

# Quarterly Status Report Guide

## Example for Quarter 1

**Goal:** To reduce total crashes by 2026 from 20 to 16, a decrease of 20%

**Required Information:**

- Number of total crashes during FFY 2025 (October-December 2024)
- Number of total crashes during FFY 2026 (October-December 2025)
- Percentage change between Q1 of FFY 2025 to Q1 of FFY 2026

**Example:** In Q1 2025 we had 20 total crashes compared to 10 total crashes in Q1 of the current FFY. This represents a 50% decrease of total crashes.

**Task:** Conduct a minimum of one grant funded enforcement activity and/or sobriety checkpoint each month.

**Required Information:**

- Dates of grant funded enforcement events (Number of events if greater than 5)
- Include an explanation if was no enforcement in a given month

**Example:** Grant funded traffic enforcement was conducted October 3, 13, and 31; November 11 and 25; and December 23, 24, 25, and 31. A total of 132 hours. Additionally, a checkpoint was conducted on December 30th.

**Task:** Participate in at least one community outreach event per quarter educating your community on traffic safety.

**Required Information:**

- Include date and description of outreach events
- Include dates and subjects of social media/other media posts
- Include an explanation if there was no outreach effort in a given month

**Example:** On November 8th we set up a booth at West High School's football game with fatalvision goggles and discussed the dangers of impaired driving with students and parents.

**Task:** Describe the data used to guide your agency's enforcement efforts and community outreach events.

**Required Information:**

- Identify the type of data reviewed during this quarter
- Include your data sources

**Example:** We review TITAN crash data on a weekly basis and review in-house citations on a biweekly basis.

**Task:** Conduct enforcement activities in support of the NHTSA holiday impaired driving campaign.

**Required Information:**

- Include the dates of enforcement activities (including non-grant funded enforcement)
- Include an explanation if there was no activity during the NHTSA campaign time frame

**Example:** We participated in the NHTSA holiday impaired driving campaign every day from Dec.11-Jan.1.

**Task:** Participate in at least one THSO Network meeting during this quarter.

**Required Information:**

- Include name(s) of everyone from your agency who attended the meeting
- Include date and location of the attended meeting
- Include an explanation if no one from your agency attended a network meeting

**Example:** Sgt.Jetson and Grant Analyst Cosmo Spacely attended the Morristown network meeting on December 15.