

City of Thousand Oaks

Neighborhood Speed Awareness Program

*A pilot program where residents
actively participate in "calming"
traffic within their neighborhood.*



An information packet for distribution

Citizen Volunteers

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RESOLUTION NO. 97-198

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF THOUSAND OAKS ESTABLISHING THE
NEIGHBORHOOD SPEED AWARENESS PROGRAM
(NSAP)**

WHEREAS, the Public Works Department and Thousand Oaks Police Department receive and investigate speeding motor vehicle complaints on residential streets on a regular basis; and

WHEREAS, many of these complaints are justified and selective speed limit enforcement is initiated, which includes use of mobile radar trailer display boards; and

WHEREAS, the volume of speed related complaints compared with the available resources places an ever increasing burden on the Police Department to effectively patrol neighborhoods to mitigate speeding concerns held by residents; and

WHEREAS, residents within localized communities have expressed interest in participating in activities that could achieve voluntary compliance of the speed limit by the motoring public; and

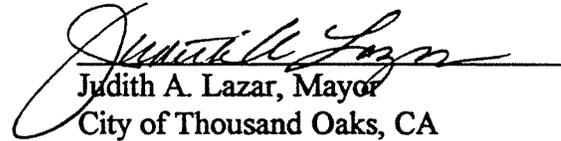
WHEREAS, the City of Thousand Oaks desires to enact innovative and non-traditional programs which provide community residents with the opportunity to become more actively involved in problem solving; and

WHEREAS, the City Council desires to preserve and protect the quality of life within the community by empowering residents to be actively involved in maintaining residential speed control.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Thousand Oaks establish the Neighborhood Speed Awareness Program (NSAP), described in attached Exhibit "A", which is a pilot program that allows residents to increase the awareness and education of the motoring public regarding the legal maximum speed limit (25 mph) within residential districts.

BE IT FURTHER RESOLVED that the Public Works Department and the Thousand Oaks Police Department are directed to train neighborhood captains in the use of radar to identify errant drivers who will be put on notice that their unlawful driving is being monitored.

PASSED AND ADOPTED this 7th day of October, 1997


Judith A. Lazar, Mayor
City of Thousand Oaks, CA

ATTEST:


Nancy A. Dillon, City Clerk

APPROVED AS TO FORM:


Mark G. Sellers, City Attorney

APPROVED AS TO ADMINISTRATION:


Grant R. Brimhall, City Manager

CERTIFICATION

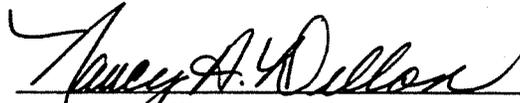
STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF THOUSAND OAKS)

I, NANCY A. DILLON, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 97-198 which was duly and regularly passed and adopted by said City Council at a regular meeting held October 7, 1997, by the following vote:

AYES: Councilmembers Parks, Markey, Fox, Zeanah and Mayor Lazar

NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.



Nancy A. Dillon, City Clerk
City of Thousand Oaks, California



CITY OF THOUSAND OAKS NEIGHBORHOOD SPEED AWARENESS PROGRAM

Purpose:

The Neighborhood Speed Awareness Program (NSAP) is an "educational" program created for residents to help reduce speeding concerns within their neighborhood. Community representatives such as Neighborhood Watch Groups, Homeowners' Association members, or citizen patrols are trained to monitor speeding using City owned radar equipment. License plate numbers and speeds are recorded. The registered owner of the recorded vehicle may be sent warning letters signed by the Traffic Bureau Sergeant notifying that the vehicle was observed "speeding".

Background:

The City of Thousand Oaks' Public Works Department and the Thousand Oaks Police Department receives and investigates numerous "speeding" complaints within localized residential areas in the City of Thousand Oaks. Many of the complaints are valid and selective enforcement or traffic engineering remedies offer limited success against "speeders". The use of the mobile radar trailer boards are often placed at locations so that motorists can take notice of their driving speed.

Many residents have expressed their desire to take a more active role in getting residents to "slow down". Some have taken it upon themselves to request residents to "slow down". Such action could lead to ineffective results. Some have recorded license plate numbers and vehicle descriptions to submit to the Police Department. This information is used by police officers to track speeding offenders.

The Three E's of Traffic Engineering:

The framework of the NSAP is built around the concept of the Three E's of Traffic Engineering - Education, Engineering and Enforcement.

Education is achieved: (1) for volunteers. It is expected that volunteers will obtain a better understanding of vehicle speeds through the use of radar. (2) through advisory letters sent to the "speeders" who have been measured by radar to be driving at excessive speeds.

The Police Department handles the enforcement of the 25 mph speed limit and the Public Works Department handles engineering issues such as speed humps, posting of 25 mph speed limit signs, road striping, etc.

The Three E's link the citizens, Thousand Oaks Police, and Public Works Department staff together toward calming traffic in residential areas.

Procedure:

The NSAP will be implemented and administered as follows:

1. Selection of NSAP Locations

a. NSAP locations will be selected based upon a formal written request by the affected community organization. Public Works' staff will conduct an investigation to ensure the subject roadway meets the legal requirements to qualify as a prima facie 25 mph speed limit residential street per the Vehicle Code.

OR

b. Upon majority vote by the Traffic and Transportation Advisory Commission. The establishment of a NSAP will be listed in future staff reports as an option for residents who successfully petition the Public Works' staff to conduct a formal speed hump evaluation.

2. Eligibility Requirements:

Any member of the affected community may volunteer to participate in the NSAP provided they meet the following qualifications:

- ▶ Provide proof of residence along the affected street.
- ▶ Minimum 18 years of age.

3. Training

Public Works Department staff will meet with citizen volunteers for a one hour period to discuss the following:

- a. Goals and objectives of the NSAP.
- b. Legal restrictions of citizen volunteers.
- c. Overview of the principles of radar detection.
- d. The care and use of the Public Works Department's radar equipment.
- e. Duties of the radar operator and recorder.
- f. Avoiding contact with violators.
- g. Safety considerations while observing traffic and using radar equipment.
- h. Test citizen volunteers on proper use of radar.
- I. Completion of waiver forms.

4. Equipment

Citizen volunteers shall only use Public Works Department owned radar equipment which is in good repair and has been properly calibrated using the tuning fork supplied with the radar unit. Volunteers will be required to submit waiver forms when radar equipment is checked out. The check out period shall be for three days per request. The volunteer shall return radar equipment to the Public Works Department, 2100 Thousand Oaks Boulevard, Thousand Oaks.

The check out period will be for three days per request. The volunteer shall return radar equipment to the Public Works Department at 2100 Thousand Oaks Boulevard.

5. Duties of NSAP volunteers.

- ▶ Volunteers will work in teams. Teams will be comprised of a minimum of two persons. One citizen shall operate radar equipment while the other will record data. In some situations, it may be more efficient for volunteers to work in a team of three; one to operate the radar equipment, one to observe and “call out” vehicle descriptions to a third volunteer who will record information. In some situations, it may be more efficient for volunteers to work in a team of three: one to operate radar equipment, one to observe and “call out” vehicle descriptions to a third volunteer who will record information.
- ▶ The radar operator will determine if it is necessary to obtain the vehicle license plate number, vehicle description and record the speed based on the radar display.
- ▶ The recorder will maintain a log of all vehicles determined to be in violation of the speed limit and return this information to the Traffic Bureau Sergeant. If a recorder willfully overstates the measured speed, the neighborhood patrol will no longer be eligible for future NSAP activities for up to five years.
- ▶ Volunteers shall not confront speeding violators in any manner. Should a situation arise requiring police assistance, NSAP volunteers will be required to contact the Police Department, or dial 911 in emergencies. If a suspected violator attempts to make unwelcome contact with a NSAP participant, the volunteer shall cease observations and leave the area immediately.
- ▶ NSAP volunteers will conduct their observations from a vantage point selected by the Public Works Department representative. Typically, the best location is in volunteer’s vehicle parked in a driveway or on the side of the street. The location should provide a clear, unobstructed view of traffic.

6. Written Correspondence with Violators:

Thousand Oaks’ Police Department personnel will review data obtained by citizen volunteers for completeness. Staff shall exercise careful discretion in determining license plates which need to be processed through Department of Motor Vehicles (DMV) records. DMV records are then checked for consistency with the recorded vehicle description by the volunteer. Once records have been verified, administrative staff may draft a letter addressed to the registered owner. The letters will intensify depending on the number of times the vehicle owner is contacted. Upon first notice, a supplementary information sheet is attached describing the potential dangers of speeding. This information sheet will help educate violators in complying with the proper rules of the road as stated in the California Vehicle Code. Upon the third notice, the vehicle owner may be notified that he/she may receive a visit by a police officer. Sample letter forms are attached.

DPW:940-50/slb/H:Bravo/Traffic/NSAP/Program



City of Thousand Oaks

Public Works Department
Donald H. Nelson, Director

Neighborhood Speed Awareness Program (NSAP) Citizen/Volunteer Application

_____	_____	_____
Last Name	First Name	Middle Initial
_____	_____	() _____
Address		Home Phone
_____	_____	() _____
City, State & Zip		Work Phone

California Driver's License or I.D. Card Number		

_____ between _____ and _____
Name of street with purported speeding problems

Please answer the following questions (Explain "Yes" answers on the reverse side):

1. Do you have any reason which would prevent you from operating a hand held radar device weighing approximately five (5) pounds? Yes No
2. Do you have any reason which would prevent you from observing the license number and description of a moving vehicle? Yes No
3. Do you have any reason which would prevent you from hearing someone describe the license number and description of a vehicle? Yes No
4. Do you have any reason which would prevent you from recording a vehicle license plate number? Yes No
5. Have you ever been convicted of a felony? Yes No

I hereby certify that the preceding information is correct and have answered all questions completely and to the best of my abilities:

_____ / / _____
Signature Date



Neighborhood Speed Awareness Program Citizen/Volunteer Agreement

I hereby acknowledge receipt for borrowing one radar unit (no charge), from the City of Thousand Oaks for use in the Neighborhood Speed Awareness Program (NSAP). I agree this radar unit will be used in accordance with the training guidelines established by the Thousand Oaks' Police Department. In consideration for the privilege of utilizing this radar unit in the NSAP, I hereby agree to indemnify, defend and hold the City of Thousand Oaks harmless from any and all liability, claims, demands, costs, expenses, compensations, property damage or personal injury occurring during the use of this radar unit, on account of, or in any way arising out of my participation in the NSAP and use of radar equipment. I understand that there may be health issues associated with long term exposure to radar waves. I understand that radiological health officials have no evidence that radiation emission levels from speed radar devices create risks for individuals more than other similar electronic devices. Users are advised not to point the radar devices at short range directly at themselves or others.

Further, I hereby acknowledge that I have received training from the City of Thousand Oaks/Police Department in the use and care of this radar unit. I understand the radar unit is to be used solely for monitoring traffic speed in my neighborhood, during the day or night, for a period of up to three consecutive days from the date of issuance, and that a minimum of two persons are required for each data collection period - one to operate the radar unit and one to record the required vehicle information. When alleged speeders are detected by the use of this radar, information which will assist in identifying the violating vehicle will be recorded and submitted to the City of Thousand Oaks' Public Works Department. The City of Thousand Oaks' Police Department cannot issue a traffic citation to drivers detected by the NSAP participants, but may send a letter to the registered owner of the offending vehicle advising them of the observed infraction and encouraging them to observe traffic laws in the future.

I hereby acknowledge that I will not attempt to discuss, detain or make contact with a suspected violator, nor will I enter into a vehicular or foot chase of a suspected violator of a traffic law. Additionally, I will only record vehicle information solely on the merits of the radar device. I understand that if a suspected violator attempts to confront me, I will cease observations and leave the area immediately.

I hereby acknowledge that any abuse of equipment or program objectives shall result in disqualification from the NSAP as determined by the Public Works or Police Departments.

I am aware that I may be contacted by members of the media concerning my participation with the NSAP.

NSAP Participant

Address

_____ between _____ and _____
(Name of street with purported speeding problems)

Radar Model: _____

Radar Serial Number: _____

Issue Date: _____

Return Date: _____

Issued by: _____



Neighborhood Speed Awareness Program

Radar Use Instructions

Background

Radar is an acronym for Radio Detecting and Ranging. The radar device used in the Neighborhood Speed Awareness Program (NSAP) is a special radar which is designed to measure speed. The radar unit transmits radio waves which are directed at a motor vehicle. The properties of the radio waves change when it strikes a vehicle and is reflected back to the radar unit. The radar unit will determine the difference in the frequencies of the outgoing radio waves and the incoming radio waves and calculates the speed of a moving object.

Set up of the Radar

The Public Works Department will recommend a location along the street for observing the movement of on-street traffic, such as a driveway. This will maintain a safe distance from the street. In some situations, it may be best for observers to be located in their private vehicles on the edge of the roadway.

Measuring and Recording Vehicle Information

Use the tuning fork to calibrate the radar. The radar should be kept as parallel to the road as much as possible to ensure that the readings are as accurate as possible. Keep the radar in the "hold" position until you observe a vehicle approaching or leaving you. Press the hold button. The radar should display speed readings and emit a tone when aimed at a vehicle. If there is more than one vehicle, the results should not be recorded as the radar device cannot differentiate between closely spaced vehicles. If you obtain a reading of a "speeder", record (1) the time the speeding was observed, (2) location, (3) direction, (4) license plate number, (5) vehicle description and (6) vehicle speed on the Observation Log. Place the radar back into the "hold" position and wait for the next vehicle.

Completion

Once the observation phase is complete, submit records of the "speeders" to the City of Thousand Oaks Public Works Department. Registered vehicle owners can be determined by the Police Department and letters sent to the violators. All letters sent to violators shall be kept confidential.



Neighborhood Speed Awareness Program (NSAP) Radar Equipment Checklist & Operating Instructions

Instructor's Name: _____

Participant's Name: _____

Instructor's Initials	Participant's Initials
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		Radar Unit Serial Number _____
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		Tuning Fork Serial Numbers _____
--	--	----------------------------------

		Binoculars Serial Number _____
--	--	--------------------------------

		Plug radar unit into cigarette lighter of vehicle.
--	--	--

		Turn radar unit "on" and adjust volume knob on top of unit.
--	--	---

		Calibrate radar unit with tuning fork. Check display to make sure reading matches value of tuning fork.
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		Radar unit is always in "active" mode. Pull trigger only when necessary to "hold" reading. Always point radar unit down the road.
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		Advise all NSAP participants to select observation point carefully. Park in driveway facing street.
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		Advise all NSAP participants to remain in vehicle such that passing motorists are not influenced by presence of radar unit.
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		Advise all NSAP participants not to make contact with suspected violator or enter into vehicular or foot chase.
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		Advise all NSAP participants to record data on merits of radar measurement, not based on any prejudices participant may have against operator of a vehicle.
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		Advise all NSAP participants not to operate radar in inclement weather since this can damage equipment.
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Neighborhood Speed Awareness Program Resident Participation Log

#	Date	Resident's Name	Address	Telephone #	Date Trained	Date Started	Date Ended	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								