

NEW CANAAN POLICE DEPARTMENT

SUBJECT: TRAFFIC ADMINISTRATION

GENERAL ORDER NUMBER: 89-14-67
FILE: OPS 8 TRAFFIC OPERATIONS

I PURPOSE/POLICY

The purpose of this general order is to establish the administrative and support processes necessary to ensure that the New Canaan Police Department executes its responsibilities for traffic law enforcement.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the Commander of the Operations Division and Patrol Section to ensure its compliance.

III PROCEDURES (ORGANIZATION)

A The Patrol Section, a component of the Operations Division, shall be responsible for the implementation of the departments' traffic enforcement efforts and services.

1. The Patrol Section shall be under the direct supervision of the Commander of the Operations Division. Said commander shall be responsible for planning, analyzing, monitoring and coordinating the traffic program.

B The traffic functions of the Patrol Section shall include;

1. Accident Investigations

2. Selective enforcement programs to include;

a. Operation of speed measuring devices

b. Traffic law enforcement

c. Traffic law complaints

d. Parking Control

1) The New Canaan Parking Authority shall be primarily responsible for this function.

e. D. W. I. Enforcement

C The Commander of the Operations Division shall develop written performance objectives for the delivery of traffic related services. These objectives should be reasonable, attainable, quantifiable, measurable where possible, and sufficiently flexible to permit change as needed.

1. Said Commander shall evaluate these objectives and the traffic enforcement program on a yearly basis and submit a report in writing to the Chief of Police.

D Since there is a close inter-relationship between traffic enforcement and all other law enforcement activities, the responsibility for enforcing traffic laws and regulations must be shared by all uniformed personnel.

IV PROCEDURES (TRAFFIC RECORDS)

A The records unit shall be responsible for all traffic reports and records generated by the traffic records system.

1. The traffic records system will include,
 - a. Processing, maintenance and distribution of records.
 - b. Retention requirements; and
 - c. Release of records.
2. The information generated by the traffic records system includes:
 - a. Traffic accident data:
 - 1) Reports
 - 2) Investigations
 - 3) Locations
 - b. Traffic enforcement data:
 - 1) Citations/Summonses
 - 2) Arrests
 - 3) Dispositions
 - 4) Locations
 - c. Roadway hazard reports
 - d. Traffic volume data
 - 1) This information is available through the State Dept. of Transportation.
 - e. Traffic volume and distribution reports
 - 1) This information is available through the State Dept. of Transportation.
 - f. Traffic enforcement activity reports

- B** The police department utilizes a computerized system for recording accident and summons locations. The data is taken from individual accident reports and summonses and compiled into a report which is used to assist in determining concentrations of accidents and traffic enforcement activities.
- C** All traffic reports (accident reports, summonses, citations, etc) shall be submitted for supervisory review in accordance with General Order 88-4-48, Records. This review will ensure that the information contained on the report is complete and accurate.
 - 1.** Once this review is complete and the report is approved by the supervisor, it is submitted to the records unit. There, the records personnel will conduct a secondary review and enter the appropriate information into the computer system.
- D** Traffic enforcement and accident data summaries will be utilized to support patrol operations, development and planning of countermeasures and evaluations of program effectiveness.
 - 1.** The type of data to be summarized will include;
 - a. Number of summonses/citations,
 - b. Location,
 - c. Time,
 - d. Charges/Statute
 - 2.** The Commander of the Operations Division will analyze the data contained in the summary reports and adjust the department's traffic program accordingly.
 - 3.** The format for the summary reports are demonstrated in Appendix I, of this general order.
 - 4.** Unless circumstances warrant otherwise, accident location reports will cover a six (6) month period; traffic enforcement reports will cover a one (1) month period.

V **PROCEDURES (SELECTIVE ENFORCEMENT)**

- A** Selective traffic enforcement is a function of the Patrol Section and includes the following procedures;
 - 1.** Analysis of traffic accidents - including factors listed in Section **V,C**, will be performed by the Commander of the Operations Division or designee.
 - 2.** Analysis of traffic enforcement activities - will be performed on a monthly basis by the Commander of the Operations Division or designee. Traffic complaints received during the month will be reviewed as well as summonses issued to determine if the traffic enforcement effort is effective and if necessary, take steps to correct any problem areas.

3. Implementation of selective enforcement techniques and procedures - Selective enforcement shall be utilized in those areas where the analysis of traffic accidents and violations indicate that special attention is needed. Patterns of causes and sudden increases in the number or severity of accidents or violations are reasons for extra enforcement activity.
4. Use of Equipment - Speed measuring devices (Radar) will be used to monitor and enforce speed limit restrictions. These devices will only be operated by qualified officers and in accordance with departmental training procedures.

B The Commander of the Operations Division or designee shall be responsible for traffic analysis for the police department. The analysis will enable the department to identify enforcement problems in order to deploy personnel and resources effectively.

C The analysis of traffic accidents will include geographic, temporal and causative factors such as;

1. Month, Date, Time
2. Location
3. Violation or miscellaneous contributing factors.

D In order to provide effective counter measures against factors contributing to traffic accidents, the police department will base its selective enforcement activities upon the analysis of traffic accident data. Enforcement efforts will then be directed towards that behavior contributing to accidents.

VI PROCEDURES (PERSONNEL DEPLOYMENT)

A The deployment of traffic enforcement (patrol) personnel will be based upon the statistical analysis discussed in this general order as well as other mitigating factors, which may include;

1. Visual surveys by officers (traffic flow, motor vehicle violations, etc.).
2. Traffic complaints from citizens.
3. Hazardous conditions.
4. Other service needs.
5. Available departmental services/personnel.

IT IS STRESSED THAT SELECTIVE ENFORCEMENT ACTIVITIES ARE PERFORMED IN CONJUNCTION WITH ROUTINE PATROL RESPONSIBILITIES.

VII DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VIII EFFECTIVE DATE

This general order approved by the Police Commission on September 20th,1989 and is effective as of December 1st, 1989.

Reviewed April 2000

Per Order

Edward J. Nadriczny
Chief of Police