Integrated Program Activity Submission System (iPASS)

iPASS USER TUTORIAL

Revised 07/2025

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

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

Hello Sonny Crockett !

You can reset your password for iPASS by clicking here.

iPASS Home Admin Grant

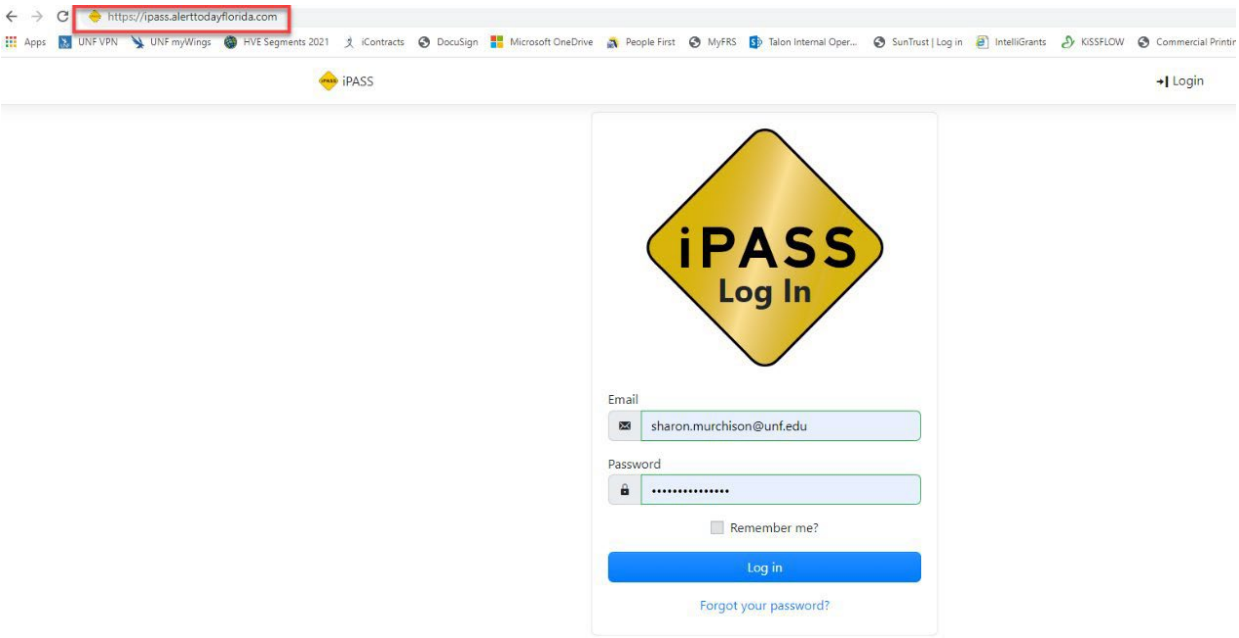
Reset password

Reset your password.

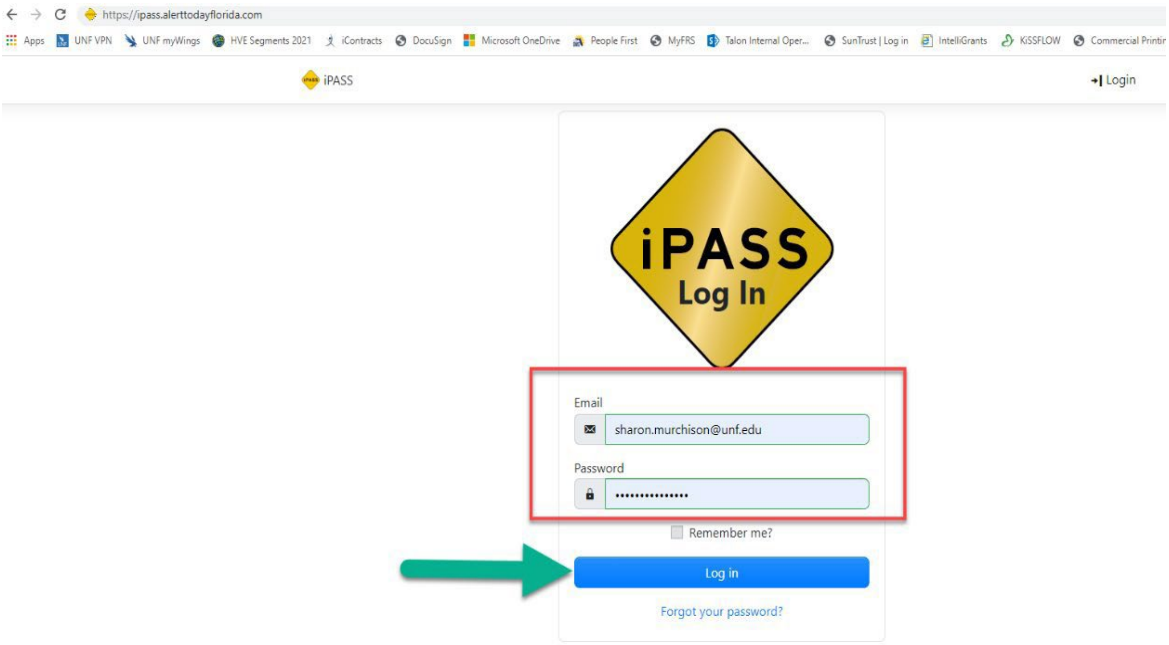
Email
sonnycrockett@miami-vice.org
New Password
Confirm New Password
Remember me?
Reset

Click Reset to set your password

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



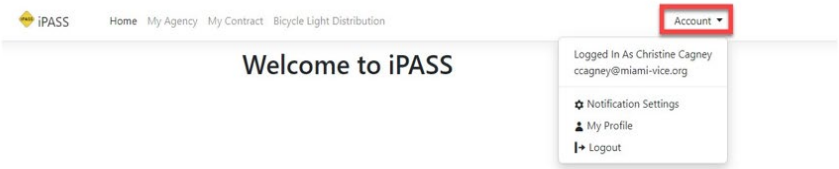
Enter your email address and password and click *Log in.*



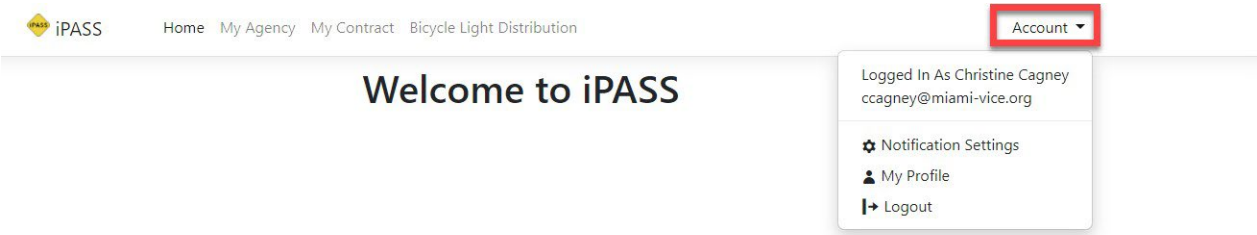
iPASS USER TUTORIAL

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.

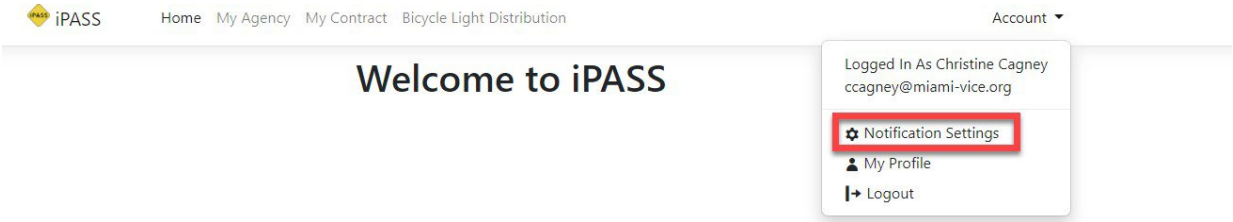
To begin, click on *Account* to set up your Notification Settings.



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

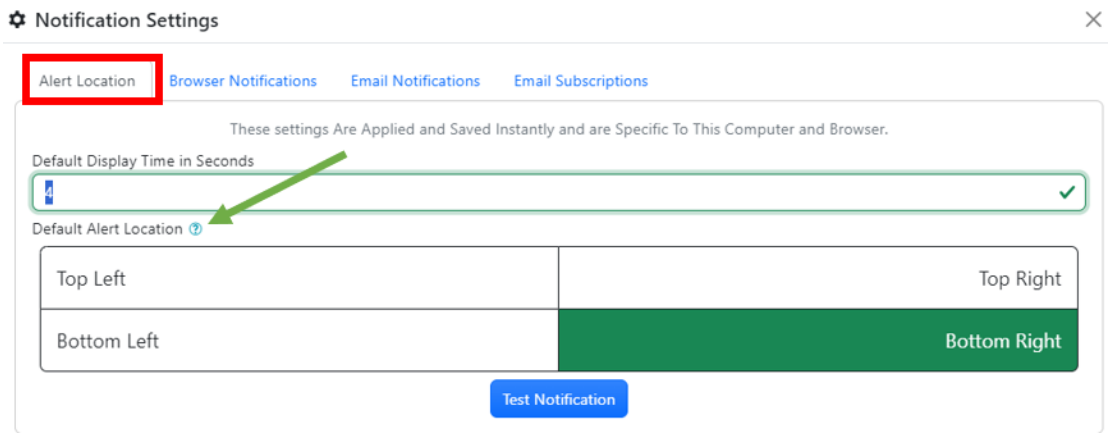


Click on *Notification Settings.*

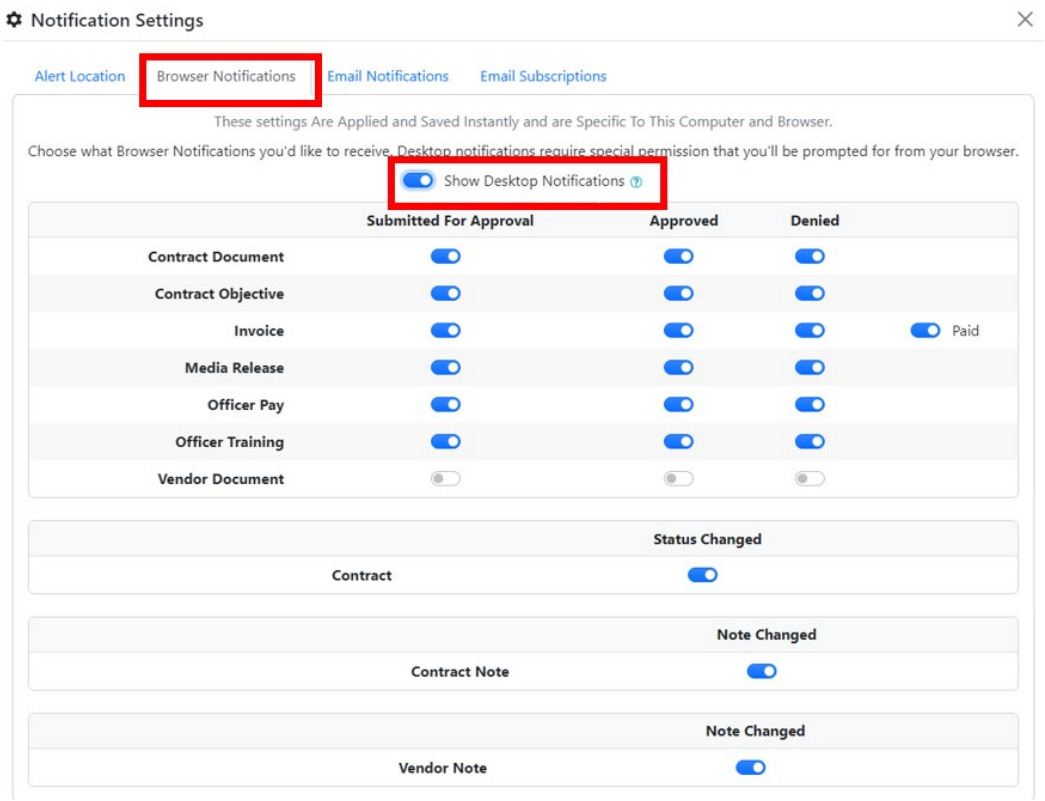


Note: This symbol ⓘ is known as the *Help Key*. Hover over the *Help Key* (where available) to get information about what the description field means.

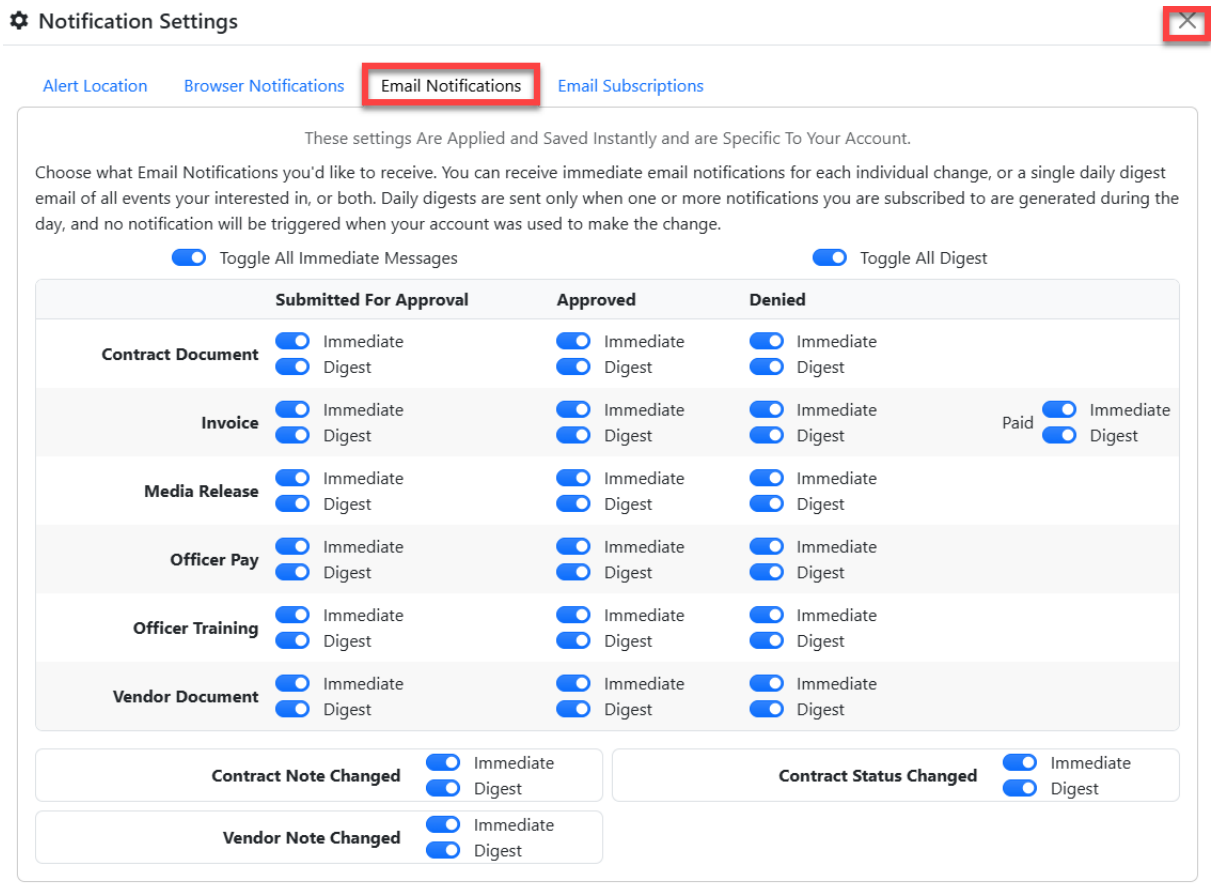
***Alert Location* – set the location of where you want to receive popup alerts.**



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.

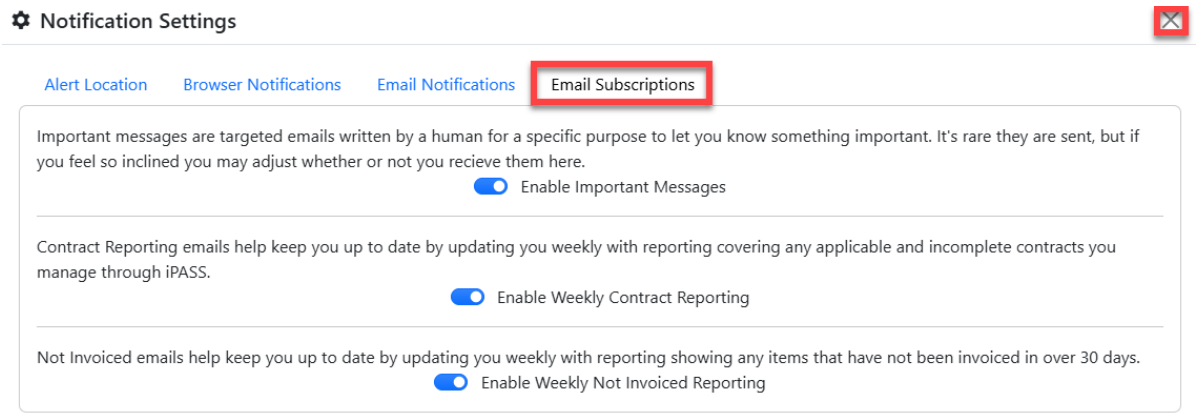


Click on *Email Notifications.*



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.*



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.

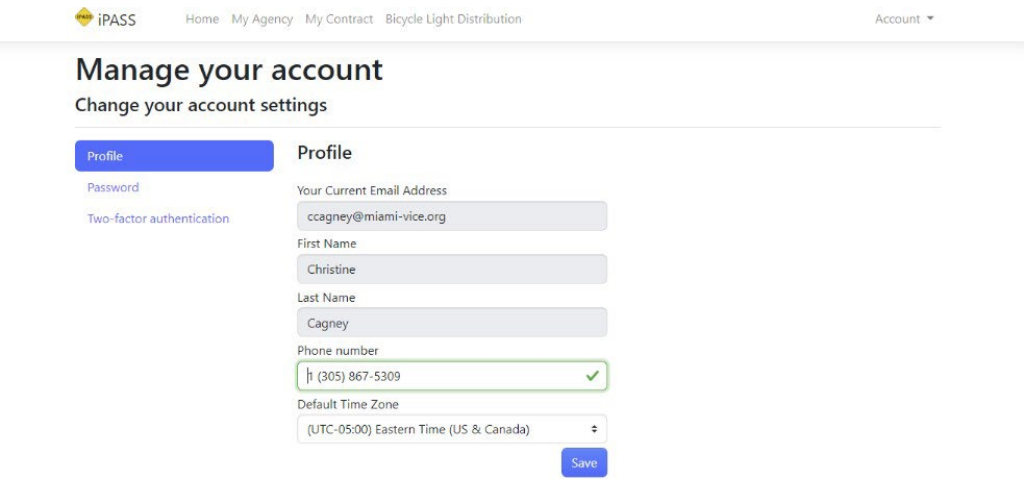
***Enable Important Messages* – these emails are from IPTM and are meant to inform of you of important information. Note: It is strongly recommended you *Enable Important Messages* so that you will receive emails from IPTM that are posted in the Global Notification Message System. If you disable this 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.**

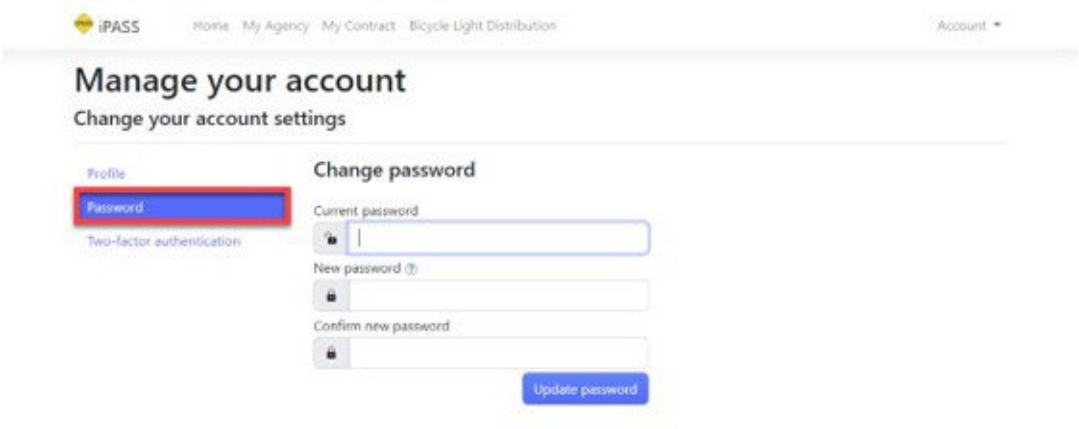
***Enable Weekly Not Invoice Reporting* – this report is emailed on a weekly basis to keep you up to date on any billable items (Officer HVE training or Detail hours) that have not been invoiced in over 30 days. Note: You will not receive this email if you are current on billable items.**

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

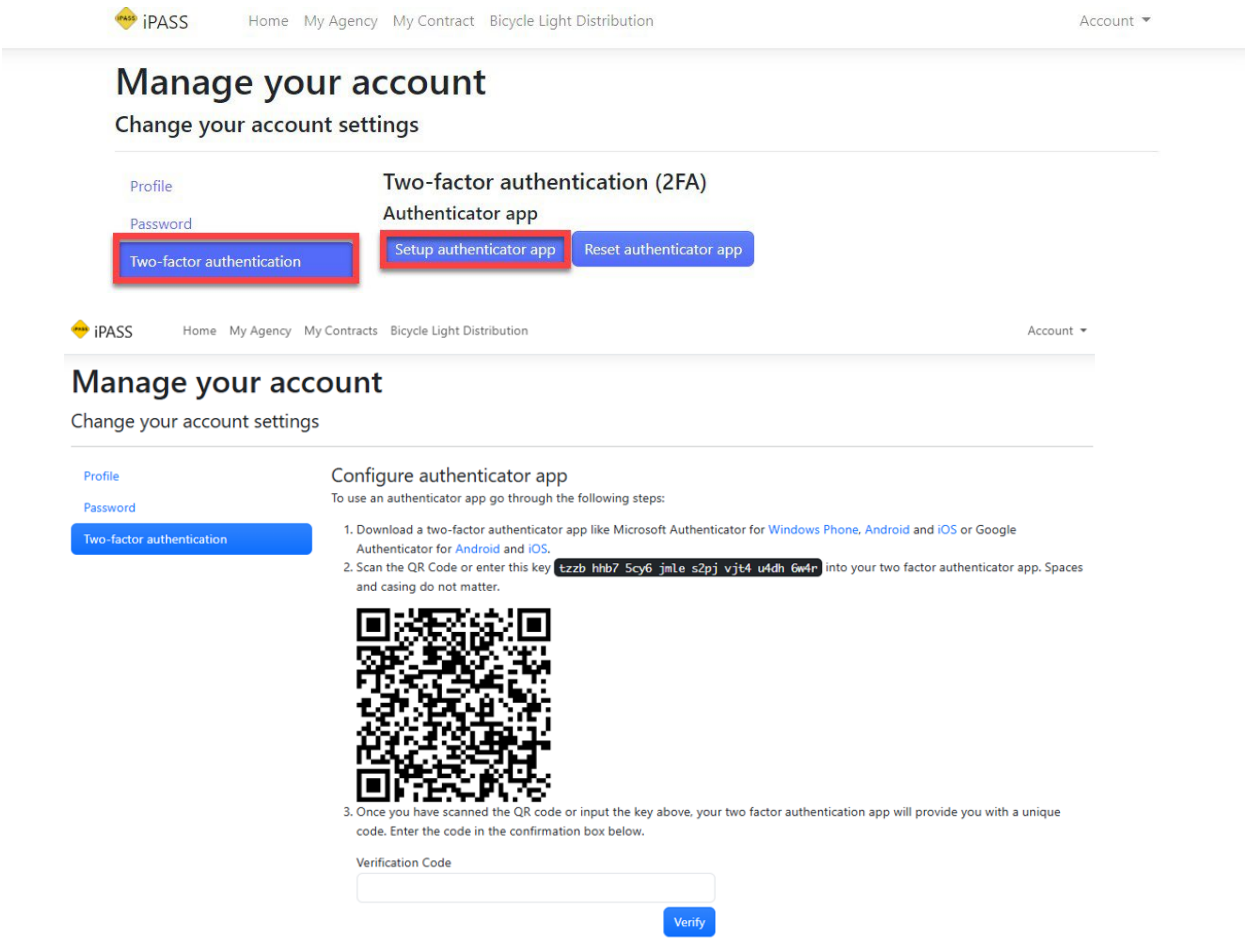
You are only able to change your phone number and time zone. The Default Time Zone is set to Eastern Time (US & Canada). To change the default time zone, click on the dropdown box and select the desired time zone then click *Save*. To request a name change or email address change, please contact IPTM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



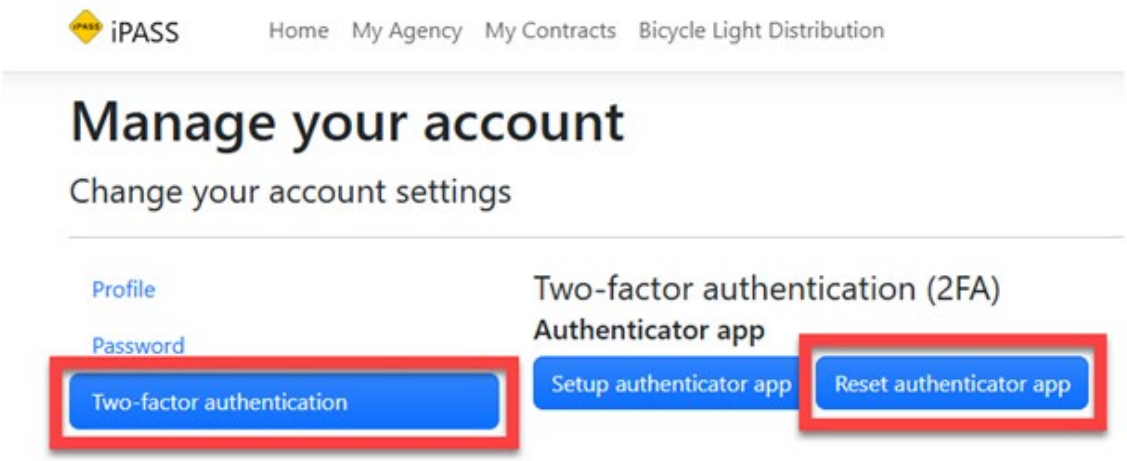
To change your password, enter your *Current password* followed by *New password*, *Confirm new password*, and click on *Update password*.

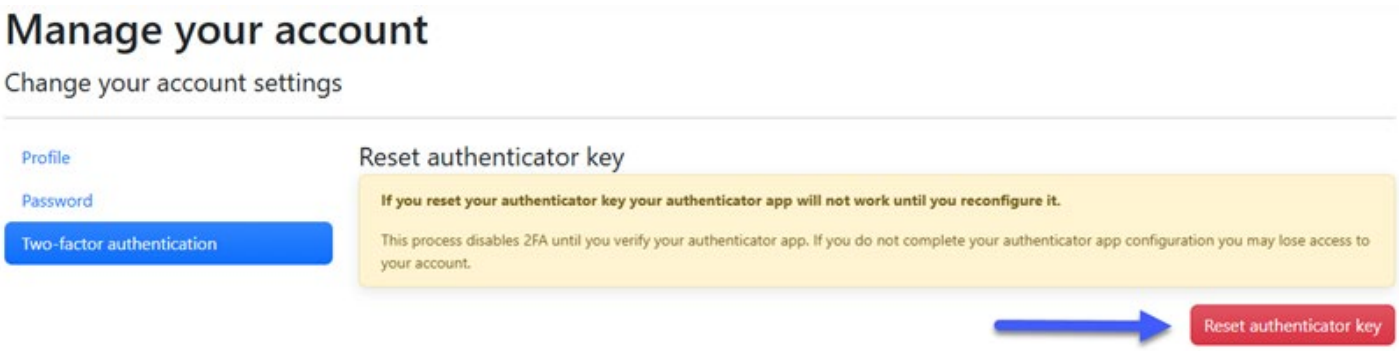


To enable Two-Factor Authentication, click on *Two-factor authentication* and select *Setup authenticator app.* Follow the instructions on how to configure the authenticator app.

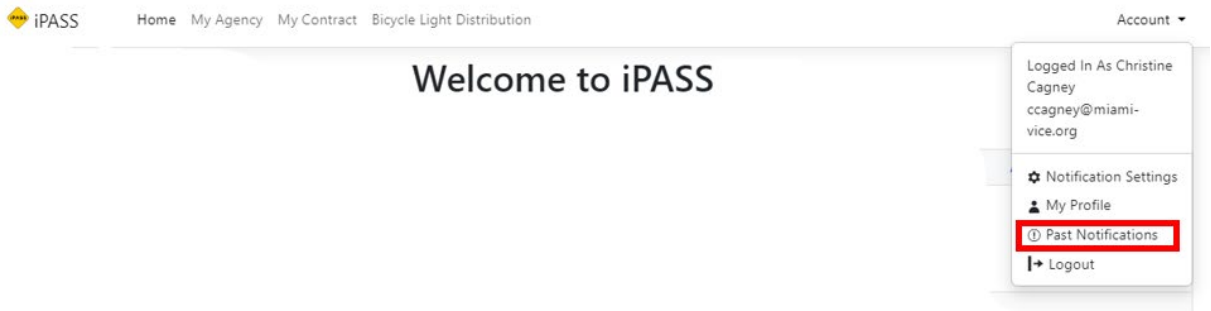


To Reset Authenticator App, click on *Two-factor authentication* and select *Reset authenticator app.* Click on *Reset Authenticator app*. Note: If you reset your authenticator key your authenticator app will not work until you reconfigure it. You may lose access to your account until you verify your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

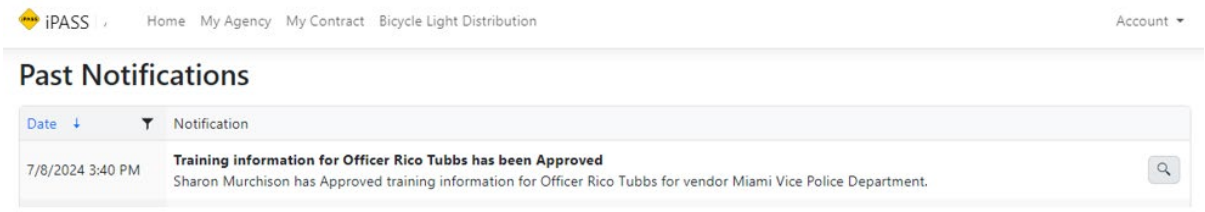


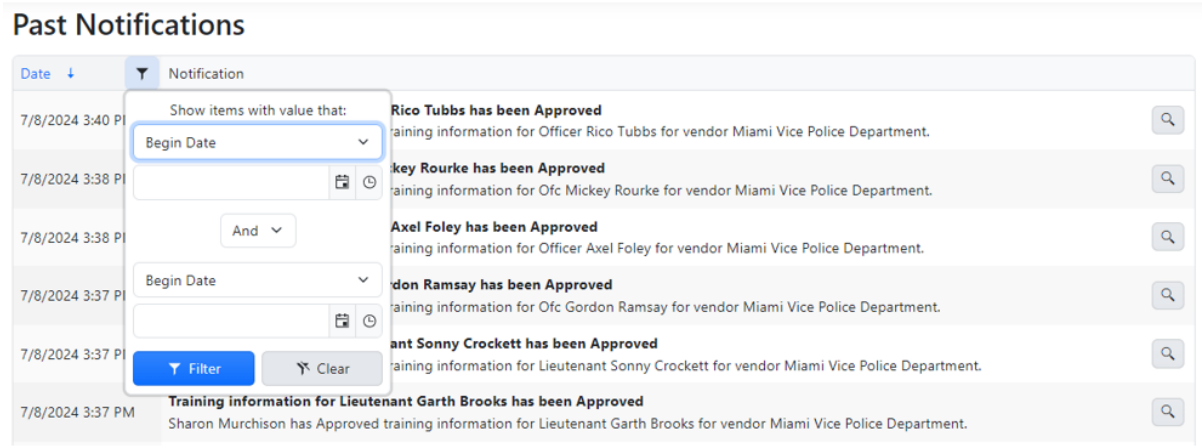


To view past notifications, click *Past Notifications*



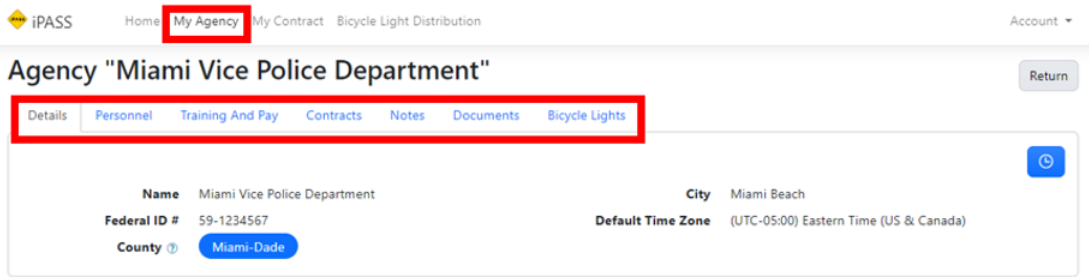
You will be able to see past notifications sorted by Date. You can also Filter by *Begin Date, End Date, and Time*.



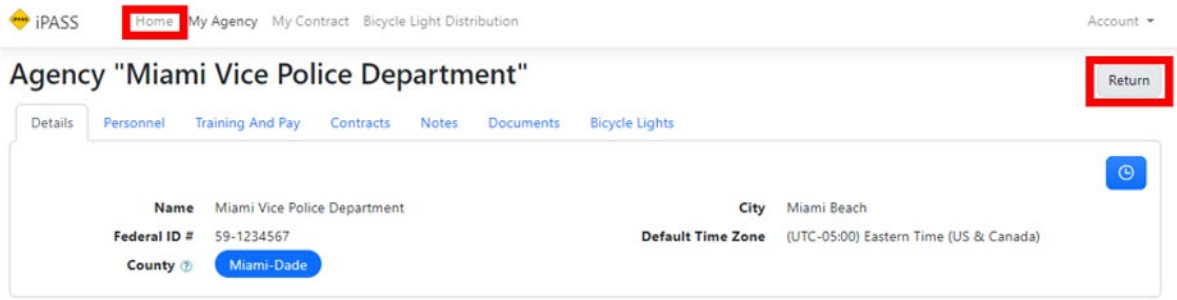


AGENCY INFORMATION - Let's go back to the iPASS Dashboard and select *My Agency.*

Details about your agency will be listed here.

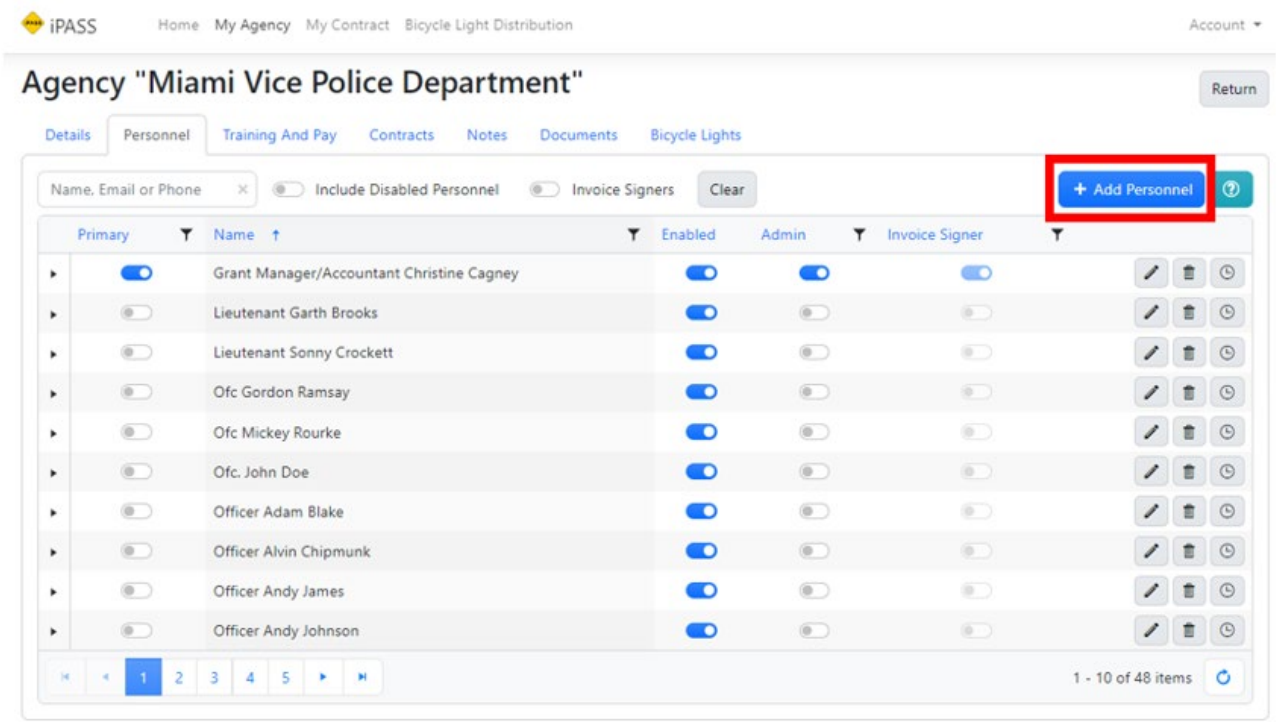


Note: To return to the iPass Dashboard at any time, click the *Home* button. To return to the previous screen, click the *Return* button.

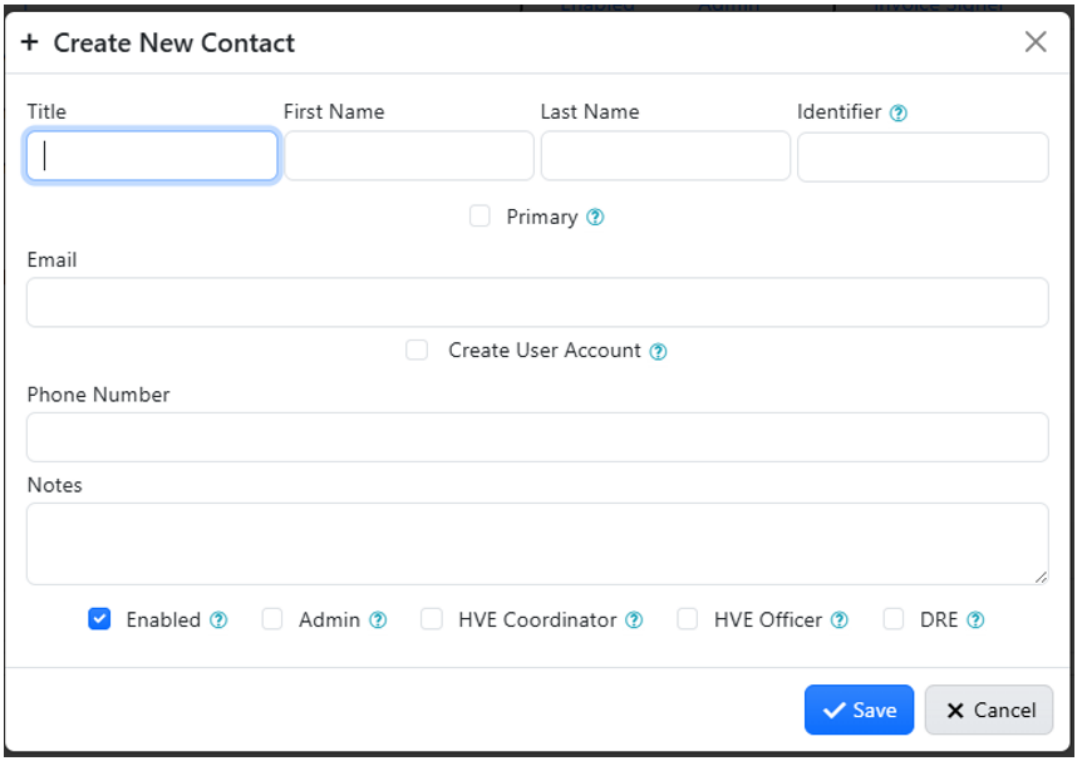


Click on *Personnel* under *My Agency*

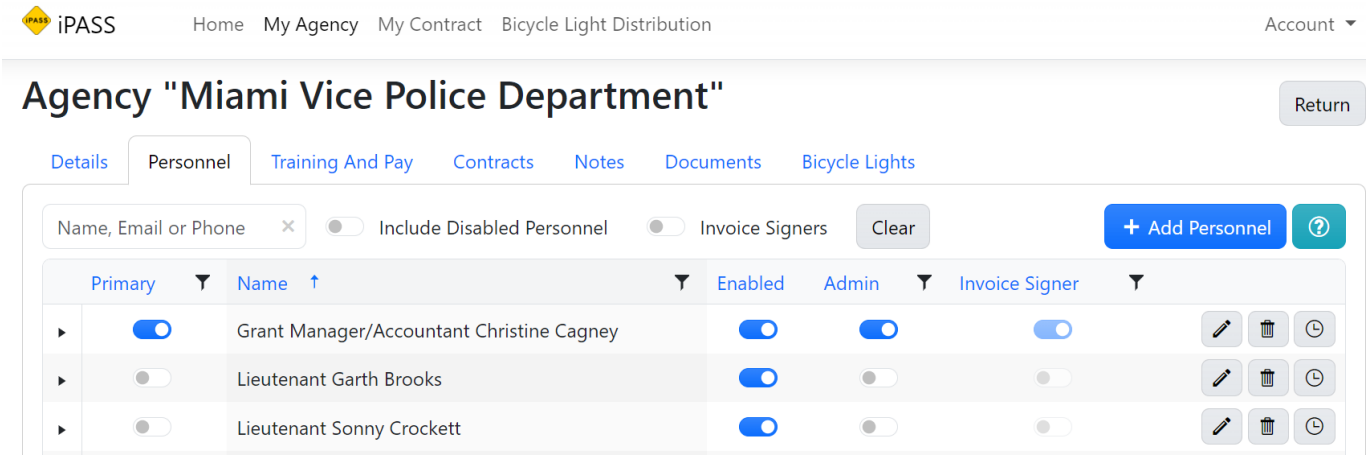
All Personnel entries will show up here. If this is your agency's first contract cycle, this list may be empty. To add a person to the Personnel list, click on *+Add Personnel*.



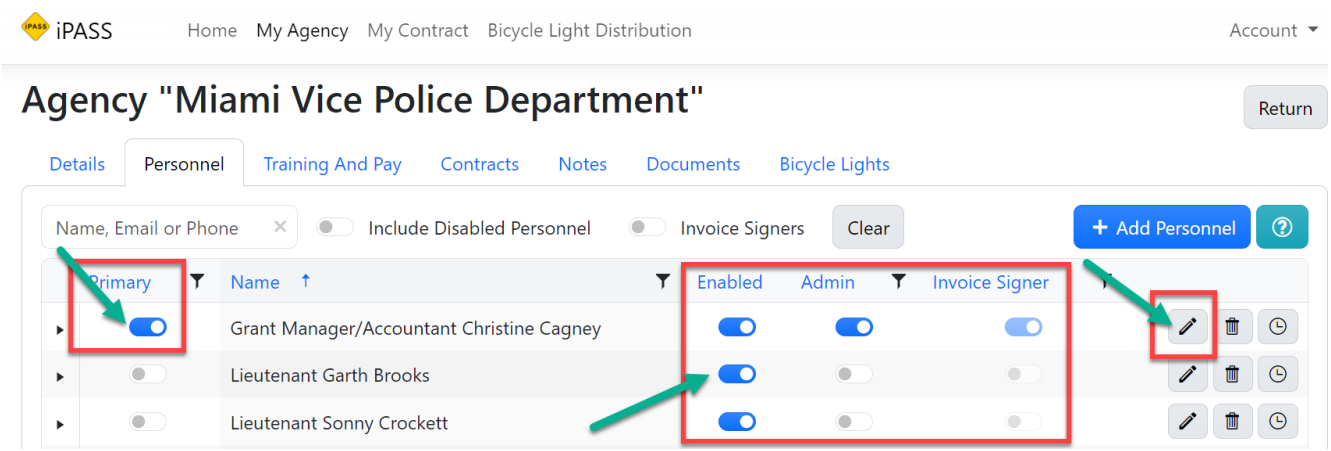
Complete the Personnel form in its entirety and select a User Role. Click *Save* when finished. **See Pages 15-16 for an explanation of User Roles.**



Added Personnel should look like this:



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.



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 **<u>not</u>** 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.

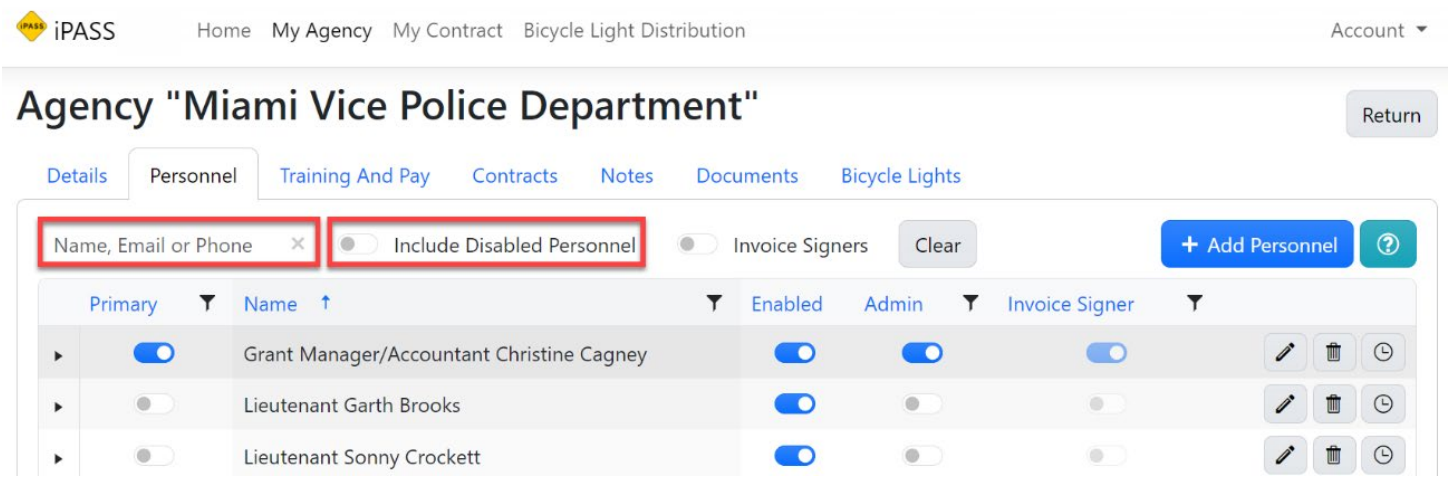
Admin – This person is the agency administrator and is in charge of administering contract execution and allows them to create and manage all aspects of the agency interactions with the contract if there is an associated user account.

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.

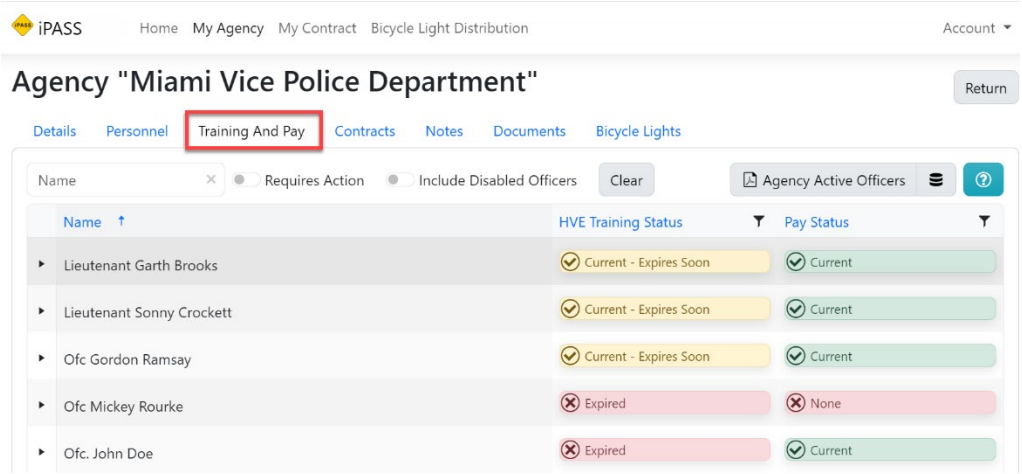
HVE Officer – Only an approved officer can work Pedestrian and Bicycle education and enforcement details. The officer can enter his/her own detail activity reports, if there is an associated user account. Officers **cannot** enter detail activity reports on behalf of other officers unless they have been 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.****

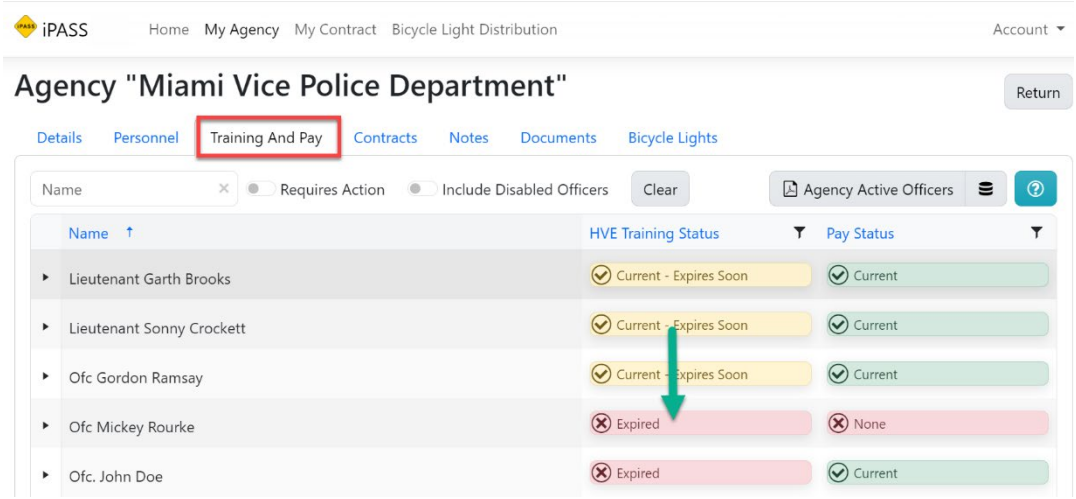
To search a person by name, simply enter their name, email, or phone number into the box. You can also include disabled personnel (no longer active) by clicking on the *Include Disabled Personnel*.



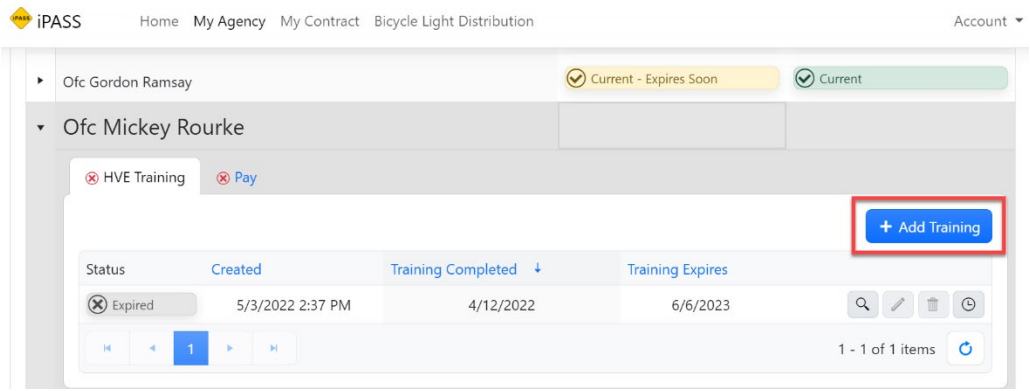
Click on *Training and Pay.*



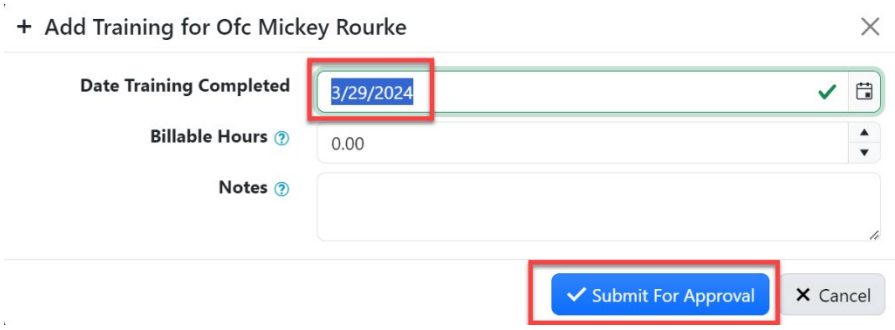
Click inside the *HVE Training Status box*.



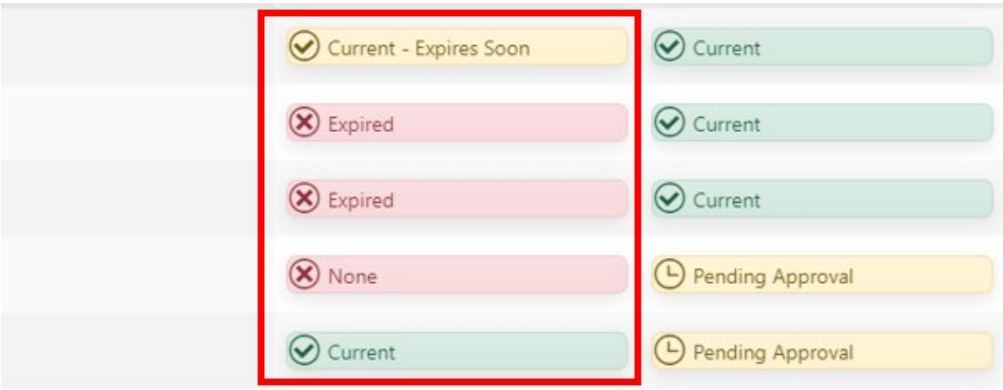
Click on *+Add Training*.



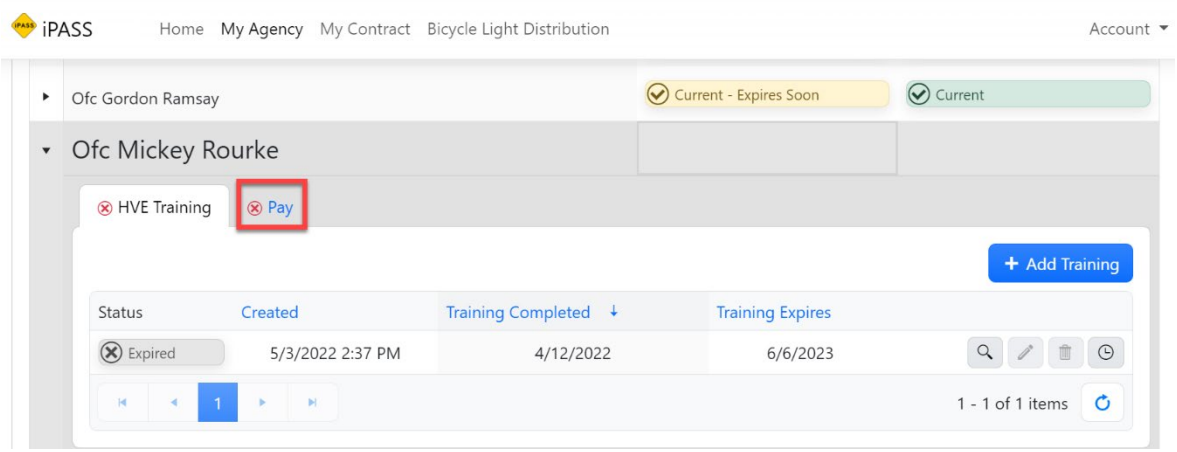
Add the date the officer completed the required training (4-hour Ped Bike Laws course or 2-hour Online Refresher course) and click *Submit For Approval*. IPTM will approve or deny when submitted.



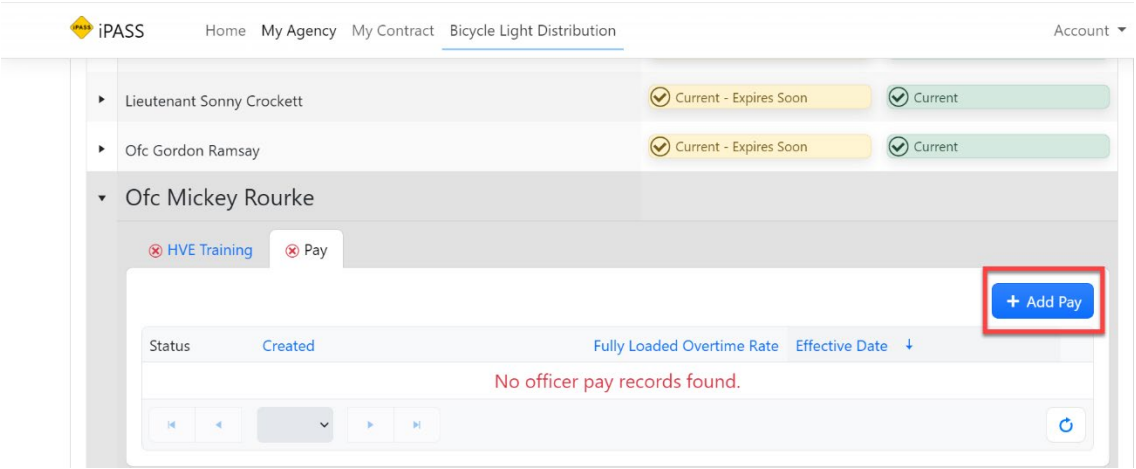
Billable Hours – Default is set to 0.00. This field should be completed if the agency is billing for the officer's attendance at the required training (either 2 hours or 4 hours). The date of attendance must be within the active (executed) contract period in order for the agency to be reimbursed. The 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.



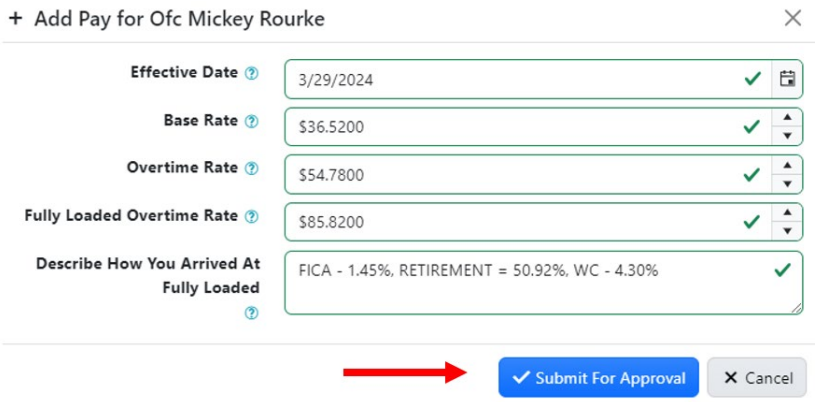
Complete the pay information by clicking on the *Pay* tab.



Click on *+Add Pay.*



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

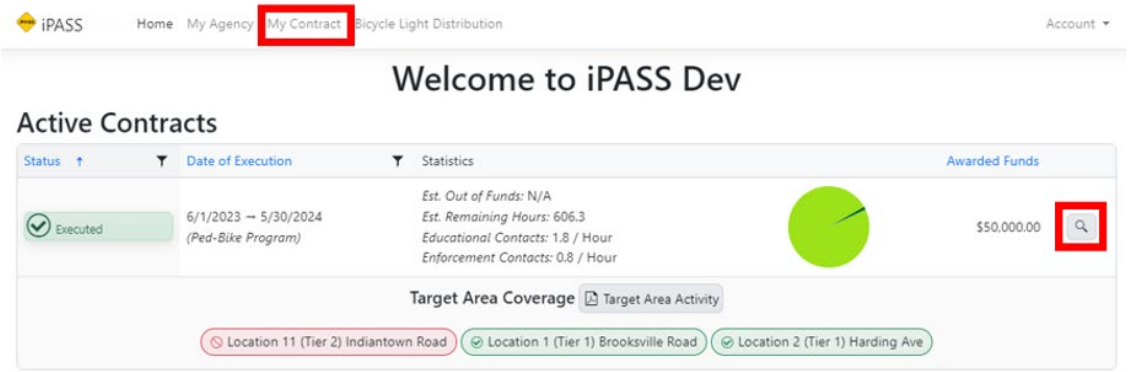


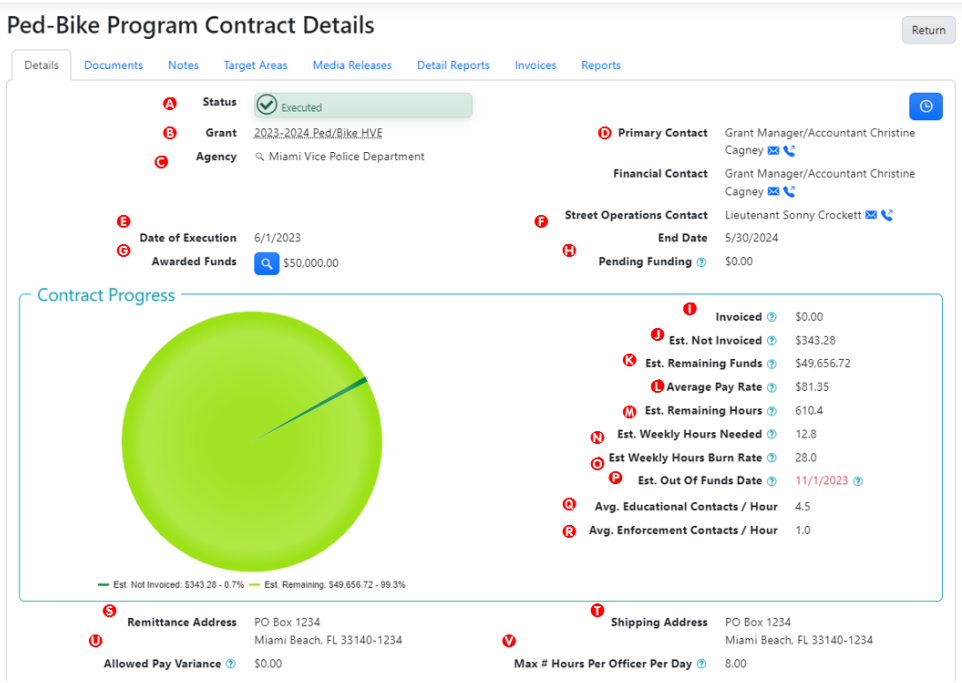
Base Rate – Regular rate of pay for the officer.

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%.**

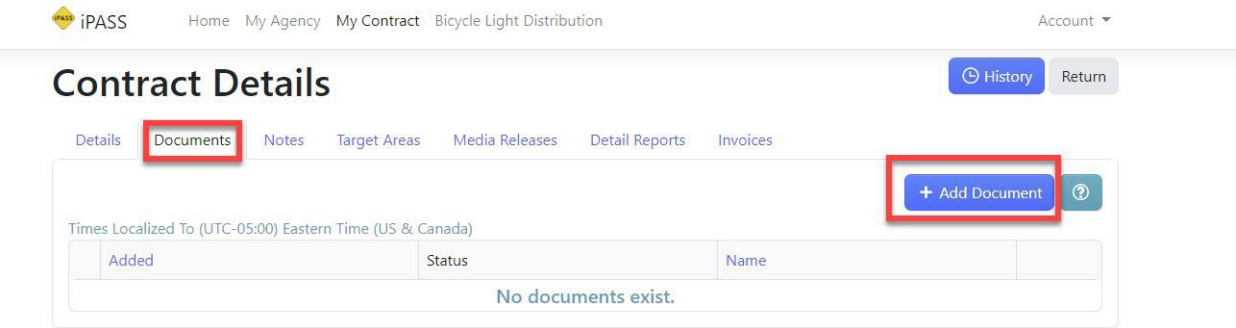
CONTRACT INFORMATION - To view Agency Contract details, click on *My Contracts* then click on the magnifying glass from the iPASS Dashboard.



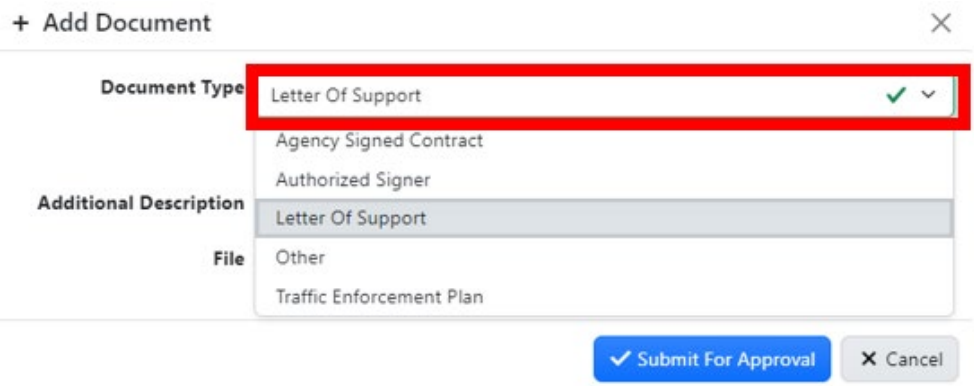


A. **Status:** What stage the contract is in (Proposal, Finalized, Executed, Withdrawn).
B. **Grant:** Year of the contract cycle. As a reminder, your agency has **not** received a grant, but rather a cost-reimbursable contract for officer overtime hours. The term *Grant* is used for IPTM purposes.
C. **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.

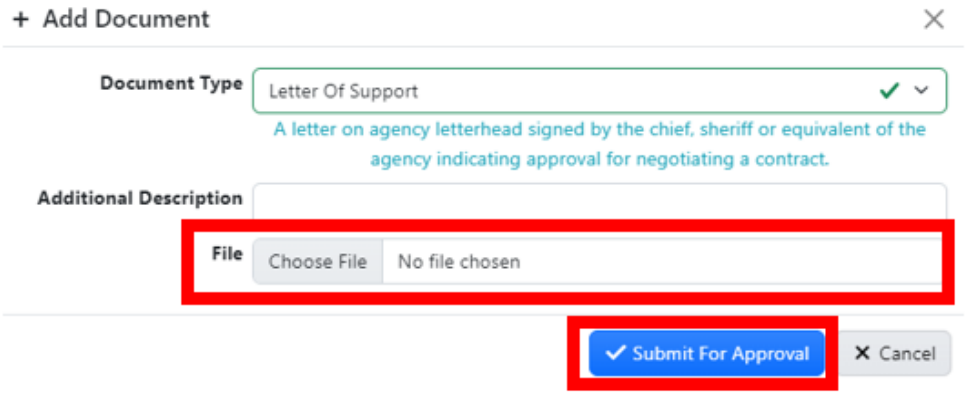
Click on *Documents* to view documents for your agency. Documents to be added under this tab will include the fully executed contract, Letter of Support, the agency's traffic enforcement plan, and/or Letter of Delegation of Signature Authority.



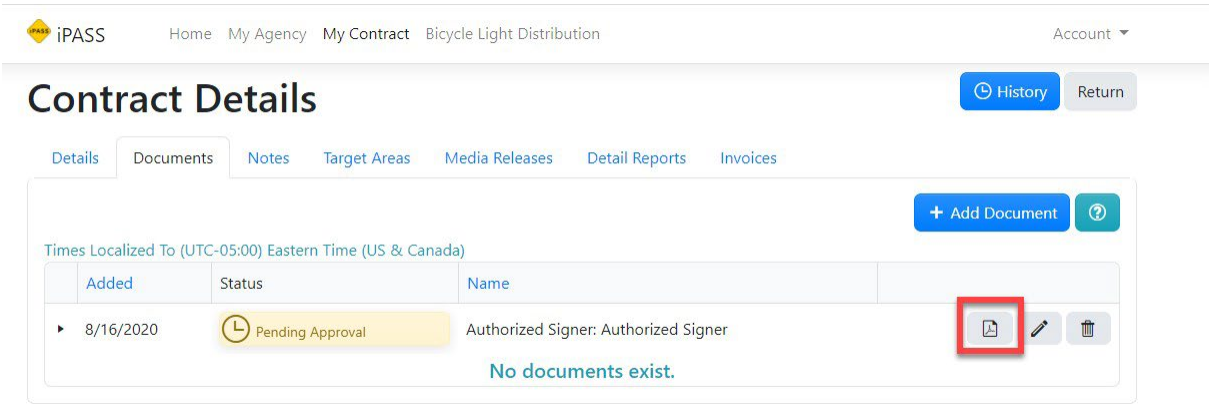
To add a document, click the *+Add Document* and upload your document(s). Select the document type from the drop-down list.



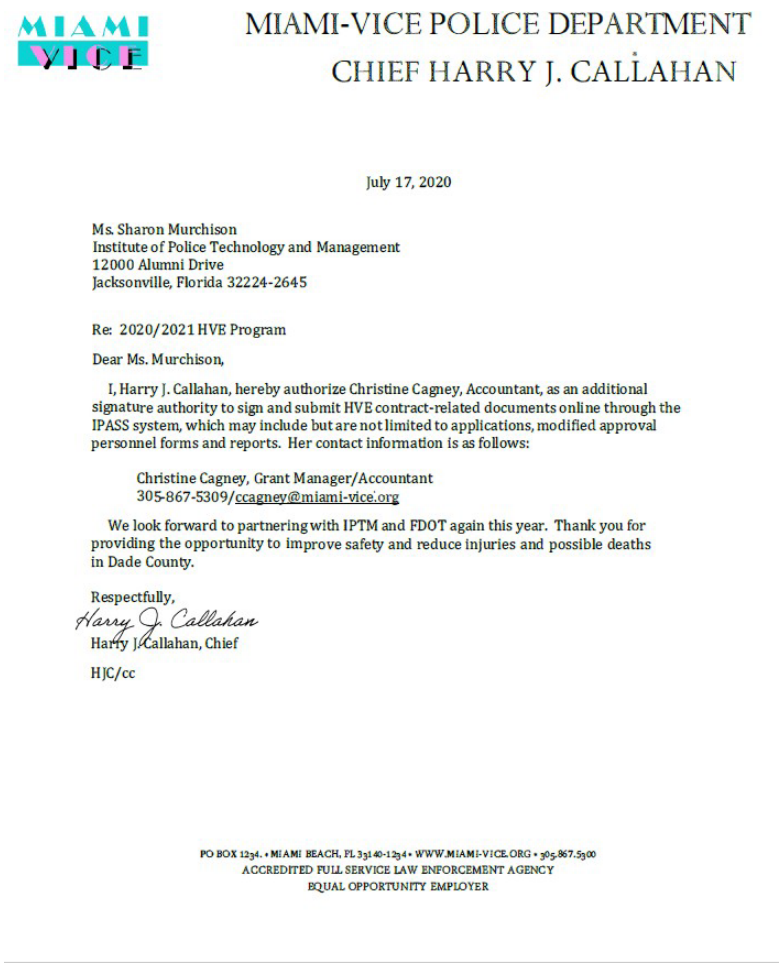
Select the file to attach and click *Submit For Approval.* IPTM will approve or deny when submitted.



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



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

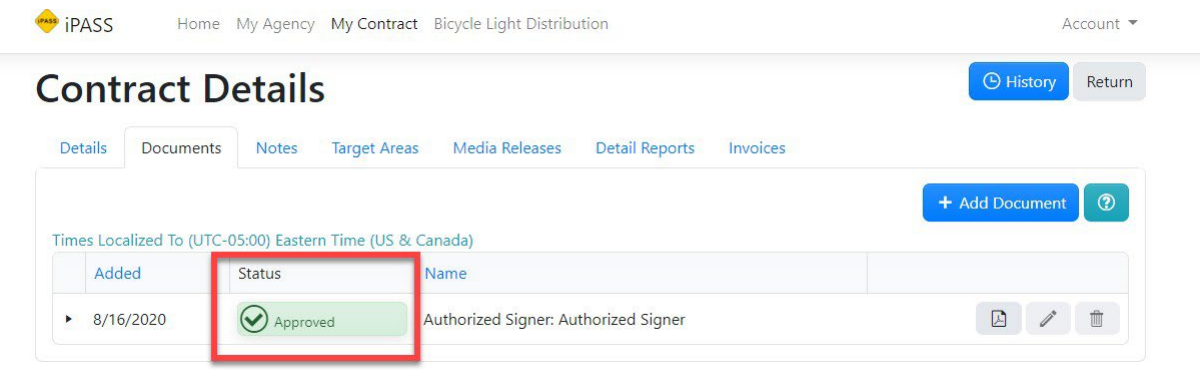
We look forward to partnering with IPTM and FDOT again this year. Thank you for providing the opportunity to improve safety and reduce injuries and possible deaths in Dade County.

Respectfully,
Harry J. Callahan
Harry J. Callahan, Chief

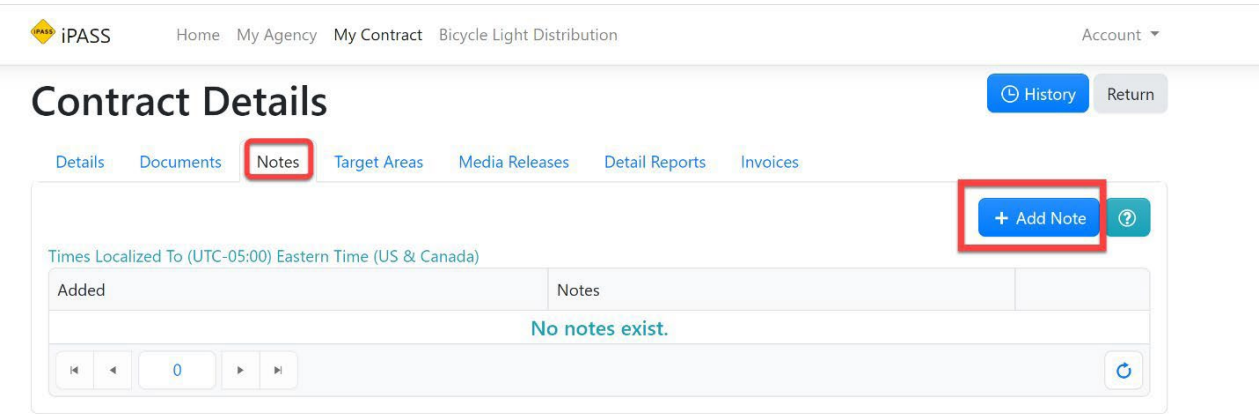
HJC/cc

PO BOX 1234. • MIAMI BEACH, FL 33140-1234 • WWW.MIAMI-VICE.ORG • 305.867.5300
ACCREDITED FULL SERVICE LAW ENFORCEMENT AGENCY
EQUAL OPPORTUNITY EMPLOYER

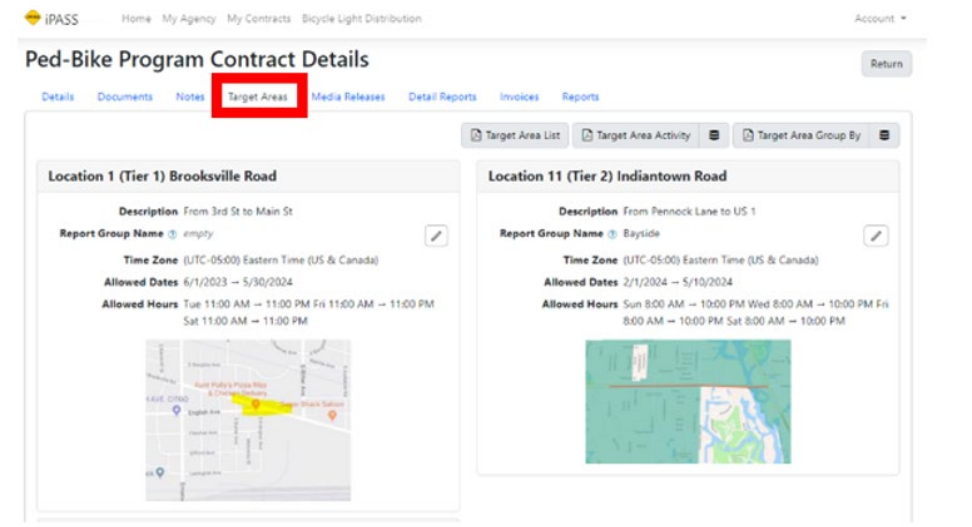
Once document(s) have been approved by IPTM, the agency will see a status of approved or denied.



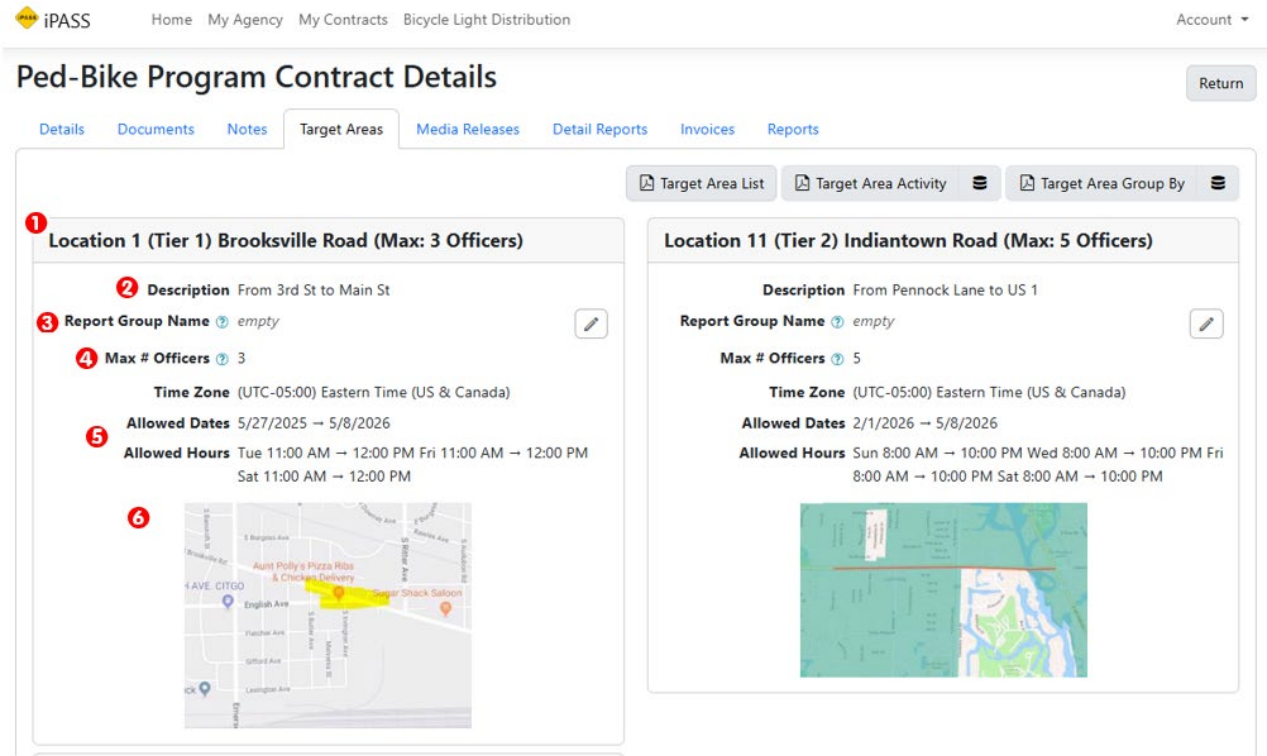
Click on *Notes* to view any notes made by the agency or IPTM. To add a note to the file, click on *+Add Note*.



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

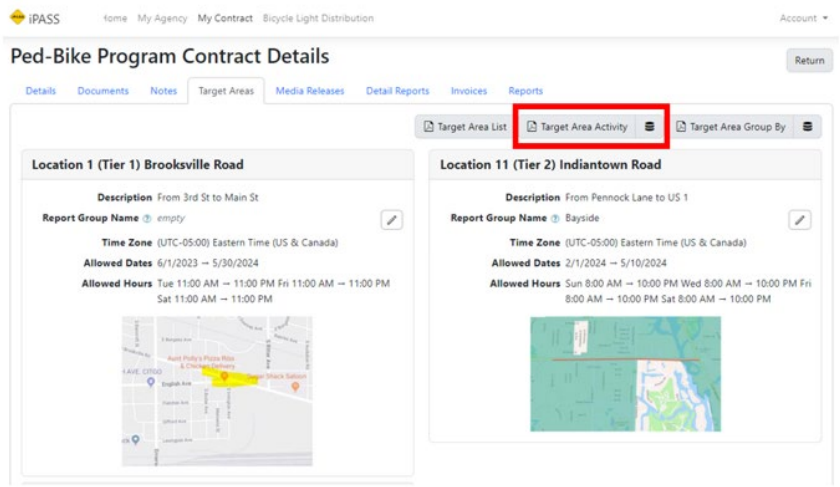


Explanation of Target Areas (Pre-Approved Locations):



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**

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**

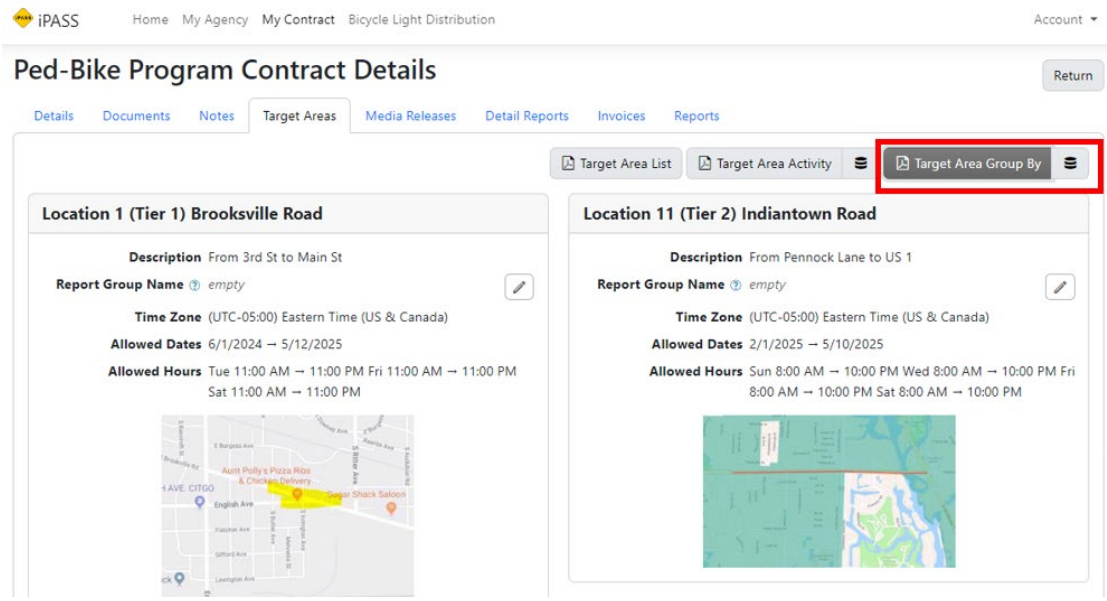
Safety Issues Reported:

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

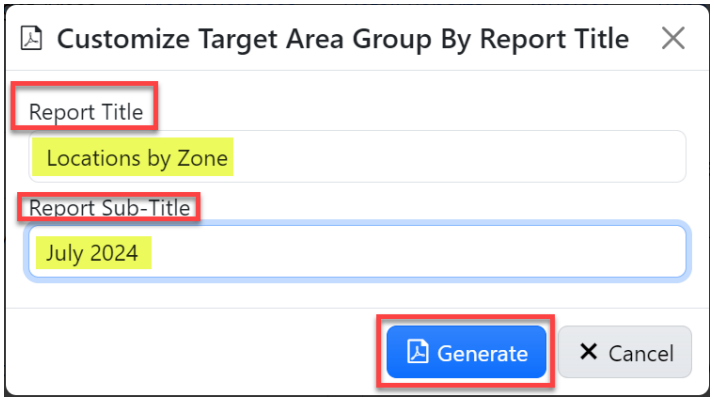
Warnings And Citations for Target Area Location 1 (Tier 1) Brooksville Road

Code	Pedestrian Warn	Pedestrian Cite	Bicyclist Warn	Bicyclist Cite	Motorist Warn	Motorist 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**

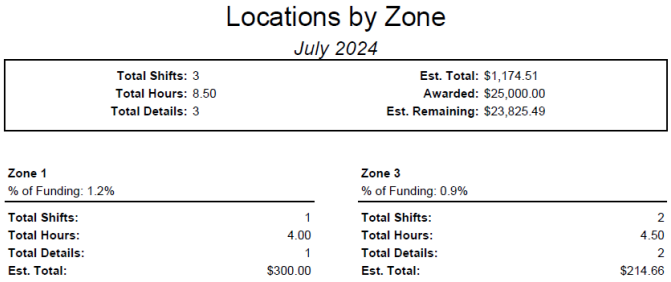
To customize the Target Area Activity Report Summary, click on *Target Area Group By*



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.



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

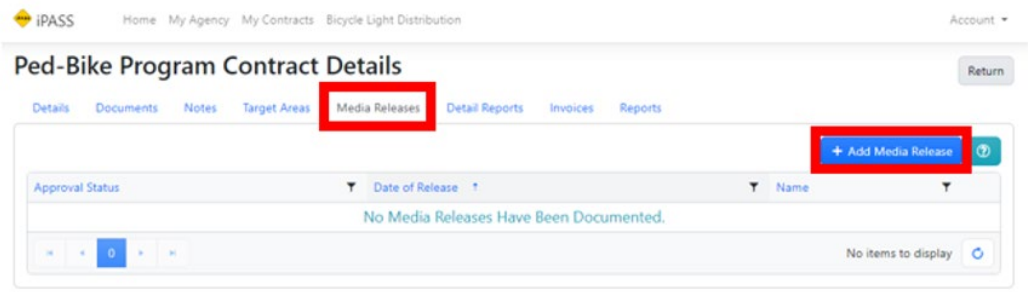
Zone 1
% of Funding: 1.2%

Total Shifts:	1
Total Hours:	4.00
Total Details:	1
Est. Total:	$300.00

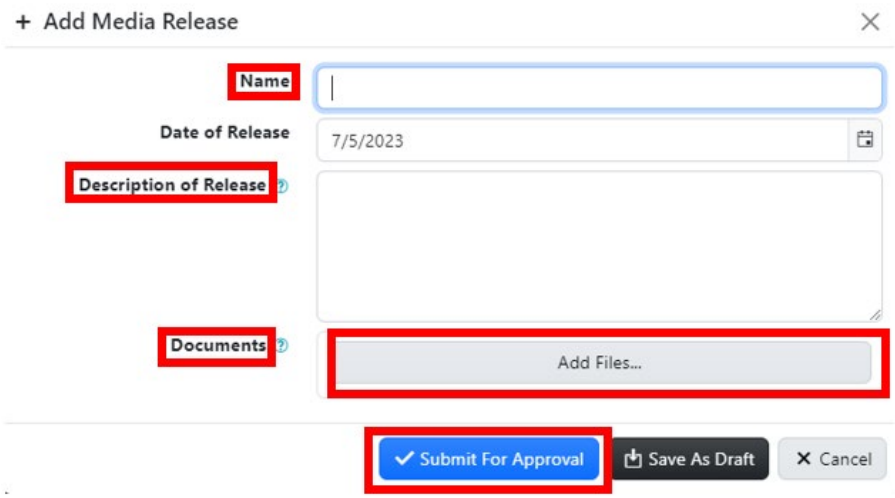
Zone 3
% of Funding: 0.9%

Total Shifts:	2
Total Hours:	4.50
Total Details:	2
Est. Total:	$214.66

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



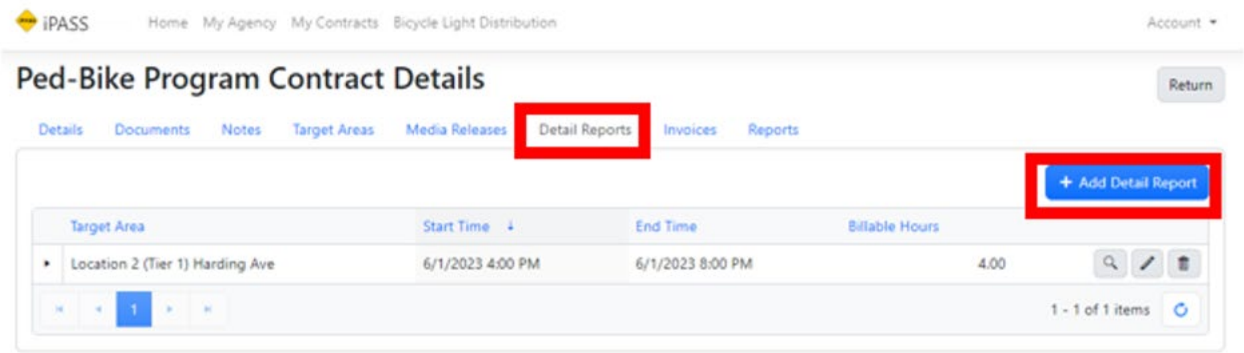
Complete the fields for the media release.



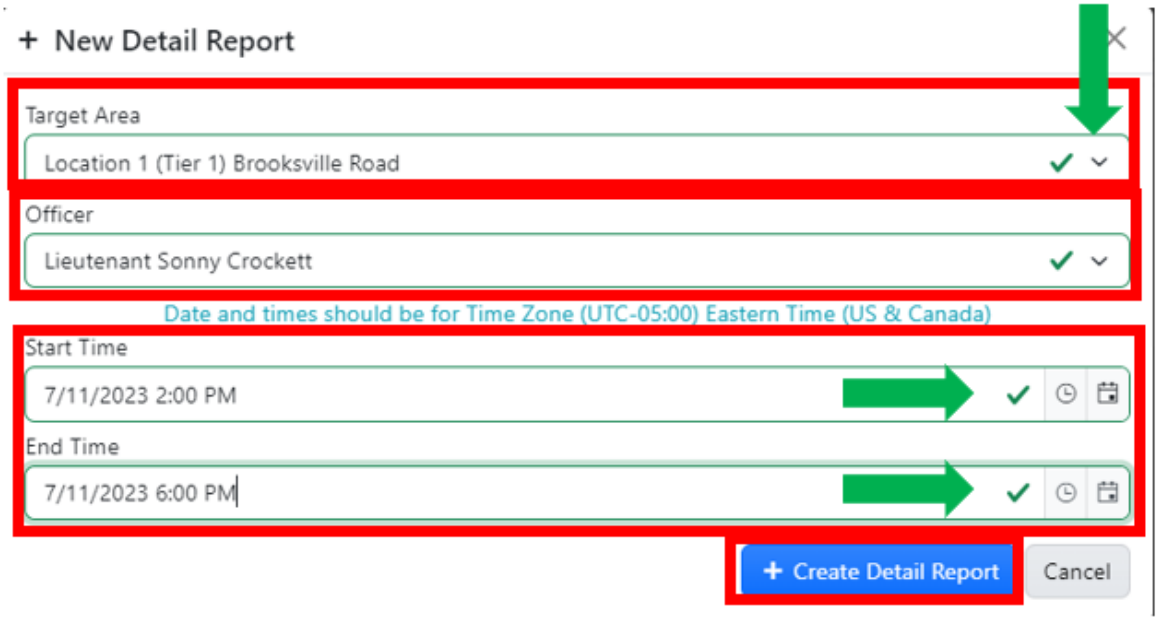
Name: First Media Release, Second Media Release, Additional Media
Date of Release: First media release is strongly encouraged and should be released ***7 days prior to when education and enforcement details are to take place.***
Description of Release: Describe how you notified the public about the HVE 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.

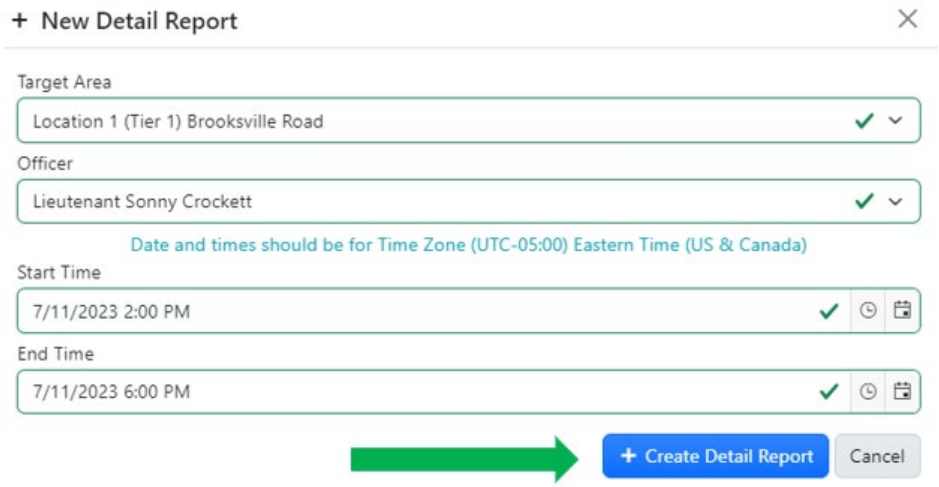
DETAIL REPORTS - To view detail reports that have been previously entered, click on *Detail Reports*. To add a new detail report, click on +*Add Detail Report.*



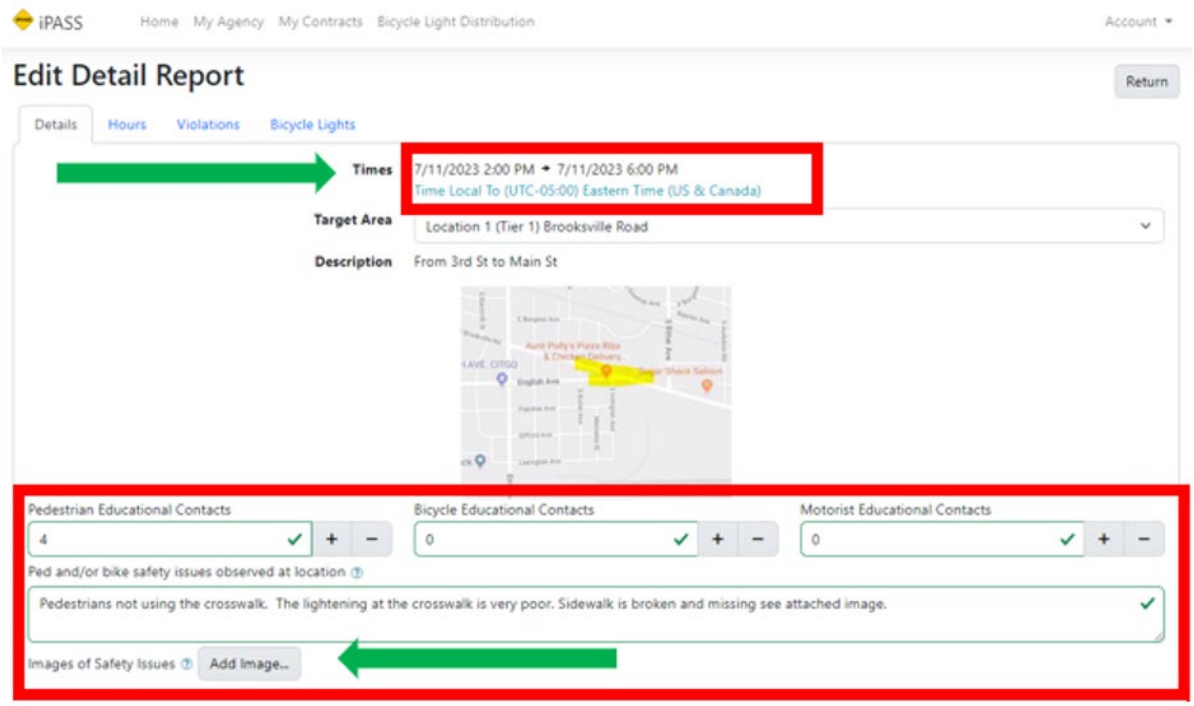
Click on the dropdown list for a list of pre-approved locations. Select the location that was worked and then select the officer who worked the detail. Note: Officers who will be entering their own detail reports and have a user account, will <u>only</u> see their name listed under the *Officer* field. 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.



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



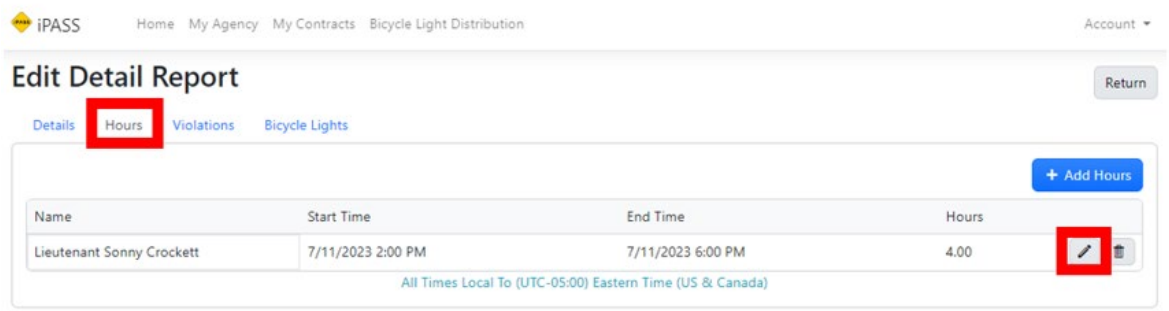
Date and Time of detail will now be shown. Complete the educational contacts made. Remember, one (1) pedestrian/car/bicyclist = 1 contact (which includes education materials with citations and/or warnings). Do not count as multiple contacts. Note any safety issues observed while at the location with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



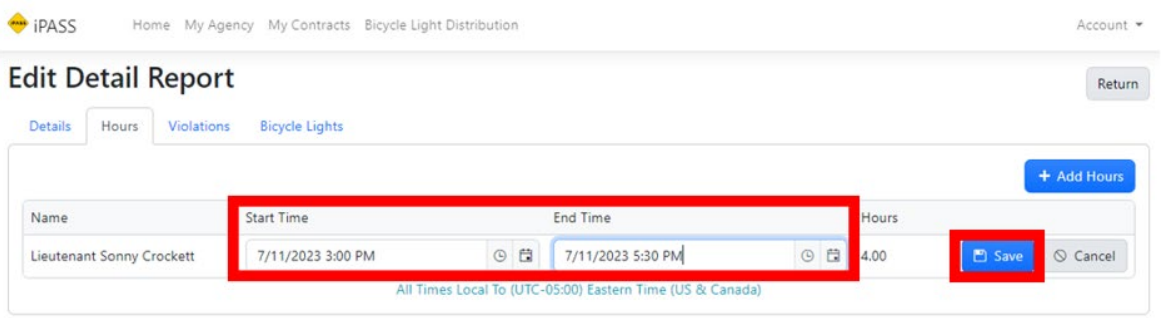
safety issues.

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

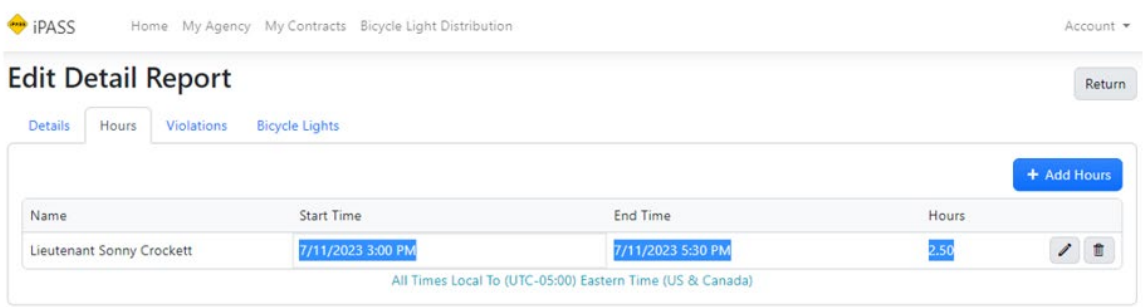
Click on the *Hours* tab. If you need to edit the hours, click on the *pencil* icon.



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

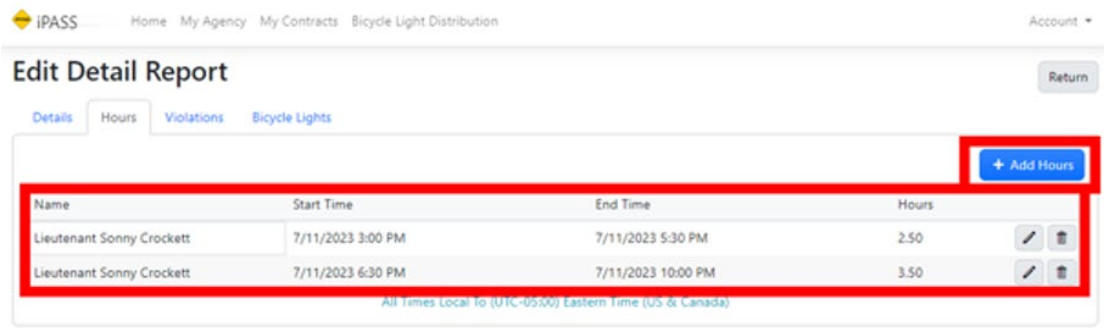


Hours have now been updated.

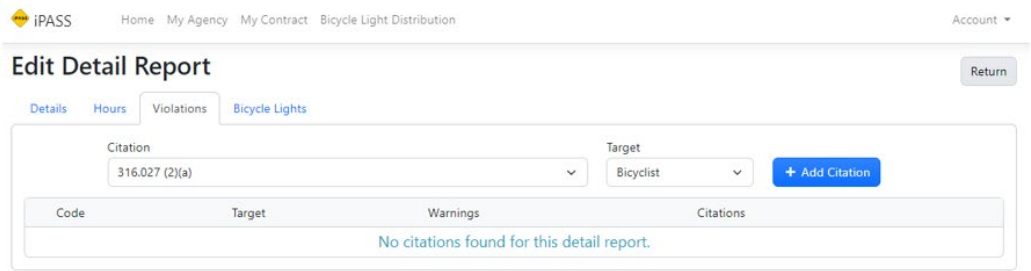


Note: For extenuating circumstances, please notify IPTM so the hours can be adjusted. Agencies are unable to edit hours that are outside the pre-approved times.

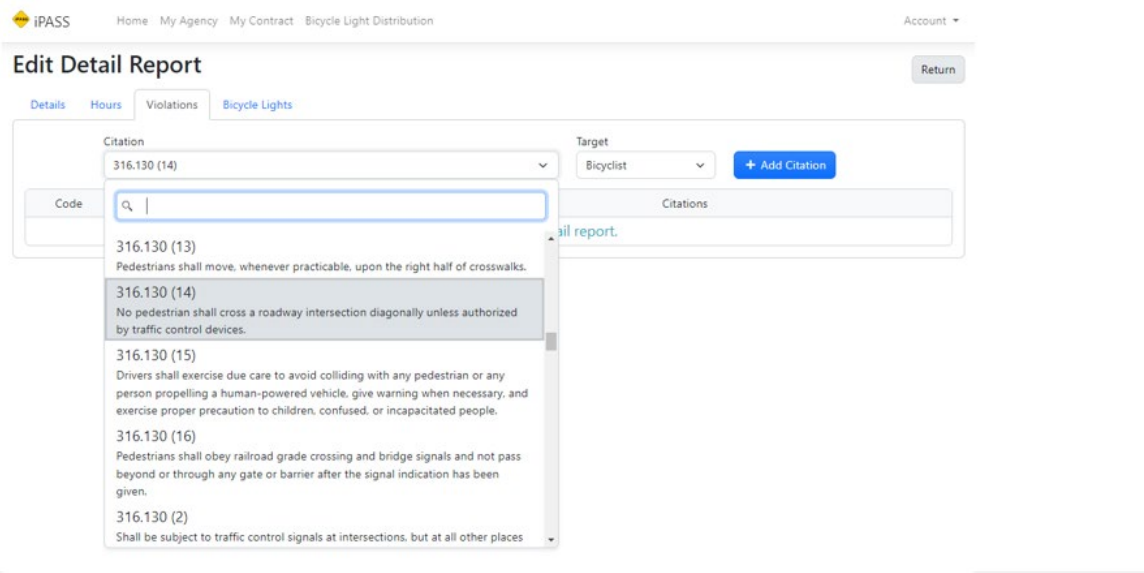
Note: The *+Add Hours* feature only applies to the same location worked on the same day. Specifically, when an officer clocks in from a meal break. This feature cannot be used to enter a new detail report. To add additional hours, click on *+Add Hours* and complete the entry.



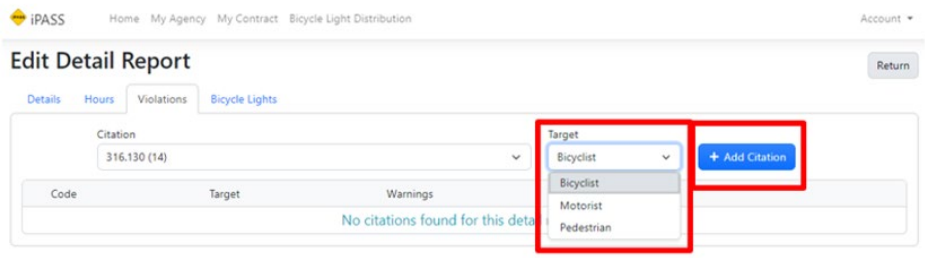
To enter Violations, click on *Violations*.



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

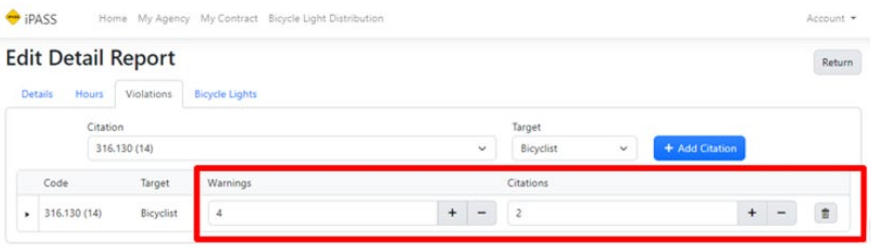


Add the *Target* – Bicyclist, Motorist, or Pedestrian and click *+Add Citation*.

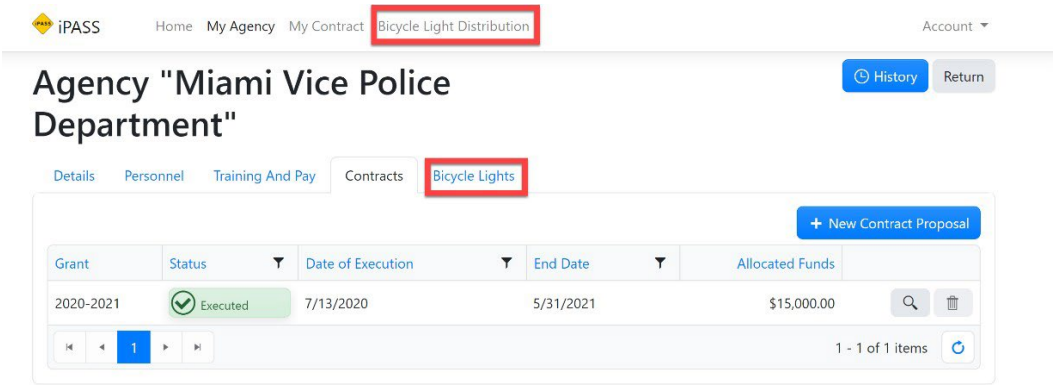


Enter the total number of warnings and/or citations given by the officer. This information will automatically be saved.

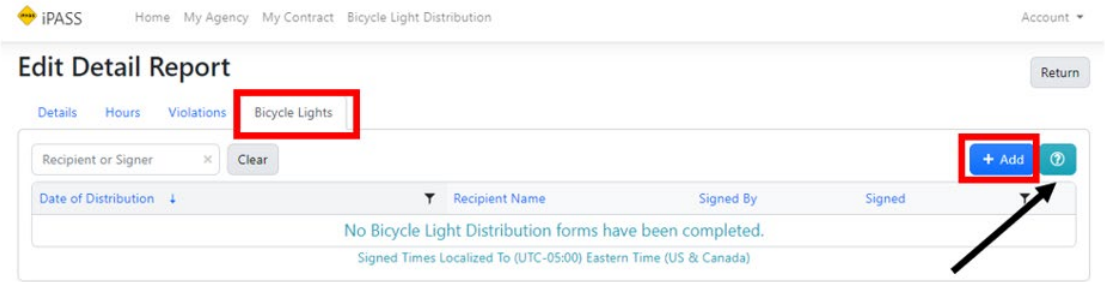
To enter Bicycle Light Distribution Assurance Forms, click on *Bicycle Lights* or select



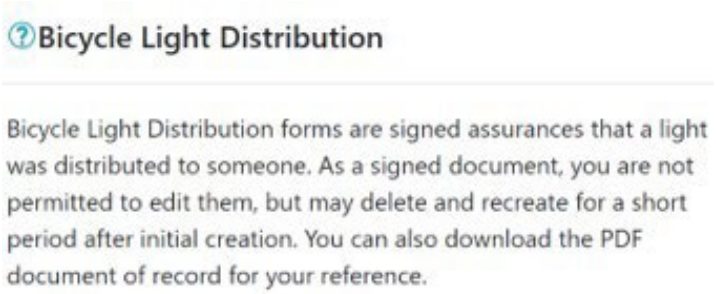
***Bicycle Light Distribution* from the iPASS Dashboard.**



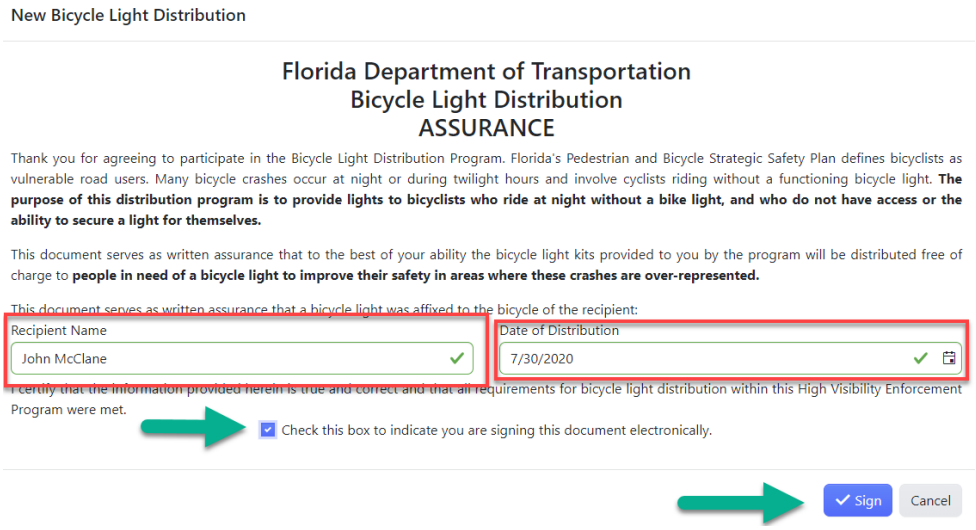
Click on *+Add*.



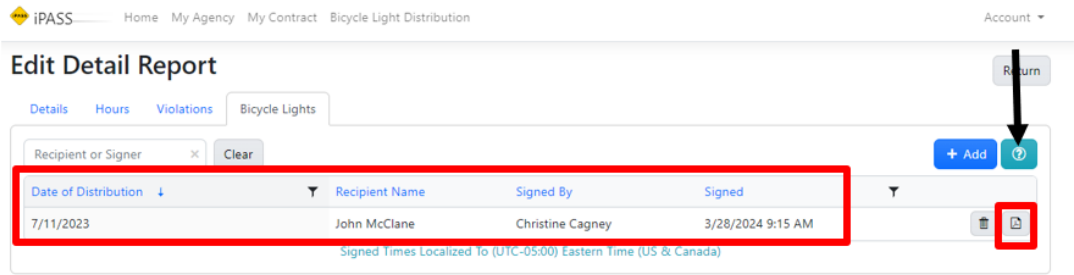
Click **for more information on Bicycle Light Distribution**



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. <u>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.</u>



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



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

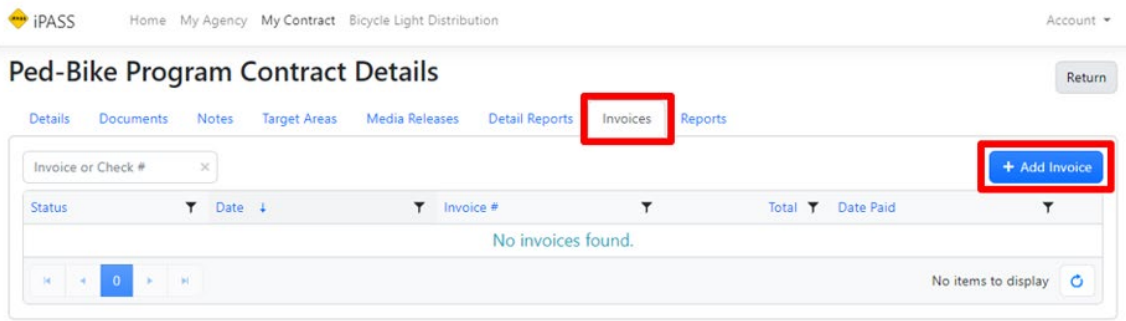
Date Of Distribution
7/11/2023

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.

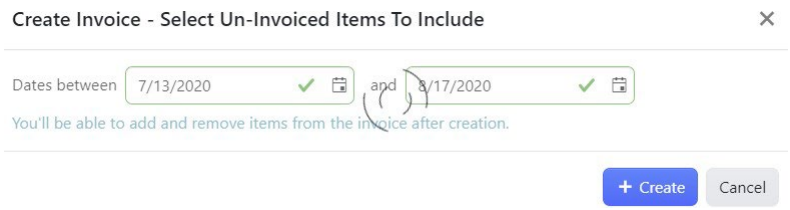
Signed:

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

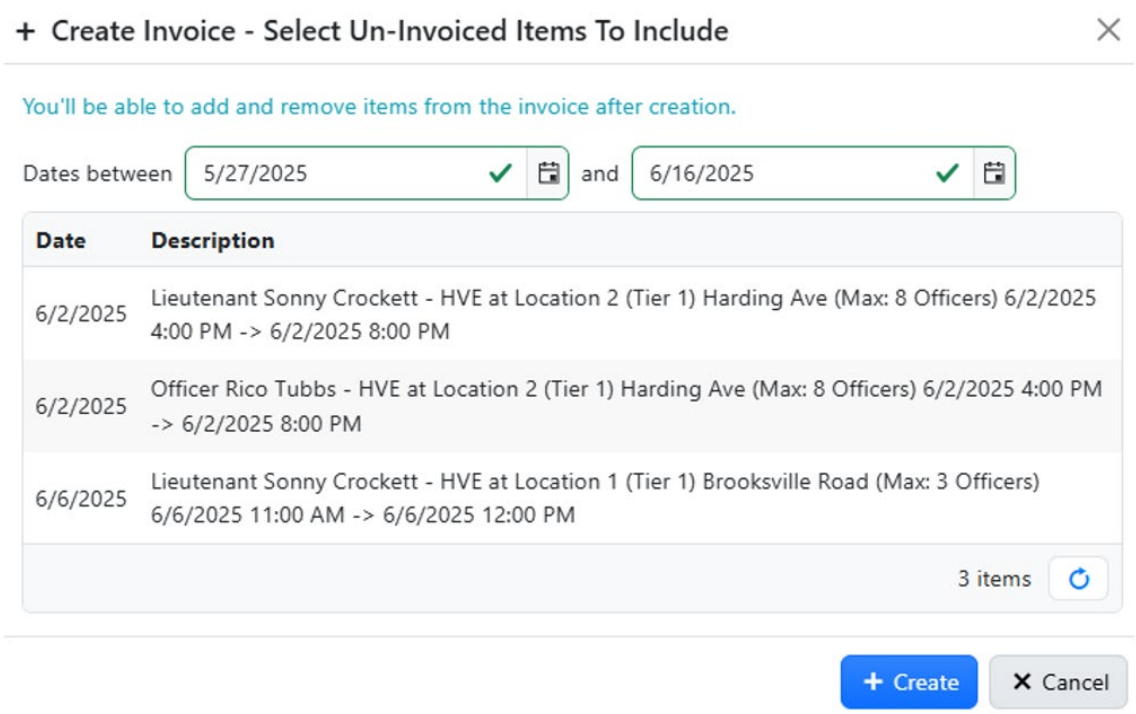
To add an invoice, click on *Invoices* and click on *+Add Invoice*.



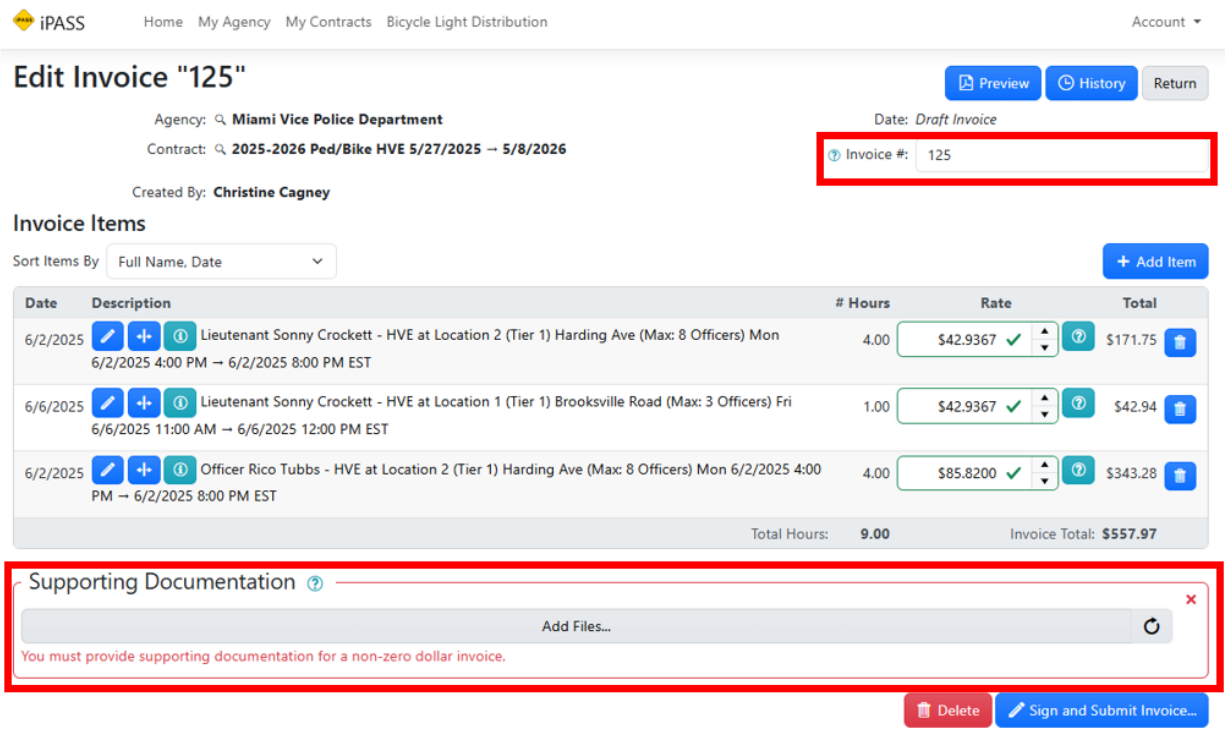
Click date range of the un-invoiced items you want to invoice. Click on *+Create*.
Note: It is recommended to leave the date range blank to capture all dates of service that have not yet been invoiced.



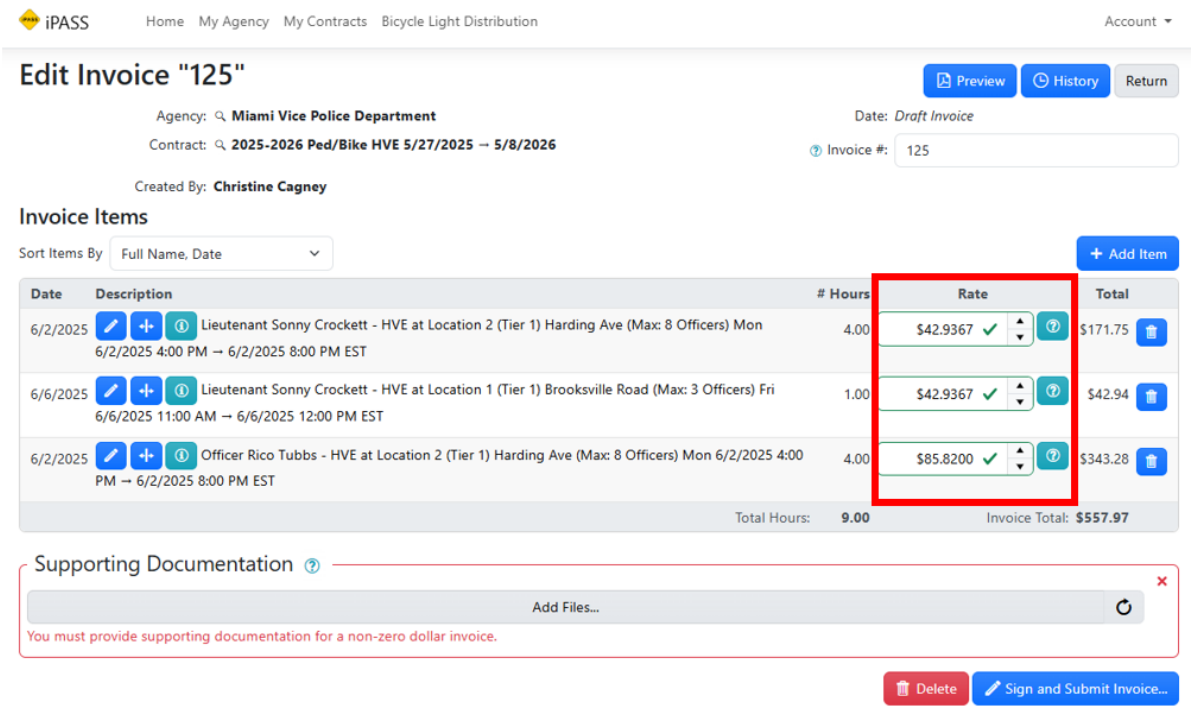
Click *+Create* for the Un-Invoiced items to include. You'll be able to add and remove items from the invoice after creation.



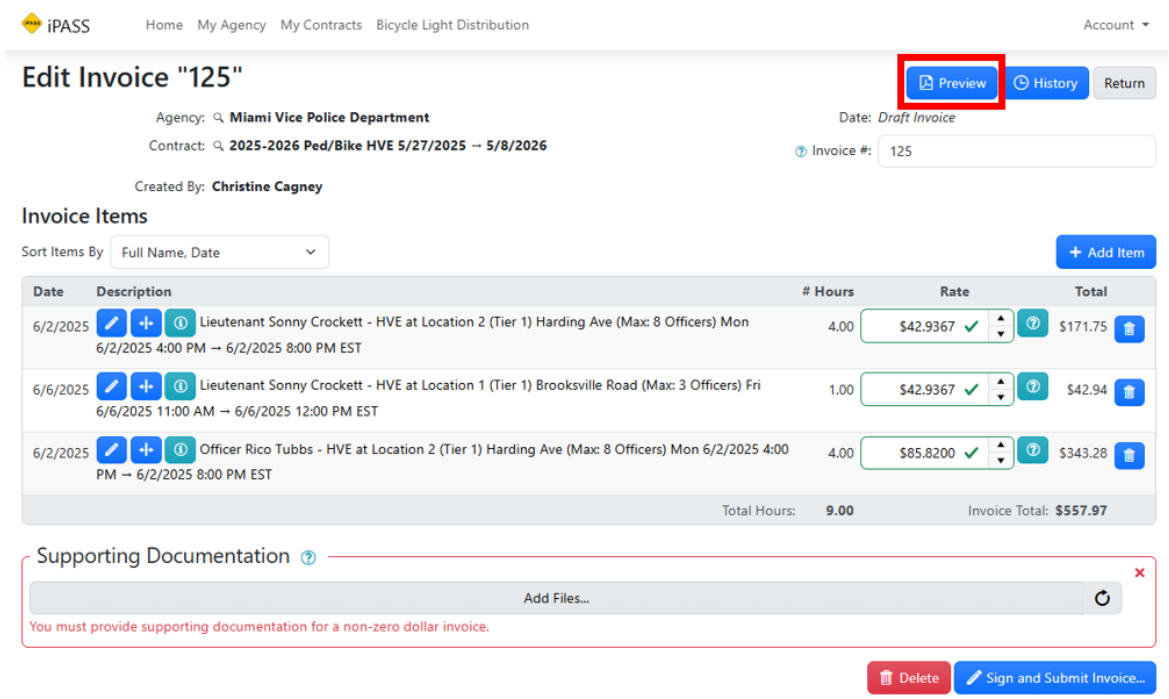
Add *Invoice #*. iPASS auto-generates an invoice #. If you prefer to use an invoice number that is unique to your agency, you can overwrite the auto-generated invoice #. To add Supporting Documentation, click on *Add Files…* and upload your documentation. You must provide payroll documentation to verify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



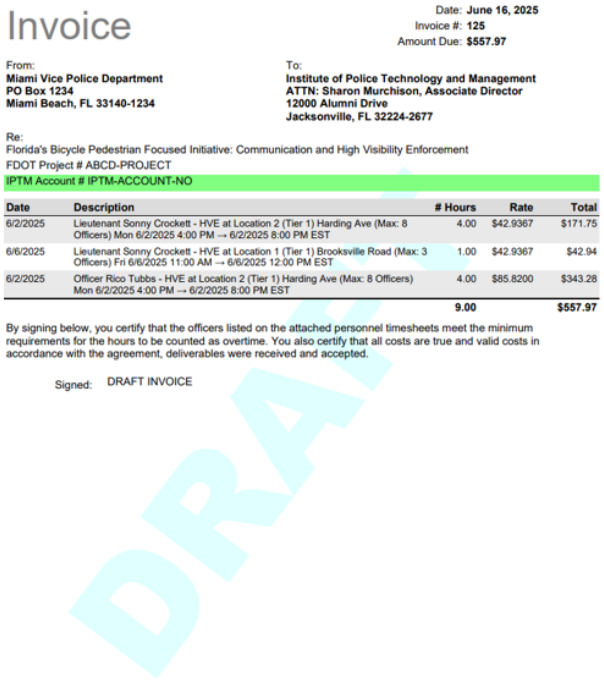
By default, the approved overtime rate from the *Pay* tab will be used. To edit the pay rate information, simply edit the rate of pay by clicking in the *Rate* field.



To preview the invoice, click on *Preview*.



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

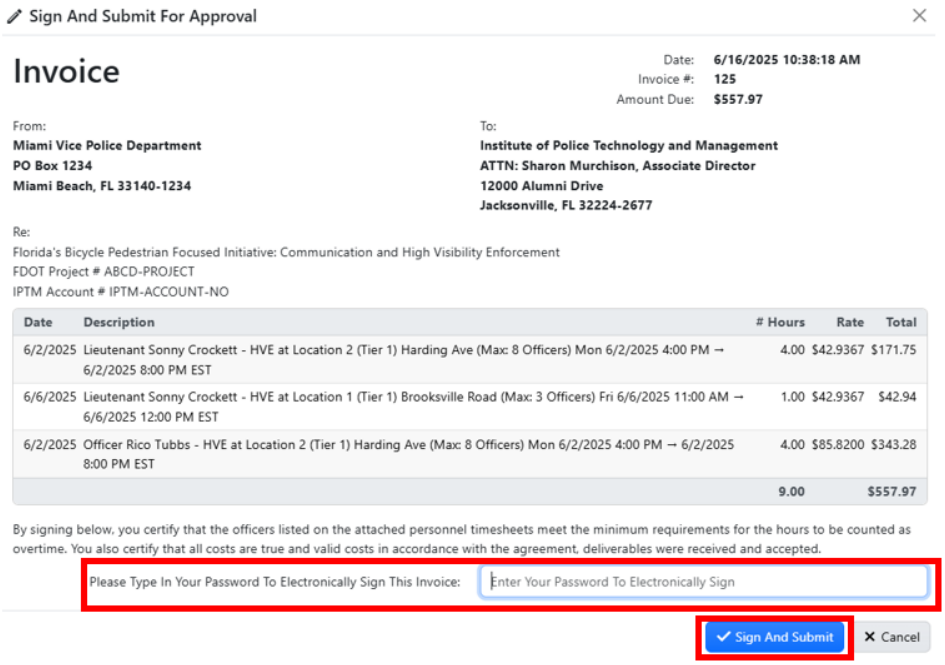
Date	Description	# Hours	Rate	Total
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	$42.9367	$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 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
		9.00		**$557.97**

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

DRAFT

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
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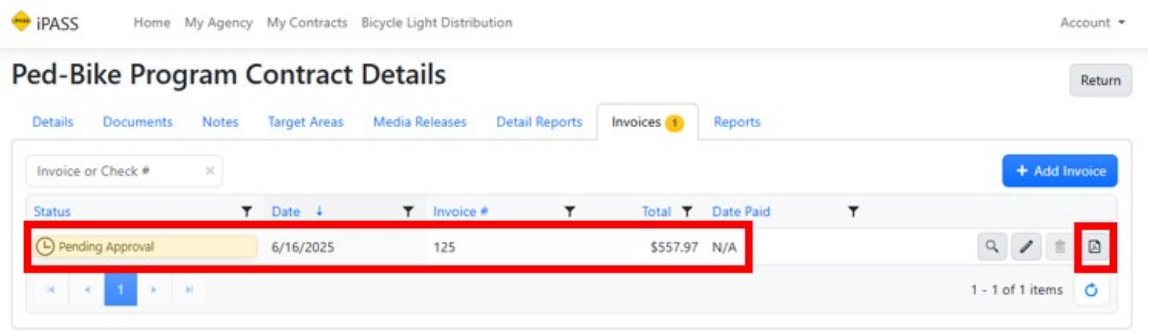
6/2/2025	Officer Rico Tubbs - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	$85.8200	$343.28
		9.00		$557.97

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: Enter Your Password To Electronically Sign

Sign And Submit Cancel

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

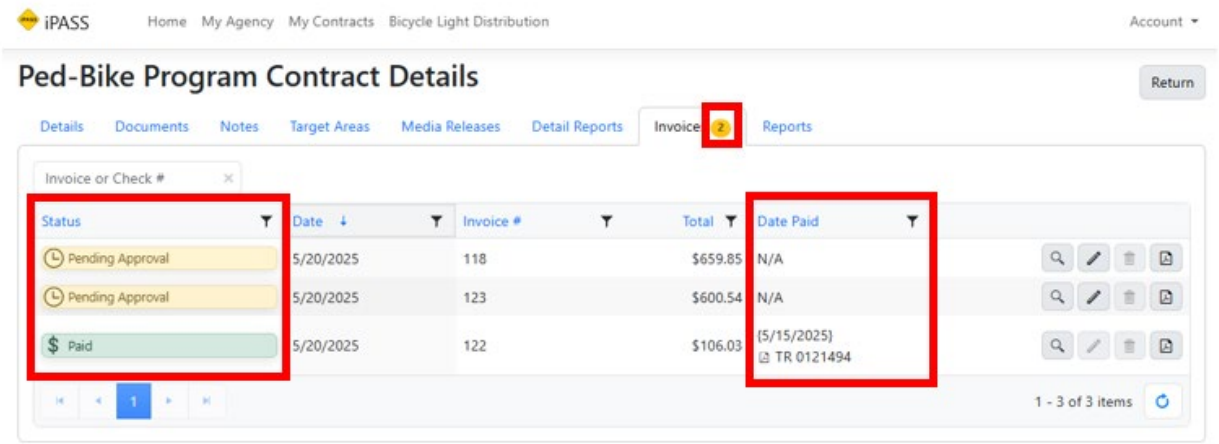
Date	Description	# Hours	Rate	Total
6/2/2025	Lieutenant Sonny Crockett - HVE at Location 2 (Tier 1) Harding Ave (Max: 8 Officers) Mon 6/2/2025 4:00 PM → 6/2/2025 8:00 PM EST	4.00	$42.9367	$171.75
6/6/2025	Lieutenant Sonny Crockett - HVE at Location 1 (Tier 1) Brooksville Road (Max: 3 Officers) Fri 6/6/2025 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
		9.00		**$557.97**

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.

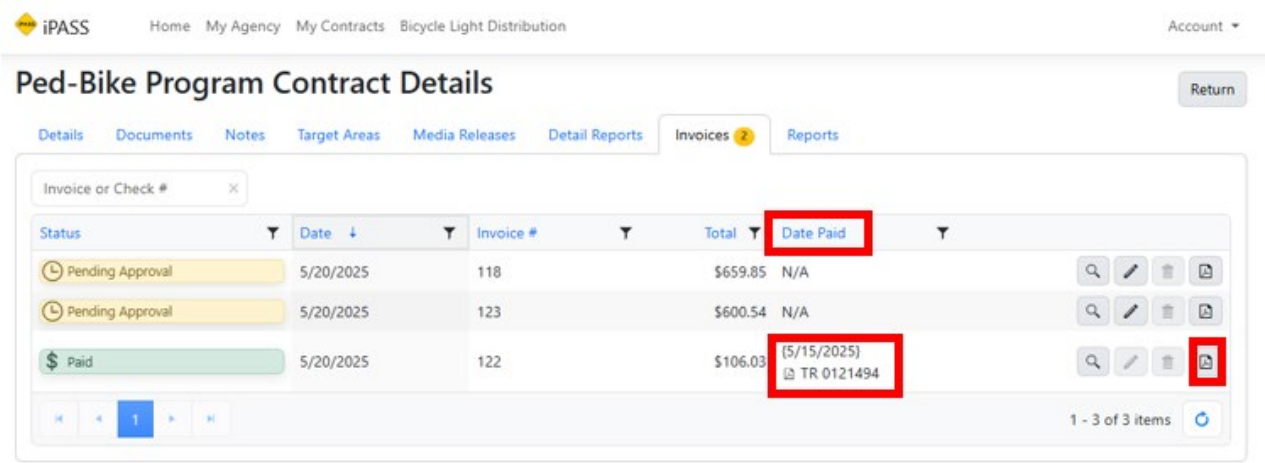
Signed:

```
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
```

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.



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.



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

Invoice

PAID
CK NO TR 0121494
DATE 5/15/2025

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

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
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
		2.00		**$106.03**

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: Wed, 21 May 2025 03:15:06 GMT
  IP Address: 174.239.80.159
```

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

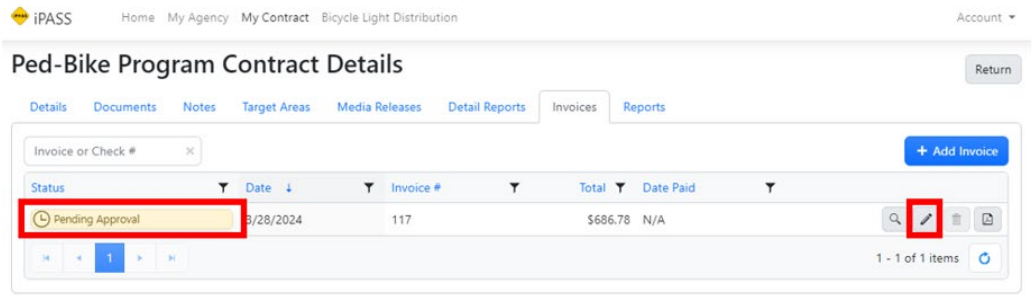
Bank Account	University of North Florida Training and Services Institute Inc
Payment Type	ACH/EFT
Part of Settlement Run	SR-0000546
Part of Group	Supplier Payment(ACH/EFT) for University of North Florida Training and Services Institute Inc
Payment Batch	05/15/2025: 215,364.51 DR Ref #: 6271 Supplier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

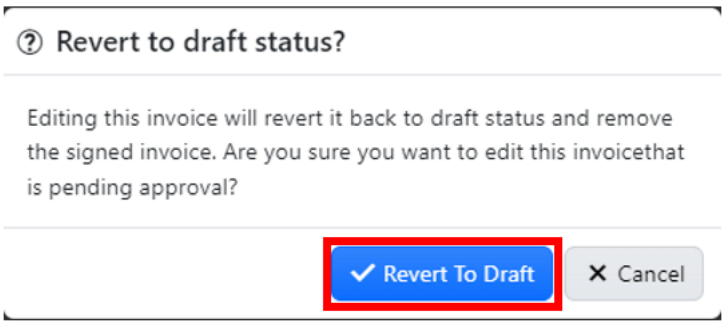
Transaction Reference 0121494

Invoices Paid

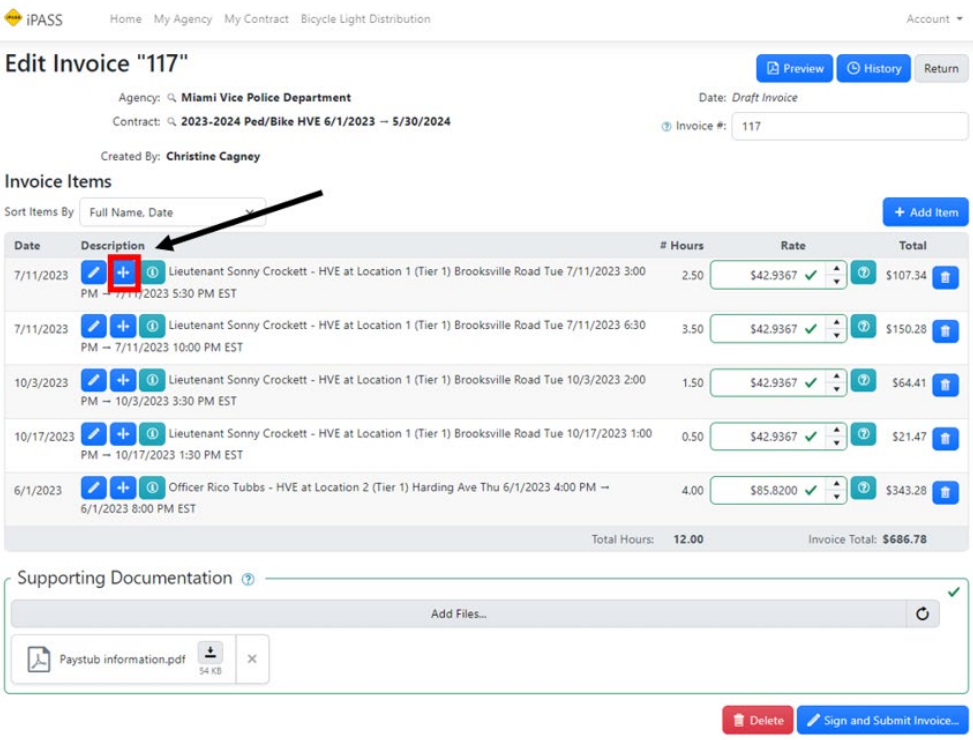
Invoice	Invoice Date	Supplier's Invoice Number	Invoice Amount	Discount Due Date	Invoice Due Date	Discount Taken	Payment Amount
Supplier Invoice: SI-1000010260	05/09/2025	3213	106.03		05/14/2025	0.00	106.03

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

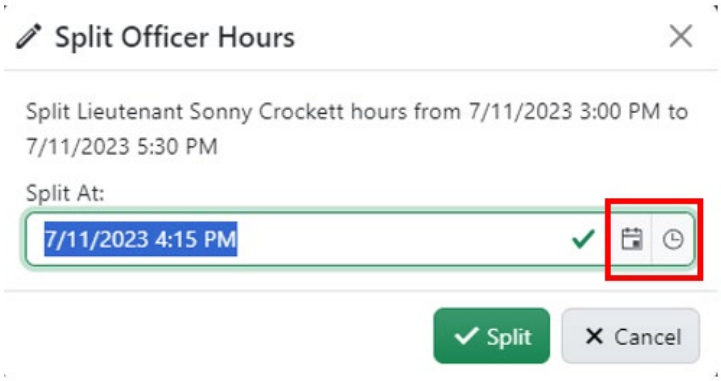




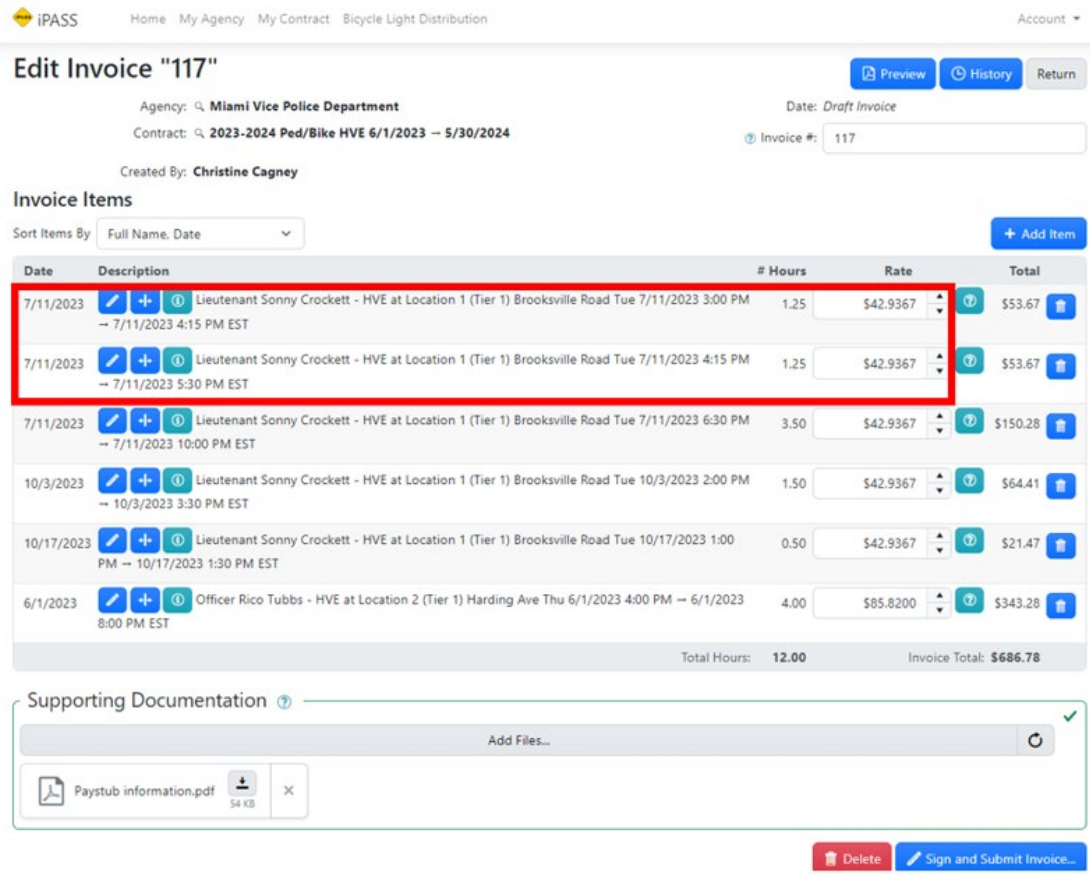
HOW TO PAY HOURS AT STRAIGHT RATE OVERTIME or OVERTIME WITH NO BENEFITS
Click on the *Split Hours* icon to edit hours.



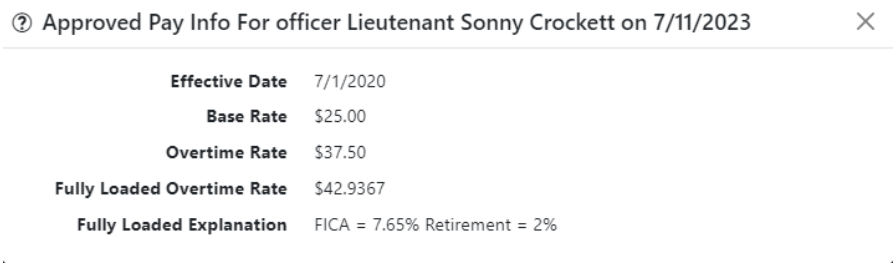
Indicate the date and time to split the hours. Select *√ Split* when finished.



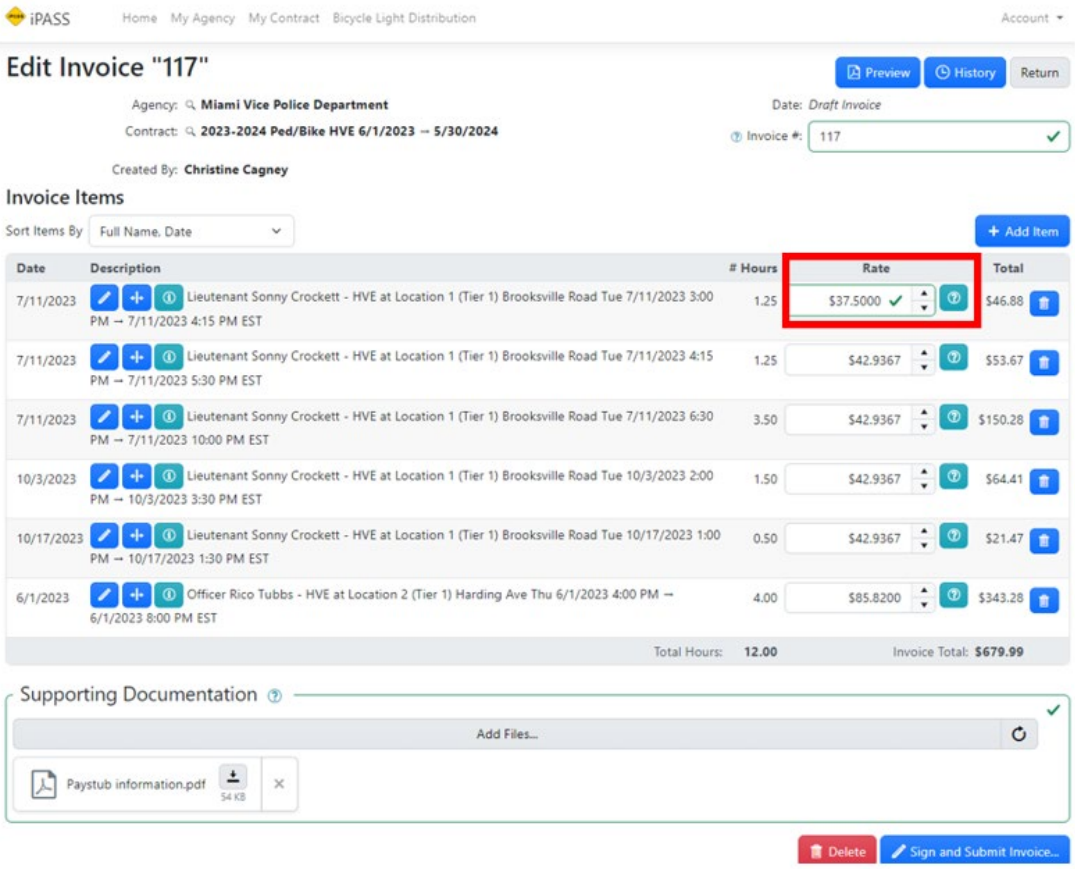
Hours have now been split. Click the *Pay Rate* to correct hours for Straight Rate Overtime.



Click for more information on Approved Pay Rate Info.

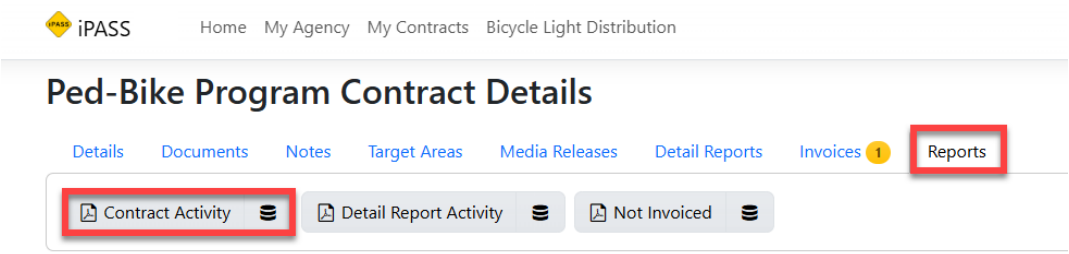


Update the pay rate. Then *Sign and Submit Invoice* again.

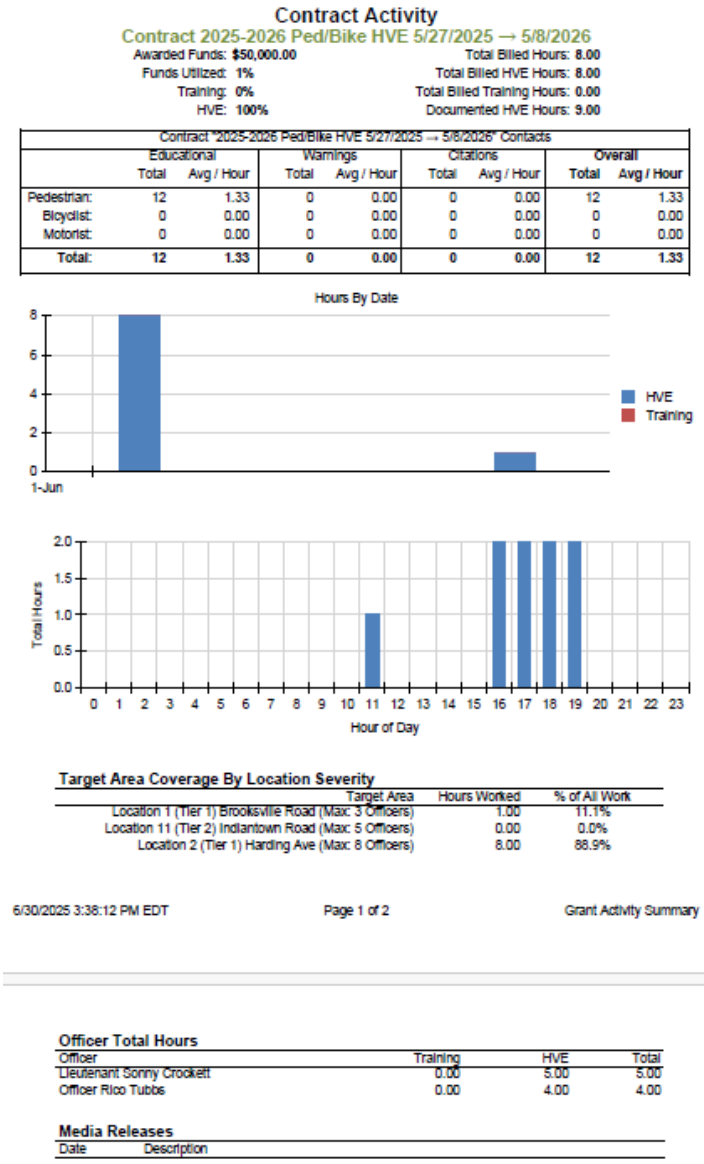


NOTE: If the agency is claiming fringe benefits, add *"Fully Loaded Straight Rate OT".*
If not claiming fringe benefits, add *"Straight Rate OT with no benefits".*

To view Reports. Click on the *Reports* Tab.



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



Contract Activity

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

Awarded Funds: $50,000.00
Funds Utilized: 1%
Training: 0%
HVE: 100%

Total Billed Hours: 8.00
Total Billed HVE Hours: 8.00
Total Billed Training Hours: 0.00
Documented HVE Hours: 9.00

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

	Educational		Warnings		Citations		Overall	
	Total	Avg / Hour	Total	Avg / Hour	Total	Avg / Hour	Total	Avg / Hour
Pedestrian:	12	1.33	0	0.00	0	0.00	12	1.33
Bicyclist:	0	0.00	0	0.00	0	0.00	0	0.00
Motorist:	0	0.00	0	0.00	0	0.00	0	0.00
Total:	**12**	**1.33**	**0**	**0.00**	**0**	**0.00**	**12**	**1.33**

Target Area Coverage By Location Severity

Target Area	Hours Worked	% of All Work
Location 1 (Tier 1) Brooksville Road (Max: 3 Officers)	1.00	11.1%
Location 11 (Tier 2) Indiantown Road (Max: 5 Officers)	0.00	0.0%
Location 2 (Tier 1) Harding Ave (Max: 8 Officers)	8.00	88.9%

6/30/2025 3:38:12 PM EDT Page 1 of 2 Grant Activity Summary

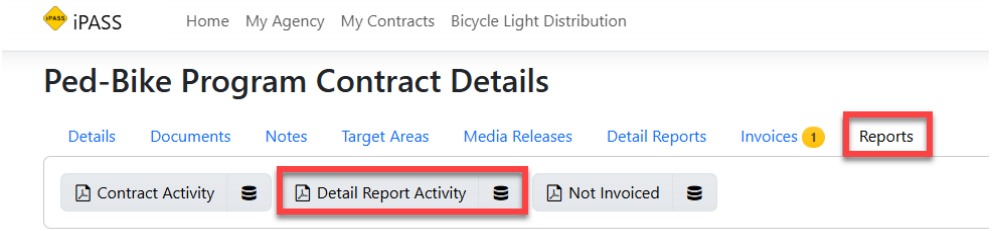
Officer Total Hours

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

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



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

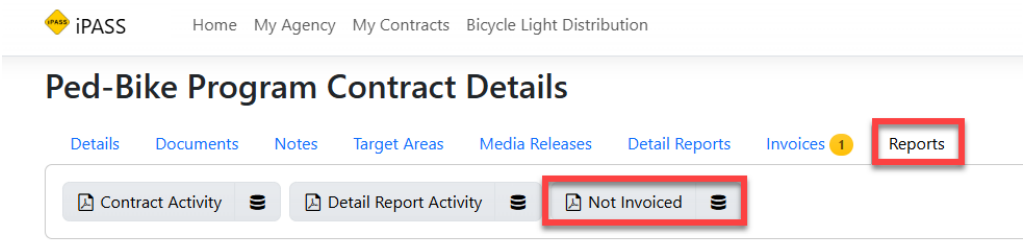
Officer Name: Lieutenant Sonny Crockett **Date:** 6/6/2025

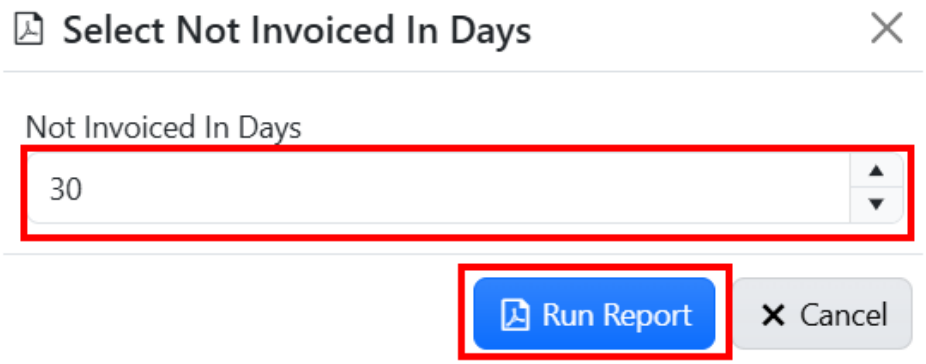
Start Time: 11:00 AM **End Time:** 12:00 PM **Total Hrs:** 1.00

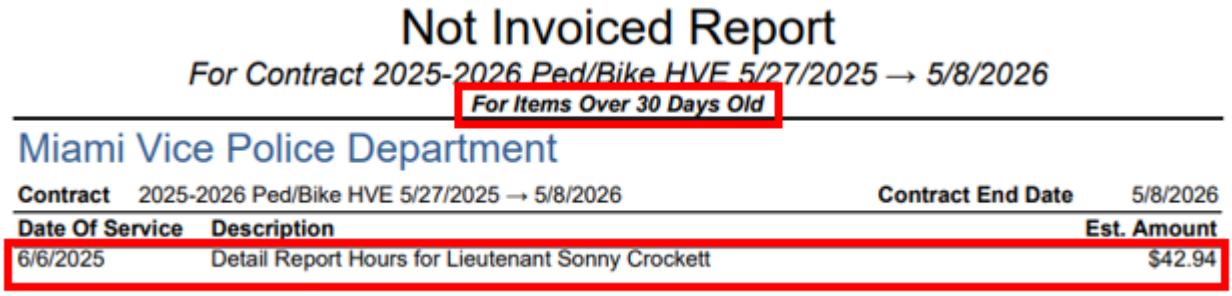
LOCATION	CITATION	WARNING	EDUCATION	COMMENTS
Location 1 (Tier 1) Brooksville Road (Max: 3 Officers)	0	0	5	5 Pedestrian Educational Contacts

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

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.







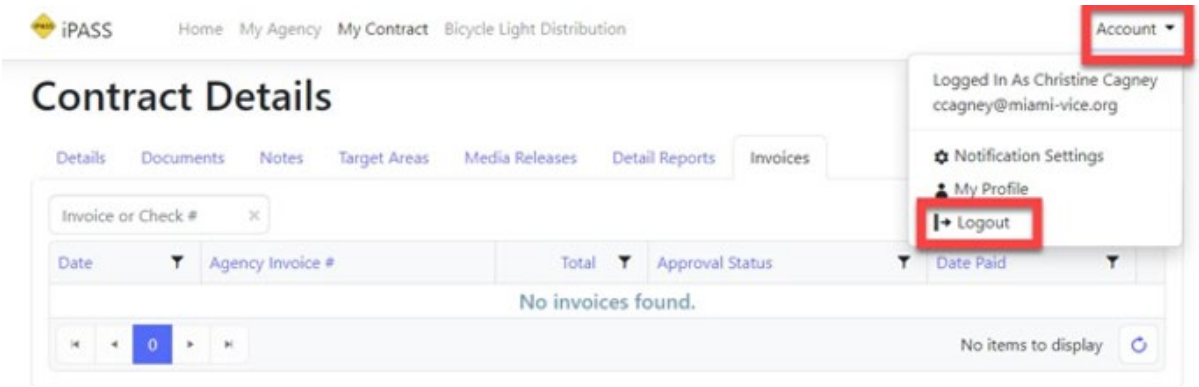
Not Invoiced Report

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

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