

Applicant Info

Applicant Organization Name *

Oklahoma City Police Department-SOLO Motorcycle Unit

Organization Mailing Address *

700 COLCORD

City *

Oklahoma City

State *

OK

Zip *

73102

Area Code/Phone Number *

(405) 297-1141

Area Code/Fax Number

Organization Physical Address *

700 COLCORD

City *

Oklahoma City

State *

OK

Zip *

73102

County *

Oklahoma County

FEI Number *

736005359

DUNS Number

014104777

UEI Number - If not known, click [here](#). *

D3MUME8J5T25

Authorizing Official *

David Holt

Title *

Mayor

Mailing Address *

200 N. Walker

City *

Oklahoma City

State *

OK

Zip *

73102

Area Code/Phone Number *

(405) 297-2424

Area Code/Fax Number

Project Info

WHAT TYPE OF PROJECT ARE YOU PROPOSING?

Motorcycle Safety

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PROBLEM IDENTIFICATION

In 2021, OHSO data indicates that in the state of Oklahoma 76 motorcyclists were killed in fatal crashes and 990 motorcyclists were involved in some type of injury crashes. In the Oklahoma City metropolitan area there were 283 motorcycle crashes with 15 fatalities and 43 serious injury crashes. From 2019 to 2021 there have been 161 fatal/serious crashes in the Oklahoma City metro area with an additional 666 non-injury, minor, unknown injury crashes. Of these 827 crashes 410 were due to some type of improper action of the motorcyclist. 160 of the crashes were due to unsafe speed, 15 were DUI- alcohol/drug related crashes and 576 of the individuals involved in the crashes were either un-helmeted or it is unknown if they were wearing a helmet. The OHSO data shows that 38 of these crashes were fatalities and it is confirmed that 22 of these individuals were not wearing helmets.

The formation of a civilian survival and education course by the Oklahoma City Police Department Solo Motorcycle Unit, in partnership with the Oklahoma Highway Safety Office, will assist in reducing the number of motorcycle crashes including fatality, incapacitating injury, and visible/non-incapacitating injury crashes due to the actions of the motorcyclist. This program is designed to improve the skill level of motorcycle operators, educate the motorcyclists on the causations of crashes due to their behaviors and to help increase public awareness of sharing the road with motorcycles.

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PROJECT GOALS

Crash data and statistics:

To conduct ten (10) motorcycle safety training in the Oklahoma City metro area in FFY24; contributing to the reduction of motorcycle-involved KA crashes in Oklahoma.

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PROJECT DESCRIPTION/WORK PLAN

Will this project involve traffic enforcement activity?

Yes

☒ No *

Motorcycle safety courses will be scheduled throughout the year. The target is to have 10 or more classes at different locations and venues within the Oklahoma City metro area. Oklahoma City Police Department's Solo Motorcycle Unit will use trained, experienced police motorcycle instructors dedicated to administering both aspects of the program. The Oklahoma City motorcycle instructors will ensure every rider wears appropriate safety gear, including helmets, during instruction. A multi-media, educational trailer, equipped to set up a remote classroom, along with OCPD Solo Unit motorcycles will be utilized during motorcycle demonstrations and to deliver the "Motorcycle Safety/Share the Road" message to enhance driver awareness of motorcyclists. The program will also include pre-approved (by OCPD/OHSO) personal safety equipment, training aides, educational materials, tents, audio/visual equipment, and outdoor sound equipment. The plan is to reach 200 or more students during the year in the courses and an additional 500 or more persons through educational materials at public static events. These Static events allow Motorcycle officers to present demonstrations or presentations in locations allowing them to interact with members of the community and provide educational materials to motorcyclists, riders and drivers.

Funding is provided for the purchase a Enclosed Cargo Trailer (8.5 X 28 14k GVWR) to be used as a remote classroom for administration of rider safety course and for transporting demonstrator motorcycles, cones, course materials, and other necessary equipment.

Oklahoma City Police Department will employ the following evidence-based strategies in conducting grant related activities:

Countermeasure: Motorcycle rider training

Activity: State Funded Motorcycle Safety Training and Education

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PROJECT EVALUATION

Written evaluations from the motorcycle safety course will be collected as a tool to assess the effectiveness of the project. Course sign-in sheets will track attendance and officers will submit overtime activity reports for courses and PI&E. Annual and bi-annual statistical motorcycle collision data will be used to help determine the effectiveness of the program and will be provided to the OHSO in performance reports. Monthly reports will be completed in a timely manner and submitted to OHSO. All reporting shall be contained within the OGX. The end of the project year will include an End of Year Summary.

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If the OHSO is not able to fund this project as proposed, would your agency be interested in an alternative type of project? If so, please select a second and third preference based on your local problem identification.

2nd

Preference:

3rd

Preference:

Countermeasures and Performance Measures

Countermeasure selection and justification

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

1. Motorcycle Rider Training

This countermeasure involves rider education and training courses beyond the basic course required by Oklahoma law. The course will be provided by Oklahoma City Police Department Solo Motorcycle Unit and consist of basic riding maneuvers, along with the recognition and response to hazards (roadway, rider ability). The course curriculum given to the student rider will increase his/her understanding and application of proper riding habits and responses to dangers while riding.

Evidence suggests that in addition to teaching motorcycle control skills, programs would better prepare riders if they were trained to (1) recognize hazardous riding situations, (2) assess their own abilities and limitations, and (3) ride within those constraints (Clarke et al., 2007; Elliott et al., 2007).

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Performance Measure

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

Riders will become proficient in the basic riding maneuvers and howto apply those to everyday obstacles/problems. Riders will complete required lesson plans/curriculum during the 6-hour course.

Riders will demonstrate proper braking techniques, turning (left/right), stopping techniques, starting from stop, and obstacle/emergency avoidance techniques. Upon completion of the course, the rider will take the knowledge gained during the course be able to apply in the day-to-day traffic flowaround the OKC metro area.

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Countermeasures and Performance Measures

Countermeasure selection and justification

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

Communications and Outreach: Motorist Awareness of Motorcyclists

This countermeasure involves communications and outreach campaigns to increase other drivers' awareness of motorcyclists. Typical themes are "Share the Road". The Oklahoma City Police Department Solo Motorcycle Unit will build a campaign utilizing motorist/motorcycle educational materials from both the OHSO, NHTSA, and local Oklahoma City statistics.

Through the use of static displays and the Oklahoma City Police Department Public Information Office, the motorcycle unit will provide material to motorists and riders in an effort to bridge the gap between the two, as it pertains to crashes. The educational material will provide information to assist in raising motorists' awareness of motorcycles/riders in their day-to-day commutes. Educational materials provided to riders will demonstrate current trends in safety and likelihood of survivability of a rider with the proper safety equipment especially helmets.

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Performance Measure

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

The Oklahoma City Police Department Solo Motorcycle Unit will attend a minimum of 10 static display days a year. These displays will be conducted at local motorcycle shops and retail centers, including but not limited to Penn Square Mall (safety event), Eurotek Motorcycles, Fort Thunder Harley Davidson, and Harley Davidson World. Motor instructors will also attend community events where the materials could be disseminated to the citizens. Goals for the use of static displays at community events would include maximizing exposure to motorists and riders in an effort to meet the goal of reaching in excess of 7,000 motorists and riders in face-to-face contacts and providing educational pamphlets to those motorists and riders.

Along with the displays the OCPD Solo Motorcycle Unit will coordinate with the PIO office in an effort to utilize the departments social media presence to educate the public at least two days per month. These social media posts containing facts and tips relate to motorcycle/motorist awareness would engage approximately 650,000 citizens with each days posting.

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Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click **SAVE**.

Job Title *

Police Lieutenant-Motor Supervisor

Full Time

Part Time

☒ Overtime

*

Approximate number of overtime hours annually?

72

Average Hourly Overtime Rate?

\$81.39

OT Salary Amount

\$5,861.00

OT Fringe Rate

1.45 %

(Enter 0 if fringe benefits are not requested)

OT Fringe
Amount

\$85.00

Total Amount

\$5,946.00

Description of grant-related duties to be performed by this job title:

Safety Officer at rider course, process payroll, prepare/complete monthly reports to grant manager

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Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click **SAVE**.

Job Title *

Police Sergeant-Motor Instructor

Full Time

Part Time

☒ Overtime

*

Approximate number of overtime hours annually?

72

Average Hourly Overtime Rate?

\$75.01

OT Salary Amount

\$5,401.00

OT Fringe Rate

1.45 %

(Enter 0 if fringe benefits are not requested)

OT Fringe
Amount

\$79.00

Total Amount

\$5,480.00

Description of grant-related duties to be performed by this job title:

Instructor for motorcycle safety course

*

Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click SAVE.

Job Title *

Police Sergeant-Motor Instructor

Full Time

Part Time

☒ Overtime

*

Approximate number of overtime hours annually?

72

Average Hourly Overtime Rate?

\$75.01

OT Salary Amount

\$5,401.00

OT Fringe Rate

1.45 %

(Enter 0 if fringe benefits are not requested)

OT Fringe
Amount

\$79.00

Total Amount

\$5,480.00

Description of grant-related duties to be performed by this job title:

INSTRUCTOR FOR RIDER SAFETY COURSE

*

Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click SAVE.

Job Title *

Police Sergeant-Motor Instructor

Full Time

Part Time

☒ Overtime

*

Approximate number of overtime hours annually?

72

Average Hourly Overtime Rate?

\$75.01

OT Salary Amount

\$5,401.00

OT Fringe Rate

1.45 %

(Enter 0 if fringe benefits are not requested)

OT Fringe
Amount

\$79.00

Total Amount

\$5,480.00

Description of grant-related duties to be performed by this job title:

INSTRUCT RIDER SAFETY COURSE

*

Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click SAVE.

Job Title *

Police Sergeant-Motor Instructor

Full Time

Part Time

☒ Overtime

*

Approximate number of overtime hours annually?

100

Average Hourly Overtime Rate?

\$75.01

OT Salary Amount

\$7,501.00

OT Fringe Rate

1.45 %

(Enter 0 if fringe benefits are not requested)

OT Fringe
Amount

\$109.00

Total Amount

\$7,610.00

Description of grant-related duties to be performed by this job title:

Instruct Rider Safety Course/Static Display attendant

*

Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click **SAVE**.

Job Title *

Police Sergeant-Motor Instructor

Full Time

Part Time

☒ Overtime

*

Approximate number of overtime hours annually?

100

Average Hourly Overtime Rate?

\$75.01

OT Salary Amount

\$7,501.00

OT Fringe Rate

1.45 %

(Enter 0 if fringe benefits are not requested)

OT Fringe
Amount

\$109.00

Total Amount

\$7,610.00

Description of grant-related duties to be performed by this job title:

Instruct rider safety course/static display attendant

*

Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment *

Other

Description of Item *

Enclosed Cargo Trailer Rock Solid 8.5 X 28 14k GVWR

Number of items requested *

1

Cost Per Item *

\$15,400.00

Dollar Amount

\$15,400.00

Justification *

Trailer will be utilized for transporting demonstrator motorcycles, cones, course materials, and other necessary equipment. Trailer will also be used as a remote classroom for adminstration of rider safety course.

Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment *

Other

Description of Item *

motorcycle transport straps/chocks

Number of items requested *

4

Cost Per Item *

\$25.00

Dollar Amount

\$100.00

Justification *

Will be used to tie down demonstrator motorcycles inside of enclosed trailer for transport.

Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment *

Other

Description of Item *

orange traffic cones (various sizes)

Number of items requested *

200

Cost Per Item *

\$7.85

Dollar Amount

\$1,570.00

Justification *

used to mark obstacles for rider safety course

Budget Summary

Expense Item	Amount
Personnel Services	\$43,086.00
Operating Costs	\$0.00
Equipment	\$17,070.00
Travel In-State	\$0.00
Travel Out-of-State	\$0.00
Contractual Services	\$0.00
TOTAL	\$60,156.00

595.0 Operation of Police Vehicles

Only authorized City employees will be allowed to operate a police vehicle or an authorized leased vehicle.

The driver and front seat passengers occupying any City equipment or authorized leased vehicle shall wear properly fastened restraint devices.

Children shall be properly restrained according to 47 O.S. § 11-1112 and Oklahoma City Municipal Code § 32-533.

Revised 9/01; Revised 8/14

Police Department

The City of Oklahoma City

Operations Manual

Policy Number: 760.0

Effective Date: 9/2014

760.0 Fleet Safety

Not only because they are engaged in traffic enforcement, but because they are the most visible representatives of local government, Department employees have a duty to operate Department vehicles in a legal, safe and courteous manner.

This responsibility is especially great in view of the tactical situations and traffic conditions in which Department vehicles are operated. Vehicle safety involves the establishment of standards, vehicle testing and selection, regular inspections, preventive maintenance, and defensive driving. Defensive driving is a matter of personal practice, which involves proper motivation, and the development of a positive mental attitude toward driving. The Department reinforces safe driving habits through roll call training, defensive driving and driver-training courses, supervision, and discipline.

No employee of the Oklahoma City Police Department will operate or ride in any City owned vehicle unless the driver and all front seat occupants are wearing properly fastened restraint devices.

THE CITY OF OKLAHOMA CITY POLICE DEPARTMENT	Standard Operating Procedures
Solo Motorcycle Unit	Effective Date: 09/06/2006 Revised Date: 06/27/2012

100.00 STATEMENT OF PURPOSE

In the early 1900's the Oklahoma City Police Department formed the Solo Motorcycle Unit, making it the oldest specialized unit within the police department. Originally, the sole purpose of the unit was the enforcement of traffic laws within the City of Oklahoma City. Today, the Solo Motorcycle Unit specializes in selective traffic enforcement, vehicle escorts, traffic flow management, and dignitary protection and is often called upon to assist at special events.

200.00 ORGANIZATION AND STAFFING

The Solo Unit is part of the Uniform Support Division and under the direct supervision of two Lieutenants and command of the Uniform Support Major. The two Lieutenants report to the Captain of Special Operations.

The Department undergoes periodic evaluation to ensure it is organized in such a way that it meets the changing needs of the community it serves. This evaluation may result in changes over time, to distribute resources to optimally address contemporary issues and conditions.

The Department's organizational structure is depicted on an organizational chart that is reviewed, updated and distributed as a Special Order to all personnel as needed. The organizational chart depicts the formal lines of authority and communication within the department.

300.00 UTILIZATION AND DEPLOYMENT

The Solo Motorcycle Unit may be assigned to areas and duties that will result in a maximum enforcement effort of traffic laws. Solo motorcycle units are utilized in areas which result in a high number of accidents during a given period of time, areas which may be generating traffic complaints and school zones.

Members of the unit may be deployed alone or in pairs to a location where traffic enforcement is needed. The normal hours of operation for the unit are 7 a.m. to 5 p.m. daily. The unit provides enforcement during these hours seven days a week using an eight on and six off work schedule.

310.00 USE RESTRICTIONS

Motorcycle officers within the unit will primarily be used for traffic enforcement. This does not preclude temporary assignment for special events, emergency operations or special enforcement programs when approved by the Unit Commander.

The use of the motorcycle during the hours of darkness and in inclement weather should be limited to those times that are reasonably necessary. Inclement weather may include days of extreme heat, days of extreme cold, rain/ice when the surface of the roadway is incompatible with the use of a motorcycle for safety reasons.

The use of the police motorcycle officer to work traffic accidents should be restricted and limited to instances when properly equipped police automobiles are not available and the accident presents a hazard. The size of the motorcycle limits the ability to protect the accident scene and is not highly visible by approaching motorists.

400.00 GOALS, OBJECTIVES AND PERFORMANCE MEASURES

Each officer assigned to the motorcycle unit should strive to meet the minimum goal of four points per hour average over a one-month period of time. Daily activity will be recorded by each individual officer on a "Daily Activity Report" form and turned in at the end of each shift. This information will be entered into the Departmental activity accounting program providing a measurement of the officer's performance. At the end of each month a report will be generated and forwarded to unit commanders. This report is to be used for evaluation purposes.

The Major of the Uniform Support Division is the commander of this unit as well as coordinates all programs pertaining to selective traffic enforcement (DUI, RAAID, Signal 30, etc). The Major evaluates these programs for their effectiveness and utilizations toward the department's goals and objectives and have the evaluation and statistics include in the division's COMSTAT report.

500.00 PERSONNEL DUTIES, AUTHORITY AND RESPONSIBILITIES

510.00 MOTORCYCLE UNIT RESPONSIBILITIES

The Motorcycle Unit will be responsible for the following duties:

- A. Respond to all traffic related complaints, for example, school zones, residential neighborhoods, Traffic Commission complaints, City Council complaints and citizen complaints;
- B. Provide assistance in all requests for funeral or other escorts on a daily basis;
- C. Provide traffic enforcement in areas that are identified as high accident locations via computer statistics or any other means of reporting which would establish this information; and
- D. Provide support at all special events and dignitary protection deemed necessary by command regardless of the time of day, month or year.

520.00 SUPERVISOR RESPONSIBILITIES

Motorcycle supervisors will be responsible for the following activities:

- A. Complete and forward to Communications Unit the daily line-up of officers scheduled to work each day;
- B. Review and assign all escorts request to off duty motorcycle officers:
 - 1. If there remains any escort requests, after as many as possible have been assigned to off duty officers, remaining escorts will be assigned to on duty officers;
 - 2. Any on duty officer will be required to utilize personal leave time when conducting any assigned escort for which they are receiving compensation; and
 - 3. Supervisor's should prepare and monitor logs of escorts indicating duty status.
- C. Review and enter activity from the day before into the Departmental activity program;
- D. Review and sign all reports and citations issued the day before and distribute them as required;
- E. Monitor the status of all motorcycles. If any repair needs are identified, the requesting officer shall contact a supervisor for authorization. The requesting officer will take the motorcycle to the authorized repair service provider. Upon completion of the authorized repairs and receipt of the repair order from the service provider, the repair order will be submitted to the unit Captain.
- F. Maintain officer subpoena log;
- G. Maintain a 120-day forecast of all special events and upcoming special assignments that pertain to the unit and the mission of the unit;
- H. Supervisors in the unit will conduct employee performance evaluations at least annually or more frequently as designated by policy. Within these evaluations will be the specific time period for which the employee is being evaluated, employee may be counseled regarding his/her evaluation, a copy of the evaluation will be provided to the employee and the supervisor will maintain a copy of the evaluation;
- I. Supervisors will monitor and document any requests for services and traffic complaints; and
- J. Conduct required equipment and personnel inspections and maintain documentation of such.

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- K. Enforcement of booting ordinance and release of booted vehicles. (See Parking Enforcement SOP 560.20 and 560.30)

530.00 MOTORCYCLE OFFICER RESPONSIBILITIES

Motorcycle officers will be responsible for the following duties:

- A. Each officer must maintain his uniform and assigned vehicle in a condition above and beyond that which is required. The nature of the officer assignment requires more care and attention be given to his appearance on a daily basis;
- B. Officers are required to work all assigned traffic complaints, while maintaining a professional demeanor regardless of the situation;
- C. Each officer will be required to report all daily activity on the "Daily Activity Report" form. This form will be completed and turned in by the officer daily. This includes all funeral escorts. All funeral escorts will be assigned by the on duty Solo Supervisor;
- D. Each officer in the unit will be required to attend at least quarterly one motorcycle training session which will be held on the second Thursday of each month. Officers will be required to qualify annually on the Motorcycle Proficiency Course;
- E. Each officer in the unit should strive to maintain an hourly average of 4.0 points per hour as recorded and calculated by the Departmental activity program;
- F. Officers in the unit will be required to conduct escorts of varying kinds in a safe manner;
- G. Officers will be required to fill out completely and correctly all forms pertaining to their assignment. These forms will be turned in daily with the "Daily Activity Report";
- H. Officers will be required to monitor the police radio at all times and respond to calls from dispatch whenever possible;
- I. Officers will assist with the investigation of traffic accidents while assigned to a police car, especially on days of inclement weather; and
- J. Monitor court dates and appear in court as scheduled.

540.00 REQUIREMENTS FOR A MOTORCYCLE OFFICER

A candidate for the position of motor officer must be in good health and be free from disabling defects. He/she must have effective use of arms, hands, legs, feet and back.

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The following requirements have been established for eligibility of being assigned to the Solo Motorcycle Unit.

- A. He/she will be required to operate the controls of a motorcycle in a coordinated manner, using both hands and feet simultaneously. He/she must have a good sense of balance and be able to develop sensitivity toward the motorcycle and surface he/she is riding on;
- B. He/she must ride defensively and be able to quickly detect movement of traffic around him/her; therefore, good eyesight, depth perception, side vision, and reflexes are essential;
- C. He/she must have the strength to properly right a heavy {approximately 700 to 800 lbs.} motorcycle back up to an upright position if it becomes necessary. He/she must be able to swing a leg over a motorcycle in order to mount;
- D. He/she is provided very little vehicle protection in the event of an accident; therefore, his/her physical condition and muscle tone should be good to reduce the possibility of injury or minimize the degree of injury if one is sustained;
- E. He/she will be exposed to extremes in weather conditions and will be subject to wind chill factor during the winter months, below prevailing temperatures. He/she will be expected to ride their 10-hour shift without becoming fatigued to the point where his/her alertness is reduced. He/she will ride, sitting in an upright position with back support. He/she will be subject to vehicle and surface vibration, muffler and wind noises at all speeds; and
- F. He/she must be able to perform under additional stress that may develop from extreme enforcement riding situation.

600.00 PERSONNEL SELECTION PROCEDURES

It is the goal of the Motorcycle Unit to recruit and maintain highly self-motivated personnel. By virtue of the assignment, a motorcycle officer must be self-motivated and always conduct himself in a professional manner.

Vacancies are first identified by command and authorization to fill them is given. The vacancy is then posted for a minimum of ten days to allow for transfer request to be made. Upon the closing of the posting period, applications of interested officers will be reviewed and assessed.

Officers will be selected based on review of the following:

- A. The amount of sick leave used by the officer and the circumstances;
- B. Verbal or written reports from past supervisors to include but not limited to annual evaluations, last year of activity and personal inspection sheets;

- C. The physical shape and condition of the officer will be taken into consideration. The physical demands on a motor officer's body are somewhat higher than that of a patrol officer. Motor officers are exposed to a vast array of weather condition as a matter of routine. An officer must have physical strength and agility to operate a police motorcycle;
- D. The number of complaints an officer has had, formal or otherwise;
- E. The number of police related vehicle accidents the officer may have had;
- F. Oral interview;
- G. Ability to meet the all requirements of a motorcycle officer;
- H. Length of service including a minimum of three years after completion of probationary status; and
- I. Willingness to work flexible schedule and change hours to accommodate responsibilities of the motorcycle unit.

700.00 TRAINING AND DEVELOPMENT

710.00 MOTORCYCLE TRAINING

The Solo motorcycle training program will conform to the standards and criteria set forth in Section 700.0 including the following guidelines:

- A. Unit training officers will provide Initial Motorcycle Training, In-Service Training, and Certified Motorcycle Training Officer Training;
- B. Officers assigned to motorcycle duty will be required to re-qualify on a Motorcycle Proficiency Course annually;
- C. After an absence of more than 3 months and less than 12 months, prior to returning' to work the officer will be required to demonstrate their abilities in the following exercises: inline and offset cone weave, 30mph cone weave, brake and escape, and all maximum braking exercises, the listed exercises are the minimum but it will not be limited to these alone;
- D. After successful demonstration of the exercises the officer will be required to ride with a partner to re-familiarize the officer with enforcement duties;
- E. In the event that the officer is absent when annual requalification takes place, the office will be required to re-qualify as soon as possible before he returns to duty; and
- F. Shift Supervisors will be responsible for continuous training and evaluation of all motorcycle riders within their respective Command. Emphasis will be

place on care of equipment, motorcycle riding skill, and development of safe riding practice.

720.00 TRAINING PROGRAM

720.10 QUALIFICATIONS FOR MOTORCYCLE DUTY

Qualifications for Motorcycle duty include:

- A. Officers assigned to the motorcycle unit will complete a 3-phase field training program;
- B. Officers coming into the unit will be required to complete the 48-day, 3 phase training period within a maximum of 4 months of starting the assignment to the unit; and
- C. At the end of the 3 phase training period, with recommendation of the FTO and unit supervisor, the trainee will be classified as either proficient or non-proficient. If the rider is recommended as non-proficient he may be given additional training days in order to become proficient. If at the end of the additional training the rider is still classified as non-proficient it will be recommend to the Division Commander that the trainee be removed from the motorcycle unit.

720.20 QUALIFICATIONS FOR MOTORCYCLE TRAINING OFFICER

Qualifications for Motorcycle Training Officer include:

- A. Members selected by the Division Commander to perform motorcycle training duties will be required to successfully complete the Certified Motorcycle Training Officer Course;
- B. Selection of members need not be based upon departmental seniority;
- C. Members shall have a minimum of twelve {12} months of experience as a motorcycle traffic enforcement officer; and
- D. Members shall have been performing enforcement motorcycle duty twelve {12} consecutive months prior to time of selection. Only those members who are certified as motorcycle training officers shall conduct the 3 phase training period.

730.00 ASSIGNMENT TO INITIAL TRAINING

Certified Motorcycle Training Officer Program

Training officer certification shall be determined by selection and successful completion of academy level specialized training.

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- A. Criteria for Selection of Certified Motorcycle Training Officer:
 - 1. A minimum of two years of enforcement riding experience with this department;
 - 2. Demonstrated riding proficiency;
 - 3. A good motorcycle safety record;
 - 4. A mature attitude and use of good judgment;
 - 5. The ability to train, counsel, and objectively evaluate a trainee;
 - 6. Exemplary manner of conduct;
 - 7. Maintenance of motorcycle in good condition;
 - 8. The desire and ability to meet Departmental objectives; and
 - 9. The desire to be a training officer.
 - B. Trainee Evaluation and Form Preparation:
 - 1. Specific Assignment of Training Officer. Only training officers, or officers so designated by the shift supervisor, shall conduct the 48 day 3-phase training period; and
 - 2. All training officers involved with the trainee's evaluations must agree in writing when the trainee is ready to be released from the program.
 - C. Responsibilities of Training Officer:
 - 1. Assuring the safety of the trainee;
 - 2. Fulfilling the purposes of the program;
 - 3. Understanding that the trainee is not competing with the training officer;
 - 4. Providing constructive criticism and necessary counseling for the trainee;
 - 5. Developing in the trainee effective motorcycle patrol and enforcement techniques;
 - 6. Being objective in evaluating the trainee;
 - 7. Emphasizing the development and maintenance of riding skills and safety consciousness;
 - 8. Exposing the trainee to a maximum of riding conditions and locations commensurate with the trainee's progressive ability;
 - 9. Instructing the trainee in proper maintenance and record keeping methods;
 - 10. Instilling in the trainee the need for cost control in the maintenance of his motorcycle;
 - 11. Cautioning the trainee that he must not attempt to keep up should an emergency demand that the training officer ride in excess of the trainee's ability;
 - 12. Making supervisors aware of any problems or difficulties of an exceptional or unusual nature that develop in the trainee.
 - 13. Setting the example; and
 - 14. Recommend eliminating those riders who cannot develop the proper skills and attitudes necessary to safely perform the duties of an enforcement rider.
 - D. Explanation and Demonstration of Tasks:
 - 1. The training officer shall explain and demonstrate the proper methods and techniques of performing various tasks with the motorcycle prior to

allowing the trainee to perform them. These tasks shall include but not be limited to the following:

- a. Stopping, starting, parking and dismounting on grades and inclines;
- b. Traversing gutters that are adjacent to freeway shoulders;
- c. Riding on and off raised center dividers;
- d. Pursuing, pacing and the stopping of violators;
- e. Responding to emergency calls;
- f. Approaching the scene of accidents at known hazardous locations; and
- g. Proper traffic escort techniques.

E. Observation and Evaluation of Performance:

1. The training officer should always select the most advantageous position that will permit continual observation and evaluation of the trainee while the trainee performs the various patrol and enforcement tasks;
2. When the trainee completes task, the training officer shall critique the trainee's defensive riding habits, methods and techniques before resuming patrol;
3. A critique shall be completed immediately following each call, enforcement stop, detail, etc.; and
4. Attention should be given to the trainee's riding posture and habits, his personal appearance, and the cleanliness and overall appearance of his motorcycle. Care must be taken by the training officer to present a good example to the trainee in these matters.

F. Preparation and Review of Evaluation Forms:

1. The training officer shall complete and submit a Motorcycle Performance Evaluation daily. The evaluation shall be objective and constructive in nature. It shall be discussed with the trainee so that he is aware of any deficiencies and can take necessary steps to correct them. Specific reference in all evaluations shall be made is not limited to:
 - a. Skill and judgment in motorcycle operation;
 - b. Safe riding and defensive riding practices; and
 - c. Proper care of equipment.

G. Removal from Training:

1. If at any time during the training period the training officer should feel that the trainee does not possess the skill, judgment, attitude, or ability necessary to safely operate the motorcycle, he shall notify the Shift Supervisor immediately and recommend removal of the trainee from motorcycle duty.

H. Final Evaluation:

1. The final evaluation submitted by the training officer shall recommend:
 - a. Assignment of the trainee as a rider sufficiently skilled to perform enforcement duty as a solo motorcyclist or immediate removal from the motorcycle unit;

- b. A decision shall be made at the conclusion of the 3rd phase of the training period and any extension of time shall be with the Division Commanders approval or disapproval;
- c. The training officer, trainee, and supervisor shall sign all evaluations; and
- d. All evaluations will be maintained in the Division file for the duration of the officer's assignment to the motorcycle unit.

740.00 TRAINEE'S ASSIGNED MOTORCYCLE

A. Mechanical Inspection and Test Ride:

1. Immediately prior to the trainee's riding of any assigned motorcycle, it shall be inspected and test-ridden by the training officer. The training officer shall make a complete and thorough inspection of the motorcycle for defects and damaged parts. Any deficiencies shall be corrected immediately. The inspection shall include but not be limited to the following items:
 - a. Frame fractures and broken motor mounts;
 - b. Front and rear suspension;
 - c. Front and rear brakes;
 - d. Tire wear and tire pressure;
 - e. All lights;
 - f. Security of component parts; fenders, accessories, etc.;
 - g. Clutch and brake cables and levers;
 - h. Siren and horn;
 - i. Drive train, clutch, brakes, lighting devices, etc. This does not refer to individual adjustments to meet rider's physical stature and/or preference;
 - j. Fluid levels; battery water, oil, gas;
 - k. Windshield condition; and
 - l. Ascertain if maintenance schedule is current.

B. Pre-Operation Discussion:

1. Before actual riding on the highway is begun, the training officer shall discuss the partner concepts with the trainee. The purpose is to establish a coordinated riding procedure and a means of communication between partners by using appropriate hand signals and gestures while riding;
2. The trainee should ride in a position parallel with and to the right of, the training officer;
3. The officer on the left is always in control of the pair, as if both were in a car;
4. The trainee can better be observed and controlled from this position;
5. Predetermined hand signals and gestures can better be observed by both riders;
6. The trainee is not in a position where he is constantly a "tail" to the training officer; and
7. In the event an evasive action becomes necessary, each rider is aware of his partner's whereabouts and can react accordingly without interference to the other rider.

C. Single File Riding:

1. Should it become necessary for the pair to ride single file, the training officer should lead the trainee as often as can be safely permitted;
2. This places the trainee behind in a position where he can observe riding decisions and evaluations, which will directly affect both riders;
3. This further eliminates the possibility of the training officer following the trainee into a situation that may be beyond the trainee's riding ability at the time; and
4. The training officer is in a better position to lead the trainee out of any dangerous situations that may arise.

D. Final Period Position:

1. During the final training period the trainee should be placed to the left of, and parallel with, the training officer for the following reasons;
2. The trainee is permitted to become familiar with riding on both sides of his partner;
3. Slightly different riding decisions must be made from the left position. Such as overtaking and passing traffic, lane changes, evasive actions; and
4. It is intended that certain latitude be given the training officer in trainee positioning and it may be necessary to alter the above procedures for some situations. Regardless of the procedure utilized, it is most important to have a predetermined plan regarding communication and control between the two officers. The trainee shall comply with all orders, commands, signals and gestures of the training officer.

E. Restricted Use of motorcycle:

1. The trainee shall not operate the motorcycle except during a normal tour of duty and only under the immediate supervision of the training officer. The supervisor along with the training officers recommendation will decide when the trainee shall be allowed to ride the motorcycle to and from work without the training officer present;
2. During the field training phase program should it become necessary for the training officer to engage in an emergency run, in lieu of direction from the training officer the trainee shall follow at a reasonable and prudent speed. If the trainee loses sight of the training officer, he shall be directed to the proper location by use of the radio; and
3. The trainee shall not split traffic without the express approval of the training officer.

F. Patrol Responsibilities:

1. Enforcement activities. Concern for the level of enforcement activity will be subordinated to trainee development during the training period;
2. Riding experience and building confidence in the trainee are the primary goals;
3. The training will become secondary if the training officer must be preoccupied with his enforcement activity level;

4. The chance of the trainee having to extend himself beyond his riding ability in pursuing an enforcement contact is eliminated; and
5. Pursuit of speed violators may begin when the trainee has reached an acceptable level of riding competence.

G. Initial Training Period:

1. The training officer should have an initial district familiarization tour guiding the trainee over the districts the first few days to allow the trainee to become familiar with the potential problem areas he/she may encounter;
2. Familiarization with the district and the motorcycle should be the primary concern during this period;
3. The training officer should take advantage of this more relaxed riding atmosphere to observe the trainee's riding skills and habits before enforcement work begins;
4. The initial assignment should be made to surface roads and not the interstate. This will permit the trainee to develop a defensive awareness at a much quicker rate because of the greater variety of hazards the must be observed and anticipated;
5. Turning vehicles, backing vehicles, cross traffic, opposing traffic, pedestrians, animals, continuous changes in types of roadways and surfaces;
6. Trainee's riding proficiency should increase with regard to operational control of the motorcycle because of continuous stopping, starting, varying speeds, numerous gear changes, turning movements, etc.;
7. Speed zones on surface roads are generally lower than interstates, therefore, high sustained riding speeds are not necessary; and
8. Only justified when responding to emergencies where traffic is backed up and stopped or nearly stopped and should be done using extreme caution.

H. Enforcement Actions on Freeways:

1. The training officer will demonstrate proper enforcement stopping techniques to the trainee as related to freeway patrol;
2. Low speed violators and slower vehicles with mechanical violations should be selected during the early stages of this period so the trainee can stay close enough to observe;
3. Techniques using both emergency equipment and hand signals shall discussed and demonstrated;
4. Emphasis shall be placed on safety to both officers by anticipating unusual actions of the violator to be stopped; and
5. Speed development and enforcement shall be based on the trainee's level of ability and at the discretion of the training officer.

I. Night Riding:

1. The trainee should be introduced to motorcycle patrol during the hours of darkness to acquaint him/her with the following conditions;
2. Reduced visibility;
3. Over-riding the headlight;
4. Reduction in contrasts;

5. Side vision reduced; and
6. Effect on balance, particularly on curves and U-turns.

J. Final Phase:

1. During the final phase the trainee should be encouraged to assume team leadership and patrol responsibility commensurate with his/her ability;
2. Riding habits and skills developed through the first 2 phases will be observed and constructive criticism offered;
3. Judgment and maturity of decisions in relation to safe motorcycle operation will be observed and evaluated;
4. Recurring deficiencies will be watch and corrections accomplished; and
5. Districts will be selected wherein the trainee may better develop his/her riding skill.

750.00 MOTORCYCLE REFRESHER TRAINING

The objective of the motorcycle refresher training is to reduce motorcycle accidents by increasing rider skill. It is not intended for the training to be used exclusively as a qualification process. Enforcement riding, safety records, and care of equipment must also be considered when evaluating a rider's suitability for assignment as a motor officer.

A. Development:

1. Program Responsibility. Certified motorcycle training officers shall have the responsibility of developing and conducting the most suitable program for their respective officers. This does not preclude supervisors from actively engaging in development, administration, and supervision of the training programs;
2. Training seminars should be conducted as often as needed for the certified motorcycle training officers to assist with continual upgrading of programs and to permit an interchange of training information; and
3. All riders are encouraged to direct creative effort toward improvement of their programs. As new exercises, methods, and programs are developed and found to be of value.

B. Safety:

1. In the interest of safety, officers should ride their assigned motorcycles whenever possible;
2. Handling characteristics of different makes of motorcycles can vary substantially; and
3. Motorcycles of the same make and year may have individual and somewhat different handling characteristics. This can be due to the different set up of each bike to suit the individual officers such as seat and handlebar adjustment, etc.

C. Exercises:

1. In general, exercises should be selected which will further develop a rider's coordination, balance, control, and reflexes;

2. Exercises or control techniques resulting in unwarranted mechanical damage to motorcycles shall not be used;
3. A point system may be used to measure individual progress.
4. Close quarter maneuvers to develop throttle and clutch coordination and enhance balance. Assist with knowledge of maneuvering and leaning capabilities of the motorcycle;
5. Rapid movement exercises to develop smooth and rapid response to the motorcycle controls in a related manner, and to allow riders to practice defensive techniques, which include a combination of rapid deceleration and turning;
6. Emergency stopping exercises will help condition riders to the sensations experienced when using maximum braking techniques and the relationship of stopping distances with effective brake applications; and
7. In addition to riding exercises, training programs should include material relating to enforcement riding techniques, defensive riding tactics, preventive maintenance, and a review of bulletins pertaining to motorcycle officers and equipment.

760.00 FIELD TRAINING OFFICER PROGRAM OVERVIEW

A. FTO Overview

1. Phase One:

DOR's 1-16 will address basic motor operations:

- a. Braking drills;
- b. Brake and escape;
- c. Swerving;
- d. U-Turns;
- e. Clutch and Throttle;
- f. Coordination;
- g. Surmounting obstacles;
- h. Balance;
- i. Partner riding;
- j. Hand signals;
- k. Off-road;
- l. Soft surface riding;
- m. Formation riding;
- n. Highway riding;
- o. Motorcycle inspection;
- p. Motorcycle maintenance;
- q. Observe brief escort duties;
- r. Monitor radio traffic;
- s. Know location at all times; and
- t. Periodic evaluation by supervisor.

2. Phase Two:

DOR's 17-24 will address all the above area's plus:

- a. Slow speed traffic enforcement 25-40 mph;
- b. Begin basic escort training with partner; and
- c. Introduction to emergency riding.

DOR's 25-32 will address all the above area's plus:

- a. Exposure to riding on the left;
- b. Begin mid-range traffic enforcement of zones of 40-45, with speeds of 60 mph in moderate traffic locations; and
- c. Continued escort training.

3. Phase Three:

DOR's 33-40 will address all the above area's plus:

- a. More exposure to riding on the left;
- b. Traffic enforcement of high speed locations with heavy traffic such as Hefner Parkway and I35; and
- c. Continued escort training.

DOR's 40-48 will address all the above area's plus:

- a. Trainee rides on the left and makes all decisions on traffic enforcement; and
- b. Demonstrates their ability to function as a motor officer, while being evaluated by a training officer and their supervisor.

800.00 UNIT INSPECTION

The Solo Motorcycle Unit will cooperate with the Staff Inspections Unit when they perform their annual staff inspections. The purpose of the staff inspection is to compare the Department's formal expectations with the actual performance of your unit.

Additionally, supervisors of the Solo Motorcycle Unit will perform personnel and vehicle inspections at least twice each month and make record of these inspections.

900.00 RECORDS MANAGEMENT AND SPECIAL REPORTING

The Solo Motorcycle Unit will maintain the following:

- A. Records pertaining to assigned personnel, supervisor access only;
- B. Records pertaining to inspection of equipment and personnel;
- C. Officer's subpoena log;
- D. Records of assigned/issued equipment including vehicles and radars;
- E. Records of current, assigned and past escorts;
- F. Records of current, assigned and past traffic complaints;
- G. Records of worked school zones for the current school year;
- H. Records of the past three years of daily activity sheets; and

I. Training records.

1000.00 COLLECTION AND PRESERVATION OF EVIDENCE

Officers of the Solo Motorcycle Unit will comply with all Department Policy and Procedures in the collection and preservation of evidence.

1100.00 EQUIPMENT/VEHICLE OPERATION AND CONTROL

The Solo Motorcycle Unit currently has 18 Harley Davidson "Road King Police" motorcycles in inventory. Each officer, upon being assigned to the Solo Motorcycle Unit, will be issued the following personal equipment.

- A. One DOT certified police motorcycle helmet;
- B. One pair of motorcycle riding boots;
- C. Two pair of motorcycle riding breeches; and
- D. One leather jacket designed specifically for motorcycle officers. This leather jacket must have the ability to carry a "Sam Brown" type police belt attached to the bottom of the jacket. This feature makes the jacket unique to motor officers.

Solo Motorcycle Officers will be authorized to wear either black or natural colored leather gloves, as a safety item, year round.

Only trained and assigned police officers are authorized to operate a police motorcycle.

1110.00 VEHICLE ASSIGNMENTS

Each officer within the unit will be assigned a specific motorcycle. On occasion a motorcycle officer may have the need to operate a motorcycle that is assigned to another officer or need to use a backup motorcycle while his is being repaired. Extreme caution is advised in these situations to these officers. Every motorcycle is unique in the way they are set up for individual riders. Each motorcycle will also have its own unique characteristics when it comes to the way the motorcycle handles during abrupt swerves or maximum braking situations.

In the event that the Department was to have police motorcycles from two or more different manufactures officers will be restricted to the use of the brand of motorcycle that they are assigned. Motorcycles from different manufacturers are different to the point that switching from one brand to another would be inherently dangerous to the officers in emergency situations due to handling characteristics being different.

Officers assigned a motorcycle will participate in the home storage program as long as they live in the city limits of Oklahoma City.

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1120.00 MOTORCYCLE MAINTENANCE

The Harley Davidson "Police Road King" will only be service by an authorized Harley Davidson service center. The current maintenance service interval is every 2500 hundred miles with major PM's scheduled for every ten thousand miles.

1130.00 PURSUITS PROHIBITED ON MOTORCYCLES

Solo Motorcycle Officers, while operating a police motorcycle shall not engage in or participate in pursuits.

**APPENDIX B
FORMS**

For Oklahoma City Police Department – Daily Activity Report please see <\\softtail\forms\Activity Card 4-15-03.doc> and print from there.

(405) 297-1718 OCPD SUPPORT SERVICES DIVISION

FAX FORM TO 297-1718

REQUEST FOR POLICE ESCORT

Request by FAX must be in this office prior to 8:00am

DAY AND TIME

OF ESCORT: _____

COMPANY REQUESTING ESCORT: _____

PHONE: _____

DAY FAX SENT: _____

STARTING ADDRESS: _____

GOING TO: _____

SPECIAL REQUESTS: _____

FOR POLICE USE ONLY

DATE AND TIME RECEIVED: _____

OFFICER ASSIGNED: _____

OKLAHOMA CITY POLICE DEPARTMENT
SCHOOL ZONE ACTIVITY

DATE: _____ START TIME: _____ END TIME: _____

LOCATION: _____ SCHOOL: _____

OFFICER: _____ TOTAL TIME: _____

VIOLATIONS:

SPEEDING IN SCHOOL ZONE: _____

SEAT BELT: _____

NO INSURANCE: _____

NO SDL: _____

OTHER: _____

TOTAL CITATIONS: _____

OKLAHOMA CITY POLICE
SOLO MOTORCYCLE INSPECTION FORM

DATE: _____	EQUIPMENT NO.: _____	OFFICER: _____	COMM: _____
MILEAGE: _____	INSPIC STICKER: _____	INSPIC BY: _____	

APPEARANCE -----GOOD-----FAIR-----POOR_____
ELECTRICAL
TAIL LITE -----GOOD-----FAIR-----POOR_____
BRAKE LITE -----GOOD-----FAIR-----POOR_____
FRONT RED -----GOOD-----FAIR-----POOR_____
REAR RED -----GOOD-----FAIR-----POOR_____
SIREN -----GOOD-----FAIR-----POOR_____
RADIO -----GOOD-----FAIR-----POOR_____
TURN LITES -----GOOD-----FAIR-----POOR_____
TIRES
FRONT -----GOOD-----FAIR-----POOR_____
REAR -----GOOD-----FAIR-----POOR_____
WHEELS -----GOOD-----FAIR-----POOR_____
BRAKES
FRONT -----GOOD-----FAIR-----POOR_____
REAR -----GOOD-----FAIR-----POOR_____
FLUID -----GOOD-----FAIR-----POOR_____

ENGINE
CLEAN -----GOOD-----FAIR-----POOR_____
OIL -----GOOD-----FAIR-----POOR_____

	NOISE-----GOOD-----FAIR-----POOR_____
	MUFFLER-----GOOD-----FAIR-----POOR_____
	1. MISCELLANEOUS
	MIRRORS-----GOOD-----FAIR-----POOR_____
	GRIPS-----GOOD-----FAIR-----POOR_____

SOLO MOTORCYCLE UNIT
SCHOOL ZONE ASSIGNMENTS

DATE: _____

A.M.

SCHOOL	LOCATION	TIME	OFFICER(S)

P.M.

SCHOOL	LOCATION	TIME	OFFICER(S)

OKLAHOMA HIGHWAY SAFETY OFFICE
Pre-Award Risk Assessment



Applicant agency: Oklahoma City Police Department **UEI #:** D 3 M U M E 8 J 5 T 2 5
Project Title: Oklahoma City Police Department Motorcycle Safety
IntelliGrants Application Name: OHSO-FFY2024-Oklahoma City PD-00099
Federal Fiscal Year: 2024 **Review Date:** 05/16/2023 **Completed by:** Nicole Phillips

1. Award Amount	<u>Small</u> <\$25,000	<u>Medium</u> \$25,000 to \$100,000	<u>Large</u> >\$100,000
Amount of the award (if award amount is unknown, an estimated award amount should be used.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Accounting System	<u>Automated</u>	<u>Manual</u>	<u>Combination</u>
Type of accounting system used by the entity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Program Complexity	<u>Not Complex</u>	<u>Slightly Complex</u>	<u>Moderately Complex</u>	<u>Highly Complex</u>
Rate the complexity of the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Programs with complex compliance requirements have a higher risk of non-compliance. In your determination of complexity consider whether the program has complex grant requirements (if you choose one, select slightly complex; if you choose two, select moderately complex; if you choose three or four, select highly complex). The following are some examples of reasons a program would be considered more complex:

- ▶ Complex programmatic requirements and/or must adhere to regulations
- ▶ Various types of program reports are required
- ▶ Matching Funds or Maintenance of Effort are required
- ▶ The entity further subcontracts out the program

Entity Risk	All questions must be answered with a Yes, No, or NA.	Yes	No	N/A
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4. Determine if the applicant has experience with same or similar sub-awards.	
a. Has the applicant previously had Federal or State grants similar to this award?	
b. Has the applicant had at least 3 year's experience with Federal grants?	<input checked="" type="checkbox"/> <input type="checkbox"/>
c. Did the Federal agency determine that there were no financial or compliance issues.	

5. Determine the results of previous audits.	
a. Has the applicant received a single audit in accordance with 2 CFR part 200.501 Subpart F within the preceding 3 years?	<input checked="" type="checkbox"/> <input type="checkbox"/>
b. If yes to 5.a, did the <i>last available</i> single audit report cover letter or summary report contain specific language stating they had an "Unqualified Opinion" or "Unmodified Opinion" of the audit report? (a "No" response to question 5.b requires automatic medium or high risk)	
c. In the last available audit, the findings did not directly impact a grant with OHSO. (True="Yes", False="No")	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

6. Determine if the applicant has new personnel, or new or substantially changed systems?	
a. Has the applicant staff remained essentially unchanged during the prior year?	
b. Is the designated Project Director the same as in the previous year grant?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
c. Does the entity have an accounting system that will allow them to completely and accurately track the receipt and disbursements of funds related to the award?	

7. If the subrecipient has had an OHSO award within the previous 3 years, during the latest year was the agency consistently on time and accurate in the submission of the following:	
a. Progress Reports	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Fiscal Reporting	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Change requests/revisions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Annual Inventory Certification	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Evaluation summary	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Entity Risk	All questions must be answered with a Yes, No, or NA.	Yes	No	N/A
8.	If subrecipient received grant funding from OHSO within the previous 3 years, for the latest year did the project:			
a.	Utilize at least 85% of initial funding provided without a reduction in funding level?			
b.	Did Monitoring Reports for that year(s) reflect good performance without documentation of significant sub-par performance levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Did the EOY evaluation(s) indicate that target goals were achieved and milestone projections consistently met, including participation in mobilizations?			
d.	Agency had no "scope of activity" problems identified requiring corrective action. (True="Yes", False="No")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Low Risk		High Risk	
Most of the following attributes should be present to be considered <u>low</u> risk		One or more of the following attributes may be present to be considered <u>high</u> risk	
▶	Entity has complied with the terms and conditions of prior grant awards.	▶	History of unsatisfactory performance or failure to adhere to prior grant terms and conditions
▶	No known financial management problems or financial instability	▶	Financial management problems and/or instability; inadequate financial management system
▶	High quality programmatic performance	▶	Program has highly complex compliance requirements
▶	No, or very insignificant, audit or other monitoring findings	▶	Significant findings or questioned costs from prior audit
▶	Timely and accurate financial and performance reports	▶	Untimely, inadequate, inaccurate reports
▶	Program likely does not have complex compliance requirements	▶	Recurring/unresolved issues
▶	Entity has received some form of monitoring (e.g., single audit, on-site review, etc.)	▶	Lack of contract with entity or any prior monitoring
		▶	Large award amount
Medium Risk		▶ Agencies that fall between low and high risk are considered <u>medium</u> risk.	

Rating Assigned

Low

Total No responses

0

Additional notes or comments specific to the subrecipient

In 2021 single audit of the City of Oklahoma City had an "Unmodified Opinion" from the Community Development Block Grant/Entitlement Grants where significant deficiencies identified.

In 2020 single audit of the City of Oklahoma City had an "Unmodified Opinion" from The Central Oklahoma Transportation & Parking Authority (COTPA) where Significant deficiencies identified.

RATING SCALE

0-7 No responses	Low
8-13 No responses	Medium
14-18 No responses	High

Validate

Risk Actions	High	Medium	Low
Standard monitoring – including phone calls, emails and onsite visits with subrecipient.	X	X	X
Reviewing monthly activity reports.	X	X	X
Require 100% documentation for reimbursement.	X	X	X
Required attendance at annual Project Directors Training Course	X	X	
Schedule an in-depth financial review prior to the end of the first quarter of the project year.	X	X	
Consider discontinuing grant activity or not providing entity with a grant until such time as high risk classification is resolved.	X		
Withhold full or partial payments if documentation is found to be incomplete or incorrect.	X		
Review corrective actions to determine if subrecipient has come into compliance.	X		
Request review by State Auditor's Office or take enforcement action if necessary.	X		
Consider taking enforcement action against the non-compliant subrecipient.	X		

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