

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 19.09	Effective: 06/12/2018	Supersedes: 04/01/2016	Number of Pages: 2
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RECORDS CONTROL: TRAFFIC RECORDS

- A. The Records Section retains primary responsibility for the Department's traffic records system.
 - 1. The traffic records system will contain the following:
 - a. Traffic crash data (reports, investigations, and locations).
 - b. Traffic enforcement data (summonses, arrests, and locations).
 - 2. The traffic records data listed above will be maintained for at least three (3) years.
 - 3. Roadway hazard reports, traffic volume data, and related reports are maintained by the Virginia Department of Transportation and can be obtained upon request.
 - 4. Traffic enforcement dispositions are available through the Clerks of the District Courts.

- B. Preparation, Review, and Transmittal of Traffic Records.
 - 1. Each member and/or unit responsible for the preparation of Uniform Traffic Summonses, accident reports, or other special reports that comprise the traffic records system shall complete all forms accurately and submit them within twenty-four (24) hours unless otherwise specified.
 - 2. Sworn supervisors will conduct an initial review of all traffic related reports to ensure they are submitted in a timely manner and contain complete and accurate information.
 - 3. The Records Section supervisors will be responsible for the prompt transmittal of appropriate enforcement and crash data, and other traffic related information that is contained in the traffic records system to the appropriate units or agencies.

- C. Preparation and Dissemination of Crash and Enforcement Data Summaries.
 - 1. The Commander of the Special Operations Bureau shall be responsible for the preparation and dissemination of appropriate crash and enforcement summaries to support field operations, facilitate program planning, and assist in the development of countermeasures, and the evaluation of program effectiveness.
 - 2. The Information Technology Management Bureau will maintain a computerized system to determine concentrations of crashes and enforcement activities to be used in the formulation of summaries.

- a. The type of data to be summarized will include, but is not limited to, location, time of day, and day of week.
- b. The time periods to be covered may vary and will be supplied upon request.
- c. The format for the summary reports will conform to the computerized system at the time the summary is compiled.

D. Speed Enforcement Device and Vehicle Calibration Files.

1. Speed enforcement sheets will be maintained by the individual member.
2. Vehicle and speed enforcement equipment calibration sheets will be filed in the Criminal Evidence Section.
3. The member taking a calibration sheet will sign for it and will be responsible for returning and signing it back in to the Criminal Evidence Section.