



**CLICK IT OR TICKET  
SEAT BELT ENFORCEMENT MOBILIZATION  
OVERTIME PARTICIPATION FORM  
MAY 18 – MAY 31, 2009**

By completing and submitting this form, your agency agrees to conduct increased enforcement of Utah's safety restraint law by declaring **zero tolerance** for drivers and passengers who fail to buckle up. **Please review the attached seat belt overtime guidelines.**

Your Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ # of Patrol Officers: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County \_\_\_\_\_ Zip: \_\_\_\_\_

\*E-mail: \_\_\_\_\_ (REQUIRED)\*

SEAT BELT OVERTIME HOURS	
<p align="center"><b>DAYTIME ENFORCEMENT</b></p> <p>O.T. shifts can be 4 or 5 hour increments. Example: 2 5-hour shifts x 14 days =140 hrs</p> <p><b>TOTAL NUMBER OF DAYTIME O.T. HOURS REQUESTED:</b> _____</p> <p><b>TOTAL NUMBER OF ENFORCEMENT SHIFTS (FORMS):</b> _____</p> <p>Agencies can sign up for both Daytime and Nighttime shifts.</p>	<p align="center"><b>NIGHTTIME ENFORCEMENT</b></p> <p>See guidelines below before signing up for night shifts. Select Option 1 or 2 by CIRCLING option.</p> <p><b>OPTION #1:</b> Two nights (May 22&amp;23 <b>OR</b> May 29&amp;30) 5-hr. shift x 4 officers x 2 nights = <b>40 hrs per location</b></p> <p><b>OPTION #2:</b> Four nights (May 22, 23, 29 &amp; 30) 5-hr. shift x 4 officers x 4 nights = <b>80 hrs per location</b></p> <p><b># OF LOCATIONS FOR ENFORCEMENT =</b> _____ <i>(Agencies can propose 1 to 4 locations to enforce)</i></p> <p><b>TOTAL # OF NIGHTTIME ENFORCEMENT HOURS:</b> <b>TOTAL # OF FORMS:</b> _____</p>
<p><b>NIGHTTIME ENFORCEMENT GUIDELINES:</b> Shifts must be worked between 9:00 p.m. and 2:00 a.m. on Friday and Saturday nights during the mobilization. <b>Nighttime enforcement hours will be awarded to 15 agencies in Davis, Salt Lake, Utah and Weber Counties.</b> Locations and method of patrol must be approved by the UHSO prior to enforcement. Nighttime enforcement can be conducted using mobile patrols at the approved locations or stationary patrols utilizing a spotter and up to 3 chase cars. Additional instruction on nighttime enforcement will be provided to agencies awarded nighttime enforcement hours.</p>	

**RETURN FORM BY FAX (801)957-8588 OR EMAIL [kgibson@utah.gov](mailto:kgibson@utah.gov)  
FORMS ARE DUE BY MAY 11, 2009**

For further questions, email Keri at [kgibson@utah.gov](mailto:kgibson@utah.gov) or call (801) 243-7571.



## SEAT BELT OVERTIME GUIDELINES

**By signing up for overtime hours, you agree to the following guidelines:**

- A minimum of 2 safety restraint citations are required per hour and/or 2 contacts per hour. Citation requirements for nighttime enforcement shifts will be provided in the enforcement protocols issued to participating agencies.
- 4 or 5 hour shifts are encouraged.
- NIGHTTIME ENFORCEMENT: Nighttime (NT) enforcement locations must be pre-approved by UHSO prior to enforcement shifts. Site location is vital to the success of NT enforcement and should include adequate lighting and high traffic flow. Controlled intersection and freeway entrance/exit ramps may be used for site selection. Nighttime enforcement can be conducted using mobile patrols at the approved locations or stationary patrols utilizing a spotter and up to 3 chase cars. Details about NT enforcement methods and site selection will be provided in the Nighttime Enforcement Protocol, which will be issued to participating agencies.
- COMPLETE THE OVERTIME REIMBURSEMENT FORMS AND SUBMIT THEM BY JUNE 15<sup>TH</sup>. These forms will be sent once your o.t. is confirmed. Each officer must complete one form per shift/day worked. Make sure all totals are calculated, and required signatures are provided. Return the white and yellow copies to the Utah Highway Safety Office. Keep the pink copy for your records. Please notify all officers working o.t. shifts of this guideline.
- COMPLETE THE COVER FORM PROVIDED. This will be sent with your o.t. reimbursement forms. This form displays your agency's total statistics for the total amount of overtime hours worked. *Only one* cover form per agency is required.
- THE COVER FORM IS DUE JUNE 1<sup>ST</sup> to Keri, fax to (801) 957-8588. This information is needed ASAP and will be provided to the media and NHTSA.
- Benefits claimed will be paid at no more than 8.54%. A benefits explanation form will be included with the overtime reimbursement forms.
- RETURN ALL REQUIRED FORMS NO LATER THAN JUNE 15, 2009. Forms received after June 30<sup>th</sup> will not be accepted for reimbursement.

To participate in the May Mobilization, please complete the enclosed overtime sign up form and return it to Keri Gibson **BY MAY 11, 2009**. **Overtime hours are limited to agencies that reside in the six target counties: Cache, Davis, Salt Lake, Utah, Washington, and Weber.** If you do not receive an overtime confirmation by email within 3 days of your request please contact Keri immediately. Overtime reimbursement forms, the cover form, and other campaign materials will be sent once your overtime request has been approved.

**Call Keri at (801) 243-7571 with further questions.**