
	GAITHERSBURG POLICE DEPARTMENT		
	Selective Traffic Enforcement		
	GENERAL ORDER	620.2	
Effective Date	04/06/2015		61.1.1, 61.1.6, 61.1.9, 61.1.10, 61.1.11
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

The Department's goal for utilizing selective traffic enforcement techniques is to reduce traffic collisions.

Through the appropriate deployment of resources, personnel, strategies, patrol techniques, and analyses, officers are able to deal with specific categories of unlawful driving behavior.

The Department's Check on Patrol System forms the basis for selective traffic enforcement efforts. There are two separate sections for the Check on Patrol System. One section is Traffic Complaints and the other is Community Complaints. Both are administered by the Community Services Office (CSO). Selective traffic enforcement is coordinated through the CSO by way of the Check on Patrol traffic complaint forms.

II. CHECK ON PATROL – TRAFFIC COMPLAINTS COMPONENTS

A. Traffic and Enforcement

1. The Community Services Officer and the Traffic Safety Sergeant receives information about traffic concerns or problems from various sources on a continual basis. Sources may include, but are not limited to:
 - Community meetings such as Council in the Communities;
 - Homeowner Association meetings;
 - Neighborhood Watch meetings;
 - Other speaking engagements;
 - Other City Departments;
 - Citizens Walking into the station, telephoning, or E-mailing to report a specific traffic and/or parking complaint to the Community Services Office;

- By monitoring various community ListServes in the City;
and
 - By input and feedback from officers.
2. The Community Services Officer coordinates extra traffic enforcement through the Check on Patrol system.
- a) Complaints are entered onto a Traffic Complaint form and assigned a Check on Patrol tracking number which is unique for each complaint.
 - b) The complaint is then entered into the Check on Patrol database.
 - c) It is then posted on the calendar function within electronic roll call. Patrol supervisors ensure that the officers on their shift check each complaint during their shift, if appropriate.
 - d) Depending on the nature of the complaint, the Traffic Sergeant may assign the complaint to a traffic enforcement officer, a parking enforcement official and/or a specific patrol shift.
 - e) The officers are informed of the nature of the complaint or problem, and advised of any special instructions (such as warnings only to be used), or special equipment required (speed board, speed measuring devices, etc.).
 - f) The results of any enforcement action are written on the officers' Daily Activity Report along with the times of enforcement. A copy of this form is forwarded to the Traffic Sergeant, via the Community Services Officer.
 - g) An administrative staff member enters the information from the Daily Activity Reports into the Check on Patrol database. The CSO tracks the attention given by the officers to each specific complaint area, and the results (how many tickets or warnings issued, whether they observed any violations, etc.).
3. The Department utilizes a variety of methods to enforce traffic laws and to encourage compliance with those laws. Methods may include:
- a) visible patrol, both directed by check on patrols or routine patrol;

- b) stationary patrol;
- c) speed boards;
- d) marked and unmarked police vehicles; and
- e) roadside safety checks.

B. Evaluation

1. The Traffic Sergeant monitors the status and progress of each complaint on an on-going basis. The Traffic Sergeant analyzes the results of the Daily Activity Reports and determines the need for continued attention to the area of the complaint.
2. In addition to the enforcement action, the Traffic Sergeant coordinates with the Gaithersburg Department of Public Works and the State Highway Administration, when appropriate, to evaluate other factors which could impact traffic safety. These factors may include traffic control devices and road design issues.
3. The Crime Analyst completes a monthly report for the Chief of Police with a review of traffic collision data, a list of locations of collisions, and the locations that experienced the most traffic collisions.
4. The CSO, as part of the monthly report, advises the Bureau Commanders and the Chief of Police of all activity related to the Check on Patrols.
5. The Crime Analyst compiles a report annually that contains the following:
 - a) compilation and review of traffic collision data;
 - b) compilation and review of traffic enforcement activities data; and
 - c) comparison of collision data and enforcement activities data.