



# Integrated Program Activity Submission System (iPASS)

## iPASS USER TUTORIAL

# iPASS USER TUTORIAL

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## iPASS USER TUTORIAL

**Set your password in iPASS.** Look for the email from *iPASS Website* ([Website@iPASS.AlertTodayFlorida.com](mailto: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](mailto:iPASS@iptm.org)>  
Date: July 1, 2020 at 3:38:37 PM EDT  
To: Sonny Crockett <[slmurch0568@att.net](mailto: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](mailto: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?



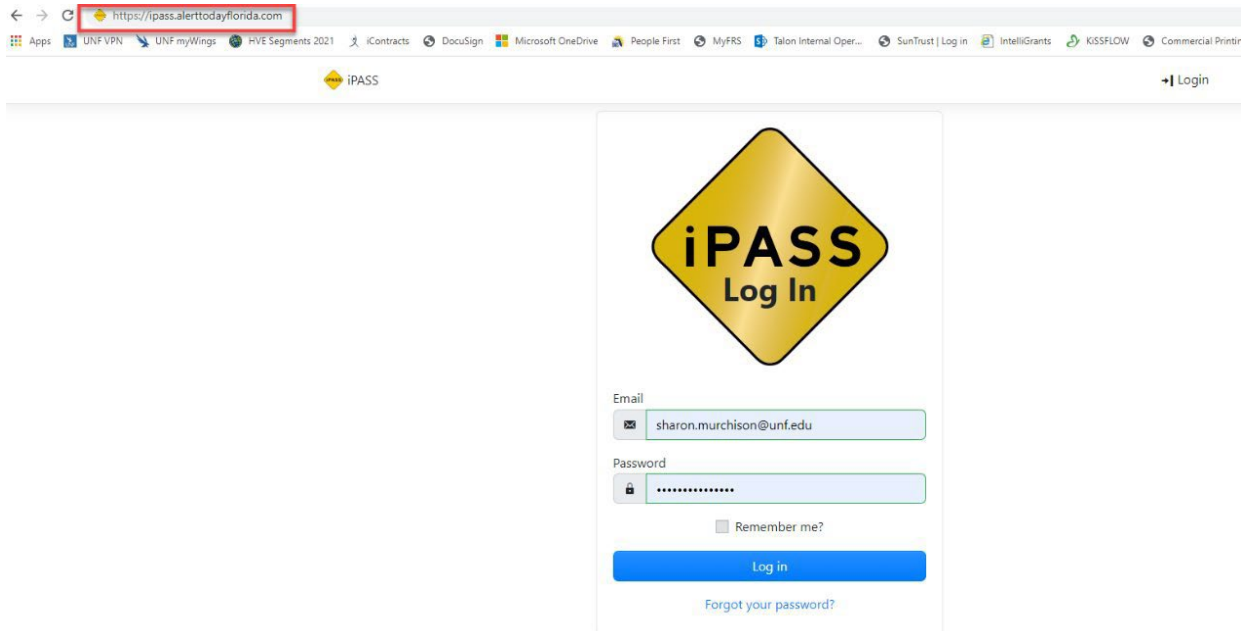
Reset

**Click Reset to  
set your  
password**

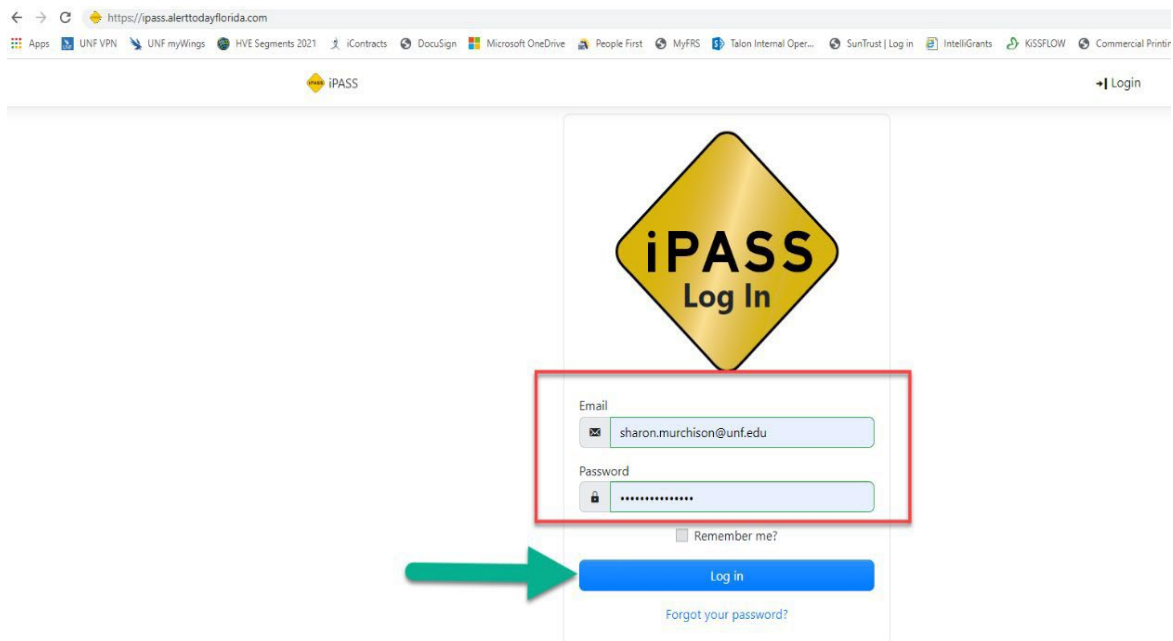
# iPASS USER TUTORIAL

Once your password has been set, login to iPASS at:

<https://ipass.alerttodayflorida.com>



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



# iPASS USER TUTORIAL

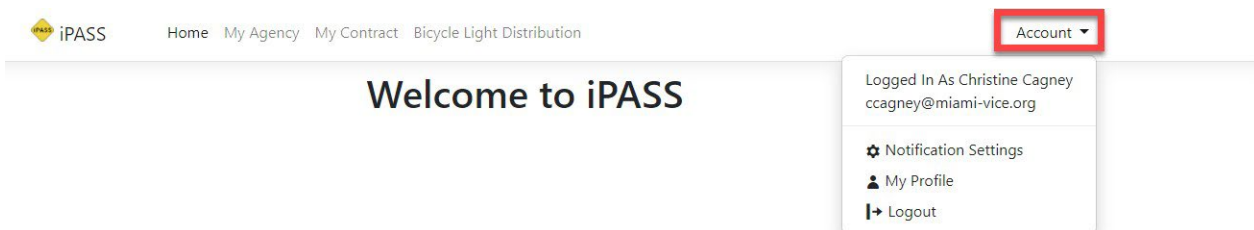
**iPASS Dashboard – This is the first thing you see when you login to iPASS. To return to this screen at any time, select the *Home* button.**



**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*.**



## iPASS USER TUTORIAL

**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.

⚙ Notification Settings ×

**Alert Location** | Browser Notifications | Email Notifications | Email Subscriptions

These settings Are Applied and Saved Instantly and are Specific To This Computer and Browser.

Default Display Time in Seconds  ✓

Default Alert Location 

Top Left	Top Right
Bottom Left	Bottom Right

Test Notification


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.

⚙ Notification Settings ×

Alert Location | **Browser Notifications** | Email Notifications | Email Subscriptions

These settings Are Applied and Saved Instantly and are Specific To This Computer and Browser.

Choose what Browser Notifications you'd like to receive. Desktop notifications require special permission that you'll be prompted for from your browser.

☒ Show Desktop Notifications 

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

Status Changed	
Contract	<input checked="" type="checkbox"/>

Note Changed	
Contract Note	<input checked="" type="checkbox"/>

Note Changed	
Vendor Note	<input checked="" type="checkbox"/>

# iPASS USER TUTORIAL

Click on **Email Notifications**.

⚙ Notification Settings



[Alert Location](#)

[Browser Notifications](#)

**Email Notifications**

[Email Subscriptions](#)

These settings Are Applied and Saved Instantly and are Specific To Your Account.

Choose what Email Notifications you'd like to receive. You can receive immediate email notifications for each individual change, or a single daily digest email of all events your interested in, or both. Daily digests are sent only when one or more notifications you are subscribed to are generated during the day, and no notification will be triggered when your account was used to make the change.

☒ Toggle All Immediate Messages

☒ Toggle All Digest

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

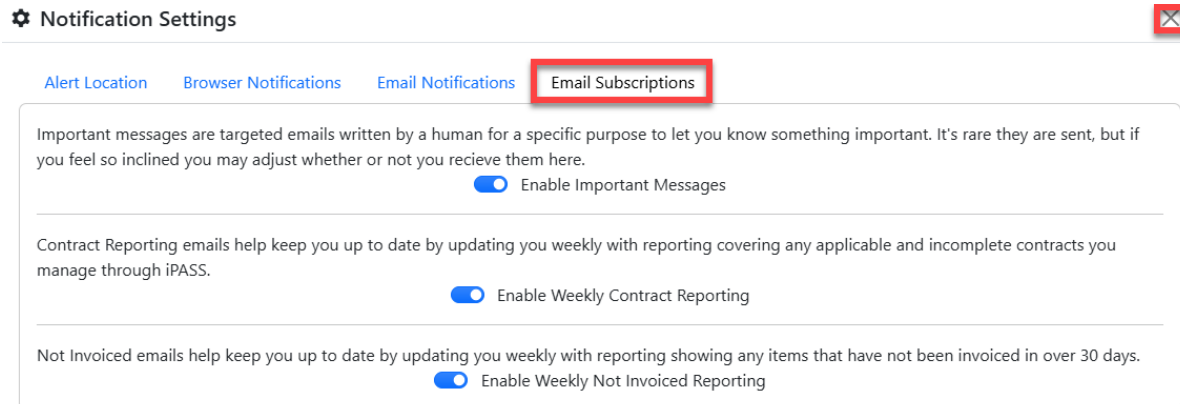
**Contract Status Changed** ☒ Immediate  
☒ Digest

**Vendor Note Changed** ☒ Immediate  
☒ 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.

# iPASS USER TUTORIAL

Click on *Email Subscriptions*.



Notification Settings ✕

Alert Location Browser Notifications Email Notifications **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

Contract Reporting emails help keep you up to date by updating you weekly with reporting covering any applicable and incomplete contracts you manage through iPASS.

☒ Enable Weekly Contract Reporting

Not Invoiced emails help keep you up to date by updating you weekly with reporting showing any items that have not been invoiced in over 30 days.

☒ Enable Weekly Not Invoiced Reporting

Select the Email Subscriptions you'd like to receive by using the slider button. When finished with your selection(s), click the X to close the session.

**Enable Important Messages** – these emails are from IPTM and are meant to inform of you of important information. **Note: It is strongly recommended you Enable Important Messages so that you will receive emails from IPTM that are posted in the Global Notification Message System. If you disable this feature, you will not receive these important emails pertaining to your agency's contract.**

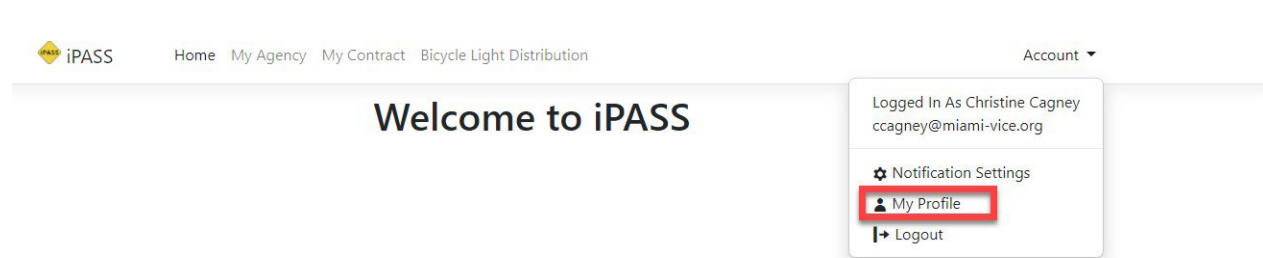
**Enable Weekly Contract Reporting** - this report is emailed on a weekly basis to keep you up to date on the weekly reporting covering executed contracts (to include incomplete contracts) you manage in iPASS.

**Enable Weekly Not Invoice Reporting** – this report is emailed on a weekly basis to keep you up to date on any billable items (Officer HVE training or Detail hours) that have not been invoiced in over 30 days. **Note: You will not receive this email if you are current on billable items.**



# iPASS USER TUTORIAL

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.

A screenshot of the 'Manage your account' page. The page title is 'Manage your account' with a subtitle 'Change your account settings'. On the left, there is a sidebar with three tabs: 'Profile' (selected and highlighted in blue), 'Password', and 'Two-factor authentication'. The main content area is titled 'Profile' and contains several input fields: 'Your Current Email Address' (ccagney@miami-vice.org), 'First Name' (Christine), 'Last Name' (Cagney), 'Phone number' (305) 867-5309 (with a green checkmark), and 'Default Time Zone' (UTC-05:00 Eastern Time (US & Canada) with a dropdown arrow). A blue 'Save' button is located at the bottom right of the form.

## iPASS USER TUTORIAL

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

The screenshot shows the 'Manage your account' page with the 'Change password' section highlighted. The 'Profile' tab is selected, and the 'Password' sub-tab is active. The 'Change password' section contains three input fields: 'Current password', 'New password', and 'Confirm new password'. An 'Update password' button is located at the bottom right of this section. The 'Two-factor authentication' tab is also visible but not selected.

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.

The first screenshot shows the 'Manage your account' page with the 'Two-factor authentication (2FA)' section highlighted. The 'Authenticator app' sub-tab is active, and the 'Setup authenticator app' button is highlighted. The 'Reset authenticator app' button is also visible.

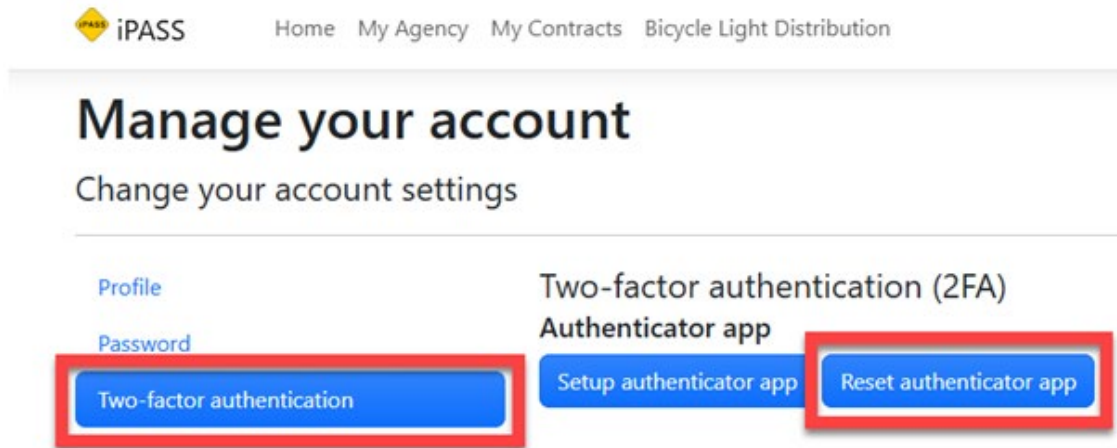
The second screenshot shows the 'Configure authenticator app' page. It provides instructions on how to use an authenticator app and includes a QR code for scanning. The instructions are as follows:

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: `ezzb hbb7 5cy6 jmlc s2pj vjt4 u4dh 6w4r` 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.

A 'Verification Code' input field and a 'Verify' button are provided for the user to complete the setup.

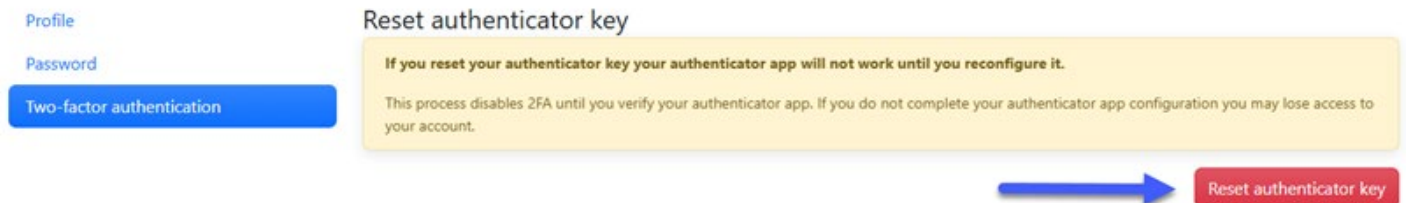
## iPASS USER TUTORIAL

To Reset Authenticator App, click on *Two-factor authentication* and select *Reset authenticator app*. Click on *Reset Authenticator app*. **Note: If you reset your authenticator key your authenticator app will not work until you reconfigure it. You may lose access to your account until you verify your authenticator app.**



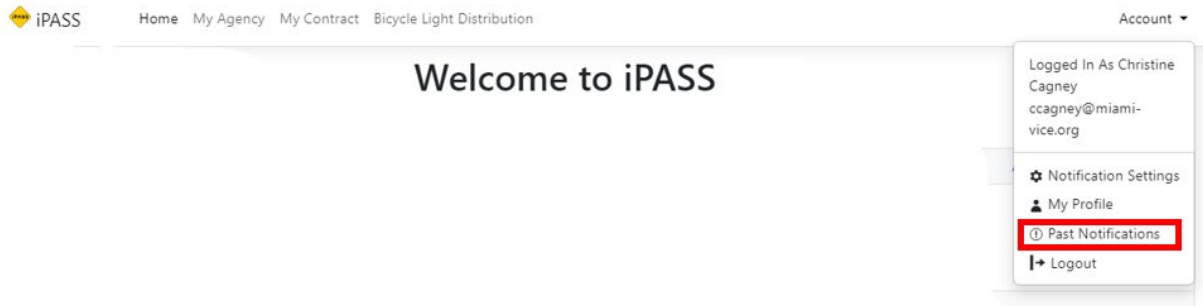
## Manage your account

Change your account settings

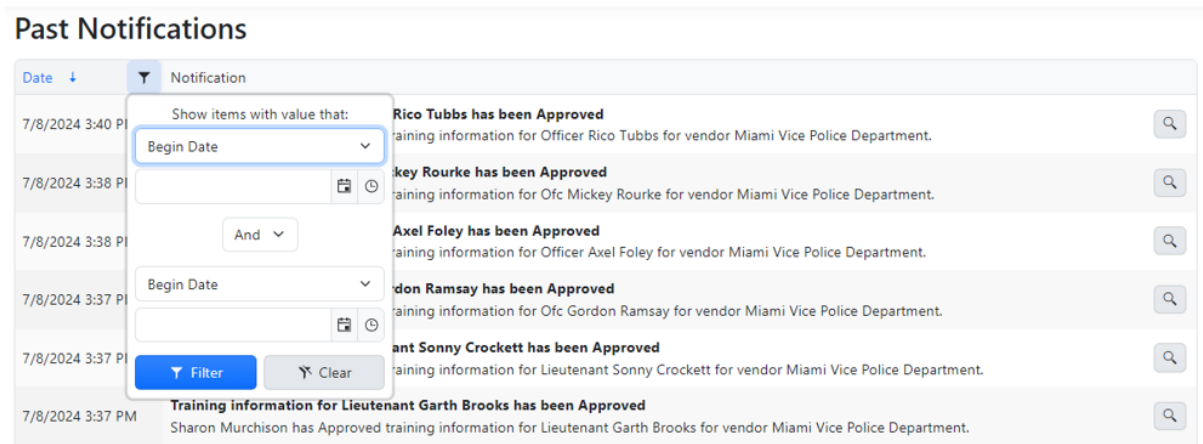
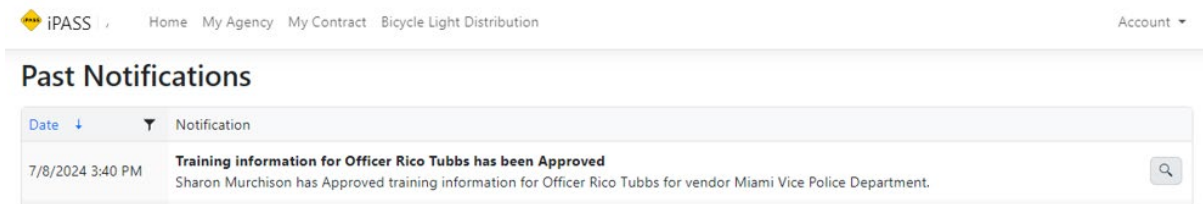


# iPASS USER TUTORIAL

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*.

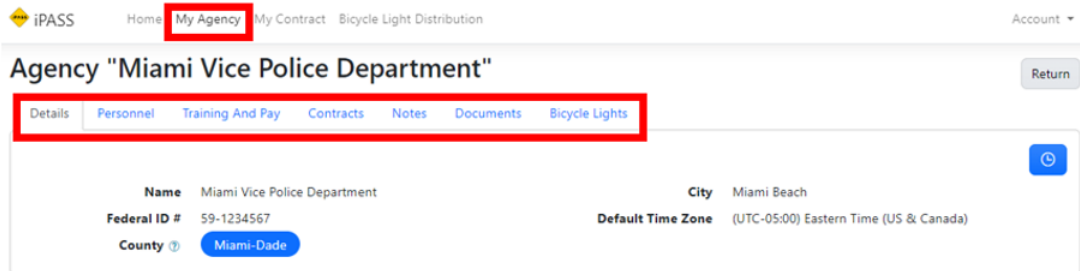


# iPASS USER TUTORIAL

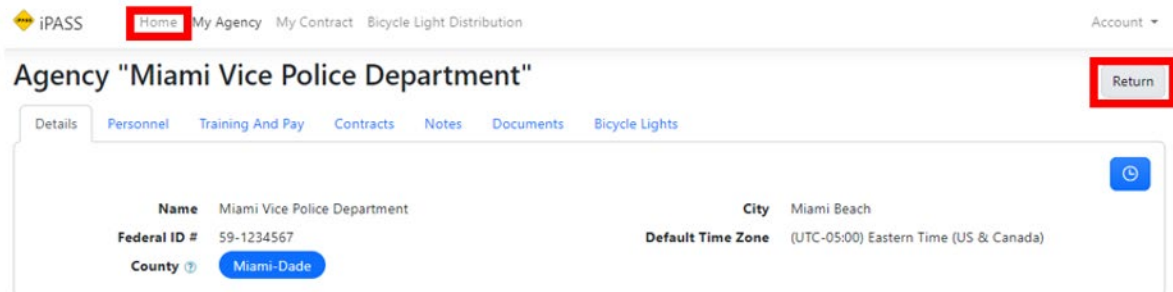
**AGENCY INFORMATION - Let's go back to the iPASS Dashboard and select *My Agency*.**



**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.**



# iPASS USER TUTORIAL

Click on *Personnel* under *My Agency*

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*.

The screenshot shows the iPASS interface for the 'Miami Vice Police Department'. The 'Personnel' tab is selected. A search bar at the top allows filtering by 'Name, Email or Phone'. There are toggle switches for 'Include Disabled Personnel' and 'Invoice Signers', and a 'Clear' button. A red box highlights the '+ Add Personnel' button. Below the search bar is a table of personnel entries.

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"/>	
<input type="checkbox"/>	Ofc Gordon Ramsay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Ofc Mickey Rourke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Ofc. John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Officer Adam Blake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Officer Alvin Chipmunk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Officer Andy James	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Officer Andy Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

At the bottom of the table, there is a pagination bar showing '1 - 10 of 48 items' and a refresh button.

# iPASS USER TUTORIAL

Complete the Personnel form in its entirety and select a User Role. Click *Save* when finished. **See Pages 15-16 for an explanation of User Roles.**

+ Create New Contact

Title

First Name

Last Name

Identifier ?

☐ Primary ?

Email

☐ Create User Account ?

Phone Number

Notes

☒ Enabled ?
☐ Admin ?
☐ HVE Coordinator ?
☐ HVE Officer ?
☐ DRE ?

✓ Save

✕ Cancel

**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

Clear

+ Add Personnel ?

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"/>	<div>✎</div> <div>✖</div> <div>🕒</div>
<input type="checkbox"/>	Lieutenant Garth Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div>✎</div> <div>✖</div> <div>🕒</div>
<input type="checkbox"/>	Lieutenant Sonny Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div>✎</div> <div>✖</div> <div>🕒</div>

14 | Page

# iPASS USER TUTORIAL

**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 user management interface for the Miami Vice Police Department. The interface includes a search bar, filters for 'Include Disabled Personnel' and 'Invoice Signers', and a '+ Add Personnel' button. A table lists personnel with columns for 'Primary', 'Name', 'Enabled', 'Admin', and '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 specific elements.

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"/>	

## 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.



## iPASS USER TUTORIAL

**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*.

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

### Agency "Miami Vice Police Department"

Return

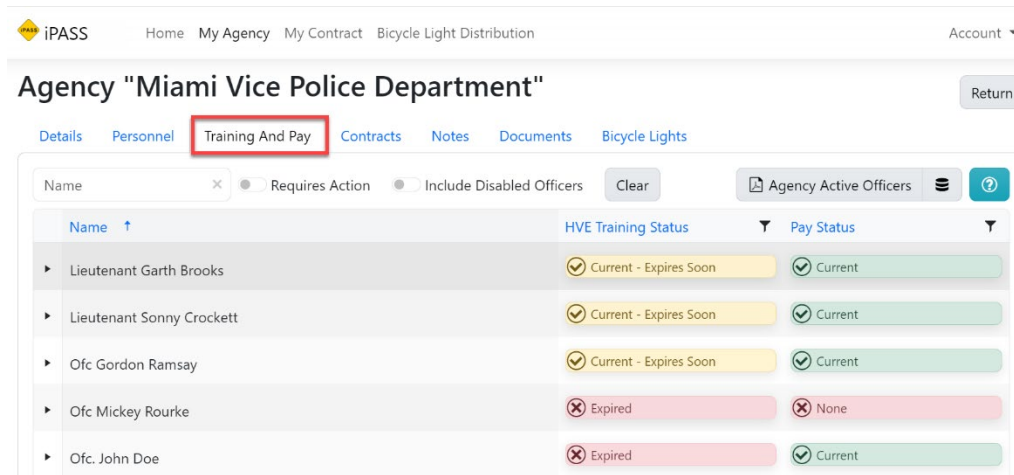
Details Personnel Training And Pay Contracts Notes Documents Bicycle Lights

Name, Email or Phone × ☒ Include Disabled Personnel ☐ Invoice Signers Clear + Add Personnel ?

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"/>	<span>✎</span> <span>🗑️</span> <span>🕒</span>
<input type="checkbox"/>	Lieutenant Garth Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span>✎</span> <span>🗑️</span> <span>🕒</span>
<input type="checkbox"/>	Lieutenant Sonny Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span>✎</span> <span>🗑️</span> <span>🕒</span>

# iPASS USER TUTORIAL

Click on **Training and Pay**.



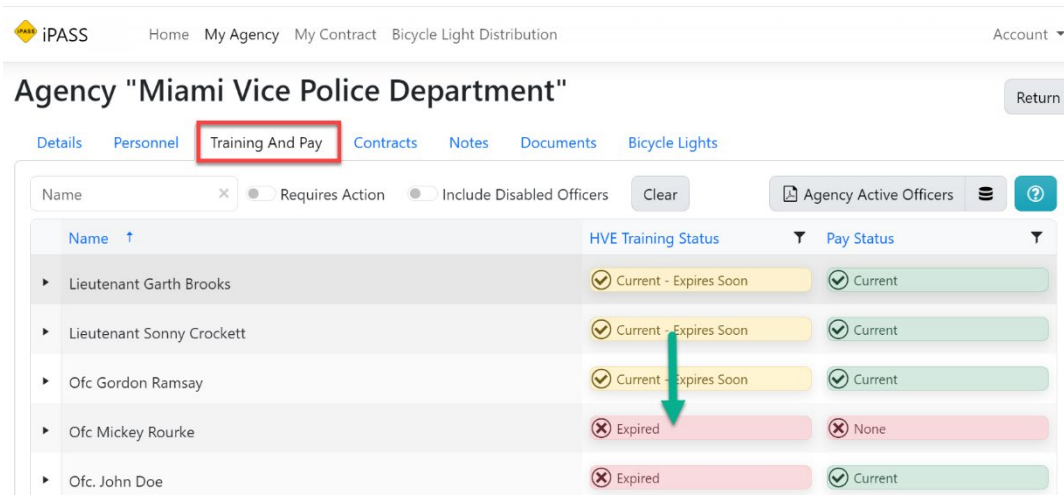
Agency "Miami Vice Police Department"

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

Name  Requires Action Include Disabled Officers Clear Agency Active Officers ?

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.



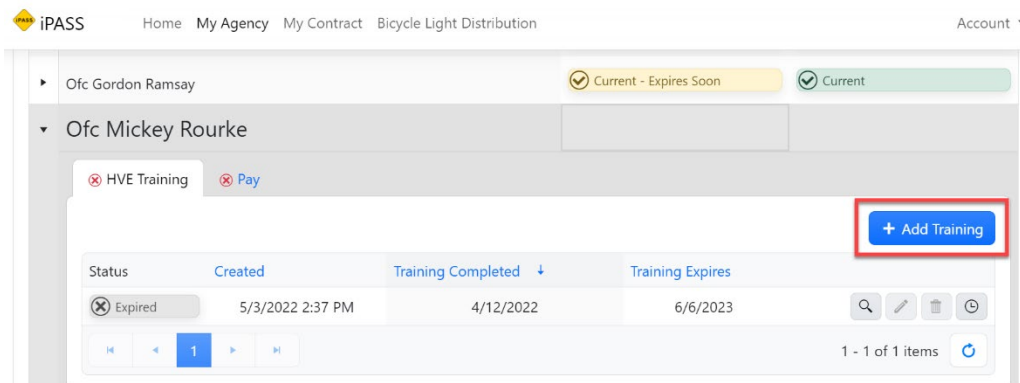
Agency "Miami Vice Police Department"

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

Name  Requires Action Include Disabled Officers Clear Agency Active Officers ?

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 Gordon Ramsay

Ofc Mickey Rourke

HVE Training Pay

+ Add Training

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

1 - 1 of 1 items

## iPASS USER TUTORIAL

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 X

Date Training Completed  ✓

Billable Hours ? 0.00

Notes ?

✓ Submit For Approval X Cancel

**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.**

✓ Current - Expires Soon	✓ Current
✗ Expired	✓ Current
✗ Expired	✓ Current
✗ None	⌚ Pending Approval
✓ Current	⌚ Pending Approval

# iPASS USER TUTORIAL

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

The screenshot shows the iPASS application interface. At the top, there's a navigation bar with 'iPASS', 'Home', 'My Agency', 'My Contract', and 'Bicycle Light Distribution'. On the right, there's an 'Account' dropdown. Below the navigation bar, there's a list of officers. 'Ofc Mickey Rourke' is selected, and the 'Pay' tab is highlighted with a red box. The 'Pay' tab shows a table with columns: Status, Created, Training Completed, and Training Expires. The table has one row with the status 'Expired', created on '5/3/2022 2:37 PM', training completed on '4/12/2022', and training expires on '6/6/2023'. There's a '+ Add Training' button in the top right corner of the table area.

Click on **+Add Pay**.

This screenshot shows the same iPASS interface, but now the '+ Add Pay' button is highlighted with a red box. The 'Pay' tab is still selected. The table below it shows 'No officer pay records found.' and has a dropdown menu for filtering records.

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

The screenshot shows the 'Add Pay for Ofc Mickey Rourke' form. It has a title bar with a close button (X). The form contains several fields with labels and values:

- 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%

Each field has a green checkmark icon indicating it's valid. At the bottom, there's a red arrow pointing to the 'Submit For Approval' button, and a 'Cancel' button next to it.

# iPASS USER TUTORIAL

**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.

iPASS Home My Agency **My Contract** Bicycle Light Distribution Account ▾

## Welcome to iPASS Dev

### Active Contracts

Status	Date of Execution	Statistics	Awarded Funds
Executed	6/1/2023 → 5/30/2024 (Ped-Bike Program)	Est. Out of Funds: N/A Est. Remaining Hours: 606.3 Educational Contacts: 1.8 / Hour Enforcement Contacts: 0.8 / Hour	\$50,000.00

Target Area Coverage Target Area Activity

Location 11 (Tier 2) Indiantown Road Location 1 (Tier 1) Brooksville Road Location 2 (Tier 1) Harding Ave

### Ped-Bike Program Contract Details

Return

Details Documents Notes Target Areas Media Releases Detail Reports Invoices Reports

**A Status** Executed

**B Grant** 2023-2024 Ped/Bike HVE

**C Agency** Miami Vice Police Department

**E Date of Execution** 6/1/2023

**G Awarded Funds** \$50,000.00

**D Primary Contact** Grant Manager/Accountant Christine Cagney

**Financial Contact** Grant Manager/Accountant Christine Cagney

**F Street Operations Contact** Lieutenant Sonny Crockett

**End Date** 5/30/2024

**H Pending Funding** \$0.00

**I Invoiced** \$0.00

**J Est. Not Invoiced** \$343.28

**K Est. Remaining Funds** \$49,656.72

**L Average Pay Rate** \$81.35

**M Est. Remaining Hours** 610.4

**N Est. Weekly Hours Needed** 12.8

**O Est. Weekly Hours Burn Rate** 28.0

**P Est. Out Of Funds Date** 11/1/2023

**Q Avg. Educational Contacts / Hour** 4.5

**R Avg. Enforcement Contacts / Hour** 1.0

**S Remittance Address** PO Box 1234  
Miami Beach, FL 33140-1234

**Allowed Pay Variance** \$0.00

**T Shipping Address** PO Box 1234  
Miami Beach, FL 33140-1234

**V Max # Hours Per Officer Per Day** 8.00

#### Contract Progress

Est. Not Invoiced: \$343.28 - 0.7% Est. Remaining: \$49,656.72 - 99.3%

## iPASS USER TUTORIAL

- 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.

## iPASS USER TUTORIAL

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.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

### 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
No documents exist.		

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

+ Add Document

Document Type Letter Of Support ✓

Additional Description Letter Of Support

File Other Traffic Enforcement Plan

Submit For Approval Cancel

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

+ Add Document

Document Type Letter Of Support ✓

A letter on agency letterhead signed by the chief, sheriff or equivalent of the agency indicating approval for negotiating a contract.

Additional Description


File Choose File No file chosen

Submit For Approval Cancel



# iPASS USER TUTORIAL

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

 iPASS [Home](#) [My Agency](#) [My Contract](#) [Bicycle Light Distribution](#) [Account](#)





## 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](mailto: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



# iPASS USER TUTORIAL

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

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

## 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	Approved	Authorized Signer: Authorized Signer

Document actions: [Download] [Edit] [Delete]

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

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

## Contract Details

History Return

Details Documents Notes Target Areas Media Releases Detail Reports Invoices

+ Add Note ?

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

Added	Notes
No notes exist.	

Navigation: [Previous] [Next] [0] [Refresh]

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

iPASS Home My Agency My Contracts Bicycle Light Distribution Account ▾

## Ped-Bike Program Contract Details

Return

Details Documents Notes Target Areas Media Releases Detail Reports Invoices Reports

Target Area List Target Area Activity Target Area Group By

### Location 1 (Tier 1) Brooksville Road

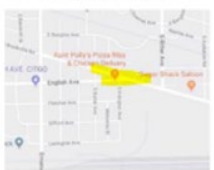
Description: From 3rd St to Main St

Report Group Name: empty

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Allowed Dates: 6/1/2023 – 5/30/2024

Allowed Hours: 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


Description: From Pennock Lane to US 1

Report Group Name: Bayside

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Allowed Dates: 2/1/2024 – 5/10/2024

Allowed Hours: 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



# iPASS USER TUTORIAL

## Explanation of Target Areas (Pre-Approved Locations):

iPASS

Home

My Agency

My Contracts

Bicycle Light Distribution

Account ▾

Ped-Bike Program Contract Details

Return

DetailsDocumentsNotesTarget AreasMedia ReleasesDetail ReportsInvoicesReports

Target Area ListTarget Area ActivityTarget Area Group By

1

Location 1 (Tier 1) Brooksville Road (Max: 3 Officers)

2

DescriptionFrom 3rd St to Main St

3

Report Group Nameempty

4

Max # Officers3

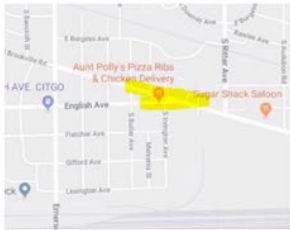
5

Time Zone(UTC-05:00) Eastern Time (US & Canada)

Allowed Dates5/27/2025 → 5/8/2026

Allowed HoursTue 11:00 AM → 12:00 PM Fri 11:00 AM → 12:00 PM Sat 11:00 AM → 12:00 PM

6



Location 11 (Tier 2) Indiantown Road (Max: 5 Officers)

DescriptionFrom Pennock Lane to US 1


Report Group Nameempty

Max # Officers5

Time Zone(UTC-05:00) Eastern Time (US & Canada)

Allowed Dates2/1/2026 → 5/8/2026

Allowed HoursSun 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



- 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. Maximum number of officers permitted at HVE locations:**  
0.5 miles or less – 3 officers permitted; 0.51 miles to 0.75 miles – 5 officers permitted; 0.76 miles to more – 8 officers permitted.
- 5. 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).
- 6. Screenshot of the Roadway Segment**

25 | Page



# iPASS USER TUTORIAL

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

**Ped-Bike Program Contract Details**

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

Target Area List Target Area Activity **Target Area Group By**

**Location 1 (Tier 1) Brooksville Road**

Description From 3rd St to Main St

Report Group Name empty

Time Zone (UTC-05:00) Eastern Time (US & Canada)

Allowed Dates 6/1/2024 → 5/12/2025

Allowed Hours 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**

Description From Pennock Lane to US 1

Report Group Name empty

Time Zone (UTC-05:00) Eastern Time (US & Canada)

Allowed Dates 2/1/2025 → 5/10/2025

Allowed Hours 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

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  
Locations by Zone

Report Sub-Title  
July 2024

Generate Cancel

The generated report will look like this:

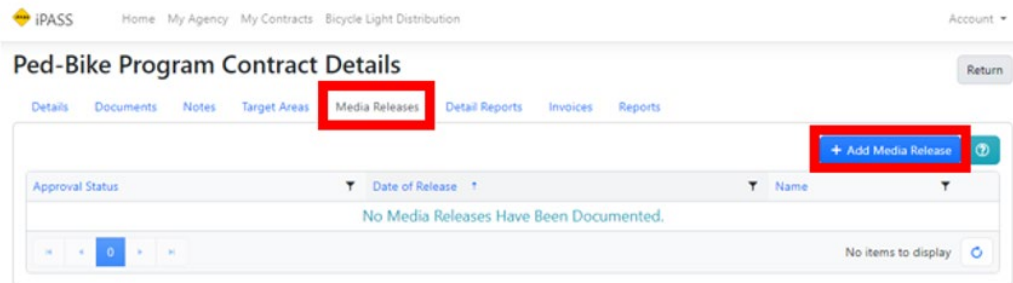
Locations by Zone			
July 2024			
Total Shifts: 3		Est. Total: \$1,174.51	
Total Hours: 8.50		Awarded: \$25,000.00	
Total Details: 3		Est. Remaining: \$23,825.49	

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

## iPASS USER TUTORIAL

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*.

iPASS Home My Agency My Contracts Bicycle Light Distribution Account

### Ped-Bike Program Contract Details

Return

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

**+ Add Detail Report**

Target Area	Start Time	End Time	Billable Hours
Location 2 (Tier 1) Harding Ave	6/1/2023 4:00 PM	6/1/2023 8:00 PM	4.00

1 - 1 of 1 items

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.

+ 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



## iPASS USER TUTORIAL

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

iPASS Home My Agency My Contracts Bicycle Light Distribution Account ▾

### Edit Detail Report

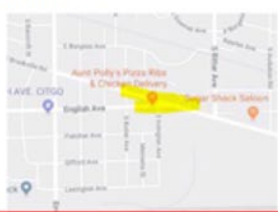
Return

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...** 

safety issues.

**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.**



# iPASS USER TUTORIAL

**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 red box highlights the '+ Add Hours' button in the top right corner. Below it, a table lists existing hours for 'Lieutenant Sonny Crockett'.

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'. A '+ Add Citation' button is visible. Below these is 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 citations. The citation '316.130 (14)' is highlighted.

Citation: 316.130 (14)

Code:

Target: Bicyclist

+ Add Citation

Citations

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

# iPASS USER TUTORIAL

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

The screenshot shows the 'Edit Detail Report' form in the iPASS system. The 'Bicycle Lights' tab is active. A dropdown menu for 'Target' is open, showing options: Bicyclist, Bicyclist, Motorist, and Pedestrian. The '+ Add Citation' button is highlighted with a red box.

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

The screenshot shows the 'Edit Detail Report' form in the iPASS system. The 'Bicycle Lights' tab is active. The 'Warnings' field is set to 4 and the 'Citations' field is set to 2. The '+ Add Citation' button is highlighted with a red box.

**Bicycle Light Distribution** from the iPASS Dashboard.

The screenshot shows the iPASS dashboard for the 'Miami Vice Police Department'. The 'Bicycle Light Distribution' link is highlighted with a red box. The 'Contracts' tab is selected, showing a table of contract proposals.

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

# iPASS USER TUTORIAL

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.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

### Edit Detail Report

Details Hours Violations Bicycle Lights

Recipient or Signer x 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)

## 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*.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

### Ped-Bike Program Contract Details

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

Invoice or Check #

**+ Add Invoice**

Status	Date	Invoice #	Total	Date Paid
No invoices found.				

No items to display

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

**Note: It is recommended to leave the date range blank to capture all dates of service that have not yet been invoiced.**

Create Invoice - Select Un-Invoiced Items To Include

Dates between 7/13/2020 and 8/17/2020

You'll be able to add and remove items from the invoice after creation.

**+ Create** Cancel

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

+ Create Invoice - Select Un-Invoiced Items To Include

You'll be able to add and remove items from the invoice after creation.

Dates between 5/27/2025 and 6/16/2025


Date	Description
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) 6/2/2025 4:00 PM -> 6/2/2025 8:00 PM
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) 6/2/2025 4:00 PM -> 6/2/2025 8:00 PM
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) 6/6/2025 11:00 AM -> 6/6/2025 12:00 PM

3 items




**+ Create** X Cancel


# iPASS USER TUTORIAL


**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.**

Home My Agency My Contracts Bicycle Light DistributionAccount ▾


## Edit Invoice "125"

 Preview  History  Return

Agency:  Miami Vice Police Department


Contract:  2025-2026 Ped/Bike HVE 5/27/2025 → 5/8/2026
















Date: Draft Invoice

 Invoice #: 125


Created By: Christine Cagney

### Invoice Items



Sort Items By Full Name, Date ▾ 

Date	Description	# Hours	Rate	Total
6/2/2025	   Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	<div><div>\$42.9367</div><div>✓</div><div></div></div>	\$171.75 
6/6/2025	   Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 11:00 AM → 6/6/2025 12:00 PM EST	1.00	<div><div>\$42.9367</div><div>✓</div><div></div></div>	\$42.94 
6/2/2025	   Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	<div><div>\$85.8200</div><div>✓</div><div></div></div>	\$343.28 
Total Hours:		9.00	Invoice Total: \$557.97	

### 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.

iPASS

HomeMy AgencyMy ContractsBicycle Light Distribution

Account

Edit Invoice "125"

PreviewHistoryReturn

Agency: Miami Vice Police Department  
Contract: 2025-2026 Ped/Bike HVE 5/27/2025 → 5/8/2026  
Date: Draft Invoice  
Invoice #: 125

Created By: Christine Cagney

Invoice Items

Sort Items By Full Name, Date

+ Add Item

Date	Description	# Hours	Rate	Total
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$42.9367 ✓	\$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 11:00 AM → 6/6/2025 12:00 PM EST	1.00	\$42.9367 ✓	\$42.94
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$85.8200 ✓	\$343.28
		Total Hours: 9.00	Invoice Total: \$557.97	

Supporting Documentation

Add Files...

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

Delete

Sign and Submit Invoice...

To preview the invoice, click on *Preview*.

iPASS

HomeMy AgencyMy ContractsBicycle Light Distribution

Account

Edit Invoice "125"

PreviewHistoryReturn

Agency: Miami Vice Police Department  
Contract: 2025-2026 Ped/Bike HVE 5/27/2025 → 5/8/2026  
Date: Draft Invoice  
Invoice #: 125

Created By: Christine Cagney

Invoice Items

Sort Items By Full Name, Date

+ Add Item

Date	Description	# Hours	Rate	Total
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$42.9367 ✓	\$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 11:00 AM → 6/6/2025 12:00 PM EST	1.00	\$42.9367 ✓	\$42.94
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$85.8200 ✓	\$343.28
		Total Hours: 9.00	Invoice Total: \$557.97	

Supporting Documentation

Add Files...

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

Delete

Sign and Submit Invoice...



# 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: June 16, 2025  
Invoice #: 125  
Amount Due: \$557.97

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
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$42.9367	\$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 11:00 AM → 6/6/2025 12:00 PM EST	1.00	\$42.9367	\$42.94
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$85.8200	\$343.28
		<b>9.00</b>		<b>\$557.97</b>

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: 6/16/2025 10:38:18 AM  
Invoice #: 125  
Amount Due: \$557.97

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
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$42.9367	\$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 11:00 AM → 6/6/2025 12:00 PM EST	1.00	\$42.9367	\$42.94
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$85.8200	\$343.28
		<b>9.00</b>		<b>\$557.97</b>

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 Contracts Bicycle Light Distribution Account ▾

### Ped-Bike Program Contract Details

Details Documents Notes Target Areas Media Releases Detail Reports Invoices <sup>1</sup> Reports

Invoice or Check #  + Add Invoice

Status	Date	Invoice #	Total	Date Paid
Pending Approval	6/16/2025	125	\$557.97	N/A

1 - 1 of 1 items

## Invoice

Date: **June 16, 2025**  
Invoice #: **125**  
Amount Due: **\$557.97**

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
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$42.9367	\$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 11:00 AM → 6/6/2025 12:00 PM EST	1.00	\$42.9367	\$42.94
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	\$85.8200	\$343.28
		<b>9.00</b>		<b>\$557.97</b>

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: Mon, 16 Jun 2025 15:26:46 GMT  
IP Address: 139.62.222.121

## iPASS USER TUTORIAL

All Draft, Pending, Approved, Rejected, and Paid invoices will be shown under *Invoices*. There will be a “yellow number indicator” of how many invoices are in Draft-Not Submitted, Pending Approval, or Approved status.

The screenshot shows the iPASS interface for 'Ped-Bike Program Contract Details'. The 'Invoices' tab is selected, indicated by a yellow circle with the number '2'. Below the tabs is a search bar for 'Invoice or Check #'. A table displays three invoices:

Status	Date	Invoice #	Total	Date Paid
Pending Approval	5/20/2025	118	\$659.85	N/A
Pending Approval	5/20/2025	123	\$600.54	N/A
Paid	5/20/2025	122	\$106.03	(5/15/2025) TR 0121494

At the bottom right of the table, it says '1 - 3 of 3 items'.

To view just the copy of the ACH/EFT or Check payment, click on the Adobe Acrobat icon under *Date Paid* to download the remittance payment. To view a copy of the paid invoice along with the remittance payment, click on the *Adobe Acrobat* icon located on the right to download the paid invoice and remittance payment.

This screenshot is similar to the previous one, but with additional red boxes. One red box highlights the 'Date Paid' column for the 'Paid' invoice, showing '(5/15/2025)' and 'TR 0121494'. Another red box highlights the Adobe Acrobat icon in the action menu for the 'Paid' invoice, which is located to the right of the 'Date Paid' column.

# iPASS USER TUTORIAL

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

## Invoice

**PAID**  
CK NO. TR 0121494  
DATE 5/15/2025

**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

**Date:** May 20, 2025  
**Invoice #:** 122  
**Amount Due:** \$106.03

**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
9/10/2024	Lieutenant Garth Brooks - HVE at Location 1 (Tier 1) Brooksville Road Tue 9/10/2024 11:00 AM → 9/10/2024 11:30 AM EST	0.50	\$83.2300	\$41.62
9/10/2024	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave Tue 9/10/2024 9:30 AM → 9/10/2024 10:00 AM EST	0.50	\$42.9367	\$21.47
9/17/2024	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road Tue 9/17/2024 11:00 AM → 9/17/2024 12:00 PM EST	1.00	\$42.9367	\$42.94
<b>2.00</b>				<b>\$106.03</b>

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: Grant Manager/Accountant Christine Cagney (21)  
Email: ccagney@miami-vice.org  
Date: Wed, 21 May 2025 03:15:06 GMT  
IP Address: 174.239.80.159

Signed:

A copy of the ACH/EFT or Check issued by IPTM/UNF is also included.

**Payment Information**

Company: The University of North Florida Training and Services Institute, Inc.  
Payee: MIAMI VICE POLICE DEPARTMENT  
Payment Date: 05/15/2025  
Payment Amount: 106.03  
Currency: USD  
Memo:

**Payment Detail**

Bank Account: University of North Florida Training and Services Institute Inc  
Payment Type: ACH/EFT  
Part of Settlement Run: SR-0000546  
Part of Group: Supplier Payment(ACH/EFT) for University of North Florida Training and Services Institute Inc  
Payment Batch: 05/15/2025: 215,364.51 DR Ref #: 6271 Supplier Payment ACH/EFT Reconciliation Group  
Remittance File: MIAMI VICE POLICE DEPARTMENT - 4495

**Transaction Reference** 0121494

**Invoices Paid**

Invoice	Invoice Date	Supplier's Invoice Number	Invoice Amount	Discount Due Date	Invoice Due Date	Discount Taken	Payment Amount
Supplier Invoice: SI-1000010280	05/09/2025	3213	106.03		05/14/2025	0.00	106.03

# iPASS USER TUTORIAL


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

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

### Ped-Bike Program Contract Details

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

## ② 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.

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

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 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...

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

### 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	\$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.

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

### Invoice Items

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	\$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 view Reports. Click on the **Reports** Tab.



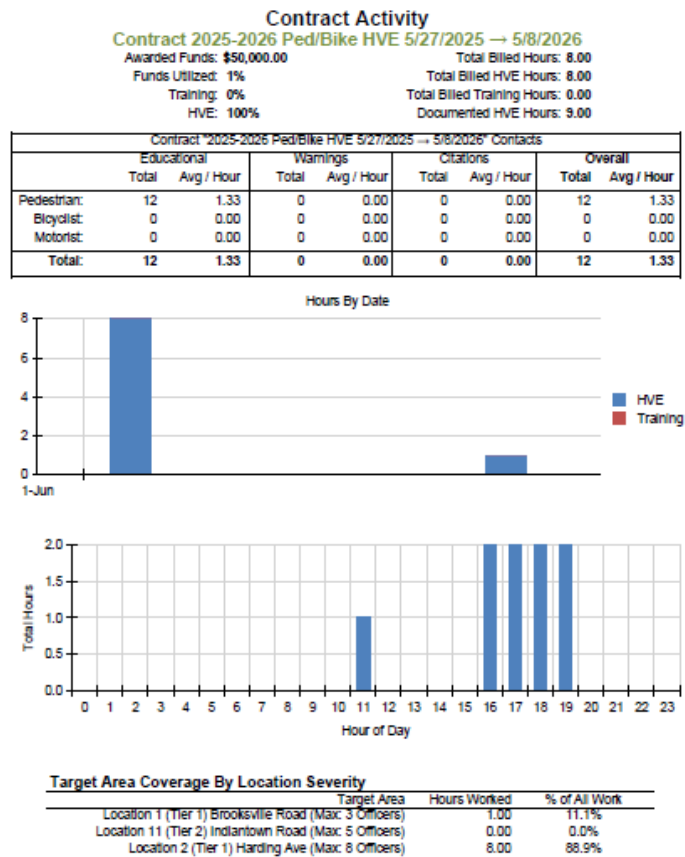
Home My Agency My Contracts Bicycle Light Distribution

## Ped-Bike Program Contract Details

Details Documents Notes Target Areas Media Releases Detail Reports Invoices **1** Reports

Contract Activity Detail Report Activity Not Invoiced

The **Contract Activity** Report will give an overview of the entire contract activity.



6/30/2025 3:38:12 PM EDT

Page 1 of 2

Grant Activity Summary

### Officer Total Hours

Officer	Training	HVE	Total
Lieutenant Sonny Crockett	0.00	5.00	5.00
Officer Rico Tubbs	0.00	4.00	4.00

### Media Releases

Date	Description
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The **Detail Report Activity** will give an overview of each HVE Detail activity.



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## Ped-Bike Program Contract Details

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

Contract Activity **Detail Report Activity** Not Invoiced

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PEDESTRIAN (PED)/BICYCLE (BIKE) SAFETY  
HIGH VISIBILITY ENFORCEMENT ACTIVITY REPORT**

Implementing Agency: Miami Vice Police Department

Officer Name: Officer Rico Tubbs Date: 6/2/2025

Start Time: 4:00 PM End Time: 8:00 PM Total Hrs: 4.00

LOCATION	CITATION	WARNING	EDUCATION	COMMENTS
Location 2 (Tier 1) Harding Ave (Max: 8 Officers)	0	0	3	3 Pedestrian Educational Contacts

Total # of Contacts: 3  
Avg. # Contacts Per Hour: 0.75

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PEDESTRIAN (PED)/BICYCLE (BIKE) SAFETY  
HIGH VISIBILITY ENFORCEMENT ACTIVITY REPORT**

Implementing Agency: Miami Vice Police Department

Officer Name: Lieutenant Sonny Crockett Date: 6/2/2025

Start Time: 4:00 PM End Time: 8:00 PM Total Hrs: 4.00

LOCATION	CITATION	WARNING	EDUCATION	COMMENTS
Location 2 (Tier 1) Harding Ave (Max: 8 Officers)	0	0	4	4 Pedestrian Educational Contacts

Total # of Contacts: 4  
Avg. # Contacts Per Hour: 1.00

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PEDESTRIAN (PED)/BICYCLE (BIKE) SAFETY  
HIGH VISIBILITY ENFORCEMENT ACTIVITY REPORT**

Implementing Agency: Miami Vice Police Department

Officer Name: Lieutenant Sonny Crockett Date: 6/6/2025

Start Time: 11:00 AM End Time: 12:00 PM Total Hrs: 1.00

LOCATION	CITATION	WARNING	EDUCATION	COMMENTS
Location 1 (Tier 1) Brooksville Road (Max: 3 Officers)	0	0	5	5 Pedestrian Educational Contacts

Total # of Contacts: 5  
Avg. # Contacts Per Hour: 5.00

## iPASS USER TUTORIAL

The *Not Invoiced* Report will show, depending on the number of days selected, any HVE details that have not been invoiced. You will also get a *Not Invoiced Report* for your agency monthly to your email account for over 30 days, 60 days and 90 days if HVE details have not been invoiced.

iPASS Home My Agency My Contracts Bicycle Light Distribution

### Ped-Bike Program Contract Details

Details Documents Notes Target Areas Media Releases Detail Reports Invoices 1 Reports

Contract Activity Detail Report Activity Not Invoiced

#### Select Not Invoiced In Days

Not Invoiced In Days

30

Run Report Cancel

### Not Invoiced Report

For Contract 2025-2026 Ped/Bike HVE 5/27/2025 → 5/8/2026

For Items Over 30 Days Old

#### Miami Vice Police Department

Contract	2025-2026 Ped/Bike HVE 5/27/2025 → 5/8/2026	Contract End Date	5/8/2026
Date Of Service	Description	Est. Amount	
6/6/2025	Detail Report Hours for Lieutenant Sonny Crockett	\$42.94	

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