	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: P3110 Page: 1 of 3 Distribution: All
Title: TRAFFIC CALMING MEASURES		Section: Programs
Issued: 5/8/2012	Effective: 5/16/2012	Revised: 10/01/2015
Rescinds: All Previous	Amends:	
CALEA References: 61.1.1 a, b, c, d, e, f		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish guidelines for selective traffic enforcement and the department's Specialized Policing thru Education, Enforcement and Deterrence (SPEED) program.

II. Policy

The ultimate goal of traffic enforcement is to reduce the frequency of vehicle collisions and accidents involving pedestrians through education, deterrence, and enforcement. It is the policy of the Andover Police Department to actively target areas of concern that have shown an increase in accidents, citizen complaints and officer's observations.

III. Definitions

A. **Drone Vehicle:** An unmanned marked patrol vehicle equipped with a uniformed mannequin used to deter traffic violations.

IV. Regulations

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V. Procedures

A. Selective Enforcement

1. The Chief of Police will assign a member as the department's Traffic Enforcement Coordinator.
2. The Traffic Enforcement Coordinator will be responsible for the following (61.1.1):
   a. Compilation and review of traffic collision data;
   b. Compilation and review of traffic enforcement activities data;
   c. Comparison of collision data and enforcement activities data;
   d. Implementation of selective enforcement techniques and procedures;
   e. Deployment of traffic enforcement personnel; and
   f. Evaluation of selective traffic enforcement activities.

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3. On a monthly basis the Traffic Safety Coordinator will be responsible for the compilation, comparison and analyzation of; traffic collision data, to include location, time of day and cause from the department's Records Management System; traffic complaint data from the department's 911 CAD system; and selective enforcement activity data through reports generated from the department's electronic ticket writing software for the prior month, and use this information in establishing the City's selective enforcement areas (61.1.1a,b).

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4. At the beginning of each month, the Traffic Enforcement Coordinator will identify a residential area and an intersection area for both North and South beats as selective enforcement areas. The Traffic Enforcement Coordinator will communicate those selective enforcement locations to patrol officers by posting the designated selective enforcement areas on the department's daily watch summary. In addition to the location, the Traffic Enforcement Coordinator will also designate time of day, accident causes, and traffic complaints that officers should be on the alert for (61.1.1e).

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5. Officers' assigned to uniformed field positions (Patrol and Special Services) will spend time in the designated selective enforcement areas, as schedule and call volume allows during the time periods that have been identified as accident or complaint generating periods. Officers conducting traffic enforcement efforts in designated selective enforcement areas should be extra observant for traffic violations that have been identified as accident causing and/or complaint generating violations. Citations and warning violations issued in designated selective enforcement areas should be identified on the citation by the officer checking the "Selective Enforcement Zone" box prior to issuing the citation/warning. (61.1.1d).

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6. One week prior to each Traffic Safety Committee meeting, the Traffic Safety Coordinator shall prepare and submit to the Office of the Chief of Police for review, the traffic safety committee meeting agenda; a summary of the motor vehicle accidents detailing the previous four month's Vehicle Collision Data, to include location, time of day and causation; a summary of traffic related complaints received in the previous four months, to include both driver related and environmental type complaints, i.e. signage, debris in roadway, etc.; and the department's traffic enforcement efforts for the previous four months to include issued citation and warnings, selective enforcement locations and results, and traffic calming utilization, i.e. Drone Vehicle, Radar Trailer, Radar Signage (61.1.1c, f).

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7. Per General Order 02606, three times a year (January, May, September) the department's Traffic Safety Committee, comprised of community, business, school district, City Council, City traffic engineering and Police Department representation, shall meet and evaluate vehicle collision data (to include location, time of day and cause), traffic complaint data and the department traffic enforcement efforts (to include selective enforcement efforts) for the

previous four months. The committee exists to obtain community input and identify traffic safety problems, as well as, formulate potential solutions to traffic related issues and problems (61.1.1b, c, f).

B. SPEED Program

1. The Andover Police Department's SPEED Program is designed as a police-community partnership for increasing speed limit compliance on residential streets and in school zones through education, enforcement and deterrence.
2. Officers will meet with their assigned neighborhood associations and other community organizations to educate citizens on the dangers of speeding and all aspects of the department's SPEED Program. Citizens should be encouraged to check out SPEED Program radars.
3. Officers can ask that citizens take a pledge to:
   a. Drive within the speed limit and obey traffic regulation;
   b. Share the road safely with pedestrians, bicyclists and other drivers;
   c. Be extra cautious near schools and children and stop for all school buses; and
   d. Display their "SPEED" sticker and encourage others to sign the pledge.
4. If the citizens agree to take the pledge, they will sign the Andover Police Department's SPEED Pledge (APD FORM 54). This form will be kept on file in the Office of the Chief of Police.
5. At the request of a citizen, a hand held radar can be checked out through the police department. The citizen will sign the Citizen Radar User Agreement (APD FORM 55) that states they will abide by the rules set forth. Instructions for checking out radars will be kept in the radar check out log book kept in the squad room.
6. Once the citizen has returned the radar, the officer will check over the radar for damage, have the citizen sign the Citizen Radar User Agreement showing the radar was returned and the form will be returned to the Traffic Enforcement Coordinator.
7. Citizens who have checked out radars have the opportunity to record tag numbers of suspected violators and turn those into the Police Department using the SPEED Violator Log (APD FORM 56). If a citizen turns in a tag of a suspected violator the Traffic Enforcement Coordinator will send a courtesy letter to the registered owner of the vehicle advising of the violation.
8. The Andover Police Department will utilize the following equipment to deter potential violators in residential and other roadways:
   a. Radar Trailer- used to educate, deter the public from committing speed violations, and collect traffic data.
   b. Drone Vehicle- placed in the community as a means of deterrence.