

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE: Traffic Engineering</b>		<b>Number: 714</b>
<b>Effective Date: August 31, 2016</b>		<b>Review Date: August 31, 2024</b>
New	X Amends	Rescinds
Authority: Chief Alan Goldberg		Dated March 18, 2002
		Total Pages 3

**01 Purpose:** To explain the role of the Department in traffic engineering.

**02 Background:** Coordination and cooperation among this Department, the Maryland State Department of Transportation, the Takoma Park Department of Public Works, and the Takoma Park Traffic Safety Committee is essential to maintenance and improvement of a safe traffic system.

Although traffic engineering is not a direct law enforcement function, police agencies have a responsibility to contribute to its formulation. An excellent base for identifying engineering problems can be formulated from data received by police agencies. Police agencies can provide traffic law enforcement, accident management and traffic services information to the public. The end result is improvement in traffic engineering so as to reduce traffic accidents and traffic law violations.

**03 Policy:** It is the policy of the Takoma Park Police Department to contribute to improving traffic engineering in the community, working with the appropriate engineering authority on the discovery and remedy of accident and congestion hazards. A guide for engineering activities is The Manual on Uniform Traffic Control Devices for Street and Highways, currently maintained at Public Works. The City Manager is responsible for hiring qualified consultants and/or requesting qualified consultants to perform specialized traffic engineering functions.

**04 Responsibilities:** Traffic engineering functions are the responsibility of the Maryland Department of Transportation, Takoma Park Department of Public Works, the Maryland-National Capital Park and Planning Commission, and the Takoma Park Traffic Safety Committee. The Patrol Operations Commander or designee is the liaison between this Department and the appropriate engineering authority, and is responsible for activities related to traffic engineering. Computer data, accident by location/type and monthly enforcement observations assist the Commander in identifying possible problems. These data may include, but are not limited to:

- \* site distance studies
- \* collection and analysis of accident, traffic and enforcement data
- \* diagrams recorded on accident report forms
- \* traffic volume reports from officers assigned to problem areas

**05 Accident Related Reports:** The Takoma Park Police Department is mandated to complete

Maryland Automated Collision Reporting System (ACRS) forms for all investigated traffic accidents. These reports are forwarded to Maryland State Police Central Records with copies retained in Department records. A portion of the report calls for an examination of the road for defects. Where an accident involves a road defect, the investigating officer will:

**A.** Immediately contact the appropriate engineering agency and report the defect. If the defect is of a serious nature that would be a danger to citizens and property, the officer will immediately contact the Team Supervisor, who will make a decision on whether to close the road, detour traffic, or to set up temporary traffic devices, as needed.

**B.** Forward a copy of the accident report to the Patrol Operations Commander, with a memorandum describing the defect and any actions, if any, taken by the officer or an appropriate engineering agency.

**06 Citizen Reports/Complaints:****A.** Citizen complaints relative to engineering/road defects will be investigated by officers. If a defect is found, Officers shall notify Communications, who shall send an e-mail or phone to Public Works. If the defect requires immediate correction, the officer will notify the appropriate engineering agency and the Team Leader.

**B.** Citizens making recommendations relative to traffic engineering will be asked to direct their requests in writing to the City Traffic Engineer at Public Works or to the City Manager. The Chief of Police or designee will participate in traffic engineering related meetings. In addition, the Chief of Police or designee will participate in regional traffic safety programs sponsored by the State Highway Administration and the Greater Council of Governments.

**07 Accident/Condition Diagrams:** The Patrol Operations Commander or other supervisor may assign an officer to prepare accident/condition diagrams, which contain:

- \* street name
- \* functional classification of street
- \* intersection angle
- \* width of street
- \* parking conditions
- \* grade approaches
- \* corner radii
- \* sidewalk location
- \* traffic regulations
- \* speed limits on all approaches
- \* fixed objects over 12 inches in diameter
- \* driveway locations
- \* road surface irregularities

These data may be provided to the City Traffic Engineer, Traffic Committee or other City official, by the Chief of Police, to provide a factual base for traffic safety engineering decisions.

**08 Traffic Control and Engineering Surveys:** In conjunction with the City of Takoma Park

Traffic Committee, the police department will assist in gathering the necessary data for traffic control and engineering surveys under the following circumstances:

**A.** For locations where point traffic control is normally assigned and/or locations that may require manual direction of traffic based on an analysis of the following factors:

- \* traffic volume and speed
- \* number of pedestrians present
- \* duration of congestion period
- \* presence or absence of traffic control devices

**B.** A location where parking control may be required.

**C.** High accident locations to determine causative factors.