**Kentucky Office of Highway Safety (KOHS)**

# Law Enforcement Liaison (LEL) Duties & Responsibilities

* Law Enforcement Liaisons shall report directly to the Director and/or Assistant Director of Highway Safety Programs in the Kentucky Office of Highway Safety.
* Personally visit all law enforcement agencies in designated region on a regular basis to provide information on the Highway Safety Program and NHTSA (National Highway Traffic Safety Administration) programs and initiatives.
* Actively promote and facilitate law enforcement participation in national and regional traffic enforcement campaigns. Conduct periodic area briefings (presentations) to explain and encourage participation in these events.
* Follow-up with agencies to obtain enforcement activity reports from mobilization events.
* Keep up-to-date on national, state, and local highway safety issues and news by attending conferences, meetings, training events, and by utilizing internet resources such as those maintained by NHTSA, GHSA (Governor’s Highway Safety Association), IIHS (Insurance Institute for Highway Safety), the Kentucky Office of Highway Safety, etc.
* Promote law enforcement’s commitment to traffic safety by providing information to agencies on a range of highway safety-related topics, such as occupant protection for adults and children, impaired driving, aggressive driving, distracted driving, and other issues.
* Assist the Kentucky Office of Highway Safety as needed with special programs/events.
* Promote traffic safety training opportunities for law enforcement and disseminate training materials as they become available or are requested.
* Assist the KOHS with review and evaluation of proposals for federal funding of state and local highway safety projects/programs.
* Provide assistance to agencies in completing highway safety grant applications and/or highway safety reporting forms.

* Conduct grantee monitoring visits, both independently and with the KOHS program managers.

* Complete and maintain certification as an instructor for the Below 100 Training.
* Work with law enforcement agencies to plan and implement Special Traffic Enforcement Programs (STEPs).
* Work with law enforcement agencies in their development of media and promotional events related to traffic safety to ensure that messages are accurate and compatible with statewide media campaigns.
* Represent Kentucky’s LEL program at local, state, and national meetings and conferences (involves giving occasional presentations).
* Attend periodic LEL meetings; attend other staff meetings as requested.
* Compile a monthly activity report that details LEL work performed daily. This shall be submitted by the 30th of each month for activities performed the previous month to the KOHS through the KACP following the reimbursement requirements as stated within the Contract Conditions.
* Law Enforcement Liaisons 1) shall reside in their designated region; or 2) if they live outside of their designated region they shall not claim mileage between their residence and their designated region.
* Perform other duties as assigned.

Updated: Kentucky Office of Highway Safety, April, 2017