

RESOLUTION 2016-222

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY, SUPPORTING THE *CLICK IT OR TICKET* MOBILIZATION OF MAY 23 THROUGH JUNE 5, 2016

WHEREAS, there were 560 motor vehicle fatalities in New Jersey in 2015; and

WHEREAS, a large percentage of the motor vehicle occupants killed in traffic crashes were not wearing a seat belt; and

WHEREAS, use of a seat belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

WHEREAS, the National Highway Traffic Safety Administration estimates that 135,000 lives were saved by safety belt usage nationally between 1975-2000; and

WHEREAS, the State of New Jersey will participate in the nationwide *Click It or Ticket* seat belt mobilization from May 23 through June 5, 2016 in an effort to raise awareness and increase seat belt usage through a combination of enforcement and education; and

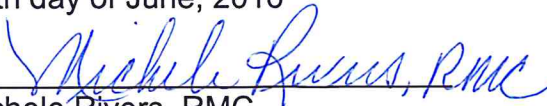
WHEREAS, the Division of Highway Traffic Safety has set a goal of increasing the seat belt usage rate in the state from the current level of 91% to 93%; and

WHEREAS, a further increase in seat belt usage in New Jersey will save lives on our roadways;

THEREFORE be it resolved that Barnegat Township declares its support for the *Click It or Ticket* seat belt mobilization both locally and nationally from May 23 through June 5, 2016 and pledges to increase awareness of the mobilization and the benefits of seat belt use.

CERTIFICATION

I, Michele Rivers, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held in the Municipal Complex, 900 West Bay Avenue, Barnegat, on the 14th day of June, 2016


Michele Rivers, RMC
Municipal Clerk

For Immediate Release:

Contact: Barnegat Township Police Department
900 W. Bay Avenue, Barnegat NJ 08005
609-698-5000

**Seat Belt Enforcement and Education Campaign to be Conducted
Locally as Part of Nationwide
Click It or Ticket Mobilization May 23 – June 5, 2016**

Barnegat Township -- Law enforcement officers from the Barnegat Township Police Department will join with police from around the country in cracking down on unbuckled motorists and passengers as part of the national "Click it or Ticket" campaign.

Beginning May 23 and running through June 5, the annual "Click It or Ticket" national mobilization utilizes high visibility seat belt checkpoints and saturation patrols, in combination with local and national publicity efforts, to reiterate the life-saving value of seat belts.

"Using a seat belt is the simplest way for a driver and his or her passengers to protect themselves when traveling," said Gary Poedubicky, Acting Director of the New Jersey Division of Highway Traffic Safety. "In 2013, 21,000 people in the U.S. were killed in traffic crashes, and almost half of them were unrestrained."

Poedubicky added that a key focus of this year's campaign is to promote seat belt usage by adults in the rear seats of vehicles. The front seat belt usage rate in New Jersey currently stands at 91.36%. However, adults riding in rear seats are only buckling up at a rate of 39%. "This is a concern," he said. "We need to drive home the message that all motor vehicle occupants need to buckle up during every trip, in every seating position."

During the 2015 "Click it or Ticket" campaign, 372 New Jersey police agencies participated in the two-week initiative. As a result of the effort, law enforcement officers issued 26,308 seat belt citations, 4,969 speeding summonses and made 833 impaired driving arrests.

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MEMORANDUM
NEW JERSEY DIVISION OF
HIGHWAY TRAFFIC SAFETY
1-800-422-3750
FAX: (609) 633-9020

TO: 2016 *CLICK IT OR TICKET* MOBILIZATION GRANTEES
RE: GRANT ACTIVITY AND REPORTING ON *SAGE*
FROM: BOB GAYDOSH, NORTH REGION SUPERVISOR
DATE: 4/18/16

Your agency is approved by DHTS for the 2016 Click It or Ticket Mobilization Grant (\$5,000). The approved project period for your grant begins May 23, 2016 and ends June 5, 2016.

If you have not done so already, you must EXECUTE your grant to formally activate it:

*To execute your grant, please log in to your grant in SAGE and check the box to "agree" to the terms on the "Contract Agreement" page.

*NOTE: Only the SAGE "Agency Administrator" for the grant can execute the grant.

*Be sure to then SAVE the page.

*Then go back to the application menu screen of the grant (the screen with all of the grant pages aka FORMS running down the right hand side, you can get there by clicking "Application Menu" at the top of the page) and click the "change status" bar within the Status Management area to move the grant to "Grant Agreement Executed".

*FYI the "Contract Agreement" page is your grant approval, which you can print if needed. No other grant approval documentation will be sent.

FOUR additional documents are provided at this time:

1. Officer Daily Report Form

*Please print the Daily Report Form and make enough copies to use during the campaign.

*Make sure each Daily Report Form is properly filled in and signed by the officer(s) working the overtime detail and signed and approved by a different, supervising officer at the bottom of the form. Make sure that the name of your agency, and the DATE of the detail, is listed on the top line of the form.

* NOTE, these forms will have to be SCANNED and attached to your reimbursement requests, using the BROWSE button on the appropriate reimbursement form on *SAGE*.

*****PLEASE TAKE CARE DURING THE CAMPAIGN TO MAKE SURE THESE DAILY REPORT FORMS ARE FILLED OUT CONSISTENTLY AND PROPERLY WITH ALL NECESSARY INFORMATION AND SIGNATURES. MANY GRANT

REIMBURSEMENT CLAIMS ARE SENT BACK BECAUSE THERE ARE
MISTAKES ON THESE DAILY REPORTS*****

2. Sample Press Release

* Please print the sample release, place it on your agency letterhead, insert the name of your town and department where indicated, and send to your local media prior to the start of the campaign.

3. Sample Proclamation

* Please print the sample proclamation and submit it to your governing body for approval/support.

4. Enforcement Performance Standards

* On the recommendation of NHTSA, the federal agency that provides the funding for this grant program, NJDHTS has implemented guidelines that set minimum standards of performance for our federally-funded overtime grant programs. This document provides details on these new standards, which all NJ police agencies receiving grant funding are expected to adhere to.

At the conclusion of the campaign all grant reporting (Enforcement Summary Report and Financial Reimbursement Claim) will be done through the SAGE system.

No mailed or emailed reports will be accepted.

To create and submit your HTS Mobilization Progress Report aka
Enforcement Summary Report

*The SAGE "Agency Administrator" for the grant should log into the grant in SAGE and create a new HTS Mobilization - CIOT Progress Report 2016. Only the SAGE "Agency Administrator" for the grant can initiate the report. The place to do this is in the box "Related Items" at the lower left of the main page of the grant in SAGE.

*When you click on "create new" the system will ask if you want to prepare a progress report. Click on "I agree".

*Next, click on the document "Enforcement Summary Reporting Form (CIOT/DSOGPO/UDUTUP)" to the right of the page.

*On the form itself you must enter a number in every field, including "0" if applicable. Do not leave any boxes blank.

*When finished, click on SAVE/NEXT to save the information. This will also take you to a second page where you can attach any additional documents if you wish. DO NOT ATTACH A COPY OF YOUR OFFICER DAILY REPORTS HERE. THEY HAVE TO BE ATTACHED TO THE REIMBURSEMENT REQUEST, WHICH IS EXPLAINED BELOW. Click on SAVE/NEXT again to return to the main page of the report.

*Back on the main page of the PROGRESS REPORT (not the grant itself) you must **click the "change status" bar** (found to the left in the box "Status Management" and under "Next Possible Statuses") to move the report to "Progress Report Review". Be sure to use the drop down tab so that "Progress Report Review" and NOT "Progress Report

Cancelled” is above the change status bar when you click “change status”. You do not want to cancel the report.

*This will submit your report to NJDHTS.

*NOTE: Only the SAGE “Agency Administrator” for the grant can fill out and submit this report.

*For this campaign your Progress Report/Enforcement Summary Report is due no later than June 17, 2016.

To create and submit your Reimbursement Request

*The SAGE “Agency Administrator” for the grant should log into the grant in SAGE and create a new *HTS Mobilization-CIOT Reimbursement Request 2016*. The place to do this is in the box “Related Items” at the lower left of the main page of the grant in SAGE.

*Click on “Create New” to create the reimbursement request and then click “I Agree” that you agree and want to create a reimbursement request.

*You will then see the following form on the upper right side of the page:

Reimbursement Request or Indication of No Monies Spent

Click on the form itself, then:

Click on the circle for “Reimbursement Request”.

Then click SAVE/NEXT

You will then move to the next page of the claim. **Be sure to SAVE each page after you complete it.**

If at any time you want to return to the main page of your reimbursement claim, click the “Reimbursement Request Menu” tab at the top of the page.

Daily Report. Here is where you will attach the scanned copies of your Officer Daily Reports, utilizing the BROWSE buttons at the bottom of the form. Please make sure there is a signed Daily Report attached for each officer listed as having worked an overtime shift on the Enforcement/Education Details page and **that all of the dates, times, total hours, etc. match.**

NOTE: ***Only one document can be attached with either of the two BROWSE buttons, so **all of the Officer Daily Reports need to be scanned in total as one document.*****

Enforcement/Education Details. This is the form where each officer who works an overtime shift will be listed. Every box must be filled out for each shift:

Name (of officer)

Title (of officer)

Date Worked (date of the OT shift, click on the date on the calendar that appears)

Time In/Out (example: 8pm-12am. Be sure to enter BOTH the time in and out)

Total Hours (example: 4)

Hourly Rate (fill in the hourly rate the officer was paid, **maximum amount to be entered is \$50**. If officer was paid more than \$50, enter \$50 as the additional amount is

paid by the agency. If the amount is less than \$50 enter that amount as that is the rate that will be reimbursed at.)

Salary Claimed (total amount to be reimbursed by DHTS for that shift. Total Hours x Hourly Rate, and remember the maximum hourly rate is \$50).

Date Paid (the actual date the officer was paid for the shift through town payroll, click on the date on the calendar that appears)

Description of Work (Seat Belt Enforcement)

NOTE: ***To create a second page of these entries (which you most likely will need to do depending on the number of shifts worked) click on the "ADD" button at the top (or bottom) of the page next to "SAVE/NEXT".***You can then access the additional pages, or the first page, by using the drop-down bar to the upper right of the page in the light blue border. The drop-down bar will appear once you SAVE something on the 2nd page you created*****

Again, make sure that all entries on this page exactly match the entries on the corresponding Officer Daily Report. Any discrepancies will be sent back to the grantee for modifications.

Payroll Certification in Lieu of Payroll Registers. Your agency CFO should certify on this page by checking the box. Be sure to SAVE this page. NOTE: The check-off on this page must be by the CFO/Finance Officer. Then click "SAVE" or "SAVE/NEXT" to get to the next page.

Expenditure Summary. You must SAVE this page so that the total amount of the claim calculates and locks in. **** If your total amount exceeds \$5,000 you will get an error message and you will need to adjust the prior pages to bring the total down to \$5,000 or less.****

Again, be sure to SAVE this page. Then click "NEXT" to get to the next page.

State of NJ Payment Voucher. The Payee Declaration box on this page must be checked, also by your CFO or Finance Officer. The other boxes are optional. AGAIN: The check-off on this page must be by the CFO/Finance Officer.

*When finished, your CFO/Finance Officer should click on SAVE/NEXT to save the information and return to the main page of the grant reimbursement claim.

*If a page "Internal Modification Notes" comes up, click "NEXT".

*Back on the main page of the grant reimbursement claim (aka "Reimbursement Request Menu"), you need to submit the claim by clicking the bar "change status" which can be found to the left of the page in the box "Status Management". Above the bar will be the highlighted the words "Reimbursement Request Review". Be sure not to change this highlighted entry above the status bar, which could cancel the reimbursement request.

*Clicking the "change status" bar will submit your reimbursement request to NJDHTS.

*For this campaign your Reimbursement Request is due no later than July 5, 2016.

Good luck with your project.

If you have any questions please call:

North Region
Bob Gaydosh
609-633-9022

Central Region
Ed O'Connor
609-633-9048

South Region
Ray Reeve
609-633-9093

(rg 4/16)