

Business Rules for the Sacramento Metropolitan Red Light Photo Enforcement Program



RED LIGHT PHOTO ENFORCEMENT PROGRAM

Sacramento Metropolitan Red Light Photo Enforcement Program REFLEX TRAFFIC SYSTEMS BUSINESS RULES

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Change History Log

A Change History Log is especially useful when changes are made to the document after all stakeholders have approved it. Any changes should be noted in this log so that the readers clearly understand what information was changed between versions.

Date	Version #	Change Description	Author(s)
12.18.08	1.0	Initial draft of business rules	Ray Torrez
12.24.08	1.2	Changed #5 & 6, citation numbering	Ray Torrez
1.30.09	1.3	Item #31 & 25 changed	Ray Torrez
1.30.09	1.4	Item #37, Printed images on 8 ½ X 11 glossy paper	Ray Torrez
5.18.09	1.5	Item 10,11,13, court hours changed to 8 am to 4 pm	Ray Torrez
8.10.09	1.6	Item 11/33, Court copies & citation sent by the 11 th day.	Ray Torrez
9.8.09	1.7	Item 37, Individual CD for each court pack	Ray Torrez
9.9.09	1.8	Item 37, Master CD for each court pack	Ray Torrez
09.01.11	1.9	Updated Version Item #7,,10,26,37	Ray Torrez
01-02-13	1.10	Update Item 19, 36, 39	Ray Torrez
3-27-14	2.0	Updated Items 10,11,15,15c,15e,24a,24b,26,28,31,33,37,41	Ray Torrez
03-02-15	2.1	Numbering reset at #18	Ray Torrez
01-04-2016	2.2	Item 14, RTS Contact Updated, Item 35 Kiosk location added	Ray Torrez

Purpose of Business Rules

The intent of this document is to provide guidelines, structure and methods of operation for the various functions that comprise a red light camera program. The rules encompass an array of procedures that direct the work of Redflex Traffic Systems (RTS) employees. Though the contract is the controlling document outlining various obligations of RTS and the Sacramento Metropolitan Red Light Photo Enforcement Program, these rules define specific operational components of the program. These rules may be amended from time to time at the direction of the Sacramento Metropolitan Red Light Photo Enforcement Program, when legislative changes occur, or when RTS updates or changes a procedure. When it is necessary to modify a function defined herein, that change will be noted in the revision history. It is also encouraged to review these rules on no less than an annual basis. A copy of the rules will be retained by RTS and the Sacramento Metropolitan Red Light Photo Enforcement Program. Any change to the rules will require notice to the other party.

Citation Information/ Court Procedures

1. The following minimum information shall be included on all citations (CVC 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 and location of court appearance (time in courtesy notice)
 - g. Issuing officer's name, rank and ID number
 - h. The description of the offense as appears on the citation will be "Failure to Stop at Red Light."
 - i. The statute for red light running in California is: **CVC 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 **CVC 21453 (c)**.
 - j. The court requires CDL and DOB for all Notices to Appear. Redflex Traffic Systems will make an effort to obtain this data and enter into the incident. In the event Redflex Traffic Systems cannot obtain the data the incident will be placed in the queue for review and further follow up by Sacramento Metropolitan Red Light Photo Enforcement Program.

2. The registered owner's name on the citation will read first, middle and last name with no commas.
3. Redflex will use the Notice to Appear template approved by the California Judicial Council.
4. The date of issue on the citation is the date Redflex printed and mailed the citation. This is different from the date of violation. Both dates are included on the citation.
5. Citation numbering format will be: SA0000001
6. Affidavit of Non-Liability citation numbering format will be: SB0000001, SC0000001
7. A courtesy notice will not be mailed by the court.
8. Bail amount will not be printed on the back of the citation.
9. The "respond-by" or appearance date will be 90 calendar days from the date of issue, excluding holidays.
10. Adult defendants will be cited into the listed court:
Carol Miller Justice Center
301 Bicentennial Circle
Sacramento, CA 95826
Traffic - (916) 875-7800
Business Hours: 8:30 a.m. to 4:00 p.m.,
Monday through Friday (excluding court holidays)
<http://www.saccourt.com/traffic>

Note: All citation data, both adult and juvenile, will be transmitted to the court via file transfer.

11. Juvenile defendants will be cited into the listed court.

Carol Miller Justice Center

301 Bicentennial Circle

Sacramento, CA 95826

Traffic - (916) 875-7800

Business Hours: 8:30 a.m. to 4:00 p.m.,

Monday through Friday (excluding court holidays)

<http://www.saccourt.com/traffic>

12. Redflex will receive a hard copy each month from the court listing court dispositions.

13. Redflex 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: Ryan Hurlock
Title: Project Manager ICMS
Mailing Address: 720 9th street
Sacramento 95826
Work Phone: (916) 874-4936 874-8210
E-mail: Hurlocr@saccourt.com

14. The primary Redflex contact for programming is:

Name: Keith Shivner
Title: Software Developer
Work Phone: 623.207.2267
Mailing Address: 5651 West Talavi Blvd., Suite 200
Glendale, AZ 85306
E-mail: kvir@redflex.com

Contract Details/ Summary

15. The contract details are for:

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- a. Up to 40 approaches;
- b. The Sacramento Metropolitan Red Light Photo Enforcement Program shall assign a project manager. That person is:

Name: Sergeant Chris Solorzano
Title: Security Services Division
Mailing Address: 2101 Hurley Way
Sacramento, CA 95825
Work Phone: 916.876.6605
E-mail: csolorzano@sacsheriff.com

- c. The individual responsible for invoices and other financial matters, if different:

Name: Sherri Hrabak
Title: Records Officer
Mailing Address: 2101 Hurley Way
Wok Phone: 916-876-6614
E-mail: shrabak@sacsheriff.com

- a. The Sacramento Metropolitan Red Light Photo Enforcement Program will be responsible for monthly service fees to the power provider at each photo enforced intersection.
- b. Redflex will be responsible for the installation and monthly service fees for the high speed Internet connection at each intersection.
- c. Redflex will not be responsible for the fabrication, installation, and maintenance of all required Advisory Signs in compliance with the Department of Transportation's Traffic Manual.
- d. Redflex will not be responsible for the installation of LEDs.
- e. Redflex will be responsible for the hardware and software necessary to authorize citations.
- f. The Sacramento Metropolitan Red Light Photo Enforcement Program, with Redflex cooperation, will be responsible for any/all Public Service Announcements to be made prior to the commencement of the warning period.

Warning Period/ Enforcement Procedures

16. Prior to issuing citations a 30-day warning period must commence (CVC 21455.5 (a)(2)(b)).

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- c. The Sacramento Metropolitan Red Light Photo Enforcement Program does require a separate and independent warning period for each new approach that goes live
 - d. The law enforcement agency will authorize incidents during the warning period.
17. The Sacramento Metropolitan Red Light Photo Enforcement Program WILL be responsible for all public announcements to be made in compliance with California Vehicle Code (CVC 21455.5 (a)(2)(b)). Attachment C, all sections relevant to automated photo enforcement.
18. The Sacramento Metropolitan Red Light Photo Enforcement Program will be responsible for assuring that the yellow signal light intervals conform to prevailing authority requirements set forth in California 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 relating 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 Appendix A, Cal Trans phasing interval chart and timing verification document.
19. Passengers' faces shall be masked on the citation.
20. Where only partial driver information is available or no DMV information is available, Redflex 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", the address line will read "123 Any Street" and Redflex will mark the incident as "Incomplete Details".
- a. If the Sacramento Metropolitan Red Light Photo Enforcement Program is able to obtain full details, they will uncheck the "Incomplete Details" box and issue the **Notice to Appear**.
21. If the Sacramento Metropolitan Red Light Photo Enforcement Program is unable to obtain full details, they will leave the "Incomplete Details Box" checked in police authorization and will determine the disposition for the incident. Redflex will send **ALL** incidents to the Sacramento Metropolitan Red Light Photo Enforcement Program except for the "pre-sort" exemptions.

22. The standard police rejection options are as follows:

- Age Mismatch
- Driver ID - Motorcyclist Helmet
- Driver ID - Poor Driver Image - ENVIRONMENT
- Driver ID - Poor Driver Image - TINTING
- Driver Obstruction - Duckers
- Driver Unidentifiable images poor
- Duplicate nomination
- Emergency Vehicle Responding
- Equipment Malfunction
- Funeral Procession/Police Controlled Intersection
- Gender Mismatch
- Incorrect Speed
- Invalid Offense
- Limit Line Not Visible
- No Images
- No Plates
- No Video
- Non Violation - Green Light
- Non Violation -Vehicle Behind Stop Bar
- Non-violation - Late Stop
- On or Passed the Stop Bar (PD).
- Plate Obstruction (PD)
- Plate Unclear
- Plate Unidentifiable
- Police Discretion
- Red-light not visible in video/Image
- Safe Turn On Red
- Short Stop - Incomplete Violation
- Straight Thru On Left
- U-TURN
- VEHICLE OBSTRUCTION
- Weather Conditions
- Wrong or No DMV - PD
- Yielding to an Emergency Vehicle
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PRE-SORT EXEMPTIONS THAT ARE AUTHORIZED FOR RTSI PERSONNEL TO EMPLOY:

- Funeral Processions
- Motorcycle, full face helmets
- Emergency Vehicles w/emergency lights
- Paper/No Plates

23. A Notice to Appear issued pursuant to CVC §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.

24. Redflex will receive the Affidavit of Non-Liability, update the information, process the new citation and send it to the Sacramento Metropolitan Red Light Photo Enforcement Program for approval. Once approved, the original citation will be placed on the Dismissal Report. The Sacramento Metropolitan Red Light Photo Enforcement Program 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 Redflex will be forwarded to the Sacramento Metropolitan Red Light Photo Enforcement Program for disposition every Thursday. Address for delivery will be: 2101 Hurley Way, Sacramento, Ca 95825
- b. RTSI will generate the dismissal list daily and deliver by e-mail to the Sacramento Metropolitan Red Light Photo Enforcement Program to retrieve the dismissal list from the online reports link and deliver this to the court for final disposition. Email distribution Sacramento will report dismissals to the court. Court requests one citation number per page.

25. Citations returned to Redflex with a forwarding address will be re-addressed and mailed to the new address. The citation will not be amended.

26. Citations returned to Redflex with no forwarding address will be forwarded to the Sacramento Metropolitan Red Light Photo Enforcement Program to research a new address. If successful, Sacramento Metropolitan Red Light Photo Enforcement Program will place the citation in a new envelope and mail the citation to the new address. The citation will not be amended

27. Redflex Traffic Systems will generate the Dismissal Report and deliver it to the Sacramento Metropolitan Red Light Photo Enforcement Program, who will receive the dismissal list via e-mail. The report will be generated and sent once a day. The Sacramento Metropolitan Red Light Photo Enforcement Program will deliver the report to the court.

Timelines

28. Redflex shall place offenses in the police authorization queue within 5 calendar days of the violation.

29. Sacramento Metropolitan Red Light Photo Enforcement Program will approve and RTSI will mail the citation on or before the 11th calendar day from the date of violation in order to meet proof of service requirements (CVC §40518 (a)).

A Certificate of Mailing will accompany each citation (CCP 1013 a).

Trial and Evidence Information

30. When possible the Sacramento Metropolitan Red Light Photo Enforcement Program will notify Redflex of upcoming trials by e-mail at least two weeks in advance to allow sufficient time to prepare court evidence packages. E-mails will be sent to: courtpacks@redflex.com.

31. Redflex will mail court packages to:

Name: Sherri Hrabak
Title: Records Officer
Mailing Address: 2101 Hurley Way, Sacramento, CA 95825
Work Phone: 916-876-6614
E-mail: shrabak@sacsheriff.com

32. The court evidence package will consist of the following and will comply with the Civil Code of Procedure §2015.5:

- Evidence package checklist
- Color copy of citation
- Four enlarged color photos of violation images on 8 1/2 X 11 photo paper
- Individual CD

Photo Viewing

33. Pursuant to CVC §21455.5 (f) 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.

34. Please provide the following information regarding photo viewing:

Phone Number: 916-876-6643

Location: 2101 Hurley Way, Sacramento, CA 95825

Days/Times: Monday through Friday from 8:00 a.m. to 3:30 p.m., (except legal holidays),

Viewing WILL BE by appointment only

35. Redflex will host a website whereby the notice recipient may view the violation and images and video online at <http://www.photonotice.com> (city code: **SCMTCA**).

Citizens may use computers in the public libraries to access the website. Sac

County payment link: <https://www.epay-it.com/sac/>

A kiosk is located at 2101 Hurley Way, Sacramento, Ca 95825, for the purposes of viewing violations and is open to the public during normal business operating hours.

Records Retention/ Confidentiality

36. Any and all photographic records made by Redflex Traffic Systems automated enforcement system and any confidential information obtained from the Department of Motor Vehicles will be retained for a minimum of FIVE YEARS from the date the information was first obtained, except as follows:

- Any individual incident captured by a red light camera system may be retained beyond the original six-month period provided Redflex Traffic Systems is notified by a law enforcement officer or qualified person who is authorized to access the SmartOps system and has a legal reason to request the evidence be retained.
- Except for court records described in Section 68152 of the Government Code, the confidential records and information described in paragraphs (1) and (2) may be retained for up to six months from the date the information was first obtained or until final disposition of the citation, whichever date is later, after which time the information shall be destroyed in a manner that will preserve the confidentiality of any person included in the record or information (CVC §21455.5 (e) (3)).
- If your jurisdiction is part of a court system that provides this data electronically to RTS, the purge process is set to purge data 45 days from the date notification is given that the case has been disposed of. This will allow ample time for the 30-

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day period to file an appeal of a guilty verdict. If a defendant requests an appearance following a guilty verdict, the Sacramento Metropolitan Red Light Photo Enforcement Program must use the "HOLD" flag in police authorization to notify RTS to hold the evidence for this citation until the appeal has been heard and a final disposition rendered. All other citation data without a final disposition will be retained by statute. Sacramento County Superior Court currently provides final disposition information. **However, if the court stops providing required data we will purge all confidential information obtained through DMV six months from its receipt.**

- Notwithstanding Section 6253 of the Government Code, any other provision of law, photographic records made by an automated enforcement system shall be confidential, and shall be made available only to governmental agencies and law enforcement agencies and only for the purposes of this article. Confidential information obtained from the Department of Motor Vehicles for the administration or enforcement of this article shall be held confidential, and may not be used for any other purpose (CVC §21455.5 (e) (1) and (2)).

Knockdown Procedures

37. In the event any RTS equipment is damaged and/or becomes non-functional due to a traffic collision or other similar cause it will be the responsibility of the law enforcement/GSD agency to take the following steps:

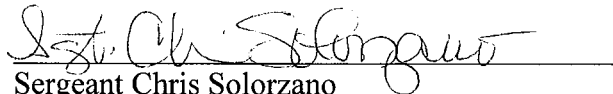
- (a) Notify the Customer Representative by phone
If unable to make personal notification, notify the Help Desk by phone or e-mail
- (b) Document the incident on an official police report
CHP 555 or other appropriate form
- (c) Secure the damaged poles, enclosures, or other RTS equipment
- (d) Forward all appropriate reports of the incident to RTS

Miscellaneous

38. Lane numbering will be in accordance with state DOT standards, if applicable. Otherwise, lane numbering will be as follows: all lanes to be numbered sequentially from left to right, from median to curb, i.e., 1, 2, 3, 4, 5, etc. A lane that provides for either a straight through or a turn will be numbered as a straight through lane.

39. A password will be issued to each person who is authorized to access SmartOps.

Both parties agree that the business rules are a guide and that from time to time changes will need to be made. Both parties agree that when changes are required Redflex Traffic Systems and the Sacramento Metropolitan Red Light Photo Enforcement Program will discuss the changes and initiate them within a reasonable amount of time and at the most economical cost possible.


Sergeant Chris Solorzano
Sacramento Sheriff Department

Date 02/01/2016