



Selective Traffic Enforcement Project (STEP) Rank Authorization Criteria

Law enforcement agencies working STEP projects may have a need for an employee above the rank of Lieutenant to work enforcement in order for the STEP grant to be successful. The “Responsibilities of the Subgrantee” require that the subgrantee shall:

“Ensure that no officer above the rank of Lieutenant (or equivalent title) will be reimbursed for enforcement duty, unless the Subgrantee received specific written authorization from the Department (TxDOT) prior to incurring costs.”

The subgrantee is responsible for justifying in writing why an employee above the rank of Lieutenant should be allowed to work STEP enforcement.

The following is the criteria TxDOT will use to determine if an employee above the rank of Lieutenant will be allowed to work STEP enforcement:

- Law enforcement agencies must answer the following questions on the **STEP Rank Authorization Request for Approval** and submit the request through the eGrants system to TxDOT:
 - Name of employee / Agency
 - Rank / Position Title
 - Overtime Pay Rate
 - What are the normal duties of this employee? (The request will not be approved if the employee is unable to show that they are routinely involved in enforcement activities.)
 - Explain why this employee’s involvement in STEP enforcement activities is necessary for the success of the project. Estimate the % of impact this employee will have on the budget.
 - Describe the resources the agency will be committing to the STEP grant (i.e., Number of officers working STEP, including the employee in consideration).

If the request is made during the proposal process then approval or denial of the request will occur in the negotiation process prior to grant execution. TxDOT will provide approval or reason for denial through the eGrants system to the proposing agency.



STEP Rank Authorization Request

All information on this request form must be completed for consideration. TxDOT may require that additional information be provided by the requesting agency in order to support the answers to the questions below. A separate request must be submitted for each employee above the rank of Lieutenant requesting approval to participate in STEP enforcement activities.

1. **Agency:** _____

2. **Employee:** _____

3. **Employee's Rank:** _____

4. **Employee's Overtime Pay Rate (per hour):** \$ _____

5. **Explain the normal duties of the employee** (the request will not be approved if the employee is unable to show that he or she is routinely involved in enforcement activities): _____

6. **Explain why this employee's involvement in STEP enforcement activities is necessary for the success of the project:** _____

Estimate the % of impact this employee will have on the budget: _____%

7. **Describe the resources the agency will be committing to the STEP grant (i.e., number of officers working STEP, including employee in consideration):**

Note: TxDOT will only review request forms that are complete. All requests may not be approved. TxDOT has the right to make the final determination based on the information provided by the agency and the overall benefit of the request for the STEP project.

Authorized Official: _____