

### City of Burien, Washington Contract Routing Sheet

Name of Contracting Party: Washington Traffic Safety Commission

Project Name/Description: Memorandum of Understanding for Target Zero Patrol for Impaired Driving and Seat Belts (Oct. 1, 2012 to Sept. 30, 2013)

Contract Amount: \$ 4,300 for Impaired Driving and \$1,000 for Seat Belts  
(Include Contractor's Proposal Amount and Sales Tax)

Type of Contract:

<input type="checkbox"/> <b>Architectural/Engineering</b> <input type="checkbox"/> From Engineering Roster <input type="checkbox"/> Advertised Bidding Done	<input type="checkbox"/> <b>Construction</b> <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$20,000/\$35,000) <input type="checkbox"/> From Small Works Roster (\$20,000/35,000 to \$100,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$100,000) <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>Human Services/Arts &amp; Culture/City Match</b>  <input checked="" type="checkbox"/> <b>Other: MOU for traffic safety emphasis patrols</b>  <input type="checkbox"/> <b>Contract Amendment to Contract No. _____</b>
<input type="checkbox"/> <b>Professional Services (Non-Engineering)</b> <input type="checkbox"/> 3 Bids received <input type="checkbox"/> Direct Negotiation		

(Please attach a list of all bids received)

Is this contract authorized in the current year's budget?  Yes  No

If budgeted, list Fund/Dept.: General Fund - Police

Page # in Budget: 2-48 Budget line item amount: \$ \_\_\_\_\_

BARS Account Number: \_\_\_\_\_

Is a budget amendment needed?  Yes  No Amount? \$ \_\_\_\_\_

Date of Council Approval: \_\_\_\_\_

**REVIEWED BY:**

Contract Manager: Henry M. Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Management Analyst: Ull Fleming Date: 12-2-13

<p><b>Routing Instructions:</b></p> <input type="checkbox"/> Send original to Contractor for their signature and then provide a copy of the fully signed contract to _____	<p><b>Contract File Checklist:</b></p> <input type="checkbox"/> Purchase Order # _____ <input type="checkbox"/> Tax ID Form <input type="checkbox"/> Current Business License # _____ <input type="checkbox"/> Insurance Certificate <input checked="" type="checkbox"/> Contract Fully Signed <del>Not fully signed</del>
<input type="checkbox"/> Contract is already signed by Contractor, please provide a copy of the fully signed contract to: _____	
<input type="checkbox"/> Other (Please describe) _____	

6 ✓

<b>TZM Approved</b>
Date <u>10/27/12</u>
Initials <u>dw</u>

**ORIGINAL**



**MEMORANDUM OF UNDERSTANDING**  
**WASHINGTON TRAFFIC SAFETY COMMISSION**

**RECEIVED**

NOV 01 2012

Traffic Safety

THIS AGREEMENT, pursuant to Chapter 39.34 RCW, is made and entered into between the **BURIEN POLICE DEPARTMENT (Agency)** and the **Washington Traffic Safety Commission (WTSC)**.

IT IS THE PURPOSE OF THIS AGREEMENT to provide overtime funding to law enforcement agencies to conduct multijurisdictional, high visibility enforcement (HVE), traffic safety emphasis patrols (as outlined in Addendum A), in support of Target Zero priorities. The Target Zero Manager and Law Enforcement Liaison assigned to your county shall coordinate the Scope of Work as outlined below:

**TERM: October 1, 2012 - September 30, 2013**

**AMOUNTS**

Impaired Driving: \$4,300  
CFDA# 20.601

Seat Belts: \$1,000  
CFDA # 20.602

These funds shall not be commingled and are only to be utilized for the specific emphasis area.

SWV 0018024-00  
Agency Statewide Vendor Number

**IT IS, THEREFORE, MUTUALLY AGREED THAT:**

1. **GOAL:** To reduce traffic related deaths and serious injuries by engaging in multijurisdictional HVE patrols in the areas of impaired driving and occupant protection.
2. **SCOPE OF WORK:**

**Impaired Driving:**

Agency will engage in multijurisdictional HVE patrols for all or part of the following:

- Holiday DUI Patrols;** November 21, 2012 – January 1, 2013
- St. Patrick's Day DUI Patrols;** March 14, 2013 – March 18, 2013
- Summer Kick-Off DUI Patrols;** June 21, 2013 – July 7, 2013
- Drive Sober or Get Pulled Over Labor Day DUI Crackdown;** August 16, 2013 – September 2, 2013.

These patrols shall occur in locations where the highest rate of fatality and serious injury collisions caused by impaired driving occur in your geographic area of the state and will not begin before 4:00 pm. Patrols will occur Friday-Sunday, with the exception of:

Wednesday and Thursday, November 21 and 22, to cover Thanksgiving;  
Wednesday and Thursday, July 3 & 4, to cover the 4<sup>th</sup> of July, and;  
Monday, September 2 to cover the Labor Day Holiday

### **Seat Belts:**

Agency will engage in multijurisdictional HVE seat belt-focused patrols on some or all of the following dates:

May 20 – June 2, 2013; these shall occur where the lowest rates of occupant protection use occur in your geographic area of the state. These patrols will not begin before 4:00 pm. **Agency agrees to take a zero tolerance approach to seat belt and child car seat violations.**

Law enforcement officers will complete the Emphasis Patrol Activity Logs and forward to their Target Zero Manager within 48 hours of the completion of the seat belt patrols.

### **3. CONDITIONS:**

For each of the emphasis patrols listed above, **Multijurisdictional High Visibility Enforcement Protocols**, as outlined in **Addendum A** of this document will be followed. These protocols are incorporated in their entirety to this document by reference. Exceptions to these protocols may only be provided by the WTSC Program Director.

These are enforcement activities intended to apprehend impaired drivers, and unbuckled vehicle occupants. It is expected that Notices of Infraction/Citation (NOI/C's) will be issued at contact unless circumstances dictate otherwise.

### **Standardized Field Sobriety Testing (SFST) Training Requirement**

Agency certifies that all of the officers participating in patrols under the terms of this agreement are SFST trained. SFST training is required as follows:

- Officers who received SFST training prior to 2008 will need to pass SFST refresher training before participating in these patrols or will have successfully completed the Advanced Roadside Impaired Driving Enforcement (ARIDE) in 2010 or later. Current Drug Recognition Experts are exempt from the SFST refresher.
- Officers who received SFST training in 2008 or later will need to take the SFST refresher training, which is offered with their BAC refresher, to stay current and be

qualified to work these patrols. (BAC re-certification and SFST refresher training are required every three years.)

**Media Contacts:**

All of these patrols are conducted as part of highly publicized efforts. As such, publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. Therefore, Agency must provide the names of at least two agency officers who can be available for media requests and questions. **\*At least one of the individuals listed below must be available for weekend media contacts, beginning at noon on Fridays before mobilizations:**

<u>McLAUCHLAN, Henry (Sgt.)</u>	<u>COLE, CARL (CAPTAIN)</u>
Name/Title	Name/Title
<u>206-296-3351</u>	<u>206-296-3333 CARL.COLE@KINGCOUNTY.GOV</u>
Office Phone & e-mail Henry.McLAUCHLAN@KingCounty.gov	Office Phone & e-mail
<u>206-423-8786</u>	<u>206-296-3333</u>
Cell Phone	Cell Phone

Available weekends per above? \*  Available weekends per above? \*

4. **PAYMENT FOR LAW ENFORCEMENT:** Agency will provide commissioned law enforcement with appropriate equipment (vehicle, radar, etc.) and on an overtime basis (not to exceed 1.5 times their normal salary and benefits) to participate in these emphasis patrols.
5. **SHIFT LENGTH:** Agency will not schedule individual officer shifts for longer than eight hours. (WTSC understands there may be instances when more than eight hours are billed because of DUI processing, etc.)
6. **RESERVE OFFICERS:** Agency certifies that any reserve officer for whom reimbursement is claimed has exceeded his/her normal monthly working hours when participating in this emphasis patrol and is authorized to be paid the amount requested. Agency understands that reserve officers are not eligible for overtime for this project.
7. **DISPATCH:** WTSC will reimburse communications officers/dispatch personnel for work on this project providing Agency has received prior approval from the WTSC Program Manager.
8. **GRANT AMOUNT:** WTSC will reimburse Agency for overtime salary and benefits. The total cost of overtime and benefits shall not be exceeded in any one campaign area and funds may not be commingled between campaign areas.

Upon agreement by the Agency and the local Target Zero Manager, the DUI or Occupant Protection allocation may be increased or decreased without amending this agreement PROVIDED THAT the increase in the allocation does not exceed

- 50% of the original agreed amount for the specific emphasis area. Any increase in allocation exceeding 50% will require an amendment to this document.

9. PERFORMANCE STANDARDS:

- a. Participating law enforcement officers are required to have a minimum of 3 self-initiated contacts per hour of enforcement.
- b. Some violator contacts may result in related, time-consuming activity. This activity is reimbursable.
- c. Other activities, such as collision investigation or emergency response that are not initiated through emphasis patrol contact **WILL NOT** be reimbursed.

10. REIMBURSEMENT OF CLAIMS: Claims for reimbursement must include:

a. Invoice Voucher (A19-1A Form):

- 1) Agency identified as the "Claimant"
- 2) **Statewide Vendor Number** (bottom of Claimant box)
- 3) A Federal Tax ID #,
- 4) Original signature of the agency head, command officer or contracting officer.

b. Payroll support documents (signed overtime slips, payroll documents, etc.).

c. Emphasis Patrol Activity Logs showing 3 or more self-initiated contacts per hour.

*Emphasis Patrol Activity Logs cannot be modified.*

*Payment cannot be made unless these activity logs are included.*

The Invoice Voucher (A19-1A Form), payroll supporting documents, and Emphasis Patrol Activity Logs shall be submitted to your Target Zero Manager for review. The Target Zero Manager will forward these documents to WTSC for processing and payment.

11. DEADLINES FOR CLAIMS

**All claims must be approved by your Target Zero Manager, please allow adequate time for processing in order to meet the following deadlines:**

- a. **First Deadline:** All claims for reimbursement for emphasis conducted from October 1, to June 30, must be received by **WTSC** no later than August 15, 2013.
- b. **Second Deadline:** All claims for reimbursement for emphasis conducted between July 1 and September 30 must be received by **WTSC** no later than November 15, 2013.

(NOTE: Two separate invoices may be necessary for the Summer Kick-off DUI patrols if hours are worked in both June and July.)

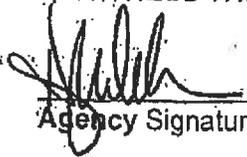
Invoices submitted for reimbursement after the above dates, will not be paid.  
WTSC will NOT accept faxed invoices.

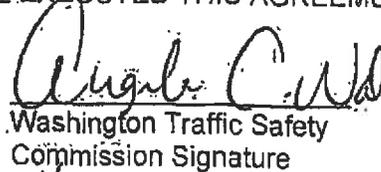
12. DISPUTES: Disputes arising under this Memorandum shall be resolved by a panel consisting of one representative of the WTSC, one representative from Agency, and a mutually agreed upon third party. The dispute panel shall decide the dispute by majority vote.

13. TERMINATION: Either party may terminate this agreement upon 30 days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination.

14. SUPPLANTING DISCLAIMER: I certify that none of the funds for this project supplant the normally budgeted funds of this agency nor do these funds pay for routine traffic enforcement normally provided by this agency.

IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.

  
\_\_\_\_\_  
Agency Signature

  
\_\_\_\_\_  
Washington Traffic Safety  
Commission Signature

10-25-2012  
\_\_\_\_\_  
(Date)

11/1/12  
\_\_\_\_\_  
(Date)

Agency Address (where fully executed copy of this document will be mailed):

14905 WAVE SW  
\_\_\_\_\_  
Street  
Burien WA 98146  
\_\_\_\_\_  
City, State Zip  
Sgt. McClaughan  
\_\_\_\_\_  
Attn:

Please return this signed MOU (No later than October 24, 2012) to  
your Target Zero Manager:

Sara Wood  
Kent Police Department  
220 4<sup>th</sup> Ave. S.  
Kent, WA 98032  
253-856-5851      swood@kentwa.gov

---

**Target Zero Manager will forward this signed document to:**

Angie Ward, WTSC  
621 – 8<sup>th</sup> Avenue SW, Suite 409  
PO Box 40944  
Olympia, WA 98504-0944  
360.725.9860

No later than October 31, 2012

## **Addendum A**

### **Multijurisdictional High-Visibility Enforcement Protocols**

#### **Purpose**

This protocol is intended to guide Target Zero Managers, Law Enforcement Liaisons, and law enforcement agencies in coordinating multijurisdictional high visibility enforcement (HVE) mobilizations to address impaired driving and seat belt use. These mobilizations are funded by federal highway safety grants.

#### **Goal**

The goal of multijurisdictional high-visibility campaigns is to reduce fatal and serious injury collisions through the coordination of:

- Publicity addressing increased enforcement, and
- Increased contacts and arrests of violators.

#### **Method**

Funding from the Washington Traffic Safety Commission (WTSC) will support multijurisdictional HVE patrol activities to increase the number of officers working on impaired driving, and occupant protection enforcement. Public education and media will be coordinated by the Target Zero Manager and Law Enforcement Liaison. The law enforcement activity will support the media effort by demonstrating to the public that the media messages are true; i.e., that "extra enforcement patrols (with a particular focus) are going on now" so that the public takes the media messages seriously.

The media work will support the police effort by encouraging voluntary compliance with the law. The objective of multijurisdictional HVE patrol activities is to change driver behavior by raising the awareness of tougher enforcement.

#### **Definitions:**

- HVE is enforcement of the law in conjunction with publicity that draws the attention of the public to the enforcement activity.

- *Multijurisdictional enforcement is defined as a minimum of three law enforcement agencies (LEA's) or patrol units participating at a designated date and time, enforcing a specific activity, in a location determined by fatality and serious injury collision data.*

### Responsibilities

#### WTSC:

- Provide Funding.
- Coordinate paid media at the state level.
- Lead earned media efforts for:
  - Holiday DUI
  - Click It or Ticket
  - Drive Hammered Get Nailed.
- Summarize enforcement activity.
- Report results to the National Highway Traffic Safety Administration.

#### Target Zero Manager and Law Enforcement Liaison:

- Lead the development of Multijurisdictional High Visibility Enforcement Mobilization Plans.
- Coordinate mobilization briefings.
- Lead earned media efforts for:
  - St. Patrick's Day DUI
  - Summer DUI
- Lead earned media efforts (optional) for all other mobilizations.
- Review and approve all MOUs, invoices, and other documentation before submission to WTSC.

#### Law Enforcement Agencies:

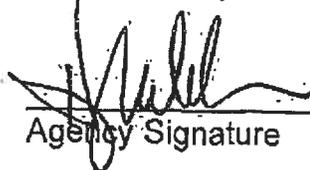
- Provide commissioned police officer(s) (active or paid reserve) with appropriate equipment (vehicle, radar, etc.) to participate in multijurisdictional HVE patrols.

- Ensure that officers assigned to the multijurisdictional HVE campaigns are qualified to enforce the impaired driving laws as outlined on page 2, section 3 of this document.
- Require all officers participating in multijurisdictional HVE patrols to attend mobilization briefings.
- Ensure officers conduct **a minimum of three (3) self-initiated contacts per hour.**

This is an enforcement activity that is intended to apprehend violators. It is expected that a Notice of Infraction/Citation (NOI/C) will be issued at contact unless circumstances dictate otherwise. It is understood that violator contacts may result in related, time-consuming activity. Such activity will be considered for reimbursement.

***Activity other than that initiated through HVE patrol contact (investigating collisions, emergency responses, etc.) will be the responsibility of the contracting agency and may not be considered for reimbursement.***

- Require officers to complete and submit multijurisdictional HVE patrol productivity on WTSC Emphasis Patrol Activity Log.

  
Agency Signature

10-25-2012

Date