

INTRODUCTION - SPEED MONITORING SYSTEMS [SMS] WORKBOOK

Dear Law Enforcement Colleague:

In 2014, the General Assembly enacted a new law (TR § 21-809(k)) that requires each local jurisdiction that uses a speed monitoring system program (i.e. speed cameras) to report certain information to the Maryland Police Training Commission **ANNUALLY**.

The report is to be made by the jurisdiction agency that operates the jurisdiction's speed monitoring program. The report is to be submitted to the Commission no later than October 31st for the jurisdiction's speed monitoring program operated during the State's previous FISCAL YEAR (July 1-June 30). The Commission is required to assemble the reports submitted to it by all agencies and forward a consolidated report to the Governor and General Assembly.

The first report will be due October 31, 2015 for the FISCAL YEAR period of July 1, 2014 through June 30, 2015. Thereafter, a report is to be submitted on October 31st of each year.

This spreadsheet workbook has been created to assist you as you collect and report the Speed Monitoring System law-required information as set out in TR § 21-809 (k) (2) for the State's previous FISCAL YEAR (July 1 through June 30).

This workbook contains this INTRODUCTION page, an INSTRUCTION page and FOUR (4) SEPARATE WORKBOOK SECTIONS:

- ▶ SECTION # 1 -- LAW ENFORCEMENT AGENCY IDENTIFYING INFORMATION;
- ▶ SECTION # 2 -- "SPEED MONITORING SYSTEM PROGRAM";
- ▶ SECTION # 3 -- "INFORMATION ON LOCATION(S) OF EACH SPEED MONITORING CAMERA & CITATIONS ISSUED AT EACH LOCATION(S) BY EACH CAMERA;"
- ▶ SECTION # 4 -- "ERRONEOUS VIOLATIONS BY EACH SPEED MONITORING CAMERA."

ALL FOUR workbook sections MUST BE COMPLETED when submitting data to the Maryland Police and Correctional Training Commissions.

This workbook should be submitted to the Maryland Police and Correctional Training Commissions in accordance with TR § 21-809 (k)(3) **ELECTRONICALLY** NO LATER THAN OCTOBER 31st OF EACH YEAR. Any questions or comments regarding this workbook should be directed to

James Durner at **410-552-6927** or via "e" mail at jadurner@dpsc.state.md.us

CONTINUE TO NEXT SECTION OF WORKBOOK - INSTRUCTIONS.

INSTRUCTIONS TO COMPLETE WORKBOOK

Section # 1 - Law Enforcement Agency Identifying Information: SELF EXPLANATORY

1. Enter the information in the space provided [highlighted in yellow].

Section # 2 - SPEED MONITORING SYSTEM PROGRAM [SMS]:

1. Enter the information in the space provided. If ADDITIONAL SPACE is needed expand the space as necessary.
2. Enter the **TOTAL #** of speed monitoring system **CITATIONS** issued during FISCAL YEAR in the space provided.
3. Enter the **TOTAL EXPENDITURES** for the speed monitoring system program **for the FISCAL YEAR** in the space provided.
4. Enter the **NET REVENUE GENERATED** in the FISCAL YEAR by the SMS program in the space provided.
5. Enter the **TOTAL AMOUNT OF ANY PAYMENTS TO "SMS" CONTRACTOR** during the FISCAL YEAR in the space provided.
6. Enter the **NUMBER OF EMPLOYEES** of the **LOCAL JURISDICTION** involved in "SMS" program in the space provided.
7. **DESCRIBE HOW THE NET REVENUE WAS USED** by the **LOCAL JURISDICTION** during the FISCAL YEAR in the space provided.

Section # 3 - Information on Locations of EACH Speed Monitoring Camera and Citations Issued at Each Location by Each Camera:

1. Identify system/camera **by SERIAL NUMBER** in space provided;
2. Enter **DATE OF START** [activation] and **DATE OF STOP**;
3. Enter **LOCATION SYSTEM SYSTEM /CAMERA** was used in space provided;
4. Enter **TOTAL # OF CITATIONS ISSUED FOR EACH LOCATION** by the captioned **SYSTEM/CAMERA** in the space provided.

Section # 4 - "ERRONEOUS VIOLATIONS" REPORTED BY EACH SPEED MONITORING CAMERA

1. Enter the **TOTAL NUMBER OF SYSTEMS/CAMERAS** in the agency's speed monitoring program in the space provided.
2. Enter the **SYSTEM/CAMERA #** including the **SERIAL NUMBER** of the device in the space provided.
3. Enter the **# of POTENTIAL VIOLATIONS** in the space provided.
4. **TOTAL the # OF VIOLATIONS FOR THAT SYSTEM/CAMERA** and enter into the space provided.

SECTION # 1 - LAW ENFORCEMENT AGENCY IDENTIFYING INFORMATION

Law Enforcement Agency - Name/Jurisdiction: Glenarden

CONTACT PERSON
PROGRAM ADMINISTRATOR

NAME: Sgt. Richardson

TELEPHONE #: 301-772-3214

E MAIL ADDRESS: krichardson@cityofGlenarden.org

FISCAL Year: 20 16 ____ : For Period : from July 1, 2015 to: June 30, 2016

Date Data Submitted to MPCTC: October 30, 2016

[CONTINUE TO SECTION # 2 of workbook]

SECTION # 2 - SPEED MONITORING SYSTEM [SMS] PROGRAM

DESCRIPTION OF TYPE OF SPEED MONITORING SYSTEM [SMS] USED: Tailer system and PAD mounted system

TOTAL # of SYSTEMS [CAMERAS] in speed monitoring system program

2

TOTAL # of Speed Monitoring System Citations issued in FISCAL YEAR:

2469

EXPENDITURES INCURRED by the program:

3,077

GROSS REVENUE generated by speed monitoring program

54,216

NET REVENUE GENERATED by the program:

40,216

TOTAL AMOUNT OF ANY PAYMENTS TO CONTRACTOR under the program:

33,480

NUMBER OF EMPLOYEES OF LOCAL JURISDICTION involved in program:

14

DESCRIPTION OF HOW NET REVENUE WAS USED: Public safety

[CONTINUE TO SECTION # 3 of workbook]

**SECTION # 3 - INFORMATION ON LOCATION(S) OF EACH SPEED MONITORING CAMERA AND CITATIONS ISSUED
AT EACH LOCATION(S) BY EACH CAMERA**

LOCATIONS AT WHICH EACH SPEED MONITORING SYSTEM (CAMERA) WAS USED:

SYSTEM/CAMERA # 1 (serial #): OS-014

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED
05-13-2014 present	3300 Block of Brightseat Rd / Site #50005	104

SYSTEM/CAMERA # 2 (serial #): T-048

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED
5/12/2012-present	Glenarden Parkway @ Wesley Street / Site #70061	2365

[CONTINUE ON PAGE 3-2 IF NECESSARY]

SECTION # 3 -- "LOCATIONS" OF SPEED CAMERAS/SYSTEMS [continued]

SYSTEM/CAMERA # 3 (serial #):

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

SYSTEM/CAMERA # 4 (serial #):

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

[CONTINUE ON TO PAGE 3-3 IF NECESSARY]

SECTION # 3 -- "LOCATIONS" OF SPEED CAMERAS/SYSTEMS [continued]

SYSTEM/CAMERA # 5 (serial #):

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

SYSTEM/CAMERA # 6 (serial #):

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

[CONTINUE ON PAGE 3-4 IF NECESSARY]

SECTION # 3 -- "LOCATIONS" OF SPEED CAMERAS/SYSTEMS [continued]

SYSTEM/CAMERA # 7 (serial #):		
START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

SYSTEM/CAMERA # 8 (serial #):		
START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

[CONTINUE ON PAGE 3-5 IF NECESSARY]

SECTION # 3 -- "LOCATIONS" OF SPEED CAMERAS /SYSTEMS [continued]

SYSTEM/CAMERA # 9 (serial #):

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

SYSTEM/CAMERA # 10 (serial #):

START - STOP DATE	LOCATION USED	# CITATIONS ISSUED

[ADD ADDITIONAL PAGES IF NECESSARY]

SECTION # 4 - "ERRONEOUS" VIOLATIONS

TOTAL NUMBER OF CAMERAS IN SPEED MONITORING SYSTEM

2

Camera # 1 - Serial Number: OS-014

TYPE OF "ERRONEOUS VIOLATION"

of CITATIONS

1. Recorded image of registration plate did NOT match registration plate issued for motor vehicle:

0

2. Recorded image showed a STOPPED vehicle or NO PROGRESSION:

0

3. INCORRECTLY MEASURED SPEED for a motor vehicle:

0

4. Measured speed of motor vehicle was BELOW THE THRESHOLD SPEED:

0

5. Recorded image taken was OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:

0

6. Recorded image was taken by speed monitoring system with an EXPIRED CALIBRATION CERTIFICATE:

0

7. Miscellaneous "potential violations" that were submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.

0

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 1:

0

[CONTINUE ON PAGE 4-2 IF NECESSARY]

SECTION # 4 -- "ERRONEOUS VIOLATIONS " [continued]

Camera # 2 - Serial Number: T-048

TYPE OF "ERRONEOUS VIOLATION"

of CITATIONS

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**

2

2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**

0

3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:

0

4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**

0

5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**

0

6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**

0

7. Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.

0

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 2

2

Camera # 3 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**

2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**

3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:

4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**

5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**

6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**

7. Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 3

[CONTINUE ON PAGE 4-3 IF NECESSARY]

PAGE 4-2

SECTION # 4 -- "ERRONEOUS VIOLATIONS" [continued]

Camera # 4 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**
2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**
3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:
4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**
5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**
6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**
7. **Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 4

Camera # 5 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**
2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**
3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:
4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**
5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**
6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**
7. **Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 5

[CONTINUE ON PAGE 4-4 IF NECESSARY]

SECTION # 4 -- "ERRONEOUS VIOLATIONS" [continued]

Camera # 6 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**
2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**
3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:
4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**
5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**
6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**
7. **Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 6

Camera # 7 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**
2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**
3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:
4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**
5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**
6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**
7. **Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 7

[CONTINUE ON PAGE 4-5 IF NECESSARY]

SECTION # 4 -- "ERRONEOUS VIOLATIONS" [continued]

Camera # 8 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**
2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**
3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:
4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**
5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**
6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**
7. **Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 8

Camera # 9 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**
2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**
3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:
4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**
5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**
6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**
7. **Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 9

[CONTINUE ON PAGE 4-6 IF NECESSARY]

PAGE 4-5

SECTION # 4 -- "ERRONEOUS VIOLATIONS" [continued]

Camera # 10 - Serial Number:

1. Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**

2. Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**

3. **INCORRECTLY MEASURED SPEED** for a motor vehicle:

4. Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**

5. Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**

6. Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**

7. Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on **a technical variable that is under the control of the contractor.**

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 10

Camera # 11 - Serial Number:

Recorded image of **registration plate does NOT match registration plate issued for motor vehicle:**

Recorded image shows a **STOPPED vehicle or NO PROGRESSION:**

INCORRECTLY MEASURED SPEED for a motor vehicle:

Measured speed of motor vehicle **BELOW THE THRESHOLD SPEED:**

Recorded image taken **OUTSIDE THE HOURS AND DAYS AUTHORIZED FOR USE IN SCHOOL ZONES:**

Recorded image taken by speed monitoring system with an **EXPIRED CALIBRATION CERTIFICATE:**

7. Miscellaneous "potential violations" submitted by a speed monitoring system contractor for review by your agency that were apparently inaccurate based on a technical variable that is under the control of the contractor.

TOTAL "ERRONEOUS" CITATIONS - CAMERA # 11

[ADD ADDITIONAL PAGES TO THIS SECTION IF NECESSARY]