




# City of Manassas Police Department General Duty Manual



Effective Date: 04-06-2011	<b>GENERAL ORDER</b>	Number: 08-01
Subject: Traffic Services Unit		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 03-16-2020		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 61.3.3/ 61.3.4/ 82.3.3	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

To establish the Traffic Services Unit of the Department and to delineate the functions performed within this specialized component. The Traffic Services Unit is a component of the Patrol Services Division, and consists of the Motorcycle Officers, Motor Carrier Safety Officers, non-sworn Parking Enforcement officials and non-sworn (adult) School Crossing Guards.

## POLICY:

Responsibility for enforcing traffic laws and regulations is shared by all uniformed personnel. The Traffic Services Unit is established to meet the increased demand for traffic related services and enforcement activities. Members of the Traffic Services Unit are given primary assignment to traffic related calls for service during their regularly scheduled tour of duty. During unassigned time, Motorcycle Officers may be used as adjunct units to supplement the Uniform Patrol Section for responding to other patrol calls for service.

## DISCUSSION:

N/A

## PROCEDURE:

### I. Responsibilities

- A. The Traffic Services Unit is part of the Patrol Services Division, and under the supervision of the Special Operations Supervisor.
- B. The Traffic Services Unit is responsible for the planning, analysis monitoring, and coordination of the Department's traffic activities, to include:
  1. Traffic law enforcement.
  2. Safety inspections / enforcement of commercial vehicles and common carriers.
  3. Advanced accident investigation / reconstruction.
  4. Parking enforcement.
  5. Traffic safety education.
  6. Selective enforcement measures.
  7. (Adult) School Crossing Guard activities.
  8. Liaison with traffic safety groups.
  9. Child safety seat inspections.
- C. The Traffic Services Unit compiles information from the Department's traffic records system and other sources to provide relevant traffic data to those members performing traffic functions. The Department's traffic records system contains:
  1. Traffic accident data (reports / investigations / locations).
  2. Traffic enforcement data (citations / arrests / locations).

Effective Date: 04-06-2011	<b>GENERAL ORDER</b>	Number: 08-01
Subject: Traffic Services Unit		Page: 2 of 3

- D. Other sources of traffic information include the courts, County, City, State and Federal agencies. Data from these agencies may be used in conjunction with the preparation of analyses for traffic enforcement purposes. Such data may include:
  - 1. Court dispositions for traffic offenses.
  - 2. Planning reports.
  - 3. Roadway hazard reports
  - 4. Traffic volume data.
  - 5. Traffic volume / distribution reports.
- E. The Traffic Services Supervisor is responsible for traffic analysis.
- F. Selective enforcement activities are based, in part, on analyses of the traffic accident experience.

**II. Deployment and Supervision**

- A. The Traffic Services Supervisor provides daily field supervision for Motorcycle Officers, Parking Enforcement Officials and (adult) School Crossing Guards. During times when their normal line of supervision is unavailable, members are accountable to patrol supervisors.
- B. Motorcycle Officers should be deployed to areas having the greatest concentration of accidents and calls for traffic services and at times where **data analysis** has shown these events to occur. They should also be deployed whenever the motorcycle's increased mobility has an advantage over the standard police patrol vehicle.
- C. Motorcycle Officers are regularly used for specialized traffic assignments that are normally planned ahead of time, such as:
  - 1. Selective enforcement operations. See General Order 8-5.
  - 2. Special events.
  - 3. Escorts.
  - 4. Commercial vehicle and common carrier inspection / enforcement
  - 5. Traffic surveys.
  - 6. Motor carrier safety inspections / weight enforcement.
- D. Unscheduled emergency escorts are not permitted without the specific approval of the Traffic Services Supervisor if on duty, or the Duty Supervisor. Officers should not transport injured persons in patrol vehicles under most circumstances. Rescue personnel should be called in response to any request to escort injured persons to the hospital. Motorcycle Officers normally provide routine escorts. Such escorts include, but are not limited to:
  - 1. Funerals.
  - 2. Public officials / dignitaries.
  - 3. Oversize or unusual vehicles.
  - 4. Hazardous or unusual cargo.
- E. The Traffic Services Supervisor directs parking enforcement activities by non-sworn members. The Community Liaison/Parking Enforcement Officer and (adult) School Crossing Guards (who are cross-trained for parking enforcement activities) are authorized enforcement powers for parking violations only and are given primary assignment to calls for service involving parking violations. The Parking Enforcement Official, School Crossing Guards and Motorcycle Officers are deployed by the Traffic Services Supervisor, who provides direction for the following:
  - 1. Peak traffic hours.
  - 2. Tow away zones.
  - 3. Time zone and metered parking control.
  - 4. General surveillance of parking enforcement areas.
  - 5. Vehicle or foot patrols.
  - 6. Seeking assistance from sworn officers.

Effective Date: 04-06-2011	<b>GENERAL ORDER</b>	Number: 08-01
Subject: Traffic Services Unit		Page: 3 of 3

- F. The following variables are considered when determining locations requiring School Crossing Guards:
  1. Traffic volume / speed.
  2. Number of turning movements.
  3. Width of intersection.
  4. Physical terrain.
  5. Existence of absence of traffic control devices.
  6. City Council / Manager policy.
  7. The number and age of children utilizing the crossing.
- G. (Adult) School Crossing Guards, generally.
  1. School Crossing Guards are non-sworn uniformed members, who wear a uniform that distinguishes them from sworn members. See General Order 2-3.
- H. The Traffic Services Supervisor conducts an annual analysis of school crossings for the purpose of identifying locations where adult school crossing guards are needed. Time gap surveys or other surveys may be conducted during the interim. The input of School Staff officials may be included in such analysis.
- I. The Department assists school authorities in the student safety patrol program.
- J. Requests for traffic services should be forwarded by the Public Safety Communications Center to the Traffic Services Supervisor. Caution must be used when screening any request for traffic services when there are no Traffic Services Unit personnel available. The PSCC should first determine if immediate response by available patrol units is appropriate or a later response by Traffic Services Unit officers is sufficient. The caller should be advised of what action is being taken.

Attachments: N/A

Index as: School Crossing Guards.  
 Motorcycle Officers.  
 Parking Enforcement Officers.  
 Traffic Operations.  
 Traffic Services Unit.  
 Traffic Unit.  
 Traffic Analysis.

References: N/A