

	POLICY & PROCEDURE	SERIES # 1005	PAGE 1 OF 3
	SUBJECT:		EFFECTIVE DATE
	TRAFFIC RADAR/LIDAR OPERATIONS		04/21/09
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1005 dated 02/22/05.		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the operation of RADAR/LIDAR to ensure highway safety.

II. POLICY:

It is the policy of the Hampton Police Division to utilize police traffic RADAR/LIDAR to maximize speed enforcement efforts and to ensure that only trained and certified RADAR/LIDAR operators are assigned to speed enforcement.

III. PROCEDURE:

A. Operational Considerations:

1. RADAR operators will set up and test their instruments as soon as is practical at the beginning of their tour of duty. LIDAR operators will test their instrument at the LIDAR testing site located at police headquarters prior to any enforcement actions.
2. Because the RADAR/LIDAR instrument is only a tool to verify a speeding violation, RADAR/LIDAR operators will monitor the movement of traffic in a diligent manner.
3. RADAR/LIDAR operators will employ sound judgment during enforcement of speed violations and ensure the safety of both pedestrians and motorists while engaged in radar operations.
4. At a minimum, RADAR/LIDAR instruments will be tested for accuracy prior to and again at the end of the tour of duty. In addition to this minimum requirement, the RADAR/LIDAR instrument will be tested periodically during the shift to ensure the instrument is continuing to function properly.
5. The auto-lock and the audio-alert feature found on some instruments will not be used by RADAR operators for enforcement purposes. This does not pertain to LIDAR.

APPROVED:
CHIEF OF POLICE



6. It is not required that violators speed be locked on the RADAR's visual display, but operators may MANUALLY lock violator speed if an adequate tracking history has been obtained prior to the locking of the speed. The LIDAR instrument will automatically lock the violators speed.
7. The Audio-Doppler on RADAR and the Audible Tone on LIDAR will be utilized during all enforcement actions.
8. RADAR/LIDAR will not be operated during weather conditions that could make enforcement operations unsafe or impractical, i.e., fog, rain or snow.
9. When not in use, RADAR/LIDAR instruments will be stored in such a manner as to prevent damage or theft due to negligence.
10. RADAR/LIDAR operators will consider the traffic and roadway conditions, the safety of others and the demonstrated need for enforcement actions when selecting optional locations for their enforcement activities.
11. LIDAR operators are not required to show the violator their speed on the LIDAR unit, but can if they choose to do so.

B. Operator Qualifications:

1. Only officers who have satisfactorily completed the Department of Criminal Justice Services "Basic Training Program in RADAR Speed Measurement" shall be certified as Police Traffic RADAR Operators. This includes all RADAR field training requirements. Only officers who have satisfactorily completed the "Basic Training Program in RADAR speed Measurement" and the additional training for the operation of LIDAR shall be certified as Police Traffic LIDAR Operators.
2. In addition to the basic training program, RADAR/LIDAR operators will receive RADAR/LIDAR in-service training every three years from the year of certification. Familiarization training will also be provided for each new type of radar instrument assigned prior to its use.
3. Only certified police traffic RADAR/LIDAR operators will be assigned to speed enforcement activities.

C. Equipment:

1. The Hampton Police Division will utilize only police traffic RADAR/LIDAR instruments that meet or exceed current National Highway Traffic Safety Administration needs.
2. Each police traffic RADAR/LIDAR will be assigned to specific units for use as designated by the unit commander.

3. All maintenance and calibration records will be maintained by the Special Projects Unit of the Hampton Police Division. Officers may obtain certified copies of all calibrations for court purposes.
4. All officers assigned to the RADAR/LIDAR instruments will be responsible for the proper care and upkeep of the equipment and shall report all damage to the RADAR/LIDAR or malfunctions which render the unit inoperative to their immediate supervisor, who shall notify the watch commander. All LIDAR operators are responsible for immediately notifying the Special Projects Unit Commander of any discrepancies with the testing site.
5. When a RADAR unit malfunctions, the unit and all tuning forks will be delivered to the Property and Evidence unit. The same procedure will apply to any LIDAR unit that malfunctions. The officer will also place a special report inside the RADAR/LIDAR case that describes the malfunction.
6. Proper calibration of RADAR/LIDAR units will consist of prescribed tests of the instrument. Failure of the unit to perform properly will result in the RADAR/LIDAR being immediately removed from enforcement duty until repairs are completed.
7. Maintenance and/or repairs on RADAR/LIDAR units will only be done by a certified technician who will also re-certify the accuracy of the RADAR/LIDAR unit after performing any maintenance or repairs.
8. Under no circumstances will unauthorized modifications be made to any RADAR/LIDAR instruments.

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