



TRAFFIC MANAGEMENT SYSTEM

General Order Number: 27.1

Effective Date: January 16, 2017

POLICY:

The Brookline Police Department works tirelessly to reduce the number of motor vehicle accidents by gathering valid accident and enforcement data, and making this data available to the Public Works Department, Transportation Board, Traffic Engineering Department, and other Public Safety groups. Useful, adequate, and timely information can form a basis on which to base accident prevention efforts and preventive programs. The traffic record system shall contain information on all accidents and traffic enforcement measures taken within the town.

PROCEDURES:

- 1. TRAFFIC RECORDS SYSTEM:** The traffic records system shall include the following:
 - A. TRAFFIC ACCIDENT DATA:** Computerized information system and manual files of all accident reports, reflecting the results of accident investigations, locations, etc.
 - B. TRAFFIC ENFORCEMENT DATA:** Computerized information system and manual files of all citations issued for traffic violations.
 - C. ROADWAY HAZARD REPORTS:** Officers noting hazards or defects will call in these defects to the police dispatcher, who shall make a computer entry and contact the appropriate maintenance services.

- 2. TRAFFIC ACCIDENT DATA:**
 - A.** The "Commonwealth of Massachusetts Motor Vehicle Crash Police Report" shall serve as the primary source for the collection of data concerning motor vehicle accidents within the Town of Brookline.
 - B.** Each officer who, in the course of their duties, investigates an accident in which any person is injured or in which there is damage in excess of one thousand dollars to any one vehicle or other property shall complete an accident form.
 - C.** When the Motor Vehicle Crash Police Report is properly completed, it shall be forwarded to the Traffic Division, along with any other applicable reports. A

Traffic Division Supervisor will review the report to determine if follow up investigation is required.

- D.** When the Traffic Division receives a Motor Vehicle Crash Police Report, the information shall be entered into the computer and the report shall be filed. Such record shall be retained in accordance with public records law (Mass. Gen. Law, Chap. 66, Sec. 10, and Chap. 4, Sec. 7, clause 26).
- E.** The Traffic Division may provide, on request, a copy of the Motor Vehicle Crash Police Report to individuals, insurance companies, etc., in accordance with the CORI Law, the Public Records Law and the Driver Privacy Protection Act.
- F.** A copy of the original motor vehicle crash report shall be sent to the Registry of Motor Vehicles within a reasonable period of time.

3. TRAFFIC ENFORCEMENT DATA:

- A.** The motor vehicle citation serves as the primary source for data collection for traffic enforcement. Each officer who, in the course of his or her duties, charges a motorist with a violation shall complete a citation.
- B.** The citation will be turned into the Traffic Division, who will review the citation and ensure that it is properly completed. When the citation is properly completed and reviewed, it shall be forwarded to the Registry of Motor Vehicles.
- C.** The Traffic Division will file the copy by citation log number.

4. DATA ANALYSIS:

- A.** The responsibility of compiling traffic data shall be that of the Traffic Division. The Traffic Division shall analyze the data prior to distribution to the Patrol Division for enforcement action.
- B.** A monthly report will be submitted to the Chief of Police that shows the total number of motor vehicle citations issued during the previous month.

5. PERSONNEL DEPLOYMENT: Directed/preventive patrol assignments by the Deputy Superintendent - Traffic Division shall be made based on the selective enforcement accident information provided by the Traffic Division. The Commanding Officer - Traffic Division shall concentrate enforcement efforts in the areas where accidents occur most frequently. The purpose of the directed/preventive patrol activity is to reduce the probability of accidents. Resources should be directed toward specific violations, in specific locations, based primarily on traffic accident experience.

6. SPECIAL REPORTS: Special traffic accident/enforcement reports may be developed and made available as needed by the Traffic Division.