

**DMV: Virginia Highway Safety Office**  
**2024 CLICK IT OR TICKET (CIOT) November Campaign Final Report Worksheet**

**Report Date:** \_\_\_\_\_

Officers can use this form to report summons data and hours worked. The Grant managers must enter the data into TREDS.

**Section 1: Officer Information**

**Agency name:**

**Officer name & title:**

**Email address:**

**Phone number:**

**Section 2: Campaign Details – Click It or Ticket 2024 November Mobilization; Dates: November 23 – December 1, 2024**

**Deadline for TREDS data entry: December 16, 2024**

**Section 3: Number of hours worked per Officer**

**For reporting in TREDS:** The number of hours worked should reflect all of the total regular work hours (i.e. # of officers multiplied by # of regular hours) as well as the total overtime hours of the **entire department** (street patrol) during the May enforcement campaign, including grant allotted hours. For example, 10 officers X 40-hour paid work week = 400 regular hours for one week. Overtime hours should reflect all the OT paid for those 10 officers for the entire campaign.

Law Enforcement Agency	# Regular Hours Worked	# Overtime Hours Worked	State Agency Mark "X"	County Agency Mark "X"	City Agency Mark "X"	Sheriff's Office Mark "X"	Municipality/Town Mark "X"	Other (identify)

**Section 4: Complete ALL Fields (While working on federal grants, ZERO tolerance is expected)**

**Enter a number for each field, even if "0"**

- |   |   |
|---|---|
| <b>Number of Adult DUI / DUID Arrests</b> _____                         | <b>Number of Suspended / Revoked Licenses</b> _____       |
| <b>Number of Safety Belt Citations</b> _____                            | <b>Number of Reckless Driving Citations</b> _____         |
| <b>Number of Child Restraint Citations</b> _____                        | <b>Number of Uninsured Motorists</b> _____                |
| <b>Number of Juveniles Cited for Underage Drinking Violations</b> _____ | <b>Number of Speeding Citations</b> _____                 |
| <b>Number of Juveniles Arrested for Zero Tolerance (DUI)</b> _____      | <b>Number of Drug Arrests</b> _____                       |
| <b>Number of Stolen Vehicles Recovered</b> _____                        | <b>Number of Open Container Citations</b> _____           |
| <b>Number of Felony Arrests (Explain)</b> _____                         | <b>Number of No OL (Operators License)</b> _____          |
| <b>Number of Weapons Seized</b> _____                                   | <b>Number of Other Arrests, Warnings, Citations</b> _____ |
| <b>Number of Fugitives Apprehended</b> _____                            | <b>Number of Hands-Free Citations</b> _____               |

\*\*\*\***Total Number** of Arrests, Citations, Warnings Issued (Traffic / Civil / Criminal): \_\_\_\_\_ (This # should total the above section 4 fields)

**Section 5: Media Activity - Enter a number for each field, even if "0"**

- |   |  |
|---|--|
| <b>Number of TV News Stories Aired</b> _____                          | <b>Number of School Activities</b> _____   |
| <b>Number of Radio News Stories Aired</b> _____                       | <b>Number of Child Safety Seat Checks</b> _____  |
| <b>Number of Print Stories Run (newspaper, magazines, etc.)</b> _____ | <b>Number of Checkpoints</b> _____   |
| <b>Number of social media/online impressions</b> _____                | <b>Number of Proclamations</b> _____   |
| <b>Number of News Conferences</b> _____                               | <b>Number of Others</b> (i.e. briefs, variable message signs; specify below in comments section) _____ |
| <b>Number of News Releases</b> _____                                  |  |

**Section 6      Comments: (Use an additional page if necessary)**