



DMV: Virginia Highway Safety Office

Report Date: / /

**2016 CLICK IT OR TICKET November Campaign Final Report Worksheet**

Officers can use this form to report summons data and hours worked. Grant managers can compile the totals from the forms submitted by all officers for reporting in TREDS.

**Section 1 Officer Information:**

Agency name:  
Officer name & title:  
Email address:  
Phone number:

**Section 2 Campaign Details**

CIOT November Campaign: November 21 – December 4, 2016

**Section 3 Number of hours worked per officer**

For reporting in TREDS: The number of hours worked should reflect all of the total regular work hours (i.e. # of officers multiplied by # of regular hours) as well as the total overtime hours of the entire department (street patrol) during the November enforcement campaign, including grant allotted hours. For example, 10 officers X 40 hour paid work week = 400 regular hours for one week. Overtime hours should reflect all the OT paid for those same 10 officers for the entire campaign.

Law Enforcement Agency	# Regular Hours Worked	# Overtime Hours Worked	State Agency Mark "X"	County Agency Mark "X"	City Agency Mark "X"	Sheriff's Office Mark "X"	Municipality / Town Mark "X"	Other (identify)

**Section 4 Complete ALL Fields: (While working on federal grants, ZERO tolerance is expected)**

Enter a number for each field, even if "0"

Number of Adult DUI / DUID Arrests  
Number of Safety Belt Citations  
Number of Child Restraint Citations  
Number of Juveniles Cited for Underage Drinking Violations  
Number of Juveniles Arrested for Zero Tolerance (DUI)  
Number of Stolen Vehicles Recovered  
Number of Felony Arrests (Explain)  
Number of Weapons Seized  
Number of Fugitives Apprehended

Number of Suspended / Revoked Licenses  
Number of Reckless Driving Citations  
Number of Uninsured Motorists  
Number of Speeding Citations  
Number of Drug Arrests  
Number of Open Container Citations  
Number of No OL (Operators License)  
Number of Other Arrests, Warnings, Citations

\*\*\*\*Total Number of Arrests, Citations, Warnings Issued (Traffic / Civil / Criminal): (This # should total the above section 4 fields)

**Section 5 Media activity: Enter a number for each field, even if "0"**

Number of TV News Stories Aired  
Number of Radio News Stories Aired  
Number of Print Stories Run (newspaper, magazines, etc.)  
Number of social media/online impressions  
Number of News Conferences  
Number of News Releases

Number of School Activities  
Number of Child Safety Seat Checks  
Number of Checkpoints  
Number of Proclamations  
Number of Others (i.e. briefs, variable message signs – specify below in comments section)

**Section 6 Comments: (Use an additional page if necessary)**