

- I. Purpose
- II. Policy
- III. Procedures

- I. Purpose

This Directive establishes procedures for the operation and use of Division owned and/or authorized radar and laser equipment by members of this Division.

- II. Policy

It is the policy of this Division to establish and maintain proper regulations regarding the use of all Division radar and laser equipment. All officers and supervisors involved in the use and care of the radar, laser and traffic units will follow the procedures in this Directive to ensure the safety of Division personnel, the public, and the equipment. The Division will utilize training and equipment standards set forth by the National Highway Traffic Safety Administration.

- III. Procedures

- A. Selection and Training

1. The Assistant Chief, *Patrol* Operations will assign a Traffic Management Officer (TMO). The TMO will coordinate Radar/Laser operations and will be trained and qualified to use equipment. An assistant Coordinator may also be appointed.
2. Potential Radar/Laser operators must have a recommendation from their immediate supervisor.
3. Potential Radar/Laser operators will successfully complete approved Radar/Laser training, which will include the requirement to demonstrate the ability to make accurate visual speed estimates, and an approved eye examination.
NOTE: Potential Laser operators who are not certified as radar operators will receive an approved radar training course in conjunction with the Laser Training
4. Radar/Laser operators will utilize only equipment on which they have received training and certification.
5. Personnel desiring authorization to become Radar/Laser operators, who have received training outside of the Division, must submit a memorandum to the Assistant Chief, *Patrol* Operations. The memorandum will include a course outline, and a certificate, or other proof of successful completion of the training. Written authorization *may* be granted by the Assistant Chief, ~~Field~~ *Patrol* Operations based on an evaluation of the materials presented. A copy of the request and all supporting material will be forwarded to the Training Office.
6. Training will be periodically offered by the Training Office to keep operators up to date on the equipment and its effective utilization for speed enforcement.

- B. General Principles

Radar/Laser units will be used with the approval of the shift supervisor.

1. The shift supervisor will determine if a Radar/Laser Enforcement Request is necessary. If required, the form will be completed prior to any enforcement actions. It will then be forwarded to the TMO, who will maintain them in a file.

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2. Radar/Laser enforcement details will be set up in such a manner so as not to impede the normal flow of vehicular traffic.
 3. Officers participating in Radar/Laser enforcement details will utilize common sense accepted procedures and safety precautions when stopping violators.
 4. Radar/Laser units will not be used during periods of heavy rain or snow, or in any other type of severe inclement weather, that may make the unit unreliable, or when its use would create a safety hazard for the officer(s) and/or violator(s).
 5. Radar/Laser units may be used on roads under the jurisdiction of the Commission, including those immediately adjacent to Commission property. It must be understood by all Radar/Laser operators and supervisors that Radar/Laser is to be utilized for the purpose of controlling vehicular traffic on or affecting Commission property.
 6. *Traffic stops will be conducted in accordance with all applicable Division Directives.*
- C. Responsibility
1. Traffic Management Officer
 - a. Will maintain the Master Radar/Laser Log Book and review all operator log forms to assure their completeness and accuracy.
 - b. Will maintain calibration, maintenance, repair records and required FCC records for all radar and laser units.
 - c. Will arrange for all radar and laser equipment to be calibrated, at least annually by an authorized testing facility designated by the Division. Radar and laser equipment will be repaired as needed.
 - d. Will arrange for the instruction of basic Radar/Laser training and maintain a copy of Radar/Laser operator certifications.
NOTE: A copy of Radar/Laser operator certifications will also be maintained by the Training Office.
 - e. If a radar and/or laser operator's technical or administrative skills or practices are not in compliance with accepted principles, applicable law or Division policy, the TMO will administratively remove the operator from the list of certified operators and notify that officer's supervisor *and* Section Commander. *The Section Commander may permanently remove the operator from the list or recommend additional training.*
 - f. Will establish an area at HQ for testing the distance measuring capabilities of the laser units.
 - h. Will provide a quarterly summary of the Radar/Laser enforcement activities. This will be forwarded to the Assistant Chief, *Patrol* Operations.
 2. Radar/Laser Operators
 - a. Radar/Laser units are to be signed out by the operator each time they are removed from the storage area.
 - b. Radar/Laser units are to be carried and/or stored in their approved cases when not in use.
 - c. Operators will be responsible for the proper handling of Radar/Laser units.

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- d. Officers are to make a copy of their Radar/Laser Logs and place it in the tray marked accordingly. This tray is located next to the citation tray in Headquarters. The original is to be retained for court purposes.
 - e. Officers will make the completion of the Radar/Laser Log a part of the citation issuing process. The finished logs are to be turned in at the end of the tour of duty.
 - f. When a Radar/Laser unit is found to be malfunctioning, it will be placed out of service immediately. Written notification of the specific problem with the unit will be forwarded to the TMO before the end of the operator's shift. A copy of the notification will also be sent to the operator's immediate supervisor.
 - g. Operators are required to test the accuracy of the Radar/Laser unit both before and after the enforcement effort. Testing of Radar units will also be carried out after moving from one geographic location to another. The accuracy of the Radar/Laser units will be tested according to procedures established by the TMO based on data supplied by the manufacturers.
 - h. Officers acting as members of a stop team and/or issuing citations on foot will only be deployed during daylight hours and will adhere to appropriate Division and CALEA safety standards. Operators will maintain visual and radio contact with the stop team. Police vehicles may be utilized at any time to stop violators with safety for personnel, the public, and equipment being the primary consideration.
 - i. When requested by a violator, Radar/Laser operators will provide available information on the unit utilized (e.g., serial number, manufacturer, etc.). However, if this request interferes with the ongoing enforcement activity or officer/violator safety, the violator will be referred to the operator's supervisor.
 - j. Operators will not point the Laser unit at the sun or other strong light source.
 - k. Operators will protect the laser's optical surfaces from making contact with foreign objects and will utilize the protective lens cap when not in use.
3. Assistant Chief, *Patrol* Operations
 - a. Will, in cooperation with the appropriate Section Commander and the TMO, schedule training for all Radar/Laser operators.
 - b. Will, acting upon the recommendation of the TMO, withdraw the Radar/Laser certification and operating privileges of any Radar/Laser operator, for cause.
 - c. Will *review records of* the TMO to ensure that proper operational procedures are being adhered to.
 4. Section Commanders
 - a. Will assist and supervise the activities of the TMO within that section.
 - b. Will review the recommendation of the TMO for the withdrawal of the Radar/Laser certification and operating privileges of any Radar/Laser operator, for cause. The recommendation will then be passed on to the Assistant Chief, *Patrol* Operations Branch for action.
 - c. Will meet as necessary with the TMO in that section to ensure that proper operational and record keeping procedures are being adhered to.

D. Safety/Health Precautions

1. Risks due to exposure to radar's microwave radiation are negligible. However, there are some common sense precautions that should be taken to reduce the possibility of exposure to microwave radiation:
 - a. Radar units should not be mounted inside the patrol cars.
 - b. Operators should not place activated radar units on their laps.
 - c. If so equipped, the hold mechanism should be utilized so that the signal will not operate continuously.
 - d. An operator should never hold onto the antenna or hold the antenna closer than six inches from their body.

2. Laser speed devices are inherently safe for the operator and violator's eyes. However, operators should take the following precautions during operation:
 - a. Refrain from staring directly into the laser beam for extended periods of time.
 - b. Refrain from staring into the beam while using devices such as a telescope or a pair of binoculars.
 - c. Refrain from pointing the laser beam directly in the eyes of any other person.

**Approved Park Police Document
Signed Original on File**

End of Directive