



Drug Recognition Expert (DRE) Time and Activity Quick Reference Card

Activity Codes	Leave Codes	Work Schedule Indicators	
<p>2100 General Management</p> <p>2108 DRE/SFST Program Management (DRE Regional Coordinators Only) Activities relating to management and administrative duties for the DRE and SFST Program.</p> <p><i>Field 1 Activity Type</i> D DRE State Coordinator duties S SFST State Coordinator duties RR Regional Coordinator - Evaluations Review RD Regional Coordinator-District Needs (schedule emphasis, DRE mentorship, field supervision) RG Regional Coordinator-General RM Regional Coordinator- Meetings <i>Field 2 Number of Evaluations Reviewed (When recording RR in Field 1, record number of Evaluations reviewed in Field 2)</i></p> <p>2110 Field Supervision</p> <p>2217 DRE Training Given Time spent providing formal instruction to include class and report preparation and travel associated with the training. <i>Number Number of Students Taught</i> <i>Field 1 Course Phase</i> ARIDE Advance Roadside Impaired Driving Enforcement DID Drug that Impair Driving DRE Drug Recognition Expert DITEP Drug Impairment Training for Educational Professionals INST Instructor Development SFST Standardized Field Sobriety Testing <i>Field 2 Course Type</i> CJ Other Criminal Justice Agency CO Community Group LE Law Enforcement Agency MIX Mixed Group WSP WSP Employees O Other</p>	<p>2218 DRE Training Received <i>Field 1 Location</i> A Academy O Other BAC Breath Test Training <i>Field 2 Type of Training</i> ARIDE Advance Roadside Impaired Driving Enforce DID Drugs that Impair Driving DRE Drug Recognition Expert DITEP Drugs Impairment Training for Educational Professionals SFST Standardized Field Sobriety Test INST Instructor Development <i>Field 3 Sponsor</i> DEC Drug Evaluation & Classification WSP WSP CJTC CJTC O Other</p> <p>2220 Cdt/Trp/Sgt. Observ/Counsel <i>Field 1 Activity Type</i> 1 Observation/Riding 2 Observation/Collision 3 Observation/Court 4 Trooper Counseling 5 Cadet Counseling 6 Sgt. Counsel/Mentor <i>Field 2 Badge Number</i></p> <p>2700 Court All activities relating to court attendance. This includes federal, superior, district and juvenile court, 242 hearings, phone hearings, prosecutor/attorney contacts and travel time associated with court, unless returning to duty from court. Refer to the TAR Manual for proper recording of court types. When attending court in an overtime status, a copy of the subpoena requiring the officer's attendance must be attached to the TAR. <i>Field 1 Case # (If applicable)</i></p> <p>9511 Court Call Out On Day Off or a Day of Annual Leave <i>Field 1 Case # (If applicable)</i></p> <p>3170 Drug Recognition * Time spent by DRE when responding to or conducting investigation of drug impaired violators. For cases where narcotics are found, refer to the '4 Hour Rule'</p>	<p>9102 *Comp – Bereavement 9017 *Comp – Child/Elder Care 9153 *Comp – Parental 9169 *Comp – in Lieu of Sick 9016 *Comp – Inclement Weather 9069 *Compensatory Time 9019 *Exchange Time 9070 *Holiday Credits 9072 Legal/Designated Holiday 9037 LWOP – Education 9030 LWOP – Inclement Weather 9031 LWOP – Military 9033 LWOP – Other 9032 LWOP – Parental 9034 LWOP – Unauthorized 9043 Military Leave 9022 Miscellaneous Leave – Interview 9023 Miscellaneous Leave – Jury Duty 9013 Miscellaneous Leave - Life Giving 9063 Miscellaneous Leave – State Exam 9504 Miscellaneous Leave Taken 9047 *Personal Holiday – Shift 9502 Scheduled Day Off 9050 *Sick – Bereavement 9061 *Sick – Child/Elder Care 9051 *Sick – Contagious Jeopardy 9174 *Sick – Family Care 9057 *Sick – Inclement Weather 9058 *Sick – Parental 9060 *Sick – Preventive Care Self 9054 *Sick – Relative/Household Member 9056 *Sick – Self-Illness/Injury 9075 *Sick – Preventive Care (Relative/Household) 9003 *Vacation 9007 *Vacation – Inclement Weather 9006 *Vacation – in Lieu of Sick 9009 *Vacation – Child/Elder Care</p> <p>* Must have appropriate leave balance to use.</p> <p>* Refer to your appropriate collective bargaining agreement regarding leave usage.</p> <p>Refer to the TAR manual for additional leave codes and definitions.</p>	<p>1 Mon/Fri 8 Hrs 2 Tue/Sat 8 Hrs 3 Wed/Sun 8 Hrs 4 Thurs/Mon 8 Hrs 5 Fri/Tue 8 Hrs 6 Sat/Wed 8 Hrs 7 Sun/Thurs 8 Hrs 8 Mon/Thurs 10 Hrs 9 Tue/Fri 10 Hrs 10 Wed/Sat 10 Hrs 11 Thurs/Sun 10 Hrs 12 Fri/Mon 10 Hrs 13 Sat/Tue 10 Hrs 14 Sun/Wed 10 Hrs 99 Use only if other WSI N/A</p> <p style="text-align: center;">Acting Pay Codes</p> <p>S Sergeant L Lieutenant C Captain F Field Training Officer P Acting Sergeant and Field Training Officer (Troopers Only) Q Acting Lieutenant and Field Trng Officer (Sergeants Only) A Assistant Chief M Motors O Acting Sgt and Motors</p> <p style="text-align: center;">OT Types</p> <p>CX Commute Extension CO Call-out EX Shift Extension HW Holiday Worked OD Off-Duty SA Shift/Schedule Adjustment</p> <p style="text-align: center;">OT Pay Codes</p> <p>C Comp Time H Holiday Credit Hours P Pay E Exchange Time</p>
Note			
<p>Refer to the Bargaining Agreements/Civil Service Rules for use of acting pay, overtime, leave and compensatory time. Refer to the TAR Manual for additional codes and/or explanation of codes.</p>			

Violation Codes - Numeric				Enforcement	Highway	DOT Zone	Contact Types														
01	DUI--With Test	85	Vehicle Prowl - Felony	908	Drugs - Misdemeanor	1	Arrest/Citation	I	Interstate	D	DOT Work Zone	1	Self-Initiated Contact	7	Aggressive Driving						
02	DUI-W/O Test	86	Vehicle Prowl - Misd	909	Stolen Veh. Recovered	2	Written Warning	S	State Route	-	No Work Zone	2	Calls for Service	8	Road Rage						
03	Neg Driving-1st Degree	87	Fail to Disperse	910	Weapons Violation - Felony	3	Verbal Warning	C	County Road			4	Collisions	9	Emphasis Patrol						
04	Speed	88	Riot - Felony	911	Weapons Violation- Misd			P	Park			5	Collision Enf Follow-up	10	CMV Inspect/Weighing						
05	Speed--Aircraft	89	Riot - Misdemeanor	914	Drugs Paraphernalia - Felony			W	Weigh Station			6	Other Enf Follow-up	12	Self-Initiated Physical Assist						
06	Speed--Radar	90	Domestic Viol - Fel	918	Drugs Paraphernalia - Misdemeanor									13	Distracted Driving						
07	Speed--Too Fast	91	Domestic Viol - Misd	920	Open Container - Mj	Contact Statistics															
08	Impeding Traffic	92	Other Violations - I	920	Open Container - Mj																
09	Follow Close	93	Other Violations - C	997	Non-Traffic Vln/I	Stat Code	Field 1			Field 2	Field 3	Field 4									
10	Right of Way	94	Smoke Marijuana Public	998	Non-Traffic Vln/C	1	Self-Initiated Contacts	1	CMV	5	Other	Speed Zone									
11	Centerline	95	Other Violations - I	999	Non-Traffic Vln/F	2	Bus	2	Bus	6	Motorcycle										
12	Lane Travel	101	DUI-Drugs W/Test	Contact Stat 20 Values				3	Car/CMV	7	Motor Coach										
13	Shoulder	102	DUI-Drugs No Test	Field 1 (Method Request)				4	Car												
14	Divider/Barrier	103	DUI-Under Age W/Test	Field 1 (Method Request)				4	Collisions	1	CMV	5	Other/UTL	1	Block	7	Agg Driv	1	NR		
15	Passing	104	DUI-Under Age No Test	Field 1 (Method Request)				2	Bus	2	Bus	6	Motorcycle	2	Car/NonCar	8	Road Rage	2	PD		
16	Signal	105	Alcohol in Sys W/Test	Field 1 (Method Request)				3	Car/CMV	3	Car/CMV	7	Motor Coach	3	Car Fire	13	Dist Driv	3s	Injury		
17	Turning	106	Alcohol in Sys W/o Test	Field 1 (Method Request)				4	Car	4	Car			4	Car/Animal	-	n/a	4	Fatal		
18	Stop Sign	107	Interlock Device (DUI)	Field 1 (Method Request)				7	Aggressive Driving	1	CMV	5	Other					5	UTL		
19	Traffic Light	108	Veh Hom - DUI/Drug	Field 1 (Method Request)				2	Bus	2	Bus	6	Motorcycle								
20	Restrictive Sign	109	Veh Assault - DUI/Drug	Field 1 (Method Request)				3	Car/CMV	3	Car/CMV	7	Motor Coach								
21	Headlights Dim	110	Move Over Law	Field 1 (Method Request)				4	Car	4	Car										
22	Light Violations	112	Left Lane Travel	Field 1 (Method Request)				99	OTHER												
23	Headlights - None	148	Intermediate Driver License	Field 2 (Phase)				1	Full Evaluation	1	CMV	5	Other	Speed Zone							
24	Log Book-Priv Carr	149	Out Of State Veh Lic.	Field 2 (Phase)				2	Assist	2	Bus	6	Motorcycle								
25	Secure Load	150	Oper License - C	Field 2 (Phase)				3	Car/CMV	3	Car/CMV	7	Motor Coach								
26	Brakes	151	Vehicle Lic (tabs/plates)	Field 2 (Phase)				4	Car	4	Car										
27	Steering	152	Vehicle Registration (paper)	Field 2 (Phase)				8	Road Rage	1	CMV	5	Other	Speed Zone							
28	Tires	153	Debris - Thrown	Field 2 (Phase)				9	Emphasis Patrol	1	CMV	5	Other	7	Aggressive Driving			Determined by Management			
29	Exhaust	154	Debris - Lighted	Field 2 (Phase)				2	Assist	2	Bus	6	Motorcycle	8	Road Rage						
30	Excessive Smoke	155	Over Lgl Gross	Field 2 (Phase)				3	Preliminary Eval only	3	Car/CMV	7	Motor Coach	13	Distracted Driving	-	n/a				
31	Other Def Equip	156	Over Axle	Field 2 (Phase)				4	Instructor Observed	4	Car										
32	Parking Viol	157	Over Tires	Field 2 (Phase)				5	2nd DRE Requested	2	Bus	6	Motorcycle								
33	Pedestrian Viol	158	Over Lic Capacity	Field 2 (Phase)				6	Phone call	3	Car/CMV	7	Motor Coach								
34	Bicycle Violations	159	Valid Tonnage	Field 2 (Phase)				99	OTHER	4	Car										
35	Hitchhiking	160	Over Length	Field 2 (Phase)				9	Emphasis Patrol	1	CMV	5	Other	7	Aggressive Driving			Determined by Management			
36	RR Crossing	161	Over Width	Field 2 (Phase)				2	Incomplete w/ enforce	2	Bus	6	Motorcycle	8	Road Rage						
37	Lane Change	162	Over Height	Field 2 (Phase)				3	Incomplete w/o enforce	3	Car/CMV	7	Motor Coach	13	Distracted Driving	-	n/a				
38	Backing	163	Use Fuel	Field 2 (Phase)				4	Refused w/ enforce	4	Car										
39	Log Book-Reg Carr	164	Permit, Spec-None	Field 2 (Phase)				5	Refused w/o enforce	1	CMV	5	Other			Scalehouse Number - n/a (Level 3 Only)		3	Level 3	Y	Yes
40	Wheels	165	Permit, Spec-Size	Field 2 (Phase)				6	Medical Rule out w/ enforce	2	Bus	6	Motorcycle							N	No
41	Frame	166	Permit, Spec-Wght	Field 2 (Phase)				7	Medical Rule out w/o enforce	7	Motor Coach										
42	Coupling	167	Over Axle Spng	Field 2 (Phase)				8	Not impaired												
43	Warning Device	168	Over Lgl & Pmt AT	Field 2 (Phase)				9	.08 per se (Alcohol rule out)												
44	Debris - Escape	169	Over Lgl & Pmt LT	Field 2 (Phase)				99	OTHER												
45	Uncovered Load	170	Permit, Forest	Field 2 (Phase)				-	n/a												
46	Reckless Driving	171	Permit, Comn Carr	Field 2 (Phase)																	
47	Hit and Run	173	Child Restraint	Field 2 (Phase)																	
48	Vehicle Homicide	174	Safety Belt	Field 2 (Phase)																	
49	Vehicular Assault	175	HOV Violations	Field 2 (Phase)																	
50	HOV Hot Lane	176	Parking/Campus	Field 2 (Phase)																	
51	Hazmat Violations	177	Trip Permit-None	Field 2 (Phase)																	
52	Toll Evasion	178	License Susp/Rev 1st Deg	Field 2 (Phase)																	
53	Neg Driving-2nd Degree	179	Failure to Appear	Field 2 (Phase)																	
54	Cell Phone - Text	180	Medical Certificate	Field 2 (Phase)																	
55	Cell Phone - Handheld	181	Oper License - I	Field 2 (Phase)																	
56	Fail to Carry Chains	182	Insurance - None	Field 2 (Phase)																	
57	Fail to Chain	183	M/C Helmet	Field 2 (Phase)																	
58	Burglary	184	License Susp/Rev 2nd Deg	Field 2 (Phase)																	
59	Danger Weapons	185	License Susp/Rev 3rd Deg	Field 2 (Phase)																	
60	Danger Weapons	186	Habitual Traffic Offender	Field 2 (Phase)																	
61	Danger Weapons	187	M/C Endorsement	Field 2 (Phase)																	
62	Danger Weapons	188	Other Non-Hazd/I	Field 2 (Phase)																	
63	Danger Weapons	198	Other Non-Hazd/C	Field 2 (Phase)																	
64	Disorderly Conduct	199	Business Inspections	Field 2 (Phase)																	
65	Disorderly Conduct	200	Vehicle Dealer	Field 2 (Phase)																	
66	Disorderly Conduct	201	Aircraft Registration	Field 2 (Phase)																	
67	Disorderly Conduct	202	Hulk Hauler	Field 2 (Phase)																	
68	Disorderly Conduct	203	Scrap Processor	Field 2 (Phase)																	
69	Disorderly Conduct	204	Tow Truck Company	Field 2 (Phase)																	
70	Disorderly Conduct	205	Fuel System	Field 2 (Phase)																	
71	Disorderly Conduct	206	Suspension System	Field 2 (Phase)																	
72	Disorderly Conduct	207	Fail to Obtain WA Driv License	Field 2 (Phase)																	
73	Disorderly Conduct	208	Redeem Impound	Field 2 (Phase)																	
74	Disorderly Conduct	209	Open Container - Alc	Field 2 (Phase)																	
75	Disorderly Conduct	210	Minor in Possession	Field 2 (Phase)																	
76	Disorderly Conduct	211	Liquor to Minor	Field 2 (Phase)																	
77	Disorderly Conduct	212	Vehicle Theft	Field 2 (Phase)																	
78	Disorderly Conduct	213	Drugs - Felony	Field 2 (Phase)																	
79	Disorderly Conduct	214	Drugs - Felony	Field 2 (Phase)																	
80	Disorderly Conduct	215	Drugs - Felony	Field 2 (Phase)																	
81	Disorderly Conduct	216	Drugs - Felony	Field 2 (Phase)																	
82	Disorderly Conduct	217	Drugs - Felony	Field 2 (Phase)																	
83	Disorderly Conduct	218	Drugs - Felony	Field 2 (Phase)																	
84	Disorderly Conduct	219	Drugs - Felony	Field 2 (Phase)																	
				Field 3 (Disposition)				NIBRS Codes													
				Field 3 (Disposition)				500 To record Statistics for Violator Contacts when the use of a NIBRS code of 600 would not apply. Record only NIBRS Statistic Fields 1-5													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													
				Field 3 (Disposition)				600 Record Statistics for Violator Contacts when arrests made for selected criminal violations. Violations denoted by bold font type													