

Nebraska Department of Transportation Highway Safety Office (NDOT-HSO)
PRELIMINARY BREATH TESTER (PBT)
MINI-GRANT CONTRACT APPLICATION AND AWARD

Please Type	DATE: <u>12/14/17</u>
APPLICANT (Agency) :	<u>Lancaster County Sheriff's Office</u>
ADDRESS :	<u>575 South 10th Street</u>
CITY, STATE, ZIP :	<u>Lincoln, NE 68508</u>
PHONE NO. :	<u>402-441-6500</u> FAX: <u>402-441-8320</u> FEDERAL I.D. NO.: <u>47-6006482</u>
EMAIL :	<u>dhoralek@lancaster.ne.gov</u>

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to law enforcement agencies to acquire preliminary breath testing equipment. The NDOT-HSO will provide up to a maximum of six (6) PBT's per agency. The cost of each unit is \$295.00 funded 100% by the NDOT-HSO.

The applicant must submit the following supporting documentation with this application:

- 1) a copy of your department's current employee safety belt policy; and,
- 2) a copy of your department's current drug-free workplace policy.

Upon receipt of the equipment the agency agrees to provide annual reports of the activity generated (i.e. number of preliminary breath tests performed) to the NDOT-HSO for three (3) years. The agency also agrees to participate in a minimum of two special enforcement mobilizations each year during the following three year period.

BUDGET:

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|---|-------------------|
| 1) Number of Preliminary Breath Testing Units | <u>6</u> |
| 2) Cost to NDOT Highway Safety Office | \$ <u>1770.00</u> |

Acceptance of Conditions: The Mini-Grant Contract Award recipient agrees to comply with all applicable federal and state laws, rules and regulations, and certification and assurances located in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures. The Guide can be found on the NDOT-HSO website at <http://dot.nebraska.gov/safety/hso/grants/>. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

Authorized Signature of Agency	Date	Print or Type Name and Title
NDOT - Highway Safety Office		Fred E Zwonechek, Administrator
	Date	Print or Type Name and Title

Return completed form to:	NDOT - Highway Safety Office P.O. Box 94612 Lincoln, Nebraska 68509-4612	Phone (402) 471-2515 FAX (402) 471-3865
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TO BE COMPLETED BY NDOT-HSO	
Project No.:	SB: __ DF: __ RA: __ Contract Approval Date:
The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is 20.616 . Federal Aid Identification Number (FAIN): 18X920405dNE17 .	



LANCASTER COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURES

OPERATION OF DEPT MOTOR VEHICLES

NUMBER: 1460

ISSUED BY:

REPLACES:

EFFECTIVE DATE:

SHERIFF: TERRY WAGNER

SOP 1460 01/01/11

06/01/15

REFERENCES: SOP 1610, SOP 1930, N.R.S. 60-6114; 60-6179.01

I. POLICY

- A. Although State Statutes permit law enforcement officers operating emergency vehicles to violate certain traffic regulations in the performance of their duties, this is a limited exemption, and members of the Lancaster County Sheriff's Office are expected to set an example of safe, lawful and courteous driving for the public.

II. PROCEDURE

A. Applicability

1. This SOP pertains to the operation of department vehicles in non-emergency conditions.
2. The operation of vehicles in emergencies is governed by SOP 1610, Response Codes, and by SOP 1930, Motor Vehicle Pursuit.

- B. Employees operating department vehicles will obey all traffic laws in the performance of their duties, except when an emergency or the need to apprehend a violator necessitates violation.

1. Even when such a violation is authorized by State Statute and by SOP, this shall not relieve the driver from the duty to drive with due regard for the safety of all persons, and employees will not drive with a reckless disregard for the safety of others in any circumstances.

- C. Employees will park department vehicles in lawfully-designated parking areas when practical.

1. When necessary for the conduct of official business, employees may park department vehicles for brief periods of time in areas where such parking is prohibited but shall not block a traffic lane, interfere with traffic, park in an area set aside for handicapped parking or a fire lane unless necessary in an emergency.

- D. Employees will not use emergency signaling equipment or the authority of their status as emergency vehicle operators for their personal convenience.

- E. Employees will drive department vehicles in a safe manner and will not become involved in preventable traffic accidents in which their acts or negligence are contributing circumstances.

F. Mobile Data Terminal (MDT) use.

1. While the use of MDT's is important in today's law enforcement applications, deputies should use extreme caution when using MDT's while vehicles are in motion.
2. Quick key strokes or touch screen applications are generally acceptable while the vehicle is in motion. These should be done only when it's safe to do so. Any other application of MDT use should only be done when vehicle is stopped and parked in a safe place off the roadway.
3. Deputies operating MDT's shall follow all applicable NCIC/NCIS guidelines as instructed and shall abide by the pertinent provisions of SOP 2210, Release of Reports and Criminal History Information and SOP 1440, Rules of Conduct.
4. Audits may be conducted of all electronic communications, including MDT messaging to determine conformance with Sheriff's Office SOP.

G. Employees will not engage in text messaging while operating a county motor vehicle.

H. Service and storage of vehicles

1. When leaving your assigned cruiser at the end of your shift, work week or for an extended leave, (in excess of five days) it should be parked at 605 South 10 Street St. or 444 Cherry Creek Rd. If you are driving a vehicle with no identifying markings, the vehicle should be left on H Street. All vehicles left at 444 Cherry Creek Road for service should be left on the south side of the county shops building.
2. If you are notified that your vehicle is due for service, contact the county shops to schedule a time for service. It is the deputy's responsibility to ensure their vehicle is serviced in a timely fashion. If your vehicle needs immediate service/repairs, park it on the south side of the county shops with a note indicating the work needed.



LANCASTER COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURES

RULES OF CONDUCT

ISSUED BY:
SHERIFF: TERRY WAGNER

REPLACES:
SOP 1440 01/01/11

NUMBER: 1440
EFFECTIVE DATE:
06/01/15

REFERENCES: Sheriff's Office Code of Ethics, Law Enforcement Center Code of Ethics

I. POLICY

- A. The conduct of employees in the performance of their duties and in dealing with the public is expected and required to be commensurate with the high level of public trust placed in the Sheriff's Office. Any action, attitude or opinion of personnel which can be interpreted as unprofessional or unworthy of the public trust tends to undermine the public respect for law enforcement officers, both individually and collectively. Public respect for law is vital to the successful performance of the department mission. This respect, however, cannot be legislated by any authority. Rather, it must be earned by exemplary conduct in the performance of duty. The Lancaster County Sheriff's Office embraces the standards embodied in the Law Enforcement Code of Ethics. All commissioned deputies are expected to abide by the Code of Ethics. In addition, this Standard Operating Procedure enumerates rules for conduct that must be followed by all employees.

II. PROCEDURE

- A. Employees will be civil, orderly and courteous in conduct and deportment. Employees will not threaten or intimidate by the use of insolent language, nor will employees use profanity in their dealings with the public. Employees will not express any prejudice concerning race, sex, sexual orientation, disability, national origin, religion, political affiliation or similar characteristic, and employees will not use any pejorative nicknames.
- B. Employees will provide their name and employee number in a respectful manner when requested.
- C. Employees shall treat their associates with courtesy and respect, both co-workers and those from other agencies. Employees shall be respectful to all superior officers. Supervisors shall treat subordinates fairly and with courtesy and respect. Commissioned deputies and court officers should refer to one another by their rank title in public.
- D. Employees shall not engage in any act which creates a real or apparent conflict of interest with their official duties. Solicitation or receipt of any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment is strictly prohibited.
- E. Employees shall not engage in any political activity while on duty. No employee shall use or permit the use of his position, title or authority to advance any political cause or candidate. No employee acting in his official capacity shall support or oppose any

legislation, advocate any public policy position, nor engage in any fund-raising without the authorization of the Sheriff.

- F. Employees will not use their position, title or authority to advance their personal interests. Employees will not use department information for their own or another's personal benefit, nor extend any personal favor to another by using the influence of their position or department information.
- G. Employees of the department shall not commit any criminal offense or other unlawful act. H. Employees shall not engage in any game of chance, nor any wagering during their duty hours. Employees shall not participate in any unlawful gambling at any time. No game of chance or wagering shall be permitted at any time within the Sheriff's Office.
- H. No department or government property or facilities shall be used by employees for their personal affairs.
- I. Employees shall not convert any department or government property, including any seized or found property or evidence, to their personal use.
- J. Employees shall not solicit or accept bribes or any other favors given or offered in the expectation of preferential treatment.
- K. Employees will report for duty at their assigned time and will not be absent without approved leave. Employees will report for work properly attired, equipped and prepared to assume their duties immediately. Radios and other specialized equipment which is not personally issued may be obtained in a timely manner after reporting for duty.
 - 1. Upon reporting for duty, as soon as practical, deputies should check and read their department e-mail and voice mail for updates, messages and other items that may concern their duties.
- L. Employees will make full, accurate and truthful reports, both written and/or verbal, when required by a superior. Employees shall not intentionally depart from the truth in any testimony.
- M. Employees shall not report for duty under the influence of alcoholic beverages, nor with the odor of alcoholic beverages about their person. Employees will not consume alcoholic beverages while on duty, nor while wearing any items of uniform apparel, nor during any rest or meal break period, unless as part of an official assignment approved in advance by a command officer. No alcoholic beverages will be consumed, stored or brought into the facilities of the Sheriff's Office, except for items held as property or evidence.
- N. Employees shall not possess or use any controlled substance unless properly prescribed by a competent medical professional for treatment. Employees will notify their supervisor of any treatment, including medication, which may impair their ability to perform their duties and may be required to provide a physician's statement regarding their fitness for duty while undergoing such treatment. Controlled substances shall not be stored or brought into the facilities of the Sheriff's Office, except when held as evidence or for prescribed treatment.
- O. Employees shall not smoke in any location where prohibited by law or Lancaster County Resolution, nor in any Lancaster County or Sheriff's Office facilities or vehicles. While on