

	POLICY & PROCEDURE	SERIES # 1019	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	TRAFFIC RELATED ACTIVITIES		10/20/04
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1019 dated 10/28/94		

I. PURPOSE:

To establish the responsibilities of the various units within the Division in regards to Traffic related functions.

II. POLICY:

- A. The Hampton Police Division's traffic functions are decentralized and distributed throughout the Police Division. Each individual unit will be responsible for their particular assignment and will be responsible (directly or indirectly) to the Operations Branch Commander.
- B. Individual traffic functions are further described in other related Policies and Procedures.
- C. The Operations Branch Commander will have the responsibility of coordinating and administering the traffic functions for the Division, thus facilitating the delivery of services to the community.

III. PROCEDURE:

- A. The traffic function activities shall consist of the following elements:
 1. Analysis of accident and other traffic related data (See P&P #517, Duties and Responsibilities of the Crime Analysis Unit).
 2. Technical Accident Investigations (See P&P #1010, Traffic Accident – Investigating and Reporting).
 3. Hit and Run Accident Investigations (See P&P #1003, Hit & Run Investigations).
 4. Operation of speed measuring devices (radar) (See P&P #1005, Police Traffic Radar Operations).
 5. Operations of Breath Test Equipment (See P&P #1129, DUI Case Processing/Preparation).

APPROVED:
CHIEF OF POLICE



6. Parking Congestion/Control (See P&P #1017 – Traffic Safety & Engineering Activities).
 7. Supervision of Adult School Crossing Guards (See P&P #1015, School Crossing Guard/Traffic Controller).
 8. Traffic Safety Education (See P&P #1017).
 9. Liaison with Traffic Safety Groups (See P&P #1017).
 10. Parking Enforcement (See P&P #1138, Parking Ticket Procedure).
 11. Towed Vehicles (See P&P #624, Towed Vehicles).
 12. Traffic Checkpoints and Sobriety Road Checks (See Operations Branch Directive #07-01).
- B. The various traffic functions shall be completed by those units as delegated by individual Policy and Procedure.
1. The Traffic Analysis function will be the responsibility of the Crime Analysis Unit. All traffic related memoranda and bulletins will be channeled through the Operations Branch Commander.
 2. Accident Investigation, radar, parking enforcement, parking control surveys and operations of breath test equipment shall be the responsibility of Uniform Patrol Shift personnel. These activities will be administered through the Operations Branch Commander.
 3. Supervision of Adult School Crossing Guards, abandoned vehicles, traffic safety education, and liaison with traffic safety groups will be the responsibility of the Community Relations Unit and will be coordinated through the Administrative Branch Commander.
- C. Nothing in this policy shall be interpreted to restrict the traffic enforcement activities of any unit not assigned a particular function. The responsibility for enforcement of traffic laws and regulations is shared by all uniformed personnel.

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