

**SOUTH DAYTONA POLICE DEPARTMENT
MEMORANDUM**

TO: James L. Gillis, Jr., City Manager

FROM: Mark J. Cheatham, Chief of Police

DATE: November 4, 2022

SUBJECT: Drug Recognition Expert (DRE) Overtime Grant

Throughout 2022, Officer Casey Gaffney took on those required challenges and obstacles necessary to become a State Certified Drug Recognition Expert (DRE). He completed the entire program with 100% of the course funding provided from a grant he applied for and was awarded. Recently, he applied for a Call-Out overtime reimbursement grant to help aid in his utilization outside normal duty hours.

The Call-Out grant award totals \$2,500 and is to be utilized any time our DRE is deployed outside his normal working hours. This also includes any assistance Officer Gaffney may provide to other agencies outside the City limits when applying his DRE skill set.

This is a state funded grant which will require payroll support and the City's Finance Department to oversee and administer those funds. We are requesting approval and authorization in the acceptance of this awarded grant.



Application for Funding Drug Recognition Expert (DRE) Call-Out Overtime Reimbursement Agreement Subgrant Year: 2022 - 2023



The Institute of Police Technology and Management (IPTM) at the University of North Florida has received a subgrant from the Florida Department of Transportation to fund contracts with law enforcement agencies for the reimbursement of qualified overtime costs for Drug Recognition Experts (DREs).

The scope is limited to actual overtime costs for the performance and immediate documentation of drug influence evaluations related to possible violations of Florida Statute 316.193, Driving Under the Influence.

For each call-out/overtime occurrence, agencies will be required to submit:

- Overtime Call-Out Notification Form
 - o A template will be supplied with contract
- Drug Influence Evaluation form
- An invoice for the actual, fully burdened overtime costs incurred
 - o A template will be supplied with contract
- Payroll or other documentation that verifies the overtime costs incurred
 - o It must show the DRE was on overtime status for the occurrence
 - o It must show the overtime costs incurred for the occurrence

The DRE Overtime Call-Out contract CANNOT be used to reimburse for:

- Work hours that are outside of the contract's effective dates
- Regularly scheduled work hours (straight time)
- Hours worked by a law enforcement officer which the agency is already being reimbursed under another subgrant or other state or federally sourced funding
- Law enforcement officers that do not possess an active certification as a Drug Recognition Expert (DRE) at the time of the occurrence
- Depositions, court appearances, or other legal proceedings
- Activities related to DRE program administration or training
- Prisoner transport, crash investigations, or other law enforcement activities that do not relate to the response to, performance of, and documentation of drug influence evaluations as a result of possible violations of Florida Statute 316.193, Driving Under the Influence

The overtime pay rate for personnel shall be based on the actual cost per employee in accordance with the agency's payroll policy. Each agency shall comply with Fair Labor Standards Act (FLSA) requirements and thresholds for overtime accrual and payment and its own policies and procedures, insofar as those policies apply uniformly to both federally financed and other activities of the agency, as required by 2 CFR 200.403(c). Additional hours may be called overtime, off duty, extra, additional, etc.

To apply for contract funding, complete the attached application and return to:

Tim Cornelius
Florida DEC Program State Coordinator
t.cornelius@unf.edu

For additional information, call 904-620-4216



Application for Funding
Drug Recognition Expert (DRE) Call-Out
Overtime Reimbursement Agreement
Subgrant Year: 2022 - 2023



Funding amount requested: \$ 2,500

As part of the “fully burdened” overtime costs, the agency can be reimbursed for the additional benefit costs paid on the overtime worked. These benefit costs must be additional costs incurred specifically due to the overtime being reimbursed. These benefits may include the associated portions of FICA (Social Security and Medicare), Worker’s Compensation, Retirement benefits, and fixed shift differential costs. Prorated portions of leave accrual, health/life insurance, uniform allowance, salary incentive, and other standard benefits cannot be reimbursed as they are not additional costs incurred specifically due to the overtime worked.

Benefits paid under this contract must be supported by payroll documentation that clearly indicates that the hours worked conducting a drug influence evaluation under this contract were on overtime status along with the overtime rates and benefit rates that were paid.

As this is a cost-reimbursable contract, IPTM can only reimburse for an amount up to the total costs incurred for the overtime worked; therefore, the contracting agency must include either a pay stub or payroll ledger documentation indicating payment to each officer for which reimbursement is requested. It is the responsibility of the agency to redact any personally identifiable information (PII) such as Social Security numbers prior to submission.

I certify that I am authorized to apply for contract funding on behalf of the above listed organization.

Signature

Date

Printed Name

Title