

## **TRAFFIC SERVICES UNIT**

1. **PURPOSE:** To provide uniform guidelines for the operation of a Traffic Services Unit within the Huntsville Police Department.
2. **POLICY:** To maintain a Traffic Services Unit having the primary duty of regulating traffic and enforcing traffic laws. Supervisors assigned to the Traffic Services Unit will utilize all available traffic information and statistics to aid in assigning officers to specific traffic problem areas, and identifying strategic enforcement objectives.
3. **SCOPE:** This directive is applicable to all sworn personnel assigned to the Traffic Services Unit.
4. **RESPONSIBILITY:** Applicable personnel will be responsible for reading and complying with this directive.
5. **ASSIGNMENT:** The Traffic Services Unit operates under the command of the Special Operations Division. The following guidelines are for the selection and assignment of officers to the Traffic Services Unit. A ranked eligibility list of applicants will be established as needed for assignment purposes.
6. **SELECTION:**
  - A. **BASIC REQUIREMENTS:** Any candidate who does not meet the basic requirements will be precluded from participation in the process.
    1. **EXPERIENCE:** Candidates must be full time police officers with a minimum of one year of continuous service as a sworn police officer with the Huntsville Police Department.
    2. **PERFORMANCE EVALUATIONS:** Candidates must have an overall effective rating on their most recent evaluation with at least an effective rating in all categories.
    3. **POSITIVE SUPERVISORY RECOMMENDATION:** Candidates must receive a positive recommendation from their immediate supervisor. The recommendation should describe in detail the candidate's work performance and suitability for the position. This recommendation will be sent to the Bureau Commander through the candidate's chain of command.
  - B. **SELECTION PHASE:**
    1. **201 FILE REVIEW:** A comprehensive review of the candidate's 201 file will be conducted by the unit supervisor.
    2. **SUPERVISORY RECOMMENDATION:** The recommendation as to the

candidate's performance and suitability for the position will be a consideration in the review of each candidate.

3. **REVIEW BOARD:** Candidates will be scheduled for an interview before a review board. The board will consist of the unit supervisor and no more than three additional qualified members selected by the Special Operations Division Commander. The candidate evaluation will include, but not be limited to the following categories: specific skills, background, oral communication skills, confidence, judgment, resourcefulness, honesty, interest, motivation and compatibility.
  4. **SELECTION FILE:** A file will be compiled to determine the candidate's performance during the selection phase. All aspects of a candidate's performance in the selection phase will be considered. The file will include: 201 File Review, Supervisory Recommendation and performance in the Review Board.
  5. **RECOMMENDATION:** The unit supervisor will submit a written recommendation to the Chief of Police via chain of command outlining each candidate's suitability for the position and listing eligible candidates in order of preference. The selection file will be attached to the recommendation. All assignments will be made by the Chief of Police. The list of eligible candidates will remain active for six months from the date of selection.
7. **PROCEDURES:** The following procedures are established to guide personnel in the performance of Traffic Services Unit duties. This list is not conclusive in itself:
- A. Supervisors and officers of the Traffic Services Unit are responsible for the regulation and enforcement of all state and local traffic laws. .
  - B. Supervisors will make assignments based on traffic trends and statistical analyses.
  - C. The primary duty of the Traffic Services Unit should be to focus on enforcement actions designed to reduce traffic crashes in the areas where there are a high number of fatalities and serious injuries on the major and minor arterial roadways, or wherever there is a disproportionate number of fatalities or serious injuries on any roadway classification. They may also provide support for patrol officers when needed and may be reassigned from specific traffic assignments for more urgent situations.
  - D. Radar and Laser use will be determined based on traffic analysis and in response to citizen requests. Officers will also be expected to use radar and laser based on self-initiated activity and as directed by supervisory personnel.
  - E. Motor Carrier Safety Enforcement inspections will be conducted as directed or required, and through self-initiation.

F. The Traffic Services Unit will be utilized for special traffic related details in order to free patrol officers up to answer calls for service.

G. Due to the specialized duties of the Traffic Services Unit, all officers assigned to the Traffic Services Unit may have the following items in their vehicle while on duty:

1. Radar unit;
2. Traffic Cones (4);
3. Emergency Responder Guidebook;
4. Traffic Vest;
5. First Aid Kit;
6. Fire Extinguisher; and
7. Extra flashlight.

H. Motor Carrier certified officers assigned to the Traffic Services Unit may also have the following items in their vehicle at all times when on duty:

1. Wheel chucks;
2. Crawler (optional)

#### 8. SPECIAL PURPOSE VEHICLES:

A. Authorization, Conditions, and Limitations of usage;

Gator and golf cart: Task Force and other HPD personnel are authorized to use the vehicles during Special Events or other situations when needed. The vehicles may not be used in terrain or under conditions which they are not designed.

B. Qualifications and Training for personnel assigned to operate the vehicle;

Operators must be familiar with the limitations and handling characteristics of the vehicles.

Training: Operators receive on-the-job training from their supervisor or other experienced personnel.

C. Designation of the person or position responsible for the condition and maintenance of the vehicle;

Task Force supervisors are responsible for scheduling routine maintenance on the gator and golf cart. The City Shop or Radio Shop is responsible for annual maintenance or when problems occur with the vehicles.

D. A listing of equipment, if any, to be kept in or on the vehicle;

No equipment will be kept on the vehicles.