

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE**

**Index as:**

Traffic Function

Traffic Safety

Traffic Record System

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**TRAFFIC ADMINISTRATION**

478.00 PURPOSE

It is the purpose of this General Order to establish processes and procedures for the administration of Department wide traffic related responsibilities and services.

478.01 POLICY

It is the policy of the Department to promote traffic safety programs through the thorough investigation and analysis of traffic crashes, pro-active enforcement of traffic violations, providing educational programs to the community, and interaction with roadway engineers to improve hazardous conditions.

478.02 RESPONSIBILITIES OF TRAFFIC FUNCTION

- A. The Division of Field Operations is primarily responsible for traffic function and safety. This will be carried out in such a manner as to be flexible enough to meet the demands of selective enforcement, congestion relief, and traffic control measures.
- B. Shift commanders will use data available through Department records, officer observations, and citizen complaints, to aid in traffic safety and traffic movement measures by their platoons.
- C. Supervisors:
  - 1. Are responsible for the traffic safety function;
  - 2. Will direct personnel to meet the Department's Goals for traffic Safety and enforcement;
  - 3. Will provide direct supervision at the scene of crashes involving fatalities, serious injury, or hazardous material situations;
  - 4. Will direct and coordinate selective enforcement activities with their platoons.

D. Officers:

1. Are responsible for traffic safety;
2. Will fully investigate and report traffic crashes they observe or to which they are assigned;
3. Will be alert to violations of traffic laws and ordinances, and will take appropriate enforcement actions when violations are observed;
4. Will immediately report hazardous conditions, malfunctioning, damaged, or missing traffic control devices, street lights malfunctioning, or other conditions that pose a threat to traffic safety.

478.03 TRAFFIC SAFETY

A. The Department has a Traffic Safety officer within the Division of Administration.

B. Duties of the Traffic Safety Officer:

1. This officer will receive additional training in traffic crash investigation, traffic enforcement and special traffic programs;
2. Implementation of enforcement programs;
3. Coordination of DWI enforcement Programs;
4. Procure and maintain specialized equipment;
5. Development and supervision of traffic safety related grants.

478.04 TRAFFIC RECORD SYSTEM, CONTENTS AND REVIEW

- A. The processing, maintenance, and distribution of traffic records are the responsibility of the Ferguson Police Department Records Division.
- B. The Records Division will retain traffic accident reports for a period of five years under normal circumstances and seven years if there is a felony involved.
- C. The Records Division will disseminate reports from the "Law Enforcement Traffic System" (L.E.T.S.) upon request based upon Missouri Sunshine Law Regulations. A fee will be charged for each report based on regulated scales for agency reports.
- D. Officers will complete reporting on the "Law Enforcement Traffic System" (L.E.T.S.) program. Supervisors will then approve the reports.

GENERAL ORDER 478.00

December 14, 2011

Revised December 30, 2012

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned below the text "By order of:".

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 20.1, 20.2