



SACRAMENTO POLICE DEPARTMENT

OFFICE OF OPERATIONS



130.07 TRAFFIC DUTIES 03-18-94

PURPOSE

To state the responsibilities of individuals assigned traffic duties, and the functions of various assignments.

POLICY

To assign individuals to responsibilities for traffic control and coordination of documentation.

PROCEDURE

A. TRAFFIC RESPONSIBILITIES - SECTOR TWO EXECUTIVE LIEUTENANT

The Sector 2 Executive Lieutenant's traffic duties shall consist of, but are not limited to, the following:

1. Preparing and submitting plans concerning the operation of traffic officers, constantly updating to fulfill current needs.
2. Conduct research into causes of traffic collisions, develop preventative measures, and suggest new programs in this area.
3. Suggesting policies and procedures on traffic matters that provide uniform standards of enforcement of both the Vehicle Code and City Code.
4. Keeping the four (4) sector captains informed of current problems associated with traffic.
5. Training
 - a. Maintaining a training program to enable traffic officers to develop and maintain essential skills.
 - b. Ensure personnel meet department training requirements.
 - c. Identifying areas where additional training is needed.
6. Coordinating Activities
 - a. Coordinate training of personnel assigned to motor units.
 - b. Coordinating efforts of the DUI, motor, and Accident Investigation Units towards achieving traffic enforcement goals of the department.
7. Attending meetings assigned by the sector captain which involve agencies that have a mutual interest in traffic safety.
8. Assuring statistical information is given to patrol field supervisors to assist them in preparing personnel assignments and monthly statistical activity reports as necessary.
9. Assisting in the creation of the annual budget.
10. Scheduling all vacations, pistol shoots, holidays, schools, advanced officer training, instructors, and any other scheduling needs of the DUI and Accident Investigation units.
11. Scheduling all vacations for motorcycle officers.
12. Preparing performance appraisals of sergeants and review the performance appraisals of personnel of the DUI and Accident Investigation units.
13. Investigating all misconduct of sergeants and officers assigned to the DUI and Accident Investigation units as assigned or as the misconduct becomes known. The findings of the investigation shall be reported in writing to the Sector Captain as soon as possible and practical.
14. Reviewing (and signing as required) the weekly timecards for assigned personnel.
15. Reviewing and making recommendations and comments on department staffing.
16. Reviewing and approving overtime requests for DUI and Traffic Investigations Unit.
17. Spot-checking traffic reports for quality control.

B. TRAFFIC DETECTIVE SERGEANT

The Traffic Detective Sergeant shall be responsible for required follow-up investigation of traffic collision reports.

1. Hit and Run Collisions: The investigative sergeant shall review and assign for additional investigation, all hit and run reports meeting the established criteria for follow-up.

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2. Fatal Collisions: The investigative sergeant shall assign and personally supervise investigation of all fatal accidents. The sergeant will keep the Sector 2 Executive Lieutenant informed of progress on all fatal accident investigations and obtain the lieutenant's approval before filing or completing a case.
3. City Equipment Collisions: The investigative sergeant shall personally complete, when practical, follow-up of all City equipment accidents. Upon completion, the sergeant shall forward copies of completed reports to the Training Lieutenant, Personnel Services Division, for review.
 - a. In the event of complex City equipment accidents (i.e., fatal injuries, driving under the influence with arrest cases, etc.) the Traffic Detective Sergeant may assign the case(s) to a subordinate detective.
 - b. The Traffic Detective Sergeant shall monitor the case and keep the Sector 2 Executive Lieutenant informed of the progress of the case.
 - c. In the absence of the Traffic Detective Sergeant, the Acting Traffic Detective Sergeant shall be responsible for the timely completion of City equipment investigations and the forwarding of reports to the safety officer.

C. TRAFFIC - DETECTIVE

1. Investigation: The traffic detective shall make a thorough follow-up investigation of all assigned cases.
2. All assigned cases involving a traffic fatality shall be reviewed to ensure they are detailed, and the proper steps have been taken.
3. The detective shall compile a complete file on all cases involving a felony charge and review the case with the assigned deputy district attorney.
4. Citizen Complaints: The detective shall handle complaints over the telephone or personal contact regarding errors in, or the quality of, traffic collision investigations, make any needed corrections, and pass on the complaints and solutions to the Sector 2 Executive Lieutenant for information and review.

D. MOTORCYCLE OFFICER

1. Sector Sergeants shall be responsible for motor officers assigned to their teams.
2. Patrol Duties: Officers shall patrol and enforce the traffic laws within their assigned sector in the best concepts of selective enforcement. They shall not leave their sectors except in response to a police assignment, the pursuit of a real or suspected violator, or upon permission of a supervisor.
3. Training: Officers shall not be given solo motorcycle assignments without first qualifying in the Motorcycle Training Program.
4. Officers Equipment Responsibilities: Motorcycles shall be assigned to officers as personal equipment. Officers are accountable for its maintenance, cleanliness, and security. Any failure could result in the loss of the assignment.
 - a. The maintenance chart shall be strictly adhered to, and no equipment shall be installed without permission of the office chief.
 - b. During off-duty, the vehicle shall be stored in a proper shelter with the ignition locked. While on duty and while the machine is out of the officer's view, the ignition shall be locked.
 - c. Officers shall not use a motorcycle not assigned to them without permission of a supervisor. While operating a motorcycle not permanently assigned, officers shall follow the same procedure used with permanent equipment.
 - d. Officers assigned a motorcycle shall ensure the speedometer is calibrated every three (3) months. If the officer feels that the speedometer is not properly calibrated, it may be done sooner.

E. DUI TEAM SERGEANT

The DUI Sergeant shall:

1. supervise the DUI team.
2. conduct tow hearings on behalf of the department.
3. coordinate a Traffic Safety Program for the department.
4. coordinate the preparation of traffic statistics.
5. perform other duties assigned by Executive Lieutenant.

F. DUI OFFICERS

DUI officers shall:

1. provide general traffic enforcement with emphasizing DUI laws.
2. assist with public education of traffic safety issues.