

**WINTER HAVEN POLICE DEPARTMENT**

**GENERAL ORDER 61.1**

**TRAFFIC ADMINISTRATION**

**ACCREDITATION STANDARDS:**

**EFFECTIVE DATE: MARCH 27, 1996**

**RESCINDS: G.O. 61.1 November 4, 2021 and all applicable Amended/Temporary Orders prior to August 7, 2025**

**LAST REVISED DATE: August 7, 2025**

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**CONTENTS**

This General Order contains the following numbered sections:

- I. Traffic Administration
  - II. Traffic Records
  - III. Annual Traffic Reports/Audits
  - IV. Implementation of Selective Enforcement techniques
  - V. Definitions
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**POLICY**

It shall be the policy of the Winter Haven Police Department to maintain a Traffic Unit to plan, analyze, monitor, implement and coordinate the Department's traffic activities.

**PURPOSE**

The purpose of this General Order is to provide guidelines and assign responsibility for the enforcement of traffic laws and ordinances.

**SCOPE**

This General Order shall apply to all Department members.

**DISCUSSION**

Traffic law enforcement and the delivery of related services shall be applied in a consistent and courteous manner to foster a positive public attitude and acceptance of such enforcement. The Department shall participate in transportation systems management planning concerning construction and/or reconstruction of traffic ways and facilities. All uniformed members are expected and required to take the appropriate enforcement action when confronting any traffic violation(s).

## **PROCEDURE**

### **I. Traffic Administration**

- A.** The planning, analysis, inspection and coordination of the Department's Traffic Unit activities shall be the responsibility of the Support Services Bureau Commander.
- B.** The Department has established the following objectives and functions for the delivery of law enforcement traffic-related services. These objectives are to be reviewed by the Support Services Bureau Commander annually and an evaluation of the progress toward attainment shall be submitted to the Chief of Police.
  - 1.** Analyze crash reports and records.
  - 2.** Provide selective traffic enforcement of determined high crash areas.
  - 3.** Develop and coordinate the Department's selective enforcement program, to include specialized DUI, and speed enforcement efforts.
  - 4.** Operation of speed measuring devices.
  - 5.** In conjunction with the Crime Prevention Officer, establish traffic safety education and public information.
  - 6.** Establish liaison with local safety groups and agencies.
  - 7.** Develop and evaluate annual goals and objectives.
  - 8.** Investigate traffic crashes.

### **II. Traffic Records**

- A.** The Traffic Records System shall be administered by the Traffic Supervisor or their designee and shall contain the following:
  - 1.** Traffic crash data (reports/investigations/locations).
  - 2.** Traffic enforcement data (citations/arrests/dispositions/locations).
- B.** The Traffic Unit Supervisor is responsible for maintaining traffic enforcement activity reports.
- C.** Preparation, review, and transmittal of traffic records.
  - 1.** Each member of the Department responsible for the preparation of citations, crash reports or other special reports shall complete all necessary forms and reports in accordance with General Order 82.2.
  - 2.** The Traffic Supervisor or their designee shall be responsible for the transmittal of appropriate enforcement, crash, and traffic services data to the appropriate agencies when requested.
- D.** Preparation and dissemination of crash/enforcement data.

1. The Support Services Bureau Commander or their designee shall be responsible for the preparation and dissemination of appropriate crash/enforcement data to support field operations, facilitate program planning, and assist in the development of goals and objectives.
2. Comparison of current to past data shall be conducted to help reveal changing crash and enforcement patterns. Data shall be maintained for at least three years.
4. Appropriate crash and enforcement data shall be disseminated to the Patrol Supervisors and all affected components upon completion.

### **III. Annual Traffic Reports/Audits**

- A. Audit of Traffic Citations: The Support Services Bureau Commander or their designee shall complete an audit of the traffic citations semi-annually. The audit shall be for the purpose of ensuring the integrity of the Department's traffic citation tracking system, not an inventory of each individual traffic citation.
- B. The audit shall utilize the bureau accountability pages, Florida Uniform Traffic Citation Logs, and Citation Accountability Logs. The traffic citations can also be reviewed by using the Records Inquiry Menu of the agency data center.
  1. The audit shall accomplish the following:
    - a. Ensure traffic citations are being securely stored and verify their physical location;
    - b. Ensure distribution and issuance records are up-to-date and correct; and
    - c. Identify and account for any lost, stolen, voided or missing traffic citations not previously reported.
  2. Any errors discovered during the audit shall be corrected.
  3. The results of the audit, including any errors and corrections, shall be documented.
  4. A copy of the audit report shall be forwarded to the Accreditation Manager.

### **IV. Implementation of Selective Enforcement techniques**

- A. Annually, the Support Services Bureau Commander or their designee shall conduct an analysis of traffic crash data for the previous calendar year. The data shall be analyzed to determine causation factors and hazardous locations; Special attention shall be given to the types of crashes and time of occurrence.
  1. This data shall be combined with reports pertaining to traffic conditions, traffic volume, and citizen complaints in order to determine areas to implement selective enforcement techniques and procedures.
  2. Traffic Unit members shall be assigned by the Traffic Unit supervisor(s), to these locations during those times when the need for traffic enforcement services are greatest.

- B. Upon determination an enforcement effort beyond the ability of the currently assigned Traffic Unit, the Traffic Supervisor shall request, via the chain of command, for the assignment of members to a combined traffic enforcement unit.
- C. Members shall complete a Selective Enforcement Sheet (whpd-88) each time a selective enforcement location is targeted.
- D. The Support Services Bureau Commander or their designee shall conduct an evaluation of both traffic enforcement and selective enforcement activities for the previous calendar year at least annually, to ascertain their effectiveness.

**V. Definitions**

- A. *Selective Traffic Enforcement* – The assignment of members to traffic activities at times and locations where hazardous or congested conditions exist.

APPROVED   
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**Vance Monroe Jr.**  
**CHIEF OF POLICE**