

City of Johns Creek Police Department

<i>Subject:</i> Traffic Safety Unit and Enforcement	<i>Number:</i> 02-26
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PURPOSE:

Establish the Traffic Safety Unit within the Uniform Patrol Division.

POLICY: (02-26)

The Traffic Safety Unit (TSU) is the Department's traffic enforcement component and is primarily responsible for enforcement of traffic laws where violations of those laws cause motor vehicle and pedestrian accidents. The objective of the Department's traffic enforcement program is to reduce the numbers of fatalities, personal injuries and property damages resulting from traffic accidents. This may be achieved through the establishment of preventive patrols and the assignment of personnel to areas where a traffic problem has been documented to exist.

The Traffic Safety Unit shall work to inform and educate the public in matters concerning traffic safety.

PROCEDURES:

Responsibilities of Traffic Safety Unit (02-26-01)

The Traffic Safety Unit's responsibilities include, but are not limited to:

- A. Operation of speed measuring/detection devices.
- B. Enforcement of all traffic related laws.
- C. Investigation of all traffic related fatalities.
- D. Evaluation and coordination of enforcement activities resulting from citizen complaints.
- E. Evaluation and coordination of enforcement activities resulting from analytical data compiled from traffic accidents.
- F. Follow-up investigation of all hit and run accidents.
- G. Coordination and planning of most special events.
- H. Investigation of all accidents involving City owned or City leased vehicles, except accidents involving a Department vehicle and causing injuries or significant damage.
- I. Traffic safety education.
- J. Enforcement of Driving under the Influence of Alcohol/Drugs (DUI) violations.
- K. Maintenance of all speed measuring devices, preliminary breath testing devices and their records.

Traffic Safety Unit Supervisor (02-26-02)

The responsibilities of the TSU Supervisor include shift assignments and analyzing available data utilizing available resources, accident statistics, traffic engineering data, and citizen complaints in order to develop a selective enforcement program. He/she reports directly to the Special Operations Lieutenant as assigned by the Chief of Police.

Traffic Safety Officer (02-26-03)

Traffic Safety Officers are responsible for performing duties of the Traffic Safety Unit. Traffic Safety Officers will also provide assistance to all officers as requested by the shift supervisor because of their expertise in accident investigation and traffic law enforcement.

Traffic Records (02-26-04)

All traffic reports will be initially reviewed by supervisors to ensure they are submitted in a timely manner and contain complete and accurate information. The traffic report will be submitted to the Records Division and entered into the computerized system for recording accident and citation information.

The Department's traffic record system rapidly provides accurate information regarding the following:

- A. Traffic Accident Data (Reports/Investigations/Locations)
- B. Traffic Enforcement Data (Citations/Arrests/Locations)
- C. Traffic Enforcement Activity Reports

These summary reports may be generated in various formats and for various time periods.

The data listed below are collected and disseminated by other state/local agencies and may be used to assist in making management decisions:

- A. Roadway Hazard Reports
- B. Traffic Volume Data
- C. Traffic Safety Education Reports
- D. Traffic Volume and Distribution Reports

These summaries are used to support field operations, to plan and develop countermeasures and to evaluate program effectiveness.

Traffic Complaints (02-26-05)

A. Methods of Receiving Traffic Complaints

1. Reported malfunctioning traffic signals shall be received by Communications Division. The complaint will be forwarded to the Traffic Engineer's Office Unit for follow-up investigation. If the traffic signal is non-functioning and poses a potential traffic hazard, the on-call traffic engineer will be contacted immediately for necessary repairs.
2. Traffic complaints involving moving violations should be handled by the zone unit and a report via the agency's records management system. The information should be forwarded to the Traffic Safety Unit for follow-up investigation.

B. Follow-Up Investigation – Implementation of selective enforcement techniques and procedures.

1. All traffic complaints are immediately filed in the Traffic Complaint Log containing the following information. The minimum information contained on the form:

- a. Date of complaint
- b. Date complaint received by TSU
- c. Complaint location
- d. Complainant
- e. Officer assigned
- f. Date letter mailed to complainant or date of follow up phone call or email.
- g. Any follow-up contact dates
2. The traffic complaint is then assigned to a Traffic Safety Unit Officer(s) by the TSU Supervisor and/or his/her designee for appropriate action to be taken.
3. A copy of the complaint form will be placed in the officer(s) active case file.
4. The TSU Supervisor will contact the complainant concerning the problem area.
5. A Traffic Complaint Enforcement Summary Sheet, will be filled out whenever an officer assigned to the problem area is actively working the complaint. This form should contain information concerning the date and time the area was worked along with the number of citations/warnings issued.
6. After thirty days the complainant should be contacted by the TSU Supervisor and provided with an update on what actions were taken. The complaint should be closed if no further complaints are reported.
7. The Enforcement Summary Sheets are placed in a closed complaint file along with the original Traffic Complaint Data and a summary of the total citations/warnings issued.
8. A weekly updated list of all traffic complaint areas will be made available to the patrol units so they may assist with the necessary enforcement action. This list will be reviewed and updated every week. Enforcement Summary Sheets will also be filled out by any patrol unit who may be handling a traffic complaint area.

Education Responsibilities (02-26-06)

The Traffic Safety Unit's primary purpose is to reduce the number of accidents in the City. This is accomplished by providing the public with traffic education programs as well as the use of specialized enforcement techniques. Education projects can be presented to churches, elementary, middle, and high schools, as well as other organizations interested in traffic education, it will reduce the number of violations which cause accidents. Optimally, the streets will become a safer place to travel, and the flow of traffic will be void of congestion.

- A. The Traffic Safety Unit Supervisor will be responsible for making individual judgments on matters related to the scheduling of safety related events and safety instruction.
- B. The Supervisor will assign his/her officers for engagements at schools, governmental, civic, and fraternal organizations, directing their efforts toward educating the public in the proper driving habits. Their objectives will be centered around obtaining voluntary compliance to traffic laws.
- C. The Traffic Safety Unit shall coordinate all activities involving traffic administration and enforcement with other elements of the Department, and shall be responsible for the formulation and content of all Department related traffic safety programs.
- D. Brochures and other safety related educational material shall be placed in conspicuous locations that are accessible to the public. Locations shall include the lobbies of police and fire stations, city hall, schools, and other locations where consent is obtained.
- E. The Traffic Safety Unit will solicit the assistance and guidance of outside professional organizations to assist and coordinate educational programs.

Requirements for Transfer (02-26-07)

All police officers shall be afforded the opportunity to receive the necessary training so that they may compete for any position within this Department. The Department will provide written criteria which will outline the desired requirements for all positions. This policy is provided where every member of this Department may develop his/her career to become a successful candidate for the Traffic Safety Unit.