

# TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>SPEED MEASURING DEVICES</b>	NUMBER: <b>704</b>
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**01 Purpose:** To establish policy, procedures and certification requirements for operating an authorized speed measuring device in traffic enforcement.

**02 Policy:** It will be the policy of the Takoma Park Police Department to use speed-measuring devices to enforce State speed laws, reduce the number of speed-related accidents, react quickly and decisively in areas where speed violations cause hazardous conditions, and help promote public relations through police presence.

**03 Radar/Lidar Use Procedures:** Members of the Department may use Department approved radar/lidar units under the following circumstances:

- A. The officer is certified in the speed-measuring device utilized;
- B. The officer is being trained in the use of the unit and is under direct supervision of a certified operator; and/or
- C. An officer on probationary status has the approval of the Shift Supervisor on duty.
- D. Note that if a stop team is utilized, members of the stop team need not be certified operators.

**04 Radar/Lidar Equipment Certification Procedures:**

A. Equipment specifications for radar/lidar speed measuring devices will meet or exceed National Highway Traffic Safety Administration standards. Original copies of the radar/lidar certifications will be maintained by Administrative Services. Periodic calibration, inspection, and repair will be performed on radar/lidar equipment by the equipment manufacturer. The manufacturer's equipment specifications, certifications and tuning forks will be maintained by the Department's Radar Equipment Officer, who is designated by the Chief of Police.

B. Photocopies of the radar/lidar certification and tuning fork certification will be available for each equipment operator.

**C.** Proper care and upkeep on individual radar/lidar units is the responsibility of the individual operator. Operators will report radar/lidar unit malfunction or damage to their Shift Supervisor, and a memorandum reporting the malfunction/damage will be forwarded to the Radar Equipment Officer, who will arrange for repair of the unit. Quarterly inspections of the equipment will be performed by the Radar Equipment Officer, who is responsible for programmed maintenance.

**D.** The operator will test the unit for use prior to and at the conclusion of each use. Internal and external tests will be done to ensure the device is true and accurate.

**Either E. If an incorrect reading is obtained** during the tests or while the unit is in use, the operator will immediately place it out of service, with a memorandum as described in section C above.

**F.** Radar/lidar equipment specifications and operational instructions are provided to all officers during certification training. Each certified officer will maintain a copy of this material and certificates in their personal files.

**05 Locations for Radar/Lidar Use:** The following criteria shall be used to establish locations for radar/lidar enforcement:

**A.** Areas so designated by the Chief of Police, Patrol Operations Commander or Shift Supervisor on duty;

**B.** High accident areas where speed is a major cause; and,

**C.** Areas selected at the discretion of officers where speed enforcement would contribute to public safety.

**06 Training and Certification of Radar/Lidar Operators:**

**A.** Probationary officers must have the written approval of their supervisor and FTO prior to the start of radar/lidar training and certification. All non-probationary officers are eligible for training and certification...

**B.** Training will be done by certified instructors and each officer will be certified on the type of equipment used.

**C.** When an officer renews his/her driver's license, he/she will provide a photocopy of it to the Training Officer for inclusion in their training file within seven days. This will serve as evidence of a Department of Motor Vehicles eye examination.

**D.** To maintain certification and demonstrate proficiency, officers must complete ten hours of equipment operation every calendar year. Copies of completed radar logs will serve as proof of compliance.

**E.** Any officer not completing any phase of the re-certification or use, and proficiency requirements will be required to undergo retraining.

**F.** Training will be conducted in accordance with the manufacturer's training procedures. Officers will be required to pass a written examination and in-field practical exercises with minimum scores determined by the radar/lidar instructor. Officers will be certified only if both the written examination and in-field practical exercises receive passing scores as determined by the radar/lidar instructor. The training will also meet the approval of the Maryland Police Training and Standards Commission and recommendations promulgated by the National Highway Traffic Safety Administration.

**G.** At the completion of the school, the officer will be issued a radar/lidar certification card on the recommendation of the instructor.

**07 Radar/Lidar Unit Storage and Availability:** The radar/lidar units are kept in the storage room just outside the roll call room. If an Officer uses a radar/lidar unit during his/her shift it must be returned to the storage room at the end of the shift so it is available for other Officers to use. Under no circumstances will a radar/lidar unit be left in a patrol vehicle.

**08 Radar Stop Logs:**

**A.** Whenever a radar/lidar unit is taken out of the station, the officer will fill out a TPPD Selective Traffic Enforcement Log (Form #700-07). One log will be used for each shift the unit is used.

**B.** The TPPD Selective Traffic Enforcement Log will be submitted to the Patrol Operations Commander or designee upon completion of the shift and/or return of the unit to the storage room. The logs will be maintained by the Patrol Operations Commander as a record of officer use and enforcement locations.

**09 Photo Speed Camera Use Procedures:** The City of Takoma Park Safe Speed Program will incorporate the use of photo speed cameras on roadways with a history of speeding violations and/or collisions. In furtherance thereof, the City has contracted with a vendor to deploy two (2) operable stationary "fixed site" photo radar units, consisting of two (2) cameras per site, at locations designated and approved by the City for photo speed enforcement.

**A.** Operational procedures pertinent to this Photo Speed Enforcement Program are contained in attachments to this General Order, i.e., (1) Takoma Park Automated Speed Enforcement, Business Rules/Processing Guidelines (Revised Draft - December 19, 2008); and (2) Agreement between the City of Takoma Park and the contractor, ACS State and Local Solutions, Inc.

**B.** Officers note that police vehicles will be cited if the emergency lights are NOT flashing and their vehicle activates a speed camera. If an officer perceives that he/she activated a speed camera while responding to an emergency call without flashing emergency lights, he/she will so notify the dispatcher immediately and request an ALTARIS/CAD comment be added to record the notification. The officer will also inform the Patrol Operations Commander and the Traffic and Automated Speed Enforcement Sergeant via email and relate therein any case number/event number associated with the possible violation. If a citation subsequently comes through, the Traffic and Automated Speed Enforcement Sergeant or designee will query the CAD system for the notification, which will be copied, placed with the citation, and both documents will be forwarded to the Patrol Operations Commander with a recommendation to void or sustain the citation. In the absence of notification to the dispatcher and/or the Sergeant, and upon receipt of a citation for a police vehicle, the Traffic and Automated Speed Enforcement Sergeant or designee will send an email to the officer assigned to the vehicle at the time of the violation and request a return email response as to (1) whether the officer was driving the vehicle at the time of the violation and, if not, the identity of the person who had control of the vehicle, and (2) if there was any legitimate law enforcement reason for the violation. The Traffic and Automated Speed Enforcement Sergeant or designee will forward to the Commander the officer's response and the citation with a recommendation to void or sustain the citation. In either case, the decision to void or sustain the citation rests with the Commander. In all other cases, payment of the ticket will be the sole and personal responsibility of the officer.

**C.** All inquiries and/or complaints from traffic violators, or non-violators, concerning operation of the photo speed cameras will be referred to the Safe Speed Program at telephone number 301-891-7138.