



Apex Police Department General Order



Title Traffic Engineering Responsibilities	Order Number 1007-20
Effective Date: September 29, 2020	Amends General Order 1007-13
CALEA Standard: 61.3.1	Rescinds:
Reference:	Pages: 4
Forms:	

Traffic Engineering Responsibilities

Purpose

The purpose of this directive is to establish guidelines between the Apex Police Department and local traffic engineering and highway department authorities for close coordination and cooperation, which are essential to the maintenance of a safe and efficient highway system.

Policy

It is the policy of the Apex Police Department to foster an on-going dialogue with other agencies involved in the transportation management system to ensure that channels of communication remain open and problems are resolved as quickly and as efficiently as possible. When requested, the department will participate in transportation management planning concerning construction and/or reconstruction of traffic ways and facilities; also in the drafting and/or review of engineering improvements and traffic systems managing planning. It will be the duty and responsibility of each Apex Police Officer to be aware of and report any engineering-related problems.

Definitions

Technical Review Committee (TRC) – A review committee comprised of various partners from the state, county, and town departments who collaboratively review major highway and other development projects to evaluate overall impact on town services.

Procedures

Agency Activities Related to Traffic Engineering

1. Traffic safety within the Town of Apex is important to the police department. The department will work in cooperation with the NC Department of Transportation (NCDOT) and the Town of Apex (TOA) Public Works & Transportation Engineering Division (Engineering Division) to ensure safe yet effective traffic systems within the TOA.
2. The Apex Police Department is responsible for traffic investigation within the town limits. The department is also responsible for the following:
 - Enforcing traffic violations under NC General Statutes (NCGS) and local ordinances
 - Making recommendations to the NCDOT and the TOA Planning Department and Engineering Division
 - Collecting and compiling traffic data
 - Analyzing crash and enforcement data

Handling or Referral of Engineering Complaints or Suggestions (61.3.1 (a))

1. It is the responsibility of each officer to report any traffic engineering related problems or any information that would improve conditions and safety for the public to the Traffic Safety Unit (TSU) supervisor.
2. When a citizen reports a complaint involving a traffic engineering problem, the receiving personnel will take the information regarding the complaint and the citizen's name, as well as record the complaint as a community concern in CAD.
3. If it is an immediate safety issue, an officer will be dispatched to the scene to take appropriate action.
 - If the reported deficiency is hazardous, the investigating officer will immediately notify Communications, which in turn will notify the proper department or agency by telephone for appropriate action.
4. If it is not an immediate safety issue, the complaint will be referred to the TSU supervisor for review and follow up to determine if the complaint is justified.
 - If the complaint is unfounded, the complainant will be notified and no further action will be taken.
 - If the complaint has merit, the TSU supervisor or his/her designee will contact the Engineering Division and/or the NCDOT.
5. The department will furnish information to assist in developing programs, surveys, and studies to improve traffic-related conditions for the TOA when requested.

Traffic Engineering Responsibilities

6. While investigating traffic crashes, officers should be alert to traffic engineering deficiencies that may be related to the cause of the crash. Examples of deficiencies include:
 - Malfunctioning or improperly timed traffic signals
 - Inadequate, lack of, or improperly placed directional warning or informational signs to alert drivers of a precautionary procedure, danger, turnoff, or route change
 - Improper channelization (lane usage) and ineffective road signs and markings
 - Poorly banked or maintained portions of roadways or streets
 - Natural or artificial obstructions, which contribute to inadvertent violations

Crash and Enforcement Data (61.3.1 (b))

1. Crash data is collected and reported by the Apex Police Department on the North Carolina Traffic Crash Report Form (DMV-349). This information is supplied to the North Carolina Division of Motor Vehicles (DMV) electronically or by other appropriate means (i.e. US Mail, hand delivery, etc.).
 - **NOTE:** DMV is a division of the NCDOT that uses crash data for traffic engineering analysis.
2. Crash and enforcement data is generated by the Records Unit and forwarded to the TSU supervisor for use and further dissemination pursuant to [General Order 1001 – Traffic Safety and Selective Enforcement](#).
3. The occurrence of a serious accident resulting from a hazardous roadway condition will be brought to the attention of the Engineering Division for review. Prompt notification will allow the Engineering Division to document the condition and maintenance of the roadway.

Local Region Planning

1. Upon request or invitation, the Apex Police Department will participate in local and regional transportation system management planning organizations, committees, and initiatives.
 - The TOA is a member of the North Carolina Capital Area Metropolitan Planning Organization (CAMPO). Generally, the TOA Transportation Engineer and an elected official are the representatives. Department staff who want to collaborate with CAMPO should make that request, through the chain of command, which will be coordinated through the TOA Transportation Engineer.
 - CAMPO is a regional transportation planning organization serving Wake and surrounding counties.

Traffic Safety Planning

1. The Apex Police Department recognizes that enforcement is not the sole factor to consider in traffic safety concerns. Traffic engineering and education also play key roles in the overall effort to reduce injury and damage on the public roadways.
2. The TSU supervisor or his/her designee will attend meetings with the appropriate agencies to determine any traffic safety concerns, such as the NCDOT or the Engineering Division. Information obtained from police officers regarding highway safety is forwarded to the NCDOT by town staff assigned to the Engineering Division.

Technical Review Committee (TRC)

1. The TRC is composed of various town departments, including the Apex Police Department.
2. The TSU supervisor or his/her designee is delegated the responsibility for attending these meetings.
3. Among the committee's activities is the review of major highway and other development projects and their overall impact on town services. This review includes impact on traffic patterns and police services.

Text in "Green" denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police