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| DMV: Virginia Highway Safety Office Report Date: / / 2016 CLICK IT OR TICKET November Campaign Final Report WorksheetOfficers 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.

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| 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)** |
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| **Section 4 Complete ALL Fields: (While working on federal grants, ZERO tolerance is expected)****Enter a number for each field, even if ”0”**

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| **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)  |

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

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| 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 impressionsNumber of News Conferences Number of News Releases   | Number of School ActivitiesNumber 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)  |

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| **Section 6 Comments: (Use an additional page if necessary)**    Revised 4.8.2016 |
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