

# Automated Speed Monitoring System

**Index Code: 1903**

**Effective Date: 8/24/2021**

## I. Purpose

The purpose of this directive is to establish uniform procedures for the use and operation of Automated Speed Monitoring Systems by sworn employees of the Queen Anne's County Office of the Sheriff (QACSO).

## II. Policy

1. Members of the Queen Anne's County Office of the Sheriff specifically, Sheriff's Resource Unit personnel, will utilize Automated Speed Monitoring Systems in accordance with training and established agency policy and best practices.

2. Automated Speed Monitoring Systems have proven to be critical in detecting violators of speed infractions of the law, in changing driver behavior by educating the public, and providing a deterrence and obedience of speed limits.

3. The operation of Automated Speed Monitoring Systems will provide deputies an additional resource to both educate the public and enforce traffic laws within Queen Anne's County.

4. The Automated Speed Monitoring System shall be functioning and operational Monday – Friday 0600 hrs. – 2000 hrs.

5. The Automated Speed Monitoring System shall not be in use for the issuance of citations on Saturday or Sunday, or outside the assigned area, unless provided for by law.

6. The Automated Speed Monitoring System shall only be utilized within established school zones as designated by law.

## III. Procedures

A. Installation of an Automated Speed Monitoring System:

1. Automated Speed Monitoring Systems shall only be placed within a designated school zone as established by law.

2. If the Automated Speed Monitoring System is moved or placed at a location where it had not previously been moved to or placed, a citation may not be issued for any violation recorded:

a. Until proper signage is installed as required

in the Transportation Article, and

b. For at least the first 15 days after the signage is installed

3. Before activating an Automated Speed Monitoring System:

a. The appropriate municipal official and/or the Office of the Sheriff for Queen Anne's County will publish a notice of the location of the system on the town and/or agency website and in a newspaper of general circulation in the jurisdiction, and

b. Signs shall be placed in accordance with State Highway Administration or local government guidelines.

B. Daily Checks of the Automated Speed Monitoring System:

Trained and authorized QACSO personnel shall, Monday through Friday, sign onto the Speed Monitoring System website where the daily operational log is generated and stored, and verify the following:

- That the system is functioning properly, and
- The proper location where the system is set up and being used is selected, and
- The date and time are accurate, and
- The trigger speed is correct, and

Once the information has been verified, the daily log will be electronically signed indicating the system's proper functioning. Should the electronic log be unavailable, a hard copy will be completed, signed, and placed in the "Daily Log Section" of the Speed Camera Book.

C. This policy establishes the appointment of certain role(s) within the system/program. Each role has responsibilities as listed:

1. Program Administrator:

- Oversees the local Automated Speed Monitoring System Program, including contracts and training of personnel. The Administrator shall not generally be

involved in the day to day activities of the Automated Speed Monitoring System, including review of issued citations.

2. Program Manager:

- Will investigate and respond to questions or concerns about the local Automated Speed Monitoring System program.
- The Program Manager shall also review citations generated by the speed monitoring system if the person who received the citation requests review before the deadline for contesting liability. If the Program Manager determines that the citation is an erroneous violation, he/she shall void the citation.
- The Program Manager may not review any citations issued by the Automated Speed Monitoring System other than those outlined in paragraphs within this policy.
- On receipt of a written question or concern from a complainant, the Program Manager shall provide a written response to the complainant within seven business days.
- The Program Manager shall make all written questions or concerns received under this section and any subsequent answers or responses available for public inspection if requested.

3. Speed Monitoring System Operator:

- a. Will daily or as close to daily as possible, review the system website and review and approve/disapprove any citations issued.
- b. Will review camera(s) daily and complete the system verification log.
- c. Reasons for Citation Rejections/disapprovals:
  - Authorized Emergency Vehicle
  - Blurred License Plate Image
  - Funeral Procession
  - License Plate not Found
  - Officer Controlled Intersection
  - Officer Discretion
  - Undercover government vehicle
  - No Video Clip
  - Warning Notice
  - Uncontrollable Conditions
  - Blurred video clip
  - Two vehicles in picture and two clear pictures of entire vehicle

4. Local designee/Ombudsman (Agency Operations Commander)

- Is responsible for replying to and/or resolving all disputes with the automated speed monitoring program.

D. Monthly Checks of the Automated Speed Monitoring System:

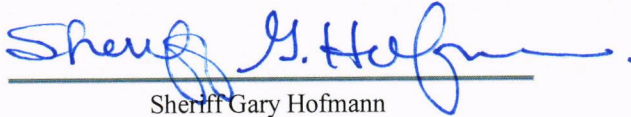
- At least once per month, preferably during the first week of each month and during normal operating hours, the Program Administrator or his/her designee shall drive through the area where the system is set up and functioning and will do the following:
  - a. Drive at a speed that is within five miles per hour “under” the triggering speed of the system.
  - b. drive at a speed that is within five miles per hour “over” the triggering speed of the system.
- The Program Administrator or his/her designee shall record the date, time, and speeds of each time that he/she passes through the location where the system is set up and functioning during this “verification” process.
- The Program Administrator or his/her designee shall verify his/her speed using RADAR or LIDAR.
- Once the on-road portion of the verification process is complete, the Program Administrator shall notify the appropriate representative from the Automated Speed Monitoring System vendor that the Program Administrator or his/her designee traveled through the area on the occurred date and time. The Program Administrator shall request, via email, the resulting speeds that were captured by the Automated Speed Monitoring System. The system captured speed shall be within +/- one mile per hour of the speed that was recorded by the Program Administrator or his/her designee, so as to allow for minute acceleration/deceleration of the patrol vehicle.
- The Program Administrator shall keep a log of all verification tests, including speed results from the Automated Speed Monitoring System vendor.

E. Maintenance Issues:

- All maintenance issues that arise with the Automated Speed Monitoring System shall be addressed with the Program Administrator who will contact the vendor to have the issue resolved. Annual system calibrations, as required by law, will be completed by an independent vendor to ensure accuracy and impartiality.

IV. **Proponent Unit:** Administrative and Support Services

V. **Cancellation:** This directive cancels Index code 1903 dated 5/11/2021

  
Sheriff Gary Hofmann