



# TYLER POLICE DEPARTMENT GENERAL ORDER: 07.900

	<b>TRAFFIC ADMINISTRATION</b>	
	<b>EFFECTIVE DATE: 08-17-1994</b>	
	<b>REVISED DATE: 10-01-2021</b>	
<b>CALEA STANDARDS: 61.1.1; 82.2.1; 82.3.3;</b>		

07.901 PURPOSE

- A. It is the purpose of this policy to govern the administrative and support processes that enable our department to execute its responsibilities for traffic law enforcement.

07.902 ORGANIZATION

- A. The Department's Patrol Response Unit Lieutenant and Traffic Unit Sergeant will be assigned the duties of traffic administration. This responsibility shall entail conducting periodic analyses of all traffic crashes and the coordination of the department's traffic safety / enforcement function.

07.903 TRAFFIC FUNCTION

- A. In the furtherance of public safety, it may be necessary for an employee to manually regulate the flow of traffic around crash scenes, fire scenes, other hazards, or during special events. The purpose of manual traffic control / direction is to ensure an orderly flow of traffic, prevent congestion, and ensure the safety of all motorists and pedestrians.
- B. In the event a traffic control signal is malfunctioning or when other conditions exist regarding traffic control, it is the Department's position that employees shall assist the City of Tyler's Streets Department by use of manual traffic control / direction until the signal is repaired or other provisions are made.
  - 1. The use of temporary traffic control devices may be utilized by the Department during certain situations such as special events or emergencies. These devices (e.g. cones, moveable barricades, temporary stop signs, etc.) may be deployed by members of this Department or City of Tyler Street Department personnel.
    - a. Should any of the devices noted above be deployed by Police Department personnel the Communications Unit shall be notified so that there placement is documented and they can be retrieved at later date / time.

2. A decision concerning provisions for manual traffic control / direction services shall be made in cooperation with traffic engineering authorities. Such a decision shall be based on traffic volume and speed, number of pedestrians present, duration of the congestion period, and the presence or absence of traffic control devices.
  - a. No Department personnel shall be used for manual traffic control when the use of a traffic control signal or device is available and in use.

#### 07.904 ENFORCING TRAFFIC LAWS AND REGULATIONS

- A. The enforcement of traffic laws / regulations and the investigation of traffic crashes is an important function of all sworn employees and in particular those employees assigned to the Traffic Unit. The overarching purpose of traffic enforcement is to protect the lives and property of community members through voluntary compliance of traffic laws by citizens. To better deliver this service sworn employees shall be tasked with enforcing traffic laws throughout the City of Tyler through their skill and aptitude for observing / detect traffic violations.
- B. Personnel assigned to the Patrol Division shall be aware and knowledgeable of traffic issues within their assigned geographic area / beat. To assist employees in the identification and resolution of problem areas the Department Crime Analyst is able to provide traffic crash and enforcement data that includes, but is not limited to; locations, contributing factors, date, times, and injuries.
- C. Sworn employees who are off-duty will not enforce traffic law violations unless there is a threat to public safety. Employees will follow all established Department guidelines related to motor vehicle pursuits and traffic stops while off-duty.
  1. The recommended course of action is to contact the Communications Unit and provide them with the necessary information while following the vehicle / person safely in accordance with Department policy and procedure and the Transportation Code.
  2. If a sworn employee, while off-duty, finds themselves in a situation where a traffic law violator must be approached, the employee will immediately identify themselves as a police officer, unless emergency conditions exist that makes this impractical.

#### 07.905 TRAFFIC RECORDS – [CALEA Standard: 82.2.1; 82.3.3]

- A. The Data Management Unit shall be tasked with the responsibility of maintaining certain categories of crash data / information (e.g. date, time, location) obtained by Department personnel. The preservation of crash data / information documented via a State Crash Report (CR3) shall be maintained by the State of Texas as detailed in subsection D.
- B. Since accurate and timely information is essential to efficient and effective traffic enforcement, the Crime Analyst shall ensure that field personnel, upon request, are provided information within an acceptable timeframe. The available information shall include:
  1. Crash data (e.g. reports, citations, locations, date, time, etc.);

2. Traffic enforcement data (e.g. citations, dispositions, locations, date, time, etc.); and
  3. Traffic enforcement activity reports.
- C. The following information can be obtained from the City of Tyler Streets Department.
1. Traffic safety education reports;
  2. Traffic volume data; and
  3. Traffic volume and distribution reports.
  4. The City of Tyler Streets Department can provide information about road hazards.
- D. All crash data obtained by Department personnel during the course of a crash investigation and upon the completion of a State Crash Report (*CR3*) shall be entered directly in the Texas Department of Transportation's Crash Reporting and Analysis for Safer Highway (CRASH) online reporting system / database. The data is maintained by TxDOT, but can be accessed by Data Management Unit personnel and the Department's Crime Analysts to assist in relaying information noted in subsection B directly above.
1. Designated Data Management Unit personnel are authorized to download and release crash reports from the TxDOT website to private citizens once the citizen has completed the required Crash Report Request Form (TPD Form T105).
- F. All citation data obtained by Department personnel, whether through enforcement activities or crashes, shall be entered / downloaded into a third-party database maintained by the City of Tyler Municipal Court. Authorized Department personnel may search the third-party database utilizing one or more of the search queries listed below:
1. Name;
  2. License Plate;
  3. Date of Birth;
  4. Citation Number; and
  5. Issuing Employee.
- G. All State crash reports shall be submitted to a supervisor for review prior to the end of the employee's shift. The supervisor will review the report to ensure all required information has been documented and any enforcement action taken was correct and appropriate.
1. Once satisfied the supervisor is to approve and submit the report via the online CRASH reporting system previously noted.

07.906 SELECTIVE TRAFFIC ENFORCEMENT – [CALEA Standard: 61.1.1]

- A. In its continuing effort to provide for the safety of the community, the Department recognizes the need to efficiently and effectively deploy personnel and resources so to gain voluntary

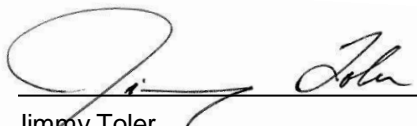
compliance by the public regarding traffic laws.

1. This is done to reduce the number of traffic crashes and the associated injuries and property damage.
  2. To accomplish this, the Traffic Unit Sergeant shall be responsible for analyze traffic crash data provided by the Department's Crime Analysis to determine locations within the City of Tyler that have a high number of traffic crashes and the causative factors involved.
    - a. The Traffic Unit Sergeant will use the analysis to determine how best to deploy members of the Traffic Unit and direct the Selective Traffic Enforcement Program (**STEP**) efforts when participating in the Texas Department of Transportation's Selective Traffic Enforcement Program (**STEP**). Additionally, the Traffic Unit Sergeant will continuously monitor and evaluate traffic enforcement activity and crash data in order to determine the location, time of day, and type of violation that is most commonly occurring to determine the best way to deploy traffic enforcement resources.
    - b. Along with Unit personnel, deployable resources may include, but are not limited to; appropriately marked vehicles (i.e. motorcycles, cars, SUVs) speed measuring devices, traffic counting devices, etc.
      - 1) The objective is to focus appropriate enforcement efforts toward violations, not only in proportion to the frequency of crashes, but in terms of traffic-related needs identified in the community.
    - c. When enforcement activities are directed to an area / zone identified by the analyses, an after enforcement activity analysis is to be conducted to determine if the program is successful, whether it should be continued, or whether the method of combating the problem needs to be modified to better address the issue.
- B. The department may participate in the Texas Department of Transportation's Selective Traffic Enforcement Program (**STEP**) to supplement the Department's efforts to reduce crashes at intersections, increase seatbelt law compliance, reduce DWI / DUI related crashes, and enforce speeding violations in specific areas identified through crash analyses.
1. The Traffic Unit Sergeant will be responsible for the management of the STEP grant, to include; scheduling, budgeting, proposal submission, submission of reports required by TXDOT, management of employee paperwork, document filing and storage, and coordination with the City of Tyler's Finance Department for reimbursement purposes.
  2. Personnel holding the rank of Lieutenant and below are eligible to participate in the STEP program unless prohibited by the Chief of Police or their designee. Probationary officers in the Police Training Officer (PTO) program are ineligible.
    - a. Personnel wanting to participate in STEP enforcement activities will be responsible for signing-up on the designed schedule posted by the Traffic

Unit Sergeant. If an employee is unable to report for their STEP assignment, it is the employee's responsibility to find a replacement. If a replacement cannot be found, the employee shall notify the Traffic Unit Sergeant of the conflict.

3. STEP hours may be worked on the employee's day off or in addition to their regular duty hours, but not during. The number of hours an employee may work STEP per week will align with [General Order 11.100 – Extra Duty Employment](#). Employees who participate in the STEP program will normally be limited to working 3 hours or less per day. However, these hours will not be limited by unforeseen events such as late or multiple arrests, paperwork, etc.; unless previously approved by the Traffic Unit Sergeant.
  - a. Officers will submit overtime sheets to the Traffic Unit Sergeant.
4. Employees working STEP will begin their assignment by logging into their in-car computer and notifying dispatch that they will be working STEP. Normally, employees working STEP will not be utilized to answer calls for service or be considered as available manpower for minimum staffing purposes. Employees working STEP are available and may be utilized to respond to emergency situation.
  - a. Employees working STEP will record the hours worked, mileage, description of the citations issued, and unit number by submitting a STEP daily activity log to the Traffic Unit Sergeant. All STEP citations will be downloaded at the end of the employee's STEP assignment.
5. The Traffic Unit Sergeant will be responsible for reviewing all STEP dailies activity reports and overtime sheets. Monthly, the Traffic Unit Sergeant shall evaluate the STEP activities to determine the STEP indicator average and to ensure the performance measures are being met or exceeded.
6. Annually, the Traffic Unit Sergeant shall conduct an evaluation of the Department's selective traffic law enforcement (**STEP**) activities. This evaluation should include an analysis of traffic crashes, including information on the locations, contributing factors, dates, times, number of injuries, and whether the STEP program was effective in reducing the number of crashes or increasing the community's voluntary compliance with traffic laws.
  - a. The evaluation should also include information on the personnel costs, number of impaired drivers arrested, warnings tickets / citation enforcement activity, and a recommendation to continue or cease participation in the program.

Approved: 10-01-2021



Jimmy Toler  
Chief of Police