



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **AUTOMATED ENFORCEMENT SYSTEM**

NEW REVISED RESCINDS

APPROVED: *GM*

GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

POLICY

The Cottage City Police Department operates an automated photo enforcement section on behalf of the Town of Cottage City which is designed to capture images of vehicles that fail to stop for red traffic signals in violation of the Maryland Transportation Article, § 21- 202 (h). This is a state sanctioned safety program authorized under Maryland Transportation Article § 21- 202.1, intended to reduce the frequency of red light running and collisions throughout the state. There are currently two (2) red light cameras located at Bladensburg Rd. and 41ST Avenue and at Bladensburg Rd. at 38TH Avenue.

It is the policy that the Cottage City Police Department will issue civil violations to the registered owners of all vehicles who are photographed failing to stop at red traffic lights.

PROCEDURES

- I. Vehicles that are photographed committing a violation of Transportation Article § 21- 202 (h) and (j) will be reviewed by an employee of the police department, either sworn or civilian who will ensure that all the information necessary to issue a citation is correct.
 - a. Only members of the department who have been properly trained and authorized will be permitted to approve and issue red light camera citations.
 - b. An authorized Department employee is one who has been trained, certified, and has the proper log-on from the Maryland State Police CJIS to access the NCIC and MVA computer system and has an official pre-printed signature and ID number available to be inserted electronically onto the on the approved citation.

- II. Once a series of four (4) photographs of the violation have been examined and the approving member is satisfied that a violation of T.A. § 21- 202 {h) or (j) has been committed the citation shall be approved and sent to the violator.
 - a. The approved violation citation will be mailed via First Class US Mail by the authorized vendor to the registered owner of the vehicle who shall have the option of paying the pre-set fine or contesting the violation in District Court. Unpaid citations will be subject to the Maryland MVA flagging program or collections or both.
 - b. Maryland Law provides that the only exemptions for violations are short-term rental vehicles, dealer-owned vehicles displaying dealer tags, authorized emergency vehicles responding to a report of an emergency or vehicles that must yield to a responding emergency vehicle and vehicles in a funeral procession. Approving members will make every effort to ascertain if the offending vehicle falls into one of these categories.
- III. Members will instruct the violator to view their citation and select a payment method via the Department's secure web site, if possible at: www.violationinfo.com where credit card payments can be accepted
- IV. All members of the Department will be courteous and provide the necessary information to persons who respond to or call the station with questions or concerns about the red light camera program, however some information is proprietary in nature or may be a discovery request and therefore subject to the Freedom of Information Act (FOIA).
 - A. Complete guidance and instructions for the operation of the photo enforcement system is contained in the Automated Photo Enforcement Manual located in the station. This manual details the approval process and the methods employed in spoiling or voiding a citation. The manual also explains the process for re-issuing a citation to another operator after receipt of a notarized affidavit.
 - B. The manual also explains the process for scheduling cases for court, adjusting fines imposed and entering dispositions after the trial. It further explains the methods of posting payments, issuing receipts and MVA form VR-119, flag release, to violators.
 - C. Members who are attending trial in District Court and representing the Town shall be attired in either the uniform of the day or suitable business attire so as to present a neat and professional appearance. Members shall hand deliver the court case jackets to the Clerk's Office at least one (1) week prior to the scheduled trial date.