

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

**TRAFFIC ADMINISTRATION
EFFECTIVE 08/17/94**

07.900

REVISED: 09/26/11

07.901 PURPOSE

It is the purpose of this General Order to govern the administrative and support processes that enable our department to execute its responsibilities for traffic law enforcement.

07.902 ORGANIZATION

The Sergeants assigned to the Traffic Unit of the Tyler Police Department will be assigned the duties of traffic administration. This responsibility will entail the analysis of all traffic accidents and the coordination of our department's traffic function.

07.903 TRAFFIC FUNCTION

- A. In the furtherance of public safety, it may be necessary for an officer to manually regulate the flow of traffic around accident scenes, fire scenes, other hazards, or during special events. The purpose of manual traffic control is to ensure an orderly flow of traffic, prevention of congestion, and to ensure the safety of all motorists and pedestrians.
- B. In the event a traffic control signal is malfunctioning or when other conditions exist regarding traffic control, it is the Department's position that officers shall assist the Traffic Department by use of manual traffic control until the signal is repaired or other provisions are made.
 - 1. The use of temporary traffic control devices may be utilized by the Department during certain situations such as special events or emergencies. These devices (moveable barriers, reversible or temporary signs, etc.) are placed and removed by personnel from the City of Tyler Street and Traffic Departments. The use of portable or part-time stop signs should not be used except for emergency purposes.
 - 2. A decision concerning provisions for manual traffic direction services shall be made in cooperation with traffic engineering authorities. Such a decision shall be based on traffic volume and speed, number of pedestrians present, duration of the congestion period, and presence or absence of traffic control devices.

No Department personnel shall be used for manual traffic control when the use of a traffic control signal or device is available and in use.

07.904 ENFORCING TRAFFIC LAWS AND REGULATIONS

The enforcement of traffic regulations and the investigations of traffic accidents is an important part of the function of each officer as well as the Traffic Unit. The enforcement of violations is for the purpose of protecting the lives and property of the citizen of our community by seeking voluntary compliance of the traffic regulations. To provide this service will require each officer to enforce the traffic laws throughout the city by using their powers of observation to detect violations.

Patrol officers are responsible for being aware of any traffic problem in their area of geographical responsibility. The Crime Analysis unit will provide traffic accident information that includes, but is not limited to, the locations, contributing factors, date, times, and number of injuries in order for the officer to identify and work to solve the problem.

1. Officers who are off duty will not enforce traffic violations unless there is a threat to public safety. Officers will follow all guidelines set forth for traffic stops and pursuits. The best course of action is to call the Communications Center with all the necessary information and follow the person if it can be done safely and in accordance with the Transportation Code.
2. If officers find themselves in a situation where a violator must be approached, the officer will identify themselves immediately as a police officer unless emergency conditions exist that makes this impractical.

07.905 TRAFFIC RECORDS

- A. The Data Management Unit shall have the responsibility for maintaining the Department's traffic accident and arrest records.
- B. Since timely and accurate information is important to effective traffic enforcement, the Crime Analysis Unit shall insure that field personnel, upon request, are provided requested information. The information available shall include:
 1. Traffic accident data to include reports, investigations, locations, etc.
 2. Traffic enforcement data to include citations, arrests, dispositions, locations, etc.
 3. Traffic enforcement activity reports.
- C. The following information can be obtained from the City of Tyler Traffic Department.
 1. Traffic safety education reports.
 2. Traffic volume data.
 3. Traffic volume and distribution reports.
- D. The City of Tyler Street Department can provide information about road hazards.
- E. The Data Management Unit shall have the responsibility of the processing, maintenance, and distribution of records pertaining to traffic data.
 1. These records shall be maintained for a period of time as specified by law or department policy. When purging records, the guidelines as set forth by the Texas Municipal Records Manual and the City of Tyler Records Management Plan and Retention Schedules shall be followed.
 2. The release of information from these records shall be governed by Department policy and state and/or federal law.
- F. All the data recorded on traffic citations are entered into the computer by personnel from Municipal Court. This information can be researched by using the "Crimes" portion of the computer. Examples of the data that can be queried are;
 1. Name search
 2. License plate
 3. Date of birth
 4. Social Security Number
 5. Officer who issued citation
- G. Each state accident report shall be submitted to a supervisor for inspection prior to the end of each officer's tour of duty. The supervisor will review the report to ensure all of the required information

has been recorded, is legible and that any required enforcement was conducted. Once satisfied with the report the supervisor will approve the document and forward the report to the Data Management Unit.

07.906 SELECTIVE TRAFFIC ENFORCEMENT

- A. In its continuing effort to provide for the safety of the community, the Police department recognizes the need to deploy personnel and other resources in the most effective and efficient manner in order to gain the public's voluntary compliance of the traffic laws in order to reduce the number of traffic accidents and the associated injuries and property damage. The Traffic unit supervisors will analyze traffic accident data from Crime Analysis to determine the locations in the city that have high numbers of traffic accidents and the causative factors involved. The Traffic unit supervisors will use the analysis to determine how best to deploy the members of the Traffic unit and to direct the selective traffic enforcement efforts. The Traffic supervisors will continuously monitor and evaluate the traffic enforcement activity and accident data in order to determine the location, time of day, and type of violation that is occurring to determine the best way to deploy the traffic enforcement resources. In addition to personnel, these resources may include, but are not limited to, police motorcycles, police cars, speed measuring devices, traffic counting devices, etc. The objective is to direct appropriate enforcement efforts toward violations, not only in proportion to the frequency of occurrence in accident situations but also in terms of traffic-related needs identified in the community. When enforcement activities are directed to an area identified by the analyses, an after enforcement activity analysis is to be conducted to determine if the program is successful, whether it should be continued, or whether the method of combating the problem needs to be modified to better address the issue.

- B. The department may participate in the Texas Department of Transportation's Selective Traffic Enforcement Program (STEP) to supplement the local agency's efforts to reduce accidents at intersections, increase seatbelt law compliance, reduce DWI/DUI related accidents through enforcement, and enforce speeding violations in areas with low compliance rates.
 - 1. Traffic unit supervisors will be responsible for grant management to include; scheduling, budgeting, proposal submission, submission of the reports required by TXDOT, management of officer's paperwork, document filing and storage, and coordination with the city's finance office for reimbursement. The Community Response unit secretary will provide administrative assistance with the collection of the officer STEP activity reports, overtime sheets, data entry, storage of educational materials, and collection of necessary data for completion of the required reporting.
 - 2. Sworn personnel having the rank of Sergeant or below are eligible to participate in the STEP program unless prohibited by the Chief of Police or his designee. Probationary officers in the Field Training program are ineligible. Personnel that wish to participate in STEP enforcement will sign up on the schedule that is posted by a Traffic Unit supervisor in the squad room. If an officer is unable to report for his or her assignment, it is the officer's responsibility to find a replacement. If a replacement cannot be found, the officer will notify a Traffic unit supervisor of the conflict.
 - 3. STEP hours may be worked on the officer's day off or in addition to the officer's regular duty hours, but not during. The number of hours worked per week will be in accordance with General Order 11.100. Officers that participate in the STEP program will normally be limited to working 3 hours or less per day while working seatbelt (occupant protection), intersections (intersection traffic control), or speeding. Officers that work DWI enforcement will be limited to 4 hours. These hours, however, will not be limited by

unforeseen events such as late or multiple arrests, paperwork, etc., or unless previously approved by a Traffic supervisor. Officers will submit overtime sheets to a Traffic Supervisor.

4. Officers working STEP will begin their duty by logging in and notifying dispatch that they are working STEP. Normally, STEP officers will not be utilized to answer calls for service or be considered as available manpower for minimum staffing purposes. STEP officers are available to respond to any emergency situation that occurs. STEP officers will record the hours worked, mileage, description of the citations issued, and unit number by submitting a STEP daily activity log to a Traffic supervisor. Any officer that is trained on electronic ticket books must use an electronic ticket book unless one is not available. All STEP citations will be downloaded at the end of the officer's STEP duty.
5. A Traffic unit supervisor will review all STEP dailies and overtime sheets and forward the information to the Community Response secretary for data entry and filing. Each month, a Traffic supervisor will monitor the STEP activities to determine the STEP indicator average and to ensure the performance measures are being met or exceeded. The Integrity unit will be responsible for routine internal audits of citations, overtime sheets, and daily logs related to STEP enforcement.
6. An annual evaluation of the selective traffic law enforcement activities will be conducted by the Investigative Division Commander or designate. This evaluation should include an analysis of traffic accidents that includes information on the locations, contributing factors, date, times, number of injuries, and a whether the STEP program was effective in reducing the number of accidents or increasing the voluntary compliance with the traffic laws. The evaluation should also include information on the personnel costs, number of impaired driver arrests and the warnings and traffic citation enforcement activity.

Approved: 09/26/11

A handwritten signature in black ink, appearing to read "Anthony M. Serrano". The signature is written in a cursive, flowing style with a large initial "A".