

# **Nighttime Seatbelt Enforcement (NTSBE) Supervisor's Checklist**

- Review the Operational Plan.
- Review the Memorandum of Understanding.
- Review Supervisor duties.
- Review NTSBE educational video.
- Notify the court of the NTSBE dates.
- Name of Supervisor/Observation Officer \_\_\_\_\_
- Name of Contact Officer/unit no. \_\_\_\_\_
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- Review radio channels/frequencies if multi-jurisdictional.
- Notify Watch Commander of the NTSBE locations.
- Review duties of Observation Officer.
- Review duties of Contact Officer.
- Pass out NTSBE Activity log.
- Compile the statistics and forward them to the WTSC.

## **To get reimbursed**

- Send WTSC each NTSBE Activity Log.
- Submit an A19-1A form and attach copies of signed overtime slips or payroll expense records.
- Submit a "lessons learned" report.

## **Questions about reimbursement**

Contact Tanya Wambold, Program Assistant  
360-586-7108 or [twambold@wtsc.wa.gov](mailto:twambold@wtsc.wa.gov)

## **Nighttime Seatbelt Enforcement**

### **(NTSBE) Observation Officer's Checklist**

- Review the Operational Plan.
- Review the Observation Officer's duties.
- Review NTSBE educational video.
- Be in civilian clothes or full uniform per Operational Plan.
- Position yourself in a well-lit location.
- Keep in view of the Contact Officer.
- Give the vehicles direction of travel.
- Inform the Contact Officer that the vehicle they are behind is the correct vehicle.
- Give the color of the vehicle.
- Give the type of the vehicle.
- Give the location and a description of the unbuckled person.
- Keep the vehicle in constant visual contact.

### **Contact Officer's Checklist**

- Review the Operational Plan.
- Review the Contact Officer's duties.
- Review NTSBE educational video.
- Be in full uniform per the Operational Plan.
- Use assigned patrol vehicle.
- Give the appropriate enforcement for contacted violators.
- Advise the Observation Officer when clear and ready.