

STANDARD OPERATING
PROCEDURES



AUTOMATED TRAFFIC ENFORCEMENT UNIT
PHOTO ENFORCEMENT POLICIES
AND PROCEDURES

August 2009

PCJF v. DC (FOIA)

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STANDARD OPERATING PROCEDURES



Title

Automatic Traffic Enforcement Unit

Topic

Photo Enforcement Policies and Procedures

Effective Date

August 5, 2009

DISTRICT OF COLUMBIA

I. POLICY

The Policy of the Metropolitan Police Department (MPD) is to ensure that photo enforcement units are certified and that staff are trained in accordance with the principles and procedures governing the program and ensuring that the program is implemented in compliance with laws and regulations of the District of Columbia.

II. 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. D.C. Official Code 50-2303.02a was passed in 2008 to enable photo enforcement of parking violations. 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 & Specialized Enforcement Branch (TSSEB) of the Homeland Security Bureau (HSB) is charged with managing the photo enforcement assets of the Metropolitan Police Department to enforce traffic regulations on the streets, roadways, and highways in the District of Columbia. The goal of the program is to provide consistent enforcement to reduce dangerous driving behaviors and reduce crashes, injuries and fatalities.

The ATEU program currently consists of photo enforcement of red light running and both mobile and fixed radar enforcement of speeding on District roads and highways. Additional enforcement of moving violations can be established, such as No Right on Red, blocking crosswalks and intersections, and running stop signs.

The program utilizes sworn MPD officers that 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. These officers 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.

It is imperative that the program be staffed by trained, experienced personnel who fully comply with the regulations required to issue valid Notices of Infraction (NOI).

Disciplinary actions that occur as a result of failure to comply with these regulations, policies and procedures are handled in accordance with MPD policies.

The program utilizes Lieutenants and Sergeants who have been certified through training to supervise the mobile deployments and to monitor the fixed radar pole operations to ensure that violations that are captured can be processed as Notices of Infraction.

The program utilizes light-duty sworn officers as Violation Review Officers to review potential violations to determine the validity thereof, and approve for issuance, a Notice of Infraction.

III. DEFINITIONS

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

1. Certified Photo Radar Operator (hereinafter "operator") – PD member, the rank of Lieutenant and below, who has completed classroom and field instruction of photo radar operations, and who is currently participating in the photo enforcement program.
2. Day – Days referenced in this document are calendar days unless specifically noted otherwise.
3. Deployment Log – Certified record of images, citations and test shots captured during a tour of duty.
4. Field Certification Officers – Sworn trained MPD officers, Sergeants or Lieutenants who visit red light and fixed radar sites to verify accuracy of system operations and set up.
5. Field Service Technician – Trained staff who maintain the equipment to ensure it is ready for service. This position may be staffed by a vendor.
6. Fueling Station – District of Columbia Government fuel station
7. Non-Active Operators – Sworn MPD members who have successfully completed wet film or digital radar training courses but who have not participated in the photo enforcement program within one year of the completion of their training.
8. Photo Radar Official – Officials (sworn and civilian) assigned to TSSEB responsible for oversight and management of the ATEU program. As of September 29, 2008, this consists of a civilian Program Manager with the civilian equivalent rank of Inspector and two Sergeants.

9. Photo Radar Shift Supervisor – Lieutenant or Sergeant who has been certified as an operator and is currently participating in the photo radar program; responsible for conducting roll call, monitoring operators' performance during the deployment, and trouble shooting, and coordinating repairs with the on-duty radar technician during deployment.
10. QuickViewer – Software utilized by certified photo radar operators to view live violations
11. Remote Gatso – Software utilized by the certified photo radar operator to change the settings on the digital mobile radar system.
12. Ride-Along – This occurs when an ATEU-trained officer accompanies another ATEU-trained officer during his or her deployment. This is used to verify that the officer who is less experienced understands how to set up, test, and operate the equipment and software during the certification process.
13. Standby – Unfilled shift for photo mobile radar. These most commonly occur when a scheduled officer is unable to attend due to court or illness, etc.
14. Unauthorized Persons – Persons, sworn or civilian, who have not been certified to operate the ATEU equipment, who are not authorized to participate in the ATEU program or who have not been approved to perform a specific function by a photo radar official.
15. Violation Review Officers – Personnel who have been duly trained to review potential violations, certifying the violation to be issued as a valid citation or Notice of Infraction.

IV. PROCEDURAL GUIDELINES

A. Conduct

Members working the ATEU Program shall be governed by all Directives issued by the Metropolitan Police Department. Members are reminded that this is a duty assignment. Members shall adhere to General Order 201.26 (Duties, Responsibilities, and Conduct of Members of the Department) and to GO-SPT-204.01 (Media).

B. Uniform

Uniforms shall be worn in accordance to GO-SPT-110.11 (Uniforms and Equipment). Operators shall report for duty in their Class "B" Service Uniform. BDUs may be worn. No utilities, bike uniforms or unauthorized uniform parts shall be worn.

Any operator not in the uniform of the day shall not be allowed to deploy. Operators must have on an approved MPD uniform, to include Oleoresin Capsicum (OC) spray, ASP baton, extra magazines, and the small HAZMAT bag during roll call inspection. Unauthorized coats, hats, jackets, or other items of clothing or equipment are not allowed during a deployment.

C. Prerequisites for Photo Radar Operator Assignment

Participation in the ATEU program as a mobile photo radar operator requires that the member complete the stipulated classroom instruction and hands-on field training. Upon completion of the classroom and field instructions, each newly trained operator must complete three (3) ride-alongs with an experienced certified photo radar operator prior to participating in the photo radar program's regular shift schedule and no later than two months after their training. This extra training and oversight by an experienced operator is 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. The officer will become certified upon successful completion of the three mandated ride-alongs.

Certified photo radar operators are expected to participate in the photo enforcement overtime program as soon as possible following successful completion of the training and to deploy the photo radar vehicle. This is important because the program does not have the budget to provide refresher training for operators after they have had their initial training course. The extra three (3) shifts in the vehicle are designed to ensure that the new operator can demonstrate their competence and proficiency prior to being deployed alone.

Trained operators will participate in the three ride-alongs within two months of their training. The operator must schedule their first solo shift within four months of their training. This enables the ATEU program staff to schedule the newly trained operators without disrupting the existing roster.

Photo radar operators who **have not participated** in the ride alongs and **have not deployed** a digital or wet film radar vehicle **within four months of their completion of training** will be placed in a non-active status. Non-active operators will be required to retake the Digital Radar training course and complete three (3) ride-alongs with an experienced certified photo radar operator before they are eligible to participate in the photo-radar overtime program.

Certified operators who stop participating in the program for a period of twelve months must participate in up to three (3) ride-alongs to demonstrate their proficiency before they can work on the program. The supervisor and/or photo enforcement official will determine if the operator has demonstrated proficiency. If they fail to demonstrate their ability to set up, test, and operate the system, they will be required to retake the Photo Enforcement Operator

training course and complete up-to three (3) more ride-alongs before he/she can ride alone. Trained operators who have not worked on the program for more than twelve (12) months must retake the Photo Enforcement Operator training course and complete up-to three (3) more ride-alongs before he/she can be scheduled.

D. Duty Status

When an operator's duty status has changed to anything less than full-duty, they shall notify an ATEU program official. Operators are not permitted to participate in the photo radar program when their duty status has been changed from full-duty. This applies to and includes members in a non-full duty status.

E. Evidence

Any intentional, fraudulent or flagrant omissions, deletions, and/or alterations to deployment logs or any other forms of evidence related to the photo radar program shall constitute a criminal offense and will result in an official departmental investigation.

F. Scheduling

1. An operator must complete and submit his or her schedule requests in person to the ATEU between the first (1st) and tenth (10th) of each month. There is no guarantee that a request will result in scheduling. The ATEU official must balance the number of schedule requests against the availability of shifts attempting to distribute as evenly as possible to the requesting members.
2. All attempts will be made to ensure that scheduling complies with GO-PER-201.21 (Limitations on Work Hours). In the event that scheduling by the ATEU conflicts with GO-PER-201.21, the officer or supervisor shall notify the ATEU Official that they are unable to work as soon as they know that this conflict will occur so that the shift can be filled with another certified operator.
3. Lieutenants will be given first consideration for the supervisors' positions.
4. Lieutenants are permitted to work as an operator so long as there is a Lieutenant working in the capacity of a shift supervisor and there is a vacant unscheduled operator slot available.
5. An operator may request extra days after the schedule has been posted displaying a vacancy in a particular shift.
6. Certified operators in good standing may work in a standby mode. These are filled on a first-come, first-served basis.

7. Scheduled certified operators shall be given a vehicle assignment and deployment location by the shift supervisor prior to any unscheduled operators that are in a standby status.
8. In the event that an adequate number of vehicles are not available for the officers who are at the ATEU facility for a shift, scheduled officers shall receive slots before standby officers. In the event that the number of available vehicles is less than the number of scheduled officers, the shift supervisor shall assign the vehicles on a first-come, first-served basis. Scheduled operators that do not receive an assignment due to ATEU not having adequate vehicles available shall be given two hours of monetary compensation by the shift supervisor, and not permitted to work.

G. Tour of Duty

1. Certified photo radar operators shall report punctually for roll call to the ATEU facility. Roll calls begin at 0600, 1400 and 2200 hours for this overtime duty.
2. Electronic mails are not acceptable for cancellations. 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. Operators shall contact the on-duty shift supervisor or an ATEU official using the contact numbers provided in Attachment A (ATEU Contact Information).
3. If the operator is unsuccessful in speaking with an ATEU program official, a detailed voice message that includes the following information shall be left with the ATEU office using the contact number provided in Attachment A as soon as possible, but no later than one hour prior to the member's tour of duty:
 - a. Operator's Name and Rank;
 - b. Scheduled date and shift of deployment;
 - c. Reason why the operator will not be available for the scheduled deployment; and
 - d. A contact number where the operator / supervisor can be reached.
4. Should an operator need to cancel their scheduled tour of duty more than twenty-four (24) hours before the deployment, the operator shall

contact an ATEU program official by phone and leave the above listed information. This enables ATEU to reschedule the slot.

5. An operator who fails to appear for their scheduled tour of duty without making proper notifications to an ATEU official will be suspended from the program for a period not to exceed thirty days from the date of failing to appear for a scheduled shift. The operator will forfeit any remaining scheduled dates during that period.
6. Two (2) unexcused absences within a six (6) month period will result in a sixty-day (60) suspension from the program for failure to appear for a scheduled shift. A third unexcused absence within a twelve-month period will result in termination from the program for failure to appear for a scheduled shift without making proper notification to an ATEU official.
7. The same notification procedure is required should an operator find themselves running late for the beginning of the tour of duty. The same disciplinary actions will be taken if an operator fails to make proper notification when they are running late.
8. The on-duty supervisor shall make the appropriate adjustment to the PD 1130 for an operator who arrives late for their tour of duty or who does not complete their entire tour of duty.
9. Members must adhere to General Order 206.1 (Time and Attendance). Audits of each Standard Form 1130 (Time and Attendance Report) are performed and the SF 1130s are cross-referenced with the deployment and supervisor logs as well as actual payroll records.

H. Deployment – Photo Radar Operators

1. Operators shall inspect the interior and exterior of their assigned mobile radar vehicle for any damage and complete a PD Form 775 (Daily Vehicle Inspection and Activity Report) prior to leaving the facility. The operator shall inspect the radar equipment and laptop computer and report any damage found to the Shift Supervisor. The Shift Supervisor shall notify the Field Service Technicians and record the damage on the supervisor's log. This includes, but is not limited to:
 - a. Missing equipment;
 - b. Damage to vehicles (scratch, dents, scraped hub caps, flat tires, etc.);
 - c. Cables not connected properly;
 - d. Laptop not displaying software/missing keys on the key board;

- e. Radar equipment displaying error messages; or
- f. Picture not aligned properly to capture the violating vehicle.

The damage must be fixed, the equipment replaced, or the units tested and certified for deployment by the Field Service Technician prior to the operator leaving the photo radar facility.

2. Operators shall respond to the Department of Public Works fueling station located at 1835 West Virginia Avenue, N.E., as required, PRIOR to proceeding to the assigned deployment site. Alternatively, if the deployment site is close to another District fueling station, the unit may fill up the vehicle there.
3. Operators shall proceed to their assigned deployment site after roll call, and after fueling if required, by the most direct route and be on site no later than 0730, 1530, or 2330 hours. It is expected that most of the operators will be able to get to the sites and deploy well within this ninety (90) minute allotment from the start of the shift and sixty (60) minutes from the end of roll call. If there is any problem that prevents an operator from getting to their designated site by this time, the operator must notify their shift supervisor, who will provide guidance and assistance.
4. Operators shall be deployed at the assigned deployment site for the full duration of the tour. The operator must notify the shift supervisor if there is a need to leave the deployment site for any reason, or in the event that the radar system malfunctions as defined by the training materials. Operators are not permitted to return to their assigned element, court, etc. or attend to any personal errands during any portion of their deployment.
5. Operators shall have and monitor a MPD radio at all times. Operators shall go in service with the dispatcher for the District in which they are deployed upon arriving at their deployment location. The operator shall provide the dispatcher with his/her CAD identification number, location of enforcement, and Cruiser number.
6. Operators shall perform a test shot during the following times noted 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/or their vehicle
 - d. At the end of the deployment.

7. Should an operator fail to perform test shots at the required intervals, the operator shall be suspended from the program for a period of not less than ninety (90) days for the first offense for failing to perform test shots as directed. Any operator having a third offense of this performance requirement will be terminated from the ATEU Program.
8. Operators are required to ensure that all settings are accurately applied upon setting up and testing the systems. Operators are required to deploy accurately an auxiliary flash during the evening and midnight tours of duty to provide sufficient lighting for the mobile deployment environment. Operators are required to monitor the live images during the entire deployment through the use of QuickViewer to ensure that the captured image is sufficient to identify the vehicle in the environment and to capture the vehicle plate image and that the radar and camera equipment and auxiliary flash are working.
9. In the event that a malfunction occurs during the deployment, the operator shall immediately notify the shift supervisor, and the shift supervisor will notify a radar technician and ensure that the technician responds to the deployment site. The shift supervisor will return to the site after the technician has corrected the malfunction and confirm that the operator has re-deployed the radar system with the correct settings. The operator shall demonstrate to the supervisor that the units are set up, tested and operating properly. This includes completing the deployment log and taking all required test shots.
10. The deployment log is considered the sole evidence required besides the images for a photo enforced speed violation by District law and therefore must be one-hundred (100) percent accurate and true. Should the operator discover 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. Changes to data, via correction fluid/tape (including pen/ink changes to the log) are not permitted.
11. If the operator is notified to correct his/her deployment log due to errors or omissions, it shall be corrected prior to ending the tour of duty if it is detected before the officer leaves the ATEU facility. He/she will be required to report to the ATEU by the next business day if it was detected after the operator left the facility.
12. The logs are downloaded daily and the violations cannot be processed without the log entered into the system. The operator will initially be counseled regarding the error. If a second error of this nature occurs within a six-month period, the operator will be suspended from working the program for a period of thirty days. Subsequent errors of this nature may result in the operator being terminated from the ATEU Program.

13. The cigarette lighter has been disabled in all the photo radar vehicles due to circuitry overload. The operator shall not use the cigarette lighter component for any purpose.
14. DO NOT UNPLUG the laptop computer to plug in any personal electrical devices. The operator shall not convert the single plug utilized for the laptop to a dual or multi-plug. Operators found having deployed a dual or multi-plug will be suspended from working the ATEU Program for a period of thirty days. Subsequent offenses may result in the operator being terminated from the photo radar program. Operators must comply with GO-SPT-302.9 (Use and Operation of Mobile Data Computers).
15. Smoking is prohibited inside and within close proximity of the photo radar vehicle at all times. Operators that smoke within or in close proximity of the photo radar vehicle will be terminated from the ATEU Program.
16. Sleeping is prohibited inside the photo radar vehicle at all times. Operators that are determined to be sleeping in the photo radar vehicle during their tour of duty will be suspended from the ATEU program for a period of ninety (90) days for the first offense. Any operator having a third offense of this will be terminated from the ATEU Program for failure to follow the SOP. Members shall be reminded to adhere to General Order 201.26 (Duties, Responsibilities, and Conduct of Members of the Department).
17. Unauthorized persons (uncertified photo radar operators, civilians, etc.) are prohibited from sitting inside the photo radar vehicle at all times. Operators allowing certified photo radar operators to sit in the photo radar vehicle must receive prior permission from a photo radar official. Operators permitting unauthorized persons inside the vehicle will be terminated from the program for failure to follow the SOP.
18. Operators shall not leave their photo radar vehicle with the equipment operating at any time. Operators that leave unattended equipment in their photo radar vehicle during their tour of duty will be suspended from the ATEU program for a period of ninety (90) days for failure to follow the SOP.
19. The operator shall not end the assigned deployment prior to 1300, 2100, or 0500 hours, respectively, or return to the ATEU facility earlier than 0530, 1330, or 2130 hours, respectively. An operator shall only return prior to the normal end of shift at the direction of the shift supervisor. The shift supervisor shall adjust the SF 1130 of an operator who ends the deployment too soon without just cause.

20. Upon ending the deployment and returning to the photo radar headquarters, the operator shall remove all personal items, appropriately discard any trash, and complete an interior and exterior inspection of the vehicle. Operators shall notify the shift supervisor of any damage to the vehicle and or any radar components.
21. The operator shall review his or her deployment log with the shift supervisor prior to leaving the photo radar headquarters to ensure that all parts of the log are complete and correct. The operator shall ensure that the supervisor has a clean, correct deployment log, PD Form 775, and SF 1130 prior to check off.
22. Operators that fail to accurately deploy the systems, including but not limited to the following actions, will be suspended from the ATEU program for a period of not less than ninety (90) days for the first offense for failing to follow the SOP. Any operator having a third offense of this performance requirement will be terminated from the ATEU Program for failing to follow the SOP. The following errors and equipment malfunctions must be noted on the supervisor's log as well as the PD Form 775:
 - a. Failure to take the required test shots,
 - b. Failing to align the vehicle or flash units to ensure the targeted vehicle is aligned properly in the images,
 - c. Inaccurately or untruthfully completing the deployment log, and
 - d. Other actions as detailed in the SOP.

I. Deployment – Photo Radar Supervisors

1. The shift supervisor must complete a PD Form 775 for the vehicle that he or she is operating. Should the shift supervisor elect to use a vehicle from his or her element, a copy of the PD Form 775 must be submitted with the shift's deployment. Supervisors are not allowed to drive their privately owned vehicles when visiting the deployment sites.
2. The shift supervisor shall respond to each of the deployment locations immediately following roll call and complete the supervisors' log accordingly. The shift supervisor shall stand or park their vehicle five to ten (10) feet in front of the photo radar vehicle while the operator completes a systems test shot. The shift supervisor shall safely and legally park their vehicle, exit their vehicle, physically enter and sit in the operator's vehicle, and check the radar equipment and settings while at the site, as well as initial the deployment log.
3. The shift supervisor must validate that the captured images are accurately detecting and displaying the targeted vehicle in the test

photograph. Shift supervisors are required to exit their vehicle and confirm that the operator has deployed the mobile radar vehicle at the correct location, to ensure that all settings are one-hundred (100) percent accurate, and to ensure that the deployment log has been completed accurately up to that point in the shift, while inside of or standing along side the operator's vehicle. If any settings are found to be inaccurate during the site visits, the shift supervisor shall document the issues, make corrections at that time, and take another test shot as described above in this paragraph.

4. If a member is not in the uniform of the day at any time during their shift after deployment their vehicle in the field, the shift supervisor shall end the deployment and have the officer return to the ATEU facility. The shift supervisor shall adjust the operator's SF 1130 accordingly, and compensate the member for the hours that they were deployed.
5. If an operator breaks down the deployment during his or her shift (to take a restroom break for example) when the operator returns to the deployment, the operator shall notify the shift supervisor. When the operator has returned to the deployment, they shall notify the shift supervisor. The shift supervisor shall return to the deployment site to ensure that the operator redeployed the radar unit accurately.
6. During the site visit, the shift supervisor shall ensure that the operator is adhering to all procedures and guidelines and that the operator correctly completes the deployment log. The shift supervisor shall review the settings within the Remote Gatso software to ensure that the information entered during the deployment is accurate.
7. The shift supervisor shall be available to assist operators with problems and issues that arise during the deployment. He/she shall go in service with the Citywide dispatcher and monitor the Citywide zone.
8. The shift supervisor shall contact an official assigned to the ATEU via phone in the event that a problem arises (including any issues with the equipment that cannot be fixed or replaced during the deployment). There is someone on-duty twenty-four (24) hours a day, six (6) days a week during all deployments.
9. The shift supervisor shall contact an official assigned to the ATEU immediately regarding any unusual situations or incidents concerning the ATEU Program during their deployment.
10. The shift supervisor shall contact an official assigned to the ATEU Program whenever any photo radar vehicle has been involved in a vehicular accident, regardless of the damage or injuries. The shift supervisor shall ensure that the involved member completes a PD Form 42 (Injury or Illness Report), PD Form 43 (Report of Damage To

or Loss of District Property), PD Form 10 (Traffic Crash Report), or PD Form 251 (Incident-Based Event Report) when applicable, prior to being relieved from duty. The ATEU official will certify these forms. The completed paperwork shall be left in the mobile deployment box located at the ATEU facility.

11. The shift supervisor shall review the operators' logs with the operators to ensure that they have been completed accurately before the operators leave the facility. If any errors are noted, the shift supervisor shall ensure that the operator corrects the problem prior to him or her leaving the ATEU facility.
12. The shift supervisor shall leave all original copies of PD Form 775, SF 1130, supervisor's logs, and a copies of each of operators' deployment logs (front and back), in the mobile deployment box at the photo radar headquarters.
13. The shift supervisor of an operator who fails to deploy accurately and properly enters the correct settings on the radar unit will also be suspended from the ATEU program for a period of not less than ninety (90) days for failure to check for the proper settings and set-up and correct any noticeable defects.

J. Deployment – Violations Review Officers

1. Violations review officers are typically light-duty officers who are assigned to the ATEU while they are in this duty status. These officers work their normal tour of duty at the ATEU until they are able to return to full-duty status or until they are removed for failing to adhere to the policies and procedures governing the ATEU Program.
2. Upon initial arrival at the ATEU facility, the review officer shall report to a photo radar official at the photo radar headquarters. Each review officer shall be provided with the SOP and the printed training materials and shall be assigned to work with a trained review officer to learn how to use the system. The review officer shall demonstrate to a photo radar official proficiency with the system and business processing rules prior to being able to work independently.
3. If a review officer who has been trained is not working for the unit for a period of up to thirty (30) days, the review officer shall read the training materials and demonstrate their understanding of the system and processing rules before being allowed to work independently. If a review officer who has been trained is away from the unit for a period greater than thirty (30) days, the review officer shall read the training materials, sit with other photo review officers and demonstrate their understanding of the system and processing rules before being allowed to work independently.

4. A review officer should notify, using procedures outlined in their training, any issues with the pictures, data, logs, or system to the designated photo enforcement official so the issue can be corrected as quickly as possible.

K. Deployment – Photo Enforcement Field Certification Officers

1. The field certification officer is a full-duty officer, Sergeant, or Lieutenant who has been trained and certified in Photo Radar. The function of the field certification officer is to accompany the vendor's field technicians when they visit the red light and fixed radar 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.
2. The field certification officers shall be trained in their duties by a photo radar official and demonstrate proficiency to the photo radar officials before working independently.
3. If the field certification officer has not performed his/her duties for a period of more than sixty (60) days, the member must review the SOP and the provided training materials and demonstrate proficiency to the photo enforcement officials before working independently.
4. If the field certification officer does not ensure that the field service technician is performing his or her assigned duties as reflected on the field service check list, the field certification officer must report to the photo enforcement officials on the events and issues so the photo enforcement official can work with the vendor to address and correct any raised issues.
5. If the field certification officer fails to report any issues or fails to ensure that the field service technician performs the required tasks, he or she will be subject to a suspension from the program for thirty (30) days for first offense, ninety (90) days for a second offense, and will be terminated from participation in the program for a third or subsequent offense.

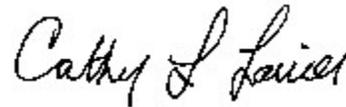
V. **CROSS REFERENCES**

- A. General Order 201.26 (Duties, Responsibilities, and Conduct of Members of the Department), Effective Date November 10, 1976
- B. GO-SPT-204.01 (Media), Effective Date August 13, 2001
- C. GO-SPT-110.11 (Uniforms and Equipment), Effective Date July 22, 2002
- D. GO-PER-201.21 (Limitations on Work Hours), Effective Date January 6, 2005

- E. General Order 206.1 (Time and Attendance), Effective Date November 5, 1978
- F. GO-SPT-302.9 (Use and Operation of Mobile Data Computers), Effective Date April 2, 2003

VI. ATTACHMENT

Attachment A: ATEU Contact Information



Cathy L. Lanier
Chief of Police

CLL:PH:JGW:MEB: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, dial: (202) 576-9265
- B. To reach an ATEU Official or leave a voice message, dial:
(202) 576-3047