

# Applicant Info

**Applicant Organization Name \***

Oklahoma City Police Department

**Organization Mailing Address \***

700 Colcord Dr.

**City \***

Oklahoma City

**State \***

OK

**Zip \***

73102

**Area Code/Phone Number \***

(405) 297-1000

**Area Code/Fax Number****Organization Physical Address \***

700 Colcord Dr.

**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 Ave.

**City \***

Oklahoma City

**State \***

OK

**Zip \***

73012

**Area Code/Phone Number \***

(405) 297-2424

**Area Code/Fax Number**

**E-mail Address \****david.holt@okc.gov***Project Director \****Daniel Stewart***Title \****Majo***Physical Address \****700 Colcord Dr.***City \****Oklahoma City***State \****OK***Zip \****73102***Area Code/Phone Number \****(405) 316-5237***Area Code/Fax Number****E-mail Address \****daniel.stewart@okc.gov***Finance Officer \****Michael Stroope***Title \****Business Manager***Address where reimbursement is to be mailed \****700 Colcord Dr.***City \****Oklahoma City***State \****OK***Zip \****73102***Area Code/Phone Number \****(405) 316-4199***Area Code/Fax Number****E-mail Address \****michael.stroope@okc.gov*

# Project Info

## WHAT TYPE OF PROJECT ARE YOU PROPOSING?

General Police Traffic Services

\*

## PROBLEM IDENTIFICATION

Oklahoma City is the most populous city in the state of Oklahoma having a population of more than 687,000. In 2021, Oklahoma City police officers and the Oklahoma Highway Patrol investigated 1,700 fatality and injury vehicular traffic crashes within our city limits. There were 2,195 people killed or injured in these crashes.

The 2021 OHSO data shows of the total number of individuals killed or injured in these crashes 150 of them were not using passenger restraints. Oklahoma City is ranked number 12 the state for unrestrained fatalities. In addition, according to the most recent Oklahoma State Seatbelt Survey, the state of Oklahoma had a driver seatbelt compliance rate of 79.9% and 80.6% passenger seatbelt compliance rate.

The 2021 OHSO data shows the contributing factors. It was determined that 100 of the 1,700 crashes were alcohol-related crashes resulting in 16 fatalities and 60 were drug-related crashes resulting in 36 fatalities. There were 203 speed-related crashes resulting in 27 fatalities and 180 distracted driving crashes resulting in 9 fatalities.

In addition to car crashes, the 2021 OHSO data showed Oklahoma City police officers and the Oklahoma Highway Patrol investigated 28 fatal and 162 serious/minor injury vehicular traffic crashes involving pedestrians and bicyclists within our city limits. According to data collected by the Oklahoma City Police Department, there were 97 fatality collisions in Oklahoma City in 2023. Of those fatality collisions, 35 involved pedestrians or bicyclists.

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## PROJECT GOALS

Crash data and statistics:

To conduct (1) 1500 hours or more of overtime occupant protection high visibility enforcement, (2) to conduct 3000 hours or more of overtime impaired driving high visibility enforcement, (3) to conduct 700 hours or more of overtime bicycle/pedestrian educational outreach in the City of Oklahoma City in support of state and national goals to reduce the incidence of KA crashes in FFY24.

\*

## PROJECT DESCRIPTION/WORK PLAN

Will this project involve traffic enforcement activity?

Yes

No \*

Approximate population served: 694,000

Number of sworn officers: 1,048

*The Oklahoma City Police Department will conduct overtime traffic safety enforcement in support of the State and National goals to reduce the number of unrestrained fatalities, reduce the incidence of alcohol-impaired driving, reduce the number of vehicular fatalities involving pedestrians and bicyclists and the incidence of KA crashes in their community.*

*The Project Director will utilize all data and reference sources to identify those times and locations having significant crash rates involving unrestrained fatalities, alcohol-impaired drivers, and fatalities involving pedestrians and bicyclists. These data references will include but not be limited to DDACTS, crash reports, arrest records, and OHSO data. Officers will be assigned to work high visibility enforcement (HVE), and saturation patrols in identified areas.*

*Using the appropriate funding source, this project will increase occupant protection enforcement to decrease the number of unrestrained fatalities and injuries, will target alcohol-impaired drivers to decrease alcohol-related crashes, and continue to educate the public to decrease the number of vehicular fatalities involving pedestrians and bicyclists by increasing pedestrian and bicycle safety awareness. Public information and education (PI&E) activities will be conducted monthly as part of the HVE effort to inform and educate the public on traffic safety best practices focusing on the dangers of not being properly restrained, dangers of alcohol-impaired driving, and pedestrian/bicycle safety best practices. We will also utilize our social media platforms to encourage occupant restraint usage, publicize our mobilizations and promote pedestrian and bicycle safety awareness through education.*

*This project will be funded by a 70/30 split. 70% funded by OHSO and 30% funded by Oklahoma City. (1.45% fringe funded - 100% by OHSO).*

*Saturation patrols and/or sobriety checkpoints will be conducted as part of the cooperation with ENDUI task force efforts and "Click It or Ticket" mobilizations.*

*A seatbelt survey will be conducted to compare with the previous year's survey to see if usage rate increased.*

*Funding is provided for the purchase fluorescent reflective slap bracelets to improve visibility of pedestrians and bicyclists at night. The distribution will be given to pedestrians/bicyclists along with an educational pamphlet.*

*The Oklahoma City Police Department will participate in all NHTSA mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant related activities:*

*Countermeasure: Sustained Seat Belt Enforcement*

*Planned Activity: State and Local Occupant Protection High Visibility Enforcement*

*Countermeasure: Integrated Enforcement*

*Countermeasure: High-Visibility Saturation Patrols*

*Countermeasure: Publicized Sobriety Checkpoints*

*Planned Activity: State and Local Impaired Driving High Visibility Enforcement*

*Countermeasure: Enforcement Strategies*

*Countermeasure: Rider Conspicuity Laws*

*Planned Activity: Bike/Ped Community Outreach & Education*

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## **PROJECT EVALUATION**

*The Oklahoma City Police Department will submit monthly reports to the Oklahoma Highway Safety Office. The monthly report will include the number of arrests made, citations issued, number of hours worked, and the number of public education activities conducted. The most current crash data available from the Oklahoma Department of Public Safety and the department will be compared to the previous year's data to evaluate the impact of the project. We will also conduct a seatbelt survey to compare with the previous year's survey to see if usage rate increased. The end of the project year will include an End of Year Summary report submitted to OHSO to include statistical data.*

\*

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.

*High visibility enforcement is a 4-star countermeasure used to deter speeding and aggressive driving through specific and general deterrence. In the HVE model, lawenforcement targets certain high-crash or high-violation geographical areas using either expanded regular patrols or designated aggressive driving patrols. The objective is to convince the public that speeding and aggressive driving actions are likely to be detected and that offenders will be arrested and punished. This model is based on the same principles as high-visibility seat belt and alcohol-impaired-driving enforcement: to convince the public that speeding and aggressive driving actions are likely to be detected and that offenders will be arrested and punished.*

*From the NHTSA publication "Countermeasures that Work" indicates states whose agencies enforce their seatbelt use laws vigorously as part of customary traffic enforcement activities recorded statewide seatbelt use well above the national compliance rate. NHTSA countermeasures cite availability of breath testing devices at checkpoints and crash scenes is useful and a NHTSA publication listing pedestrian safety countermeasures cites a North Carolina program called "Watch for me NC" that includes tailored safety messages directed towards pedestrians, bicyclists, and drivers. Additionally, the NHTSA published bicycle safety countermeasures suggests bicycle safety education to improve knowledge of laws, risks, and cycling best practices.*

*Enforcement Strategies from NHTSA's publication "Countermeasures that Work" 10th Edition, 2020 is a three-star countermeasure. The purpose of Enforcement Strategies is to increase compliance with the pedestrian and motorist traffic laws that are most likely to enhance the safety of pedestrians in areas where crashes are happening or most likely to happen due to increased pedestrian and motorist exposure. Behavioral pedestrian safety initiatives require improvements in unsafe driver and pedestrian behaviors. Once pedestrians and drivers are informed of the behavior changes needed and why they are important, enforcement often is necessary to encourage compliance for the same reasons found with seatbelt use, etc. Traffic enforcement is most effective when it is highly visible and publicized, to reinforce the required behavior and to raise the expectation that failure to comply may result in legal consequences. Enforcement campaigns should be aimed at drivers and pedestrians, starting with the communications and outreach that announce, describe, and publicize the traffic safety campaign through community meetings, media coverage, social media, mass emails, and signage (NHTSA, 2014).*

*Rider Conspicuity Law: Although Oklahoma does not have a Rider Conspicuity Law the Oklahoma City Police Department has implemented a program in conjunction with the Enforcement Strategies to reach out to the bicycle community to reduce bicycle fatalities and injuries.*

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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 department's office of Media Relations post will provide education information to the public to increase overall traffic safety.*

*The department will utilize officers in an overtime capacity to conduct sustained occupant protection enforcement, increase visibility of enforcement and provide pedestrian and bicycle safety educational materials.*

*Offices working OP HVO will be utilized at least 3 days a week on average, during hours when most motorists travel. We estimate officers working Occupant Protection overtime shifts will will work 1660 hours. Officers working this program will be required to make 2 traffic contacts per enforcement hour as well as issue 2 seatbelt violation citations per enforcement hour worked.*

*Officers working impaired HVO will work at least 3 nights a week to detect and arrest impaired drivers. We estimate officers working Impaired Driving Enforcement shifts will work a total of 2170 hours. Impaired Driving Enforcement officers will be required to make 1 DUI/DWI/APC arrest per 8 hours worked during the overtime shift.*

*Officers in an overtime capacity will provide pedestrian and bicycle safety educational materials by contacting pedestrians, bicyclists, and motorists. These overtime officers will be utilized at least 5 days a week on average during daytime hours when there is increased pedestrian and bicycle activity. We estimate officers working the Pedestrian/Bicycle Safety overtime shifts will work 780 hours.*

\*



*This year's application is for General Traffic Services and includes impaired driving enforcement, occupant protection enforcement, and bicycle / pedestrian safety programs. In previous years, the three programs were approved as separate projects. The approved project two years ago, FY 2022-2023, was the first year the three programs were combined into the General Traffic grant and involved a 70/30 split between the State and City with 70% of the cost reimbursed by the State and 30% paid by the City. Last year's project, FY 2023-2024, also combined the three programs with a 70/30 split. This year's application proposal, in terms of personnel services cost, is identical to the grants from the past two years and combines impaired driving enforcement, occupant protection enforcement, and bicycle / pedestrian safety into General Traffic services with a 70/30 split.*

*The job titles of the personnel working this project will be Impaired Driving Enforcement Operator, Impaired Driving Enforcement Supervisor, Occupant Protection Enforcement Operator, and Bicycle / Pedestrian Safety Officer. Impaired Driving Enforcement Operators will actively patrol city streets looking for impaired drivers. The Impaired Driving Enforcement Supervisor will work when the operators are assigned and supervise them. They are responsible for pursuit management, use of force investigations, on the job injury reporting, and for authorizing state charges of DUI suspects.*

*The Occupant Protection Enforcement Operator will actively patrol city streets looking for occupant protection violations. Conduct traffic stops to educate the vehicle occupants on the importance of seatbelt/child restraint use by either verbal warning or citation for the observed violation(s). Bicycle / Pedestrian Safety Officers will actively patrol city streets and contact pedestrians, bicyclists, and motorists to provide educational material related to bicycle and pedestrian safety.*

*It is estimated that Impaired Driving Enforcement Operators will work 2170 hours and Impaired Driving Enforcement Supervisors will work 1085 hours. Occupant Protection Enforcement Operators are estimated to work 1664 hours and Bicycle / Pedestrian Safety Officers are estimated to work 780 hours. The hourly overtime rate of pay for the involved personnel varies but the average listed above is \$81.86 / hour. A more detailed description of the estimated hours personnel will work for each program and estimated personnel costs and wages is included in an attachment to this application labeled "General Traffic Grant Itemized Budget Breakdown." In that document, the personnel costs for each program is broken down separately. Please see "General Traffic Grant Itemized Budget Breakdown" for further details.*

*The total amount of \$473,368 listed above is the total personnel costs before the proposed 70/30 split. The estimated proposed personnel cost to be reimbursed by the state at 70% would be \$331,357. The estimated personnel costs have increased from last year because there will be a pay increase for all Oklahoma City police officers included in this fiscal year's collective bargaining agreement (FY2024-2025) that will go into effect July 1, 2024.*

\*

# Operating Costs

Entry info: Costs to support the project not specific to other cost areas, such as: Indirect Costs, Media costs paid by a subrecipient directly to a media outlet, car seats for distribution, postage, phone, or other items of nominal cost to support approved grant-related activities. Add each type of cost separately.

**Check box if Operating Costs is not being requested for this project. Click SAVE.**

**Description \***

*Fluorescent reflective slap bracelets for distribution to pedestrians and bicyclists*

**Dollar Amount \***

\$7,200.00

(If for Indirect Costs, attach copy of approval letter to application. If De minimis rate requested, identify in the Justification section below.)

**Justification \***

*Fluorescent reflective slap bracelets designed to improve visibility of pedestrians and bicyclists at night. Officers working bicycle/pedestrian safety shifts will distribute the slap bracelets along with bicycle/pedestrian education pamphlets to pedestrians and bicyclists contacted during the shifts. It is estimated officers will distribute 1000 bracelets per month totaling 12000 bracelets for the fiscal year. The cost of the bracelets on Amazon is \$10.98 for a quantity of 20, the total cost of 12000 bracelets is estimated to be \$7,200 with tax.*

*According to OKCPD records, 70 fatality vehicular collisions occurred in Oklahoma City involving pedestrians and bicyclists during 2022 and 2023 calendar years. Among those fatality collisions, 44 occurred during non-daylight hours (63%). The goal of distributing reflective bracelets to pedestrians and bicyclists is to improve their visibility during hours when it is dark outside and reduce fatality collisions.*

# 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 \***

*Motor Vehicle*

**Description of Item \***

*2025 Ford Interceptor SUV specially equipped for impaired driving enforcement with Intoxilyzer 9000 breath testing device installed*

**Number of items requested \***

1

**Cost Per Item \***

\$92,360.00

**Dollar Amount**

\$92,360.00

**Justification \***

*The vehicle will be a marked OKCPD Unit equipped for impaired driving enforcement activities. The vehicle will include ENDUI branding and graphics designed to enhance the message and increase public awareness. The items contained in the vehicle will be utilized for impaired driving enforcement and facilitating the implementation of sobriety checkpoints in the Oklahoma City area. The vehicle will be used by OKCPD officers working weekly impaired driving HVE shifts, impaired driving saturation patrols, during community events while speaking to and educating the public, during sobriety checkpoints conducted by the OKCPD, and can be deployed to collision scenes where impaired driving is suspected. Additionally, the vehicle can be used to assist nearby agencies. A mobile Intoxilyzer machine will provide tremendous benefit to impaired driving enforcement activities in the Oklahoma City area by allowing officers the ability to obtain rapidly diminishing alcohol samples roadside.*

# Budget Summary

<b>Expense Item</b>	<b>Amount</b>
Personnel Services	\$473,368.00
Operating Costs	\$7,200.00
Equipment	\$92,360.00
Travel In-State	\$
Travel Out-of-State	\$
Contractual Services	\$
<b>TOTAL</b>	<b>\$572,928.00</b>

# **OKLAHOMA CITY POLICE DEPARTMENT**



## **Standard Operating Procedures**

### **IMPAIRED DRIVING ENFORCEMENT OVERTIME PROGRAM**

1<sup>st</sup> Edition

**Standard Operation Procedures**

Effective: July 15, 2005

420.0270

**IMPAIRED DRIVING ENFORCEMENT OVERTIME PROGRAM SOP TABLE  
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**100.00 STATEMENT OF PURPOSE**

The purpose of the Impaired Driving Enforcement overtime program, formerly known as the Alcohol Safety Action Program (ASAP) and/or DUI overtime program, is the reduction of traffic collisions and fatalities caused by impaired drivers. The program is designed to increase impaired driving enforcement during selected time periods and is federally funded through a grant from the Oklahoma Highway Safety Office. This program has been in effect since 1997. Qualified officers volunteer for the program and are assigned to work specific days and times as determined by the program coordinator. These officers supplement on-duty officers and are assigned primarily to detect and apprehend impaired drivers.

**200.00 ORGANIZATION AND STAFFING**

The Uniform Support Division Major is the Project Director. The program coordinator is a Traffic Investigations Unit supervisor selected by the Project Director. The program is staffed by selected officers who volunteer to work the program in an overtime capacity.

**300.00 UTILIZATION AND DEPLOYMENT**

The Impaired Driving Enforcement overtime program is designed to supplement on-duty officers, and increase the enforcement of city ordinances and state statutes related to impaired driving. The hours of the program and number of officers participating are determined by the program coordinator. This determination is based on analysis of impaired driving trends and the availability of program funds.

**400.00 GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**

The goal of the program is to reduce traffic collisions and injuries related to impaired driving. The program seeks to achieve this objective through aggressive enforcement and prosecution of ordinances and statutes related to impaired driving. The progress of the program is recorded in monthly reports and in an annual summary.

**500.00 PERSONNEL DUTIES, AUTHORITY, AND RESPONSIBILITIES**

**510.00 PROJECT DIRECTOR**

The Commander of the Uniform Support Division is the Project Director. The Project Director is responsible for overall supervision and oversight of the program.

**520.00 PROGRAM COORDINATOR**

The Program Coordinator is a supervisor in the Traffic Investigations Unit, selected by the Project Director. The duties of the program coordinator include, but are not limited to the following:

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- A. Prepare monthly schedule for Impaired Driving Enforcement overtime officers and supervisors;
- B. Prepare annual grant request to the Oklahoma Highway Safety Office;
- C. Prepare and submit monthly to the Oklahoma Highway Safety Office; payroll summary, budget summary, and Project Director's report;
- D. Prepare and submit reports of monthly activity to the Oklahoma Highway Safety Office;
- E. Submit copies of the payroll summary, budget summary, and Project Director's Report to the Oklahoma City Police Business office;
- F. Maintain overtime Impaired Driving Enforcement files;
- G. Submit Project Director's report annually;
- H. Attend training and workshops hosted by the Oklahoma Highway Safety Office as well as other related training;
- I. Attend monthly meetings of the Metro Area Traffic Safety Council;
- J. Schedule overtime Impaired Driving Enforcement officers for training related to impaired driving and traffic safety; and
- K. Plan, administer, and coordinate all activities related to the overtime Impaired Driving Enforcement program.
- L. Maintain copies of extra duty authorization cards for officers and supervisors working the Impaired Driving Enforcement overtime program.

**530.00 IMPAIRED DRIVING ENFORCEMENT OVERTIME SUPERVISOR**

The Impaired Driving Enforcement overtime supervisor is a volunteer selected by the Program Coordinator with preference given to supervisors in the Uniform Support division and is assigned to work in an overtime capacity. The duties of the Impaired Driving Enforcement Overtime Supervisor include, but are not limited to the following:

- A. Maintain valid authorization for extra-duty employment; and

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- B. Perform all supervisory tasks related to the activity of Impaired Driving Enforcement overtime officers including HFSC authorization, use of force follow-ups, pursuit packets, complaints that arise from shifts worked and any other reports required in the supervision of Impaired Driving Enforcement overtime officers.

**540.00 IMPAIRED DRIVING ENFORCEMENT OVERTIME OFFICER**

The Impaired Driving Enforcement overtime officer is a volunteer, approved by the Program Coordinator and assigned to work in an overtime capacity. The duties of the Impaired Driving Enforcement overtime officer include, but are not limited to the following:

- A. Enforce city ordinances and state statutes related to impaired driving in accordance with departmental policies and procedures;
- B. Submit all paperwork related to impaired driving arrests and activity at the end of each shift; and
- C. Maintain valid authorization for extra-duty employment.

**600.00 PERSONNEL SELECTION PROCEDURES**

Impaired Driving Enforcement overtime supervisors and officers are volunteers, approved by the Program Coordinator.

Officer's continued participation in the program is based on their demonstrated willingness and ability to enforce impaired driving laws in accordance with departmental policies and procedures as well as city ordinances and state laws..

**700.00 TRAINING AND DEVELOPMENT**

Supervisors and officers who participate in the Impaired Driving Enforcement overtime program have all completed the Basic Police Academy and have received field training and experience in the enforcement of impaired driving laws. They must be certified *Intoxilyzer* operators and trained in Standardized Field Sobriety Testing (SFST) and Advanced Roadside Impaired Driving Enforcement (ARIDE). Periodic updates to SFST and ARIDE training should be

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attended as well. When available, they will receive additional training in subjects related to traffic safety and impaired driving enforcement.

**800.00 UNIT INSPECTION**

The Impaired Driving Enforcement overtime program submits an annual report to the Oklahoma Highway Safety Office. The Oklahoma Highway Safety Office inspects, reviews, and authorizes the program. All records pertaining to this grant program are subject to audit by the appropriate city, state, and federal oversight agencies.

**900.00 RECORDS MANAGEMENT AND SPECIAL REPORTING**

The program coordinator is responsible for maintaining all records related to the Impaired Driving Enforcement overtime program. These include payroll, budget, and activity records. Reports of these records are submitted monthly, and an annual summary report is submitted to the Oklahoma Highway Safety Office, the Chief of Police, and the city finance office.

The Impaired Driving Enforcement overtime program will adhere to the City's Records Retention Policy.

**1000.00 COLLECTION AND PRESERVATION OF EVIDENCE**

Officers participating in the Impaired Driving Enforcement overtime program will collect, preserve, and submit physical evidence in accordance with Department policy and procedures.

**1100.00 EQUIPMENT/VEHICLE OPERATION AND CONTROL**

Officers participating in the Impaired Driving Enforcement overtime program will use vehicles assigned to them as take-home or home storage vehicles. If the officer does not have an assigned vehicle, the program coordinator will identify a pool vehicle to be used in the Impaired Driving Enforcement overtime program. Department policy will be followed regarding the operation and maintenance of the vehicles.

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Reviewed and Approved:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Lieutenant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Captain

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Major

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Deputy Chief

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Chief of Police

Effective:  
Revised:  
Approved:



## **Chapter 4: Police Operations**

### **Section 1: General Provisions**

The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator, and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the Department to initiate the criminal justice process by identifying and arresting the perpetrator, by obtaining necessary evidence, and cooperating in the prosecution of the case.

#### **4-101 Field Supervision**

Since emergency situations occur without warning, and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene direction. In most police operations, however, supervision is available and necessary to provide guidance and training. Supervision gives coherence to the police task and directs the energies of the Department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

#### **4-102 Command Responsibility at Police Situations**

Command of Department resources at a police situation rest with the field commander or the assigned senior officer. Such person has the authority to direct the operation and is responsible for its outcome. A senior command officer at an emergency scene who does not choose to take command may be held accountable for unfavorable developments, which they could have prevented by assuming control. Appearance of a ranking officer at a scene by itself does not indicate they have assumed command, unless they make an announcement indicating otherwise.

#### **4-103 Department-Utilized Vehicles and Equipment**

For purposes of this directive, a department-utilized vehicle means a motor vehicle that is owned or leased by the City of Oklahoma City or otherwise being utilized by a police employee for official purposes. Employees of this department shall operate department-utilized vehicles and equipment in a lawful and proper manner at all times with due regard for the safety of all persons and with due regard for maintaining the proper condition of the vehicle or equipment itself. All drivers and front seat passengers occupying any department-utilized vehicle or equipment shall wear properly fastened restraint devices.

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.

##### **4-103.1 Employees Operating Department Vehicles**

Professional staff personnel will operate unmarked vehicles only when required for their normal job duties. At no time will professional staff personnel operate marked vehicles unless an emergency situation exists or unless the employee is directed by a sworn Department supervisor to operate the vehicle. At no time, even during emergencies, will a professional staff employee operate a marked vehicle with emergency equipment activated, i.e. red lights, siren, etc.



EXCEPTION: Maintenance personnel may operate marked vehicles to and from service facilities, under the restrictions above.

### **4-103.2 Requirements**

All personnel-operating Department owned vehicles must:

- A. Hold a valid Oklahoma Driver's License.
- B. Be on official Department Business.
- C. Be properly authorized to operate Department vehicles.

### **4-103.3 Seat Belt Use**

All front seat passengers in City or Department owned vehicles must wear a restraint device.

### **4-103.4 Transportation and Restraint of Children**

Every driver when transporting a child under six years of age in a motor vehicle shall provide for the protection of said child by properly using a child passenger restraint system. "Child passenger restraint system" means an infant or child passenger restraint system that meets the federal standards for crash-tested restraint systems as set by the United States Department of Transportation. Children at least six years of age and less than 13 years of age shall be protected by the use of a child passenger restraint system or a properly secured seat belt. Any exception shall be documented in a report.

## **4-104 Oklahoma Department of Transportation Pikepasses**

The Oklahoma City Police Department utilizes Pikepasses, provided by the Oklahoma Turnpike Authority, when employees operate Departmental vehicles on the Oklahoma Turnpike System.

### **4-104.1 Pikepass Mounting**

When used, the Pikepass should be mounted on the interior of the windshield so effective communication with toll road sensors can occur. There are currently two types of Pikepasses in use; one of the devices is a portable hard plastic case with suction cups for mounting and the other device is a small adhesive mounted tag. The adhesive mounted Pikepass cannot be transferred from the vehicle it is installed on to another vehicle; however, the portable device can be moved from vehicle to vehicle. The portable device shall not be transferred from its assigned vehicle to any other vehicle in the fleet without authorization from the appropriate Division Commander or that commander's designee.

Employees are prohibited from using any department issued Pikepass in any vehicle that is not under the control of the police department. This includes, but is not limited to, personally owned vehicles and vehicles assigned to other city departments.

### **4-104.2 Pikepass Lost, Damaged, Stolen or Inoperable**

Pikepasses are the property of the Oklahoma Turnpike Authority, and when any Pikepass is damaged, lost, stolen or is otherwise inoperable, the employee must notify their Division Commander and the Fleet Management Unit as soon as possible. The Fleet Management Unit will be responsible for notifying the Oklahoma Turnpike Authority.

## **4-105 Public Statements**

Members of the general public tend to assign great credibility and weight to the word of police employees. As such, indiscreet, inaccurate, or incomplete statements made by police employees have great potential to cause irreversible damage to individual reputations, as well as to the reputation of the Department. For that reason, truth, accuracy,