

PALM BEACH GARDENS POLICE DEPARTMENT		
TRAFFIC OPERATIONS FUNCTION		
POLICY AND PROCEDURE 4.2.3		
Effective Date: 06/17/94	Accreditation Standards: CALEA 61.1.1, 5, 13 & 61.3.1 CFA CHAPTER 22	Review Date:

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PURPOSE: To establish the function and responsibilities of the Traffic Unit.

SCOPE: This policy and procedure applies to all officers assigned to the Traffic Unit or performing traffic related task. Non-officers performing traffic related task should be familiar with this directive.

REVIEW RESPONSIBILITY: Patrol Operations Bureau Major

POLICY: This department hereby establishes a Traffic Unit to conduct data collection and analysis, initiate enforcement measures regarding safe traffic flow, and selective enforcement techniques. The Traffic Unit provides for safety programs and deployment of officers for traffic related calls for service and the investigation/analysis of traffic crashes.

1. TRAFFIC UNIT ADMINISTRATION

- a. The Traffic Sergeant shall be charged with the direct responsibility of all traffic enforcement operations.
- b. The primary functions of Traffic Unit shall be to provide specialized traffic related services, support the patrol units, investigate crashes, and enforce traffic laws and regulations, to include selective enforcement measures.

2. TRAFFIC OPERATIONS FUNCTIONS

- a. It is the function of the Traffic Unit, with assistance by other members of the police department, to enforce the street traffic regulations of this city and all of state vehicle laws applicable to street traffic in this city. This unit also makes arrests of traffic violators, investigates crashes, provides assistance to other officers in the city, and carries out those duties specifically imposed upon the Traffic Unit.
- b. The Traffic Unit shall maintain order on streets and highways within existing regulations for public safety; reduce losses due to crashes, gather facts about crash occurrence for a basis of crash prevention and service to involved citizens who need objective, impartial evidence for civil settlements of crash losses.
- c. The Traffic Unit will assist crash victims by rendering first-aid when needed and requested transportation of injured persons, and protection of property and vehicles.
- d. This Unit will also assist in assuring the best possible movement of vehicles and pedestrians consistent with safety and obtain compliance of motorists and pedestrians to traffic laws and ordinances.
- e. Through data analysis the Traffic Unit will assist Patrol Operations by providing information useful in their crash prevention work and traffic movement and vehicle parking. The Traffic Unit will attempt to locate

- problem areas and propose corrective actions that will help to achieve a safer and more efficient motor vehicle and pedestrian travel and vehicle parking.
- f. The Traffic Unit will determine and identify those intersections within the City where there is a high incidence of auto crashes and subsequently utilize appropriate enforcement techniques and activities in the attempt to cause a reduction in the number of auto crashes.
 - g. The Traffic Unit will plan for traffic routing and direction, removal of vehicles and other traffic hazards, crowd control and emergency vehicle access during emergencies or catastrophes.
 - h. The Traffic Unit will give information and assistance to motorists and pedestrians and be responsible for other assignments as may be deemed necessary by the department.
 - i. Other functions of the Traffic Unit shall include, but not limited to:
 - i. Traffic crash investigation, to include investigation of all fatal and serious personal injury crashes, crashes involving department vehicles, hit-and-run crashes, and crashes investigation follow-up and reconstruction;
 - ii. Traffic control;
 - iii. Analysis of crash reports and records;
 - iv. Development and coordination of selective enforcement programs, to include specialized D.U.I. and speed enforcement efforts;
 - v. Operation of speed measuring devices, if appropriate (radar, etc.);
 - vi. Operation of pre-test and evidential chemical breath test equipment;
 - vii. Specialized traffic congestion and parking control during peak traffic hours;
 - viii. Coordinating the function of the School Crossing Guards;
 - ix. Liaison with local traffic groups and public organizations.

3. PROVISIONS FOR TRAFFIC OFFICERS

- a. The Traffic Sergeant will be responsible for the completion of necessary monthly, quarterly, semiannual and yearly traffic reports, which may include special event reports or activities.
- b. The Traffic Sergeant shall be charged with the administrative and supervisory functions of the Traffic Unit and any or all routine inspections/audits conducted of his/her unit.
- c. Administration provisions shall include:
 - i. Composition and implementation of the Traffic Unit budget.
 - ii. Implementation and close monitoring of any federal or state traffic safety grants if applicable.
 - iii. Responding to citizen's concerns regarding traffic problems and/or Traffic Unit officers.
 - iv. Compiling and interpreting traffic statistics, which may include monthly, quarterly, semi-annual and yearly reports.
 - v. Maintaining a close liaison with the County Traffic Engineers office, the media, and traffic safety organizations.
 - vi. Those assignments which may be determined by departmental needs and evaluations.
- d. The Traffic Sergeant's responsibilities include:
 - i. The supervision of assigned traffic officers.
 - ii. Preparing annual performance evaluations and counseling officer(s).
 - iii. Preparing traffic schedules. Schedule(s) maybe based on times and days that crashes most frequently occur.
 - iv. Scheduling traffic officers for public appearances relating to traffic safety.
 - v. Scheduling of training for traffic officers.
 - vi. Scheduling/assigning officers to dignitary or funeral details.
 - vii. Evaluation of and checking for accuracy and completeness of crash reports submitted by Traffic Unit officers.
 - viii. Purchasing equipment and uniforms as specified in traffic budget.

- ix. Investigation of citizen's complaints of traffic officer behavior.
- x. Review DUI arrest packets.

4. PROVISIONS FOR OFFICERS:

- a. The Traffic Unit provides a support force for crowd and traffic control activities, i.e. parades, demonstrations, conventions, events at city parks and other facilities, while maintaining an orderly flow of traffic and pedestrian movement in the city in an attempt to minimize inconvenience to the public and maintain an acceptable level of public safety.
- b. Police officers assigned to the Traffic Unit shall have the primary duties of traffic law enforcement and crash investigation. These responsibilities shall include:
 - i. Crash Investigation.
 - ii. Traffic Law Enforcement
 - iii. Selective Enforcement
 - iv. Traffic Control
 - v. Parking Enforcement (other than meter) will be conducted by all patrol officers or police aides, in areas as follows:
 - 1. Handicapped parking.
 - 2. Fire lanes.
 - 3. Tow away zones.
 - 4. No parking zones.
 - 5. Restricted parking zones.
 - 6. Restricted sign parking
 - vi. Radar Enforcement.
 - vii. Hit and Run Investigation.
 - viii. Assist patrol officers when requested.
 - ix. Other duties as assigned by the Traffic Sergeant, Bureau Major, Asst. Chief or the Chief of Police.

INDEX AS:

- TRAFFIC OPERATIONS

RESPONSIBILITY INDEX

- PATROL OPERATIONS BUREAU MAJOR
- TRAFFIC UNIT SERGEANT
- OFFICERS

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APPROVED:

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