

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>TRAFFIC ENGINEERING</b>		
<b>POLICY AND PROCEDURE 4.2.3.13</b>		
<b>Effective Date :</b> 09/15/94	<b>Accreditation Standards:</b> CALEA 61.3.1 CFA	<b>Review Date:</b>

## **CONTENT**

- 1. Traffic Safety Function and Responsibility**
- 2. Referral of Complaints or Suggestions**
- 3. Studies of High Accident Locations**
- 4. Accident Data Reported to Traffic Engineer**

**PURPOSE:** To establish the activities and functions of the police department and the city traffic engineering department in providing a safe and efficient traffic flow throughout the city's transportation system.

**SCOPE:** This policy applies to officers assigned to the Traffic Unit.

**REVIEW RESPONSIBILITY:** Patrol Operations Bureau Major

**POLICY:** In order to maintain a safe and effective traffic flow throughout the city, traffic will be directed through the development and maintenance of traffic control devices, street design, and street markings within the city.

## **1. TRAFFIC SAFETY FUNCTION AND RESPONSIBILITY**

- a. The Patrol Operations Bureau/Traffic Unit provides information concerning needed improvements such as street signs, traffic control devices, pavement markings, and general street design to the city engineering consultant.
- b. The Department, in conjunction with the city traffic engineering consultant and the Palm Beach County Traffic Engineers will be responsible for improving traffic engineering and safety in the community.
- c. The Traffic Unit addresses traffic engineering concerns on municipal highways through the city traffic engineering consultant; on county and state highways the Palm Beach County Traffic Engineers are utilized.
- d. Traffic engineering activities shall include, but not limited to:
  - i. Collection and compiling of traffic related data relevant to identifying specific engineering problems and solutions;
  - ii. Conducting special traffic surveys and studies as appropriate, to investigate potential problems further;
  - iii. Analyzing accident and enforcement data to discern trends and relationships symptomatic of engineering problems;
  - iv. Preparing special reports and make recommendations concerning efficient use of traffic control devices, new or revised laws or ordinances, or other engineering solutions/improvements; and
  - v. Active participation in local and regional transportation system management planning.
- e. The Traffic Sergeant or designee may attend any scheduled meetings coordinated through the city traffic engineering consultant and/or the Palm Beach County Traffic Engineers relating to traffic engineering that would impact the police department.

**2. REFERRAL OF COMPLAINTS OR SUGGESTIONS**

- a. Complaints and/or suggestions are routinely received by phone, mail, and in person, by both the police department and the city clerk's office.
- b. Such complaints or suggestions may relate to street use, street design, street markings, street signs and traffic control devices.
- c. Complaints or suggestions received by the city clerk's office or directly to the police department are referred to the Traffic Sergeant.
- d. The Traffic Sergeant or designee will collect the complaint(s), and conduct a survey and on-site examination of the area(s) of concern. Information generated from the suggestion(s)/complaint(s) will then be compared with statistical information gained from in-house programs and the Palm Beach County Traffic Engineers.
- e. After examination and determination of what action should be taken, the Traffic Sergeant shall direct selective enforcement to the area and/or contact the city traffic engineering consultant and/or the Palm Beach County Traffic Engineers and advise them of the concerns and solutions to the traffic problem.
- f. If warranted, citizen(s) generating complaint(s) suggestion(s) will be contacted by the Traffic Sergeant or designee in reference to actions taken.
- g. The Traffic Sergeant may solicit assistance with on site surveys.

**3. STUDIES OF HIGH ACCIDENT LOCATIONS**

- a. The traffic and/or the crime analyst unit will identify high accident locations by use of accident reports and statistical data from accident reports and statistics generated by the Palm Beach County Traffic Engineers.
- b. The traffic or crime analysis unit will analyze the data from the high accident areas to determine if the cause may be enforcement or engineering design related.
- c. Should the study indicate that the high accident rate is violation induced; a priority patrol effort and assignment will be initiated to address specific accident causing violations in the area targeted for priority patrol.
- d. Should the study indicate an engineering problem as the reason for the increase in accident rate, the police findings and recommendations will be forwarded by the Traffic Sergeant to the city traffic engineering consultant for municipal highway concerns and to the Palm Beach County Traffic Engineers for county/state road concerns.
- e. The city traffic engineering consultant receives accident data regarding accidents in the City of Palm Beach Gardens on request through the Traffic Sergeant.
- f. The Palm Beach County traffic engineers are recipients of copies of all traffic accident data generated by the Palm Beach Gardens police department and will generate statistical data which is returned to the Traffic Sergeant to aid in enforcement and engineering concerns.

**4. ACCIDENT DATA REPORTED TO TRAFFIC ENGINEER**

- a. The Department of Highway Safety and Motor Vehicles and the Palm Beach County Traffic Engineers may provide the traffic unit with statistical summaries of accident data and locations.
- b. The Traffic Unit utilizes the available accident data to identify high accident locations.
- c. Appropriate studies and action are taken based on identified high accident or hazardous locations.

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**INDEX AS:**

- TRAFFIC ENGINEERING

**RESPONSIBILITY INDEX**

- PATROL OPERATIONS BUREAU MAJOR
- TRAFFIC UNIT SERGEANT
- TRAFFIC OFFICERS

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

03/10/2003

**Date**