



## Los Fresnos Police Department

200 N. Brazil St. Los Fresnos, Texas 78566

Phone: (956) 233-4473 Fax: (956) 233-3379

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Hector Gonzalez  
Chief of Police

### STEP Operating Policies and Procedures Certification

On this \_\_\_\_ day of \_\_\_\_\_, 2025 I Hector Gonzalez, Chief of Police of Los Fresnos Police Department do hereby certify that the STEP Operating Policies and Procedures are current for the 2026 grant year.

Chief of Police  
200 N. Brazil St.  
Los Fresnos, TX 78566  
Office (956)-233-4473



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The Los Fresnos Police Department participates in the Selective Traffic Enforcement Program (STEP) which is monetary grants that are made available to the department for various enforcement activities. These grants are extended to the Los Fresnos Police Department by the State of Texas. The following guidelines and grant criteria are to be adhered to in the effort to achieve the highest standard to the Los Fresnos Police Department and the citizens of Los Fresnos Texas.

- The S.T.E.P. Program will be administered, maintained, and under the direction of the Uniform Services Division. The Lieutenant, or his designee, that is assigned to the Overtime Grant Administration Office, under the guidance of the Commander, will adhere to this S.T.E.P. Policy.
- A sign up roster of available dates and times to work S.T.E.P. will be made available by the Lieutenant or his designee, once approved by the Commander of the Uniform Services Division.
- If an Officer that is scheduled to work S.T.E.P. must cancel, that officer must notify the Lieutenant of his designee with advance notice.
- The Officers that sign up to work S.T.E.P. must be approved by the Lieutenant or his designee under the guidance of the Commander of the Uniform Services Division.
- Officers are required to adhere to departmental policy regarding extra duty; basically stating Officers are not permitted to work more than 24 hours above a regular duty 42.5 hour work week.
- Grant Criteria dictates that reimbursement to the City of Los Fresnos will take place only after an Officer works and completes 42.5 hour work week Sick Leave or any requested leave will affect an officer's pay as applicable to working S.T.E.P. during that week, and the City of Los Fresnos no be reimbursed funds as applicable.
- By default, a Patrol Supervisor may assist an officer working S.T.E.P. if the Lieutenant, or his designee, assigned to the Overtime Grant Administration Office is no present.
- Officers assigned to work S.T.E.P. will turn in at the end of the Shift the appropriate Overtime Slip and Activity Sheet to document the S.T.E.P. worked.
- Officers assigned to work S.T.E.P. will complete and submit an officer's Daily Activity Report. This report will be provided by the Lieutenant or his designee and will consist of the following:
  - Officer's Name, Identification Number and Signature.
  - Date, Time, and Hours worked.
  - Type of S.T.E.P. Program worked.
  - Approved S.T.E.P. Zone.
  - Beginning and Ending Mileage of Unit.
  - List of total Citations (Citations and Warnings), Violations, Arrests, and/or reports field.
- All Performance Measures and objectives established in the Grant Criteria will be implemented and monitored by the Lieutenant of his designee.



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- No Officer above the rank of Police Lieutenant may work the S.T.E.P. Program.
- Officers assigned to work the S.T.E.P. Program should be trained in the use of police radar.
- Officers assigned to work the S.T.E.P. Program must be trained in the use of Standardized Field Sobriety Testing.
- The Lieutenant or his designee assigned will review all daily reports and supervise all officers working S.T.E.P.
- A scheduled S.T.E.P. event may be cancelled by the Lieutenant or the designee for various reasons from time to time. Officers will be notified of the cancellation properly.
- Working the S.T.E.P. is a privilege. Grant criteria dictates **PRODUCTIVITY**. Performance Measures and Objectives must be met by an assigned Grant Baseline Step Indicator. Simply, an Officer assigned to work the S.T.E.P. **must produce.**
- In the event that an officer lacks what is required above, the Officer may be reported to the Commander of the Uniform Services Division for recommendation for removal of any future S.T.E.P. activities; unless a valid reason **is given.**

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Chief of Police Signature

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Date