

**UNIFORM GUIDELINES
RED LIGHT CAMERA ENFORCEMENT**



**CULVER CITY POLICE DEPARTMENT
AUTOMATED ENFORCEMENT DIVISION
CITY OF CULVER CITY, CALIFORNIA**

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SECTION 1- Purpose of Uniform Guidelines

The intent of this document is to provide the structure and methods for screening and issuing citations, for the processing and storage of confidential information, and to establish procedures to ensure compliance with these Guidelines. (Vehicle Code §21455.5(c)(1)). Additionally, these Uniform Guidelines encompass an array of procedures that direct the work of the City of Culver City's ("City") red light camera vendor ("vendor"). These guidelines may be amended from time to time, including but not limited to when legislative changes occur. A copy of these Guidelines will be retained at all times by the vendor to direct the work of its employees. The Culver City Police Department ("CCPD") will retain a copy to ensure compliance with the Guidelines. If a conflict exists between these Uniform Guidelines and the Vendor's Business Rules, these Guidelines shall control.

SECTION 2 - Contact Information

Program Manager:

Sergeant William Browne
Culver City Police Department
4040 Duquesne Avenue
Culver City, CA 90232
W/P: 310-253-6260
Email: william.browne@culvercity.org

Additional CCPD Contacts:

Detective Marc Young
4040 Duquesne Avenue
Culver City, CA 90232
W/P: 310-253-6273
Email: marc.young@culvercity.org

Eunice Sierra (Photo Enforcement Technician)
4040 Duquesne Avenue
Culver City, CA 90232
W/P: 310-253-6269
Email: eunice.sierra@culvercity.org

SECTION 3 – Processing Timelines

1. The City's vendor shall place incident information in the CCPD online confidential secure queue within six (6) days of the captured incident.
2. A sworn CCPD officer will review each incident within four (4) days of receipt from vendor and authorize the citation or reject the incident.

3. Vendor will mail the citation on or before the 15th day from the date of the violation in order to meet proof of service requirements; a Certificate of Mailing will accompany each citation (Vehicle Code §40518(a)).

SECTION 4- Citation Information / Court Procedures

1. The following minimum information shall be included on all citations (Vehicle Code §40518(b)):
 - a. Registered owner name and address
 - b. License plate of vehicle
 - c. Violation and description
 - d. Date, time and location of offense
 - e. Specify whether a driver's license is commercial
 - f. Date, time and location of court appearance
 - g. Issuing officer's name, rank and ID number
 - h. The Superior Court requires date of birth & California Driver's License on red light camera citations.
 - i. Age
 - j. The statute for red light running in California is Vehicle Code §21453(a). This statute applies to a driver facing a steady circular red signal regardless of the movement the driver makes in violation of the provisions of this section. The statute for violating a steady red arrow is Vehicle Code §21453(c).
 - k. The description of the offense under Vehicle Code §21453 as it appears on the citation will be "Failure to Stop at Red Light."
 - l. The statute for "straight through" violations (i.e., driving straight through an intersection from a designated turn lane) is Vehicle Code §22101(d)
 - m. The description of the offense for straight through violations: "Failure to obey an official traffic control device."
2. The registered owner's name on the citation will read first, middle and last name with no commas.
3. Vendor will use the Notice to Appear template approved by the California Judicial Council.
4. The date of issue on the citation is the date vendor printed and mailed citation. This is different from the date of violation. Both dates are included on the citation.
5. Citation numbering format for Culver City automated enforcement citations, as recommended by the Superior Court: C1234. Affidavit of Non-Liability citation numbering format will be: D1234.
6. Bail amount will NOT be printed on the back of the Citation.

7. The "respond-by" or appearance date will be 45 calendar days from the date of issue, excluding holidays.
8. Adult defendants will be cited into the listed court:
The Los Angeles Superior Court of California
Los Angeles County - Santa Monica Courthouse
1725 Main St.
Santa Monica, CA 90401
Phone: (213) 742-6648
Hours of operation: 8:30 a.m. - 4:30 p.m.
Web address: <http://www.lasuperiorcourt.org>
9. Vendor will place an electronic file containing printed original and nominated citation information on the vendor FTP site each day for court retrieval.
10. Juvenile defendants will be cited into the same court.
11. Juvenile citations will be placed on the FTP site the same as adults.
12. Vendor will receive a file transfer from the court listing court dispositions.
13. Vendor programmers will contact the following court representative to obtain sample file layout, establish file transfer protocol, and set up a test environment.
Primary court IT contact:

Name: Glen Pauley
Title: Applications Support Manager
Mailing Address: 320 W. Temple Street, Room G25
Los Angeles, CA 90012
Work Phone: (213) 974-4353
E-mail: gpauley@LASuperiorCourt.org
14. Failure to appear on a photo enforced citation will result in a civil sanction, e.g., referral to a collections agency, or any other sanction authorized by the Superior Court.

SECTION 5- General Processing Guidelines

1. Passengers' faces shall be masked on the citation.
2. Where only partial driver information is available or no Department of Motor Vehicle ("DMV") information is available, Vendor will process the incident with "dummy" information, check the "Incomplete Details" Box and place it in the police authorization queue. The name field will read "NOF" (not on file), the address line will read "123 Any Street" and Vendor will mark the incident as "Incomplete Details".

- a. CCPD will be responsible to obtain full details, will uncheck the "Incomplete Details" box and Vendor will mail a Notice to Appear.
 - b. If CCPD is unable to obtain full details, the Citation will be sent to the registered owner at the address on file with the DMV.
3. Incidents where the driver's gender appears to be different than the registered owner's name will be placed in police authorization queue for disposition by CCPD. Vendor will check the "Incomplete Details" Box. If CCPD determines that a gender mismatch has not occurred they will uncheck the "Incomplete Details" Box and Vendor will mail a Notice to Appear. If CCPD believes a gender mismatch exists, CCPD will attempt to identify the driver of the vehicle. However, if the driver cannot be otherwise identified, a Notice to Appear will be issued to the registered owner of the vehicle on file with the DMV.
4. Incidents involving traffic accidents will be placed in police authorization for disposition by the police department.
5. A Notice to Appear issued pursuant to Vehicle Code §40518 for an alleged violation recorded by an automated enforcement system shall contain, or be accompanied by, an Affidavit of Non-Liability and information as to what constitutes non-liability, information as to the effect of executing the affidavit, and instructions for returning the affidavit to the issuing agency.
6. Vendor will receive the Affidavit of Non-Liability, update the information, process the new proposed citation and send it to CCPD for approval. Once approved, the original citation will be placed on the Dismissal Report. CCPD also has the option of updating citation information from an Affidavit of Non-Liability by accessing the appropriate web-site.
 - a. Incomplete Affidavit of Non-Liability and/or other correspondence concerning a violation received by Vendor will be forwarded to CCPD for disposition.
 - b. The dismissal list will be forwarded to CCPD from the vendor either through the online reports link or via email, and CCPD will deliver to the court for final disposition.
7. Citations returned to vendor with a forwarding address will be re-addressed and mailed to the new address by the vendor. The citation will not be amended.
8. Citations returned to Vendor "with no forwarding address" will be forwarded to CCPD to facilitate identification of a new address. If successful, CCPD will place the citation in a new envelope and mail the citation to the new address. The citation will not be amended. If CCPD is unsuccessful in its search for a new address, the citation will remain active pending further processing or final disposition.

SECTION 6 - Violation Screening Considerations

CCPD is solely and completely responsible for the review and approval of the photographs and data that result in the issuance of citations to violators. CCPD sworn officers should consider the following criteria when screening photo enforcement violations:

- a) The violation contains all required photographs
- b) Traffic signals in the photographs(s) are visible as it relates to the system
- c) The first photograph (pre-violation) depicts the vehicle placement at or before the stop line or crosswalk
- d) The second photograph (post-violation) shows that the vehicle has entered into the intersection
- e) The driver's photograph is clear, to identify the driver, either in person or through a Cal-Photo verification check
- f) The license plate photograph is clear, to identify the violating vehicle
- g) The video corroborates the photographic evidence
- h) The data bar information is complete
- i) The DMV information matches the vehicle depicted in the photograph
- j) The data information corroborates the photographic information
- k) The system is operating correctly
- l) All elements of the violation are met.

After evaluating the information surrounding an incident and based on the totality of circumstances, the viewing officer may accept the incident and issue a citation or reject it if any of the above criteria are not met.

The decision to accept or reject an incident is at the discretion of the reviewing officer.

SECTION 7 Records Retention / Confidentiality

California Vehicle Code § 21455.5(f) permits the retention of confidential records and information obtained in connection with the operation of red light photo enforcement systems for six (6) months from the date the information was obtained or until final disposition of the citation, whichever is later. Accordingly, the City's vendor will destroy the photographic evidence captured by the automated enforcement system six (6) months from when the information is obtained, or six (6) months after the incident/violation has been adjudicated, whichever is later. CCPD authorized personnel will place a "Hold" on any photographs they determine should be held for any reason; including but not limited to, photographic evidence from a Trial by Declaration and photographic evidence needed for an appeal. Upon placement of a Hold, Vendor will continue to retain the information until such time as otherwise instructed by the City. Once data is purged, it cannot be retrieved.

Photographic evidence made by an automated red light camera system and confidential information obtained from the Department of Motor Vehicles are not public record and shall not be used for any other purpose. (Vehicle Code §21455.5(f)).

SECTION 8- Yellow Signal Timing

Yellow signal light intervals are set by the City. CCPD is responsible for ensuring that the yellow signal light intervals at approaches monitored by red light cameras conform to prevailing authority requirements set forth in Vehicle Code §21455.7:

- (a) At an intersection at which there is an automated enforcement system in operation, the minimum' yellow light change interval shall be established in accordance with the Traffic Manual of the Department of Transportation.
- (b) For purposes of subdivision (a), the minimum yellow light change intervals related to designated approach speeds provided in the Traffic Manual of the Department of Transportation are mandatory minimum yellow light intervals.
- (c) A yellow light change interval may exceed the minimum interval established pursuant to subdivision (a).

See Attachment A, Cal Trans phasing interval chart and timing verification document.

SECTION 9- Trial and Evidence Information

1. CCPD will notify the Vendor of upcoming trials by mail at least two weeks in advance to allow sufficient time for preparation of court evidence packages.
2. Vendor will mail court packages to:
 - Name: William Browne
 - Title: Sergeant
 - Mailing Address: 4040 Duquesne Ave, Culver City, CA 90232
 - Work Phone: (310) 253-6260
 - E-mail: william.browne@culvercity.org
3. The court evidence package will consist of the following::
 - Evidence package checklist or cover sheet
 - Color copies of citation
 - One enlarged color photo of violation "Face" image
 - Maintenance log(s)
 - Affidavit of non-liability, if applicable, and any accompanying documents
 - CD containing video of violation in progress

SECTION 10- Photo Viewing

1. Pursuant to Vehicle Code §21455.5(g), the registered owner or any individual identified by the registered owner as the driver of the vehicle at the time of the alleged violation shall be permitted to review the photographic evidence of the alleged violation.
2. The following information shall be included on the back of the Notice to Appear regarding photo viewing:
 - Phone number to call to request viewing: (310) 253-6269
 - Address where the viewing will be held:
Culver City Police Department
4040 Duquesne Avenue
Culver City, California 90232
 - Days and times viewing available: Monday through Thursday from 9:00 a.m. to 5:00 p.m.
 - Viewing will be by appointment or based on availability when not scheduled.
3. Vendor shall host a website whereby the Notice recipient may view the violation video online. Vendor shall also maintain a toll free number for Notice recipients to call with inquiries.

SECTION 11- Vendor Equipment Knockdown Procedures

In the event any vendor equipment is damaged and/or becomes non-functional due to a traffic collision or other similar cause CCPD will take the following steps:

1. Notify the Vendor Account Representative by phone. If unable to make personal notification, CCPD will notify the Vendor helpdesk by phone or email.
2. Document the incident on a police report (CHP 555 or other appropriate form)
3. Secure the damaged poles, enclosures, or other vendor equipment
4. Forward all appropriate reports of the incident to the vendor.

Attachment A

Cal Trans Yellow Change Interval Chart

Yellow Change Intervals

The purpose of the yellow signal indication is to warn traffic approaching the signal that the related green movement is ending or that a red indication will be exhibited immediately thereafter and traffic will be required to stop when the red signal is exhibited. The length of the yellow change interval is dependent upon the speed of approaching traffic. Minimum yellow intervals are shown below:

Approach Speed	Yellow Interval	mph (km/h)	(seconds)
25 or less (40 or less)		3.0
30 (48)		3.2
35 (56)		3.6
40 (64)		3.9
45 (72)		4.3
50 (80)		4.7
55 (89)		5.0
60 (97)		5.4
65 (105)		5.8

The above information was taken from the California Department of Transportation, California Manual of Unified Traffic Control Devices, Chapter 4D, Part 4, Section 4D.10, Page 40-53, Table 4D-102(CA) Minimum Yellow Change Interval Timing.

For additional information from the California Department of Transportation, Traffic Manual, please refer to the link below:

<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/>