

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Maintenance, Distribution, Retention, and Release of Records		CHAPTER/SECTION NO.: 54.18	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 82.3.3			

## 54.18 Policy

- 54.18.1 The records unit system will provide for the processing, maintenance, and distribution of records.
- 54.18.2 Office traffic records
- A. The Office records unit, in coordination with the patrol section, shall collect and maintain the following traffic related information:
1. Traffic collision data (reports, investigations, locations).
  2. Traffic enforcement data (citations, arrests, dispositions, location).
  3. Roadway hazard reports.
  4. Traffic safety education reports.
  5. Traffic volume data.
  6. Traffic volume and distribution reports.
  7. Traffic enforcement activity reports.
  8. DUI arrests.
- B. The above information will be gathered from traffic collision reports, police and traffic related reports, public works reports, and traffic engineering reports.
- 54.18.3 Accident and citation recording systems
- A. The recording of accident locations, citation locations, and dates and times of each, are maintained by the records unit.

54.18.4 Preparation and distribution of enforcement/accident data

- A. Preparation and distribution of the enforcement/accident data summaries shall be available through Records Unit personnel.
- B. The information contained in the enforcement/accident summaries will include types of accidents, types of roads, types of vehicles, violators involved, maneuvers intended, day of the week, hour of the day, and the locations of the accidents and violations.
- C. The summary reports may be designed by the traffic supervisor. The summary shall include the information listed in the previous section and any additional information which may be deemed necessary by the traffic section to improve the effectiveness of the program.
- D. Summary reports shall be prepared on an as-needed basis.
- E. Summary reports may be distributed to the traffic section, patrol section, and administrative division. The summaries should be used to identify high accident and high violation areas, so that appropriate enforcement programs can be established to aid in the reduction of accidents and violations.

54.18.5 Analysis of accidents - factors to be included

- A. Reports and analysis from computer data should include the following:
  - 1. Number of accidents by time and day of week.
  - 2. Type of accidents.
  - 3. Location of accidents.

4. Accident causing violations.
5. Type of vehicles involved.

- B. Accident statistics for a given period of time should be compared to the base year for the same period of time and should include cumulative totals, with a percentage of change (increase or decrease) from the previous period's accidents.
- C. Accident causing violations will be identified for each month and specific categories will be established to encompass the majority of accident causing violations. The report will contain a list of the violations and indicate the number of violations in each category and a percentage of total accidents caused by each violation category.