

TITLE: TRAFFIC ADMINISTRATION**CODIFIED: 63.1****EFFECTIVE: 07/23/04****RESCINDS/AMENDS: TRAFFIC SOP****PAGES: 4****PURPOSE**

The purpose of this directive is to provide general guidelines and assign responsibility for the enforcement of State and local traffic laws and ordinances.

DISCUSSION

The enforcement of traffic laws is an integral part of the law enforcement function. It is one of the most visible activities observed by the public, and frequently is the only contact some citizens may have with a law enforcement officer. Traffic stops are important not only because they promote safety, but also because they frequently reveal criminal activities that may have otherwise gone unnoticed.

The Department has a responsibility to reduce traffic crashes by the enforcement of New Mexico State Statutes and local ordinances. This responsibility includes the formulation of policy and procedures, the development of effective enforcement techniques, allocation of personnel, and the evaluation of effectiveness of the traffic enforcement effort.

POLICY

It shall be the policy of the Department to maintain, analyze, monitor, implement and coordinate the Department's traffic activities.

PROCEDURE**ORGANIZATION AND RESPONSIBILITIES**

The traffic function is a responsibility of the Operations Division. The Traffic function include:

- Parking and congestion control.
- Maintaining liaison with Traffic Engineering, the Santa Fe Public School Board Transportation Department, and other groups interested in traffic safety.
- Conducting traffic-related surveys and preparing and maintaining traffic related reports.
- Scheduled escort and selective enforcement activities.
- Responding to traffic related complaints.

63.1.02 The Patrol Division and the Crime Prevention Unit conducts the Department's Traffic Education Activities.

63.1.03 Officers trained in crash investigation shall provide technical crash investigation.

63.1.04 Officers shall be deployed in an effort to reduce traffic crashes and respond to the needs of the motoring public. These functions include:

- Radar operation in areas where speed violations occur;
- Traffic violations and other related offenses;
- Crowd and traffic control functions;
- Directing traffic when necessary to ensure the safety and/or efficient flow of vehicular and pedestrian traffic
- Maintaining police visibility in areas known to produce frequent violations or which have a high crash count.
- Stopping violators and issuing warnings or traffic citations, as appropriate;
- Arresting violators found to have committed criminal traffic offenses.

63.1.05 It shall be the responsibility of all uniform personnel to enforce the traffic laws, ordinances and regulations of the State of New Mexico relating to traffic. Uniform personnel shall also provide motorists and stranded persons general and emergency assistance within the scope of their duties

OPERATIONS SUPPORT SUPERVISOR

63.1.06 The Operations Support Supervisor shall be responsible for:

- Ensuring that Officers are properly trained, equipped and maintained to carry out the traffic enforcement function. He shall be responsible for ensuring that annual goals and objectives to support this function are developed.
- Traffic Administration – This function shall include the planning, analysis, monitoring, and coordinating of traffic activities.
- The development of annual performance objectives.

63.1.07 The Records Supervisor or his/her designee shall maintain a traffic records system which is capable of providing accurate information regarding traffic crash and citation information. Such information shall be available upon request.

63.1.08 The Crime Analyst shall ensure the preparation of monthly citation/crash summary reports which shall be forwarded to each district.

63.1.09 The Crime Analyst shall have the capacity to produce daily activity and citation summaries utilizing the C.A.D./R.M.S. System.

63.1.10 The Crime Analyst shall ensure a spot map is maintained to identify crash patterns.

A. This map will be supplemental to the Records Management System and the information supplied by Traffic Engineering.

B. Crash patterns will be analyzed on a monthly basis during Comstat meetings.

63.1.11 The Operations Division Commanders may delegate to Operations Support Sergeant; however, the Operations Division Commander shall retain the responsibilities of the Traffic Administrator Coordinator.

REPORTS

63.1.12 All incident reports related to traffic or traffic hazards shall be maintained in Central Records.

THE MONTHLY TRAFFIC ENFORCEMENT/ CRASH DATA SUMMARY REPORT

63.1.13 The Crime Analyst shall distribute monthly reports providing data summaries concerning enforcement activities, crash data, traffic volume and traffic volume distribution.

63.1.14 The reports shall reflect activity as it relates to location, time of day, and type of activity during the most recent one year period.

63.1.15 The report shall contain a tabulation of the most common contributing crash factors.

63.1.16 The report may use bar graphs, tabulation columns and narratives.

63.1.17 The reports will be distributed to:

- Planning and research;
- Each District Commander;

63.1.18 The reports will be used to support field operations, assist in traffic enforcement program planning and development, devise counter measures and evaluate program effectiveness.

63.1.19 All Departmental reports will be maintained as required by the public records laws.

63.1.20 Department generated reports and records may be filed or stored via computer systems.

TRAFFIC RECORDS

63.1.21 The Department shall coordinate the collection and exchange of information with the various agencies concerned with traffic data. Information concerning traffic activities is available for planning, research, management, and informational purposes upon request from the following locations:

COMPUTER AIDED DISPATCH (CAD), AND RECORDS MANAGEMENT SYSTEM (RMS)

63.1.22 Information concerning traffic enforcement data (citations, arrests, dispositions, locations) by date, time, location and type is available in CAD and RMS. The Records Management System has a complete Crash management system incorporated.

63.1.23 All citations, crash data and traffic arrest reports shall be processed through the RMS system as expeditiously as possible. These records will be handled in accordance with the current regulations governing the RMS system.

63.1.24 The New Mexico Department of Motor Vehicles compiles information regarding:

- Crash facts – Geographic, temporal and causative analysis of traffic crashes occurring throughout the State of New Mexico.

- Crash records/investigations.
- Statewide crash analysis by code.

63.1.25 The National Highway Safety Administration maintains information regarding:

- Fatal Crash Reporting System. (F.A.R.S.)
- Traffic related studies.

63.1.26 The Operations Support shall maintain traffic safety education reports.

63.1.27 The Operations Division shall respond to and maintain statistical data in reference to requests or complaints regarding traffic violations.

63.1.28 Officers assigned to directed patrols shall prepare logs that reflect the enforcement action taken.

63.1.29 Logs are reviewed by the officer's immediate supervisor and forwarded to the Chief's Office, Operations Commander and others as required.

63.1.30 Records Section shall maintain Department incident reports in reference to crashes without injury, hazardous roadway incident reports and directed patrols.

63.1.31 Citation data is logged into the Records Management System prior to transfer to Municipal Court.

ROADWAY HAZARD REPORTS

63.1.32 Hazardous roadway conditions or deficiencies will be verified and appropriate action taken. Those conditions that cannot be corrected by law enforcement personnel will be referred to the appropriate agency.

63.1.33 Complaints or suggestions which are received or referred to the Communications Section will be recorded in C.A.D., then forwarded to the proper agency for analysis and correction of deficiencies.

63.1.34 Written complaints or suggestions received by the Department shall be forwarded to Traffic Administration for evaluation and forwarded as necessary to the appropriate agency.

63.1.35 Deficiencies which present a hazard shall be reported to Traffic Engineering by the employee receiving the complaint.

63.1.36 The complainant should be assured that his complaint will be forwarded.

TEMPORARY TRAFFIC CONTROL DEVICES

63.1.37 The basic types of temporary traffic control devices and their uses are as follows:

OFFICERS – Utilized to divert or control traffic in lieu of other regulatory devices; Should not be used when a traffic signal will alleviate the problem.

MARKED VEHICLE – Utilized to block a particular area or street or to provide warning.

BARRICADE OR ROPE – Used to block an area or street.

TRAFFIC CONES OR FLARES – Utilized to gradually channel traffic from a situation or hazard.

63.1.38 Temporary traffic control devices may be employed for a variety of traffic conditions including but not limited to:

- Emergency conditions such as accidents, fires, hostage situations, riots, road obstructions.
- Non-emergency situations such as parades, sporting events, other planned events involving large gatherings of people or traffic.

MANUAL CONTROL DEVICES

63.1.39 Officers shall exercise judgement in carefully weighing the necessity of effecting manual control of traffic. Factors to be considered should include, but are not limited to, existing roadway congestion, adverse weather conditions, emergency situations, traffic volume, traffic speed, number of pedestrians, estimated duration of congestion period, and manpower availability and safety.

63.1.40 If manual control is performed at an intersection the existing traffic automated signals should be turned off.

63.1.41 When engaged in the manual direction of traffic, each Officer shall have access to a whistle, a flashlight or traffic wand, portable or mobile radio, a raincoat, flares or cones, and a reflective vest.

63.1.42 The whistle shall be upon the Officer's person while engaged in manual direction of traffic.

63.1.43 The issued reflective vest shall be worn while directing traffic. The reflective vest will be worn over rain gear in foul weather conditions. An

exception would be during those brief periods of time when initially effecting manual traffic direction on an emergency basis.

63.1.44 When more than one Officer is involved in manual direction or control of traffic within the same area, the first Officer on the scene shall assume the responsibility of coordinating traffic control.

HAND AND ARM SIGNALS

63.1.45 The following hand and arm signals shall be used:

STOP – The arm is extended at shoulder level with the palm and fingers pointed upward.

- **PROCEED** – A waving motion across the chest indicating the direction of travel.
- **URNS** – The arm and hand is pointed at the line of traffic to be turned, and then a pointing motion in the direction the traffic is to be directed to.
- **PEDESTRIANS** – The Officer must control the vehicular traffic present and coordinate pedestrian traffic into the traffic pattern.

FIRE SCENE TRAFFIC CONTROL

63.1.46 A traffic control perimeter should be established near the scene in order to control access to the scene, but a sufficient distance from the scene to prevent injury to personnel or damage to property.

63.1.47 Fire Department personnel, including volunteer fire units may be utilized to direct traffic at fires, accident scenes or other emergency situations.

63.1.48 An unobstructed traffic-way should be maintained for use by emergency vehicles.

63.1.49 Volunteer fire fighter vehicles should be directed to an area so as not to obstruct the flow of traffic of emergency vehicles.

63.1.50 A location should be established for pedestrian (spectators, reporters) control.

ADVERSE ROAD OR WEATHER CONDITIONS

63.1.51 When the normal control of traffic is impaired during adverse road or weather conditions, (i.e.; sink holes, fog, rain, ice, snow, smog, blowing dust, downed power lines, spillage) officer safety must be paramount.

63.1.52 The same procedures for traffic direction and control shall apply as specified in this procedure.

63.1.53 Additional equipment and officers may be required to adequately perform traffic control in a safe and efficient manner.

63.1.54 Officers requiring additional equipment or personnel shall make such requests through the Communications Center.

63.1.55 Officers shall insure that the situation has been adequately provided for before securing their post. This does not preclude the placement of barricades, cones and/or signs to route traffic around or away from the hazard.

Drafted (awm) 03/04

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04