



Administrative Directive

Title: Red Light Camera Violations by City Employees	Index Number: AD 5.11
Date of Adoption: 1/18/11	Date of Revision:
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1.0 Purpose and Need

The purpose of this policy is to establish a procedure for internal review of instances in which City Licensed Fleet Assets are photographed by a red light camera as allegedly violating a traffic signal by the Virginia Beach Police Department's PhotoSafe Unit.

2.0 Administrative Directive

As required in A. D. No. 5.01, City employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach operating City Licensed Fleet Assets are required to obey all traffic laws. Some limited exceptions are made for public safety vehicles as outlined by Virginia State Code and City of Virginia Beach policies. City employees who are driving vehicles that are photographed by the PhotoSafe red light cameras shall be subject to disciplinary action.

3.0 Procedure to Accomplish Administrative Directive

Department Directors shall make certain that all employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach within their department are aware of this directive.

4.0 Responsibility and Authority

The Virginia Beach Police Department, via the PhotoSafe Unit, shall be responsible for notifying the Department of Finance Risk Management Administrator of alleged violations of traffic signals involving City Licensed Fleet Assets photographed via the photo-monitoring system. The Risk Management Administrator shall be responsible for maintaining records of all violations involving City Licensed Fleet Assets and to immediately notify the Director of the City Department that is assigned the identified Licensed Fleet Asset. Department Directors shall adopt a vehicle sign-out system or other system that will record who is driving each assigned Licensed Fleet Asset. The Department Directors shall review the violation documentation, the circumstances surrounding the violation and impose discipline, if appropriate.

Violations identified involving Licensed Fleet Assets assigned to the Virginia Beach Police Department shall be forwarded to the Virginia Beach Police Department's Professional Standards Office for review and disposition in accordance with applicable Police Department general orders.

5.0 Definitions

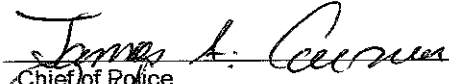
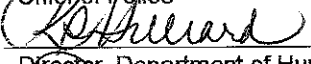
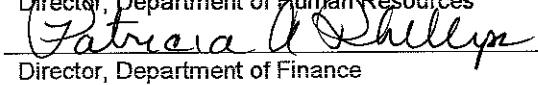
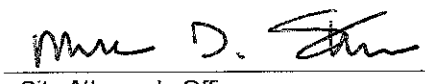
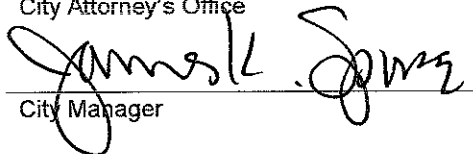
Employee – Employees of the Virginia Beach Municipal Government including, City staff, and volunteers.

Licensed Fleet Asset – Any licensed motor vehicle owned, leased, maintained, insured by or loaned to the Virginia Beach Municipal Government.

PhotoSafe Unit – The unit of the Virginia Beach Police Department responsible for reviewing and processing traffic signal violations identified through the use of the City’s traffic signal photo-monitoring contract.

6.0 Specific Requirements

1. The Virginia Beach Police Department’s PhotoSafe Unit shall review images of potential violations of traffic signals sent to them by the contracted vendor of the photo-monitoring system to ensure a violation has occurred.
2. If a City Licensed Fleet Asset is identified as being in a red light camera violation, the PhotoSafe Unit shall forward violation notices directly to the Risk Management Administrator, or designee, including the evidentiary photos and link to the video of the violation.
3. The Risk Management Administrator, or designee, shall log the violation, including, but not limited to, the affected City Department, date of the violation, vehicle number, date of receipt from the PhotoSafe Unit, and date forwarded to the affected department. The violation, including evidentiary photos and link to the video of the violation shall be forwarded to the affected Department Director.
4. The City of Virginia Beach considers violations of traffic signals to be a serious public safety matter that places the public and the vehicle operator at risk of serious injury or death. The Department Director, or designee, shall review the violation notification, evidentiary photograph(s) and link to the video; and, identify the operator of the Licensed Fleet Asset. If the operator of the Licensed Fleet Asset photographed by the red light camera is identified, the Department Director, or designee, shall initiate a fact finding investigation, and implement disciplinary action if deemed appropriate from the circumstances of the incident. (Refer to City Policy 4.02 Discipline Policy and Procedure.) No monetary fine or penalty as described by Virginia Code §15.2-968.1 will be levied against employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach who operate the Licensed Fleet Asset photographed by a red light camera.

Approved as to Content:	 _____ Chief of Police	<u>1-5-11</u> Date
Approved as to Content:	 _____ Director, Department of Human Resources	<u>1/6/11</u> Date
Approved as to Content	 _____ Director, Department of Finance	<u>1-14-11</u> Date
Approved as to Legal Sufficiency	 _____ City Attorney's Office	<u>1-18-11</u> Date
Approved:	 _____ City Manager	<u>1/18/11</u> Date