

SELECTIVE ENFORCEMENT ADMINISTRATION

1. **PURPOSE:** To establish uniform guidelines for operation of the department's traffic administration program.
2. **POLICY:** The Department will maintain a selective enforcement program designed to promote the safe and expeditious flow of vehicular and pedestrian traffic on city streets. All sworn personnel will enforce traffic laws and deliver traffic related services designed to reduce traffic crashes and resulting injuries and fatalities.
3. **SCOPE:** This directive is applicable to all sworn personnel.
4. **RESPONSIBILITY:** All sworn personnel will be responsible for complying with this directive.
5. **PROCEDURES**
 - A. **OBJECTIVES:** The Deputy Chief of Operations will be responsible for formulating written objectives to achieve the goals of crash reduction and enhanced safety on the roadways. These goals and objectives will be included in the annual goals and objectives for the Bureau. All personnel, regardless of rank or assignment, share the responsibility for achieving these goals.
 - B. **TRAFFIC SERVICES UNIT FUNCTIONS:** Units with specific traffic enforcement functions operate out of the Special Operations Division. One or all of these units will be designated to perform the following:
 1. Radar operation;
 2. Primary traffic control at crashes, intersections and elsewhere when traffic control is necessary;
 3. Escorts for funerals, vehicles, or equipment (oversized, slow moving, etc.), VIPs and various races and marches;
 4. Concentrated patrol at intersections and other areas where enforcement is needed due to crashes or violations;
 5. Enforcement of Alabama DUI statutes;
 6. Primary enforcement of state and federal laws pertaining to commercial vehicles; and
 7. Primary responsibility for working crosswalks at schools and conducting safety presentations.
 - C. **UNIFORM PATROL:** Members of the Operations Bureau perform a variety of selective traffic enforcement activities in the process of carrying out the general patrol function. Uniform Patrol conducts specific selective enforcement activities at times when Traffic

Services Units are off-duty or unavailable, as well as activities generated by Precinct supervisors based on observations or information available from traffic crash analysis.

D. PERSONNEL DEPLOYMENT

1. **SUPERVISORY RESPONSIBILITY:** All supervisors with responsibility for selective traffic enforcement will conduct analysis as needed to support their selective enforcement functions. In addition, they will use the information provided in traffic analysis reports to plan appropriate selective enforcement activities consistent with crash reduction objectives.
2. **TRAFFIC SERVICES PERSONNEL:** Assigned personnel will be deployed to areas having the greatest concentrations of crashes. Specific enforcement requests will be evaluated according to crash reduction objectives and prioritized accordingly. Traffic Services personnel will target those violations that analysis has shown to be factors in crashes for the area.
3. **COORDINATION:** Traffic enforcement based on analysis reports is primarily the responsibility of the traffic services supervisor. However, cooperation will be maintained between the traffic services personnel and operations personnel for times when the traffic units may not be able to act upon a need, recommendation, or request for selective enforcement. When necessary, enforcement needs, recommendations or requests will be passed to the appropriate supervisor(s), for action as priorities and resources allow.

E. **VEHICULAR HOMICIDE INVESTIGATION:** The Deputy Chief of Operations will assign personnel to investigate crashes involving fatalities, life threatening injuries and vehicles leaving the scenes of crashes.

F. **TRAFFIC ANALYSIS:** The Deputy Chief of Operations (or designee) will be responsible for the traffic analysis function.

1. **TRAFFIC ANALYST:** The Deputy Chief of Operations will designate a traffic analyst. The analyst's role is to provide information to support Departmental components in achieving their selective enforcement objectives, and to support the Department's planning and research function in areas related to traffic.
2. **ANALYSIS REPORTS:** The Department's traffic analyst will identify and generate reports on patterns of crash-causing factors. The reports will be provided to supervisors with traffic enforcement responsibilities.

G. PROGRAM EVALUATIONS

1. The Deputy Chief of Operations or designee will evaluate the effectiveness of selective traffic enforcement and provide periodic reports of progress toward achieving the Department's traffic objectives. The report will include a tabulation of all enforcement activities and crash data in goals and objectives progress reports.
2. Annually, the Deputy Chief of Operations or designee will submit a documented review of selective traffic enforcement activities to the Chief of Police.

- H. **TRAFFIC INFORMATION SYSTEM:** The Police Systems Analyst will have responsibility for the Department's traffic records system. This information will be open to all through the MAPPER run ACC-MENU and the CARE system.
1. **CONTENTS:** The traffic information system will contain at least the following:
 - a. Traffic crash data (reports, investigations, and locations);
 - b. Traffic enforcement data (citations, arrests, dispositions, and locations) as maintained by Huntsville's Municipal Court;
 - c. Traffic safety education reports as maintained by Huntsville's Municipal Court and the Huntsville Highway Safety Office;
 - d. Traffic volume data, and traffic flow, volume and distribution reports as maintained by Huntsville's Transportation Department;
 - e. Roadway hazard reports; and
 - f. Traffic enforcement activity reports.
 2. **PROCEDURES:** Traffic records will be governed by procedures established for Records Division. These written procedures will address the following:
 - a. Processing, maintenance, and distribution of records;
 - b. Retention requirements; and
 - c. Release of records.
 3. **REVIEWING CRASH REPORTS:** The Department will review crash reports, starting with the field supervisor. The field supervisor will review each crash report to check for completeness and accuracy of information. After supervisory review, the traffic crash reports will be forwarded to Records for further review and processing.
 4. **CRASH AND ENFORCEMENT ANALYSIS:** The Director of Technical Services will maintain a computerized information system to analyze concentrations of crashes and enforcement activities.
 - a. The data to be summarized will include at least location, time of day, day of week and causative factors.
 - b. The time period to be covered may vary and will be supplied upon request.
 - c. The format for the summary reports will conform to the computerized system at the time the summary is compiled.
- I. **SELECTIVE ENFORCEMENT:** The Precinct Commanders and Special Operations Commander will ensure that assigned selective enforcement activities are based primarily on

analyses of areas where traffic crashes and violations indicate that special attention is needed.

1. **DATA SOURCES:** Selective enforcement techniques and procedures will be based on crash data, enforcement activity records, traffic volume and traffic conditions.
2. **ACCIDENT ANALYSIS FACTORS:** Analysis of traffic crashes will include a number of factors:
 - a. Number of crashes by time of day and day of week;
 - b. Environmental factors;
 - c. Weather factors;
 - d. Location of crashes;
 - e. Causative/contributing factors; and
 - f. Types of vehicles.
3. **EVALUATION:** Analysis of traffic enforcement activities will include evaluation of selective enforcement assignments and their effectiveness in reducing crashes.
4. **EMERGENCY EQUIPMENT**
 - a. **MARKED UNITS:** Marked patrol units, marked units without lightbars and radar may be used in the selective enforcement operation.
 - b. **UNMARKED UNITS:** When police units without light bars are used in traffic enforcement, they will be otherwise equipped the same as normal marked units. These units will be equipped with dash and or grill mounted lights and sirens that comply with all state requirements for emergency vehicles. Officers using unmarked vehicles in traffic enforcement shall be in accordance with the Huntsville Police Department written directive concerning unmarked unit traffic enforcement.