



## General Order 61.2 - Traffic Administration

**PURPOSE:** Define the traffic records system, maintenance and distribution of traffic records, recording accident and citation locations, review of reports/investigation and citations, and distribution of enforcement/accident data summaries.

DATE OF APPROVAL: 10/19/01

DATE OF ISSUE: 02/01/02

EFFECTIVE DATE: 02/01/02

REVIEW DATE: Annual

AMENDS: 61.2.1

THIS ORDER CANCELS: 62.1 Approved 09/28/98

ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

### INDEX AS:

[61.2.1 Traffic Records System](#)

[61.2.2 Maintenance and Distribution of Traffic Records](#)

[61.2.3 Recording Accident and Citation Locations](#)

[61.2.4 Review of Reports/Investigation and Citation](#)

[61.2.5 Distribution of Enforcement/Accident Data Summaries](#)

### 61.2.1 TRAFFIC RECORDS SYSTEM

- A. The Sedgwick County Sheriff's Office maintains a traffic records system for the purpose of providing accurate and rapid information to field personnel who are performing primary traffic functions and to provide data to the administration upon which traffic functions are based. The system includes:
1. Traffic accident data (reports, locations and investigations) that shall be maintained in the records and identification section.
    - a. Accident investigation records will be entered into the computer by the records data entry/ update clerk.

- b. Computerizing the accident information allows data to be pulled to assist in determining the type and location of any type of traffic enforcement. Accident investigation reports are filed in sequential number.
- 2. Traffic enforcement data
  - a. All traffic citations issued by the Sedgwick County Sheriff's Office will be filed in the records and identification section. Traffic citations will be processed as outlined in section [62.1.7 H](#).
- 3. Traffic safety education reports
  - . Reports and information that are forwarded to the Sedgwick County Sheriff's Office from the Kansas Department of Transportation (K.D.O.T.) in regards to road closings and construction, etc., will be forwarded to the squad room for announcements and posting.
  - a. **(R)** Traffic safety education programs presented by the Community Liaison unit are recorded on the unit's monthly report.
- 4. Roadway hazard reports
  - a. Upon noticing a roadway hazard, the deputy shall notify S.P.I.D.E.R. of same and request that they contact the appropriate agency.
  - b. Depending on the nature of the roadway hazard, the communications dispatcher should also be notified in case other emergency vehicles might need to travel that route.
  - c. Based on the nature of the hazard, a deputy may need to document the hazard. A case of appropriate classification can be generated with the records section or a deputy's report addressed to the Patrol Division commander may be sent.
- 5. Traffic volume data/distribution reports
  - a. Since the Sedgwick County Sheriff's Office does not conduct traffic counts; this information is obtained from the Sedgwick County public works as needed.
- 6. Traffic enforcement activity reports
  - a. Traffic enforcement activity performed by every road patrol deputy is carried on his/her daily activity sheet and is reflected in the watch's monthly report to the patrol captain.
  - b. The patrol captain prepares a monthly and yearly report, and includes all traffic arrests, D.U.I. arrests, and accidents investigated.

#### **61.2.2 MAINTENANCE AND DISTRIBUTION OF TRAFFIC RECORDS**

- A. All traffic records and automobile accident reports of the Sedgwick County Sheriff's Office will be maintained and processed by the records and identification section.

1. All designated automobile accident investigation reports received by the records and identification section will be forwarded to the Kansas Department of Transportation once a week to ensure their timely receipt.
  - a. Investigative paperwork for fatal accidents and deputy-involved accidents will be maintained in the Patrol Division.
- B. Any requests for copies of traffic records made by another law enforcement agency will be handled in accordance to [section 82.1.8.](#)
- C. Requests from insurance companies for copies of automobile accident investigation reports will be handled in accordance with section 82.1.8.
- D. Information on traffic citations or arrests will be released according to [section 82.1.11.](#)
- E. All records will be maintained in accordance with [section 82.1.12.](#)

### **61.2.3 RECORDING ACCIDENT AND CITATION LOCATIONS**

- A. The Sedgwick County Sheriff's Office utilizes two (2) methods to record accident and citation locations: computerization and Geographical Information Services (G.I.S.) generated maps.
  1. See sections [61.2.1](#) and [62.1.7 H](#) for a description of the computerized method.
- B. The G.I.S. maps will be developed and maintained by the Patrol Division support staff using accident summaries generated by data processing.
- C. The G.I.S. maps will be checked periodically for changing accident patterns and used in conjunction with other data to determine if a need exists for any enforcement action and, if so, the type of enforcement action.

### **61.2.4 REVIEW OF REPORTS/INVESTIGATION AND CITATION**

- A. All reports and citations will be reviewed and approved by a supervisor:
  1. If possible, before the deputy's end of watch; and
  2. If errors are found, the paperwork will be returned to the deputy for corrective action.

### **61.2.5 DISTRIBUTION OF ENFORCEMENT/ACCIDENT DATA SUMMARIES**

- A. The Patrol Division staff will review summaries of traffic citations and automobile accident investigation reports monthly in order to support field operations, assist in program development, assist in development of countermeasures, and to evaluate the program's effectiveness.
  1. Traffic citation and automobile accident investigation summaries will indicate changing traffic patterns and changing enforcement patterns.
- B. The following information will be included in the monthly watch reports and monthly division report:
  1. Total amount of traffic citations;

2. Total amount of D.U.I. arrests;
3. Total amount of traffic accidents investigated;
4. Information on any traffic problem area in the county;
5. Results of any selective enforcement program; and
6. Suggestions for future traffic enforcement programs or training.