

# GENERAL ORDER



DISTRICT OF COLUMBIA

Subject		
<b>Automated Traffic Enforcement Program</b>		
Topic	Series	Number
<b>OPS</b>	<b>303</b>	<b>10</b>
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## I. BACKGROUND

The District of Columbia passed legislation authorizing photo enforcement of moving violations in the Fiscal Year 1997 Budget Support Emergency Act of 1996. D.C. Official Code § 50-2209 includes the provisions for issuing mailed citations to the registered owner of vehicles for violations detected using photo enforcement. The District started photo enforcement of red light violations in August, 1999 and of speeding violations in August, 2001.

The Automated Traffic Enforcement Unit (ATEU) of the Traffic Safety and Specialized Enforcement Branch (TSSEB) of the Homeland Security Bureau (HSB) is charged with managing the automated traffic enforcement assets of the Metropolitan Police Department (MPD) to enforce traffic regulations on the streets, roadways, and highways in the District of Columbia. The Automated Traffic Enforcement (ATE) Program currently consists of photo enforcement of red light violations and both mobile and fixed radar enforcement of speeding on District roads and highways. Additional enforcement of moving violations may be established in the

future, such as no-right-on-red, blocking crosswalks and intersections, and running stop signs.

It is imperative that the program be staffed by trained, experienced personnel who fully comply with the regulations required to issue valid NOIs. Accordingly, the ATE Program utilizes sworn and civilian Metropolitan Police Department members as well as contractors who have been certified through training to set up, test and operate the software and hardware that is installed both in the vehicles and in the fixed apparatus, to ensure that violations that are captured can be processed as Notices of Infraction (NOIs). When applicable, these members receive compensation for a duty assignment that is outside of their regular assigned duties and responsibilities and tour of duty, in accordance with MPD regulations.

## **II. POLICY**

The policy of the MPD is to ensure that automated traffic enforcement units are certified, staff is trained in accordance with the principles and procedures governing the program, and the program provides consistent traffic-related enforcement to reduce dangerous driving behaviors, crashes, and injuries in the District of Columbia.

## **III. DEFINITIONS**

When used in this directive, the following terms shall have the meanings designated:

1. Automated Traffic Enforcement Shift Supervisor – member the rank of lieutenant or sergeant who has been certified as an operator and is currently participating in the automated traffic enforcement program, and is responsible for conducting roll call, monitoring operators' performance during the deployment, trouble shooting, and coordinating repairs with the on-duty field technician during deployment.
2. Automated Traffic Enforcement Unit Official – official, sworn or civilian, assigned to the Automated Traffic Enforcement Unit, responsible for oversight and management of the ATE Program.
3. Certified Automated Traffic Enforcement Operator (“Operator”) – member the rank of lieutenant or below who has completed classroom and field instruction of automated traffic enforcement operations, and who is currently participating in the ATE Program using the automated enforcement equipment.
4. Days – calendar days unless otherwise noted.
5. Deployment Log – certified record of images, citations and test shots captured during a tour of duty.

6. Field Certification Officer – member, the rank lieutenant or below, who has been trained and certified in automated traffic enforcement. The function of the field certification officer is to accompany the field technicians when they visit the field units to ensure that all settings are accurately applied, that the units are aligned and focused properly, and that the units are set up, tested and operating properly.
7. Field Service Technician – trained staff who maintain the equipment to ensure it is ready for service. This position may be staffed by a vendor.
8. Member – sworn or civilian employee of the Metropolitan Police Department.
9. Non-Active Operator – member who has successfully completed ATEU training courses but who has not participated in the automated traffic enforcement program within one (1) year of the completion of his/her training, or has not deployed for more than one (1) year.
10. Automated Enforcement Software – software used by certified automated traffic enforcement operators to view live violations.
11. Ride-Along – when an ATEU-trained operator accompanies another ATEU-trained operator during his/her deployment. The ride-along is used to verify that the operator who is less experienced understands how to set up, test and operate the equipment and software during the certification process.
12. Scheduled Slot – standard deployment for photo mobile speed enforcement, typically eight (8) hours, but it may be less.
13. Standby Slot– unfilled scheduled slot for photo mobile speed enforcement. These most commonly occur when a scheduled operator is unable to attend (e.g., court commitment, illness).
14. Unauthorized Person – individual, sworn or civilian, who has not been certified to operate the ATEU equipment, who is not authorized to participate in the ATE Program or who has not been approved to perform a specific function by an automated traffic enforcement official.

15. Violation Review Officer – sworn or civilian member or vendor who has been trained to review potential violations, certifying the violation to be issued as a valid citation or Notice of Infraction.

#### IV. REGULATIONS

- A. Participation in the ATE Program shall be considered a duty assignment.
- B. A member participating in the ATE Program shall comply with all directives issued by the MPD, including, but not limited to:
  1. General Order 201.26 (Duties, Responsibilities, and Conduct of Members of the Department);
  2. GO-PER-201.21 (Limitations on Work Hours);
  3. GO-SPT-302.09 (Use and Operation of Mobile Data Computers); and
  4. GO-SPT-204.01 (Media).
- C. Deployment Logs and Other Automated Traffic Enforcement Evidence
  1. A member shall not:
    - a. Submit inaccurate deployment logs; or
    - b. Omit, delete, or alter information contained in deployment logs or any other forms of evidence related to the Automated Traffic Enforcement Program.
  2. A member who has been found in violation of these requirements:
    - a. Shall be subject to appropriate disciplinary action up to, and including, termination; and
    - b. May be subject to criminal prosecution and or penalties.
- D. An operator shall remain alert inside the automated traffic enforcement vehicle at all times.
  1. An operator who fails to remain alert in an automated traffic enforcement vehicle during his/her tour of duty shall be ineligible to participate in the ATE Program for ninety (90) days.
  2. An operator who fails to remain alert on three (3) occasions within a twelve (12) month period shall be permanently ineligible to participate in the ATE Program.

- E. An operator shall not allow unauthorized persons (e.g., uncertified members, civilians) inside his/her automated traffic enforcement vehicle at any time. An operator who permits unauthorized persons inside the vehicle shall be permanently ineligible to participate in the ATE Program.
- F. An operator shall not leave his/her automated traffic enforcement vehicle unattended with the equipment operating at any time.
1. An operator who leaves unattended equipment in his/her automated traffic enforcement vehicle during the operator's tour of duty shall be ineligible to participate in the ATE Program for ninety (90) days.
  2. In the event that exigent circumstances arise, and the operator must leave the vehicle and take police action, the member shall:
    - a. Notify the dispatcher of the emergency and request assistance from on duty personnel;
    - b. Remove the keys and lock the vehicle;
    - c. Return to the vehicle once the emergency is abated; and
    - d. End the deployment with the last test shot taken prior to the emergency. The supervisor shall note on the deployment log that the events captured from the last test shot until the member returned to the vehicle should not be processed.
- G. A member shall not smoke inside or within close proximity of an automated traffic enforcement vehicle at any time. A member who smokes within or in close proximity of the automated traffic enforcement vehicle shall be permanently ineligible to participate in the ATE Program.
- H. A member shall not use the cigarette lighter component in an automated traffic enforcement vehicle for any purpose other than to power the automated traffic enforcement equipment.
- NOTE: The cigarette lighter has been disabled in all the automated traffic enforcement vehicles to avoid circuitry overload.
- I. A member shall not unplug the laptop computer in any automated traffic enforcement vehicle.
1. A member shall not convert the single plug used for the laptop to a dual or multi-plug and shall not plug in any personal or other unauthorized electronic devices.

2. A member found to have deployed a dual or multi-plug shall be ineligible to participate in the ATE Program for a period of thirty (30) days.
3. Subsequent offenses may result in permanent ineligibility to participate in the ATE Program.

J. ATEU Performance Requirements

1. Performance requirements include, but are not limited to:
  - a. Taking required test shots;
  - b. Aligning the vehicle or flash units to ensure the targeted vehicle is aligned properly in the images;
  - c. Accurately deploying and properly entering the correct codes and settings on the traffic enforcement unit; and
  - d. Deploying to the correct location.
2. An operator who fails to adhere to these or any other requirements of this order shall, unless otherwise specified, be ineligible to participate in the ATE Program for ninety (90) days.
3. An operator who fails to adhere to these or any other requirements of this order on three (3) occasions within a twelve (12) month period from the first occurrence shall, unless otherwise specified, be permanently ineligible to participate in the ATE Program.

K. A shift supervisor who fails to ensure his/her operators deploy accurately, set up at the correct location, or properly enter the correct codes and settings on the automated traffic enforcement unit shall be ineligible to participate in the ATE Program for ninety (90) days

L. An operator shall be ineligible to participate in the automated traffic enforcement program when in a non-full duty status (e.g. limited duty).

M. An operator shall immediately notify an ATEU official when the operator's duty status is changed to anything other than "full-duty."

N. A member who fails to adhere to these or any other requirements of this order shall, unless otherwise specified, be ineligible to participate in the ATE Program for ninety (90) days.

O. A member who fails to adhere to these or any other requirements of this order on three (3) occasions within a twelve (12) month period from the first

occurrence shall, unless otherwise specified, be permanently ineligible to participate in the ATE Program.

- P. Violations of this order may also be investigated in accordance with MPD policy and may result in the imposition of discipline up to and including termination.

## V. PROCEDURES

### A. Prerequisites for Certified Automated Traffic Enforcement Operator Assignment

1. A member shall complete required classroom instruction and field training prior to participating in the ATE Program.
2. Upon completion of the classroom and field training, a newly trained operator shall complete three (3) ride-alongs with an experienced, certified automated traffic enforcement operator:
  - a. Prior to participating in the automated traffic enforcement program's regular shift schedule; and
  - b. No later than two (2) months after completing training.

NOTE: These ride-alongs are critical to ensure that the newly trained operator understands how the equipment must be set up, tested, and operated properly to ensure that violations that are captured can be processed as Notices of Infraction.

3. A member shall be certified as an operator upon successful completion of the three (3) ride-alongs.
4. An operator shall schedule his/her first solo shift within four (4) months of the completion of their training.

NOTE: An operator is expected to participate in the automated traffic enforcement overtime program as soon as possible following successful completion of the training and to deploy the automated traffic enforcement vehicle.

5. An operator who has not completed the three (3) ride-alongs within two (2) months of training and who has not deployed an automated traffic enforcement vehicle within four (4) months of training shall be placed in a non-active status.
6. A non-active operator shall be required to retake the system and equipment training course and complete three (3) ride-alongs with an

operator to be eligible to participate in the automated traffic overtime program.

7. An operator who fails to participate in the ATE Program for more than twelve (12) months shall be ineligible to participate in the program and shall only be considered for reinstatement after either demonstrating his/her proficiency or by completing the ATE Program training again.
  - a. The supervisor and/or photo enforcement official shall determine if the operator has demonstrated proficiency.
  - b. If the operator fails to demonstrate his/her ability to set up, test, and operate the system, the operator shall be required to retake the Automated Traffic Enforcement Operator training course and complete up-to three (3) ride-alongs before he/she can ride alone.

#### B. Scheduling

1. An operator shall submit completed schedule requests in person to the ATEU between the first (1st) and tenth (10th) of each month.

NOTE: Submitting a request does not guarantee being placed on the schedule.

2. An ATEU official shall schedule a lieutenant as a shift supervisor. A sergeant shall fill the position in the absence of a lieutenant.
3. A lieutenant shall be permitted to work as an operator as long as there is a lieutenant working in the capacity of a shift supervisor and there is a vacant, unscheduled operator slot available.
4. All members shall ensure they are in compliance with GO-PER-201.21 (Limitations on Work Hours).
5. In the event that a member's scheduled shift with the ATEU conflicts with the provisions of GO-PER-201.21, the member or the member's supervisor shall immediately notify the ATEU official that the member is unable to work.
6. An operator may request extra shifts after the schedule has been posted provided a vacancy exists in a particular shift.
7. An operator eligible to participate in the ATE Program may work in a standby status.

NOTE: Available standby slots are filled on a first-come, first-served basis.



8. A scheduled operator shall be given a vehicle assignment and deployment location by the shift supervisor prior to an unscheduled operator who is in a standby status.
9. In the event that an adequate number of vehicles are not available for the operators who are at the ATEU facility for a shift, the shift supervisor shall:
  - a. Assign vehicles to all scheduled operators prior to assigning vehicles to operators in standby status;
  - b. Assign vehicles to operators in standby status on a first-come, first-served basis; and
  - c. Authorize two (2) hours of monetary compensation for scheduled operators that do not receive an assignment due to the ATEU not having adequate vehicles or equipment and not permit the scheduled operator to work.

C. Uniform Requirements

1. A member participating in the ATE Program shall adhere to MPD policies and procedures regarding uniforms and equipment including, but not limited to, GO-SPT-110.11 (Uniforms and Equipment).
2. An operator shall report for duty in the Class "B" Service Uniform, wearing either dark blue Battle Dress Uniform (BDU) trousers or dark blue Class "A" trousers.
3. Wearing utilities, bike uniforms or unauthorized uniform accessories is prohibited.
4. An operator or supervisor who is not in the uniform of the day shall not be allowed to deploy.
5. An operator shall carry required MPD equipment, to include Oleoresin Capsicum (OC) spray, ASP baton, extra magazines, portable radio and the small HAZMAT bag.
6. A shift supervisor shall ensure operators are in the uniform of the day and have all required equipment during roll call inspection.
7. A shift supervisor shall end the deployment of operators not in the uniform of the day at any time during the shift to include after the operator deploys the vehicle in the field.

- a. The shift supervisor shall require the operator to return to the ATEU facility.
- b. The shift supervisor shall adjust the operator's SF 1130 (Time and Attendance Report) accordingly, and compensate the member for the hours deployed.

D. Tour of Duty

1. A member participating in the ATE Program shall adhere to MPD policies and procedures governing time and attendance including, but not limited to General Order 206.1 (Time and Attendance).
2. A member shall report punctually for roll call to the ATEU facility.

NOTE: Roll calls begin at 0600, 1400, and 2200 hours for automated traffic enforcement overtime duty.

3. In the event that a member is unable to report for his/her tour of duty (e.g., due to sickness, court commitment) or will be late for his/her tour of duty the member shall contact the on-duty ATEU shift supervisor or an ATEU official immediately using the contact numbers provided in Attachment A (ATEU Contact Information).
  - a. If the member is unsuccessful in speaking with an ATEU shift supervisor or official, the member shall leave a detailed voice message that includes the following information as soon as possible, but no later than one (1) hour prior to the member's tour of duty:
    - (1) Member's name and rank;
    - (2) Scheduled date and shift of deployment;
    - (3) Reason why the member will not be available for the scheduled deployment; and
    - (4) A contact number where the member may be reached.
  - b. A member may use electronic mail for cancellations when the cancellation is emailed to an ATEU official at least twenty-four (24) hours in advance of the member's scheduled shift.
4. A member who is late or who fails to appear for his/her scheduled tour of duty without making proper notifications to an ATEU official shall be ineligible to participate in the program for thirty (30) days. The

member's scheduled dates during that period shall be treated as vacant in accordance with Part V.B.6.

5. Members who have two (2) instances of unexcused tardiness or unexcused absences within a six (6) month period shall be ineligible to participate in the ATE Program for sixty (60) days.
6. Members who have three (3) instances of unexcused tardiness or unexcused absences within a twelve (12) month period shall be permanently ineligible to participate in the ATE Program.
7. A shift supervisor shall make appropriate adjustments to the SF 1130 for an operator who arrives late for his/her tour of duty or who does not complete his/her entire tour of duty.
8. An ATEU Official shall ensure each SF 1130 is reviewed for accuracy against deployment and supervisor logs and actual payroll records.

E. Deployment

1. An operator shall inspect the interior and exterior of their assigned vehicle for any damage and complete a PD Form 775 (Daily Vehicle Inspection and Activity Report) prior to leaving the facility and shall report damage consistent with MPD policies and procedures.
2. An operator shall inspect the automated traffic enforcement equipment and laptop computer and report any damage found to the shift supervisor. This includes, but is not limited to:
  - a. Missing equipment;
  - b. Damage to vehicles (e.g., scratches, dents, scraped hub caps, flat tires);
  - c. Cables not connected properly;
  - d. Laptop not displaying software;
  - e. Missing keys on the keyboard;
  - f. Equipment displaying error messages; and
  - g. Picture not aligned properly to capture the violating vehicle.
3. The shift supervisor shall notify the field service technician and record the damage on the supervisor's log and on the equipment incidental form.

4. Prior to the operator leaving the automated traffic enforcement facility:
  - a. Reported damage shall be fixed, or
  - b. Damaged equipment shall be replaced, and
  - c. The units shall be tested and certified for deployment by the Field Service Technician.
5. An operator shall have and monitor a MPD radio at all times during his/her deployment.
6. An operator shall proceed to his/her assigned deployment site after roll call, or after fueling if required, by the most direct route.
  - a. An operator requiring fuel shall respond to the Department of Public Works fueling station located at 1835 West Virginia Avenue, N.E., or to the closest District-operated fueling station prior to proceeding to his/her assigned deployment site. A member shall only use the fuel key associated with his/her assigned mobile unit and shall follow MPD policy and procedures related to the use of Fuel Keys.
  - b. In the event the operator is unable to report to the deployment site in a timely manner, the operator shall notify his/her shift supervisor.
  - c. The shift supervisor shall provide appropriate guidance and assistance.
7. An operator shall be deployed at the assigned deployment site for the full duration of his/her tour of duty.
8. An operator shall go in service with the dispatcher for the police district in which he/she is deployed upon arriving at the deployment location.
9. An operator shall provide the dispatcher with his/her CAD identification number, location of deployment, and cruiser number.
10. An operator shall ensure all settings are accurately applied upon setting up and testing the systems.
11. An operator shall adequately deploy an auxiliary flash during the evening and midnight tours of duty to provide sufficient lighting for the mobile environment.

12. An operator shall notify the shift supervisor if there is a need to leave the deployment site for any reason, or in the event that the equipment or system malfunctions.
13. An operator is prohibited from returning to his/her assigned element, attending court, or attending to any personal errands during any portion of the deployment.
14. An operator shall notify the shift supervisor upon return to a deployment after breaking down the deployment during the shift (e.g., to take a restroom break).
15. A shift supervisor, upon receiving such notification, shall return to the deployment site to ensure that the operator redeployed the equipment accurately.
16. An operator shall monitor the live images during the entire deployment through the use of automated enforcement software to ensure that:
  - a. The captured image is sufficient to identify the vehicle in the environment;
  - b. The vehicle plate image is captured; and
  - c. The violation detection equipment, camera equipment and auxiliary flash are working and positioned properly.
17. An operator shall not end their assigned deployment prior to 1300, 2100, or 0500 hours and shall not return to the ATEU facility prior to 1330, 2130, or 0530 hours, respectively.
  - a. An operator shall only return to the ATEU facility prior to the end of the shift at the direction of the shift supervisor.
  - b. The shift supervisor shall adjust the SF 1130 of an operator who ends the deployment early.
  - c. In the event of inclement weather, the shift supervisor, under the direction of an ATEU official, shall end the shift deployment and shall adjust the SF 1130 to reflect the hours worked.
18. Upon ending the deployment and returning to the automated traffic enforcement headquarters, an operator shall remove all personal items, appropriately discard any trash, and complete an interior and exterior inspection of the vehicle.

19. An operator shall notify the shift supervisor of any damage to the vehicle and/or any violation detection components immediately in accordance with MPD policies and procedures.
20. An operator shall review his/her deployment logs with the shift supervisor prior to leaving the automated traffic enforcement headquarters to ensure that all parts of the log are complete and correct.
21. An operator shall ensure, prior to check off, that the shift supervisor has a:
  - a. Clean, correct deployment log;
  - b. Completed PD Form 775; and
  - c. Completed SF 1130.

#### F. Test Shots

1. An operator shall perform a test shot during the following times to ensure that the units are working properly:
  - a. At the beginning of the deployment;
  - b. Every hour after the beginning of the deployment;
  - c. Upon arrival of a shift supervisor to include the official; and
  - d. At the end of the deployment.
2. An operator who fails to perform required test shots at the required times shall be ineligible to participate in the ATE Program for ninety (90) days for the first and second offense and shall be permanently ineligible to participate in the program for the third offense within a twelve (12) month period from the first suspension.

#### G. System Malfunctions

1. In the event that a system malfunction occurs during the deployment, the operator shall immediately notify the shift supervisor.
2. The shift supervisor shall notify a field service technician and ensure that the technician responds to the deployment site.
3. The shift supervisor shall return to the deployment site after the technician has corrected the malfunction and shall confirm that the

operator has redeployed the violation detection system with the correct settings.

4. The operator shall demonstrate to the supervisor that the unit is set up, tested and operating properly. This includes completing the deployment log and taking all required test shots.
5. The shift supervisor shall note the equipment malfunction on the supervisor's incident log.
6. The operator shall note the equipment malfunction on his/her PD Form 775.

#### H. Vehicle Crashes

1. Operators and shift supervisors shall adhere to MPD policies and procedures when an automated traffic enforcement vehicle is involved in a vehicle crash including, but not limited to, General Order 301.01 (Vehicle Operation and Maintenance), GO-SPT-401.03 (Traffic Crash Reports) and GO-SPT-401.02 [Crash Review Board (CRB)].
2. A shift supervisor shall contact an ATEU official whenever an automated traffic enforcement vehicle has been involved in a vehicular crash, regardless of the damage or injuries.
3. The shift supervisor shall ensure that all forms are completed prior to the end of the tour of duty (e.g., PD Form 43 (Report of Damage To or Loss of District Property), PD Form 10 (Traffic Crash Report), PD Form 251 (Incident-Based Event Report), and PD Form 42 (Injury or Illness Report), when applicable.
4. The shift supervisor shall ensure the completed forms are submitted to the ATEU official in the mobile deployment box located at the ATEU facility.
5. The ATEU official shall certify the required forms and submit them in accordance with MPD policy and procedures to include ensuring the member's element is notified and provided with copies of appropriate paperwork.

#### I. Deployment Log Errors or Omissions

1. In the event that an operator discovers an error on the deployment log, the operator shall correct the deployment log prior to completing his or her tour of duty by transferring the information to a new log.

NOTE: The deployment log is critical evidence in addition to the images for automated traffic enforcement speed violations and

therefore must be accurate and true.

2. An operator shall not make changes to the deployment log via correction fluid/tape or by pen and ink.
3. In the event that an operator is notified prior to leaving the ATEU facility to correct his/her deployment log due to errors or omissions, the operator shall correct the log prior to the end of his/her tour of duty.
4. In the event that an operator has left the ATEU facility prior to an error or omission being discovered on his/her deployment log, the shift supervisor shall personally contact the operator and the operator shall be required to report to the ATEU by the next business day.

NOTE: Deployment logs are downloaded daily, and the violations cannot be processed without the log entered into the system.

5. A shift supervisor shall counsel operators regarding the first error or omission on a deployment log in any six (6) month period.
  - a. If a second deployment log error or omission of a similar nature occurs within a six (6) month period, the operator shall be ineligible to participate in the program for thirty (30) days.
  - b. Any three (3) omissions of a similar nature within a six (6) month period may result in the operator being permanently ineligible to participate in the ATE Program.

J. Automated Traffic Enforcement Shift Supervisor Deployment Responsibilities

1. A shift supervisor shall be available to assist operators with problems and issues that arise during deployments.
2. A shift supervisor shall complete a PD Form 775 for the vehicle that he/she operates.
  - a. Should the shift supervisor elect to use a vehicle from his/her element, a copy of the PD Form 775 shall be submitted with the shift's deployment.
  - b. A shift supervisor shall not drive his/her privately owned vehicle when visiting ATEU deployment sites.
3. A shift supervisor shall go in service with the Citywide dispatcher and monitor the Citywide zone.



4. A shift supervisor shall respond to each of the deployment locations immediately following roll call and complete the supervisors' log accordingly.
  - a. A shift supervisor shall immediately, after roll call, begin the site checks.
  - b. A shift supervisor shall confirm that operators have deployed the equipment and vehicles at the correct locations.
  - c. A shift supervisor shall stand five (5) to ten (10) feet in front of each automated traffic enforcement vehicle while the operator completes a system test shot.
  - d. A shift supervisor shall safely and legally park his/her vehicle, exit the vehicle, physically enter and sit in the operator's vehicle, confirm the equipment is operating properly and settings are accurate.
  - e. The shift supervisor shall review the settings within the system software and image data bar to ensure that the information entered during the deployment is accurate.
  - f. If the shift supervisor finds any settings to be inaccurate during the site visits, the shift supervisor shall document the issues, make corrections at that time, and take another test shot.
  - g. Shift supervisors shall validate that the captured images are accurately detecting and displaying the targeted vehicle in the test photograph.
  - h. Shift supervisors shall ensure that the deployment log has been completed accurately up to that point in the shift and initial the deployment log.
5. The shift supervisor shall contact an official assigned to the ATEU via phone in the event of any unusual incidents or when a problem arises during his/her shift including, but not limited to, any issues with the automated traffic enforcement equipment that cannot be fixed or replaced during the deployment.

NOTE: There is an ATEU official on-duty and/or available twenty-four (24) hours a day, six (6) days a week during all deployments.

6. The shift supervisor shall leave all original copies of PD Forms 775, supervisor's logs, and the incident log, and copies of each operators' SF 1130 and deployment logs (front and back), in the mobile deployment box at the ATEU facility.

K. Deployment – Violation Review Officers

1. Violation review officers assigned or detailed to the ATEU shall work a tour of duty assigned by an ATEU official.
2. The ATEU official shall:
  - a. Provide the violation review officer with a copy of this order and the training materials; and
  - b. Assign the violation review officer to work with a trained violation review officer to learn how to use the system.
3. The violation review officer shall demonstrate to an ATEU official proficiency with the system and knowledge of the policy and procedures governing the program prior to being able to work independently.
4. If a trained violation review officer fails to work in the unit for more than thirty (30) days, the review officer shall review the training materials and demonstrate his/her understanding of the system and processing rules to another violation review officer prior to being allowed to work independently.
5. Violation review officers shall immediately notify an ATEU official of any issues with the pictures, data, logs, or system in accordance with his/her ATEU training.

L. Deployment – Field Certification Officers

1. The field certification officers shall be trained in their duties by an experienced field certification officer and demonstrate proficiency to the automated traffic enforcement officials before working independently.
2. If the field certification officer has not performed his/her duties for a period of more than sixty (60) days, the member shall demonstrate proficiency to an ATEU official before working independently.
3. If the field certification officer fails to ensure that the field technician is performing his/her assigned duties as reflected on the field service check list, the field certification officer shall report to an ATEU official on the events and issues so the ATEU official can work with the vendor to address and correct any raised issues.
4. If the field certification officer fails to report any issues or fails to ensure that the field technician performs the required tasks, he/she shall be

ineligible to participate in the program for thirty (30) days for first offense, ninety (90) days for a second offense, and shall be permanently ineligible to participate in the program for a third or subsequent offense within a twelve (12) month period.

## **VI. ROLES AND RESPONSIBILITIES**

- A. An operator participating in the automated traffic enforcement program shall be responsible for adhering to the requirements of this order.
- B. A shift supervisor shall be responsible for conducting roll call, monitoring operators' performance during the deployment, coordinating repairs with the on-duty technician during deployment and reviewing the operators' logs with the operators to ensure that they have been completed accurately, prior to submission to an ATEU official.
- C. A field certification officer shall be responsible for accompanying the field technicians when they visit the field sites to ensure that all settings are accurately applied, that the units are aligned and focused properly, and that the units are set up, tested and operating properly.
- D. A violation review officer shall be responsible for reviewing potential violations and certifying violations to be issued as a valid citation or Notice of Infraction.
- E. An ATEU official shall be responsible for reviewing the accuracy of each SF 1130 submitted by members participating in the ATE Program and providing supervision and guidance in accordance with this order.

## **VII. CROSS REFERENCES**

- A. GO-SPT-110.11 (Uniforms and Equipment)
- B. GO-PER-201.21 (Limitations on Work Hours)
- C. General Order 201.26 (Duties, Responsibilities, and Conduct of Members of the Department)
- D. GO-SPT-204.01 (Media)
- E. General Order 206.1 (Time and Attendance)
- F. General Order 301.01 (Vehicle Operation and Maintenance)
- G. GO-SPT-302.09 (Use and Operation of Mobile Data Computers)
- H. GO-SPT-401.02 [Crash Review Board (CRB)]
- I. GO-SPT-401.03 (Traffic Crash Reports)

**VIII. ATTACHMENT**

Attachment A: ATEU Contact Information

A handwritten signature in black ink that reads "Cathy L. Lanier". The signature is written in a cursive, flowing style.

Cathy L. Lanier  
Chief of Police

CLL:PH:MOC:CC:PHC:LS

## **ATTACHMENT A**

### **ATEU CONTACT INFORMATION**

Should a photo radar operator determine less than twenty-four (24) hours before the scheduled shift slot that he/she is unable to report for their scheduled tour of duty due to sickness, court commitments, etc., the operator shall make proper notification as soon as possible, but no later than one hour prior to his or her tour of duty.

- A. To reach an on-duty Shift supervisor, call: (202) 576-9265
- B. To reach an ATEU Official or leave a voice message, call:  
(202) 576-3047