
	GAITHERSBURG POLICE DEPARTMENT		
	Speed Camera Systems		
	GENERAL ORDER	620.5	
	Effective Date	10/20/2025	
Authorized by:		Mark P. Sroka CHIEF OF POLICE	SIGNATURE
			DATE 10/20/2025

1. PURPOSE

1.1. The purpose of this directive is to establish policy for the use of speed camera systems in the City and outline the responsibilities and certification requirements for personnel performing duties within the Photo Enforcement Unit.

2. POLICY

2.1. It is the policy of the Department to use photo enforcement technology to enforce State speed laws, with the intended goal of improving traffic safety for pedestrians and motorists.

3. DEFINITIONS

3.1. Automated Enforcement

Within the context of this directive, “automated enforcement” means the use of cameras, monitoring devices, and other technology by an agency to capture recorded images of a motor vehicle being operated in violation of a traffic law.

3.2. Speed Camera System

Within the context of this directive, the term “speed camera system” refers to a system with one or more speed detection sensors and imaging devices, designed to document incidents involving vehicles traveling at speeds that exceed an established threshold beyond the posted speed limit. A speed camera system may be operated from a fixed location or moved from one location to another, using a vehicle equipped specifically for the task.

3.2. Speed Camera Technician

Within the context of this directive, the term “speed camera technician” refers to a civilian position in the Photo Enforcement Unit of the Special Operations Bureau. Speed Camera Technicians operate speed camera systems and equipment and handle data review and transfer.

4. PROCEDURE

4.1. Site Selection and Hours of Operation

- 4.1.1. Pursuant to § 21-809 of the Maryland Transportation Article, the City is authorized to use speed camera systems to regulate traffic.
- 4.1.2. Evaluation for site selection is triggered by community traffic complaints. In evaluating each site:
 - 4.1.2.1. A traffic study is conducted to determine if speed is in fact an issue at the location;
 - 4.1.2.2. Vehicle collision data is reviewed;
 - 4.1.2.3. Proximity to pedestrian traffic associated with schools, parks, churches and other similar locations is considered; and
 - 4.1.2.4. Other factors relevant to pedestrian and traffic safety are reviewed as appropriate.
- 4.1.3. Once a proposed site is chosen, community input is solicited using advertisements which may include, but are not limited to:
 - 4.1.3.1. Posting in a newspaper in general circulation in the area;
 - 4.1.3.2. Posting on the City website;
 - 4.1.3.3. Posting on Social Media; and
 - 4.1.3.4. A sign board placed in the area before the site is activated.
- 4.1.4. Before a site can become activated, enabling legislation must be adopted by the City of Gaithersburg Mayor and Council.
- 4.1.5. Once a site becomes operational, only warnings will be issued for a period of at least the first 15 days.
- 4.1.6. In areas designated as school zones, fixed location speed cameras may operate between 0600 and 2000 hours, Monday thru Friday.
- 4.1.7. In residential areas, fixed location speed cameras and mobile photo enforcement units may operate 24 hours a day, 7 days a week.

4.2. Responsibilities

- 4.2.1. The vendor(s) contracted to provide services for the photo enforcement program will be held accountable to the terms of their contract(s). The vendor(s) shall follow established business rules, processing guidelines, and agreements entered between the vendor(s) and the Department.
- 4.2.2. The Photo Enforcement Unit is assigned to the Special Operations Bureau, under the direct supervision of the Traffic Safety Section Supervisor.
- 4.2.3. Personnel assigned to the Photo Enforcement Unit are responsible for:
 - 4.2.3.1. Prompt reporting of malfunctions of, or damage to, any equipment;
 - 4.2.3.2. Appearing and testifying in court when subpoenaed;
 - 4.2.3.3. Starting and stopping all speed monitoring system deployment logs;
 - 4.2.3.4. Following all rules, processing guidelines, and agreements entered between the vendor(s) and the Department;
 - 4.2.3.5. Maintaining public information related to the programs (i.e., web page information, enforcement sites, etc.)
- 4.2.4. Images captured by Department operated speed cameras will also be reviewed by a sworn police officer or a technician employed by contract with the Department provided the technician has completed reasonable training specific to the speed camera system, and swear to and affirm, based on inspection of recorded images, the occurrence of a violation recorded by the speed camera system before approving further processing of the citation.

5. AUTOMATED ENFORCEMENT DATA REQUESTS

5.1. Requesting Recorded Images and Associated Data from Department Speed Camera System.

- 5.1.1. Members seeking to obtain a recorded image or associated data from the Department's speed camera system shall submit a request via email to the Special Operations Bureau Commander for review and approval.

- 5.1.2. All requests must be for a legitimate law enforcement purpose and shall include, at a minimum, the corresponding case number associated with the investigation, information regarding the recorded image or associated data or recordings to be reviewed, and articulation of the reason related to the request.
- 5.1.3. The Special Operations Bureau Commander will maintain a written record of the request and whether the request was granted.

5.2. Requesting Data from Other Agencies Speed Camera Systems

- 5.2.1. Members requesting a recorded image or associated data from other agency's automated enforcement program, shall do so in compliance with applicable law by obtaining and authoring a search warrant, subpoena, or court order as required under HB 516 Automated Enforcement Programs.
- 5.2.3. All search warrants, subpoenas, or court orders pertaining to another agency's automated enforcement program shall adhere to the same established review and approval procedures outlined in General Order 601.3.

5.3. Traffic Enforcement Exception

- 5.3.1 Personnel may access or use recorded images and associated data without a warrant, subpoena, court order, or official email request only when the information is being used for an official traffic enforcement purpose.
- 5.3.2. Examples include but are not limited to:
 - 5.3.2.1. Identification of vehicles involved in traffic violations.
 - 5.3.2.2. Verification of vehicle registration or status during enforcement activity.

5.4. Prohibited Uses

- 5.4.1. Recorded images and associated data shall not be accessed or used for any non-enforcement, personal gain, or without a legitimate law enforcement justification in accordance with section 5.2 of this policy.

- 5.4.2. This policy applies to all Department personnel who have access to recorded image systems, databases, or related information, including the speed camera system.

6. TRAINING AND CERTIFICATION

6.1. Speed Camera Equipment

- 6.1.1. Equipment specifications for the speed cameras operated by the Photo Enforcement Unit will meet or exceed National Highway Traffic Safety Administration (NHTSA) standards.
- 6.1.2. The manufacturer shall provide training and certification for the specific equipment being operated by Speed Camera Technicians. In-service and refresher training sessions are conducted as appropriate.
- 6.1.3. All Speed Camera Technicians will receive the “Basic Training Program in Radar Speed Measurement” and be certified as radar operators.
- 6.1.4. Newly hired Speed Camera Technicians receive training in accordance with General Order 401.4.
- 6.1.5. Sworn personnel tasked with reviewing and approving collected data receive training concerning validation of alleged offenses documented by the speed camera systems.
- 6.1.6. Copies of training certificates are forwarded to the Training Coordinator and Accreditation Manager, to be maintained in training files.
- 6.1.7. Speed Camera Technicians will maintain original copies of equipment certifications (i.e., photo speed radar units).
- 6.1.8. Periodic calibration, inspection and repair will be performed on the equipment by the manufacturer and/or an independent certified testing laboratory.

6.2. Mobile Photo Enforcement Units

- 6.2.1. The Photo Enforcement Unit utilizes specially equipped vehicles provided by the mobile speed camera systems vendor.
- 6.2.2. These special purpose vehicles are only authorized to be used in conjunction with Photo Enforcement Unit operations (i.e., traveling to and from deployment sites, fixed pole locations, court, authorized training, etc.).

- 6.2.3. Employees assigned to the Photo Enforcement Unit will be trained to operate the vehicle and associated equipment.
- 6.2.4. Photo Enforcement Unit personnel will mentor and evaluate recently trained technicians on vehicle equipment operations.
- 6.2.5. The vendor is responsible for the maintenance of all speed monitoring equipment and vehicles, in accordance with the vendor's maintenance plan agreement with the City.
- 6.2.6. Individual operators are responsible for the daily care and cleanliness of the vehicle and equipment and refueling of the vehicle.
- 6.2.7. In addition to the speed camera system components, installed and maintained by the vendor, all speed monitoring vehicles will be equipped with:
 - Two-way radio;
 - First Aid kit;
 - Traffic vest;
 - Flashlight;
 - Flares and/or traffic cones.