



General Order 61.1 - Traffic Administration

PURPOSE: Describe traffic function organization, traffic functions, traffic performance objectives, and shared traffic function responsibilities.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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61.1.1 TRAFFIC FUNCTION ORGANIZATION

A. The Sedgwick County Sheriff's Office Patrol Division operates a traffic function as outlined below:

1. Accident investigation specialists -- Deputies who have received specialized/advanced training in accident investigation.
2. Motorcycle unit -- Graduates of an approved police motorcycle school can be assigned, when staffing permits, for traffic enforcement and other special assignments.
3. Administrative deputy -- The administrative deputy shall handle those administrative duties in regards to the traffic function that do not require a supervisor.

a. These duties can include, but not be limited to:

- Reviewing traffic arrest paperwork for accuracy;
 - Entering citations into the computer; and
 - Compiling all paperwork required for presentation to the office of the district attorney.
4. **(R)** Case Coordinator The case coordinator is responsible for coordinating with the prosecutor concerning all traffic cases that are connected with drug or alcohol cases.
- a. These duties can include, but not be limited to:
- Reviewing and performing follow-up on assigned drug and alcohol cases.
 - Submitting laboratory request for evidence which requires testing.
 - Preparing case paperwork required for presentation to the Office of the District Attorney.
 - Maintain current information on the Mobile Computer Terminals, as well as performing minor maintenance of the computers.
- B. The traffic function does not have an independent, formalized chain of command.
1. **(R)** The administrative deputy and the case coordinator shall report to the administrative patrol lieutenant.
 2. All others shall report to the supervisor on the watch to which they are assigned.
- C. The road patrol commander and his/her staff shall plan, analyze, and coordinate the Sedgwick County Sheriff's Office traffic activities.

61.1.2 TRAFFIC FUNCTIONS

- A. The functions of the personnel who are assigned to handle traffic problems and investigate accidents can include, but not be limited to:
1. Technical accident investigation;
 2. **(R)** Operation of speed-measuring devices to include speed trailer;
 3. Parking and traffic congestion control;
 4. Enforcement of traffic laws; and
 5. Assisting the Community Liaison unit with traffic safety education on an "as-needed" basis.

61.1.3 TRAFFIC PERFORMANCE OBJECTIVES

- A. The primary goal of the Sedgwick County Sheriff's Office traffic function is to promote safe vehicular and pedestrian travel in Sedgwick County, Kansas, through the use of enforcement and education.

1. It is felt that through the use of enforcement and education, the number of traffic accidents in Sedgwick County can be reduced, thereby reducing the number of injuries and fatalities.
2. Sedgwick County Sheriff's Office traffic enforcement will be applied equally and courteously to all members of the community without regard to race, religion, ethnicity, and national origin in order to gain the support of, and acceptance of, the community in the attainment of the Sedgwick County Sheriff's Office traffic function goals and objectives.
3. Annually, the road patrol section shall develop written objectives that are reasonable, attainable, quantifiable, and measurable (where possible). These goals should be feasible enough to permit change as needed. These written goals will be incorporated in to the report mandated by section [41.1.2](#).
 - a. Should it be determined that unsatisfactory progress is being made toward the attainment of the traffic performance objectives, corrective action may be taken, or the original objectives themselves may have to be re-evaluated to see if they were reasonably attainable.

61.1.4 SHARED TRAFFIC FUNCTION RESPONSIBILITIES

- A. The Patrol Division will provide a traffic enforcement presence throughout Sedgwick County, and especially to areas in which a large number of complaints have been received.
- B. All patrol deputies are responsible for traffic law enforcement as a part of their duty, unless a specific situation dictates otherwise.
 1. Those uniformed deputies not specifically assigned to the patrol division are still obligated to enforce the traffic laws violated in their presence.
 2. Those deputies driving marked patrol vehicles which are not in uniform must use discretion and judgment before becoming involved in traffic law enforcement by direct intervention.
- C. It is the goal of the traffic enforcement section to reduce accidents, fatalities, and injuries in Sedgwick County.