



Integrated Program Activity Submission System (iPASS)

iPASS USER TUTORIAL

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Set your password in iPASS. Look for the email from *iPASS Website* (Website@iPASS.AlertTodayFlorida.com). Be sure to check your spam/junk folder as it may appear here. **Note: The link in the email is only valid for two (2) days. If the link has expired or you receive an "Invalid Token" message, go to <https://ipass.alerttodayflorida.com> and click on *Forgot your Password to receive a password reset request.***

From: Website <iPASS@iptm.org>
Date: July 1, 2020 at 3:38:37 PM EDT
To: Sonny Crockett <slmurch0568@att.net>
Subject: A New Account Has Been Created For You At iPASS

Hello Sonny Crockett!

An account has been created for you at iPASS, please click [here](#) to set your password and confirm your email.

Reset your Password


Your Password Reset Request for iPASS



iPASS Website <Website@iPass.AlertTodayFlorida.com>
To

Hello Sonny Crockett !


You can reset your password for iPASS by clicking [here](#).

 iPASS Home Admin ▾ Grant ▾

Reset password

Reset your password.

Email

New Password 

Confirm New Password

Remember me?

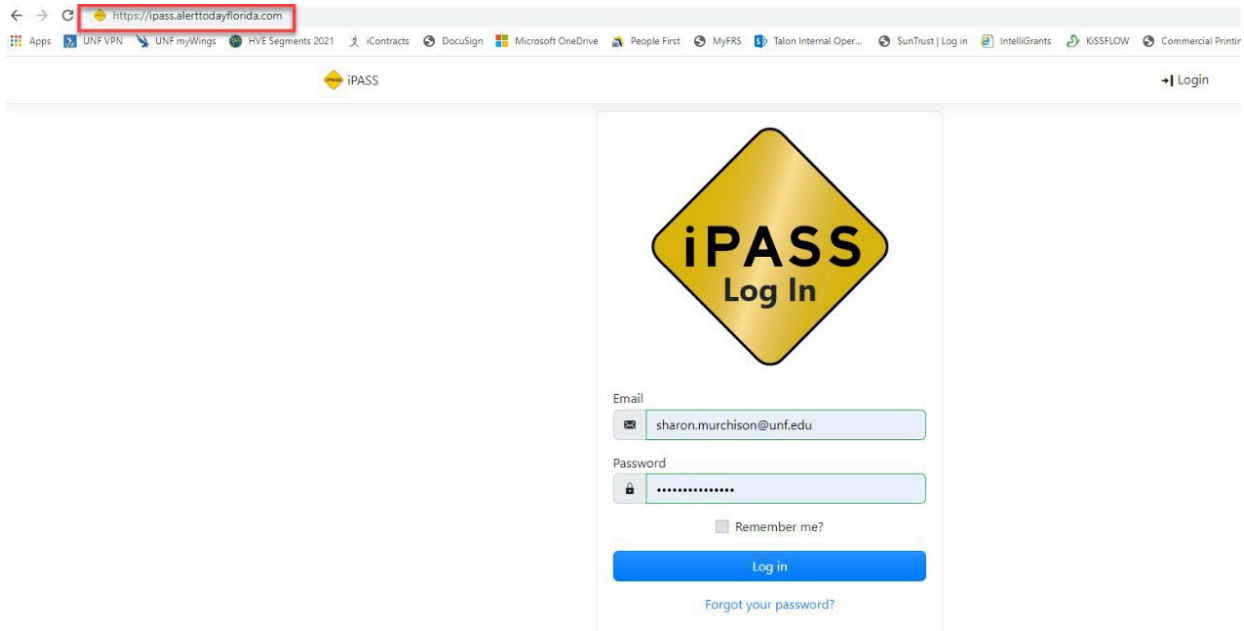


Reset

**Click Reset to
set your
password**

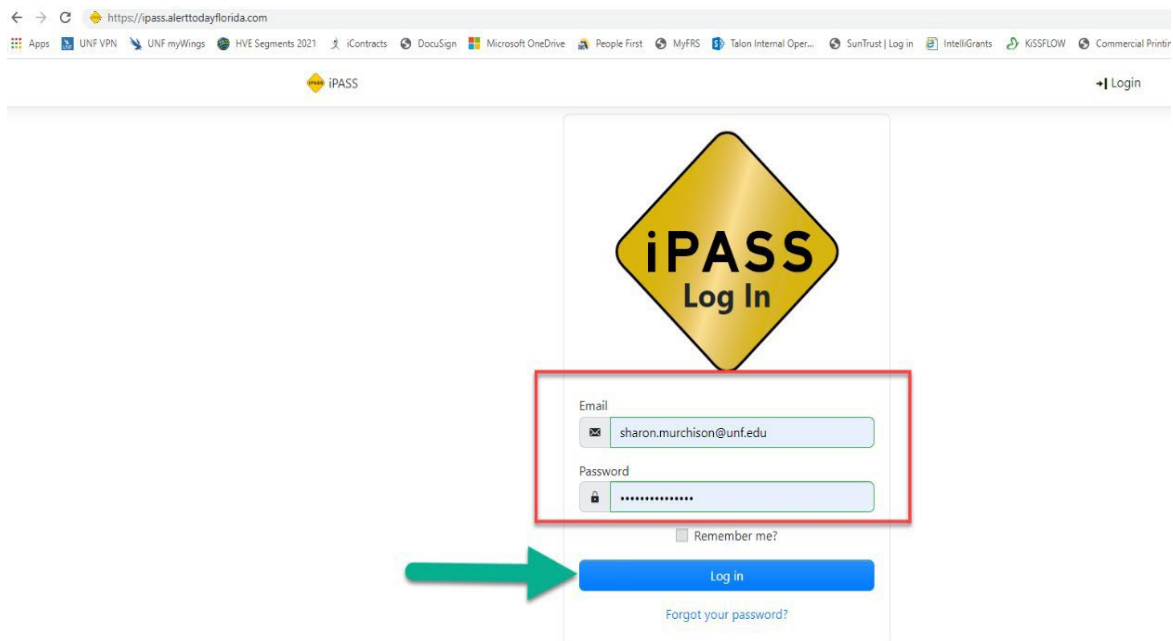
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Once your password has been set, login to iPASS at:
<https://ipass.alerttodayflorida.com>



A screenshot of a web browser showing the iPASS login page. The browser's address bar contains the URL <https://ipass.alerttodayflorida.com>, which is highlighted with a red box. The page features a yellow diamond-shaped logo with the text "iPASS Log In". Below the logo are two input fields: "Email" with the value "sharon.murchison@unf.edu" and "Password" with masked characters. There is a "Remember me?" checkbox and a blue "Log in" button. A link for "Forgot your password?" is located below the button.

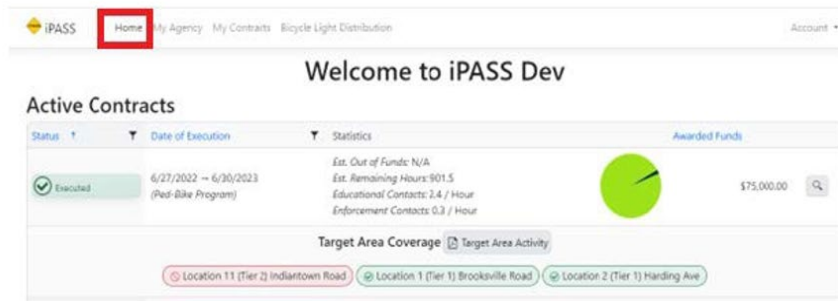
Enter your email address and password and click *Log in*.



A screenshot of the iPASS login page, similar to the one above. A red rectangular box highlights the "Email" and "Password" input fields. A green arrow points from the left towards the blue "Log in" button. The "Remember me?" checkbox and the "Forgot your password?" link are also visible.

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iPASS Dashboard – This is the first thing you see when you login to iPASS. To return to this screen at any time, select the *Home* button.



To begin, click on *Account* to set up your Notification Settings.



To begin, click on *Account* to set up your Notification Settings.



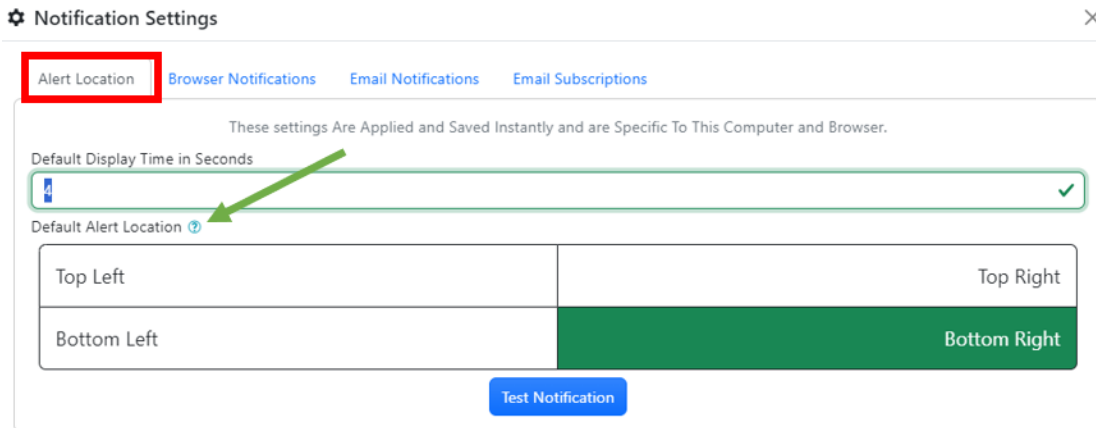
Click on *Notification Settings*.



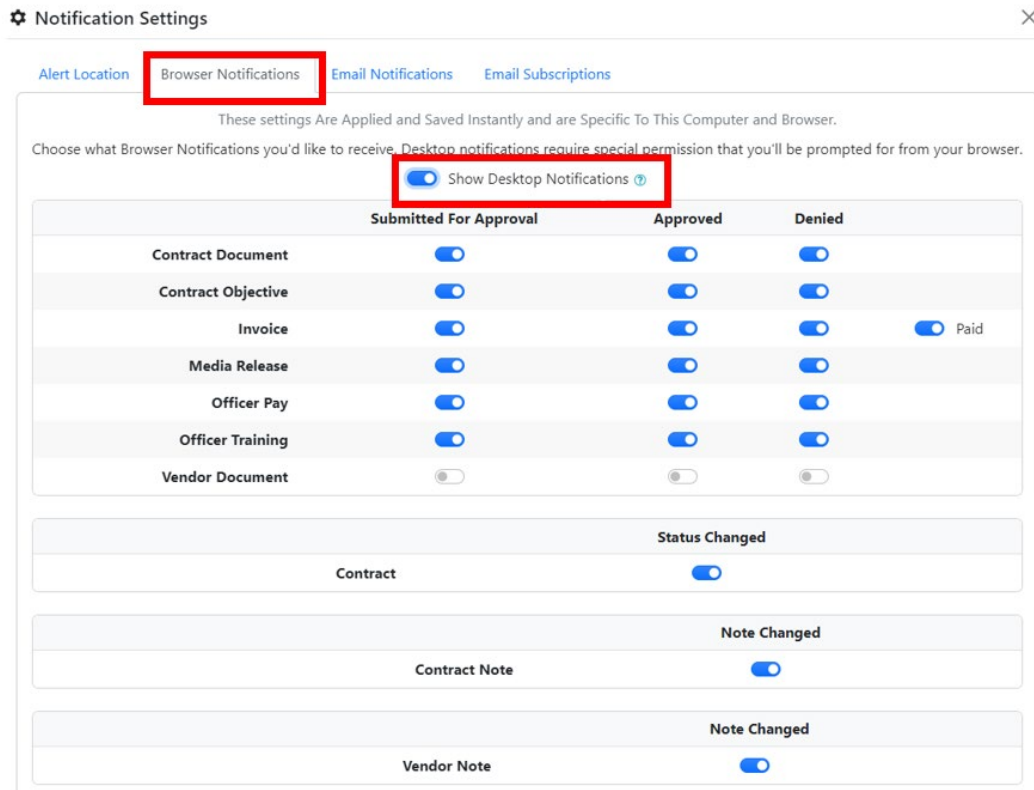
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Note: This symbol  is known as the *Help Key*. Hover over the *Help Key* (where available) to get information about what the description field means.

Alert Location – set the location of where you want to receive popup alerts.



Next, click on **Browser Notifications**. Select the Browser Notifications you'd like to receive. Click on the slider button to turn on and off notifications. **"Show Desktop Notifications"** must be turned on and you must be logged into iPASS to receive desktop notifications.



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Click on *Email Notifications*.

	Submitted For Approval	Approved	Denied	
Contract Document	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
Contract Objective	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
Invoice	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	Paid <input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest
Media Release	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
Officer Pay	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
Officer Training	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
Vendor Document	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	

Select the Email Notifications you'd like to receive by using the slider button. Select *Immediate* to receive an email notification for every change or select *Digest* to receive a single email notification that you subscribed to. Click on the slider button to turn on and off notifications. **Note: You will not receive email notifications for changes generated by you under your account.** When finished, click the X to close the session.

Click on *Email Subscriptions*.

Important messages are targeted emails written by a human for a specific purpose to let you know something important. It's rare they are sent, but if you feel so inclined you may adjust whether or not you receive them here.

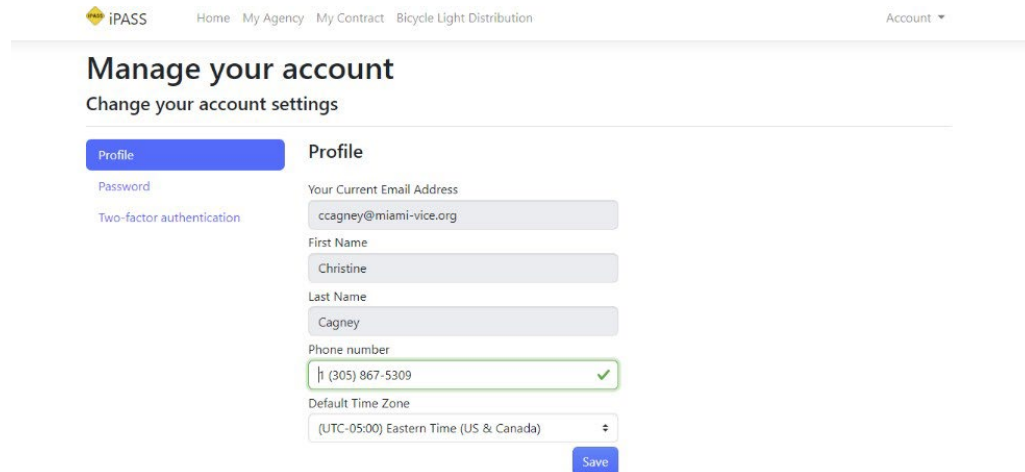
Enable Important Messages

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To view or manage your profile settings, click *My Profile*



You are only able to change your phone number and time zone. The Default Time Zone is set to Eastern Time (US & Canada). To change the default time zone, click on the dropdown box and select the desired time zone then click *Save*. To request a name change or email address change, please contact IPTM for assistance.



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To change your password, enter your *Current password* followed by *New password*, *Confirm new password*, and click on *Update password*.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Manage your account

Change your account settings

Profile
Password
Two-factor authentication

Change password

Current password

New password

Confirm new password

Update password

To enable Two-Factor Authentication, click on *Two-factor authentication* and select *Setup authenticator app*. Follow the instructions on how to configure the authenticator app.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Manage your account

Change your account settings

Profile
Password
Two-factor authentication

Two-factor authentication (2FA)

Authenticator app

Setup authenticator app Reset authenticator app

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Manage your account

Change your account settings

Profile
Password
Two-factor authentication

Configure authenticator app

To use an authenticator app go through the following steps:

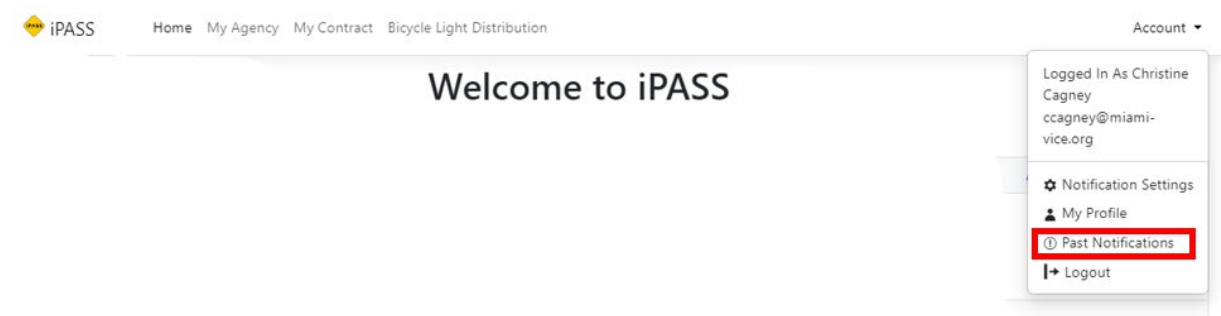
1. Download a two-factor authenticator app like Microsoft Authenticator for Windows Phone, Android and iOS or Google Authenticator for Android and iOS.
2. Scan the QR Code or enter this key `tz2b:hhb7:5cy6:jmle:s2pj:vjt4:u4dh:6u4p` into your two factor authenticator app. Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

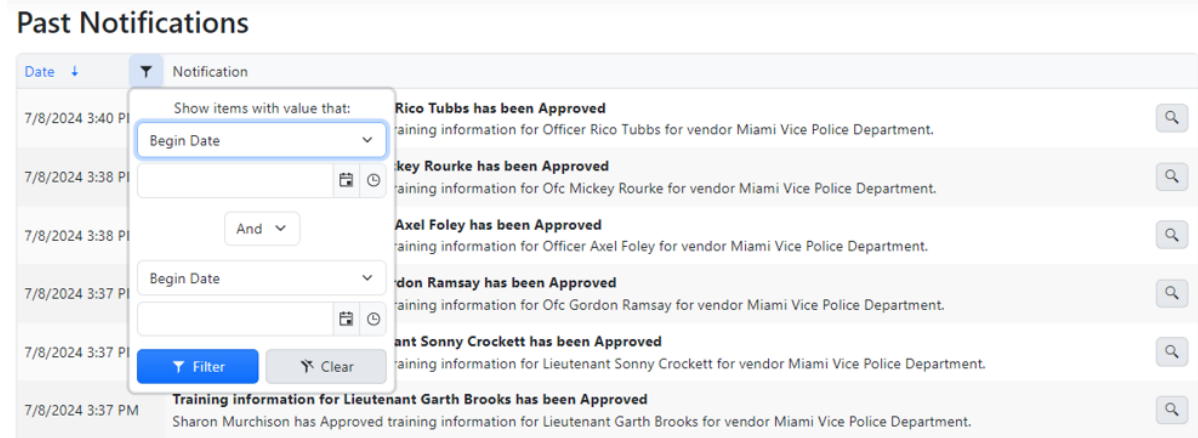
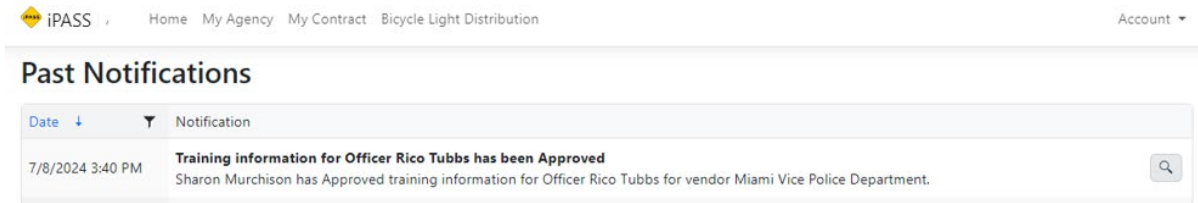
Verify

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To view past notifications, click **Past Notifications**



You will be able to see past notifications sorted by Date. You can also Filter by **Begin Date, End Date, and Time**.

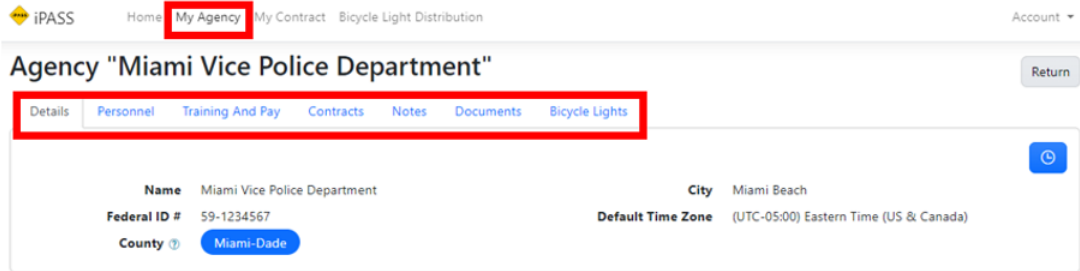


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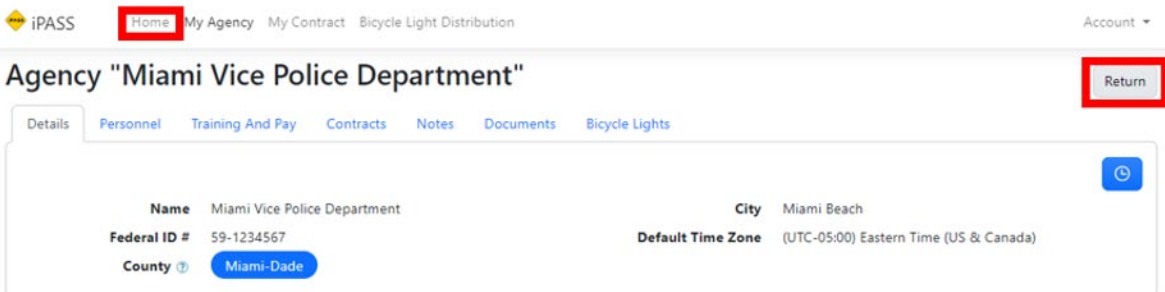
AGENCY INFORMATION - Let's go back to the iPASS Dashboard and select *My Agency*.



Details about your agency will be listed here.



Note: To return to the iPass Dashboard at any time, click the *Home* button. To return to the previous screen, click the *Return* button.



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Click on *Personnel* under *My Agency*

Agency "Miami Vice Police Department"

Details **Personnel** Training And Pay Contracts Notes Documents Bicycle Lights

Name, Email or Phone Include Disabled Personnel Invoice Signers

Primary	Name	Enabled	Admin	Invoice Signer	
<input checked="" type="checkbox"/>	Grant Manager/Accountant Christine Cagney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Lieutenant Garth Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Lieutenant Sonny Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Ofc Gordon Ramsay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Ofc Mickey Rourke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Ofc. John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Adam Blake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Alvin Chipmunk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Andy James	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Andy Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>

1 - 10 of 48 items

All Personnel entries will show up here. If this is your agency's first contract cycle, this list may be empty. To add a person to the Personnel list, click on *+Add Personnel*.

Agency "Miami Vice Police Department"

Details Personnel Training And Pay Contracts Notes Documents Bicycle Lights

Name, Email or Phone Include Disabled Personnel Invoice Signers

Primary	Name	Enabled	Admin	Invoice Signer	
<input checked="" type="checkbox"/>	Grant Manager/Accountant Christine Cagney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Lieutenant Garth Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Lieutenant Sonny Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Ofc Gordon Ramsay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Ofc Mickey Rourke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Ofc. John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Adam Blake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Alvin Chipmunk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Andy James	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer Andy Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>

1 - 10 of 48 items

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Complete the Personnel form in its entirety and select a User Role. Click *Save* when finished. See Pages 12-13 for an explanation of User Roles.

+ Create New Contact ✕

Title First Name Last Name Identifier [?](#)

Primary [?](#)

Email

Create User Account [?](#)

Phone Number

Notes

Added Personnel should look like this:

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

Agency "Miami Vice Police Department"

Return

Details Personnel Training And Pay Contracts Notes Documents Bicycle Lights

Name, Email or Phone Include Disabled Personnel Invoice Signers [?](#)

Primary	Name	Enabled	Admin	Invoice Signer	
<input checked="" type="checkbox"/>	Grant Manager/Accountant Christine Cagney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>	Lieutenant Garth Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>	Lieutenant Sonny Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>

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Note: You can toggle the User Roles at any time by clicking on the slider button or selecting the pencil icon to edit the information.

The screenshot shows the iPASS interface for the Miami Vice Police Department. At the top, there are navigation links: Home, My Agency, My Contract, and Bicycle Light Distribution. The main heading is "Agency 'Miami Vice Police Department'". Below this, there are tabs for Details, Personnel, Training And Pay, Contracts, Notes, Documents, and Bicycle Lights. The Personnel tab is active, showing a list of personnel. The list has columns for Primary, Name, Enabled, Admin, and Invoice Signer. The first person is Grant Manager/Accountant Christine Cagney, who is marked as Primary, Enabled, Admin, and Invoice Signer. The other two people, Lieutenant Garth Brooks and Lieutenant Sonny Crockett, are not marked as Primary, Admin, or Invoice Signer. Red boxes highlight the Primary toggle for Christine Cagney, the Enabled, Admin, and Invoice Signer toggles for all three personnel, and the edit (pencil) icon for Christine Cagney. Green arrows point to these elements.

USER ROLES

Primary Contact – Click on the slider button if you want this person to be the primary contact. The primary contact person is the person whom IPTM will correspond with on all communication, verbal and written, under the contract. **Note: The primary contact can also be the Admin, Coordinator or Officer.**

Email – when you enter the email address, the default is **not** set to *Create User Account*. If you wish the person to have a user account in iPASS, you must check the box *Create User Account* to turn this feature on. The newly added person will receive a welcome email instructing them to set their password and login to iPASS for the first time. If you do not wish for the person to have an account in iPASS, simply leave the box unchecked.

Enabled – This is an automatic default. This feature indicates the active status of the personnel record. If the person leaves the agency, retires, or is no longer participating in HVE operations, rather than delete the record and information associated with this person, simply click on the slider button to disable them. To reactivate the person, click the slider button back to *Enabled*.

Select the User Role by clicking the slider button to Agency Admin, Personnel Coordinator, or Officer.

Admin – This person is the agency administrator and is in charge of administering contract execution and allows them to create and manage all aspects of the agency interactions with the contract if there is an associated user account.

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HVE Coordinator – This person oversees or manages the HVE detail activity reporting during the contract cycle. If there is an associated user account, they can enter detail activity reports on behalf of officers.

HVE Officer – Only an approved officer can work Pedestrian and Bicycle education and enforcement details. The officer can enter his/her own detail activity reports, if there is an associated user account. Officers **cannot** enter detail activity reports on behalf of other officers unless they have been given access as the *HVE Coordinator*. After creating an officer, you'll need to submit the officer's training and pay for approval.

DRE – A DRE can work Drug Recognition Expert Call-Outs. The DRE can also enter their own call-out reports if there is an associated user account. They cannot enter reports on behalf of other DREs. After creating a DRE, you'll need to submit the DRE's pay for approval. ****Check this box only if your agency is participating in the DRE Call-Out Overtime Contract Program.****

To search a person by name, simply enter their name, email, or phone number into the box. You can also include disabled personnel (no longer active) by clicking on the *Include Disabled Personnel*.

The screenshot shows the iPASS web application interface for the Miami Vice Police Department. The top navigation bar includes the iPASS logo, home links (Home, My Agency, My Contract, Bicycle Light Distribution), and an Account dropdown. The main heading is "Agency 'Miami Vice Police Department'" with a "Return" button. Below the heading are tabs for Details, Personnel, Training And Pay, Contracts, Notes, Documents, and Bicycle Lights. The Personnel tab is active, showing a search bar with the text "Name, Email or Phone" and a filter for "Include Disabled Personnel". There are also buttons for "Invoice Signers", "Clear", "+ Add Personnel", and a help icon. Below the search bar is a table of personnel with columns for Primary, Name, Enabled, Admin, and Invoice Signer. The table lists three personnel: Grant Manager/Accountant Christine Cagney, Lieutenant Garth Brooks, and Lieutenant Sonny Crockett. Each row has a set of three icons for editing, deleting, and refreshing.

Primary	Name	Enabled	Admin	Invoice Signer	
<input checked="" type="checkbox"/>	Grant Manager/Accountant Christine Cagney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Lieutenant Garth Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Lieutenant Sonny Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Click on **Training and Pay**.

Agency "Miami Vice Police Department"

Details Personnel **Training And Pay** Contracts Notes Documents Bicycle Lights

Name	HVE Training Status	Pay Status
Lieutenant Garth Brooks	Current - Expires Soon	Current
Lieutenant Sonny Crockett	Current - Expires Soon	Current
Ofc Gordon Ramsay	Current - Expires Soon	Current
Ofc Mickey Rourke	Expired	None
Ofc. John Doe	Expired	Current

Click inside the **HVE Training Status** box.

Agency "Miami Vice Police Department"

Details Personnel **Training And Pay** Contracts Notes Documents Bicycle Lights

Name	HVE Training Status	Pay Status
Lieutenant Garth Brooks	Current - Expires Soon	Current
Lieutenant Sonny Crockett	Current - Expires Soon	Current
Ofc Gordon Ramsay	Current - Expires Soon	Current
Ofc Mickey Rourke	Expired	None
Ofc. John Doe	Expired	Current

Click on **+Add Training**.

Ofc Mickey Rourke

+ Add Training

Status	Created	Training Completed	Training Expires
Expired	5/3/2022 2:37 PM	4/12/2022	6/6/2023

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Add the date the officer completed the required training (4-hour Ped Bike Laws course or 2-hour Online Refresher course) and click *Submit For Approval*. IPTM will approve or deny when submitted.

+ Add Training for Ofc Mickey Rourke ✕

Date Training Completed ✓

Billable Hours ? 0.00

Notes ?

Billable Hours – Default is set to 0.00. This field should be completed if the agency is billing for the officer’s attendance at the required training (either 2 hours or 4 hours). The date of attendance must be within the active (executed) contract period in order for the agency to be reimbursed. The officer must be on overtime status to be eligible. Training is valid for two years when the officer completes the 4-hour course. When the officer’s training has expired, you will see a notification on the *Training* tab that reflects “Expired”. The officer(s) will then be required to take the 2-hour Online Refresher course annually in order to remain as an eligible participant in this initiative.

<input checked="" type="checkbox"/> Current - Expires Soon	<input checked="" type="checkbox"/> Current
<input checked="" type="checkbox"/> Expired	<input checked="" type="checkbox"/> Current
<input checked="" type="checkbox"/> Expired	<input checked="" type="checkbox"/> Current
<input checked="" type="checkbox"/> None	<input type="checkbox"/> Pending Approval
<input checked="" type="checkbox"/> Current	<input type="checkbox"/> Pending Approval

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Complete the pay information by clicking on the *Pay* tab.

The screenshot shows the iPASS interface with the following elements:

- Header: iPASS logo, Home, My Agency, My Contract, Bicycle Light Distribution, Account dropdown.
- Navigation: Ofc Gordon Ramsay (Current - Expires Soon, Current), Ofc Mickey Rourke (selected).
- Tab Selection: HVE Training, Pay (highlighted with a red box).
- Buttons: + Add Training.
- Table:

Status	Created	Training Completed	Training Expires	
Expired	5/3/2022 2:37 PM	4/12/2022	6/6/2023	Search, Edit, Delete, Refresh icons
- Footer: 1 - 1 of 1 items, Refresh icon.

Click on **+Add Pay**.

The screenshot shows the iPASS interface with the following elements:


- Header: iPASS logo, Home, My Agency, My Contract, Bicycle Light Distribution, Account dropdown.
- Navigation: Lieutenant Sonny Crockett (Current - Expires Soon, Current), Ofc Gordon Ramsay (Current - Expires Soon, Current), Ofc Mickey Rourke (selected).
- Tab Selection: HVE Training, Pay.
- Buttons: + Add Pay (highlighted with a red box).
- Table:

Status	Created	Fully Loaded Overtime Rate	Effective Date	
No officer pay records found.				
- Footer: Refresh icon.

Complete all entries of the pay record and click **Submit for Approval**. IPTM will approve or deny when submitted.

+ Add Pay for Ofc Mickey Rourke

Effective Date	3/29/2024	✓	📅
Base Rate	\$36.5200	✓	⬆️⬆️
Overtime Rate	\$54.7800	✓	⬆️⬆️
Fully Loaded Overtime Rate	\$85.8200	✓	⬆️⬆️
Describe How You Arrived At Fully Loaded	FICA - 1.45%, RETIREMENT = 50.92%, WC - 4.30%	✓	?



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Base Rate – Regular rate of pay for the officer.

Overtime Rate – The amount the officer is paid during overtime (time and ½)

Fully Loaded Overtime Rate – This is the amount the agency pays on top of the overtime. For example: Social Security, Medicare, Retirement, Workers’ Compensation, and/or Shift Differential. **Benefits such as health insurance, education pay, incentive pay, car usage, etc. are not reimbursable under the contract. Note: If your agency is not claiming the Fully Loaded Overtime Rate, indicate the amounts as: FICA = 0% Retirement = 0% Workers’ Comp = 0%.**

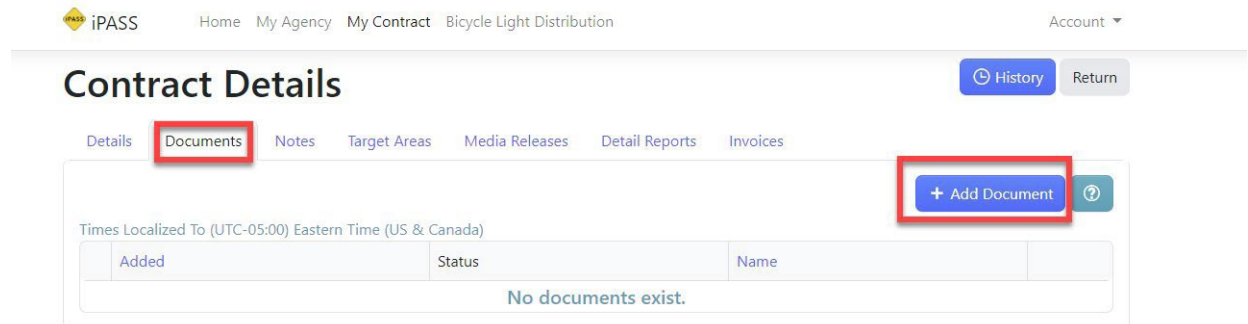
CONTRACT INFORMATION - To view Agency Contract details, click on *My Contracts* then click on the magnifying glass from the iPASS Dashboard.

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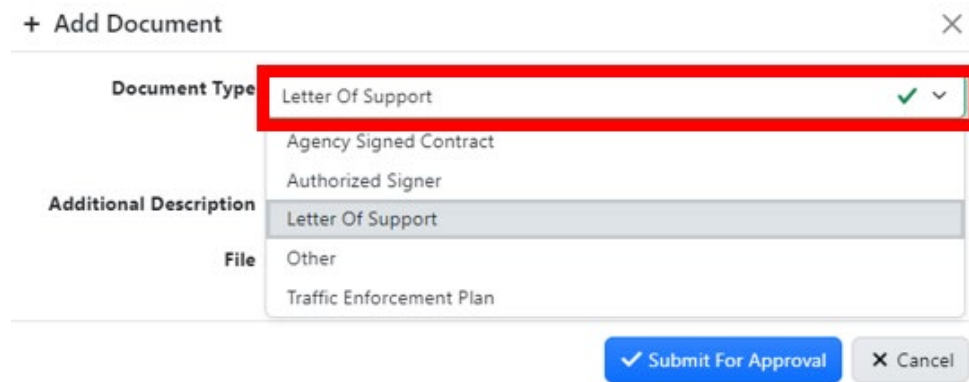
- A. **Status:** What stage the contract is in (Proposal, Finalized, Executed, Withdrawn).
- B. **Grant:** Year of the contract cycle. As a reminder, your agency has **not** received a grant, but rather a cost-reimbursable contract for officer overtime hours. The term *Grant* is used for IPTM purposes.
- C. **Agency:** To view information about your agency, click on the magnifying glass.
- D. **Primary, Financial, and Street Operations** contacts will be shown here. **Notify IPTM if this information needs to be updated.**
- E. **Date of Execution:** This is the date the contract became fully executed.
- F. **End Date:** This is the date the contract ends.
- G. **Awarded Funds:** This is the amount the agency was awarded to conduct education and enforcement details, also known as High Visibility Enforcement (HVE) details.
- H. **Pending Funding:** This is the dollar amount that has been set aside for this contract but not yet awarded.
- I. **Invoiced:** The total dollar amount you have invoiced for.
- J. **Est. Not Invoiced:** Estimate of all hours which have not yet been invoiced.
- K. **Est. Remaining Funds:** Estimate of funds remaining under this contract based on hours that have not yet been invoiced. Estimate is based on the approved pay rate for the officers.
- L. **Average Pay Rate:** Average of Fully Loaded Overtime Rate for all enabled officers.
- M. **Est. Remaining Hours:** Estimate of how many billable hours are remaining under this contract based on the average approved rate for all enabled officers.
- N. **Est. Weekly Hours Needed:** Average number of hours needed per week under this contract to fully exhaust the available funds based on the average rate of pay.
- O. **Est. Weekly Hours Burn Rate:** Based on 30-days of detail report activity. This is an estimate of the number of hours worked per day on average.
- P. **Est. Out of Funds Date:** Based on the Daily Hours Burn Rate and the Average Officer Pay Rate and the last documented day that hours were documented in the past 30 days, this date estimates when your contract may run out of funds.
- Q. **Avg. Educational Contacts/Hour:** Average number of Educational Contacts made per hour.
- R. **Avg. Enforcement Contacts/Hour:** Average number of Enforcement Contacts made per hour.
- S. **Remittance Address:** Address where overtime reimbursement checks will be mailed. **Notify IPTM if this information needs to be updated.**
- T. **Shipping Address:** Address where educational materials and bicycle lights will be shipped. **Notify IPTM if this information needs to be updated.**
- U. **Allowed Pay Variance:** Any invoiced amount between -/+ \$0.00 will be allowed without additional explanation.
- V. **Max # of Hours Per Officer Per Day:** Maximum number of overtime hours per officer per day allowed under this contract.

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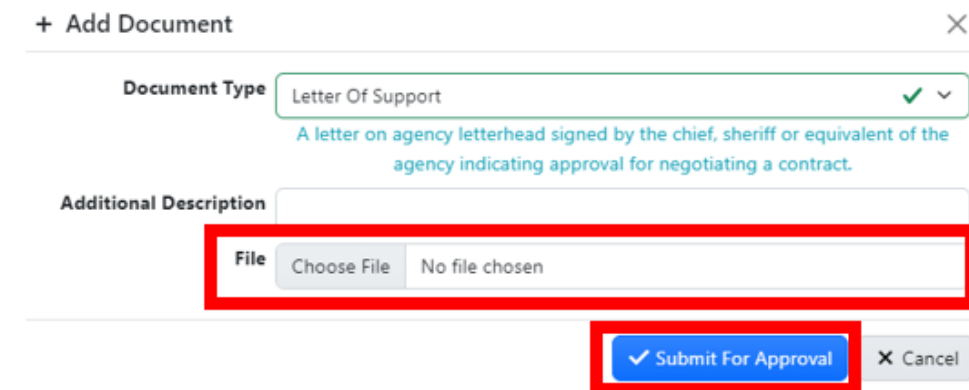
Click on *Documents* to view documents for your agency. Documents to be added under this tab will include the fully executed contract, Letter of Support, the agency's traffic enforcement plan, and/or Letter of Delegation of Signature Authority.



To add a document, click the *+Add Document* and upload your document(s). Select the document type from the drop-down list.



Select the file to attach and click *Submit For Approval*. IPTM will approve or deny when submitted.



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To view any of the documents that have been added under this tab, click on the *Adobe Acrobat* icon to view the document.

Contract Details

History Return

Details Documents Notes Target Areas Media Releases Detail Reports Invoices

+ Add Document ?

Times Localized To (UTC-05:00) Eastern Time (US & Canada)

Added	Status	Name
8/16/2020	Pending Approval	Authorized Signer: Authorized Signer

No documents exist.

PDF version of Authorized Signer document:



MIAMI-VICE POLICE DEPARTMENT CHIEF HARRY J. CALLAHAN

July 17, 2020

Ms. Sharon Murchison
Institute of Police Technology and Management
12000 Alumni Drive
Jacksonville, Florida 32224-2645

Re: 2020/2021 HVE Program

Dear Ms. Murchison,

I, Harry J. Callahan, hereby authorize Christine Cagney, Accountant, as an additional signature authority to sign and submit HVE contract-related documents online through the iPASS system, which may include but are not limited to applications, modified approval personnel forms and reports. Her contact information is as follows:

Christine Cagney, Grant Manager/Accountant
305-867-5309/ccagney@miami-vice.org

We look forward to partnering with IPTM and FDOT again this year. Thank you for providing the opportunity to improve safety and reduce injuries and possible deaths in Dade County.

Respectfully,

Harry J. Callahan

Harry J. Callahan, Chief

HJC/cc

PO BOX 1234 • MIAMI BEACH, FL 33140-1234 • WWW.MIAMI-VICE.ORG • 305-867-5300
ACCREDITED FULL SERVICE LAW ENFORCEMENT AGENCY
EQUAL OPPORTUNITY EMPLOYER

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Once document(s) have been approved by IPTM, the agency will see a status of approved or denied.

The screenshot shows the 'Contract Details' page for 'Bicycle Light Distribution'. The 'Documents' tab is active, displaying a table of documents. The first document, added on 8/16/2020, has a status of 'Approved', which is highlighted with a red box. The 'Status' column header is also highlighted. A '+ Add Document' button is visible in the top right corner.

Added	Status	Name
8/16/2020	Approved	Authorized Signer: Authorized Signer

Click on *Notes* to view any notes made by the agency or IPTM. To add a note to the file, click on *+Add Note*.

The screenshot shows the 'Contract Details' page with the 'Notes' tab selected. The 'Notes' section is currently empty, displaying 'No notes exist.' A '+ Add Note' button is highlighted with a red box. The 'Add Document' button from the previous screenshot is no longer visible.

To view pre-approved locations, click on *Target Areas*.

The screenshot shows the 'Ped-Bike Program Contract Details' page with the 'Target Areas' tab selected. Two location cards are displayed: 'Location 1 (Tier 1) Brookville Road' and 'Location 11 (Tier 2) Indiantown Road'. Each card includes a description, report group name, time zone, allowed dates, and allowed hours, along with a map of the location.

Location	Description	Report Group Name	Time Zone	Allowed Dates	Allowed Hours
Location 1 (Tier 1) Brookville Road	From 3rd St to Main St	empty	(UTC-05:00) Eastern Time (US & Canada)	6/1/2023 – 5/30/2024	Tue 11:00 AM – 11:00 PM Fri 11:00 AM – 11:00 PM Sat 11:00 AM – 11:00 PM
Location 11 (Tier 2) Indiantown Road	From Pennock Lane to US 1	Bayside	(UTC-05:00) Eastern Time (US & Canada)	2/1/2024 – 5/10/2024	Sun 8:00 AM – 10:00 PM Wed 8:00 AM – 10:00 PM Fri 8:00 AM – 10:00 PM Sat 8:00 AM – 10:00 PM

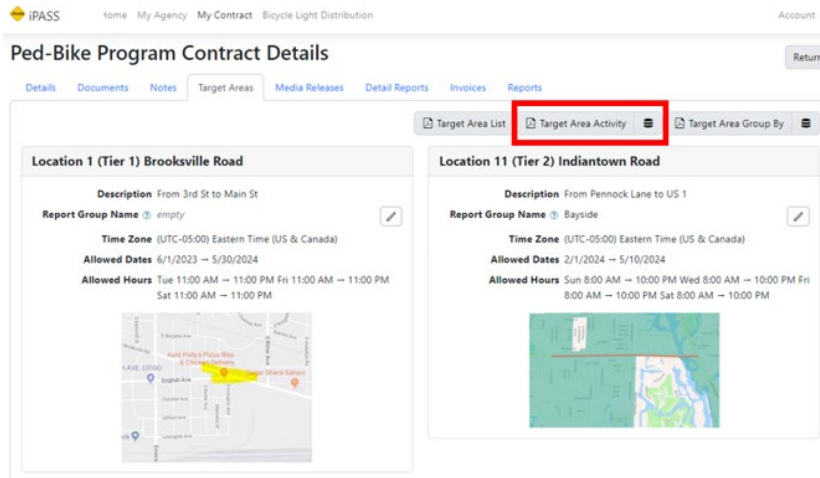
Explanation of Target Areas (Pre-Approved Locations):

The screenshot displays the 'Ped-Bike Program Contract Details' page in the iPASS system. It features a navigation bar with 'Home', 'My Agency', 'My Contracts', and 'Bicycle Light Distribution'. The main content area shows two target area cards. The first card, 'Location 1 (Tier 1) Brooksville Road', includes a description 'From 3rd St to Main St', an empty 'Report Group Name' field, a 'Time Zone' of '(UTC-05:00) Eastern Time (US & Canada)', and 'Allowed Dates' from 6/1/2023 to 5/30/2024. Its 'Allowed Hours' are listed as Tue 11:00 AM – 11:00 PM, Fri 11:00 AM – 11:00 PM, and Sat 11:00 AM – 11:00 PM. A map below shows a yellow highlighted segment on Brooksville Road. The second card, 'Location 11 (Tier 2) Indiantown Road', has a description 'From Pennock Lane to US 1', a 'Report Group Name' of 'Bayside', the same 'Time Zone', and 'Allowed Dates' from 2/1/2024 to 5/10/2024. Its 'Allowed Hours' are Sun 8:00 AM – 10:00 PM, Wed 8:00 AM – 10:00 PM, Fri 8:00 AM – 10:00 PM, and Sat 8:00 AM – 10:00 PM. A map below shows a red highlighted segment on Indiantown Road. Red numbered callouts (1-5) are placed over the first card to highlight the location name, description, report group name, allowed dates, and the map.

1. **Name of Roadway Segment (Location #, Tier 1 or Tier 2)**
2. **Description of the roadway segment**
3. **Report Group Name:** This field is used to group target areas on the Target Area Group By Report. It can be anything that's meaningful to you, such as the name of the city the target area is located in. When the Target Area Group By Report is generated, the value (which may be empty) will be displayed as a label and the combined values of all target areas sharing the same group name will be displayed. Examples include Zone 1, Zone 2, Zone 3, etc. or if you are an agency that services unincorporated areas and need to report out on those locations.
4. **Permitted Days and Hours:** In this example, the days this location is to be worked are Tuesday, Friday, and Saturday from 11am to 11pm only. Times are in plain text and are grouped by day of the week. At Midnight, times will “overlap” into the following day. Sunday will be (8:00pm to Midnight), Monday will be 12:00am to 3:00am - the “tail-end” of Sunday); Friday will be 8:00pm to Midnight, Saturday will be 12:00am to 3:00 (the “tail-end” of Friday) and again from 8:00pm to Midnight; and Sunday from 12:00am to 3:00am (the “tail-end” of Saturday).
5. **Screenshot of the Roadway Segment**

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To view Target Area Activity Report, click on *Target Area Activity*.



PDF version of Target Area Detail Summary Report:

Target Area Detail Summary Report

For Grant 2023-2024 Ped/Bike HVE

Agency Miami Vice Police Department Contract from 6/1/2023 to 5/30/2024, \$50,000.00

Agency Summary for Miami Vice Police Department

Miami-Dade County, District "6"

Agency Miami Vice Police Department Contacts								
	Educational		Warnings		Citations		Overall	
	Total	Avg / Hour	Total	Avg / Hour	Total	Avg / Hour	Total	Avg / Hour
Pedestrian:	10	0.83	0	0.00	0	0.00	10	0.83
Bicyclist:	2	0.17	5	0.42	2	0.17	9	0.75
Motorist:	10	0.83	0	0.00	3	0.25	13	1.08
Total:	22	1.83	5	0.42	5	0.42	32	2.67

Target Area Coverage for Miami Vice Police Department - Total Hours Worked: 12.00

Target Area	Hours Worked	% of All Agency Work
Location 1 (Tier 1) Brooksville Road	8.00	66.7%
Location 11 (Tier 2) Indiantown Road	0.00	0.0%
Location 2 (Tier 1) Harding Ave	4.00	33.3%

Target Area Details for Miami Vice Police Department

Target Area Detail For Location 1 (Tier 1) Brooksville Road

Agency Miami Vice Police Department, Miami-Dade County, District "6"

Total Hours Worked: 8.00 % Of All Agency Work: 66.7%

Educational Contacts		
Pedestrian: 4	Bicyclist: 0	Motorist: 0

Safety Issues Reported:

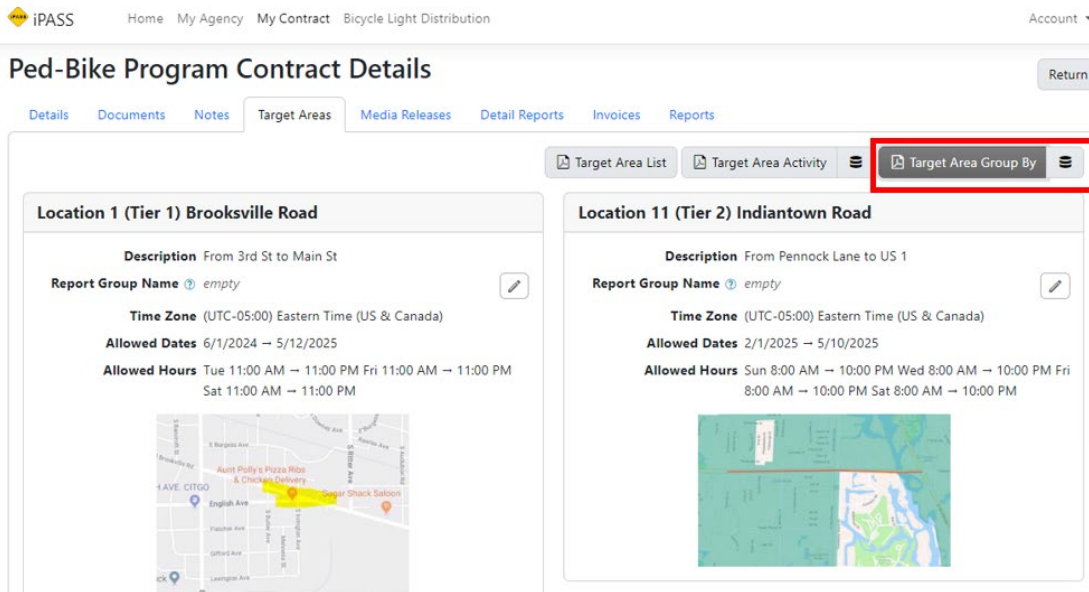
- Pedestrians not using the crosswalk. The lightening at the crosswalk is very poor. Sidewalk is broken and missing see attached image.

Warnings And Citations for Target Area Location 1 (Tier 1) Brooksville Road

Code	Pedestrian		Bicyclist		Motorist	
	Warn	Cite	Warn	Cite	Warn	Cite
316.027 (2)(a) Leaving the scene of a crash involving death or injury of a vulnerable road user may be a misdemeanor.	0	0	0	0	0	0
316.130 (14) No pedestrian shall cross a roadway intersection diagonally unless authorized by traffic control devices.	0	0	4	2	0	0
Total:	0	0	4	2	0	0

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To customize the Target Area Activity Report Summary, click on *Target Area Group By*



Enter a name for your report using *Report Title* and *Report Sub-Title* and click *Generate*.
Note: Be sure to add a value to *Report Group Name* for each location if you want this section included in the report.

Customize Target Area Group By Report Title ✕

Report Title

Report Sub-Title

The generated report will look like this:

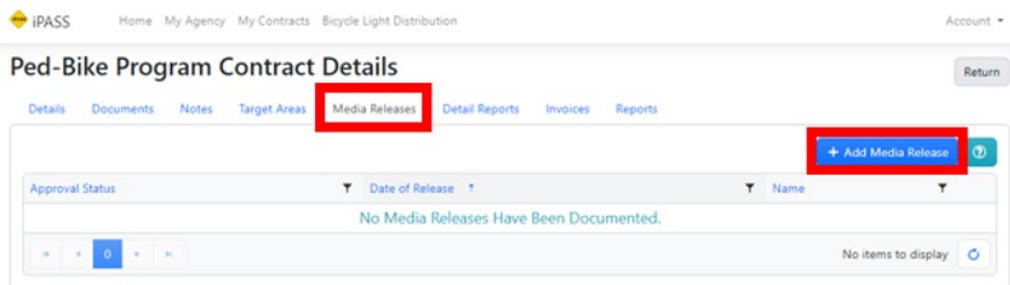
Locations by Zone
July 2024

Total Shifts: 3 Total Hours: 8.50 Total Details: 3	Est. Total: \$1,174.51 Awarded: \$25,000.00 Est. Remaining: \$23,825.49
--	---

Zone 1 % of Funding: 1.2%	Zone 3 % of Funding: 0.9%
Total Shifts: 1 Total Hours: 4.00 Total Details: 1 Est. Total: \$300.00	Total Shifts: 2 Total Hours: 4.50 Total Details: 2 Est. Total: \$214.66

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To view and add media releases, click on *Media Releases* and click on *+Add Media Release*.



Complete the fields for the media release.

Name: First Media Release, Second Media Release, Additional Media

Date of Release: First media release is strongly encouraged and should be released **7 days prior to when education and enforcement details are to take place.**

Description of Release: Describe how you notified the public about the HVE education and enforcement operations. You can add links to external sites showing your communication efforts.

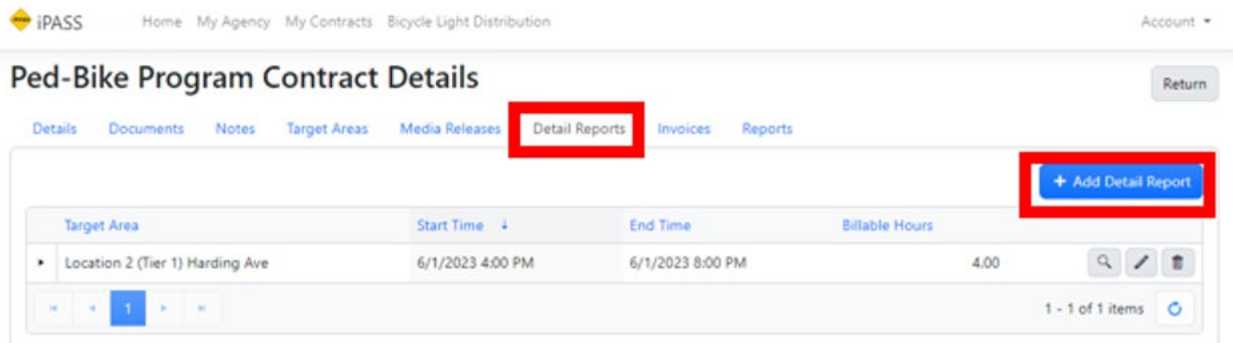
Documents: Add documents by clicking on *Add Files* to show how your media release was presented. Examples include press release documents, screenshots of websites or images.

Please do not upload videos. Instead, provide links in the description or wherever they are hosted. Click *Submit For Approval* or *Save As Draft* until you are ready to submit for approval. IPTM will approve or deny when submitted.

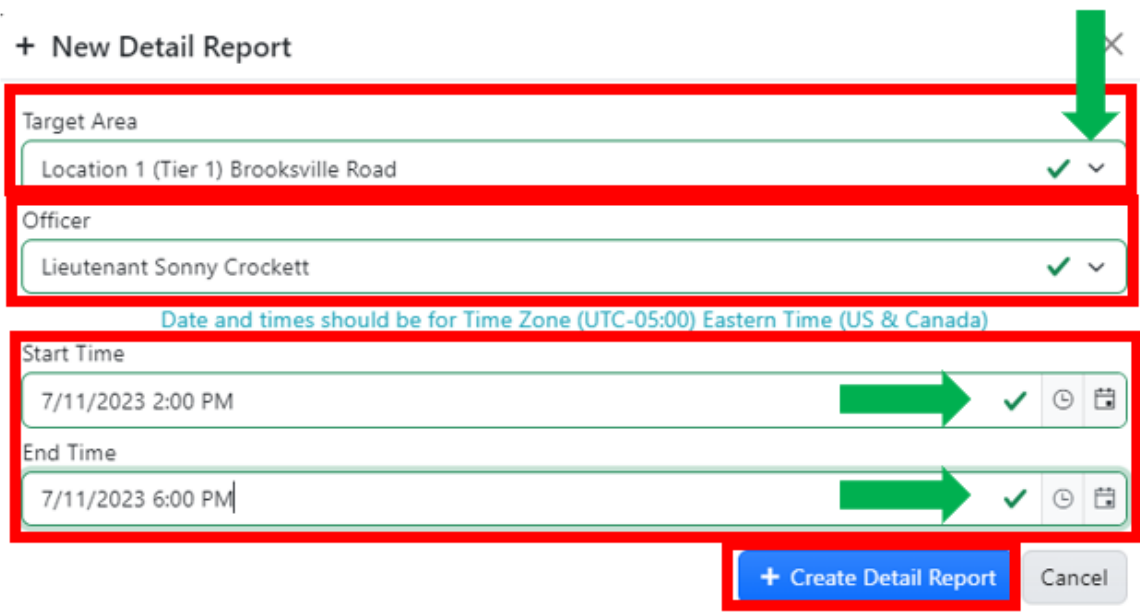
Note: please refrain from using the word “grant” when creating media releases. The correct wording should be used: “Funding for this initiative is provided through a contract with the University of North Florida and the Institute of Police Technology and Management (IPTM), in partnership with the Florida Department of Transportation.

iPASS USER TUTORIAL

DETAIL REPORTS - To view detail reports that have been previously entered, click on *Detail Reports*. To add a new detail report, click on *+Add Detail Report*.



Click on the dropdown list for a list of pre-approved locations. Select the location that was worked and then select the officer who worked the detail. **Note: Officers who will be entering their own detail reports and have a user account, will only see their name listed under the *Officer* field.** Enter the date and time of when the detail took place. You can enter this manually or select the *calendar* and *clock* icons to complete this information. **It is strongly recommended to use to the calendar and clock icons.** The default date and time will always be set to current date and time.



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Click **+Create Detail Report** to add the detail activity.

+ New Detail Report ✕


Target Area
Location 1 (Tier 1) Brooksville Road ✓ ✓

Officer
Lieutenant Sonny Crockett ✓ ✓

Date and times should be for Time Zone (UTC-05:00) Eastern Time (US & Canada)

Start Time
7/11/2023 2:00 PM ✓ ⌚ 📅

End Time
7/11/2023 6:00 PM ✓ ⌚ 📅

 **+ Create Detail Report** Cancel


Date and Time of detail will now be shown. Complete the educational contacts made. **Remember, one (1) pedestrian/car/bicyclist = 1 contact (which includes education materials with citations and/or warnings). Do not count as multiple contacts.** Note any safety issues observed while at the location with a detailed description. Add images to help identify these safety issues.

iPASS Home My Agency My Contracts Bicycle Light Distribution Account

Edit Detail Report

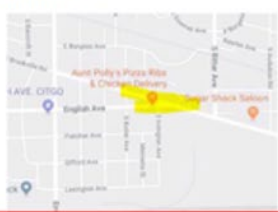
Return

Details Hours Violations Bicycle Lights

 **Times** 7/11/2023 2:00 PM → 7/11/2023 6:00 PM
Time Local To (UTC-05:00) Eastern Time (US & Canada)


Target Area Location 1 (Tier 1) Brooksville Road

Description From 3rd St to Main St



Pedestrian Educational Contacts 4 ✓ + - **Bicycle Educational Contacts** 0 ✓ + - **Motorist Educational Contacts** 0 ✓ + -

Ped and/or bike safety issues observed at location ⓘ
Pedestrians not using the crosswalk. The lightening at the crosswalk is very poor. Sidewalk is broken and missing see attached image. ✓

Images of Safety Issues ⓘ **Add Image...** 

Note: Extenuating circumstances must also be documented in the text box field. Should an extenuating circumstance arise, please notify IPTM.

iPASS USER TUTORIAL

Click on the *Hours* tab. If you need to edit the hours, click on the *pencil* icon.

iPASS Home My Agency My Contracts Bicycle Light Distribution Account

Edit Detail Report

Return

Details **Hours** Violations Bicycle Lights

+ Add Hours

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/11/2023 2:00 PM	7/11/2023 6:00 PM	4.00	

All Times Local To (UTC-05:00) Eastern Time (US & Canada)

Edit the date and time. Click on *Save* to update the hours.

iPASS Home My Agency My Contracts Bicycle Light Distribution Account

Edit Detail Report

Return

Details **Hours** Violations Bicycle Lights

+ Add Hours

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/11/2023 3:00 PM	7/11/2023 5:30 PM	4.00	

All Times Local To (UTC-05:00) Eastern Time (US & Canada)

Hours have now been updated.

iPASS Home My Agency My Contracts Bicycle Light Distribution Account

Edit Detail Report

Return

Details **Hours** Violations Bicycle Lights

+ Add Hours

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/11/2023 3:00 PM	7/11/2023 5:30 PM	2.50	

All Times Local To (UTC-05:00) Eastern Time (US & Canada)

Note: For extenuating circumstances, please notify IPTM so the hours can be adjusted. Agencies are unable to edit hours that are outside the pre-approved times.

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Note: The +Add Hours feature only applies to the same location worked on the same day. Specifically, when an officer clocks in from a meal break. This feature cannot be used to enter a new detail report. To add additional hours, click on +Add Hours and complete the entry.

The screenshot shows the 'Edit Detail Report' page with the 'Hours' tab selected. A table lists detail reports for Lieutenant Sonny Crockett. A red box highlights the '+ Add Hours' button and the table rows. The table has columns for Name, Start Time, End Time, and Hours.

Name	Start Time	End Time	Hours
Lieutenant Sonny Crockett	7/11/2023 3:00 PM	7/11/2023 5:30 PM	2.50
Lieutenant Sonny Crockett	7/11/2023 6:30 PM	7/11/2023 10:00 PM	3.50

All Times Local To (UTC-05:00) Eastern Time (US & Canada)

To enter Violations, click on *Violations*.

The screenshot shows the 'Edit Detail Report' page with the 'Violations' tab selected. It features a 'Citation' dropdown menu set to '316.027 (2)(a)' and a 'Target' dropdown menu set to 'Bicyclist'. There is a '+ Add Citation' button and a table with columns for Code, Target, Warnings, and Citations. The table currently displays 'No citations found for this detail report.'

Click on the dropdown list and scroll through the list of citations. Click the appropriate citation.

The screenshot shows the 'Edit Detail Report' page with the 'Violations' tab selected. The 'Citation' dropdown menu is open, displaying a list of citation codes and their descriptions. The 'Code' field is also visible with a search icon.

Code	Target	Warnings	Citations
316.130 (14)	Bicyclist		

316.130 (13)
Pedestrians shall move, whenever practicable, upon the right half of crosswalks.

316.130 (14)
No pedestrian shall cross a roadway intersection diagonally unless authorized by traffic control devices.

316.130 (15)
Drivers shall exercise due care to avoid colliding with any pedestrian or any person propelling a human-powered vehicle, give warning when necessary, and exercise proper precaution to children, confused, or incapacitated people.

316.130 (16)
Pedestrians shall obey railroad grade crossing and bridge signals and not pass beyond or through any gate or barrier after the signal indication has been given.

316.130 (2)
Shall be subject to traffic control signals at intersections, but at all other places

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Add the **Target** – Bicyclist, Motorist, or Pedestrian and click **+Add Citation**.

Target

- Bicyclist
- Bicyclist
- Motorist
- Pedestrian

+ Add Citation

Citation: 316.130 (14)

Code	Target	Warnings
No citations found for this detail		

Enter the total number of warnings and/or citations given by the officer. This information will automatically be saved.

To enter **Bicycle Light Distribution Assurance Forms**, click on **Bicycle Lights** or select

Citation: 316.130 (14) Target: Bicyclist + Add Citation

Code	Target	Warnings	Citations
316.130 (14)	Bicyclist	4	2

Bicycle Light Distribution from the iPASS Dashboard.

Agency "Miami Vice Police Department"

Contracts **Bicycle Lights**

+ New Contract Proposal

Grant	Status	Date of Execution	End Date	Allocated Funds
2020-2021	Executed	7/13/2020	5/31/2021	\$15,000.00

1 - 1 of 1 items

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Click on **+Add**.

Click  for more information on Bicycle Light Distribution

Bicycle Light Distribution

Bicycle Light Distribution forms are signed assurances that a light was distributed to someone. As a signed document, you are not permitted to edit them, but may delete and recreate for a short period after initial creation. You can also download the PDF document of record for your reference.

Complete the **Recipient Name** and **Date of Distribution**. Click on the box that reads **“Check this box to indicate you are signing this document electronically.”** Click on **Sign**. **Note: This is not an F.I. card. You only need to ask for the person’s name. No identification is required from the person in order to receive the bicycle light. If an officer does not have a user account in iPASS, they must complete the Bicycle Light Distribution Assurance paper form. Someone with an iPASS user account can enter the information and electronically sign the form.**

New Bicycle Light Distribution

Florida Department of Transportation Bicycle Light Distribution ASSURANCE

Thank you for agreeing to participate in the Bicycle Light Distribution Program. Florida’s Pedestrian and Bicycle Strategic Safety Plan defines bicyclists as vulnerable road users. Many bicycle crashes occur at night or during twilight hours and involve cyclists riding without a functioning bicycle light. **The purpose of this distribution program is to provide lights to bicyclists who ride at night without a bike light, and who do not have access or the ability to secure a light for themselves.**

This document serves as written assurance that to the best of your ability the bicycle light kits provided to you by the program will be distributed free of charge to **people in need of a bicycle light to improve their safety in areas where these crashes are over-represented.**

This document serves as written assurance that a bicycle light was affixed to the bicycle of the recipient:

Recipient Name John McClane ✓	Date of Distribution 7/30/2020 ✓
----------------------------------	-------------------------------------

I certify that the information provided herein is true and correct and that all requirements for bicycle light distribution within this High Visibility Enforcement Program were met.



Check this box to indicate you are signing this document electronically.



iPASS USER TUTORIAL

To view the signed bicycle light form, click the *Adobe Acrobat* icon to download the document.

Account ▾

Edit Detail Report

Details Hours Violations Bicycle Lights

Recipient or Signer × Clear + Add

Date of Distribution	Recipient Name	Signed By	Signed
7/11/2023	John McClane	Christine Cagney	3/28/2024 9:15 AM

Signed Times Localized To (UTC-05:00) Eastern Time (US & Canada)

Return

Florida Department of Transportation Bicycle Light Distribution ASSURANCE

Thank you for agreeing to participate in the Bicycle Light Distribution Program. Florida's Pedestrian and Bicycle Strategic Safety Plan defines bicyclists as vulnerable road users. Many bicycle crashes occur at night or during twilight hours and involve cyclists riding without a functioning bicycle light. **The purpose of this distribution program is to provide lights to bicyclists who ride at night without a bike light, and who do not have access or the ability to secure a light for themselves.**

This document serves as written assurance that to the best of your ability the bicycle light kits provided to you by the program will be distributed free of charge to people in need of a bicycle light to improve their safety in areas where these crashes are over-represented.

This document serves as written assurance that a bicycle light was affixed to the bicycle of the recipient:

Recipient
John McClane

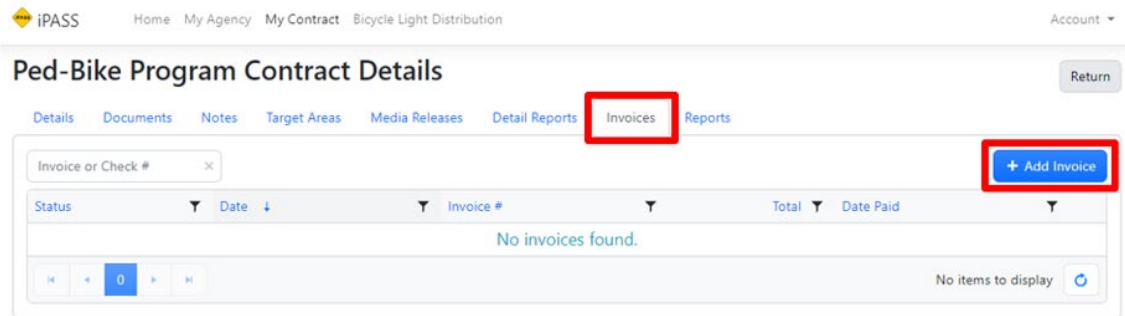
Date Of Distribution
7/11/2023

I certify that the information provided herein is true and correct and that all requirements for bicycle light distribution within this High Visibility Enforcement Program were met.

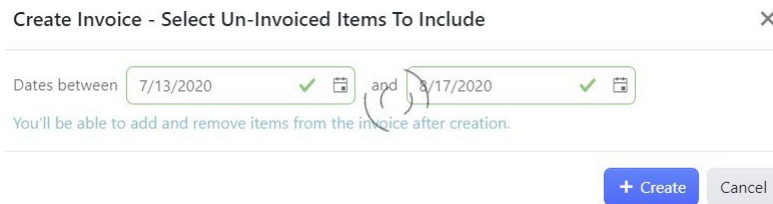
Signed: **Electronic Signature**
By: Grant Manager/Accountant Christine Cagney (21)
Email: ccagney@miami-vice.org
Date: Thu, 28 Mar 2024 13:15:56 GMT
IP Address: 139.62.222.121

iPASS USER TUTORIAL

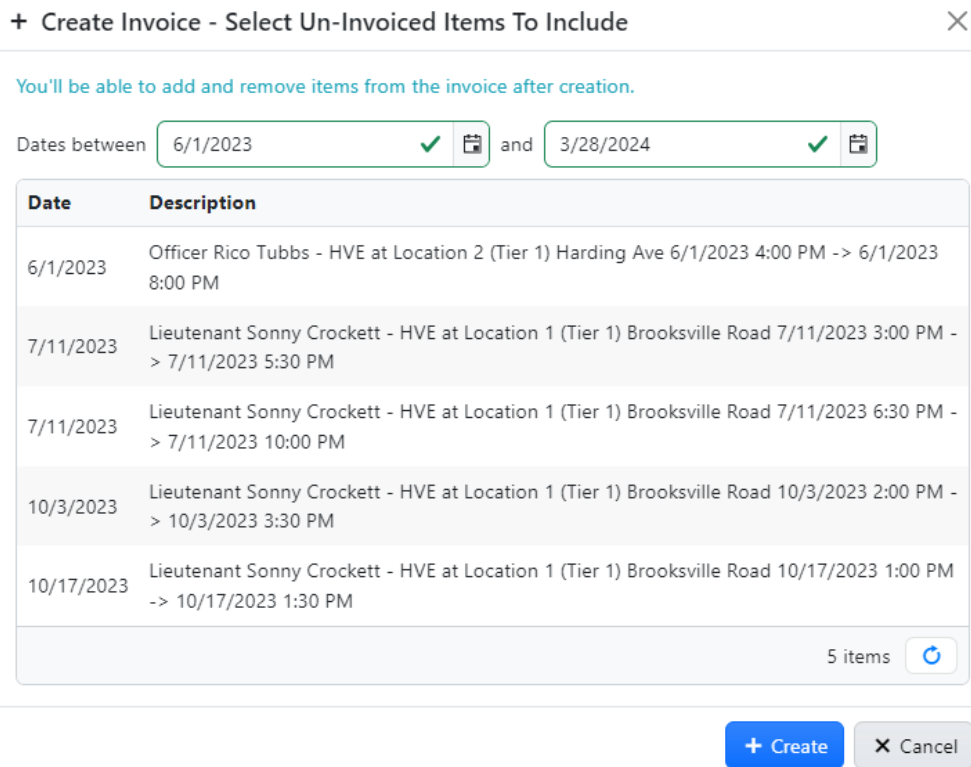
To add an invoice, click on *Invoices* and click on *+Add Invoice*.



Click date range of the un-invoiced items you want to invoice. Click on *+Create*.



Click *+Create* for the Un-Invoiced items to include. You'll be able to add and remove items from the invoice after creation.



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Add Invoice #. iPASS auto-generates an invoice #. If you prefer to use an invoice number that is unique to your agency, you can overwrite the auto-generated invoice #. To add Supporting Documentation, click on **Add Files...** and upload your documentation. **You must provide payroll documentation to verify that officers were on overtime status for hours worked and the pay rate at which officers were paid.**

Edit Invoice "117"

Agency: Miami Vice Police Department
Contract: 2023-2024 Ped/Bike HVE 6/1/2023 - 5/30/2024
Created By: Christine Cagney

Date: Draft Invoice
Invoice #: 117

Sort Items By: Full Name, Date

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM - 7/11/2023 5:30 PM EST	2.50	\$42.9367	\$107.34
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM - 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM - 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM - 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM - 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28
Total Hours:		12.00		Invoice Total: \$686.78

Supporting Documentation

Add Files...

You must provide supporting documentation for a non-zero dollar invoice.

Delete Sign and Submit Invoice...

iPASS USER TUTORIAL

By default, the approved overtime rate from the *Pay* tab will be used. To edit the pay rate information, simply edit the rate of pay by clicking in the *Rate* field.

The screenshot shows the 'Edit Invoice "117"' page. At the top, there are navigation links for Home, My Agency, My Contract, and Bicycle Light Distribution. The Agency is 'Miami Vice Police Department' and the Contract is '2023-2024 Ped/Bike HVE 6/1/2023 - 5/30/2024'. The invoice is in 'Draft Invoice' status. The 'Invoice Items' table lists five items with their respective dates, descriptions, hours, rates, and totals. The 'Rate' column is highlighted with a red box. Below the table, there is a 'Supporting Documentation' section with an 'Add Files...' button and a message: 'You must provide supporting documentation for a non-zero dollar invoice.' At the bottom right, there are 'Delete' and 'Sign and Submit Invoice...' buttons.

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM - 7/11/2023 5:30 PM EST	2.50	\$42.9367	\$107.34
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM - 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM - 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM - 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM - 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28
Total Hours:		12.00		Invoice Total: \$686.78

To preview the invoice, click on *Preview*.

This screenshot is identical to the one above, but with the 'Preview' button in the top right corner of the 'Edit Invoice' section highlighted with a red box.

iPASS USER TUTORIAL

The invoice will remain in *Draft* status until the authorized signer or signee has electronically signed and submitted the invoice.

Invoice

Date: **March 28, 2024**
Invoice #: **117**
Amount Due: **\$686.78**

From:
Miami Vice Police Department
PO Box 1234
Miami Beach, FL 33140-1234

To:
Institute of Police Technology and Management
ATTN: Sharon Murchison, Associate Director
12000 Alumni Drive
Jacksonville, FL 32224-2677

Re:
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement
FDOT Project # ABCD-PROJECT
IPTM Account # IPTM-ACCOUNT-NO

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM → 7/11/2023 5:30 PM EST	2.50	\$42.9367	\$107.34
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM → 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM → 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM → 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM → 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28
		12.00		\$686.78

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed: DRAFT INVOICE

Click on *Sign and Submit Invoice*. Enter your iPASS password to electronically sign the invoice and click on *Sign and Submit*.

✎ Sign And Submit For Approval

Invoice

Date: **3/28/2024 10:45:58 AM**
Invoice #: **117**
Amount Due: **\$686.78**

From:
Miami Vice Police Department
PO Box 1234
Miami Beach, FL 33140-1234

To:
Institute of Police Technology and Management
ATTN: Sharon Murchison, Associate Director
12000 Alumni Drive
Jacksonville, FL 32224-2677

Re:
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement
FDOT Project # ABCD-PROJECT
IPTM Account # IPTM-ACCOUNT-NO

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM → 7/11/2023 5:30 PM EST	2.50	\$42.9367	\$107.34
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM → 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM → 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM → 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM → 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28
		12.00		\$686.78

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Please Type In Your Password To Electronically Sign This Invoice:

iPASS USER TUTORIAL

To view the signed invoice, click on the *Adobe Acrobat* icon to download a copy of the submitted invoice.

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

Ped-Bike Program Contract Details

Return

Details Documents Notes Target Areas Media Releases Detail Reports Invoices Reports

Invoice or Check # + Add Invoice

Status	Date	Invoice #	Total	Date Paid
Pending Approval	3/28/2024	117	\$686.78	N/A

1 - 1 of 1 items

Invoice

Date: March 28, 2024
 Invoice #: 117
 Amount Due: \$686.78

From:
 Miami Vice Police Department
 PO Box 1234
 Miami Beach, FL 33140-1234

To:
 Institute of Police Technology and Management
 ATTN: Sharon Murchison, Associate Director
 12000 Alumni Drive
 Jacksonville, FL 32224-2677

Re:
 Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement
 FDOT Project # ABCD-PROJECT

IPTM Account # IPTM-ACCOUNT-NO

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM → 7/11/2023 5:30 PM EST	2.50	\$42.9367	\$107.34
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 8:30 PM → 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM → 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM → 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM → 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28
		12.00		\$686.78

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed:
 Electronic Signature
 By: Grant Manager/Accountant Christine Cagney (21)
 Email: ccagney@miami-vice.org
 Date: Thu, 28 Mar 2024 17:07:37 GMT
 IP Address: 139.62.222.121

iPASS USER TUTORIAL

All pending and approved invoices will be shown under *Invoices*.

Contract Details History Return

Details Documents Notes Target Areas Media Releases Detail Reports **Invoices**

Invoice or Check # + Add Invoice

Date	Agency Invoice #	Total	Approval Status	Date Paid	
8/16/2020	9	\$1,385.12	Pending Approval	N/A	
4/8/2020	13-B-21	\$434.59	Pending Approval	N/A	
3/25/2020	INTERNAL # 6	\$492.87	Approved	4/1/2020 ACH	
3/19/2020	ALACHUA-203	\$482.00	Approved	8/4/2020 AC154-3331	

1 - 4 of 4 items

To view a paid invoice, click on the *Adobe Acrobat* icon to download the paid invoice.

Contract Details History Return

Details Documents Notes Target Areas Media Releases Detail Reports **Invoices**

Invoice or Check # + Add Invoice

Date	Agency Invoice #	Total	Approval Status	Date Paid	
8/16/2020	9	\$1,385.12	Pending Approval	N/A	
4/8/2020	13-B-21	\$434.59	Pending Approval	N/A	
3/25/2020	INTERNAL # 6	\$492.87	Approved	4/1/2020 ACH	
3/19/2020	ALACHUA-203	\$482.00	Approved	8/4/2020 AC154-3331	

1 - 4 of 4 items

iPASS USER TUTORIAL

A copy of the paid invoice will be notated like this:

Invoice



Date: **March 25, 2020**
 Invoice #: **INTERNAL # 6**
 Amount Due: **\$492.87**

From:
 Alachua County SO
 1234 Main St. NW
 New York, NY 12345

To:
 Institute of Police Technology and Management
 ATTN: Al Roop
 12000 Alumni Dr.
 Jacksonville, FL 32224-2645

Re:
 Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement
 FDOT Project # 44343-1234
 IPTM Account # 20A-GP-07-101

Date	Description	# Hours	Rate	Total
3/25/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/25/2020 1:00 PM → 3/25/2020 1:30 PM EST * Officer In Charge	0.50	\$107.0000	\$53.50
3/25/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 3/25/2020 1:15 AM → 3/25/2020 5:30 AM EST	4.25	\$92.5000	\$393.12
3/25/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 3/25/2020 12:30 PM → 3/25/2020 1:00 PM EST	0.50	\$92.5000	\$46.25
		5.25		\$492.87

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Electronic Signature
 By: Admin Alachua Admin (11)
 Email: AlachuaAdmin@Alachua.com
 Date: Wed, 25 Mar 2020 13:12:20 GMT
 IP Address: 131.148.64.219

Signed:

A copy of the check issued by IPTM/UNF is also included.

TRAINING & SERVICES INSTITUTE, INC. JACKSONVILLE, FL 32224		Check Date: 12/9/2020			
To: Miami Vice Police Department PO BOX 1234 Miami Beach, FL 33140-1234		Check Number: 95425			
Invoice Number	Date	Description	Amount	Discount	Net Amount
2020-001	12/7/2020	OVERTIME REIMBURSEMENT - FY2021	\$558.51	\$0.00	\$558.51
Totals:			\$558.51	\$0.00	\$558.51

TRAINING & SERVICES INSTITUTE, INC.
 1 UNF DRIVE
 BLDG 55, SUITE 2900
 JACKSONVILLE, FL 32224

UNF UNIVERSITY OF NORTH FLORIDA

Copy Bank of America

CHECK DATE	CHECK NO.
12/9/2020	95425
CHECK AMOUNT	

PAY **Five hundred fifty eight and 51/100 Dollars** \$** 558.51

TO THE ORDER OF Miami Vice Police Department
 PO BOX 1234
 Miami Beach, FL 33140-1234

Duplicate of Original

Signature Unavailable
 AUTHORIZED SIGNATURE

⑆095425⑆⑆063000047⑆0⑆

iPASS USER TUTORIAL

HOW TO EDIT AN INVOICE THAT HAS BEEN SIGNED AND PENDING APPROVAL – Click on the pencil icon to edit.

The screenshot shows the iPASS interface for 'Ped-Bike Program Contract Details'. At the top, there are navigation links: Home, My Agency, My Contract, Bicycle Light Distribution, and Account. Below the title, there are tabs for Details, Documents, Notes, Target Areas, Media Releases, Detail Reports, Invoices, and Reports. A search bar for 'Invoice or Check #' is present, along with an 'Add Invoice' button. The main content is a table with the following columns: Status, Date, Invoice #, Total, and Date Paid. One row is visible with the status 'Pending Approval' (highlighted in yellow), Date '5/28/2024', Invoice # '117', Total '\$686.78', and Date Paid 'N/A'. In the action column for this row, a pencil icon is highlighted with a red box. At the bottom right of the table, it says '1 - 1 of 1 items'.

🔍 Revert to draft status?

Editing this invoice will revert it back to draft status and remove the signed invoice. Are you sure you want to edit this invoice that is pending approval?

✓ Revert To Draft

✕ Cancel

iPASS USER TUTORIAL

HOW TO PAY HOURS AT STRAIGHT RATE OVERTIME or OVERTIME WITH NO BENEFITS Click on the *Split Hours* icon to edit hours.

Agency: Miami Vice Police Department
Contract: 2023-2024 Ped/Bike HVE 6/1/2023 - 5/30/2024
Date: Draft Invoice
Invoice #: 117
Created By: Christine Cagney

Invoice Items

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM - 7/11/2023 5:30 PM EST	2.50	\$42.9367	\$107.34
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM - 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM - 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM - 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM - 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28

Total Hours: 12.00 Invoice Total: \$686.78

Supporting Documentation

Paystub information.pdf 54 KB

Delete Sign and Submit Invoice...

Indicate the date and time to split the hours. Select *✓ Split* when finished.

Split Officer Hours

Split Lieutenant Sonny Crockett hours from 7/11/2023 3:00 PM to 7/11/2023 5:30 PM

Split At: 7/11/2023 4:15 PM

Split Cancel

iPASS USER TUTORIAL

Hours have now been split. Click the **Pay Rate** to correct hours for Straight Rate Overtime.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Invoice "117"

Agency: Miami Vice Police Department Date: Draft Invoice
Contract: 2023-2024 Ped/Bike HVE 6/1/2023 - 5/30/2024 Invoice #: 117
Created By: Christine Cagney

Sort Items By: Full Name, Date + Add Item

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM → 7/11/2023 4:15 PM EST	1.25	\$42.9367	\$53.67
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 4:15 PM → 7/11/2023 5:30 PM EST	1.25	\$42.9367	\$53.67
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM → 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM → 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM → 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM → 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28

Total Hours: 12.00 Invoice Total: \$686.78


Supporting Documentation

Add Files...

Paystub information.pdf 54 KB

Delete Sign and Submit Invoice...

Click  for more information on Approved Pay Rate Info.

 Approved Pay Info For officer Lieutenant Sonny Crockett on 7/11/2023 ×

Effective Date	7/1/2020
Base Rate	\$25.00
Overtime Rate	\$37.50
Fully Loaded Overtime Rate	\$42.9367
Fully Loaded Explanation	FICA = 7.65% Retirement = 2%

iPASS USER TUTORIAL

Update the pay rate. Then *Sign and Submit Invoice* again.

Edit Invoice "117"

Agency: **Miami Vice Police Department** Date: *Draft Invoice*

Contract: **2023-2024 Ped/Bike HVE 6/1/2023 -- 5/30/2024** Invoice #: **117**

Created By: **Christine Cagney**

Invoice Items

Sort Items By: Full Name, Date

Date	Description	# Hours	Rate	Total
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 3:00 PM - 7/11/2023 4:15 PM EST	1.25	\$37.5000	\$46.88
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 4:15 PM - 7/11/2023 5:30 PM EST	1.25	\$42.9367	\$53.67
7/11/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 7/11/2023 6:30 PM - 7/11/2023 10:00 PM EST	3.50	\$42.9367	\$150.28
10/3/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/3/2023 2:00 PM - 10/3/2023 3:30 PM EST	1.50	\$42.9367	\$64.41
10/17/2023	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 10/17/2023 1:00 PM - 10/17/2023 1:30 PM EST	0.50	\$42.9367	\$21.47
6/1/2023	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave Thu 6/1/2023 4:00 PM - 6/1/2023 8:00 PM EST	4.00	\$85.8200	\$343.28
Total Hours:			12.00	Invoice Total: \$679.99

Supporting Documentation

Add Files...

Paystub information.pdf 54 KB

Delete Sign and Submit Invoice...

NOTE: If the agency is claiming fringe benefits, add "Fully Loaded Straight Rate OT". If not claiming fringe benefits, add "Straight Rate OT with no benefits".

iPASS USER TUTORIAL

To logout of iPass, click on *Account* and select *Logout*.

