuracy of information supplied to a police officer by a driver or owner on the form unless it has reason to believe that the information is erroneous.

3. Every crash report required pursuant to [NRS 484E.070](#) must be made on the appropriate form approved by the Department of Motor Vehicles pursuant to that section and must contain all the information required in the form.

4. Every crash report required pursuant to [NRS 484E.110](#) must be made on the appropriate form approved by the Department of Public Safety and must contain all the information required therein unless it is not available.

(Added to NRS by [1969, 1485](#); A [1981, 1127](#); [1985, 1175, 1945](#); [1999, 3578](#); [2013, 544](#); [2015, 1645](#))—  
(Substituted in revision for NRS 484.247)

## Public Participation and Engagement / Community Engagement Collaboration.

In accordance with:

### 23 CFR 1300.11(2)(i)(B)

Identification of the affected and potentially affected communities, including particular emphasis on underserved communities and communities overrepresented in the data, (i.e., what communities did the State identify at the outset of the process) and a description of how those communities were identified.

### 23 USC 402(b)(1)(B).

provide for a comprehensive, data-driven traffic safety program that results from meaningful public participation and engagement from affected communities, particularly those most significantly impacted by traffic crashes resulting in injuries and fatalities.

We support these through partner or community meetings/outreach, symposiums, charrettes  
Basic Framework for effective  
community engagement:

1. Reflect on your role as a community partner.
2. Research the community you are working with.
3. Partner with other organizations to build community relationships.
4. Plan thoughtful, culturally responsive community engagement experiences.
5. Implement your community engagement activities and events.
6. Sustain your community engagement beyond a single project or initiative.
  - A. Look at the data
  - B. Identify what is & who affects – talk with people impacted (done through the data)
  - C. Determine demographics
  - D. Engage
  - E. Feedback
  - F. Implement
  - G. What did you see, what did you do, what did you hear, what did you implement

## COLLABORATION PRINCIPLES FOR THE COMMUNITY

Police and citizens should be equal partners in creating safe communities. This means community members have vital roles to play in collaboration—as partners, supporters, and decision makers. Improving community involvement with police will increase community buy-in and understanding of policing and the strategies they employ will increase social cohesion and will ultimately increase collective efficacy – the willingness of community members to take action to meet common collaborative goals. The community role in collaborative policing should include:

- ▶ Identifying leaders with credibility and support in the community to talk regularly with police
- ▶ Providing community input on officer training curriculum and the impact of crime strategies
- ▶ Participating with police in training exercises and problem-solving projects
- ▶ Defining public safety and neighborhood priorities from the community's perspective
- ▶ Supporting positive work in police departments and recognize officers who do good work
- ▶ Identifying widely voiced community criticisms of law enforcement practices and creating goals and objectives for joint problem-solving
- ▶ Asking police to share information; for example, the results of citizen complaints and use of force investigations
- ▶ Providing access to key community groups—faith-based, immigrants, youth, business, etc.

# POLICE-COMMUNITY COLLABORATION DEFINED

## *Continuum of Interaction*



- Helps ensure law enforcement programs are equitable and community-based
- Encourages effective engagement strategies
- Improves traffic safety

## **TSEP/JF GRANT ADMINISTRATION CRITERIA:**

You may find more information in the Grants Administration Manual. The following characteristics will apply to all enforcement.

1. Based on data – Should focus on data supported and identified by law enforcement agencies.
2. Include Community Engagement
3. Focus on safe driving behaviors
4. Require some type of documentation or evidence for reimbursement. Your Program Manager will work with you on evidence of activities and stats.
5. Individual law enforcement grants may have a variety of characteristics. These will be described in each enforcement grant agreement.

After receiving the award, ensure receipt of an Authorization to Proceed (ATP) from the OTS. Once this is received, your agency can *then* proceed with events as of the effective date on the Authorization.

1. Report on activity/event - Claims and Progress Reports must reconcile in the number of officers, dates, hours, etc.
  - a. Collect all officer stat sheets (set a timeframe to receive from officers). Verify accuracy, dated, and signed.
  - b. Complete & submit a progress report in IGX within 30 days. If regular time officers are used as match, their stats must be included on the progress report.
  - c. Complete & submit the claim within 30 days. Complete Payroll Certification Report and attach payroll documentation to claim in IGX.
2. Maintain all records for a minimum of 3 years **after** the end of the grant period i.e., FY21 (10/1/20-9/30/21) records must be kept 'til at least 9/30/24. This includes but is not limited to citations issued and payroll/overtime records.

Attend Task Forces Meetings in accordance with grant agreement.

Attach payroll documents **to claims** in IGX. Payment for overtime **ONLY**, not comp time or regular time. If you're unable to scan and attach the documents into IGX, send copies to the OTS Program Manager to attach for you. The amount of overtime being claimed must match the amount on the Payroll Certification Report in IGX.

Working the holidays – if it's a known highly traveled/high risk day, working is encouraged. The cost of **holiday pay** is already part of your agency budget, so that portion is not reimbursable (that would be general cost of government), so it's really not any more than the usual 1.5 rate for overtime.

Federal grant projects end September 30 of each fiscal year. All claims must be filed within 30 days following the end of the fiscal year or the expiration of the project, whichever comes first.

- Any claim received after the final deadline (October 31) may not be honored.

## **ENFORCEMENT CRITERIA**

### **Selective Traffic Enforcement Program (STEP) Requirements:**

- Base STEP activity on: Number and severity of crashes or violations (speed) during the past 12 months, types of violations leading to crashes, days of the week and times of day that crashes occur, as well as other pertinent data such as types of vehicles involved, driver ages, etc.
- '2/2/2' - Deploying a minimum of 2 officers (officer may be combined with other agencies to meet requirement) per site, for a minimum of 2 hours is required, and a minimum of 2 self-initiated contacts per hour per officer is highly encouraged.

### **Saturation Patrol Requirements:**

- Base Patrol efforts on: Number of related crashes during the past 12 months, number of alcoholic beverage outlets in the area, day of week and time of day that crashes occur, or other factors related to high visibility strategies.
- '2/2/2' - Deploying a minimum of 2 officers (officer may be combined with other agencies to meet requirement) per site, for a minimum of 2 hours is required, and a minimum of 2 self-initiated contacts per hour per officer is highly encouraged.

### **Checkpoint Requirements:**

- If sobriety checkpoints are approved, and in accordance with public law. Base location on number of alcohol related crashes during the past 12 months, number of alcoholic beverage outlets in the area, day of week and time of day that crashes occur, or other factors related to high visibility strategies.

## **Officer Stat Sheet:**

Check officer stat sheets for signature, accuracy, completeness, and any comments that would be notable on the progress report.

The current year Officer Stat Sheet may also be found in the IGX System and is available for downloading.

TSEP Grant Type: please choose in the dropdown menu the grant type. NOTE: Joining Forces will ONLY choose Joining Forces as the grant type not DUI, Speed etc. in the Event # you will choose the corresponding event # you are working.

See Page 16 for complete descriptions of each fill in box and instructions.



# FY 2025 Traffic Safety Enforcement Program (TSEP) Officer Statistics

Revised  
10/2024



Nevada Department of  
**Public Safety**  
Office of Traffic Safety

(If only) Event #

TSEP Grant Type

Officer Name (Last, First) Please Print or Type  ID#

Date  Day of Week

24 HR Format

Department

Start time  End time  Hours

OT  
 RT

Please do NOT put tally marks in the columns

CITATIONS, ARRESTS & WARNINGS	# Citations or Arrests	# Warnings	TOTAL
<b>Impaired Driving</b>			
DUI arrest			
DUI assist			
<b>OP</b>			
Seat belt			
Child seat			
<b>Speed</b>			
Speed			
<b>Vulnerable Road User</b>			
Pedestrian Violation			
Driver Violation			
<b>Distracted Driving</b>			
Distracted driving			
<b>Hazardous Moving Violations</b>			
Unsafe Lane Change			
Reckless driving			
Intersection Violation			
Other Citation*			
<b>TOTAL:</b>			

\* Other Citation may include: Failure to Yield, Move Over Violation, Unsafe Passing

ADDITIONAL ENFORCEMENT INFORMATION	
Total # of contacts*	
Total # of arrests	

\*At least 2 contacts per hour is highly encouraged

EDUCATION ACTIVITIES	
# of drivers educated during contact	
# of educational materials distributed	
# of community presentations conducted	
# of public engagement events	
# of press conferences attended/conducted	
# of grant-related social media posts/shares/tweets/retweets	

IMPAIRED DRIVING	
# of impaired driving crashes	
# Oral Fluid tests administered	
# of PBT's administered	
# of SFST's conducted	
# of DRE evals conducted	
# suspected using cannabis	
# suspected using other drugs	
# of interlock ignition devices	
# of DUI blood search warrants	

OFFICER CERTIFICATIONS			
Check all that apply:	SFST <input type="checkbox"/>	ARIDE <input type="checkbox"/>	DRE <input type="checkbox"/>
*If other please list	Other <input type="checkbox"/>		

Comments:

Officer Signature\*\*  Date

Supervisor Signature  Date

Checking this box represents my official signature if my name is typed above.

Checking this box represents my official signature if my name is typed above.

\*\*I understand this information is being submitted to support a claim against a federally-funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

## FY 20XX TSEP OFFICER STATISTICS FORM INSTRUCTIONS (when completing electronically)

**TSEP Grant Type:** Select the type of enforcement grant from the dropdown list.

**(JF only) Event #:** Select the event number 1-12 from dropdown.

**Name and ID#:** Insert officer name and id number.

**Department:** Select the law enforcement agency name from the dropdown.

**Date worked:** Insert date worked (this cell will only allow dates between 10/1/2022 to 9/30/2023).

**Day of Week:** Automatically populated when date worked is completed.

**Start time and end time:** Insert times in 24-hour format using a colon, example 14:30

**Hours:** Automatically calculated once the start time and end time are entered.

**OT or RT:** Check the box as appropriate.

**Citations, Arrests & Warnings:** Enter the number of Citations, Arrests, and/or Warnings and the Total column and Total row will be automatically completed. Where warnings are not an option those cells have been marked out.

**DUI:** Arrest for Driving Under the Influence (alcohol or other drugs).

**DUI Assist:** Assisted another officer with DUI arrest/FST.

**Seatbelt:** Each occupant, or if driver was cited for underage occupants, count each seatbelt citation.

**Child Seat:** Each child seat violation written, even if it is the same stop/vehicle.

**Speed:** Each speed citation issued.

**Pedestrian Violation:** Citation issued to pedestrian for pedestrian related violations which include but not limited to jaywalking, failing to use a crosswalk, failing to use a sidewalk, etc.

**Driver Violation:** Citations written to driver for a pedestrian related violation like failing to stop for a pedestrian in a crosswalk or failure to stop for vehicle stopped at crosswalk.

**Distracted Driving:** Citations issued for any distraction including full time & attention; not using hands-free devices.

**Unsafe Lane Change:** Citations issued for failing to safely change lanes.

**Reckless Driving:** Citations issued for reckless driving; careless and aggressive driving.

**Intersection Violation:** Failure to obey traffic control device" or "stop sign".

**Other citations:** Use only if the citation doesn't fit into any other category. Common citations are open containers, impeding traffic, and failure to maintain travel lane.

**Additional Enforcement Information:** At least 2 contacts per hour is highly encouraged.

**Education Activities:** To be completed as applicable. If no information or activity for any of the items, leave the cell blank

**Impaired Driving:** To be completed as applicable. If no information or activity for any of the items, leave the cell blank.

**Officer Certifications:** Check all boxes that apply.

**Comments:** This section is open for text to be inserted if needed

**Officer and Supervisor Signatures:** The names would be typed in and the boxes checked

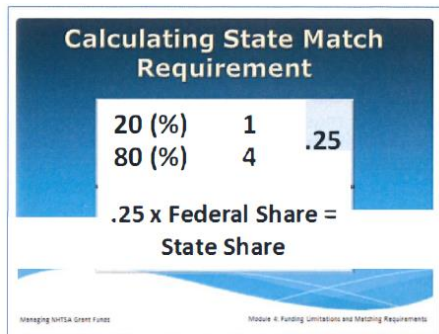
**If filling out a paper version of this form, the blank form can be printed and the information handwritten in.**

## **MATCH:**

Admin time vs match time – A small amount of overtime may be claimed for staff completing event paperwork, however using that time **as match** is highly encouraged, as TSEP enforcement events/activities are a statistical based program and paperwork doesn't produce stats.

We realize officers can't be out on the road without dispatchers; use dispatchers' time as **match** whenever possible and limit overtime charged. Officers of lower rank are encouraged to work, as there are more hours available at a lesser salary, thus the funds go further.

- Calculating State Match Requirement:



### Calculating State Match Requirement

$$\frac{\text{State}}{\text{Federal}} = \frac{20}{80} = \frac{1}{4} = .25 \quad .25 \times \text{Federal share} = \text{State share}$$

Walk through the calculation:

.25 X Federal share = State share

1. The State match is 20%, divided by the Federal match which is 80% or 20 over 80.
2. Twenty divided by 80 is 1 /4, or .25
3. .25 multiplied by the Federal Share equals the amount the State must provide (or match with).

- **Vehicle Match:** If your agency wishes to provide documentation for vehicle usage to use for match for costs of vehicle usage, on claims please put amounts on match table and keep all documentation in your audit backup files. The Office of Traffic Safety does not set a standard on the amount for vehicle match. Any match amount submitted must have sufficient documentation held by your agency in the event an audit occurs. The \$20/hr vehicle match may still be used if you are unaware of costs related to the vehicles. \$20/hr vehicle use as match time (depending on the type of vehicle): This was calculated by: A patrol vehicle gets about 8 MPG @ an average of 30mph, depending on what they are doing. Fuel @ \$3.50/gal with 3.75 gallons used equates to \$13.13/hour. Patrol vehicles run approximately 120,000 miles, or approximately 4,000 hours. The cost of a patrol car is at least \$30,000 so the expense to replace the car works out to \$7.50/hour used. Add maintenance, repairs, equipment, and insurance and it's about \$31/hr, so \$20/hr is an acceptable amount to use for match. You may also find Federal Standard mileage rates: [Standard mileage rates | Internal Revenue Service](#).

## **JOINING FORCES GRANT ADMINISTRATION CRITERIA**

*The following criteria is set for Joining Forces grants only. Joining Forces events/activities are NOT for working community events or traffic control. Only traffic on public streets is to be worked.*

Administrative Responsibilities of a law enforcement agency's *JF Coordinator*:

1. Coordinate/schedule HVE enforcement events
  - Mandatory participation in (2) Click It Or Ticket (CIOT) events, and (1) impaired driving event during the fiscal year. See JF Event Schedule.

Failure to participate in mandatory event (s) will result in the following:

If circumstances beyond the agency's control prohibit participation in a mandatory event, a conversation with the Joining Forces Program Manager is required promptly. Please note, penalties for non-participation may be assessed.

Failure to participate in the mandatory event(s) will result in the following:

1 event - Agency submits justification letter from Sheriff/Chief and removal of event funds without carrying forward to like event.

2 events - Agency submits justification letter from Sheriff/Chief and removal of event funds without carrying forward to like event. A review of future participation and funding will be conducted.

3 events - Future funding will depend upon meeting program performance standards and may be decreased from current amounts or denied entirely.

JF Program Manager has discretion on future funding allocation upon review of participation.

- Work with other law enforcement agencies, schedule dates to work the activities (co-op's):
  - ✓ *Joining Forces* overtime must be for pre-scheduled high visibility enforcement activities, and not just an open invitation for officers to work overtime when they want to.
  - ✓ Local data must be used when scheduling events to determine when (day(s) of week; time of day) and where the event will take place (local problem areas).
  - ✓ At least 1 activity within an event must be worked with another agency (co-op).
- Post JF activities on Google calendar: [www.calendar.google.com](http://www.calendar.google.com)
- Email dates of events to JF PM
- Schedule officers to work the JF activities, remembering to account for the required match amounts. This can be accomplished by regular time officers working, vehicle use, etc., see [Grants Administrative Manual](#) (link is on the IGX <https://ots-nv.intelligrants.com> log-in page) for additional information regarding match.  
Deploy a minimum of 2 officers (officers may be combined with other agencies to meet requirement) per site for a minimum of 2 hours.
- Stay within budget. Any changes to the established schedule or budget must be pre-

approved by the OTS *Joining Forces* Program Manager.

- Note that OTS grants are reimbursable, meaning the agency pays up front, and then submits required back-up documentation to OTS for reimbursement.
- What to do with leftover funds - you can request the OTS *Joining Forces* Program Manager transfer the funds to the next **same funded & focus** area event, if you will be able to utilize them, otherwise forfeit for another agency's use. What to do if overspent – you can check with the OTS *Joining Forces* Program Manager to see if there are funds available to cover or count the overage as 'match'.
- ***Always include your agency as a co-op agency on the progress report***

Attend or appoint someone in your place to attend quarterly JF meetings and the mandatory annual planning meeting.

- Failure to attend the mandatory planning meeting will result in a budget reduction of 10%, and a letter from your agency Chief/Sheriff/Major must be submitted explaining why no one attended and why your agency should be allowed to continue in the Program.

Communicate! With officers working the event: time, location, contact person; 2 public contacts per hour per officer is typically used to demonstrate traffic safety enforcement activity; provide stat sheet for them to complete and submit to you.

Rally participants for annual JF Recognition & Training Conference. Submit names of officers who have worked in the *Joining Forces* program, for Outstanding Officers, and individual focus awards.

Ways to get officer participation:

1. Bid (by seniority)
2. Create a list (those that perform well remain on the list, those that don't aren't allowed to work JF for a set amount of time)

When working JF assignment, officers are hired to work the specific activity, not take calls for service, unless:

1. It's an ***emergency***, or
2. If officer needs to respond to something unrelated to *Joining Forces*, that takes him/her away for more than ½ hour, that time is to be paid by the agency budget, and not charged to JF.

Pursuant to CFR 1300.11 requirements, *warnings shall not* be given for failure to wear a seat belt or use a child safety seat, instead of issuing the citation; nor should a warning be issued instead of a citation for an infraction of the focus area of any event.

### **Premium Program Opportunities (PPO):**

The Office of Traffic Safety where funding is available can provide opportunities through the PPO program. This premium program opportunity is intended to provide *Joining Forces* participants with ancillary training and supplies to support enforcement activities in the program. This would include supplies directly related to enforcement activities; training or attendance at educational events specifically related to traffic enforcement initiatives. Contact your *Joining Forces* Program Manger for

more information.

## **COMMONLY USED TERMS**

Activity - date(s) officers are working enforcement during the event. There may be several activities within the event.

Co-op - working with another agency during an event. This can be accomplished by 2 (or more) agencies working the same location, or one agency working to a specified point and another agency starting where the other agency ended, at the same date/time, thus covering a larger area of road.

Event - the date range of the focus area to be worked. See Joining Forces Event Schedule in your grant agreement.

Event emphasis – no warnings should be given for focus of event. i.e., if working a speed event, pre-determine at what speed drivers will be stopped, anyone stopped should receive a speed citation. If other violations are present during the stop, it's the officer's discretion to issue citation or warning.

High visibility enforcement (HVE) - telling them you're going to be out there, and then being out there in force, being seen by the public, engaging the media. Larger numbers attract more attention.

Match – in-kind match is the 25% required for federal grants. The in-kind match can be in the form of personnel hours worked, to include dispatch hours, administrative hours and vehicle match.

Officer Stat Sheet – Officers working any enforcement activity must use this form (see page 15) to record the violations/citations/contacts made during their shift. This applies to officers working overtime and regular (match) time. Stat sheets may be uploaded to the progress report.

Payroll Certification Report – this report is required to be completed and submitted with the claim in IGX, recording each officer name, hours worked, date worked, and amount paid. This report along with the agency payroll system printouts/timesheets is necessary for reconciliation & verification of expenses for reimbursement.

Statistics/citations - every violation/warning that is issued needs to be counted and recorded in the progress report. If a citation was issued that has more than 1 violation, each violation should be recorded. (i.e. driver was cited for speeding, no insurance, suspended DL, there would be 3 violations recorded, (1 under each category) and 1 contact.)