
	GAITHERSBURG POLICE DEPARTMENT		
	Speed Camera Systems		
	GENERAL ORDER	620.5	
Effective Date	05/15/2014		
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE

I. PURPOSE

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.

II. POLICY

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.

III. DEFINITIONS

A. 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, through the use of a vehicle equipped specifically for the task.

B. 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.

IV. PROCEDURE

A. Site Selection and Hours of Operation

1. Pursuant to § 21-809 of the Maryland Transportation Article, the City is authorized to use speed camera systems to regulate traffic.

2. Evaluation for site selection is triggered by community traffic complaints. In evaluating each site:
 - a) A traffic study is conducted to determine if speed is in fact an issue at the location;
 - b) Vehicle collision data is reviewed;
 - c) Proximity to pedestrian traffic associated with schools, parks, churches and other similar locations is considered; and
 - d) Other factors relevant to pedestrian and traffic safety are reviewed as appropriate.
3. The Traffic Sergeant compiles data collected from the site evaluation and submits a report to the Chief of Police for review.
 - a) Based upon results of the review, it may be forwarded to the Chief's Advisory Council for endorsement.
 - b) For instances when the Chief of Police determines that a site is appropriate, but the Chief's Advisory Council does not concur, the City Manager will make a determination concerning further consideration of the proposed site.
4. Once a proposed site is chosen, community input is solicited through the use of advertisements which may include, but are not limited to:
 - a) Newspaper advertisement;
 - b) Posting on the City web site; and
 - c) A sign board placed in the area before the site is activated.
5. Before a site can become activated, enabling legislation must be adopted by the City of Gaithersburg Mayor and Council.
6. Once a site becomes operational, only warnings will be issued for a period of at least the first 15 days.
7. In areas designated as school zones, fixed location speed cameras may operate between 0600 and 2000 hours, Monday thru Friday.

8. In residential areas, fixed location speed cameras and mobile photo enforcement units may operate 24 hours a day, 7 days a week.

B. Responsibilities

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 into between the vendor(s) and the Department.
2. The Photo Enforcement Unit is assigned to the Special Operations Bureau, under the direct supervision of the Traffic Sergeant.
3. Personnel assigned to the Photo Enforcement Unit are responsible for:
 - a) Prompt reporting of malfunctions of, or damage to, any equipment;
 - b) Appearing and testifying in court when subpoenaed;
 - c) Starting and stopping all speed monitoring system deployment logs;
 - d) Following all business rules, processing guidelines, and agreements entered into between the vendor(s) and the Department;
 - e) Maintaining public information related to the programs (i.e., web page information, enforcement sites, etc.)
4. Images captured by Department operated speed cameras will also be reviewed by a sworn police officer, to ensure that they do in fact depict that a violation of the law has occurred, before approving further processing of the citation.

C. Training and Certification

1. Equipment specifications for the speed cameras operated by the Photo Enforcement Unit will meet or exceed National Highway Traffic Safety Administration (NHTSA) standards.
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.

3. All Speed Camera Technicians will receive the “Basic Training Program in Radar Speed Measurement” and be certified as radar operators.
4. Newly hired Speed Camera Technicians receive training in accordance with General Order 401.4.
5. Sworn personnel tasked with reviewing collected data receive training concerning validation of alleged offenses documented by the speed camera systems.
6. Copies of training certificates are forwarded to the Training Coordinator and Accreditation Manager, to be maintained in training files.
7. Speed Camera Technicians will maintain original copies of equipment certifications (i.e., photo speed radar units).
8. Periodic calibration, inspection and repair will be performed on the equipment by the manufacturer and/or an independent certified testing laboratory.

D. Mobile Photo Enforcement Units

1. The Photo Enforcement Unit utilizes specially equipped vehicles provided by the mobile speed camera systems vendor.
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).
3. Employees assigned to the Photo Enforcement Unit will be trained to operate the vehicle and associated equipment.
4. Photo Enforcement Unit personnel will mentor and evaluate recently trained technicians on vehicle equipment operations.
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. Individual operators are responsible for the daily care and cleanliness of the vehicle and equipment and refueling of the vehicle.
7. In addition to the speed camera system components, installed and

maintained by the vendor, all speed monitoring vehicles will be equipped with:

- a) Two-way radio;
- b) First Aid kit;
- c) Traffic vest;
- d) Flashlight;
- e) Flares and/or traffic cones.