

COVINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

Subject: TRAFFIC ENGINEERING

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I. Purpose

To establish guidelines for the coordination of efforts between the Covington Police Department and the City of Covington Engineering Department for the discovery and remedy of accidents and congestion hazards.

II. Responsibility

The Police Department will have the responsibility for the collection and compiling of traffic data, to include accident and enforcement data. (See SOP A235). [A235- Planning & Crime Analysis.doc](#) The department will respond to complaints of traffic engineering deficiencies and will conduct studies to determine the scope of the problem, as needed. The report may also include recommendations concerning the efficient use of traffic control devices or other means to reduce traffic congestion. The report will be forwarded to the appropriate personnel at the City of Covington for review and appropriate changes.

III. Complaints

When a citizen reports a complaint involving a traffic engineering problem to the police department, the receiving officer or dispatcher shall take the information regarding the complaint as well as the citizen's name.

An officer may be sent to the scene of the problem to determine if the complaint is valid. If the complaint is unfounded, then no further action will be taken. If the complaint is valid, then a copy of the written complaint will be forwarded within twenty-four (24) hours to the City Traffic Engineer. A copy will also be sent to the Records Division.

Either the receiving officer or dispatcher will report traffic-engineering problems that require immediate attention (such as defective traffic signals) immediately to the City Utility Department.

IV. Engineering Studies

A. An annual survey to determine the necessity of point traffic control will be conducted by the city traffic engineer and the sergeant responsible for traffic reporting. The survey will include those intersections that have no traffic control device. The purpose of the survey is to identify the location where manual or

automated direction may be necessary to expedite the safe and efficient movement of vehicles and pedestrians.

B. Manual direction of traffic at an intersection will be based on the following criteria:

1. Recommendation of traffic engineering authorities.
2. Traffic volume.
3. Number of pedestrians.
4. Duration of congestion period.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police