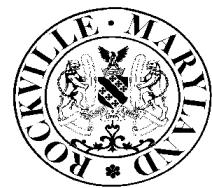


Rockville City Police Department

GENERAL ORDER



Subject TRAFFIC ADMINISTRATION	Procedure G.O. # 5 - 17	
Authorizing Signature 	Effective 02-26-10 Revised 08-08-25	Total Pages 6

I. POLICY

It is the policy of the Rockville City Police Department to collect traffic statistical data for the purpose of planning, analyzing, and coordinating traffic activities to ensure public safety and convenience.

II. PURPOSE

The purpose of this General Order is to establish responsibilities and guidelines for the department's traffic component.

III. TRAFFIC COMPONENT

- A. The traffic component is a function of the Field Services Bureau, Patrol Operations and Special Operations Divisions. Management and oversight of the traffic component is by the Field Services Bureau Commander
- B. The Field Services Bureau Commander has the responsibility for the coordination of the traffic enforcement efforts, which includes planning, analysis, inspection, and coordination of the Department's traffic activities along with the following specialty assignments.
 1. A speed measuring device instructor, who is responsible for training and certifying speed measuring device operators.
 2. Intoximeter operators, who are certified by the State of Maryland to operate Intoximeter instruments.
 3. Preliminary Breath Test (PBT) instructors, who are responsible for training and certifying officers in the use of the PBT.
 4. Special Operations, Traffic Unit, which is responsible for dedicated traffic related enforcement and associated efforts.
- C. The generalized component of traffic enforcement is comprised of Patrol Operations and Special Operations units who, as part of their routine field duties, engage in traffic law enforcement activities. These activities include:
 1. Operation of speed measuring devices.

2. Accident investigation.
3. Selective enforcement.
4. Parking/congestion control.
5. General traffic law enforcement.

D. The Traffic Unit Supervisor and Crime Analyst will assist the Special Operations Commander in analyzing data pertaining to traffic, collisions, traffic enforcement, citizen traffic complaints, and any other information in support of directing departmental traffic activities.

IV. TRAFFIC FUNCTIONS

- A. One of the primary functions of this department is traffic enforcement, as direction and control of traffic helps to ensure the safe and efficient movement of vehicles and pedestrians in the City of Rockville.
- B. Since there is a close interrelationship between traffic enforcement and all other law enforcement activities, the responsibility for enforcing traffic laws and regulations must be shared by all uniformed personnel.
- C. The Field Services Bureau, Special Operations Division shall have primary responsibility for traffic functions to include:
 1. Traffic law enforcement, which includes:
 - a. Operation of speed measuring devices.
 - b. Parking control.
 - c. Traffic law enforcement.
 - d. Traffic complaint investigations.
 - e. Selective traffic enforcement.
 2. Traffic accident investigations.
 3. Traffic safety education.
 4. Liaison with concerned citizens concerning traffic safety.

V. TRAFFIC COMPONENT OBJECTIVES

- A. The primary goal of the agency's police traffic management program is to promote the safe and expeditious flow of vehicular and pedestrian traffic through effective and efficient traffic law enforcement and delivery of police traffic related services designed to reduce traffic collision and their resultant fatalities and injuries.
- B. The Special Operations Commander and the Traffic Unit Supervisor shall be responsible for coordinating efforts to reduce accidents, slow speeders, and improve, in general, public safety on the streets and roadways in the City.
- C. Specific performance objectives are
 - 1. To maximize the safe and smooth flow of vehicular traffic in the City, preventing the loss of life, injury and property damage.
 - 2. To have the lowest possible number of motor vehicle collisions, number and severity of related injuries and amount of property damage.
 - 3. To provide selective traffic enforcement on the basis of current, valid traffic collisions system analysis information, enforcement data and citizen complaint information.
 - 4. To respond appropriately to collision scenes, conduct analytical and thorough collision investigations, and when practical managing traffic flow around collision scenes, allowing for traffic to continue to flow effectively.
 - 5. To maximize apprehension/conviction of serious moving traffic violators with emphasis on pedestrian violations and impaired drivers, aligning with the City of Rockville Vision Zero goals.

VI. TRAFFIC RECORDS SYSTEM

- A. All traffic related reports (collision and citations) should be submitted for supervisory review before the end of the officer's tour of duty, unless supervisory approval is granted. All reports will be reviewed according to current case review procedures and checked for completeness and accuracy.
- B. Traffic collision reports
 - 1. All traffic collision reports become part of the Maryland Automated Collision Reporting System and are maintained by the Administrative Services Bureau, Records Division and the Maryland State Police.
 - 2. Per the records retention schedule, collision reports are maintained for a period of 70 years.

3. Citizens requesting copies of reports are provided with a copy for a nominal charge.
4. The original accident reports are forwarded to Montgomery County Police. The Montgomery County Police Department is responsible for forwarding the accident reports to the Maryland State Police.

C. Traffic enforcement data.

1. Traffic enforcement data includes copies of all traffic enforcement citations, warnings and safety equipment repair orders.
 - a. All traffic citations are logged in a computer database. This database contains the following information:
 - (1) Citation number
 - (2) Date issued
 - (3) Defendant's name
 - (4) Section number of the violation
 - (5) Arrest type
 - (6) Description of the violation
 - (7) Location of the violation
 - (8) The court copies of all traffic citations are forwarded to the District court. The station's copy of the traffic citation is filed by citation number. These citations are retained for a period of three years from the date of issuance and then shredded. Citizens requesting a copy of a citation are sent to the District Court, traffic office.
 - b. Electronic citations "E-citations" are automatically maintained electronically through the Delta Plus, E-Tix system.

D. Traffic hazard reports

Roadway hazard reports are disseminated by the Department to the City's Traffic and Transportation Division, the City's Public Works Department, or other agencies as appropriate. The department maintains a log on traffic light malfunctions.

E. Traffic enforcement activity reports.

Traffic enforcement activity reports are published monthly for the previous month. Each police supervisor receives a copy of this report.

F. Traffic records from the City's Traffic and Transportation Division contain information and are readily available to the department on the following:

1. Traffic volume data.
2. Traffic volume and distribution reports.

VII. SELECTIVE TRAFFIC ENFORCEMENT

A. Directed Patrol Assignments. (Code 18)

1. The Special Operations Commander, through the Crime Analyst, is responsible for publishing Directed Patrol assignments.
2. Assignments may be based on the following factors:
 - a. Compilation and review of traffic collision data.
 - b. Compilation and review of traffic enforcement activities.
 - c. Comparison of collision data and enforcement activities.
 - d. Citizen complaints.
 - e. Patrol officer's observations.
3. Officers will be deployed to areas, which have been identified as either high collision or traffic violation areas. The directed patrol assignment sheet will list the days of the week, type of violation occurring and the times of the day when the specified enforcement is required.

4. Enforcement at these locations will be focused on collision causing violations.
 - a. High collision and pedestrian safety locations will be identified through analysis of traffic collision data, traffic enforcement data and citizen complaints.
 - b. Days and times that collisions most frequently occur will be identified in traffic analysis reports. Officers will be deployed to concentrate on days and times when collisions and traffic problems most frequently occur.
 - c. Officers are deployed for selective traffic enforcement in order to achieve an agency goal of protecting life and property and in alignment with the City of Rockville Vision Zero goals.
5. The Crime Analyst publishes Directed Patrol enforcement results monthly. Enforcement data is reviewed for determination if locations require additional enforcement.

B. Traffic Unit

1. Even though the responsibility for enforcing traffic laws and regulations is shared by all uniformed personnel, the department maintains a unit whose primary function is to work on the directed patrol assignments, collision investigation and reporting, and other traffic related issues.
2. When this unit is working, they are deployed to the areas listed on the directed patrol assignment sheet.
3. The purpose of these assignments is to take enforcement action against those violations listed on the directed patrol assignment sheet. These assignments are not restricted to traffic issues, but may include other issues or concerns.
4. Nothing in this General Order shall be interpreted to prevent the on-duty patrol supervisor from requesting a change or reassignment of traffic unit to accomplish a goal, objective, or mission.