



DMV: Virginia Highway Safety Office

Report Date: / /

2018 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
November Campaign - November 19 - 30, 2018

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.

Table with 9 columns: 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 Suspended / Revoked Licenses
Number of Safety Belt Citations
Number of Reckless Driving Citations
Number of Child Restraint Citations
Number of Uninsured Motorists
Number of Juveniles Cited for Underage Drinking Violations
Number of Speeding Citations
Number of Juveniles Arrested for Zero Tolerance (DUI)
Number of Drug Arrests
Number of Stolen Vehicles Recovered
Number of Open Container Citations
Number of Felony Arrests (Explain)
Number of No OL (Operators License)
Number of Weapons Seized
Number of Other Arrests, Warnings, Citations
Number of Fugitives Apprehended

****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 School Activities
Number of Radio News Stories Aired
Number of Child Safety Seat Checks
Number of Print Stories Run (newspaper, magazines, etc.)
Number of Checkpoints
Number of social media/online impressions
Number of Proclamations
Number of News Conferences
Number of Others (i.e. briefs, variable message signs - specify below in comments section)
Number of News Releases

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