

MEMORANDUM OF UNDERSTANDING (MOU)

This agreement is made and entered into by and between:

The Washington Traffic Safety Commission  
PO Box 40944, Olympia, WA 98504-0944  
Hereinafter referred to as "WTSC"

And:

\_\_\_\_\_  
Insert your agency name here – hereinafter referred to as "Contractor"

It is the purpose of this agreement to provide overtime funding to law enforcement agencies to conduct nighttime seat belt-focused patrols **during the following time period: May 18 and June 7, 2009.** The goal of the enforcement is to intercept seat belt law violators at night.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. Contractor will provide commissioned police officer(s) (active or paid reserve) with appropriate equipment on an "overtime" basis (not to exceed 1.5 times their normal salary) to participate in seat belt patrols at night. No on-duty personnel will be funded under this agreement or grant.
2. The patrols will take place **between May 18 and June 7, 2009.** Funding is not available before or after this period and funding may not exceed the amount specified in the approval letter from WTSC.
3. Funded personnel agree to follow procedures outlined in the grant request document. Patrol dates and locations may change, pending availability of personnel. Patrols will be no more than five hours long.
4. Participants agree to take a "zero tolerance" approach with seat belt and child car seat law violators.
5. It is understood that violator contacts may result in other traffic related activity, such as DUI. Activity other than that initiated through nighttime seat belt emphasis patrols (investigating collisions, emergency calls, etc.) will be the responsibility of the contracting agency and will not be reimbursed.
6. Contractor must **submit for reimbursement no later than July 24, 2009.**
7. Billings must include:
  - a. Invoice Voucher (A 19-1A Form). Please note that we cannot accept a FAX. Your agency is the "Claimant," include a Federal Tax ID number and an original signature of your agency head, command officer or contracting officer on the A 19-1A. A sample filled out A-19 can be emailed to you, if needed. **The CFDA number for these funds is 20.602.**
  - b. Payroll support documents (evidence the officers were paid, such as overtime slips or payroll documents).
  - c. Emphasis Patrol Activity logs. **FAX the Emphasis Patrol Ticket Forms within 48 hours of the patrol to 360-586-6489 attn: Jonna VanDyk or scan and email them to jvandyk@wtsc.wa.gov.**
8. Disputes arising under this agreement shall be resolved by a panel consisting of one representative of the WTSC, one representative from the Contracting Agency and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing.
9. Either party may terminate this agreement upon (30) days written notice to the other party. In the event of termination, the terminating party shall be liable for the performance rendered prior to the date of termination.

IN WITNESS WHEREOF, PARTIES HAVE EXECUTED THIS AGREEMENT:

\_\_\_\_\_  
Contacting agency

\_\_\_\_\_  
Contracting agent (print/type name)

Signature

Date

\_\_\_\_\_  
Jonna VanDyk, Occupant Protection

WA Traffic Safety Commission  
Date \_\_\_\_\_