

	POLICY & PROCEDURE	SERIES # 1017	PAGE 1 OF 4
	SUBJECT <b>TRAFFIC SAFETY AND  ENGINEERING ACTIVITIES</b>		EFFECTIVE DATE <b>10/20/04</b>
	DISTRIBUTION <b>ALL MANUALS</b>		AMENDS/SUPERSEDES/CANCELS P&P # 1017 dated 02/20/03

I. PURPOSE:

The purpose of this policy is to establish guidelines for compiling, analyzing and disseminating information relating to traffic safety and engineering concerns.

II. POLICY:

Close coordination and cooperation between the Police Division and other authorities is essential to the maintenance and improvement of a safe and efficient traffic system within the community.

Although traffic engineering is not directly a law enforcement function, we have an opportunity and responsibility to contribute to traffic engineering. The analysis of traffic law enforcement and traffic accident data as well as information obtained in providing basic traffic services to the public provides an excellent base for identifying traffic engineering problems.

Elimination of traffic engineering problems is very much in the best interest of law enforcement and of the community. Ideally, with improvements in traffic engineering there will follow a reduction in traffic accidents and violations.

III. PROCEDURE:

A. Traffic engineering functions are performed by the City of Hampton Traffic & Transportation Administration of the Public Works Department. Traffic & Transportation Administration personnel are trained in and possess the expertise in traffic survey methods and techniques, traffic control measures, traffic planning and data analysis. The Traffic & Transportation Administration utilizes various sources of information ranging from automated software to numerous publications such as the Manual on Uniform Traffic Control Devices for Streets and Highways as aids to traffic engineering activities.

B. The Hampton Police Division will provide support to the Traffic & Transportation Administration in the following areas:

1. Collect and compile traffic data relevant to identifying specific engineering problems and solutions.

---

APPROVED:  
CHIEF OF POLICE



2. Conduct special traffic surveys and studies, as appropriate, to investigate potential problems.
  3. Analyze accident and enforcement data to discern trends and relationships symptomatic of engineering problems.
  4. Prepare special reports and take recommendations concerning the efficient use of traffic control devices, new and revised laws or ordinances, or other engineering solutions/improvements.
  5. Participate actively in community traffic system management planning.
- C. The Police Division will record, investigate and follow-up citizens' notifications of actual or potential traffic problems. The Police Division will subsequently notify the Traffic & Transportation Administration of these matters when appropriate.
1. Problems of an urgent nature will be investigated immediately by Police Division personnel.
  2. All other notifications will be processed by Communications Unit personnel during regular hours of operation.
  3. When possible the following information will be developed:
    - a. The caller's information will be verified concerning the actual or potential condition being reported.
    - b. The caller's suggestions for possible improvement will be evaluated with respect to utility and feasibility.
    - c. Remedial action will be initiated when applicable and possible.
    - d. The caller's information will be referred to other appropriate authorities when necessary.
- D. Police officers who have observed or otherwise been notified of any traffic engineering problems will report these conditions by submitting a Special Report through their chain of command to the appropriate Sector Commander. The Sector Commander in conjunction with the Traffic & Transportation Administration will seek a solution to the existing problem.
- E. Traffic/Parking Control Reporting Responsibilities:
1. "As required", the Operations Branch Sector Commanders will be responsible for contacting the Traffic & Transportation Administration for survey data collected in the following areas:
    - a. Locations and times where point traffic control is needed to ensure the safe and efficient movement of vehicles and pedestrians.

- (1) Times and locations identified as requiring point traffic control will be analyzed to determine whether manual direction of traffic is necessary.
    - (2) The decision to assign personnel to carry out traffic direction and control will be made only if the analysis indicates that unmanned signal devices cannot adequately provide for the safe and efficient movement of traffic.
  - b. Locations and times where parking control is needed to ensure the safe and efficient movement of vehicles. This analysis will be based upon established principles of parking control and the Police Division's experience in determining the most appropriate strategy/method of parking control.
  - c. Locations requiring the use of adult school crossing guards. This will be performed in accordance with the guidelines established in [Policy and Procedure #1015](#).
  - d. Additional special surveys will be conducted, as needed, when traffic accident or enforcement data suggests unsafe conditions exist at certain locations.
2. Operations Sector Commanders shall submit a report, as required, to the Chief of Police summarizing these survey results.
- F. To the maximum extent possible, the Police Division will assign non-sworn personnel to perform manual point traffic control and other traffic direction and control activities not expected to require enforcement authority.
- G. The City of Hampton maintains traffic accident files through the Pistol 2000 Records Management System. This information may be utilized for identifying locations, time and causes of traffic accidents. These files are accessed by the Hampton Police Division Crime Analysis Unit for the collection, collation, analysis and distribution of traffic accident information.
- H. The Central Records Unit will be responsible for inputting accident and enforcement data into the accident database file. This activity shall consist of:
1. Daily receipt and entry of data from police accident reports into the Pistol 2000 Records Management System.
  2. The clerks shall enter descriptive information concerning the accident which shall include but not be limited to: date, time, location, driver(s) name(s), charges, injuries, fatality (or not), weather condition, road conditions, speed(s) of vehicle(s) and drinking.
- I. School Resource Officers work with school authorities to assist in organizing, instructing and supervising the Student Safety Patrols. Student Safety Patrols

are intended to complement the School Crossing Guard Program and are not authorized to direct or control vehicular traffic in any way.

- J. Adult School Crossing Guards will be screened, selected, trained and assigned in accordance with guidelines established in [Policy and Procedure](#).
- K. Traffic safety and educational materials will be made available to the public in the Community Relations Unit.

-