A How-To Guide to Completing The National Law Enforcement Challenge & The Georgia Governor's Challenge Application

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This guide is designed to assist you in assembling an application for the National Law Enforcement Challenge (NLEC). These simple recommendations will make it easier for evaluators to locate the necessary information, thus giving your application an edge that could make the winning difference.

Completing a Challenge Application

The application should document your agency's overall traffic safety efforts in the areas of impaired driving, occupant protection, speeding, and state/local traffic safety issues. A fillable PDF will be provided on the NLEC website (www.theiacp.org/NLEC) and the GOHS website (www.gahighwaysafety.org/sitemap/governors-challenge). The application must be submitted along with the separate attachments for each category. A Microsoft Word version of the application form will also be available for download if you are unable to use the PDF version.

Who can participate?

The NLEC agency categories are as follows:

- Municipal
- Sheriff
- State Police/Highway Patrol
- College/University
- International Agencies
- Military Police
- Regional Enforcement Efforts
- Special Law Enforcement

There will be multiple divisions within the Municipal, Sheriff, and State Police/Highway Patrol categories based on agency size. The number of agency categories will be determined from the spread of agency sizes submitted for those three categories AFTER the application process closes.

Participants should submit applications for their entire agency; applications from individual outposts or divisions within an agency will not be accepted.

How are the Applications Evaluated?

A panel of evaluators will review each application and assign points based on established criteria. After the evaluation is completed, the evaluators' scores are averaged and a final score is assigned for each submission. After all of the applications are evaluated, the agencies are ranked in their appropriate categories based on agency size and type. All of the national evaluators are independent members of the law enforcement community, public safety, and corporate partners who have demonstrated advanced knowledge of highway safety initiatives. The application will be evaluated on the totality of your agency's efforts, not against other agencies.

Challenge Categories

The NLEC includes **four (4)** main categories where points can be earned. Applicants must address each of these categories in their applications. The categories are aligned with national traffic safety priorities but also provide agencies the opportunity to include their response to a local traffic safety issue. The categories are:

- Impaired Driving
- Occupant Protection
- Speeding
- State/Local Issue *(topics may include: distracted driving, pedestrian crashes, young drivers, etc.; cannot be impaired driving, occupant protection, or speed awareness)*

Applicants are expected to provide information about their efforts related to each of these issues, and must choose a state or local issue that is impacting traffic safety in their community and/or supports their state's Strategic Highway Safety Plan. The purpose of these categories is to ensure participating agencies address national priorities, as well as issues unique to their local communities.

Within each of the main categories, an agency may earn up to 50 points across seven (7) specific areas:

- Problem Identification (10 points)
- Policy (5 points)
- Planning (10 points)
- Training (5 points)
- Public Information & Education (5 points)
- Enforcement (5 points)
- Outcomes (10 points)

A description of the information required for each category can be found in the next section.

Organizing Your Application

Applicants should ensure each area is addressed in a thorough but concise manner. Activities not relating to the areas in the application should not be included.

- A fillable PDF document will be available for download from the NLEC website (www.theiacp.org/NLEC). After providing basic agency information in the Submission Disclosure Questions, applicants are required to submit data and output questions related to the four main categories. A Microsoft Word version of the application will be available for download from the NLEC website if you are unable to use the PDF version.
- The first page of the NLEC application contains a checklist to help ensure applicants have included all of the required documentation before you submit your agency's application.
- Participants must submit applications for their entire agency; applications from individual outposts or divisions within an agency will not be accepted. Applicants are permitted to attach

two documents (Word, PDF, etc.) for each category. Each attachment, per category, will be limited to no more than 10 pages and no more than 10 megabytes (MB)**.** Text on each page must be no less than 11-point font with no less than 1-inch margins. Naming conventions can be found later in this document.

- The first attachment for each category should include documentation/information to demonstrate the agency's activities and accomplishments (Problem Identification, Planning, Training, Public Information & Education, Enforcement, and Outcomes). Information included in these documents should be specifically focused on the topic area in question.
- The second attachment must include only the policy(ies) for that section. For instance, the attachment for the Speed Awareness category must only be comprised of the policies related to speed enforcement (see page 10 for more information about Policies).
- Applicants should limit the use of photos. Any photos used must fit within the 10-page/10 MB limit, and must include a caption and date. Staged photos, logos, etc., should not be included. Additionally, decorative graphics are not needed. *Please note: pictures tend to greatly increase file size.*

- Applicants are encouraged to include graphs, data tables, charts, etc., in the first attachment to demonstrate their activities and outcomes. For example, graphs showing crash statistics/enforcement or a matrix of training activities are recommended. It is not necessary to include copies of all press releases, training certificates, etc.
- Submission Disclosure Questions are included for each category in the application and must be completed. These questions pertain to statistical information, such as the number of speeding citations, DUI arrests, etc.
- Applicants should include one (1) attachment for each Special Award they would like to be considered for, unless the Special Award consideration is also your State/Local Issue.
    - If your State/Local Issue is a Special Award application, please check the box on the application form and specify which Special Award category it is being submitted for.
    - Special Award applications that are also the same as your State/Local Issue should follow the standard two-attachment guidelines (one attachment for Problem Identification, Planning, Training, Public Information & Education, Enforcement, and Outcomes; and one attachment for Policies).
    - Special Award applications that are also the same as your State/Local Issue should not be Impaired Driving, Occupant Protection, and Speed Awareness. They must also align with the other Special Awards (Bike/Pedestrian Safety, Commercial Motor Vehicle Safety – State Police, Commercial Motor Vehicle Safety – Municipal/Sheriff, Distracted Driving, Motorcycle Safety, Technology, and Traffic Incident Management).
- Agencies are not required to submit an additional Special Award attachment for Impaired Driving, Occupant Protection, or Speed Awareness to be considered for these Special Awards.

These attachments will also be limited to 10 pages and 10 MB, and should include all seven criteria (including Policies).

- The purpose of this format is to increase the level of consistency in the applications, simplify the required information, and mitigate the amount of unnecessary information that must be reviewed by the evaluators.
- All application packets should be submitted via email to nlec@theiacp.org **AND** challenge@gohs.ga.gov by **11:59 PM on May 2, 2016**.
- Please contact your state's Challenge coordinator (Roger Hayes, rhayes@gohs.ga.gov or 404-971-0379) to ensure you have completed any additional requirements for your state's Challenge program.
- The specific areas that should be addressed for each of the categories are included below. It is understood not all agencies will be able to address each and every question; however, these are questions you should take into consideration when preparing and shaping your agency's application. Additionally, these questions should not be considered all-inclusive. Applicants are encouraged to include additional initiatives as long as they relate to the category. Evaluators will be considering the agency's overall approach and efforts towards each of these areas when awarding points.

Impaired Driving (50 points)

- Problem Identification (10 points) may include:
  - Describe the crash problem related to alcohol/drug-impaired driving and underage drinking in your jurisdiction.
  - Did you utilize crash data to assess the severity of the problem and temporal factors (the data can be from any source as long as it is cited)?

- Policy (5 points) should include:
  - Attach written directives prioritizing impaired driving enforcement.
  - Attach written directives mandating the arrest of impaired drivers.
  - Does your agency prioritize enforcement of alcohol-related violations other than DUI?
  - Attach your policy governing the processing of impaired driving offenders.
  - *Note: This must be submitted as a separate file.*

- Planning (10 points) may include:
  - Did your agency develop an operational plan to reduce the identified problems?
  - Were specific target areas included in the plan?
  - Was the plan specific to the time/day when the problem was occurring?
  - Was follow-up conducted to ensure the plan was implemented?
  - How does your agency support its state Strategic Highway Safety Plan related to this issue?

- Training (5 points) may include:
    - Describe training initiatives related to impaired driving.
        - How many officers have received initial SFST training?
        - How many officers have received SFST refresher training?
        - How many officers have received initial ARIDE training?
        - How many officers have received ARIDE refresher training?
        - How many officers are DRE-certified?
        - How many officers were DRE-recertified this year?
    - Describe other relevant training officers received.

- PI&E (5 points) may include:
    - What public information/education activities occurred in calendar year 2015? Please provide specific date(s).
    - Were any of those activities directed toward the specific problem areas?
    - Were any partnerships developed? With whom, and how did they help?
    - Were any public information/education activities directed towards underage drinking?

- Enforcement (5 points) may include:
    - How much regular duty time was directed at the problem?
    - How much grant-funded enforcement (overtime) was used?
    - Output Statistics:
        - How many impaired driving arrests were made by your agency?
        - How many impaired driving arrests were made in target areas?
        - How many impaired driving arrests were made during target times?
        - How many other impaired driving charges were made?
        - How many DRE evaluations were conducted by your agency?
    - How many special team enforcement details were directed at the problem? These include saturation patrols and checkpoints, not routine patrol.
    - Were any enforcement initiatives directed at underage drinking?

- Outcomes (10 points) may include:
    - Was there follow-up after the plan was implemented?
    - What were the outcomes of the plan?
    - Were there any other identified benefits (crime reduction, significant arrests, etc.)?
    - Was any recognition provided to your officers?
    - Was any recognition provided to any external stakeholders?
    - Was any recognition received by any officers or your agency from external stakeholders?
    - *Note: Enforcement statistics are not outcomes.*

Occupant Protection (50 points)

- Problem Identification (10 points) may include:
    - Describe the process for measuring your jurisdiction's occupant protection usage rate.

    - Has your agency used surveys to assess the severity of the problem and temporal factors?
    - Has your agency identified or considered target populations whose occupant protection usage rate is lower?

- Policy (5 points) should include:
    - Attach written guidelines prioritizing occupant protection enforcement.
    - Attach a copy of your agency's policy requiring personnel to wear seat belts while operating departmental vehicles (with very limited or no exceptions). How does your agency follow up to ensure compliance?
    - *Note: This must be submitted as a separate file.*

- Planning (10 points) may include:
    - Did your agency develop an operational plan to target occupant protection usage?
    - Were specific target areas included in the plan?
    - Was the plan specific to the time/day when the problem was occurring?
    - Does the plan include nighttime seat belt enforcement (between 6:00 PM and 6:00 AM)?
    - Was follow-up conducted to ensure the plan was implemented?
    - How does your agency support its state Strategic Highway Safety Plan related to this issue?

- PI&E (5 points) may include:
    - What public information/education activities were used (i.e., billboards, TV, radio, other)?
    - Were any directed towards the specific problem areas?
    - Were any partnerships developed? With whom, and how did they help?
    - Were any public information/education activities directed toward the proper use of child restraints?

- Enforcement (5 points) may include:
    - How much regular duty time was directed at the problem?
    - How much grant-funded enforcement (overtime) was used?
    - Output Statistics:
        - Seat Belts
            - How many occupant protection citations were issued? (total)
            - How many occupant protection citations were issued in target areas?
            - How many occupant protection citations were issued during the target times?
            - How many occupant protection citations were issued during nighttime hours (between 6:00 PM and 6:00 AM)?
        - Child Restraints
            - How many child restraints were issued? (total)
            - How many child restraint citations were issued in target areas?

        - How many child restraint citations were issued during the target times?
        - How may child restraint citations were issued during nighttime hours (between 6:00 PM and 6:00 AM)?
    - How many special team enforcement details were directed at the problem (not routine patrol)? Dates should be included and the activities should be described.

- Outcomes (10 points) may include:
    - Was there any follow-up after the plan was implemented?
    - What were the outcomes of the plan (in terms of occupant protection usage)?
    - Were there any other benefits (crime reduction, significant arrests, etc.)?
    - Was any recognition provided to your agency's officers? Explain.
    - Was any recognition provided to any external stakeholders? Explain.
    - Was any recognition received by any officers or your agency from external stakeholders? Explain.
    - *Note: Enforcement statistics are not outcomes.*

Speed Awareness (50 points)

- Problem Identification (10 points) may include:
    - Description of the speed-related crash problem within your jurisdiction.
    - Have speeding problems been identified based on community/engineering input?
    - Have surveys been used to assess the severity of the problem and temporal factors? *Note: surveys don't have to be conducted by agency personnel; they could be obtained from other sources (i.e., DoT, etc.)*

- Policy (5 points) should include:
    - Written directives that make speed enforcement a priority. Include any provisions that provide specific guidance to officers conducting speed enforcement.
    - Written directives governing the use of speed-measuring devices, including the importance of calibration.
    - *Note: This must be submitted as a separate file.*

- Planning (10 points) may include:
    - Did you develop an operational plan to reduce the identified speed problems?
    - Were specific target areas included in the plan?
    - Was the plan specific to the time/day when the problem was occurring?
    - Was follow-up conducted to ensure the plan was implemented?
    - How do you support the state's Strategic Highway Safety Plan related to this issue? Include a copy of the relevant sections of any written plan(s).

- Training (5 points) may include:
    - Describe training initiatives related to speeding. The number of personnel who received training, as well as personnel already trained in radar/LIDAR or other enforcement techniques, is relevant.
    - Describe other relevant training your agency's officers have undergone.

- PI&E (5 points) may include:
    - What public information/education activities occurred in the last twelve months? (Please verify the activities occurred during calendar year 2015 and provide specific date(s) if known).
    - Were any of these activities directed toward the specific speed problem areas?
    - Were any partnerships developed? With whom, and how did they help?

- Enforcement (5 points) may include:
    - How much grant-funded enforcement (overtime) was used?
    - How much did your agency utilize regular duty time address this issue (outside of grant-funded overtime)?
    - Output statistics:
        - How many speed citations were issued? (total)
        - How many speed citations were issued in target areas?
        - How many speed citations were issued during the target times?
        - How many speed contacts were made? (total)
        - How many speed contacts were made in target areas?
        - How many speed contacts were made during target times?
        - If automated speed enforcement was utilized, how many citations were issued utilizing this technology?
    - How many special team enforcement details were directed at the problem (not routine patrol)? Dates should be included and the activities should be described.

- Outcomes (10 points) may include:
    - Was there any follow-up after the plan was implemented?
    - What were the outcomes of the plan (in terms of crash, speed reduction, etc.)?
    - Were there any other benefits (crime reduction, significant arrests, etc.)?
    - Was any recognition provided to officers? Explain.
    - Was any recognition provided to any external stakeholders? Explain.
    - Was any recognition received by any officers or your agency from external stakeholders? Explain.
    - *Note: Enforcement statistics are not outcomes.*

State/Local Issue (50 points)

- Problem Identification (10 points) may include:
    - Did your agency identify a local or state traffic safety issue? This could be a local problem, i.e., pedestrian crashes, a local target area, or something supporting a statewide issue.

    - Has your agency used crash data and/or other sources of information to define its problem?
    - Has your agency used any surveys to assess the severity of the problem and temporal factors? *Note: Surveys don't have to be completed by your agency; they can be from other sources as long as credit is given.*

- Policy (5 points) should include:
    - Does your agency have policies/guidelines in place to support its approach to addressing the issue?
    - *Note: This must be submitted as a separate file.*

- Planning (10 points) may include:
    - Did your agency develop an operational plan to reduce the identified problems?
    - Were specific target areas included in the plan?
    - Was the plan specific to the time/day when the problem was occurring?
    - Was follow-up conducted to ensure the plan was implemented?
    - How does your agency support its state Strategic Highway Safety Plan related to this issue?

- Training (5 points) may include:
    - Describe training initiatives related to the identified problem. If training was not needed, a discussion of how this was assessed could suffice.

- PI&E (5 points) may include:
    - What public information/education activities were used (i.e., billboards, TV, radio, other)?
    - Were any directed toward the specific problem areas?
    - Were any partnerships developed? With whom, and how did they help?

- Enforcement (5 points) may include:
    - How much regular duty time was directed at the problem? Describe how this time was used (apart from grant-funded time).
    - How much grant-funded enforcement (overtime) was used? Describe how this time was used.
    - Output Statistics:
        - How many citations were issued? (total)
        - How many citations were issued in target areas?
        - How many citations were issued during the target times?
        - How many contacts were made? (total)
        - How many contacts were made in target areas?
        - How many contacts were made during target times?
        - *Note: the agency should explain what type of violation was addressed.*
    - How many special team enforcement details were directed at the problem (not routine patrol)? Describe any activities that took place.

- Outcomes (10 points) may include:
    - Was there follow-up after the plan was implemented?
    - What were the outcomes of the plan (in terms of crash reduction or other relevant variables)?
    - Were there any other benefits (crime reduction, significant arrests, etc.)?
    - Was any recognition provided to your agency's officers? Explain.
    - Was any recognition provided to any external stakeholders? Explain.
    - Was any recognition received by any officers or your agency from external stakeholders? Explain.
    - *Note: Enforcement statistics are not outcomes.*

General Tips for a Winning Submission

- Double-check all your materials to see if they meet all of the requirements. Evaluators cannot read attachments that are incorrect file types (see section on attachments).
- First impressions count. A neat, well-organized application that is easy to follow during the evaluation makes a big difference. Have a colleague proofread your application and have it approved by the chief or command staff before submission.
- Make sure you address every Submission Disclosure Question asked on the application form.
- When organizing your application, it is important you do not feel obligated to answer every example under every section (i.e., policy, training, outcomes, etc.). Quality is more important than quantity; these suggestions are there to help you formulate and shape the materials you submit. Not every example may apply to your application. Feel free to include other activities that may apply to that specific section.
- Lists and graphs/charts are very helpful in illustrating your agency's accomplishments.
- Scan any articles and photos you want included in the 10-page/10 MB narrative attachments for each category; these should be incorporated into the attachment with Problem Identification, Planning, Training, PI&E, Enforcement, and Outcomes. Remember to use captions and dates telling the evaluators what a picture is showing and how it applies to your program. Generic or staged photographs should not be used.
- Enforcement statistics are outputs, not outcomes. Use the outcomes section to explain the impact your program had on traffic safety.
    - For example, "*alcohol impaired crashes decreased by 20 percent or fatal crashes decreased by 10 percent.*"
    - "*Issuing 500 traffic citations and 200 written warnings*" are examples of program outputs.

- The majority of evaluators represent or have experience working with state and local law enforcement in the United States. If your agency is required to follow different standards, it is important to explain those in the application. International agencies should provide a brief description of their laws and procedures.
- No videos, audio, web-links, or computer-based presentations allowed, as they are not compatible with fillable PDFs or Microsoft Word documents.

Attachments

The first page of the NLEC application contains a checklist to help ensure applicants have included all required documentation before submitting the application.

Below is an explanation of what evaluators are looking for in each section of the four categories.

Agencies may submit **one (1)** 10-page/10 MB narrative attachment for each category in the application and **one (1)** attachment of the relevant policy/policies for each category. The first attachment should include a description of your agency's efforts to address each of the required categories. Evaluators are looking for supporting documentation (graphs, analysis of statistics, tables, etc., with captions).

IMPORTANT: Be sure to follow the exact naming convention for each file:

"AgencyName_City_State_SectionName" (e.g. IACP_Alexandria_VA_SpeedAwareness)

If your agency's State/Local Issue is a Special Award application, you should indicate it is the State/Local Issue in your naming convention. Make sure you check the appropriate boxes on the application form and indicate which Special Award you are applying for with your State/Local Issue.

"AgencyName_City_State_StateLocalIssue" (e.g. IACP_Alexandria_VA_StateLocalIssue)

Files incorrectly named may not be available for evaluators to review.

Problem Identification

Applicants are required to describe the process that was used to measure and evaluate the problem in each category. Items to consider include:

- Crash analysis to determine places, days, and times when incidents occur
- Causes of crashes
- Speed surveys
- Seat belt surveys
- Community input

Policies

Applicants ***must attach an actual copy*** of your agency's policies. Evaluators need to see the policy along with critical information, such as the publish date, title, etc. Do not just type in the wording of your policy – a copy of the actual policy is required. Any policies submitted must be compiled into one document.

- Include only the page(s) with the necessary information, not the entire policy. If your seat belt use policy is one of a 14-page policy, you only need to include the pertinent information and passages.
- If your agency does not have a policy for the requested areas, provide a brief explanation to inform the evaluator – do not make the evaluators search for something that isn't there.
- If the agency has a policy, it must be included to receive the appropriate credit.
    - Enforcement policies are clear directives emphasizing the importance of impaired driving, speeding, seat belt, and child safety seat enforcement for your agency. Enforcement guidelines should be specific and provide clear guidance to officers conducting enforcement operations.
    - Guidelines may be part of a policy/procedure statement; agency goals and objectives; operational plans; or internal memorandum.
    - The policies should be directed to all agency members, not just a traffic unit.
    - Neither a copy of the state law nor a memorandum "recommending" seat belt use or enforcement in the target areas is considered a policy.

Planning

Applicants should develop written plans to target the issues identified in the problem identification. Plans should include elements such as:

- Description of the problem
- Measurable objectives
- Activities (enforcement, education, engineering, etc.) that will be used to accomplish the objectives
- Days and times activities will be scheduled
- Monitoring of activities
- Evaluation

Training

Attach supporting documentation outlining the training conducted/received by officers. Provide a narrative about the training your agency conducted/received during the past year. Include the

percentage of officers trained in each category, as well as other recent training over the past few years that may still be applicable today (child passenger safety technicians, crash reconstructionists, etc.).

- Do not include training that has nothing to do with the categories.
- Do not include basic academy training or FTO training unless it is relevant to the category. For example, if all new officers are provided radar training for speed enforcement in the academy, this should be included in the Speed Awareness training section.
- If you say officers were trained, include the documentation.
- Do not include entire training manuals, certificates, or rosters of each class conducted.
- Be sure to provide the percentage of sworn personnel trained and the type of training conducted (many programs can be used over several roll call training sessions – take advantage of this type of training). This may be done through use of a table, chart, matrix, or other graphic that lists the training, dates, and numbers attended.
- Provide a brief narrative of all agency training activities related to the topic area, i.e. how it was conducted. Roll call, training bulletins, cross-training, formal and informal schools, seminars, and conferences should all be included.
- Consider including a matrix of the types of training provided and how many officers were trained or refreshed in their training.
- For past training, include what is still relevant today (i.e., child seat techs, crash reconstructionists, etc.). The past 3-4 years will be sufficient if that training is still being utilized by that person today.
- ***Please make sure no personal information is included (personal addresses, social security numbers, personal phone numbers).***

Public Information & Education

In supporting attachments, you should include detailed information on their efforts to promote the issues of impaired driving, occupant protection, speed awareness, and their state/local traffic safety issue. Show your creativity in promoting the programs. Provide a narrative of your agency's PI&E efforts and initiatives to publicize high-visibility education and enforcement throughout the year. Tell the evaluators what you have done and how the message was broadcasted to the public.

This is where agencies need to document non-enforcement activities they participated in throughout calendar year 2015 to address these topics. Activities could include: citizen police academies (if traffic safety was a topic), high school mock DUI or speeding crashes, posters, signs, billboards, educational pamphlets and brochures, child seat programs, press releases, website information, newspaper articles, photos, and other similar items. Agencies should also include their non-enforcement participation in state and national campaigns such as Click It or Ticket, National Drunk and Drugged Driving Prevention Month, National Child Passenger Safety Week, etc.

- Show the evaluators what your agency has done: photos, news articles, letters, etc. (Ensure these have captions telling evaluators what they are).
- Provide details on each activity/program, including, but not limited to: how often it was used, how well it worked, who was involved, and did your agency build community partnerships?

Enforcement Activity

- Attach graphs, charts, and other documentation regarding increases/decreases in enforcement. The numbers should make sense compared to the number of officers in your agency.
- Include the number of special enforcement efforts. State not only this number, but also what they were – how many were for speed details, how many impaired driving checkpoints or saturation patrols, how many details targeting red light runners, etc.
- Provide a narrative explaining in your agency's accomplishments in these efforts.
- Show the improvements that have occurred over previous time periods or years. Your attached narrative should explain annual numbers and any improvements over the past 3-5 years. This includes recent data – not data from 10 years ago.

Outcomes

The secret to this section is very simple; do the research and find the data. This is not only important to complete your application, but it will help you evaluate and build your agency's entire traffic safety program(s). This section can be used as a barometer of how well your agency is doing.

At a minimum, address your traffic program's effectiveness in the following areas:

- Change in seat belt use:
    - Show the difference. What was the change in the seat belt use rate in your jurisdiction during the year? If it is already high, how did your agency keep it this way? Agencies are required to conduct seat belt use surveys both early and late in the year.
- Show the numbers of speed- and alcohol-related fatalities and injury crashes.
    - How do they compare to previous years?
    - Use graphs and charts to illustrate this change.
- If you state "unknown," you will not receive credit. Do the research. Find the data.
- Documentation of your agency's effectiveness in the traffic safety issue in question should also include results of the program(s) in terms of crash reduction, seat belt use, speed, etc.
- Provide a narrative of your agency's effectiveness. How did the programs change the results, and did the community support your agency's efforts?

- How many total crashes took place during calendar year 2015 related to the issue in question, and how did it compare to previous years?
- Is your agency conducting traffic crash analyses? Where are the top five problem areas? What are the factors causing these crashes? Is your agency directing proactive enforcement in these areas to target the violations contributing to crashes and injuries?

While this may seem difficult for smaller agencies, it is always a good idea to track of this data. It can be used to help plan and make program decisions in your agency, as well as assist your agency in determining how to allocate resources.

Evaluators will be looking for information such as:

- Did your jurisdiction's safety belt use rate increase?
- Did your jurisdiction's total crashes decrease?
- Did your jurisdiction's total injury crashes decrease?
- Did your jurisdiction's alcohol- or speed-related crashes decrease?
- Did the number of crashes related to your agency's state/local priority decrease?
- Can you show the effectiveness of your agency's PI&E activities?

It is important to remember enforcement data is not an outcome. It is one of the tools you might use to achieve an outcome. Analysis of the data, however, be a useful tool in shaping your answers to many of the questions in the Outcomes section.

Points are awarded under the Outcomes section for agencies that reward officers for a job well done and citizens who practice safe driving. Rewards and incentives are important elements in letting people know that traffic safety is a priority in the community and the agency. Here are few examples:

- Participation in the "Saved by the Belt" programs (state or local). If your agency has a program that recognizes motorists, you should include information on how many were recognized in calendar year 2015.
- Recognition of officers for efforts to reduce impaired driving.
- Recognition of officers for efforts to reduce speeding.
- Recognition of officers for efforts to increase the seat belt use.
- Recognition received by the agency for traffic safety efforts.

Applicants must include supporting documentation on officers recognized – photos, certificates, etc. Do not include recognition that is not traffic safety-related.

Special Awards

There are several special awards for which your agency can be considered. If your agency wishes to be considered for a Special Award, a separate attachment is required for each award, except for Impaired Driving, Occupant Protection, and Speed Awareness. Applicants are automatically entered for the three aforementioned categories upon submission of the full NLEC application. The award recipients in these three categories will be selected from the best submissions in the overall Challenge application.

An additional attachment is not needed if your State/Local Issue is also a Special Award consideration; in this case, please check the appropriate box on the application and specify which Special Award category your agency is submitting for. Remember, this cannot be Impaired Driving, Occupant Protection, or Speed Awareness, and it must be chosen from the list of other Special Awards. Do not check all the Special Award categories on the application; only check the Special Awards for which your agency provided the additional information.

Your attachment should highlight your agency's efforts in the Special Award categories for which the agency has applied. Agencies may have one (1) 10-page/10 MB attachment for each Special Award, unless the Special Award application is your State/Local Issue. In this case, follow the submission guidelines for the standard NLEC categories (page 3).

The Special Award categories are:

- Bike/Pedestrian Safety
- Commercial Motor Vehicle Safety – Municipal/Sheriff
- Commercial Motor Vehicle Safety – State Police
- Distracted Driving
- **Impaired Driving***
- Motorcycle Safety
- **Occupant Protection***
- **Speed Awareness***
- Traffic Incident Management
- **Technology****

**Indicates additional attachments to apply for this Special Award are not required*
Indicates different point matrix for this Special Award – **45 points

Special Awards will be evaluated based on the same criteria as the required four categories (with a few exceptions), which should be addressed in each Special Award application:

- Problem Identification (10 points): applications should include an explanation of the problem being targeted within the Special Award category.

- Policy (5 points): applications should include a description of agency policies/procedures that apply to the category. These should be included in the one attachment required for Special Award applications.
- Planning (10 points): applications should describe the planning activities completed during calendar year 2015.
- Training (5 points): applications should describe training related to the Special Award category.
- Public Information & Education (PI&E) (5 points): PI&E activity conducted during calendar year 2015 related to the Special Award category should be included. Include any partnerships developed and how they were used.
- Enforcement (5 points): enforcement strategies and statistics related to the category should be included along with a description of how they were targeted. *Note: this category will **not** be included for the Technology Special Award. "Enforcement" is also called "Management" in the Traffic Incident Management Special Award (see below).*
    - Management (5 points): ****Traffic Incident Management Special Award ONLY**** should include specific strategies and relevant statistics related to this Special Award.
- Outcomes (10 points): applications should describe the outcomes of their efforts related to the Special Award in terms of crash reduction, compliance with laws, efficiency, etc. Also include any partnerships/coalitions developed as a result of focusing on the Special Award category. *Note: enforcement statistics are not outcomes.*

State Association/Governor's Highway Safety Office Award

In addition to the awards provided to law enforcement, the NLEC implemented an annual award to a state association or highway safety office for outstanding work in creating, maintaining, or promoting a state-level challenge program, and in turn, the NLEC. The NLEC can only grow if more states participate and grow in their own programs. Work in this area will only improve the overall approaches to effective traffic safety programs and identify those programs worthy of recognition.

In order to be considered for this award, the state association or highway safety office must be nominated. An NLEC application is not required. Nominations will be solicited at the same time the NLEC applications are being submitted, and will be reviewed by the NLEC Subcommittee. A nomination form is available on the IACP website at www.theiacp.org/NLEC.

Conclusion

In addition to the formal awards, each agency that achieves the minimum qualifying score will receive a certificate acknowledging this accomplishment. Those agencies who score below the minimum qualifying score will receive a letter recognizing their participation in the NLEC. The NLEC Subcommittee

recognizes there are many excellent traffic safety programs, and earning enough points to qualify for an award is an accomplishment worthy of recognition.

One purpose of the NLEC is to provide an example that can be used by agencies to implement and/or improve their traffic safety programs. Regardless of your award status, participation is important. Please strive to do more the following year. Interact with others who have successful programs and learn from them. Do not give up. Above all, remember what you have done has made a difference.

The National Law Enforcement Challenge (NLEC) is a traffic safety recognition program among law enforcement agencies. This program is supported through a cooperative agreement between the International Association of Chiefs of Police (IACP) and the National Highway Traffic Safety Administration (NHTSA), and it is held in partnership with the National Sheriffs' Association (NSA), the Governors Highway Safety Association (GHSA), and the American Association of Motor Vehicle Administrators (AAMVA), and the Georgia Governor's Office of Highway Safety (GOHS).