



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

Directive Type: General Order	Effective Date: 06-26-2016	General Order Number: 06.01
Subject: Traffic Administration		
Amends/Supersedes: Section 06, Chapter 01, Traffic Administration, 2008	Chief of Police: <i>WA Hall</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 4

1.0 DIRECTIVE

The Columbia Police Department will utilize traffic support activities such as data collection, formulation of policies and procedures, development of effective enforcement techniques and program planning to execute it's responsibilities for traffic law enforcement.

2.0 GOAL

The primary goal of the Department's police traffic management program is to promote safe and expeditious flow of vehicular and pedestrian traffic through effective and efficient traffic law enforcement and delivery of police related services designed to reduce fatalities and injuries as a result of traffic collisions.

3.0 TRAFFIC ENFORCEMENT UNIT

The Columbia Police Department will maintain a formal organized Traffic Unit that will be staffed by full time, specially trained officers. Such training will include, at a minimum, radar and Datamaster certification. The unit will be supervised by the Traffic Sergeant and will be a component of the Special Services Bureau.

3.1 Responsibilities

The Traffic Unit will utilize a review of traffic collision and enforcement data to plan coordinate and monitor traffic activities in problem areas within the City.

The Traffic Unit will be responsible for the following activities:

- Investigation of all fatality collisions. Should a traffic officer not be on duty, one will be called-out in accordance with the unit's on-call schedule.
- Investigation of all collisions involving serious injury, significant property damage and city vehicles. Should a traffic officer not be available, the collision report will be taken by a patrol officer and forwarded to the Traffic Unit for review and possible follow-up.

- Investigation of all hit-and-run collisions involving injuries or significant property damage. If a traffic officer is not available, the collision report will be taken by a patrol officer and forwarded to the Traffic Unit for review and possible follow-up.
- Operation of speed measuring devices and high visibility traffic law enforcement to include school crossing zones.
- Detection and apprehension of Driving Under the Influence violators.

The Traffic Unit will be structured to provide full time traffic services, but all uniformed members of the Department are responsible for the enforcement of traffic laws and ordinances.

All uniformed personnel will be responsible for securing a collision scene until a Traffic officer becomes available. Patrol personnel may also be utilized to supplement the Traffic Unit during driving under the influence suppression activities and investigating traffic collisions when Traffic officers are not available.

3.2 Performance Objectives

The performance objectives of the Traffic Unit will be developed by the unit Sergeant and approved by the Special Operations Captain and Special Services Bureau Major. The objectives will be specific, pertinent, attainable, measurable, and observable.

4.0 TRAFFIC RECORDS

A traffic records system will be maintained by the Records Unit and the City of Columbia Traffic Engineering Division and provides information for the management of traffic enforcement efforts. The traffic records system will include, but not be limited to, the following:

- Traffic collision data (reports/investigations/locations)
- Traffic enforcement data (citations/arrests/dispositions/locations)
- Roadway hazard information

Vehicle collision reports are forwarded to the South Carolina Highway Department to be archived and analyzed.

Each officer and/or unit is responsible for preparation of citations, collision reports or other special reports that comprise the traffic records system and will make every effort to complete all forms and reports to the best of their ability and submit them as quickly as possible.

Each officer's supervisor will conduct an initial review of traffic reports to ensure they are submitted in a timely manner and contain complete and accurate information. The supervisor conducting the review will sign the reports in the appropriate location indicating that the report has been reviewed and approved.

The supervisor of the Records Unit will be responsible for the prompt transmittal of appropriate enforcement, collision, and traffic services data contained in the traffic records file to the Crime Analysis Unit, the Traffic Unit, the City Traffic Engineer, and the South Carolina Highway Department.

All traffic records information contained in the traffic records system will be retained on file for three (3) years. The destruction of traffic records information will be in accordance with state statute.

Copies of traffic collision reports may be released by Records Unit personnel to the public at the current fee established by the City.

5.0 DATA SUMMARIES

Data on enforcement/collision activities, to include geographic, temporal and causative factors, will be gathered by the City of Columbia Traffic Engineers and the Police Department Records Unit and summarized in a manner that allows the Traffic Unit to plan traffic programs and counter measures.

Data summaries will include:

- The time period covered
- Number of citations written by offense, time, day of week and location
- Number of traffic arrests made by offense, time, day of week and location
- Number of collisions investigated by violations, time, day of week and location

A review of current data summaries will be conducted to reveal changing collision/enforcement patterns.

6.0 SELECTIVE TRAFFIC ENFORCEMENT

The Traffic Unit will utilize the traffic collision and traffic enforcement data summaries to identify high hazard areas, violations contributing to collisions, and the times collisions predominantly occur. Traffic units will be deployed to areas that have shown a high number of collisions, the greatest potential traffic violations and citizen complaints. Additionally, region units may be deployed in these areas via directed patrol.

Assigned officers will utilize speed detection equipment and marked patrol vehicles to modify collision-causing behavior by determining the most common causative factors, and directing enforcement efforts against them.

7.0 SELECTIVE ENFORCEMENT EVALUATION

Daily activity reports will be completed and submitted by officers assigned to traffic activities. These reports will be compiled and reviewed to evaluate and ascertain the effectiveness of the Traffic Unit in reducing traffic collisions.

8.0 TRAFFIC ENGINEERING

While the Columbia Police Department is not directly responsible for traffic engineering related activities, the Department will provide the following information and assistance to traffic engineering authorities:

- The Records Unit will transmit a copy of all collision reports to the City of Columbia Traffic Engineering Division and the South Carolina Department of Highways and Public Transportation.
- The Columbia Police Department Traffic Unit will, when requested, assist in conducting traffic surveys on roads within the city to aid the Traffic Engineering Division in determining traffic volumes and speed.
- The Columbia Police Department Traffic Unit and/or Regional Operations personnel will increase selective traffic enforcement in those locations identified by the Traffic Engineering Division as having a high incidence of traffic collisions.

9.0 HAZARDOUS ROADWAY CONDITIONS

It is the duty and responsibility of every Officer to report any traffic engineering related problems, such as traffic control lights out, street signs down, street design problems, or any information that would improve conditions and safety for the general public, to The Columbia-Richland Communications Center who will relay the information to the City of Columbia Traffic Engineering Division.

The officer will address any hazardous problem immediately and the Traffic Engineering Division will respond to the

scene if immediate corrective action is necessary.

Any non-emergency traffic engineering deficiency reported to or by a departmental officer will be recorded by the Columbia-Richland Communications Center and relayed to the Traffic Engineering Division by telephone on the next working day.

10.0 SCHOOL CROSSING GUARDS

The Department will authorize and provide, as necessary, non-sworn personnel to serve as adult school crossing guards. All crossing guards will use the same methods of manual traffic direction and control as sworn personnel.

10.1 Authority and Responsibility

The primary function of school crossing guards shall be to expedite the movement of children to and from school by creating safe gaps in vehicular traffic and directing children to cross traffic lanes through these gaps. The adult school crossing guard will not direct vehicular traffic in the usual regulatory sense. Adult crossing guards shall have no enforcement powers. However, this does not preclude a crossing guard from acting or testifying as a witness when a violation has occurred and the crossing guard has witnessed the violation.

10.2 Selection of School Crossing Guards

Adult school crossing guards will be screened and selected on the basis of their mental and physical aptitudes and abilities consistent with the knowledge and skills required for the school crossing guard function. Equal opportunity practices shall be strictly observed in the screening and selection process.

All crossing guards shall receive basic training in the crossing guard function prior to their assignment in that capacity.

10.3 Crossing Guard Uniforms

All adult school crossing guards shall, when performing their duties, wear only the departmentally issued uniform that shall consist of the following:

- Blue baseball cap
- Medium blue police shirt with identifying shoulder patch
- Blue police trousers
- Badge to be affixed to the shirt
- Reflective vest.

10.4 Location of School Crossing Guards

The number and location of School Crossing Guards is authorized and determined by City Council.