

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: Traffic Administration		Number: 712	
Effective Date: August 31, 2016		Review Date: August 31, 2024	
New	X Amends	Rescinds	Dated March 18,2002
Authority: Chief Alan Goldberg			Total Pages 5

01 Purpose: The purpose of this procedure is to describe administrative and support processes that enable the Department to execute its responsibilities for traffic law enforcement, including data collection and analysis, formulation of policy and procedures, development of effective enforcement techniques, program planning, personnel allocation and utilization, and program evaluation.

02 Policy: It is the policy of the Takoma Park Police Department to achieve successful traffic administration and ensure public safety and confidence through proper utilization of resources.

03 Administration and Objectives:

A. The traffic administration and enforcement component is primarily a function and responsibility of the Patrol Operations Commander and Team Supervisors, although it is recognized that the responsibility for enforcing traffic laws and regulations is shared by all uniformed personnel. The Patrol Operations Commander, will oversee the Supervisor of the Traffic and Automated Speed Enforcement Section, who is the staff specialist for traffic administration and has responsibility for training, planning, analysis, inspection and coordination of the Department's traffic activities. These functions include but are not limited to:

1. Accident investigation;
2. Operation of speed measuring devices;
3. Operation and maintenance of breath testing equipment and other chemical analysis equipment;
4. Supervision of any designated enforcement unit to meet levels of specialization that may arise;
5. Recommend temporary reassignment of Department personnel who have been trained in certain areas to satisfy additional or emergency need;
6. Traffic safety education;
7. Maintaining liaison with traffic safety groups;
8. Supervision of the traffic records system;
9. Selective enforcement; and
10. Data collection and dissemination.

B. Objectives: Traffic enforcement objectives and areas of concern regarding traffic problems are reviewed periodically at Department staff meetings.

1. Department members are made aware of traffic problem areas by their supervisors and/or by written directive.

2. Department traffic enforcement objectives will be published annually, normally in the Annual Report, and will be based on the enforcement effort, traffic accident statistics, traffic flow patterns, road conditions and traffic engineering studies.

3. Objectives are based upon periodic analysis of accidents rates by geographic, temporal and causative factors. Such analysis by the Patrol Operations Commander and/or team supervisors should be the basis of assigning officers to selective enforcement duties where high accident rates exist.

4. Review of the enforcement effort will be based upon changes in the accident rate, and will be included in the Patrol Operations Commanders Traffic Enforcement Activity Reports.

04 The Traffic Record System: The traffic records system will provide information rapidly and accurately to uniformed officers, and will provide the Patrol Operations Commander with data upon which decisions may be based. The traffic records system will contain at least:

A. Traffic Accident Data: Computerized information systems of all accident reports, including the results of accident investigations, locations, etc.

B. Traffic Enforcement Data: Computerized information systems files of all Maryland Uniform Complaint and Citation forms issued for traffic violations. Dispositions of citations may be obtained from the Clerk of the District Court.

C. Roadway Hazard Reports: Officers who note hazards or defects shall notify Communications who will call or e-mail Public Works. In the event of an emergency, the Dispatcher shall notify Public Works by telephone. If Public Works is closed, they shall be notified via the emergency notification list. Contractors and builders may call the Department with information concerning hazards, and such information will be relayed promptly by dispatchers to the Watch Supervisors, officers and Public Works.

D. Traffic Safety Education Activities: Periodic – activities shall be provided to the Chief of Police. The Police Public Information Officer shall disseminate traffic safety information for use in traffic safety education, news releases, other publicity, advice to City officials, and meetings.

E. Traffic Volume Data and traffic volume and distribution reports are available from the Maryland State Highway Administration.

05 Collection of Data:

A. The Maryland State Automated Collision Report System (ACRS) is the primary source for collection of data on motor vehicle accidents within the City. Each officer investigating a traffic accident will complete an MSP form, using the ACRS Manual as a guide, and submit it to the Team Leader for review.

1. An electronic report is sent to the Maryland State Police Traffic Data Section.
2. An electronic report is retained in the Records Section
3. As directed, a copy will be provided to involved parties, insurance companies, and other interested persons.

B. The Maryland Uniform Complaint and Citation is the primary source of data for traffic enforcement.

1. Each officer who issues a paper traffic citation as a result of a traffic accident will fill out and turn in the traffic citation. The citation numbers are noted on the ACRS report form. The Team Leader may review the paper traffic citation for completeness and shall forward it to Administrative Services, who will:

- a. **Distribute** copies of the traffic citation according to guidelines established by the District Court of Maryland, and
- b. **Retain** and file one copy of the citation and enter the information into the computer.
- c. Electronic copies completed in E-Ticket are sent automatically to the state and court system.

2. Analytical Reports: The Commander of Patrol Operations or designee and Crime Analyst will prepare and distribute enforcement/accident data summaries, in the form of Traffic Enforcement Activity Reports. These reports include location, time, day, date, injuries, alcohol or drug involvement, arrest information, seasonal traffic problems, environmental causes, speed-related accidents, pedestrian accidents, highest volume of accidents by day of week and time of day, and intersections or streets with highest volume of accidents, based upon geographic, temporal, and causative factors. The data may be retrieved from the computer (CAD, Records data), from the State Highway Administration, Bureau of Accident Studies or other sources. The summaries will be used to plan enforcement, develop countermeasures, and evaluate the Department's effectiveness, as needed.

3. Traffic records are included in the Department's centralized records system, which is maintained by Administrative Services in the Records Section. Reports requiring transmittal to components within the Department and/or other appropriate state or local agencies will be forwarded to that component or agency in a timely manner.

C. Traffic Report Review:

1. A formal traffic report review process is essential to ensure that the capabilities of the Department's records system are both understood and used by its personnel. All reports shall be completed and according to the Report Manual and the ACRS Manual.

2. Supervisory review of vehicle and traffic complaints and ACRS reports is a function of the Team Supervisor. This review is to ensure that the report has been prepared completely and accurately. Team supervisors shall ensure that these reports are submitted for review no later than the completion of the tour on which the incident took place.

06 Selective Enforcement:

A. The goal of selective enforcement is to reduce traffic accidents and gain voluntary compliance with traffic laws. This may be achieved by the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Selective Enforcement activities are based on accident data, enforcement calls, traffic volume, traffic conditions and citizen complaints.

B. The Department's selective traffic enforcement program is under the supervision of the Patrol Operations Commander who is responsible for traffic analysis, based on the Traffic Enforcement Activity Reports, and the assignment of selective enforcement activities.

C. Traffic accident and enforcement records are maintained in the Records Section. Records are compiled at least annually and analyzed for selective enforcement activity. This summary shall contain traffic enforcement and accident data compiled as follows:

- * location
- * time, day, date
- * injuries
- * alcohol or drug involvement
- * arrest information
- * seasonal traffic problems
- * environmental causes

D. Data will be analyzed and furnished to all supervisory personnel on an annual basis. Problem areas, indicated by increases in accidents, summonses and citizen complaints would be the basis for assigning traffic enforcement personnel and appropriate equipment to specific locations.

E. Objectives will be established for the enforcement of traffic violations in accordance with General Order 710, and will be reviewed annually in an attempt to ascertain the effectiveness of the selective traffic enforcement efforts.

F. Progress toward the objectives will be monitored by the Patrol Operations Commander. Reductions in accidents and traffic complaints will be the basis for evaluating this program.

G. Periodic reports to the Chief of Police will be made by the Patrol Operations Commander or designee addressing the successes of the program and directing changes, if needed.

H. Appropriate enforcement actions for modifying accident-causing behavior may be ascertained by tabulating the most common contributing factors. These factors will include but are not limited to:

1. Traffic accidents by location, specific causative factor, temporal factors and any special hazards contributing to the accident.
2. Moving summonses by location, time and violation.
3. Alcohol or drug-related violations by time and location.

07 Personnel Deployment: All uniform personnel have traffic enforcement responsibilities. The Team Leader, with input from the Patrol Operations Commander, will assign routine enforcement locations.

A. Specific problem areas will be identified as those areas with a greater concentration of accidents, infractions and vehicle and traffic complaints. The time of accidents and infractions should be taken into consideration in the allocation of personnel.