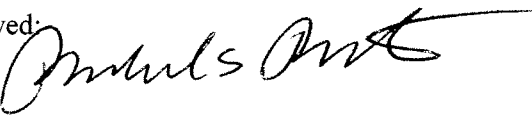


Subject: Red Light Camera Violations	Departmental Policy No. 6-6	
Effective: Upon Approval		
<p>I. Purpose</p> <p>To establish a departmental policy for addressing employees who receive Notice of Violation for running red lights while operating a City vehicle or a personal vehicle on City business. This policy specifically applies to violations generated by the Red Light Camera Enforcement Safety Program.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any previous Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>Department of Public Works and Engineering employees are required to comply with all Federal, State or Local traffic laws. Running a red light is a serious violation that can result in injury, death and/or significant property damage. Employees are responsible for reporting when a Notice of Violation for running a red light is received based on the operation of their personal vehicle on City business.</p> <p>Any employee who is caught by a camera running a red light and subsequently receives a Notice of Violation shall be responsible for payment of the fine. Non-payment of the fine will be considered noncompliance with departmental policy (failure to comply with department policy; failure to follow instructions) and will be subject to disciplinary action. Should an employee decide to contest the fine, disciplinary action related to the red light violation will be deferred until the outcome of the appeal is determined. Employees who leave city employment while owing fines will have the fines recovered from their terminal pay check.</p> <p>Notice of Violations generated by the Red Light Camera Enforcement Safety Program are considered civil infractions and will therefore not be considered moving violations as defined in Administrative Procedure 2-2, Motor Vehicle Assignment and Use. However, some level of action as established in Department Policy 1-24, Superior Performance Program, is mandatory. The minimum action that can be considered is a Performance Improvement Discussion, but a more serious level of correction action may be called for based on the specific circumstances, the employee's previous history, and divisional standards.</p>		
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Additionally, this information may be considered when determining if an employee should be disqualified from driving.

Receiving a Notice of Violation should be reflected on the employee's annual performance evaluation under the category of Safety Awareness/Performance Record.

The first time the department is advised of an employee receiving a Notice of Violation, the employee may be required by the responsible Deputy Director to provide, in person, an explanation for the Notice. Should an employee receive a second Notice of Violation, he or she will be required to meet with the Department Director or designee to explain his or her actions. Corrective action up to and including indefinite suspension may be taken.

IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to corrective action up to and including indefinite suspension.

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	Effective date: Upon Approval	