

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: October 28, 2005

GENERAL ORDER T-8

SUBJECT: TRAFFIC ENGINEERING ACTIVITIES

## PURPOSE

- 1 - The purpose of this Order is to establish a procedure for the coordination of traffic engineering activities between the Police Department and other City Departments and State agencies.

## POLICY

- 2 - The City of Berkeley Traffic Engineer is responsible for designing and engineering roadways, establishment of traffic regulations, locating and installing traffic signals, posting of regulatory and advisory signs, **and placement of other traffic control devices, including pavement markings.**

Members of the Police Department are expected to assist with Traffic Engineering activities to the extent possible.

## PROCEDURES

- 3 - The Traffic **Bureau** is responsible for compiling and maintaining records related to traffic collisions, enforcement and complaints. Specific responsibilities are:
  - (a) **Analyzing collision data when requested;**
  - (b) **Analyzing traffic enforcement data, from reports provided by the Berkeley Court;**
  - (c) **Making recommendations, as requested by the Traffic Engineer, concerning the efficient use of traffic control devices;**
  - (d) **Reviewing legislation involving traffic matters, and**
  - (e) Participating in local and regional transportation system management planning, **as requested.**
- 4 - Personnel assigned to the Traffic **Bureau** shall receive all mandated training, and will be scheduled for applicable traffic courses.

## TRAFFIC/PATROL RESPONSE TO DANGEROUS CONDITIONS

- 5 - Hazardous conditions, which are reported to the Department or are observed by an officer, must be investigated if public safety or the potential of City liability are involved. Such conditions may include debris in the roadway, defects in the roadway itself, damaged or improperly functioning traffic control devices, etc.
  - (a) When it is determined that such a hazard may exist, the assigned officer shall:

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- (1) Investigate the hazard and, if necessary, take steps to prevent an accident;
- (2) Request that the Communications Center notify Public Works or other responsible agencies to ensure the hazard is removed;
- (3) If necessary, stand by until the hazardous situation is resolved, and
- (4) Complete a "Notice of Defective Condition" form per General Order C-16, under the Departmental Blanket Case Number, (Year-00020), and route as follows:
  - (a) Original to the Department concerned;
  - (b) Copy to the Report Review Unit for filing under the blanket case number, and

### TRAFFIC BUREAU RESPONSIBILITY

- 6 - Complaints regarding traffic/roadway problems that do not have a potential of City liability will be referred to the Traffic Bureau for investigation and initiation of corrective action.
- (a) The Communications Center or assigned officer shall complete a "Notice of Defective Condition" form and route it as noted in paragraph 5 (a) (4) above.
  - (b) When it is clear that the nature of the problem will require corrective action or resolution by the Traffic Engineer, the complaint will be referred to the Traffic Engineer's office.

References: California Traffic Engineers Handbook  
General Orders C-16 and C-17  
Manual for Uniform Traffic Control Devices for Streets and Highways