

# City of Johns Creek Police Department

<i>Subject:</i> Traffic Enforcement Administration	<i>Number:</i> 02-18
<i>Reference:</i>	<i>Amends:</i>
<i>Effective:</i> <b>04/08</b> <i>Revised:</i> <b>01/13</b>	<i>Review Date:</i> <b>Annually</b> <i># of Pages:</i> 3

## **PURPOSE:**

Establish guidelines for the administration of all traffic related activities and the appropriate methods for taking enforcement action applicable to traffic law violations within the jurisdiction of our City.

## **POLICY: (02-18)**

The Johns Creek Police Department recognizes the administration and enforcement of traffic involves a broad range of police activities and/or operations. Some of these functions entail observation, detection, prevention, and enforcement. Enforcement involves not only making arrests or issuing traffic citations; it should include a constructive warning program which will help make the motorist and pedestrians become more knowledgeable of our laws and to assist them in the prevention of committing minor and careless violations. Traffic law compliance is promoted through the use of educational programs, written warnings, traffic surveys, speed measurement detection, and preventive patrol techniques. Traffic enforcement may be reactive to observe violations or in response to community concerns. It may also be proactive to effectively prevent traffic violations from occurring. All enforcement efforts should be coordinated with respect to accident locations, speed zones, school zones, recreational areas, and any area which may be of community concern. Efforts should be made with respect to time, place, and the type of violations. Overzealous enforcement, without any regards for the circumstances surrounding the violation, may cause disrespect for the law and may result in poor public relations.

## **PROCEDURES:**

### **Goals, Objectives, and Administrative Reporting (02-18-01)**

Goals and objectives, relative to traffic enforcement and its administration shall be developed by the Uniform Patrol Division Major, and the Supervisor of the Traffic Safety Unit.

- A. Performance objectives for traffic enforcement and its administration should be conducted annually and should be reviewed monthly to evaluate the progress being made towards the department's objectives. They should be based on the enforcement effort, traffic accident statistics, pattern flows, road conditions, and traffic engineering studies.
- B. Goals and objectives of traffic enforcement and its administration should be submitted to the Chief of Police. Upon approval, the directive should be disseminated to all uniformed officers.

The following enforcement/accident data reports shall be prepared and submitted by each Shift Supervisor and the Traffic Safety Unit Supervisor on an annual, and/or as noted, basis. This information should be provided to the Police Operations Manager.

**A. Traffic Accident Data:**

1. Accident reports and investigations shall be prepared and processed in accordance with the Department's policy on traffic accident investigations.
2. Traffic Safety Unit Supervisor shall prepare an annual accident report. This report should evaluate and analyze the following accident causation factors:
  - a. Location (Identifying the top five (5) accident intersections.);
  - b. Day of the week (Highest frequency);
  - c. Time of day (Highest frequency);
  - d. Violation leading to the cause of accident/other contributing factors;
  - e. Weather conditions; and
  - f. Injuries

**B. Traffic Enforcement Data:**

The Records Division shall be responsible for assisting the Traffic Safety Unit Supervisor compile a monthly enforcement data report. This report should identify the following information:

1. Number of traffic citations issued by officer;
2. Location where citations were issued, if requested;
3. Comparison and review of traffic collision data and enforcement activities data;
4. Compilation and review of traffic enforcement activities data

**C. Roadway Hazard Report:**

The City of Johns Creek Traffic Services Unit submits roadway hazard reports which are made available to all member of the department and public through the website.

The information should be utilized to facilitate patrol patterns and aide in the determination of each officer's selection of routes in response to calls, etc., and should be disseminated at each roll, if applicable. It may include, but not be limited to the following information:

1. Location of the road hazard;
2. Nature of the hazard; and
3. Anticipated duration of the hazard.

**D. Traffic Safety Education Reports:**

The Traffic Safety Unit supervisor shall submit a monthly report enumerating:

1. The number of presentations made;
2. Subjects presented;
3. Locations of presentations; and
4. Approximate number of participants.

**E. Traffic Volume and Distribution Reports:**

1. Conduct traffic volume and speed monitoring studies and surveys in conjunction with the city's Traffic Engineering Department, when requested.
2. When applicable, the Traffic Safety Unit will conduct speed monitoring surveys at specific locations. Results of those reports will be submitted through the chain of command and with copies forwarded to the traffic engineering department.

**F. Traffic Enforcement Activity Reports:**

1. Each officer who is given a specific assignment for traffic enforcement shall submit a daily report enumerating:
  - a. Enforcement times;
  - b. Productivity;
  - c. Locations of Violations; and
  - d. Non-enforcement time should be documented on the Department's daily activity sheet.
2. The Traffic Safety Supervisor shall submit a monthly traffic enforcement activity report enumerating:
  - a. Personnel utilization;
  - b. Traffic violation enforcement data; and
  - c. D.U.I. enforcement data.
3. The monthly report shall be submitted through the chain of command to the Chief of Police.

### **Responsibilities of Traffic Administration and Enforcement (02-18-02)**

Traffic administration and enforcement is a function of the Uniform Patrol Division. The Chief of Police, or his/her designee, shall staff specialists for traffic administration that have the responsibility for the traffic enforcement effort. This shall include; training, planning, analysis, inspections, and the coordination of the Department's traffic activities. These activities include:

1. Accident investigation, including traffic fatalities;
2. Radar operations;
3. Parking/congestion control;
4. Traffic safety education;
5. Liaison with traffic safety groups; and
6. Hit and run investigations;
7. Evaluation of selective traffic enforcement activities; and
8. Implementation of selective enforcement techniques and procedures
9. Deployment of traffic enforcement personnel

The Chief of Police may designate staff members to assist in the traffic administration responsibilities.