



Paul R. LePage
Governor

STATE OF MAINE
Department of Public Safety
Bureau of Highway Safety
164 State House Station
Augusta, Maine
04333-0164



John E. Morris
Commissioner
Lauren V. Stewart
Director

September 8, 2016

Dear Chiefs and Sheriffs:

The Maine Bureau of Highway Safety will reimburse law enforcement agencies for Law Enforcement Phlebotomist Technicians (LEPT) **off-duty** callout time. This is a direct result of the efforts of the Maine Impaired Driving Task Force. Multiple law enforcement members on the task force have informed us that many agencies do not allow their LEPTs to respond to requests for off-duty LEPTs because they lack the ability to pay overtime.

MeBHS is attempting to make LEPT services more widely available by reimbursing overtime expenses from any agency that calls in their own **off-duty** LEPT to perform services for their own agency, **or** another agency upon request from that agency. This reimbursement also includes court time that a LEPT may incur when assisting an *outside* agency.

This reimbursement is *only available to agencies whose current standard of practice is not to allow **off-duty** LEPT callout overtime expenses.* The funding is not available to supplement agencies that already reimburse their own LEPT with overtime costs and it is not available to reimburse LEPT court time incurred while the LEPT is performing services for their own agency.

MeBHS is hopeful that by providing reimbursement for off-duty LEPT call-outs not normally funded, agencies will help make LEPT services more obtainable when law enforcement is confronted with a impaired driving case.

In order to receive full DRE callout reimbursement all of the below criteria must be met:

- 1) The requesting agency made a good faith effort to obtain an on-duty LEPT whose response time is reasonable but no LEPT was on-duty and able to respond within a reasonable time.
- 2) An off-duty LEPT is called in who assists the requesting agency with the OUI investigation.
- 3) MeBHS will cover court costs for an agency that has provided a LEPT **only** for another agency.
- 4) The LEPT call-out reimbursement **Financial Report** form is properly filled out and an **Invoice**, matching the address below, is submitted by the finance department and mailed to MeBHS quarterly.
(April 1, July 1, and September 30 of each year).

To participate in the LEPT call-out reimbursement program please complete the attached form and mail the original form to MeBHS. MeBHS will provide the agency with a copy of the contract and Financial Report once the form is received.

Sincerely,

Lauren Stewart, Director



Buckle Up. Drive Safely.

Offices Located At:
Central Maine Commerce Center
45 Commerce Dr, Suite 1
Augusta, ME 04330
Phone: (207) 626-3840 Fax: (207) 287-3430



**Law Enforcement Agency
2017 LEPT Call-Out
Reimbursement Form**

Maine Bureau of Highway Safety
45 Commerce Drive, Suite 1
164 State House Station
Augusta, ME 04333
Phone: 207-626-3840
Fax: 207-287-3042
www.maine.gov/dps/bhs

Agency		Mailing Address
Name		
Chief/Sheriff Name		
Address Line 1		
Address Line 2		
City and Zip Code		
Telephone Number		
Fax Number		
Email Address		
Vendor Code*		

*MeBHS can provide when form is submitted.

LEPT Call-Out Reimbursement **WILL** cover costs from **October 1, 2016 to September 30, 2017**.

I hereby understand and agree to the criteria for LEPT Callout Reimbursement and the Financial Reports reflecting the required criteria that will be submitted to the MeBHS.

_____ Date _____
Signature Sheriff/Chief

_____ Date _____
Lauren Stewart Bureau of Highway Safety Director



Buckle Up. Drive Safely.

Offices Located At:
Central Maine Commerce Center
45 Commerce Dr, Suite 1
Augusta, ME 04330
Phone: (207) 626-3840 Fax: (207) 287-3430