



ANDERSON COUNTY
SHERIFF'S OFFICE

GO - 222

GENERAL ORDERS

TRAFFIC ADMINISTRATION

PURPOSE:

Traffic support functions include the formulation of policy and procedures, program evaluation, data collection and analysis, development of effective enforcement techniques, manpower allocation, and program planning. This policy establishes procedures governing the administrative and support process of traffic enforcement operations.

TRAFFIC ENFORCEMENT:

The Sheriff's Office maintains an organized traffic enforcement unit known as the CATCH Team, which stands for Criminal Apprehension Through Community Help. The CATCH Team Supervisor is responsible for planning, analysis, inspection, and coordination of traffic activities.

Functions of the CATCH Team include:

1. Traffic safety and speed control in school zones
2. Suppression of driving under the influence of alcohol or drugs
3. Assisting the South Carolina Highway Patrol in areas of traffic enforcement
4. Providing traffic safety education services to schools and other interested groups
5. Operation of speed detection devices, such as radar equipment

NOTE: *While the CATCH Team provides full-time traffic services, all uniform personnel of the Sheriff's Office share the responsibility of enforcing state traffic laws and regulations.*

TRAFFIC GOALS AND OBJECTIVES – Annually, the CATCH Team submits written performance objectives to the Sheriff. This process is a part of the annual goals setting required of all units. The CATCH Team Supervisor evaluates progress on attainment of goals and objectives.

TRAFFIC RECORDS:

A traffic records system is maintained for management of traffic enforcement efforts. The South Carolina Highway Patrol (SCHP) has the primary responsibility of maintaining traffic collision records on State public highways. Traffic collision data from SCHP is available for analysis by the traffic unit. Other parts of the traffic records system include:

1. Traffic enforcement data (citations/arrests/dispositions/locations)
2. Traffic volume data
3. Traffic safety education reports
4. Roadway hazard / traffic volume reports
5. Traffic enforcement activity reports

Traffic collision reports written while assisting SCHP are reviewed by a supervisor for approval and forwarded to the Records Department. Consistent with state policy, the Records Department retains a copy of each

collision report and sends collision reports to the South Carolina Department of Motor Vehicles.

Traffic records are retained in accordance with governing State statutes. Traffic collision reports are generally considered public record and the Records Department will furnish copies to the public for a fee.

Traffic records are maintained to promote analysis and continual review, and to provide a summary of data received for distribution to affected units.

ANALYSIS PROCEDURES:

The following procedures will be followed in order to maintain a system for compilation and review of collision and enforcement data:

1. Data on traffic activities will be gathered on a weekly basis and summarized quarterly to allow supervisors to plan traffic programs and develop countermeasures.
2. The format for summary reports will include the:
 - Name of person completing the report
 - Time period covered
 - Citation totals by violation
 - Arrest totals by violation
 - Written warning totals
 - Number of motorists assisted
3. Collision totals will be obtained from collision reports. The following collision data will be compared to enforcement activities data:
 - Day of week
 - Time of day
 - Location of collision
 - Type of violation
4. Supervisors responsible for traffic enforcement will be provided with copies of the analysis report.

SELECTIVE TRAFFIC ENFORCEMENT:

The goal of selective traffic enforcement is to reduce traffic collisions and direct appropriate enforcement efforts toward violations. To accomplish this goal, the CATCH Team:

1. Reviews collision analyses provided by the SCHP
2. Analyzes collisions and enforcement activities
3. Implements selective enforcement techniques and procedures
4. Responds to citizens' traffic complaints

CATCH Team Supervisor responsibilities:

1. Ensuring analysis is performed on traffic data

2. Develop selective enforcement activities to address circumstances outlined in analysis summaries
3. Continually evaluate the selective traffic enforcement program by comparing work required against work accomplished

DEPLOYMENT:

CATCH Team personnel are deployed as needed to:

1. Active school crossing zones
2. Areas where traffic laws are normally enforced by the Sheriff's Office and analyses indicate the greatest probability of continuing traffic law violations
3. Residential areas in response to requests for traffic enforcement action

Approved by:
John S. Skipper, Jr., Sheriff