

WOONSOCKET POLICE DEPARTMENT

THOMAS F. OATES, III
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	330.04	1/21/2026	4/21/2026
SUBJECT		PREVIOUSLY ISSUED DATES	
Traffic Division & Administration		7/13/2015, 1/6/2021	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 61.1.1.1; 61.2.4.; 61.3.1, 61.3.2, 61.3.3, 61.3.4, 61.3.5; 82.3.3, 82.3.4 RIPAC Standards:		12/22/2020, 1/9/2023, 1/21/2026	
INDEX		DISTRIBUTION	
Traffic		All Personnel	

TRAFFIC DIVISION & ADMINISTRATION

I. PURPOSE

The purpose of this policy is to provide guidelines for all personnel involved in traffic direction and control, as well as to define certain responsibilities of the Traffic Division.

II. POLICY

It is the policy of the Woonsocket Police Department to promote the safe and expeditious flow of vehicular and pedestrian traffic through effective and efficient traffic-related services and enforcement designed to reduce collisions and their resultant fatalities and injuries.

III. PROCEDURE

- A. OPERATIONS: Traffic law enforcement and a crash investigation are the responsibility of all uniform personnel.
1. Patrol Division personnel will be responsible for all phases of crash investigation and selective traffic enforcement to be supplemented by the expertise of Traffic Division members as directed by the Traffic Division Officer-in-Charge (OIC) and in specific incidents as ordered by the Patrol Division OIC. Fatal crashes or near-fatal

crashes will fall under the control of the OIC of the Traffic Division and the Accident Reconstruction Team.

2. The Traffic Division OIC will oversee the operations/service of the tow truck operators for the City of Woonsocket. All regulations are specified in [General Order #330.05 Tow Policy](#).
3. The activities of the Traffic Division are based on analysis of traffic records, crime analysis, officers' observations, citizen complaints, public safety concerns, and availability of personnel.
4. Records and analysis are reviewed by the Traffic Division OIC, who formulates plans and schedules to address current situational needs.
5. Specialized functions:
 - a. Crash reconstruction;
 - b. Selective traffic enforcement;
 - c. Commercial vehicle enforcement;
 - d. Special events, i.e., escort parades, funerals, etc.;
 - e. Surveys for traffic and engineering needs, the establishment of school safety crossings, bus stops, and licensing issues;
 - f. Odometer and radar calibration; and
 - g. Administration of Highway Safety Grants and Crash Reduction Programs (responsibility of the Traffic OIC).

B. CRASH AND ENFORCEMENT SUMMARY

The Traffic Division OIC, or designee, will conduct traffic crime analysis summaries to make evaluations, take appropriate enforcement action, and review.

C. ANALYSIS AND DEPLOYMENT

1. The Traffic Division will prepare reports based on crash data (location, severity, time, and day of the week) and enforcement activity data (violations issued, type, location, time, and day).
2. The Traffic Division OIC will review these reports and utilize data to develop and implement:
 - a. Selective enforcement techniques and procedures;
 - b. Deployment of traffic personnel to areas and times of highest crash concentration;
 - c. Special traffic assignments to areas of need indicated by a high level of problems or violations; and
 - d. Recommendations for additions or changes to highway traffic control devices and marking to engineering.
3. Strategy and deployments may involve the use of techniques and equipment, including but not limited to:

- a. Directed patrol;
 - b. Safety inspections;
 - c. Radar;
 - d. Laser;
 - e. Breathalyzer; and
 - f. Patrol vehicles as situations dictate.
4. Crash experience and calls for service during previous years may be examined to provide data and profiles on seasonal variations of traffic-related incidents.
 5. Selective traffic enforcement programs will be analyzed and implemented, where applicable.

D. TRAFFIC RECORDS

1. The Traffic Division maintains an automated records system, which is capable of providing information in a timely and accurate manner.
2. The records system captures traffic data from reports, including:
 - a. Date and time;
 - b. Locations and classification of crashes; and
 - c. Citation and arrest information.
3. Traffic enforcement activity reports may be in the form of citation analysis, which is compiled on an as-needed basis and may include:
 - a. Comparison of monthly and yearly figures;
 - b. Type of violation; and
 - c. Citation totals.
4. Traffic-related documents are directed to the Traffic Division OIC.

E. REVIEW PROCESS

1. Traffic crash reports must be submitted upon completion of the officers' tour of duty.
2. Patrol OICs will review and approve crash reports to ensure that they are thorough, accurate, and contain all required information.
3. Routine crashes are also reviewed by the Traffic Division personnel.
 - a. Motorists who require minor corrections to crash reports may be referred to the Traffic Division when the reporting officer is not available.
 - b. Officers not assigned to the Traffic Division may not alter or change a crash report of another reporting officer.

4. In a crash or vehicle stop in which an operator fails to show proof of insurance as required by [R.I.G.L. 31-47-9](#), the officer is required to issue the appropriate summons, except in extenuating circumstances.
5. In a crash requiring an immediate follow-up investigation by the Traffic Division, a complete copy of the report will be made and placed in the Traffic Division. The Traffic Division OIC will be briefed on the investigation.
6. When a non-police city vehicle is involved in a crash, copies will be forwarded to the City Solicitor, including copies of any summons issued.

F. PROCESSING, MAINTENANCE, AND DISTRIBUTION

1. The department's crash and classification systems are similar to the Uniform Crime Reporting Classification System.
2. Maintenance and distribution of traffic records take place in the Traffic Division.
3. Traffic Crash Reports are maintained in the Records Management System (RMS).
4. All violations, except for notice and demand violations, are entered into the RMS.
5. Original crash reports are maintained in the Traffic Division.
6. The State of Rhode Island's Record Retention Schedule governs the retention of records.

G. TRAFFIC ENGINEERING

1. The Traffic Division OIC will maintain a liaison and data sharing responsibility with the Public Safety Director by:
 - a. Forwarding complaints, suggestions;
 - b. Providing crash and enforcement data when requested or when it appears pertinent to the traffic engineering function.
2. The Traffic Division OIC is responsible for conducting studies to identify possible engineering problems at high-crash locations. Results are forwarded to the Public Safety Director.
3. Only the City Council has the authority to establish a traffic control device.
 - a. All traffic-related changes that need to be made are forwarded to the Law Department by the Public Safety Director.
 - b. Formalized changes will be presented to the City Council by the Law Department.
4. The Traffic Division OIC is responsible for following through to ensure approved devices are erected and properly maintained.
5. Department personnel who investigate crashes are responsible for proper investigations. Elements to be included in the crash reports are specified in [R.I.G.L. 31-26-16](#). When properly investigated, the report will assist the Traffic Division in identifying crash patterns and physical conditions present at high-crash locations.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police.