



GREENVILLE 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. The **Traffic Unit Lieutenant** is responsible for planning, analysis, inspection, and coordination of traffic activities.

#### **Functions of the Traffic Unit include:**

1. Traffic safety and speed control in school zones.
2. Suppression of driving under the influence of alcohol or drugs.
3. Traffic enforcement in areas not normally covered by the South Carolina Highway Patrol.
4. Investigation of deputy-involved traffic collisions with serious bodily injury, death, significant property damage or anytime a supervisor deems it necessary.
5. Providing traffic safety education services to schools and other interested groups.
6. Operation of speed detection devices, such as radar equipment.
7. Investigation of all SC Department of Public Safety vehicle and employee collisions pursuant to SC Code of Laws 56-5-765.

**NOTE** - While the Traffic Unit provides full-time traffic services, **all uniformed personnel** of the Sheriff's Office share the responsibility of enforcing State traffic laws and regulations.

**TRAFFIC GOALS AND OBJECTIVES** – Annually, the Traffic Unit submits written performance objectives to the Sheriff. This process is a part of the annual goals setting required of all units. The Traffic Unit Commander 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 Dept. of Public Safety (SCDPS) has the primary responsibility of maintaining traffic collision records on public highways. Traffic collision data from

SCDPS 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 SCDPS are reviewed by a supervisor for approval and forwarded to the Records Division. Consistent with State policy, Records retains a copy of each collision report and sends collision reports to the South Carolina Department of Motor Vehicles. Traffic records are maintained to promote analysis and continual review, and to provide a summary of data received for distribution to affected units. Traffic records are retained in accordance with governing State statutes. Traffic collision reports are generally considered public record, and Records will furnish copies to the public for a fee.

The Sheriff's Office maintains a system for recording and analysis of collision and citation locations. Data on enforcement/collision activities is gathered on a quarterly basis and summarized to allow supervisors to plan traffic programs and develop countermeasures. A format for summary reports includes:

1. Name of person completing the report.
2. Time period covered.
3. Written citation totals by offense, time, day of week, and location.
4. Arrest totals by offense, time, day of week, and location.
5. Written warning totals by offense, time, day of week, and location.
6. Collision totals by time, day of week, location, and moving violation(s).

**SELECTIVE TRAFFIC  
ENFORCEMENT:**

**The goal of selective traffic enforcement is to reduce traffic collisions.** To accomplish this goal, the Traffic Unit:

1. Compiles and reviews traffic collision data obtained from Safe Communities and the South Carolina Dept. of Public Safety.
2. Compiles and reviews traffic enforcement activities data from in-house enforcement records.
3. Implements selective enforcement techniques and procedures.

4. Will use speed and DUI detection equipment in a manner providing the greatest efficiency and effectiveness.

**Traffic Unit Supervisor responsibilities:**

1. Conduct traffic data review.
2. Develop selective enforcement activities to address circumstances outlined in analysis summaries. The objective of these activities is to modify collision-causing behavior by determining the most common causative factors and directing enforcement efforts against them.
3. Evaluate the selective traffic enforcement program annually by comparing work required against work accomplished. Tabulation of all enforcement data is to be completed and analyzed.

**TRAFFIC ENFORCEMENT  
PERSONNEL  
DEPLOYMENT:**

Deployment of traffic law enforcement personnel is based on a three-year period analysis of traffic collision and traffic-related calls for service.

**Traffic enforcement personnel are deployed to:**

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



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Hobart Lewis, Sheriff