



GENERAL ORDERS: Chapter 24

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Automated Traffic Enforcement System

I. Policy

It is the policy of the department to improve traffic safety through various means. Photo and video enforcement technology will be used to enforce red light and speed laws to make intersections and roadways safer for pedestrians and motorists.

II. Procedures

A. Responsibility

1. The Automated Traffic Enforcement (ATE) system will be administered by the Traffic Section and the commander will be the liaison with the contracted vendor.
2. The Traffic Section will:
 - a. Review submitted images of alleged red light and speed violations to ensure an offense has been committed, prior to the issuance of a notice and information provided by the vendor is accurate.
 - b. Research and re-address all notices of violation which were returned by the post office as undeliverable.
 - c. Address citizen concerns and questions regarding the automated traffic enforcement system.
 - d. Respond to requests from officers for images and video recordings captured by the system in the furtherance of an investigation. The request must be within seven calendar days of the incident.
 - e. Respond to open records requests from the public relating to the system and coordinate with the Public Information Officer on media inquiries about the system.
 - f. Ensure timely completion of program status and effectiveness reports as requested.
 - g. Conduct site audits, at least quarterly or when needed, to verify proper operation of all systems.
 - h. Coordinate mobile speed camera locations, dates and times, along with the set-up and take down of the equipment at those locations.
 - i. Monitor scheduled administrative hearings and designate an officer to present the ATE evidence for review by an administrative law judge.

B. Site Selection

1. Red light camera locations will be determined by factors such as, but not limited to:
 - a. Frequency or severity of vehicle crashes
 - b. Red light violations
 - c. Citizen complaints
 - d. High pedestrian traffic areas

2. Speed camera locations, including mobile speed cameras, will be determined by factors such as, but not limited to:
 - a. Traffic volume
 - b. Proximity to schools, parks, playgrounds
 - c. Accident statistics
 - d. Roadway design
 - e. Citizen complaints
- C. Training and certifications
1. Equipment specifications will meet or exceed National Highway Traffic Safety Administration standards.
 2. The vendor will provide employee training and certification for the specific equipment used in the system.
 3. Periodic calibration, inspection, and repair will be performed on the equipment by the vendor.
- D. Violation Review Process
1. All incidents captured by a red light or speed camera will be reviewed as follows by a sworn or retired sworn officer:
 - a. The vendor will forward violations to be reviewed by the Traffic Section.
 - (1) Accepted violations will receive a mailed citation from the vendor
 - (2) Rejected violations will be notated as to the reason for the rejection
 2. If the accepted violation is a police department vehicle, the citation is mailed to the police department and forwarded to Professional Standards.
 - a. The Professional Standards office will determine which division the unit is assigned to, identify the driver if possible, and forward the original citation to the division commander for distribution.
 - (1) The Professional Standards office will track the citation until it is resolved unless extenuating circumstances exist to maintain the record.
 - b. An employee, after receiving the citation, is required to submit documentation through the chain of command to the division commander, detailing one of the following options:
 - (1) Indicate, via email or memo:
 - (a) That the citation has been paid or,
 - (b) Their intention to contest the citation through the administrative appeal process listed on the citation.
 - (2) Explain, via memo, the action that caused the citation and why it was necessary. The documentation will be reviewed and either approved or denied by the division commander.
 - (a) If the action that caused the citation was found to be necessary, the documentation will be sent to the Traffic Section for the processing of a dismissal.
 - (b) If the action that caused the citation was found to be unnecessary, the employee must either pay or appeal the citation through the administrative appeal process listed on the citation.
 3. If the accepted violation is any other government owned vehicle, the citation is mailed to the address of registration for processing.
- E. Automated License Plate Reader capability
1. Excluding the mobile speed camera, each red light and speed camera has the ability to search, in real time, for vehicle plates involved in abduction or other serious offenses.
 2. Initiating this capability disables the red light and speed enforcement operation of the cameras.
 3. The watch or division commander may authorize the use of this functionality.

- a. The commander authorizing the use will contact the Traffic Section commander or on-call supervisor.
- b. The initial activation of the functionality will be four hours. Extending the activation beyond four hours requires division commander approval, as it will result in a financial charge to the city by the vendor.
- c. Alert notifications will be emailed to the person(s) designated by the authorizing commander for review and action.