

A. **PURPOSE.** To outline the organization and responsibilities of the Traffic Unit.

B. **ORGANIZATION.** The Traffic Unit is organized as part of the Support Services Division and reports directly to the Support Services Lieutenant.

C. **SPECIFIC RESPONSIBILITIES**

1. Traffic Unit employees shall:

- a. Promptly respond to and investigate fatal and serious personal injury accidents.
- b. Respond to and investigate accidents involving Police Department vehicles with real or alleged injuries (see MOP 5-5).
- c. Review vehicle crash reports and complete related investigations.
- d. Conduct accident investigation, OWI, and traffic violation enforcement training.
- e. Review Official Boating Accident Reports and complete related investigations.
- f. Serve as a liaison between the Department and the City's Traffic Engineer.
- g. Clear Repair and Report violations.
- h. Manage the Fleet Safety Program.
- i. Coordinate the disposition of towed vehicles.
- j. Conduct Sex Offender Registration and Verifications and conduct and/or coordinate investigations regarding violation of the Sex Offender Registry.
- l. Review DWLS, OWI, and MIP reports and citations for proper charge requests.
- m. Obtain appropriate warrants.

- n. Serve as liaison between the department and courts.
 - o. Conduct background investigations and provide recommendations to the City Clerk's Office regarding taxi cab and transient merchant licenses.
 - p. Complete other duties assigned by the Chief of Police.
2. The Watch Commander shall promptly notify the Support Services Lieutenant or Traffic Unit Supervisor of fatal and serious injury accidents.
 3. The Support Services Lieutenant or Traffic Unit Supervisor shall then determine the proper response.