

	City of Lacombe Automated Traffic Enforcement Program Policy	
	Policy Number:	21.201.01 2014
	Approval Date:	April 14, 2014
	Effective By:	April 14, 2104
	Supersedes:	
	Revision Date:	
	Review Date:	
	Department:	Police
	Reference:	

Purpose of Policy

The use of Automated Traffic Enforcement within the City of Lacombe must adhere to the Province of Alberta Automated Traffic Enforcement Technology Guidelines and the Automated Traffic Enforcement Technology Training Guidelines. The Automated Enforcement Program Service Provider must operate within the scope of the Automated Enforcement Services Contract.

12

Applicability

This policy applies to the automated traffic enforcement contractor and employees.

Definitions

- i. **“Automated Traffic Enforcement”** (ATE) can refer to:
 - a. photo radar;
 - b. photo laser;
- ii. **“Automated Enforcement Equipment”** automated enforcement services are currently conducted using photo laser equipment at such a time as another type of automated enforcement equipment is introduced this policy will be amended to include a policy for its use.
- iii. **“Enforcement Locations”** refers to sites that meet the criteria as designated in Automated Traffic Enforcement Technology Guidelines and are approved by the City of Lacombe and the Lacombe Police Service.
- iv. **“Governing Agency”** the Lacombe Police Service working in conjunction with the City of Lacombe is responsible for overseeing the operation of the Automated Traffic Enforcement Program.
- v. **“Laser”** can also be called Lidar.

- vi. **“Operator Attire”** as per the Automated Traffic Enforcement Technology Guidelines, photo enforcement operators’ are not required to wear a uniform for officer safety reasons.
- vii. **“Radar”** only refers to photo radar.
- viii. **“Service Provider”** means management and staff of Independent Traffic Services

Responsibilities

Chief Administration Officer Norma MacQuarrie
Administrator in charge of Automated Traffic Enforcement Program

Lacombe Police Service Chief Steve Murray
Police Service of jurisdiction responsible for determining the areas that automated enforcement may operate

Corporate Service Director Michael Minchin
Director in charge of all Peace Officer employees within the City of Lacombe

Enforcement Services Peace Officer Chris Clark
Liaison between the City of Lacombe and the service provider

Procedure

Operator Certification:

All Automated Enforcement Operators must hold a valid City of Lacombe CPO appointment. In addition to meeting all requirements of the Automated Traffic Enforcement Training Guidelines all Operators must also complete the following training and certifications:

1. Province of Alberta Radar/Laser Certification.
2. Automated Enforcement Equipment Specific Certification.
3. Completion of Alberta Solicitor General’s approved Training Program.

Equipment Testing:

The Automated Enforcement Equipment must be calibrated on an annual basis in addition the following manufacturer suggested laser testing must be completed at the start and end of each shift by the Operator

For Laser:

1. Self Test – On start-up of the laser it runs a self-diagnostic internal test.

2. Known (Fixed) Distance Test – measured and confirmed with a rolling tape measure.
3. Zero Velocity Test – measured with a fixed object.
4. Scope Alignment – horizontal and vertical straight edge alignment.

For Radar:

1. Self-Test – On start-up of the laser it runs a self-diagnostic internal test.
2. Manual Tuning Fork
3. And/or Electronic Tuning Fork Test as required by the manufacturer

These tests are usually completed either at a predetermined location that is clearly marked for this purpose or in the enforcement vehicle and each test is registered as pass or fail into the on-board computer's electronic database.

Operator Set-up

1. The Operator chooses one of the preselected and approved sites and confirms that the posted speed and warning signage is in place, clear and visible.
2. The photo enforcement vehicle is positioned safely within the location.
3. The laser instrument is programmed with a minimum of the following information:
 - a. Operator name;
 - b. Operator I.D. or CPO number;
 - c. Date and time checked for accuracy;
 - d. Location identification number;
 - e. Posted Speed;
 - f. Capture Speed – as determined for each location by the Police Service.
4. The camera is focused as required and the distance inside the zone is captured and recorded.
5. An enforcement session is started in the database for each location with the Operator making a note of a minimum of the following information:
 - a. Location;
 - b. Direction of travel;
 - c. Posted speed and location of posted signage and that it is clear and visible;

- d. Temperature;
 - e. Weather Conditions;
 - f. Light Conditions;
 - g. Road Conditions;
 - h. Traffic Conditions;
 - i. Any additional Officer Notes
6. The Operator confirms and electronically swears each violation prior to the end of each enforcement shift.
 7. If there is a circumstance requiring the operator to position their enforcement vehicle in contravention of the Traffic Safety Act or a City Bylaw this is acceptable under Section 64 (2) of the TSA Use of Highway and Rules of the Road Regulation but should only be exercised if the safety of the operator is a concern.

Public Awareness:

A requirement of the Automated Traffic Enforcement Technology Guideline and a key element to the success of any enforcement practice, including the use of photo speed enforcement is implementation of a strong public awareness campaign. Signage is mandatory and there to inform drivers about photo speed enforcement locations. Temporary signage must be used in non frequented areas that are identified and approved by the Lacombe Police Service prior to the location being set up as a permanent site. Signage may be used for a wider period of time than the photo speed enforcement (i.e. a road may be signed for the week that the photo speed enforcement is to be in place even though the unit may only be in place for a day).

Any type of educational programs or signage such as radar speed display boards are excellent supplemental strategies for a successful automated enforcement program.

Automated Traffic Enforcement Technology Guideline stipulates that photo speed enforcement sites must be advertised on a minimum of once per month basis by notifying the local media. Regular advertisements will be placed in the newspaper on a weekly basis and on a web site.

Complaint Procedures:

Ticket complaints or day to day operational issues will be dealt with by the ATE service provider as much as possible. Any persons that attend City Hall to complain about a ticket shall be referred to the service provider. Any complaints regarding the conduct of the operators shall be dealt with in accordance with the City of Lacombe Peace Community Peace Officer Code of Conduct Directive.

_____(Original Signed)_____
Mayor

_____(Original Signed)_____
Chief Administrative Office