

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	<small>Reference Number</small> <b>TRA-007</b>
	<small>Subject</small> <b>Speed Timing Devices</b>	
	<small>Special Instructions</small> Revises TRA-007 dated March 1, 2015	<small>Effective Date</small> <b>August 8, 2023</b>

**I. PURPOSE**

Establish assignment and certification guidelines for RADAR, VASCAR, and LIDAR instructors, operators, and equipment.

**II. POLICY**

Police employees shall successfully complete established training requirements and receive Department certification before using RADAR, VASCAR, or LIDAR equipment.

**III. PROCEDURE**

A. The RADAR and LIDAR training programs are based on a course of instruction recommended by the National Highway Traffic Safety Administration (NHTSA). The VASCAR training program is based on a course of instruction recommended by Traffic Safety Systems (TSS).

B. RADAR, VASCAR, and LIDAR instructors.

1. Employees who wish to become an instructor shall advise their commander, who shall forward written notification, including an endorsement, to the Training Division Commander.

2. Only employees who have passed the appropriate instructor course shall serve as an instructor.

3. Employees shall have a minimum of two (2) years' experience operating a speed timing device before requesting to be an instructor of that device.

4. It is desirable that potential instructors have the type of speed timing device they are requesting to become an instructor for.

5. Four (4) hours classroom instruction is required for instructor certification and recertification.

6. Upon successful completion of instructor training, instructors are responsible for:

a. Training personnel in the proper use of RADAR, VASCAR, and/or LIDAR.

b. Grading all tests and submitting the records – test, answer sheet, and score – to the Training Division.

7. RADAR, VASCAR, and LIDAR instructors shall complete a refresher course every three (3) years, regardless of the date of the initial certification.

C. RADAR operators.

1. Training of police employees for certification in the use of RADAR shall consist of the following:

- a. Two (2) hours of classroom instruction.
- b. The student must pass the initial written examination.
- c. The student shall complete (2) two hours of proficiency observation with an instructor.
- d. Upon completion of the above-mentioned requirements, the officer shall submit a certificate of training to the training division through channels.
- e. RADAR operators shall complete a refresher course every five (5) years, regardless of their initial certification date.

D. VASCAR operators.

1. Training of police employees for certification in the use of VASCAR shall consist of the following:

- a. Two (2) hours of classroom instruction.
- b. The student must pass the initial written examination.
- c. The student shall complete (2) two hours of proficiency observation with an instructor.
- d. Upon completion of the above-mentioned requirements, the officer shall submit a certificate of training to the training division through channels.
- e. VASCAR operators should complete a refresher course every five (5) years, regardless of their initial certification date.

E. LIDAR operators.

1. Training of police employees for certification in the use of LIDAR shall consist of the following:

- a. Two (2) hours of classroom instruction.
- b. The student must pass the initial written examination.
- c. The student shall complete (2) two hours of proficiency observation with an instructor.
- d. Upon completion of the above-mentioned requirements, the officer shall submit a certificate of training to the training division through channels.
- e. LIDAR operators should complete a refresher course every five (5) years, regardless

of their initial certification date.

#### F. Maintenance

1. The Training Division Commander shall:

- a. Coordinate RADAR, VASCAR, and LIDAR operator refresh every 5 years.
- b. Coordinate RADAR, VASCAR, and LIDAR instructor refresh every three (3) years;
- c. Maintain training records of current operators and instructors.

2. RADAR, VASCAR, and LIDAR operators shall maintain the speed-timing device issued to them in proper operating condition by doing the following:

- a. Regularly check equipment for proper functioning.
- b. Report any issues and request service or replacement.

Keep the equipment free of debris.

c. Check the device for proper working order using tuning forks and internal calibration checks.

e. If for any reason a speed timing device does not pass all internal and external tests, it will be taken out of service and will not be used until repaired and tested for accuracy by a Department authorized technician or the manufacturer.

#### G. Assignment of RADAR, VASCAR, and LIDAR equipment.

a. The use of a speed-timing device is intended to supplement a police employee's traffic enforcement activities and should not lessen efforts to enforce other traffic and criminal laws.

b. Department employees certified in the use of RADAR, LIDAR, and VASCAR equipment are the only persons authorized to use that Department-owned equipment.

c. Permanently mounted speed-timing devices shall be assigned to the commission.

d. Permanently mounted equipment may only be installed, moved, or uninstalled by authorized Field Support Services Section personnel.

e. Personnel shall only utilize RADAR, VASCAR, or LIDAR equipment issued by the Department.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedure.