

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>TRA-007</b>
	Subject <b>Speed Timing Devices</b>	
	Special Instructions Replaces TRA-007 dated March 8, 2010	Effective Date <b>March 1, 21015</b>

**I. PURPOSE**

Establish assignment and certification guidelines for RADAR, VASCAR, and LIDAR instructors, operators, and equipment.

**II. POLICY**

Police employees shall successfully complete established training requirements and receive Department certification before using RADAR, VASCAR, or LIDAR equipment.

**III. PROCEDURE**

A. The RADAR and LIDAR training programs are based on a course of instruction recommended by the National Highway Traffic Safety Administration (NHTSA). The VASCAR training program is based on a course of instruction recommended by Traffic Safety Systems (TSS).

B. RADAR, VASCAR, and LIDAR instructors.

1. Employees who wish to become an instructor shall advise their commander, who shall forward written notification, including an endorsement, to the Training Section Commander.
2. Only employees who have passed the appropriate instructor course and maintained subsequent instructor recertifications shall serve as an instructor.
3. Employees shall have a minimum of two (2) years experience operating a speed timing device before requesting to be an instructor of that device
4. It is desirable that potential instructors have the type of speed timing device they are requesting to become an instructor for.
5. Four (4) hours classroom instruction is required for instructor certification and recertification.
6. Upon successful completion of instructor training, instructors are responsible for:
  - a. Training personnel in the proper use of RADAR, VASCAR, and/or LIDAR.
  - b. Forwarding a [Certification/Recertification memorandum](#) (State Form #23796 – Stock #318) to the Training Section Commander containing course completion dates for employees who have completed RADAR, VASCAR and/or LIDAR certification or recertification training.

This memorandum shall be sent only after all phases of an employee's training for the respective speed-timing device has been completed; and

c. Attaching to the memorandum the written test answer sheet and field test. All tests shall be graded by the instructor before being sent to the Training Section.

7. RADAR, VASCAR, and LIDAR instructors shall be recertified every three (3) years, regardless of the date of the initial certification.

C. RADAR operators.

1. Training of police employees for certification in the use of RADAR shall consist of the following:

a. Two (2) hours of classroom instruction;

b. A minimum of three (3) hours of field instruction by a RADAR instructor under actual highway traffic conditions;

c. Following the three (3) hours of field instruction the student shall practice with the RADAR for a minimum of 80 hours, without supervision. During this time, no enforcement action shall be taken for speed violations based on the applicable speed-timing device;

d. After completion of the 80 hours of practice, the student shall be given a field test by a RADAR instructor. The field test shall consist of the following;

(1) The student shall identify target vehicles during the test,

(2) While in the stationary mode, the student shall clock ten (10) vehicles; five (5) traveling toward the RADAR device and five (5) traveling away from the RADAR device,

(3) While in the moving mode, the student shall clock 15 vehicles traveling in the opposite direction of the patrol vehicle, and

(4) The student shall visually estimate the speed of 20 vehicles; ten (10) in the moving mode; ten (10) in the stationary mode. These estimates shall be within five (5) miles per hour of the actual speeds.

e. The student must score a minimum of 70% on a written examination.

2. Recertification for RADAR operators shall be conducted every three (3) years, regardless of their initial certification date.

D. VASCAR operators.

1. Training of police employees for certification in the use of VASCAR shall consist of the following:

a. Three (3) hours of classroom instruction;

b. A minimum of three (3) hours of field instruction by a VASCAR instructor under actual highway traffic conditions;

c. Following the three (3) hours of field instruction the student shall practice with the VASCAR for a minimum of 80 hours without supervision. During this time, no enforcement action shall be taken for speed violations based on the VASCAR;

d. After completion of the 80 hours of practice, the student shall be given a field test by a VASCAR instructor. The field test shall consist of the following;

(1) The student shall determine the average speed of the instructor's vehicle, using VASCAR,

(2) The instructor's vehicle shall be the target vehicle during testing. The instructor, as well as the student, shall measure the average speed of the target vehicle,

(3) Using each of the five (5) basic methods, the instructor shall simulate five (5) violations to obtain a total of 25 average speeds, and

(4) The discrepancy allowed on any single clock shall not exceed two (2) miles per hour. The total average discrepancy for all 25 clocks shall not exceed one (1) mile per hour.

e. The student must score a minimum of 70% on a written examination.

2. Recertification for VASCAR operators shall be conducted every three (3) years, regardless of their initial certification date.

E. LIDAR operators.

1. Training of police employees for certification in the use of LIDAR shall consist of the following:

a. Two (2) hours of classroom instruction;

b. A minimum of three (3) hours of field instruction by a LIDAR instructor under actual highway traffic conditions;

c. Following the three (3) hours of field instruction the student shall practice with the LIDAR for a minimum of 40 hours, without supervision. During this time, no enforcement action shall be taken for speed violations based on the speed-timing device;

d. After completion of the 80 hours of practice the student, shall be given a field test by a LIDAR instructor. The field test shall consist of the following;

(1) The student shall identify target vehicles during the test,

(2) Using the LIDAR, the student shall clock ten (10) vehicles; five (5) traveling toward the LIDAR device and five traveling away from the LIDAR device, and

(3) Without using the LIDAR, the student shall visually estimate the speed of ten (10) vehicles in the stationary mode. These estimates shall be within five (5) miles per hour of the actual speeds.

e. The student must score a minimum of 70% a written examination.

2. Operator recertification for LIDAR operators shall be conducted every three (3) years regardless of their initial certification date.

F. The Training Section Commander shall:

1. Maintain a file of RADAR, VASCAR, and LIDAR instructor training requests;

2. Coordinate RADAR, VASCAR, and LIDAR operator recertification and instructor certification/recertification training every three (3) years;

3. Maintain training records of current operators and instructors; and

4. Issue appropriate operator and instructor certificates to those individuals who successfully complete the appropriate RADAR, VASCAR, and LIDAR training program.

G. RADAR, VASCAR, and LIDAR operators shall maintain the speed-timing device issued to them in proper operating condition, which includes routine checks for accurate calibration before using the equipment as a speed enforcement tool. If for any reason a speed timing device does not pass all internal and external tests, it will be taken out of service and will not be used until repaired, and tested for accuracy by a Department authorized technician or the manufacturer.

H. The use of a speed-timing device is intended to supplement a police employee's traffic enforcement activities and should not lessen efforts to enforce other traffic and criminal laws.

I. Assignment of RADAR, VASCAR, and LIDAR equipment.

1. Department employees; certified in the use of RADAR, LIDAR, and VASCAR equipment; are the only persons authorized to use that Department-owned equipment.

2. Permanently mounted speed-timing devices shall be assigned to the commission.

3. Permanently mounted equipment may only be installed and uninstalled by authorized Field Support Services Section personnel.

K. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.